



# City Council - Regular Meeting

## Monday, February 6, 2017 - 7:00 p.m.

### Council Chambers

*(meeting will be cablecast)*

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **COUNCIL MINUTES**
  - 3.1 December 22, 2016 Special Mtg.  
January 17, 2017 Executive Session.  
January 17, 2017 Regular Mtg.  
January 23, 2017 Worksession.
4. **OPEN FORUM** *\*The open forum is an opportunity for the public to address the City Council concerning items not listed on the agenda. Please raise your hand to be recognized by the Mayor or member officiating the meeting. Approach the podium and state your full name and address for the record. Rules of Conduct as listed in the public folder provided at the entrance of the Council Chambers must be adhered to.*
  - 4.1 PAFR (Popular Annual Financial Report) Award from GFOA.
  - 4.2 Police Activity Update.
5. **PUBLIC HEARING(S)**
  - 5.1 2017 Brisbin Area SRP; Public Improvement Hearing.  
RES/2017 Brisbin Area SRP; Order Project & Authorizing the Preparation of Final Plans & Specifications.
  - 5.2 2017 Brisbin Area SRP; Assessment Hearing.  
RES/2017 Brisbin Area SRP; Adopting Assessment Roll
  - 5.3 2017 Christian Hill SRP; Public Improvement Hearing.  
RES/2017 Christian Hill SRP; Order Project & Authorizing the Preparation of Final Plans & Specifications.
  - 5.4 2017 Christian Hill SRP; Assessment Hearing  
RES/2017 Christian Hill SRP; Adopt Assessment Roll.
  - 5.5 Annual Renewal of Currency Exchange License; Pawn America Minnesota LLC, 701 W Main St. (TO BE ACTED UPON WITHIN CONSENT AGENDA)

**6. CONSENT AGENDA**

- 6.1 Verified Bills.
- 6.2 Revising & Setting Council Calendars.
- 6.3 City Hall North Parking Lot Project; Change Order No. 1.
- 6.4 Annual Renewal of Currency Exchange License; Pawn America LLC, 701 W Main St.
- 6.5 Accept Resignation from Parking Advisory Board; Robert Weil.
- 6.6 Issuance of a Massage Therapist License for Christine Cox of Coon Rapids @ Anoka Massage & Pain Therapy, 710 E River Rd.
- 6.7 Recommended Approval of an LG220 Gambling Permit; River City Rhythm.
- 6.8 Recommended Approval of an LG240b Bingo Permit; Anoka Today Alano.

**7. REPORTS OF OFFICERS, BOARDS & COMMISSIONS**

**8. PETITIONS, REQUESTS & COMMUNICATION**

**9. ORDINANCES & RESOLUTIONS**

- 9.1 RES/2017 Brisbin Area SRP; Order Project & Authorizing the Preparation of Final Plans & Specifications. (ACTED UPON AFTER PUBLIC HEARING)  
RES/2017 Brisbin Area SRP; Adopt Assessment Roll. (ACTED UPON AFTER PUBLIC HEARING)
- 9.2 RES/2017 Christian Hill SRP; Order Project & Authorizing the Preparation of Final Plans & Specifications. (ACTED UPON AFTER PUBLIC HEARING)  
RES/2017 Christian Hill SRP; Adopt Assessment Roll. (ACTED UPON AFTER PUBLIC HEARING)
- 9.3 RES/Accepting Bid for Remodel of Green Haven Restrooms.
- 9.4 RES/Authorizing Amendment to the Issuance of Housing Revenue Bonds (Homestead at Anoka, Inc. Project).

**10. UNFINISHED BUSINESES**

**11. NEW BUSINESS**

- 11.1 Appointment to Parking Advisory Board; Applicant Rex Louis.
- 11.2 Appointment to Heritage Preservation Commission; Lisa Silberg-Jurek.
- 11.3 Financial Management Plan & Practice Update.

**12. UPDATES & REPORTS**

- 12.1 4<sup>th</sup> Quarter Financial Report.
- 12.2 Tentative Agendas.

**ADJOURNMENT**

# **COUNCIL MEMO**

Agenda Item # 3.1

**Meeting Date:** 02-06-2017  
**Agenda Section:** Council Minutes  
**Item Description:** Various City Council Meeting Minutes  
**Submitted By:** Amy Oehlers, City Clerk

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## **BACKGROUND INFORMATION**

Included in your packet are minutes (s) of previous Council meetings, worksessions, special meetings, etc. Minutes must be approved by the City Council and are kept permanently according to Minnesota State Law and the City's adopted General Records Retention Schedule.

## **FINANCIAL IMPACT**

Will vary from meeting to meeting.

## **REQUESTED COUNCIL ACTION**

Council approval of the Minutes submitted.

## **REQUIRED VOTE**

Majority vote of the Councilmembers present at the meeting.

**SPECIAL MEETING OF THE ANOKA CITY COUNCIL  
ANOKA CITY HALL - CITY COUNCIL CHAMBERS  
DECEMBER 22, 2016**

**1. CALL TO ORDER**

Mayor Rice called the meeting to order at 5:03 p.m.

**2. ROLL CALL**

Present at roll call: Mayor Rice, Councilmembers Anderson, Freeburg, Weaver and Wesp.

Staff present: City Manager Greg Lee; Deputy Community Development Director Doug Borglund; and City Attorney Scott Baumgartner.

Absent at roll call: None.

**3. COUNCIL BUSINESS and/or DISCUSSION ITEMS**

**3.1 ORD/Interim Ordinance Establishing a Moratorium on the Sale of Adult Novelties in the City To Protect the Process of Amending Chpt 22, Article XII, Adult Establishments. (1<sup>st</sup> reading)**

Community Development Director, Doug Borglund presented this item to the Council. Borglund explained over the past year staff has been reviewing the different types of retail services, products and businesses in the City. Staff determined that the City should study and analyze its ordinance and determine if adequate provision are in place to address the sale of adult novelties.

To allow time for this study to occur, staff is proposing an interim ordinance establishing a moratorium on the sale of adult novelties. The moratorium would provide the City an opportunity to conduct the study and review the currently regulation of Chapter 22, Article XII, Adult Establishments, and provide time to draft and consider potential amendments to the ordinance.

The proposed interim ordinance would prohibit the sale of adult novelties during the time period established in the ordinance. It is being proposed that Interim Ordinance establishing the moratorium have an April 1, 2017 expiration date.

Borglund advised that this is an Introductory First Reading of the ordinance and that formal action on its adoption would not occur the Second Reading.

Councilmembers members inquired about some of the existing business, such as CVS and Walgreen's that currently carry some things that could be considered Adult Novelties.

Borglund advised that review of this would be part of the study, but at this point, there is nothing that prohibits an existing business from carry such products that they sell.

Councilmember Weaver made a motion to approve the Introductory First Reading. **Councilmember \_\_\_\_\_ seconded the motion.**

Vote taken: All ayes. **????**

3.2 Approval of Adjustment to Non-Union Health Insurance Waiver.

City Manager Greg Lee presented this item to the Council.

Lee explained that the Health Insurance Waiver is provided to benefit eligible employees who waive health insurance due to other coverage that they may have. Typically the formula for the waiver is developed utilizing the average of the Single Premiums, which would equate to \$202 per month for 2017; however, staff is recommending the 2017 waiver amount be \$250 per month. The waiver amount in 2016 was \$280.52.

Lee requested approval of Health Insurance Waiver for 2017 to be \$250, effective the first pay period in January 2017.

**Motion by Councilmember \_\_\_\_\_, seconded by Councilmember \_\_\_\_\_ to approve the adjustment to Non-Union Health Insurance Waiver.**

4. **ADJOURNMENT**

**Councilmember \_\_\_\_\_, made a motion to adjourn the meeting.  
Councilmember \_\_\_\_\_, seconded the motion.**

Vote taken. All ayes. Motion carried.

Time of adjournment: \_\_\_\_\_ **p.m.**

Submitted by & Approval Attestation: Amy T. Oehlers, City Clerk

**CLOSED EXECUTIVE SESSION OF THE ANOKA CITY COUNCIL  
ANOKA CITY HALL  
CITY COUNCIL EXECUTIVE SESSION ROOM  
JANUARY 17, 2017**

**CALL TO ORDER**

Mayor Rice called the Executive Session/City Manager Annual Performance Evaluation meeting to order at 6:30 p.m.

**ROLL CALL**

Present at roll call: Mayor Rice, Councilmembers Anderson, Freeburg, Weaver and Wesp.

Staff present: City Manager Greg Lee

**COUNCIL CONDUCTED THE ANNUAL PERFORMANCE EVALUATION OF THE CITY MANAGER.**

**ADJOURNMENT**

Mayor Rice adjourned the Closed Executive Session meeting at 7:00 p.m.

Approval Attestation:

Amy T. Oehlers, City Clerk

**REGULAR MEETING OF THE ANOKA CITY COUNCIL  
ANOKA CITY HALL  
CITY COUNCIL CHAMBERS  
JANUARY 17, 2017**

**1. CALL TO ORDER**

Mayor Rice called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.

**2. ROLL CALL**

Present at roll call: Mayor Rice, Councilmembers Anderson, Freeburg, Weaver and Wesp.

Staff present: City Manager Greg Lee; Police Chief Eric Peterson; Housing Manager Darin Berger; Communications Coordinator Pam Bowman; Public Services Administrator Lisa LaCasse; Police Captain Justin Anderson; City Attorney Scott Baumgartner; and Recording Secretary Cathy Sorensen.

Absent at roll call: None.

**3. COUNCIL MINUTES**

3.1 Minutes of January 3, 2017, Regular Meeting.

Motion by Councilmember Freeburg, seconded by Councilmember Anderson, to waive the reading and approve the January 3, 2017, Regular Meeting minutes.

Vote taken. All ayes. Motion carried.

**4. OPEN FORUM**

4.1 Proclamation; Mary A. Ella Day.

Mayor Rice congratulated Mary A. Ella, a resident of Homestead at Anoka, who turned 100 years old today. He read into the record a Proclamation proclaiming Tuesday, January 17, 2017, as Mary A. Ella Day in the City of Anoka and wished Ms. Day the best on her 100<sup>th</sup> birthday.

Pete Beberg, Anoka, shared that his mother-in-law was one of the original investors of Maple Manor which was purchased by the Volunteers of America to construct the Homestead of Anoka where she resides today. He shared how many years ago, she and her husband moved to Anoka after staying with them and falling in love with the City and thanked the Council for honoring Ms. Day.

4.2 Winterfest Update.

Communications Coordinator Pam Bowman shared that the Anoka Winterfest will take place January 27-29, 2017 at Green Haven Golf Course & Event Center. She shared event details and highlighted various activities including a wine and beer tasting event, family fun day, and Sunday brunch. Ms. Bowman thanked the many sponsors for their support of Anoka Winterfest and encouraged everyone to attend.

Council thanked all staff involved for organizing this event.

4.3 Police Activity Update.

Police Chief Eric Peterson shared statistics on 2016 calls for service which included 20,000 calls, down 4% from 2015 but consistent over the past three years. He said Anoka makes up 10% of all calls made within Anoka County. He recapped 2016 calls included 466 traffic crashes with 82 injuries and zero fatalities. Chief Peterson said there has been a slight increase in panhandling and vandalism with broken windows but shared that they were able to identify the offenders through cameras. He said they are working on creating strategic solutions for the crime-free rental licensing program and will be holding an Anoka Community Safety Forum directed toward seniors. Chief Peterson introduced Captain Justin Anderson who was promoted to Administration Captain in December.

Captain Justin Anderson shared his background which included living in Anoka area for years. He said he is grateful for his experience as an officer and COPPS and looked forward to making COPPS a focus in 2017. Captain Anderson thanked the Council for their support of the police department.

Councilmember Freeburg welcomed Captain Anderson and said he is excited to see staff coming up through the ranks and thanked him for his hard work in making Anoka safe.

Councilmember Wesp said this is a well-earned promotion and shared through the Anti-Crime Commission the importance of knowing that the police department is accessible and here to serve and encouraged people to attend the Commission meetings.

Councilmember Weaver congratulated Captain Anderson and said he was pleased to see that all the new Captains are Anoka graduates and that the message is getting out that the City is monitoring activity through technology.

Mayor Rice congratulated Captain Anderson and said Anoka is a leader as a professional agency through all the work the department does.

**5. PUBLIC HEARING(S)**

- 5.1 On-Sale Intoxicating Liquor, Sunday Liquor, and Special 2 a.m. License for Dino's Hardhat Cuisine and Libation, LLC, dba; Danno's, 227 E. Main Street, Anoka.  
RES/Approving the Issuance of an On-Sale Intoxicating Liquor, Sunday Liquor, and Special 2 a.m. License for Dino's Hardhat Cuisine and Libation, LLC, dba; Danno's, 227 E. Main Street, Anoka.

**RESOLUTION**

City Manager Greg Lee shared a staff report with background information to the Council stating Beer Belly's closed their business in mid-December and since then the City has received an application for an On-Sale Intoxicating Liquor License, Sunday License & Special 2 a.m. License from Daniel Sweeney to operate a new establishment Danno's. Due to past concerns the City has had on police calls in the Downtown Entertainment District specifically related to 2 a.m. licensing, a meeting was held with Mr. Sweeney and police calls were reviewed and expectations on operating the business as it relates to their 2 a.m. license, security, patron behavior and the necessity to keep the exterior grounds clear of trash and unsightliness was shared. Mr. Lee noted the application does not include the sale or consumption of alcoholic beverages outside of the building and that the exterior patio is not included in the license application at this time. He stated staff is still conducting the necessary background checks and inspections and while no concerns or objections have been expressed so far approval of these licenses will be contingent upon successful background checks/inspections.

Councilmember Weaver asked if there are special requirements for a 2 a.m. license. Daniel Sweeney, applicant, said that security staff is required at every door in order to have a 2 a.m. license.

Councilmember Wesp noted that in 2016 Beer Belly's had 33 offenses, 19% of which occurred during 1 a.m. and 2 a.m. and asked about the type of offenses. Chief Peterson said several offenses included disorderly conduct and assault and noted they were less property issues and more person to person issues.

Councilmember Wesp said he wanted the applicant to be aware of the statistics and mindful of these concerns.

Mayor Rice opened the public hearing at 7:32 p.m.

Mr. Sweeney shared how a culture change can be expected and felt previous incidents could have been avoided. He said his background in restaurant/bar management spans over 32 years, 16 of which were at Billy's, and that his plan is for staff to do quicker serving cut offs with decisions in the best interest of the customers. Mr. Sweeney said they do not want drama but instead want repeat

customers' drama. He shared that he intends to serve a similar menu as Beer Belly's with some enhancements.

Councilmember Weaver said he is comfortable that Mr. Sweeney understands the City's concerns surrounding past experiences and thanked him for his passion to have a good operation.

Councilmember Anderson said he is excited to see the new establishment open and wished Mr. Sweeney the best of luck and thanked him for his investment in the City.

Mayor Rice closed the public hearing at 7:37 p.m.

**NOTE: By motion from Councilmember Freeburg, which was seconded by Councilmember Weaver, and by a unanimous vote of the Council, agenda item 9.1 was moved up on the agenda and acted upon at this point.**

Motion by Councilmember Weaver, seconded by Councilmember Freeburg, to adopt a resolution approving the issuance of an On-Sale Intoxicating Liquor, Sunday Liquor and Special 2 a.m. licenses to Dino's Hardhat Cuisine and Libation, LLC, dba; Danno's, 227 E Main Street, Anoka, Minnesota. Mr. Sweeney thanked City Clerk Amy Oehlers for her extraordinary help during the application process.

The City Council wished Mr. Sweeney the best in his new venture.

Upon a roll call vote: Mayor Rice, Councilmembers Anderson, Freeburg, Weaver and Wesp voted in favor. Motion carried.

## **6. CONSENT AGENDA**

Motion by Councilmember Wesp, seconded by Councilmember Anderson, to approve Consent Agenda 6.1 through 6.4.

- 6.1 Approved Verified Bills.
- 6.2 Revising and Setting Council Calendars.
- 6.3 Approval of a Temporary On-Sale Liquor License; Church of St. Stephen's, Annual Mardi Gras Event, February 25, 2017.
- 6.4 Recommended Approval of an LG220 Gambling Permit; Church of St. Stephen's for Raffle on February 25, 2017.

Vote taken. All ayes. Motion carried.

## 7. REPORTS OF OFFICERS, BOARDS AND COMMITTEES

### 7.1 Parks and Recreation Board Update.

Parks and Recreation Advisory Board Chairperson Steve Nelson highlighted 2016 park projects including Bonnell Park infrastructure and field improvements, Castle Field project update, John Ward softball field #3, Anoka Station Park, Enloe Park sledding hill and tennis court/pickle ball reconstruction, Mississippi Park riverbank restoration and shelter maintenance, Rice Creek Beach gazebo, and King Park statue restoration at Memorial Park. He also shared about the Young Artists Group of Anoka completed fun painting projects on City snow plow blades, a Halloween mural and Senior Center van.

Chairperson Nelson outlined 2017 projects including Castle Field Phase 3, Brisbin Park, Brom Park canoe rest, park irrigation for John Ward Park, West Rum River Trail, Mississippi Community Park, George Enloe Park, Rum River Trail repairs, Aquatic Center projects including knee wall painting, water heater and boat slide replacement, Anoka Station Park, and Rum River Trail/4<sup>th</sup> Avenue connection. He encouraged the community to use the wonderful trails in Anoka.

Councilmember Wesp asked if the plaque honoring Anoka resident Ed Ghostley is still in place on Castle Field #3. Chairperson Nelson said the plaque was re-dedicated to Castle Field #2 with the family's permission as it was a more used field.

Councilmember Weaver inquired about progress on invasive vegetation clearing. Public Services Administrator Lisa LaCasse said crews have been very busy with the recent snowfall but will be back out soon, adding Anoka County started some clean-up work too once we started.

Councilmember Weaver noted there was heavy use over the weekend at the golf course facility and was pleased it is being used for more than specific events. Ms. LaCasse said they are flat grooming trails for even more use which includes 3.5 miles.

Chairperson Nelson said staff makes a lot happen within the City and that Council should be proud.

Council thanked members of the Parks and Recreation Board and staff for their hard work.

Ms. LaCasse said we can do much more within the City because of the talent of Public Works staff.

## 8. PETITIONS, REQUESTS AND COMMUNICATION

None.

## 9. ORDINANCES AND RESOLUTIONS

- 9.1 RES/Approving the Issuance of an On-Sale Intoxicating Liquor, Sunday Liquor, and Special 2 a.m. License for Dino's Hardhat Cuisine and Libation, LLC, dba; Danno's, 227 E. Main Street, Anoka.

### ACTED UPON AFTER THE PUBLIC HEARING

- 9.2 RES/Accepting Bid for Demolition of Riverplace.

### RESOLUTION

Housing Manager Darin Berger shared a staff report with background information to the Council stating as of December 31, 2016, the City of Anoka is the owner of the four structures, outbuildings and all land located at 1806, 1814, and 1850 South Ferry Street. The objective of the City Council is to prepare these parcels for future park land and provide views of the Rum River and Downtown Anoka. Mr. Berger shared details of the demolition specifications and said in an effort to attract favorable bids during winter conditions, staff established a final completion date of March 31, 2017 to allow more flexibility for contractors bidding on this project, while ensuring it is substantially completed by spring.

Mr. Berger stated three bids were received: Veit & Company, Inc. \$153,325.00; Sauter & Sons \$148,500; and Fehn Companies \$127,450.

Motion by Councilmember Anderson, seconded by Councilmember Freeburg, to adopt a resolution accepting Fehn Companies bid in the amount of \$127,450 for demolition of Riverplace.

Councilmember Weaver asked when work will begin. Mr. Berger said the project will be done in stages from south to north and that demolition could begin tomorrow and should take approximately one month.

Councilmember Weaver confirmed the Riverwalk presentation is still on the City's website for the public to view.

Upon a roll call vote: Mayor Rice, Councilmembers Anderson, Freeburg, Weaver and Wesp voted in favor. Motion carried.

## 10. UNFINISHED BUSINESS

None.

## 11. NEW BUSINESS

None.

## 12. UPDATES AND REPORTS

### 12.1 Tentative Agenda(s).

The Council reviewed the tentative agendas of the upcoming Council meetings.

### 12.2 Staff and Council Input.

Mr. Lee said the January 23 worksession will include an update from MnDOT regarding Highway 47/Ferry Street in anticipation of the February 2 neighborhood meeting. He said one neighborhood meeting has already been held and was very well attended, adding staff will be meeting with MnDOT next week to review the project prior to the workshop.

## 13. ADJOURNMENT

Councilmember Freeburg, made a motion to adjourn the Regular Council meeting. Councilmember Anderson, seconded the motion.

Vote taken. All ayes. Motion carried.

Time of adjournment: 8:20 p.m.

Submitted by: Cathy Sorensen, *TimeSaver Off Site Secretarial, Inc.*

Approval Attestation:

Amy T. Oehlers, City Clerk

**WORKSESSION OF THE ANOKA CITY COUNCIL  
ANOKA CITY HALL  
CITY COUNCIL WORKSESSION ROOM  
JANUARY 23, 2017**

**1. CALL TO ORDER**

Mayor Rice called the worksession meeting to order at 5:00 p.m.

**2. ROLL CALL**

Present at roll call: Mayor Rice, Councilmembers Anderson, Freeburg, Weaver, and Wesp.

Absent: None.

Staff present: City Manager Greg Lee; Engineering Technician Ben Nelson; Housing Manager Darin Berger; Police Chief Eric Peterson; Police Captain Andy Youngquist; Police Officer Paul Schley; Engineering Technician Ben Nelson; Deputy Development Director Doug Borglund; Public Works Director Mark Anderson; Planning Director Carolyn Braun; and Recording Secretary Cathy Sorensen.

**3. COUNCIL BUSINESS and/or DISCUSSION ITEMS**

3.1 Discussion: Transportation Updates; TH47 Railroad Grade Separation/Highway 10.

*TH47 Railroad Grade Separation Update*

City Manager Greg Lee shared the staff report stating in 2016 MnDOT studied the safety issues at the Highway 47 (Ferry Street) BNSF railroad crossing in Anoka. He explained a separation between Ferry Street and the BNSF railway will improve safety for motorists, pedestrians, bicyclists and trains and improve regional mobility and emergency responder time. He introduced Brandi Popenhagen of HDR, Paul Jung, MnDOT North Area Engineer, and Kent Barnard, MnDOT to share the final findings of the feasibility study report and address any questions the Council may have on the project prior to the public open house on February 2, 2017 at Green Haven Golf Course and Event Center.

Mr. Jung stated affects for studying this crossing included “crude by rail” appropriation, access control, sharp curves at the fairgrounds, and difficult turns on Bunker Lake Boulevard and McKinley Street. He shared geometrics and vehicles per day data, stating this crossing is the highest risk and exposure crossing in the State. He said with the 40-80 train crossings per day with 18,300 vehicles per day, a potential derail could be an even larger disaster.

Ms. Popenhagen shared costs to separate the crossing range between \$17.4-\$21.2 million to construct a multi-span bridge over BNSF with possibly up to seven spans instead of a high retaining wall. She said this is the preferred alternative as it is expandable in the future without a median if lanes are ever added. Ms. Popenhagen said they considered both over and under alternatives which would involve digging contaminated soils plus constructing another bridge for railroad traffic over the river during construction, adding the potential water table impacts an overpass was determined to be the best solution than an underpass and was less expensive as well.

Ms. Popenhagen said the team held public meetings regarding this project and heard concerns about visual impacts of a longer bridge versus a shorter bridge. She explained reasons why constructing a longer bridge would be \$2 million less than a shorter bridge based on space utilized under the bridge and total lifecycle costs and retaining walls.

Ms. Popenhagen reviewed impacts to traffic flow at McKinley Street and Bunker Lake Boulevard and said the public wants a signal but data does not show that there would be significant impact from trains as there was not a high number of cars counted. She said a signal will not solve anything and may in fact delay more cars going straight on TH47 but that they will look further to the next phase of the project.

Ms. Popenhagen referred to Pleasant Street and TH 10 and the suggested closing of Martin Street, stating neighbors were concerned and that taking away the crossing significantly improves queues at Pleasant Street making the intersection work better. She said people avoid them now so after construction the intersection may actually be used.

Ms. Popenhagen reviewed bridge construction based on space stating there is no opportunity to stage construction. She said they recommend beginning in September and closing the road until the following spring. She reviewed risks in moving forward with the project, including the need for other intersection improvements, additional lanes, realignment, contaminated sites, potential historic sites, and right-of-way costs.

Mr. Jung reviewed next steps including preliminary roadway layout, ongoing public engagement including open houses, local officials' briefings, monthly progress meetings, property owner meetings, noise analysis, intersection control evaluation at McKinley Avenue and funding identification. He said they will consider sound walls but said they likely will not happen, adding safe access from McKinley Avenue to TH47 is an ongoing concern and should not be exacerbated.

Erick Johnson, Bolton & Menk, stated they will be reviewing safety access and funding through the Governor's bonding bill as there is no money to construct a

grade separation but having plan will increase the chances of being designated funds.

Councilmember Freeburg asked if the ingress/egress will remain for northbound TH47 at the fairgrounds. Mr. Lee said those accesses will remain.

Councilmember Weaver inquired about the pedestrian trail on the east side of the bridge and expansion to four lanes. Mr. Jung said a pedestrian trail would be added to the western side and the east side trail would remain.

Councilmember Wesp asked about contamination being a concern whether they go above or below. Ms. Popenhagen said costs associated with addressing disposal for contaminates would occur either way but a pond may be needed under the bridge as well.

Councilmember Freeburg asked if MnDOT will purchase the A-1 Recycling Center site. Ms. Popenhagen said they will have to evaluate what it would take to give them ingress/egress.

Councilmember Freeburg inquired about the types of contamination. Ms. Popenhagen referred to a plume contained in another area by Martin Street but added MnDOT has to address this even if the site is not used.

Councilmember Wesp asked about changing ingress and egress and possibly moving it further west and moving Alter as an option.

Councilmember Wesp asked what the cost would be if the City wanted to move ahead with changing ingress/egress. Mr. Jung noted the bond would not include additional projects so funding would have to be identified.

Councilmember Weaver commented about truck restriction for entering properties on the corner.

Councilmember Freeburg suggested a roundabout. Mr. Lee said there is too much traffic volume on that road for a roundabout as it is not equal traffic.

Ed Evans, Anoka, asked for a comparison of this project to the five percent elevation used on Armstrong Boulevard. Ms. Popenhagen said this overpass would be less at three percent

Barb Thurston, Anoka, noted U-turns are done at McKinley Avenue now and added if closed for an entire season what happens to the Anoka County Fair traffic.

Councilmember Freeburg said we cannot worsen traffic in the Dunham Oaks neighborhood.

Mr. Lee said we will need to review all streets for impacts. Mayor Rice agreed, adding review of the cars coming from the industrial park.

Ms. Popenhagen suggested distributing a questionnaire about left hand turns.

Councilmember Anderson suggested swapping property in the Anoka County Fairgrounds to correct the extreme S curve. He said it would straighten the curves and they could use the property northeast to replace the fairground buildings.

Councilmember Weaver confirmed the funding is site specific. Councilmember Anderson agreed but said that does not preclude them from using money for crossings or identifying other funding.

Councilmember Wesp asked for the number of calls for service due to the S curve. Police Chief Eric Peterson said he is aware of many accidents in the S curve and that they have increased enforcement along McKinley Avenue for drivers going onto the shoulder. He said a turn lane would help with congestion but would be dangerous.

Doug Jacob, Anoka, said the bottleneck is the bridge and suggested running three lanes in morning to keep traffic moving and then switching direction in the evening.

Mr. Lee suggested formulating a strategy for the February neighborhood meeting.

Councilmember Weaver asked if the Anoka Solution will come into play. Planning Director Carolyn Braun said it will through the Comprehensive Plan process.

Councilmember Weaver asked if we have the time to do the Anoka Solution to keep it on MnDOT's schedule. Ms. Braun TH10 stays on the same schedule.

Mr. Lee said we have until 2020 which will allow us time to figure out access points, adding the State's consensus is to keep this project moving forward and to work on access issues and the Dunham neighborhood in the meantime.

Mr. Jung said it would be helpful to acknowledge that the City is fine with the current alignment, adding they could still address the S curve without movement of the road to keep us moving forward.

Ms. Popenhagen said we need to figure out how much traffic is actually moving away. Councilmember Freeburg said U-turns must be a safety factor and makes congestion even worse.

Councilmember Weaver said smaller neighborhoods off Garfield Avenue need to be part of the discussion.

Councilmember Anderson suggested staff recap Council direction for approval at the next meeting. He said he has no concerns with the bridges as proposed and that all problems are north and south and that the bridge should remain where it is.

Mayor Rice agreed with the exception of Alter because of the number of trucks.

Mr. Lee said the cost to reconfigure Alter could be considered if we are getting close to buying out. Councilmember Anderson said that action would solve a lot of other problems.

Councilmember Wesp asked if the feasibility study will include Alter. Ms. Popenhagen said no as there are risks for moving their buildings if not purchased.

Public Works Supervisor Mark Anderson referred to counts for the neighborhood meeting and suggested being prepared and strong in the message.

Mayor Rice agreed, stating it is important to do what is right regardless of public opinion for any specific neighborhood.

#### Highway 10 Updates

Mr. Lee stated that at the July 6, 2015 City Council meeting, the City Council adopted a resolution approving the Anoka Solution Plan for Highway 10. At the June 27, 2016 work session meeting the City Council provided unanimous consent for the City of Anoka to lead the Highway 10/169 Improvements – Fair oak Avenue Area Project and to apply for federal funding. The City Council committed \$2M towards the project and on January 18, 2017, the City received the maximum allowed award of \$7 million of federal funds for the Highway 10/169 Improvements – Fair oak Avenue Area project from the Metropolitan Council. Mr. Lee stated the Highway 10/169 Improvements - Fair oak Ave Area Project is expected to cost \$33.3 million so the City will continue pursuing other opportunities in close partnership with the Minnesota Department of Transportation and Anoka County to complete the project funding package for 2021 construction. Mr. Lee outlined the City's strategic plan for the project and deferred to Mr. Johnson to address any questions the Council may have on for the Highway 10/169 Improvements - Fair oak Avenue Area Project.

Mr. Johnson outlined the successful application which resulted in a maximum award of \$7 million, stating it was the highest scoring restructure application submitted. He said they hope to begin construction in 2021 so there is the most time available to assemble the rest of the funding as there is a gap of \$24 million. He said funding will likely come from multiple sources unless something is designated at the State level.

Mr. Lee said this award starts everything in the Fair oak project and begins with identifying other funding and working with businesses. He said Wright Tire has been contacted and that a press release will be sent tomorrow. He referred to the

other element of the January 5 Highway 10 Coalition meeting to create bill to join Fair oak Avenue and Thurston Avenue as one project for one lane on TH10 from Hanson Boulevard to Round Lake Boulevard. He said if that does not happen we will continue forward with the Fair oak Avenue project only.

### 3.2 Discussion; Parking in South Central Business District.

Housing Manager Darin Berger shared the staff report stating the Housing and Redevelopment Authority (HRA) signed a Letter of Intent with Lennar for the property located at 2<sup>nd</sup> Avenue and Monroe Street. He said there have been several concepts submitted by Lennar and others have been formulated from discussions with the HRA Board and a presentation was given to the HRA Board on January 9, 2017 and the Parking Advisory Board on January 18, 2017. He said the HRA Board was able to provide consensus of their top two choices and staff shared a presentation outlining the details of all concepts with regards to parking in the South Central Business District (SCBD).

Councilmember Wesp said he does not like the proposed plan very much and inquired about its premise. Mr. Berger said more site and plan details will be discussed at the Planning Commission level but explained Lennar felt the three-story urban style townhome product will fit very well in downtown Anoka.

Councilmember Freeburg said he envisioned two stories up, one down instead of full three stories.

Mr. Jacob said parking and the Walker expansion makes traffic difficult to move and the plan does not replicate reality and will compromise travel to the neighborhoods.

Mr. Berger noted there was no real consensus at the Parking Advisory Board meeting and the HRA's consensus was Concept 7, a hybrid of two concepts, or Concept 4.

Councilmember Freeburg thanked the HRA and staff for their hard work and said he always thought rowhomes would be nice in this area as 2 ½ stories and not intrusive, but only from Monroe Street to Walker Plaza. He said the roads and drainage ponds will intrude in the neighborhood and asked why a pond is needed as they could use Walker's pond. He said while he wants the property back on the tax rolls this project has too much density and should be single family.

Mr. Berger noted the number of units has been decreased from 37 to 23 since the original proposal.

Ms. Thurston said she liked Concept 4 as it allows yards and light to bend around project and is not a straight line of houses.

Mr. Berger said there are currently 45 vacant permits in the ramp for longer daily users.

Councilmember Weaver with the dynamics downtown, coop changing, and retail being converted into office once we take away parking we will be in trouble. He said he prefers Concept 4 and referred to the HRA's comments on Council not being willing to place properties back on the tax rolls.

HRA Commissioner Bonthuis stated Council has pushed hard and their one obligation is the tax rolls. He said Concept 4 is good but Concept 7 is much more marketable as the units should be facing 2<sup>nd</sup> Avenue.

Mayor Rice said this is an attractive piece of property and units should face the street. He said he understands the conflict of opinion regarding the number of stalls needed and would agree with Councilmember Freeburg about the courtyard being expanded inside.

Councilmember Wesp commented about downtown development Anoka and apartments on Main Street being done in the 1960s to put on the tax rolls.

Councilmember Freeburg left the meeting at 7:10 p.m.

Commissioner Bonthuis said this is a different type of housing than on Main Street and how the property will not be on the tax rolls if they choose a much different product.

Councilmember Anderson said he preferred Concept 7 close to downtown and suggested the homes mimic downtown construction with brick and red stone, adding that 2 ½ stories may work better.

HRA Chair Youngquist referred to his comments at the HRA meeting and said Concept 4 does not have any curb appeal, adding all will have to go through Planning Commission and Council approval. He said the HRA was given the directive to work out a compromise and that the Board does not want to just develop property for the tax rolls but to also improve neighborhoods, adding having nothing here would be just fine. Chair Youngquist said the HRA removed the blight from this block and asked the Council to work with them to create a project with curb appeal and three stories on the back to transition with Walker Plaza.

James Neilson, Anoka, said the problem is the City may have gone too far with regard to blight, stating we do not have to put in the maximum number of units in order to give the developer and City a good profit. He said Concept 4 ponding should be placed on other property besides the City's and remove two units for a total of 18 units. Mr. Neilson said the problem is the City has the school district's administration building downtown with no control over parking from day to day.

He said we should not lose parking ever because we will lose customers and a ramp is too expensive.

Mr. Berger noted Lennar understands the City's parking concerns and said there is plenty of parking in the ramp. He said we have 45 stalls available and the City is trying to sell these permits to address parking and obtain the revenue.

Mayor Rice confirmed the 45 available stalls are on both upper and lower levels of the ramp.

Planning Commission Chair Don Kjonaas cautioned regarding dead-end streets for large vehicles like garbage trucks backing out and said the ponding will not contain water all the time but is needed for snow storage. He said there has to be parking available in the development other than driveways for visitors otherwise service trucks will not be able to get through.

Councilmember Weaver agreed with Chair Youngquist on the importance of curb appeal.

Joe Schneider, business owner, commented about the need for more police officers and shared concerns about his cars being shot even more with additional development.

Mr. Neilson commented three-story units with stairs is not a good choice for an older demographic.

Don Jensen, Anoka, said the school district has 83 employees who with meetings can take up to 100 stalls at times. He said this activity results in parking shortages and noted the district does not pay taxes.

Mayor Rice asked if 16 units is enough for Lennar and said he is inclined to leave parking as it is. He said we should not sell property just to get it on the tax rolls and compared that to the property at the Commuter Rail Transit Station. He said studies have shown there is enough parking but perception is if people cannot park in front of their destination then they will leave.

Councilmember Weaver agreed and suggested 20 units may work.

Mayor Rice cautioned about putting too many units in and making community parking areas.

Chair Youngquist summarized Council's direction for 20 units through Concept 7.

Mayor Rice said Council believes in the HRA's mission and appreciates all their work to improve neighborhoods while attempting to keep this buyer.

Mr. Neilson said Concept 7 would eliminate a lot of parking stalls. Councilmember Wesp agreed but said we could adjust parking.

Mr. Berger summarized Council consensus was to allow for a pleasing project that works all within the HRA property.

Mayor Rice suggested the Ferry Street spaces be moved. Mr. Jensen said if 222 Monroe Street building is gone it would hold a lot of cars.

Chair Youngquist commented on moving the parking lot into another neighborhood as a concern and spending \$409,000 more to purchase and create a parking lot.

3.3 Discussion; Crime Free Housing/Increasing Level of Service.

Deputy Community Development Director shared the staff report stating the City has developed a rental licensing and crime free housing program that has evolved over time. There has been recent discussion as to what tools are needed to increase the impact of the program. He said if the City Council desires to increase the level of service/enforcement, overall efficiency, and continued positive outcomes there is a need for additional resources in different departments to reach a higher level of service and that Council direction is requested.

Police Chief Eric Peterson shared the COPPS officer position began in January 2016 with the intent on spending 50% of time on landlord/tenant issues. He stated that because of the crime free housing duties the position has only been able to dedicate approximately 5% of time working in the downtown business area and in order to obtain a better level of service staff is suggesting additional staff and software in order to increase the number of contacts with landlords, follow-up and educational components.

Police Officer Paul Schley shared comparisons with the City of Coon Rapids rental licensing program and shared that Anoka has 542 licensed properties divided into both multi- and single-family units, not including twinhomes and townhomes. He said with a population of 17,350 and owner-occupied rate of 54.5% Anoka has 45.5% rental property. Officer Schley reviewed Anoka's calls for service in 2016 of 21,236.

Chief Peterson compared Coon Rapids' staffing of three officers with 5,000 rental units and Anoka at one officer for 3,000 units. He also referred to the need for administrative support to produce Crystal reports, warning/citation letters, and other tasks while Officer Schley utilizes his skills with face-to-face contact downtown.

Councilmember Wesp complimented staff as he has been receiving positive comments on the increased efforts from business owners. Officer Schley said he was pleased but noted he would prefer to do much more.

Mayor Rice said the effort is still much better than it was two years ago, and while we are trying to address and define the problem the more sworn officer contact the better which will affect more change. He said we spent a lot of money on security but maybe did not define the problem well.

Councilmember Weaver agreed with the amount of rental property in the community we need to be on top of returning to troubled rental properties and help make good renters feel comfortable too. He said we are behind the curve now and if not addressed will inherit issues from other cities.

Mayor Rice agreed, stating if we are improving we are declining.

Councilmember Weaver said the crime free addendums in Coon Rapids work well as they are an extensive, comprehensive and valuable tool that empowers landlords when necessary.

Mr. Borglund shared cost estimates on two modules of Permit Works associated with rental licensing and code enforcement software that will increase efficiency and communication with the Police Department by sharing data. He said the cost would be \$8,000 for the software with an annual maintenance fee of \$1,500.

Mr. Jacobs asked how staff identifies owner-occupied versus rental property. Officer Schley said typically by word of mouth for unlicensed properties otherwise generally through Anoka County's property record system.

Mayor Rice added the Electric Department provides a cross reference as well.

Officer Schley said two to three unlicensed rental properties are discovered per year.

Ms. Braun said of those there are only a few single family properties discovered as rental, adding they used to find a lot more.

Chief Peterson said regardless of the consensus one of his goals is to reorganize the Landlord Tenant Association through quarterly meetings and ensuring they are fully informed as they have found that the landlord coalition established in Coon Rapids is an important tool.

Officer Schley agreed, adding that information sharing occurs with Coon Rapids officers too which provides a good overall benefit.

Mr. Lee said the budget amounts for the proposed positions total \$130,000 of which they have \$90,000 identified with the remaining \$40,000 to be taken from the contingency fund for 2017 but noted the positions will have to be funded for 2018.

Mayor Rice said this action will help protect both non-rental and rental properties. He said 15 years ago, Anoka had over 50% rental properties and while that number has decreased we still have an overwhelming rental percentage. He said we have improved the rental situation already and this will continue that work by being proactive.

Councilmember Wesp agreed, stating this increase will provide boots on the ground.

Councilmember Weaver said comments from seniors who attended the recent safety forum had a lot of concern surrounding last year's homicide that began in a rental property and we owe the community action that shows we are all in.

Councilmember Wesp said he would be willing to compromise on other budget items if necessary in order to have this increased public safety because it is so important.

Council consensus was to move forward with the crime free housing proposal as presented.

**4. OTHER BUSINESS**

4.1 Staff Update.

None.

**5. COUNCILMEMBERS COMMENTS**

None.

**6. ADJOURNMENT**

Mayor Rice adjourned the Regular Worksession meeting at 8:20 p.m.

Submitted by: Cathy Sorensen, *TimeSaver Off Site Secretarial, Inc.*

Approval Attestation:

Amy T. Oehlers, City Clerk

# **COUNCIL MEMO**

Agenda Item # 4.1

**Meeting Date:** February 6, 2017  
**Agenda Section:** Open Forum  
**Item Description:** Popular Annual Financial Report  
**Submitted By:** Lori Yager, Finance

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## **BACKGROUND INFORMATION**

The City of Anoka prepared and published a Popular Annual Financial Report (PAFR) for the year ended December 31, 2015. The city also submitted the report to the Government Finance Officers Association (GFOA) for review to determine if the report met the program qualifications. I am pleased to report that the City of Anoka PAFR was awarded the certificate from the GFOA for its reporting.

The award is based on an evaluation of information presented, reader appeal, understandability, distribution, and other elements. The award certificate commemorates the achievement for the City of Anoka.

Thanks to Brenda Smith, Assistant Finance Director, for preparing and distributing this report to City residents informing them of the city's financial position through an easy to understand document!

THE CITY OF ANOKA HAS RECEIVED THREE SEPARATE AWARDS FROM THE GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA).

FIRST - THE CERTIFICATE OF ACHIEVEMENT FOR EXCELLENCE IN FINANCIAL REPORTING FOR THE CITY OF ANOKA COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDED DECEMBER 31, 2015. THIS IS THE 35<sup>TH</sup> CONSECUTIVE YEAR ANOKA HAS RECEIVED THIS AWARD.

THE CERTIFICATE OF ACHIEVEMENT PROGRAM (CAFR PROGRAM) WAS ESTABLISHED IN 1945 TO ENCOURAGE STATE AND LOCAL GOVERNMENTS TO GO BEYOND THE MINIMUM REQUIREMENTS OF GENERALLY ACCEPTED ACCOUNTING PRINCIPLES AND TO ASSIST THEM IN PREPARING COMPREHENSIVE ANNUAL FINANCIAL REPORTS THAT EVIDENCE A SPIRIT OF TRANSPARENCY AND FULL DISCLOSURE.

REPORTS SUBMITTED TO THE CAFR PROGRAM ARE REVIEWED BY MEMBERS OF THE GFOA SPECIAL REVIEW COMMITTEE; INDIVIDUALS WITH EXPERTISE IN PUBLIC-SECTOR FINANCIAL REPORTING, INCLUDING INDEPENDENT AUDITORS, ACADEMICS, AND OTHER FINANCE PROFESSIONALS.

NATIONWIDE, OVER 4200 ENTITIES RECEIVE THE AWARD EACH YEAR, WITH ABOUT 48% OF THEM BEING MUNICIPALITIES.

HERE IN MINNESOTA, OF THE 915 CITIES IDENTIFIED BY THE LEAGUE OF MN CITIES, ABOUT 103 CITIES (or 11%) RECEIVE THE CERTIFICATE EACH YEAR.

CONGRATULATIONS.

## SECOND – THE DISTINGUISHED BUDGET PRESENTATION AWARD

THE GFOA ESTABLISHED THE DISTINGUISHED BUDGET PRESENTATION AWARDS PROGRAM (BUDGET AWARDS PROGRAM) IN 1984 TO ENCOURAGE AND ASSIST STATE AND LOCAL GOVERNMENTS TO PREPARE BUDGET DOCUMENTS OF THE HIGHEST QUALITY THAT REFLECT BOTH THE GUIDELINES ESTABLISHED BY THE NATIONAL ADVISORY COUNCIL ON STATE AND LOCAL BUDGETING AND THE GFOA'S BEST PRACTICES ON BUDGETING.

DOCUMENTS SUBMITTED TO THE BUDGET AWARDS PROGRAM ARE REVIEWED BY SELECTED MEMBERS OF THE GFOA PROFESSIONAL STAFF AND BY OUTSIDE REVIEWERS WITH EXPERIENCE IN PUBLIC-SECTOR BUDGETING.

NATIONWIDE, 1,554 GOVERNMENTS PARTICIPATE IN THIS PROGRAM EACH YEAR. IN MINNESOTA, 29 CITIES RECEIVED THE AWARD FOR 2016. THE 2016 BUDGET IS THE 10<sup>TH</sup> CONSEQUITIVE YEAR ANOKA HAS RECEIVED THIS AWARD.

CONGRATULATIONS.

## THIRD – THE POPULAR ANNUAL FINANCIAL REPORTING AWARD

THE GFOA ESTABLISHED THE POPULAR ANNUAL FINANCIAL REPORTING AWARDS PROGRAM IN 1991 TO ENCOURAGE AND ASSIST STATE AND LOCAL GOVERNMENTS TO EXTRACT INFORMATION FROM THEIR COMPREHENSIVE ANNUAL FINANCIAL REPORT TO PRODUCE HIGH QUALITY POPULAR ANNUAL FINANCIAL REPORTS SPECIFICALLY DESIGNED TO BE READILY ACCESSIBLE AND EASILY UNDERSTANDABLE TO THE GENERAL PUBLIC AND OTHER INTERESTED PARTIES WITHOUT A BACKGROUND IN PUBLIC FINANCE AND THEN TO RECOGNIZE INDIVIDUAL GOVERNMENTS THAT ARE SUCCESSFUL IN ACHIEVING THAT GOAL.

NATIONWIDE, ONLY 364 GOVERNMENTS PARTICIPATE IN THIS PROGRAM. IN MINNESOTA, 14 GOVERNMENTS RECEIVED THE PAFR AWARD FOR 2015. THIS IS THE FIRST TIME THE CITY OF ANOKA HAS RECEIVED THIS AWARD.

CONGRATULATIONS.

THESE ACHIEVEMENTS REQUIRE SIGNIFICANT TIME AND EFFORT. THE FINANCE STAFF ARE TO BE COMMENDED FOR THEIR HARD WORK.

AS MAYOR AND COUNCIL, YOU SHOULD ALSO BE COMMENDED FOR YOUR LEADERSHIP AND SUPPORT OF YOUR STAFF IN THIS PURSUIT OF EXCELLENCE IN FINANCIAL REPORTING AND BUDGETING.



# CITY OF ANOKA

## Popular Annual Financial Report

### To The Community

FOR THE YEAR ENDED DECEMBER 31, 2015

**CITY OF ANOKA**  
**2015 1ST AVE N**  
**ANOKA, MN 55303**  
**763-576-2700**  
**www.ci.anoka.mn.us**

**ELECTED OFFICIALS:**

**MAYOR:**  
**PHIL RICE**

**CITY COUNCIL :**  
**CARL ANDERSON**  
**MARK FREEBURG**  
**STEVE SCHMIDT**  
**JEFF WEAVER**

**INSIDE THIS ISSUE:**

Introduction	1
Dividing up your Tax Dollar	1
General Fund	2
Internal Service Funds	3
Long-Term Debt	3
Special Revenue Funds	3
Capital Funds	4
Enterprise Funds	4
Electric Utilities	4
Water, Sewer & Storm Water Utilities	5
Liquor Stores	5
Golf Course	5
Recycling	6
About Anoka	6
Stmnt of Net Position	7

Dear Anoka Resident,

We are pleased to present the City of Anoka's First Popular Annual Financial Report (PAFR). This report provides a summary of the City's financial information in a simplified, easy to read format. We trust this report gives you a better understanding of city government and our financial condition.

Information in this report comes from Anoka's 2015 Comprehensive Annual Financial Report (CAFR). The CAFR was prepared in conformity with Generally Accepted Accounting Principles (GAAP), was audited by WIPFLI LLP, and received an unqualified opinion, which is the best audit opinion possible.

In order for Anoka to manage the community finances smoothly, it divides various activities into several different funds. Governmental funds account for tax-supported activities and include:

- **General Fund** activities that provide for *basic operations of the City*, i.e., administration, building maintenance, police & fire, street & park maintenance, recreation activity, community development and planning.



*The City of Anoka full of diversity and history*

- **Special Revenue Funds** account for activities restricted to *specific purposes* like the Round Up for Change program or parking.
- **Debt Service Funds** track revenues and expenses related to *repayment of long term debt*.

- **Capital Project Funds** collect revenue from special assessments, state and county aids and allots them toward *construction or major capital expenses*.

Proprietary Funds account for activities that operate as a public enterprise which are paid for by user fees, i.e., water, sanitary sewer, storm water management, City owned liquor stores, Green Haven Golf Course and recycling administration.

Internal Service Funds account for the acquisition, operation, and maintenance of governmental facilities and services, which are entirely or predominately self-supported by user charges to the governmental funds.

\* Please note that Fiduciary Funds are not recognized in this report, but are included in the CAFR.

For more information, visit the City's website at [www.ci.anoka.mn.us](http://www.ci.anoka.mn.us) or contact the Finance Department at (763)576-2700.

### Dividing Up Your Property Tax Dollar



Your tax dollar is divided up into several governmental entities. Anoka collects 42 cents of every tax dollar for City services. The remaining portions are divided among Anoka County, the school district and other agencies. (These tax rates are based on a residential home valued at \$171,900).

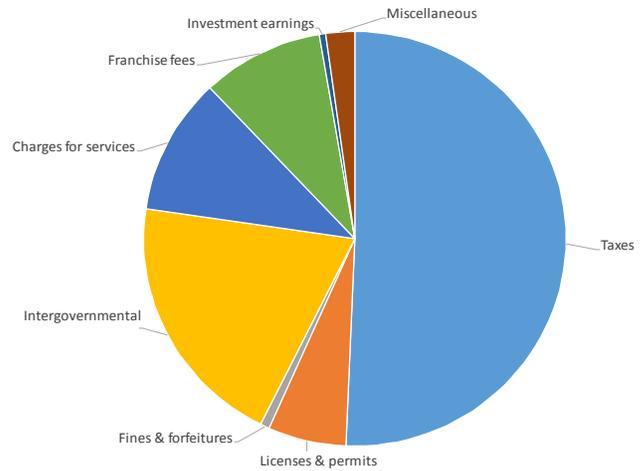




Anoka Public Safety Building which houses the Police and Fire.

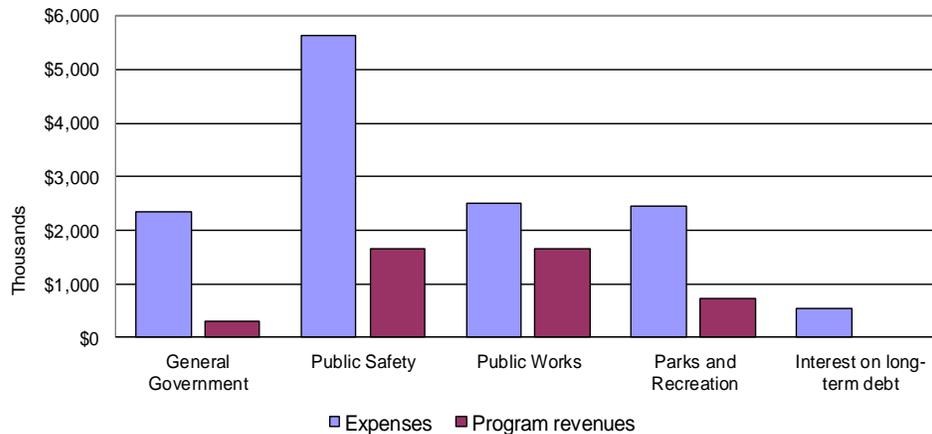
# General Fund Revenues

The General Fund revenues (not including transfers) for 2015 were \$10,513,694. Property taxes were the largest revenue of the General Fund at \$5,329,192. The General Fund, which is a Governmental fund, accounts for services such as public safety, administration, human resources, finance, and parks & street maintenance.



# General Fund Expenses

The City's General Fund expenditures for 2015 were \$9,996,014 which is an increase of \$229,607 or 2.29% from 2014. Public Safety and Public Works had the largest portion of the increase.



*"The strength of the team is each individual member. The strength of each member is the team."*  
 ~ Phil Jackson

Public Works dept lighting the beautiful Christmas tree.



## City Departments:

**Administration:** This department provides the overall direction for the City as determined by the City Council. It is responsible for maintaining City records; issuing licenses; administering Council policies; and election procedures.

**Finance:** This department conducts the financial affairs of the City of Anoka in accordance with the Government Accounting Standards Board (GASB) and Generally Accepted Accounting Principals (GAAP).

**Planning & Community Development:** This department is responsible for ensuring that laws, ordinances, and zoning codes are enforced. It is also responsible for Economic Development within the City.

**Public Works:** This department maintains the City's infrastructure as it relates to roadways, including snow removal.

**Parks & Recreation:** This department is responsible to provide recreation activities in the City and maintain the City's parks and trails.

**Public Safety:** This department is responsible for maintaining the peace and the protection of the community through diligent enforcement of laws and effective response to calls for service.

**Fire:** This department is responsible minimizing loss of life & property from fires, natural disasters, life threatening situations and to assist other emergency agencies.

# Special Revenue Funds

Special Revenue Funds are used to account for general government financial resources that are

RESTRICTED by law or contractual agreement to specific purposes other than debt service or major capital projects. The City of Anoka has the following Special Revenue Funds:

- **Round Up for Change** - This program allows customers to round up their utility bill to the next highest dollar. The funds go to community organizations such as ACBC,



**Round up for Change benefits community kids and families!**

CEAP, CROSS food shelves, the Alexandra House and Youth First Community of Promise, just to name a few.

- **Cemetery Maintenance** - These funds are used for upkeep and maintenance of the City's public cemeteries. The City currently maintains two cemeteries; Forest Hill (2400 Forest Ave)

and Oakwood (479 West Main St).

- **Parking** - Two ramps and several parking lots are located in the downtown area. The fund also covers parking enforcement.
- **Lodging Tax** - The State of Minnesota charges Hotels and Lodging facilities tax of 3% on short-term lodging. This supports tourism in Anoka.

*\* Please note that Urban Redevelopment and Police Forfeiture are not recognized in this report, but are included in the CAFR.*

**“Together our community has the ability to make a difference with a little spare change!”**

# Long Term Debt

Anoka received a “AA+” rating from Standard and Poor’s Global.

This is the second highest possible rating you can receive. A high bond rating translates into lower future borrowing costs. This rating is based on the City’s:

- Moderately-sized tax base with recent improvement in its valuation after a trend decline.
- Sound financial position

characterized by healthy reserves.

- Average debt burden with slow principal amortization.
- Favorably located in the Twin Cities metropolitan area.

The City refunded \$6.4 million of its Series 2015A General Obligation Tax Incremental Bonds, which will result in a Net Present Value savings of \$1.7 million over the life

of the bonds. Refunding a bond is comparable to

refinancing your mortgage for a lower interest rate.

Once again the City received the Certificate of Achievement for Excellence in Financial Reporting awarded by the Government Finance Officers Association for the City’s Comprehensive Annual Financial Report (CAFR) and the Distinguished Budget Award.



# Internal Service Funds

Internal service funds are an accounting device used to accumulate and allocate costs internally among the City’s various functions. The City maintains internal service funds for the following:

- Vehicle and Equipment Maintenance
- Information Technology
- Insurance
- Benefit Liability

Revenue—\$ 1,345,913

Expenses—\$ 1,346,462

Net Position—\$2,724,142



**Mechanics work hard to maintain the City’s equipment**



Anoka Station was completed in 2014 along the Commuter Rail Line.

“There are not great limits to growth because there are no limits of human intelligence, imagination and wonder.”  
~ Ronald Reagan

Electric Department performing maintenance on a light pole.



## Capital Funds

### Building Improvement:

The City spent \$188,538 on building improvements including furniture for the Green Haven Event Center and storm water ponding at the golf course.

### Street Renewal & State Aid Construction:

The City has a successful plan for maintaining the life of Anoka’s city streets. There was \$3,335,070 spent for road improvements. Some of this year’s major projects included Slabtown and over \$900,000 on street renewal reconstruction.

### Park Dedication and Park Improvement:

Constructed the Anoka Nature Preserve parking lot and replaced playground equipment. Completed the Mississippi River Trail System through King’s Island which includes two bridge crossings over the oxbow at either end. Completed Phase 2 of the Castle Field Project which includes restrooms, concessions and storage.

### Commuter Rail Transit Village:

Completed the Anoka Station parking ramp along the Commuter Rail Line. Also, reconstructed 6th Ave. and added 5th Ave. between Garfield St. and Grant St.

### Greens of Anoka:

The City purchased property and began planning for the Greens of Anoka parkway project and the Highway 10 expansion.

\* Please note that Enterprise TIF District which decertified on 12/31/15, Historic Rum River TIF District and South Ferry TIF District are not recognized in this report, but are included in the CAFR.

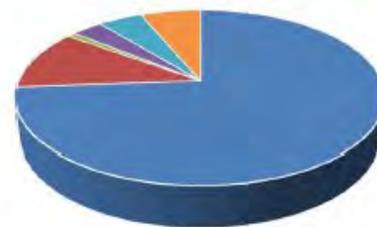
## Enterprise Funds

The Enterprise Funds account for the City’s utilities, liquor stores, golf course and recycling funds, which are run like businesses in that they rely on fees and charges for revenue to cover expenses.

## Utilities: Electric

Anoka Municipal Utility (AMU) has been a community-owned, not-for-profit, electric supplier serving the City of Anoka, and portions of the cities of Ramsey, Coon Rapids, Champlin and Dayton since 1909. The citizen’s of Anoka chose to create AMU over a century ago to provide economical, reliable electric power and have local control over an essential service. In 1992, AMU and seven other cities joined together to form MMPA. AMU serves 10,650 residential, 1,400 commercial, and 15 industrial customers including several national accounts such as Pentair and Federal Cartridge (a subdivision of Alliant Tech). Annual revenues top \$27 million and close to 10% of gross revenue (more than \$2 million in 2015) was contributed to the City of Anoka. This provides funding for capital improvements throughout the city.

EXPENDITURES BY CATEGORY



- Purchased power
- Operations
- General Administration
- Franchise Fee
- Depreciation
- Transfers

# Utilities: Water, Sewer and Storm Water

## Water Utility and Infrastructure

Water utility accounts for the operation of the City-owned water system and maintenance and improvements to the water infrastructure.

## Sewer

The City of Anoka has approximately 66 miles of sanitary sewer mains. Each year about one-fourth of the city's sanitary sewer mains are inspected and cleaned. This routine maintenance helps to prevent blockages and sewer backups.

## Storm Water

The storm water utility accounts for the operation and improvement of the storm water drainage system.

2015 Operating Expenses \$1,365,567

2015 Budget \$1,466,765

Positions 3.56

Monthly Cost for Avg Home \$13.16

2015 Operating Expenses \$2,020,883

2015 Budget \$2,040,495

Positions 2.96

Monthly Cost for Avg Home \$19.01

2015 Operating Expenses \$209,973

2015 Budget \$212,090

Positions 0

Monthly Cost for Avg Home \$2.95

# Liquor Store East & West



Better Values is the City's municipal liquor store.

2015 Operating Expenses \$3,985,611

2015 Budget \$4,026,780

Positions 4

The City owns and operates two municipal liquor stores. The East store is located at 847 East River Road, Anoka, west of Mercy Hospital. The West store is located at 809 West Main Street, Anoka, off of Hwy 10.

Better Values is open Monday thru Saturday from 8am to 10pm. All weekly specials are posted on the website [www.bettervaluesliquor.com](http://www.bettervaluesliquor.com). Every Tuesday is Senior Day, customers over 55 receive a 10 % discount. **Profits from your purchases stay in the City of Anoka to help aid in maintaining and improving city parks.**

*“Keeping one’s guests supplied with liquor is the first law of hospitality.”  
~ Margaret Way*

# Golf Course

## Green Haven Golf Course & Event Center

is located in the heart of beautiful and historic Anoka. This course features:

- 18 Championship Holes
- A park-like setting within easy driving distance to all major metro areas
- First class banquet facility

- Golfer’s grill and full bar service
- All carts GPS equipped
- Playable for the high handicap player while providing a solid test for the single digit handicap player



2015 Operating Expenses \$1,024,934

2015 Budget \$1,002,945

Positions 2.55

Funding Fees

## Recycling



In 2015

The Recycling Division is responsible for organizing the residential recycling program by providing proper collection, handling, and disposal of recyclables to maintain a safe, healthy, and clean environment of residents of the city. The City of Anoka contracts with one hauler for single-sort recycling services - no sorting or separating! Simply put, all of your recycling items in the cart and Republic Services will take care of the rest.

- Residential recycling hauled off 1,229 tons
- City Parks removed 4.25 tons of recycling
- In two separate Drop Off Events there was 49.73 tons of recycling collected!!

## HRA Component Unit

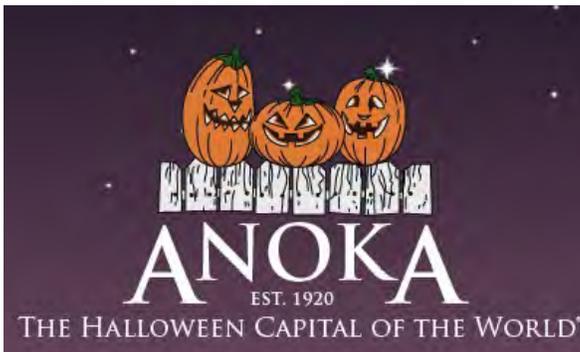
The Anoka Housing and Redevelopment Authority (HRA) is legally separate from the City. It was created by the City to carry out redevelopment projects throughout the City. The governing board is appointed by the City Council. They can give, sell, buy and transfer property; provide grants, loans, leases and abatements; and raise funds. The HRA has levy authority to provide funding for its housing and redevelopment projects. The levy is separate from the City's general fund levy.

Some of the 2015 Accomplishments were:

- Established a Tax Increment Financing District (TIF) for redevelopment in the South Central Business District.
- Negotiated the sale of HRA owned land to Walker Methodist for 73 unit Walker Methodist Plaza Gardens Development.
- Provided home improvement loans to 25 single family households in the community.
- Completed \$100,000 commercial revolving loan fund projects for the renovation of It's About Sleep at 633 Main Street East.



## Anoka and what it's known for!!



Anoka, Minnesota is believed to be the first city in the United States to put on a Halloween celebration to divert its youngsters from Halloween pranks. When Anokans awoke to find their cows roaming Main Street, their windows soaped and their outhouses tipped over, they decided something had to be done.

In 1920, George Green and other Anoka civic leaders suggested the idea of a giant celebration. The idea was adopted by the Anoka Commercial Club and the Anoka Kiwanis Club; both giving their full support. In

September of that year, a Halloween committee was organized.

Working hand in hand were businessmen, teachers from the Anoka public and parochial schools, parents, and students. For weeks before the big event, more than a thousand Anoka school children made plans and costumes for the big event.

A parade was scheduled for the evening. Participants included local and neighboring bands, drum corps, the Anoka police and fire departments, the Kiwanis Club, the Commercial Club, and the Anoka National Guard; all working together to make the evening a success. Afterward, hundreds of bags of popcorn, candy, peanuts and other treats were given away to

the children who marched in the parade. And, everyone was invited to a large bonfire that was staged at Bridge Square. Celebrations have been held every year since 1920 with the exception of 1942 and 1943 when the festivities were cancelled because of World War II. By the 1930s, the festivities had expanded as had the attendance at the parades. There were over 2,000 costumed children marching down Main Street. It was estimated that 20,000 spectators lined the streets to watch this night-time spectacle. In 1937, 12-year-old, Harold Blair, donning a sweater embellished with a Halloween Capital insignia, carried with him to Washington, D.C. a proclamation naming Anoka the Halloween Capital of the World.

## CITY OF ANOKA, MINNESOTA

STATEMENT OF NET POSITION  
DECEMBER 31, 2015

	Primary Government			Component Unit
	Governmental Activities	Business-Type Activities	Total	HRA
<b>Assets and Deferred Outflows of Resources</b>				
Current assets:				
Cash and investments	\$ 13,522,765	\$ 15,684,197	\$ 29,206,962	\$ 997,334
Taxes receivable	247,785	-	247,785	7,662
Accounts receivable	241,323	3,680,981	3,922,304	412,544
Special assessments receivable	-	5,325	5,325	-
Accrued interest receivable	40,648	54,477	95,125	3,222
Internal balances	(2,780,691)	2,780,691	-	-
Inventories	41,600	1,422,551	1,464,151	-
Prepaid items	117,190	17,118	134,308	-
Land held for resale	5,642,054	-	5,642,054	980,686
Restricted cash and investments	-	234,225	234,225	-
Total current assets	17,072,674	23,879,565	40,952,239	2,401,448
Noncurrent assets:				
Special assessments receivable	1,784,669	-	1,784,669	-
Nondepreciable capital assets	9,823,246	1,105,914	10,929,160	237,059
Capital assets - Net of depreciation:				
Infrastructure	49,674,703	36,751,359	86,426,062	-
Buildings and structures	21,675,059	1,646,254	23,321,313	-
Machinery, vehicles, and equipment	2,959,161	956,188	3,915,349	-
Furniture and equipment	198,889	88,622	287,511	-
Other improvements	-	1,017,766	1,017,766	-
Total noncurrent assets	86,115,727	41,566,103	127,681,830	237,059
Total assets	103,188,401	65,445,668	168,634,069	2,638,507
Deferred outflows of resources:				
Deferred pension resources	991,772	325,477	1,317,249	5,058
Total assets and deferred outflows of resources	\$ 104,180,173	\$ 65,771,145	\$ 169,951,318	\$ 2,643,565
<b>Liabilities, Deferred Inflows of Resources, and Net Position</b>				
Current liabilities:				
Accounts payable	\$ 592,396	\$ 2,091,879	\$ 2,684,275	\$ 7,366
Accrued wages payable	272,021	44,255	316,276	43
Due to other governments	537	-	537	-
Accrued interest payable	110,067	5,500	115,567	-
Deposits	-	1,244,876	1,244,876	-
Deferred revenue	99,598	-	99,598	-
Current portion of long-term liabilities	558,000	235,500	793,500	-
Total current liabilities	1,632,619	3,622,010	5,254,629	7,409
Noncurrent liabilities:				
Compensated absences payable	717,682	295,095	1,012,777	1,660
Net other postemployment benefit obligation	137,715	-	137,715	-
Long-term portion of long-term liabilities	12,456,649	225,000	12,681,649	-
Net pension liability	4,988,773	2,366,481	7,355,254	36,775
Total noncurrent liabilities	18,300,819	2,886,576	21,187,395	38,435
Total liabilities	19,933,438	6,508,586	26,442,024	45,844
Deferred inflows of resources:				
Deferred pension resources	933,472	275,290	1,208,762	4,278
Net Position				
Net investment in capital assets	71,334,409	41,105,603	112,440,012	237,059
Restricted for Debt Service	99,949	228,725	328,674	-
Restricted for Tax Increment	5,728,309	-	5,728,309	-
Unrestricted	6,150,596	17,652,941	23,803,537	2,356,384
Total net position	83,313,263	58,987,269	142,300,532	2,593,443
Total liabilities, deferred inflows of resources, and net position	\$ 104,180,173	\$ 65,771,145	\$ 169,951,318	\$ 2,643,565

See accompanying notes to financial statements.



CITY OF ANOKA  
2015 1st Avenue North  
Anoka, MN 55303  
763-576-2700

# **COUNCIL MEMO**

Agenda Item # 4.2

**Meeting Date:** 02-06-2017  
**Agenda Section:** Open Forum  
**Item Description:** Police Activity Update  
**Submitted By:** Eric Peterson, Police Chief

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## **BACKGROUND INFORMATION**

This item will be an Agenda Item on all Council agendas for Regular meetings.

The item is to provide an opportunity for the Council to receive an update on Police activity throughout the City, and to provide an opportunity for the Council to have a general discussion on Police activities.

Please remember that any discussion that develops into the need for formal Council action should be placed on a future Regular or Special Meeting agenda.

## **FINANCIAL IMPACT**

Not applicable.

## **REQUESTED COUNCIL ACTION**

No action permitted under the Open Forum.

## **REQUIRED VOTE**

Not applicable.

# **COUNCIL MEMO**

Agenda Items # 5.1 & 9.1

**Meeting Date:** February 6, 2017  
**Agenda Section:** Public Hearing and Ordinances & Resolutions  
**Item Description:** 2017 Brisbin Area SRP; Public Improvement Hearing  
RES/2017 Brisbin Area SRP; Order Project and Authorize the Preparation of Plans & Specifications  
**Submitted By:** Ben Nelson, Engineering Technician

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## **BACKGROUND INFORMATION**

A resolution was approved on August 15, 2016 authorizing the preparation of a feasibility report for the proposed 2017 Brisbin Area SRP project. The feasibility report was approved on December 19, 2016 and a public improvement hearing was set for 7:00 p.m. on February 6, 2017 at the January 3, 2017 City Council meeting. The next step in the Chapter 429 process is to conduct the public improvement hearing and to adopt the attached resolution ordering the improvement and the preparation of engineering plans and specifications.

## **DISCUSSION**

All of the benefitted property owners were sent a notice for the public improvement hearing and the notice was published in the city's legal newspaper, the Anoka County Union Herald on January 6<sup>th</sup> and January 13<sup>th</sup>. In addition, by State Law, the Anoka County Record's requested and received the public notice. It should be noted that this public improvement hearing is to address the feasibility of the project and whether or not the project should proceed. Specific assessment objections will be considered at the assessment hearing scheduled to follow this hearing. The streets that are proposed to be included in the 2017 Brisbin Area SRP project are as follows:

<b><u>Street</u></b>	<b><u>Segment</u></b>
Tenth Avenue	121 <sup>st</sup> Avenue to Jefferson Street
Adams Street	10 <sup>th</sup> Avenue to East City Limits
Brisbin Street	9 <sup>th</sup> Avenue to 10 <sup>th</sup> Avenue
Washington Street	9 <sup>th</sup> Avenue to East City Limits

The proposed project will involve the total reconstruction of the streets, including the replacement of the concrete curb & gutters and the bituminous pavement. In addition, the existing sidewalks, street lights, driveways and driveway aprons will be replaced within the right-of-way. Within the city right-of-ways, the sanitary sewer will be replaced with new 8" or larger PVC mains and the watermain will be replaced with new 6" or larger ductile iron watermain. All sewer and water service laterals of the benefiting properties fronting on the above streets will also be replaced from the main to the property line.

The proposed project also includes stormwater improvements that include grading and restoration of Brisbin Park. This is a component of the city's southeast storm water drainage system and part of the proposed 4 year duration of the SRP projects for the neighborhood north of South Street and east of Seventh Avenue.

In 2017, the westerly half of Brisbin Park is proposed to be re-graded and a new storm water outlet will be installed. This will allow water to back up into Brisbin Park during large storm events and improvement the drainage of the park with the new outlet. Once the stormwater improvements are completed at Brisbin Park, it will allow the existing flood storage pond located at 8<sup>th</sup> Avenue and South Street to be filled in and utilized in the future.

## **FINANCIAL IMPACT**

The estimated cost of the 2017 Brisbin Area SRP project is \$2,180,000. The total estimated costs are broken down as follows:

Street Reconstruction	\$1,160,000
Storm Sewer	\$ 318,000
Sanitary Sewer	\$ 208,000
Water System	\$ 473,000
Electric Conduits	\$ 21,000
<hr/>	
<b>Total:</b>	<b>\$2,180,000</b>

Funding for the project is proposed to come from the following sources:

Street Renewal Fund	\$859,891
Storm Water Fund	\$318,000
Sanitary Sewer Fund	\$136,145
Water Fund	\$394,600
Municipal Electric Utility	\$ 21,000
Assessments	\$450,364

The estimated cost of the 2017 Brisbin Area SRP is \$2,180,000. The city share of the project will amount to approximately 79%, while assessments to benefiting properties will only be 21% of the total project cost. With Brisbin Park stormwater improvements proposed to be included in the 2017 Brisbin Area SRP project for the city to receive better bid prices; this lowered the overall assessment percentage for the project by approximately 1%.

## **ASSESSMENTS**

Assessments are proposed to each benefiting property within the project area and the assessments for the project will be according to the Street Reconstruction Assessment Policy adopted by the City Council in October of 1999. The street assessment rate will consist of a \$3,110 residential street unit assessment and a \$16 per lineal foot assessment. These are the rates that were set by the City Council in 2017 for each single-family residential property zoned or used as R-1 and R-2. For all other properties, including but not limited to four or more unit residential property along with commercial/industrial properties will be double these amounts.

In addition, each residential property will be assessed for the new water (\$1,120) and sanitary sewer (\$1,010) services that are being installed from the new mains to the property line. A non-residential property and a four or more unit residential property is the same for sewer services however, twice the residential rate (\$2,240) for the water service. Full utility assessments are only levied if the utility service is actually replaced and generally older than 10 years.

The typical 80' residential lot assessment would be \$6,520 based on the current rates and the assessments would be levied over a 10-year period. The annual payment for a \$6,520 assessment is approximately \$850. And properties that are not currently serviced by sewer or water will be assessed, on a case by case basis.

## **PROJECT SCHEDULE**

The following schedule is planned for the 2017 Brisbin Area SRP project:

### **2016**

November 15 <sup>th</sup>	Held Information “Neighborhood” Meeting
December 19 <sup>th</sup>	Council Approved Feasibility Report and Sets Public Hearings
December 20 <sup>th</sup>	Send Public Hearing and Assessment Hearing Notices to Anoka County Union to Publish on January 6 <sup>th</sup> and January 13 <sup>th</sup>

### **2017**

January 5 <sup>th</sup>	Mail Public Hearing and Assessment Notices to Property Owners
February 6 <sup>th</sup>	Council Holds Public Improvement Hearing and Assessment Hearing Council Orders Preparation of Plans & Specifications and Adopts Assessment Roll
February 21 <sup>st</sup>	Council Approves Plans and Specifications Authorizes Advertisement for Bids
February 22 <sup>nd</sup>	Send Ad for Bid to Anoka County Union and Finance & Commerce to Publish on February 10 <sup>th</sup>
March 21 <sup>st</sup>	Open Bids - 11:00 a.m.
April 3 <sup>rd</sup>	Council Approves Bids and Awards Contract
May 1 <sup>st</sup>	Start Construction
October 20 <sup>th</sup>	Construction Substantial Completion
October 27 <sup>th</sup>	Construction Final Completion

As you can see, we are proposing to have the public improvement hearing and the assessment hearing on the same evening. The project will be discussed in detail at the public improvement hearing and it will enable us to address any assessment concerns at the same time.

## **REQUESTED COUNCIL ACTION**

It is recommended that City Council open the public improvement hearing, then hold an assessment hearing and then adopt the attached resolution ordering the project and authorizing the preparation of final engineering plans and specifications.

## **REQUIRED VOTE**

Councilmembers majority vote present at the time of the City Council meeting.



2015 First Avenue, Anoka MN 55303  
Phone: (763) 576-2700 Website: [www.ci.anoka.mn.us](http://www.ci.anoka.mn.us)

**CITY OF ANOKA, MINNESOTA  
RESOLUTION**

**RES-2017-XX**

**RESOLUTION 2017 BRISBIN AREA SRP; ORDER PROJECT AND AUTHORIZE THE  
PREPARATION OF PLANS & SPECIFICATIONS**

WHEREAS, on December 19, 2016 the City Council adopted a resolution setting the public improvement hearing for January 17, 2017;

WHEREAS, on January 3, 2017 the City Council adopted a resolution amending the public improvement hearing to February 6, 2017 due to publication requirements;

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given;

WHEREAS, the purpose of the public improvement hearing is to provide interested parties an opportunity to learn more about the proposed improvements and to comment on them;

WHEREAS, should the Council wish to proceed with this project, the next step in the public improvement process is to order the project;

WHEREAS, should the Council wish to proceed, the next step in the engineering process is to order the preparation of plans and specifications.

NOW, THEREFORE, BE IT RESOLVED, that the Anoka City Council does hereby,

1. Said improvements are hereby ordered and shall hereafter be known and referred to as the 2017 Brisbin Area SRP project. Said ordering of the improvements shall be valid for a period of eighteen (18) months from the date of adoption of this resolution.
2. The preparation of plans and specifications of said project is authorized.

Adopted by the Anoka City Council this 6<sup>th</sup> day of February 2017.

ATTEST:

\_\_\_\_\_  
Amy T. Oehlers, City Clerk

\_\_\_\_\_  
Phil Rice, Mayor

# COUNCIL MEMO

Agenda Items # 5.2 & 9.1

**Meeting Date:** February 6, 2017  
**Agenda Section:** Public Hearing and Ordinances & Resolutions  
**Item Description:** 2017 Brisbin Area SRP; Assessment Hearing  
RES/2017 Brisbin Area SRP; Adopt Assessment Roll  
**Submitted By:** Ben Nelson, Engineering Technician

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## BACKGROUND INFORMATION

After the public improvement hearing for the project has been held, the City Council can hold the assessment hearing, which has also been set for 7:00 p.m. on February 6, 2017. The purpose of the assessment hearing is to hear any objections to a property owner's proposed assessment and to consider the adoption of the assessment roll for the project.

The assessment roll and the property frontage maps for the proposed project are attached. The assessment roll includes a list of all property owners with their individual proposed assessment amounts. For single-family residential property zoned or used R-1 and R-2, the City Council has set the street unit assessment at \$3,110 and a \$16.00 per lineal foot assessment for 2017. Four or more unit residential buildings along with commercial/industrial properties have an assessment rate of double this amount.

In addition to the street assessment, there is also an assessment proposed to each property for the new water and sanitary sewer services that are being installed. The assessment for the sanitary sewer service is \$1,010 and the water service is \$1,120 per service. A non-residential property and a four or more unit residential property are the same for sewer services however, twice the residential rate (\$2,240) for the water services. Utility assessments are only levied if the utility service is actually replaced and generally older than 10 years.

The total assessment for a typical 80-foot wide lot would be \$6,520. The assessments will be payable over a 10-year period with a minimum interest rate of 5.0% and an annual approximate payment of \$850. A property owner can pay all or part of their assessment with no interest charges until November 15, 2017. After this, any balance remaining will automatically be certified to Anoka County for collection on the property taxes. The city also provides for the deferment of special assessments for qualified applicants.

Any person who objects to their assessment amount may appeal to district court within 30 days after the adoption of the assessment roll by the City Council. However, in order to maintain their right to appeal, **they must file a written objection signed by the property owner either prior to the meeting or at the hearing.**

## FINANCIAL IMPACT

The estimated cost of the 2017 Brisbin Area SRP is \$2,180,000. The city share of the project will amount to approximately 79%, while assessments to benefiting properties will only be 21% of the total project cost. It is staff's opinion that all of the properties shown on the attached assessment roll will receive benefit from the project that exceeds the shown assessment amounts.

## REQUESTED COUNCIL ACTION

It is recommended that City Council open the hearing and take any public questions, comments or appeals. And then it is recommended that the City Council adopt the attached resolution approving the assessment roll for

the 2017 Brisbin Area SRP project.

**REQUIRED VOTE**

Councilmembers majority vote present at the City Council meeting.



2015 First Avenue, Anoka MN 55303  
Phone: (763) 576-2700 Website: [www.ci.anoka.mn.us](http://www.ci.anoka.mn.us)

**CITY OF ANOKA, MINNESOTA  
RESOLUTION**

**RES-2017-XX**

**RESOLUTION 2017 BRISBIN AREA SRP; ADOPT ASSESSMENT ROLL**

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the improvement of the following streets:

<u>Street</u>	<u>Segment</u>
Tenth Avenue	121 <sup>st</sup> Avenue to Jefferson Street
Adams Street	10 <sup>th</sup> Avenue to East City Limits
Brisbin Street	9 <sup>th</sup> Avenue to 10 <sup>th</sup> Avenue
Washington Street	9 <sup>th</sup> Avenue to East City Limits,

NOW, THEREFORE, BE IT RESOLVED, that the Anoka City Council does hereby,

1. Such proposed assessment, a copy of which is attached hereto and made part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of ten years, and shall bear interest at the rate of 5.0 per cent per annum from November 15, 2017. To the first installment shall be added interest on the entire assessment from November 15, 2017 until December 31, 2018. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor (November 15, 2017), pay the whole of the assessment on such property to the city treasurer with no interest charged. He/She may at any time thereafter pay to the city treasurer/assessor the entire amount of the assessment remaining unpaid, with interest accrued to December 31<sup>st</sup> of the year in which such payment is made. Such payment must be made before November 15<sup>th</sup> or interest will be charged through December 31<sup>st</sup> of the next succeeding year.
4. The clerk or designee shall file the assessments rolls pertaining to this assessment in their office and shall certify annually to the county auditor on or before November 30<sup>th</sup> of each year the total amount of installments and interest which are to become due in the following year on the assessment on each parcel of land included in the assessment roll.

Adopted by the Anoka City Council this 6<sup>th</sup> day of February, 2017.

ATTEST:

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Amy T. Oehlers, City Clerk

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Phil Rice, Mayor

# Property List and Assessment Summary

## 2017 Brisbin Area SRP Project

\* Corner Lot, Min. 75 feet  
 \*\* No Existing Services  
 C Non Residential Lot  
 20XX Year Previously Assessed

Residential Street Unit Assessment \$3,110.00 Each  
 Non Residential Street Unit Assessment \$6,220.00 Each  
 Residential Street Assessment \$16.00 per foot  
 Non Residential Street Assessment \$32.00 per foot  
 Residential Water Service Assessment \$1,120.00 Each  
 Non Residential Water Service Assessment \$2,240.00 Each  
 Sanitary Sewer Service Assessment \$1,010.00 Each

PID	PROPERTY ADDRESS	OWNER	OWNER ADDRESS	TAX PAYER	PROPERTY FRONTAGE (FEET)	ASSESSED FRONTAGE (FEET)	NOTES	RATE PER FOOT	STREET ASSESSMENT	STREET UNIT ASSESSMENT	WATER SERVICE ASSESSMENT	SEWER SERVICE ASSESSMENT	TOTAL ASSESSMENT
<b>9TH AVENUE: WASHINGTON STREET TO BRISBIN STREET</b>													
07-31-24-14-0027	1552 9TH AVENUE	VINCENT G. DAHLHEIMER JR.	1552 9TH AVENUE	VINCENT G. DAHLHEIMER JR.	88.0	0.0	2011 (STREET)	\$16.00	\$0.00	\$0.00	\$1,120.00	\$1,010.00	\$2,130.00
<b>10TH AVENUE: SOUTH STREET TO JEFFERSON STREET</b>													
07-31-24-14-0102	1402 10TH AVENUE	MIKAYLA GAMBLE SCOTT GAMBLE	1402 10TH AVENUE	MIKAYLA GAMBLE SCOTT GAMBLE	72.25	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-14-0101	1422 10TH AVENUE	GERALD J. & MARLYS M. JOHNSON	1422 10TH AVENUE	GERALD J. & MARLYS M. JOHNSON	72.25	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-14-0040	1502 10TH AVENUE	DONNY J. BARNES	704 2ND STREET PRINCETON, MN 55371	DONNY J. BARNES	85.0	85.0		\$16.00	\$1,360.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,600.00
07-31-24-14-0042	1520 10TH AVENUE	FRANKLIN ZANGUE DONGMO	1520 10TH AVENUE	FRANKLIN ZANGUE DONGMO	90.0	90.0		\$16.00	\$1,440.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,680.00
07-31-24-14-0041	1530 10TH AVENUE	DEBBIE KAY BRANUM	1530 10TH AVENUE	DEBBIE KAY BRANUM	90.0	90.0		\$16.00	\$1,440.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,680.00
07-31-24-14-0090	1558 10TH AVENUE	SUSAN WEIDELL	1558 10TH AVENUE	SUSAN WEIDELL	66.8	66.8		\$16.00	\$1,068.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,308.80
07-31-24-14-0089	1564 10TH AVENUE	LINDSEY JOHNSON SEAN JOHNSON	1564 10TH AVENUE	LINDSEY JOHNSON SEAN JOHNSON	66.8	66.8		\$16.00	\$1,068.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,308.80
07-31-24-14-0020	1565 10TH AVENUE	KEITH & DONNA MAAHS	5588 144TH AVE NW RAMSEY, MN 55303	KEITH & DONNA MAAHS	66.8	66.8		\$16.00	\$1,068.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,308.80
07-31-24-14-0084	1610 10TH AVENUE	GARY K. & J.L. SEMMEL	1610 10TH AVENUE	GARY K. & J.L. SEMMEL	103.9	103.9		\$16.00	\$1,662.40	\$3,110.00	\$1,120.00	\$1,010.00	\$6,902.40
<b>JEFFERSON STREET: 9TH AVENUE TO 11TH AVENUE</b>													
07-31-24-14-0001	956 JEFFERSON STREET	CHRISTINE ROHR	956 JEFFERSON STREET	CHRISTINE ROHR	132.0	0.0	2005	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07-31-24-14-0085	1006 JEFFERSON STREET	TRACY GONSER	1006 JEFFERSON STREET	TRACY GONSER	75.0	0.0	2005	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>ADAMS STREET: 10TH AVENUE TO 11TH AVENUE</b>													
07-31-24-14-0019	952 ADAMS STREET	JAMES E. III & B.J. LEE	952 ADAMS STREET	JAMES E. III & B.J. LEE	66.8	0.0	2016	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07-31-24-14-0018	955 ADAMS STREET	DONNA & ALLEN E. DOMM	955 ADAMS STREET	DONNA & ALLEN E. DOMM	66.0	0.0	2016	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07-31-24-14-0088	1002 ADAMS STREET	JAMES E. & EILEEN A. JANSEN	1002 ADAMS STREET	JAMES E. & EILEEN A. JANSEN	68.8	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-14-0118	1003 ADAMS STREET	JOSHUA J. BECKER	1003 ADAMS STREET	JOSHUA J. BECKER	90.0	90.0		\$16.00	\$1,440.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,680.00
07-31-24-14-0087	1016 ADAMS STREET	DAVID S. & TAMMI L. MILD	1016 ADAMS STREET	DAVID S. & TAMMI L. MILD	75.0	75.0		\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-14-0082	1017 ADAMS STREET	ALAN G. CORNETT JR.	1017 ADAMS STREET	ALAN G. CORNETT JR.	75.0	75.0		\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-14-0086	1022 ADAMS STREET	CAROL D. CROWLEY PAUL H. CROWLEY	1022 ADAMS STREET	CAROL D. CROWLEY PAUL H. CROWLEY	75.9	75.9		\$16.00	\$1,214.40	\$3,110.00	\$1,120.00	\$1,010.00	\$6,454.40
07-31-24-14-0083	1023 ADAMS STREET	CHARLES G. ERICKSON	1023 ADAMS STREET	CHARLES G. ERICKSON	75.9	75.9		\$16.00	\$1,214.40	\$3,110.00	\$1,120.00	\$1,010.00	\$6,454.40
07-31-24-14-0114	1028 ADAMS STREET	JASON E. & LORI S. INGEBRITSON	1028 ADAMS STREET	JASON E. & LORI S. INGEBRITSON	75.0	75.0		\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-14-0110	1029 ADAMS STREET	CHARLOTTE ANN THOMPSON TRUSTEE RICHARD THOMPSON TRUSTEE	659 W. COUNTY ROAD C ROSEVILLE, MN 55113	CHARLOTTE ANN THOMPSON TRUSTEE RICHARD THOMPSON TRUSTEE	75.0	75.0		\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-14-0115	1034 ADAMS STREET	JENNIFER MONTGOMERY	1034 ADAMS STREET	JENNIFER MONTGOMERY	75.0	75.0		\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-14-0111	1035 ADAMS STREET	CHRISTOPHER R. & JODY SALZBRUNN	1035 ADAMS STREET	CHRISTOPHER R. & JODY SALZBRUNN	75.0	75.0		\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-14-0116	1040 ADAMS STREET	MELISSA KOLBY MCALLISTER	1040 ADAMS STREET	MELISSA KOLBY MCALLISTER	80.7	80.7		\$16.00	\$1,291.20	\$3,110.00	\$1,120.00	\$1,010.00	\$6,531.20
07-31-24-14-0112	1041 ADAMS STREET	LORI JO MANZOLINE	1041 ADAMS STREET	LORI JO MANZOLINE	79.7	79.7		\$16.00	\$1,275.20	\$3,110.00	\$1,120.00	\$1,010.00	\$6,515.20
07-31-24-14-0117	1046 ADAMS STREET	LOUISE M. AHRENS ROGER L. AHRENS	1046 ADAMS STREET	LOUISE M. AHRENS ROGER L. AHRENS	82.0	82.0		\$16.00	\$1,312.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,552.00
07-31-24-14-0113	1047 ADAMS STREET	DOROTHY B. DESHAYES	1047 ADAMS STREET	DOROTHY B. DESHAYES	83.1	83.1		\$16.00	\$1,329.60	\$3,110.00	\$1,120.00	\$1,010.00	\$6,569.60
<b>BRISBIN STREET: 9TH AVENUE TO 11TH AVENUE</b>													
07-31-24-14-0053	UNASSIGNED	ROBERT R. BROCK	903 WASHINGTON STREET ANOKA, MN 55303	ROBERT R. BROCK	53.3	53.3	C	\$32.00	\$1,705.60	\$6,220.00	\$2,240.00	\$1,010.00	\$11,175.60
07-31-24-14-0054	902 BRISBIN STREET	ROBERT R. BROCK	903 WASHINGTON STREET ANOKA, MN 55303	ROBERT R. BROCK	227.0	146.6	C-2011 (STREET)	\$32.00	\$4,691.20	\$0.00	\$2,240.00	\$1,010.00	\$7,941.20
07-31-24-14-0028	913 BRISBIN STREET	MARK S. & KELLY M. MCMANUS	913 BRISBIN STREET	MARK S. & KELLY M. MCMANUS	88.0	88.0		\$16.00	\$1,408.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,648.00
07-31-24-14-0052	920 BRISBIN STREET	MARK S. NUPEN RITA C. NUPEN	920 BRISBIN STREET	MARK S. NUPEN RITA C. NUPEN	73.3	73.3		\$16.00	\$1,172.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,412.80
07-31-24-14-0029	921 BRISBIN STREET	PAMELA A. SCHMELZER	13820 BALSAM LANE N DAYTON, MN 55327	PAMELA A. SCHMELZER	88.0	88.0		\$16.00	\$1,408.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,648.00
07-31-24-14-0051	926 BRISBIN STREET	WAYNE A. & PATRICIA A. HUNT	926 BRISBIN STREET	WAYNE A. & PATRICIA A. HUNT	97.3	97.3		\$16.00	\$1,556.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,796.80

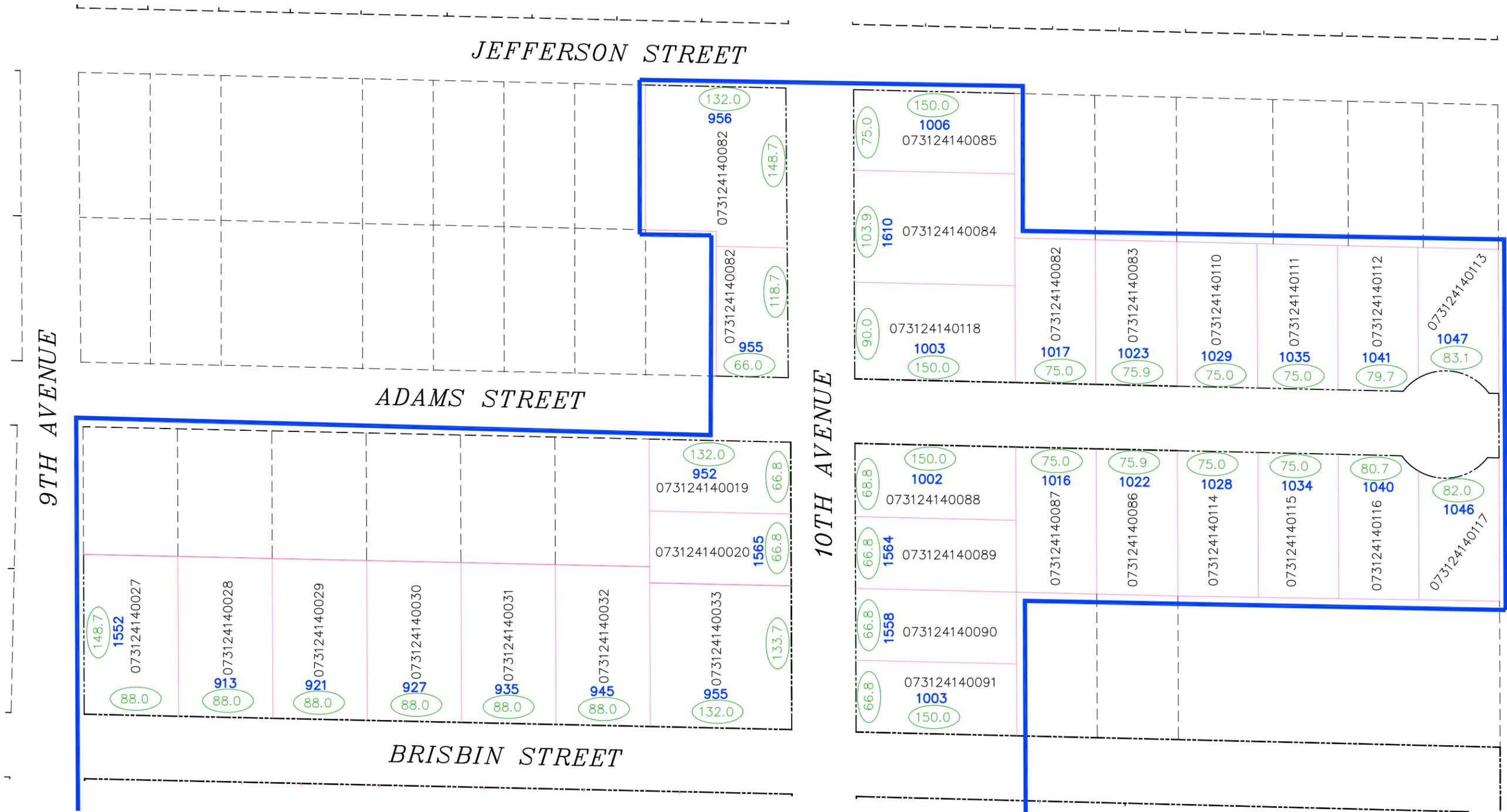
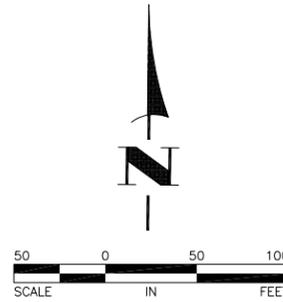
BRISBIN STREET: 9TH AVENUE TO 11TH AVENUE (CONTINUED)

PID	PROPERTY ADDRESS	OWNER	OWNER ADDRESS	TAX PAYER	PROPERTY FRONTAGE (FEET)	ASSESSED FRONTAGE (FEET)	NOTES	RATE PER FOOT	STREET ASSESSMENT	STREET UNIT ASSESSMENT	WATER SERVICE ASSESSMENT	SEWER SERVICE ASSESSMENT	TOTAL ASSESSMENT
07-31-24-14-0030	927 BRISBIN STREET	WILLIAM & M. WARD	927 BRISBIN STREET	WILLIAM & M. WARD	88.0	88.0		\$16.00	\$1,408.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,648.00
07-31-24-14-0050	932 BRISBIN STREET	RICHARD J. & MARY L. MUSSELL	932 BRISBIN STREET	RICHARD J. & MARY L. MUSSELL	93.0	93.0		\$16.00	\$1,488.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,728.00
07-31-24-14-0031	935 BRISBIN STREET	JEROME L. MARTIN SHIRLEY A. MARTIN	935 BRISBIN STREET	JEROME L. MARTIN SHIRLEY A. MARTIN	88.0	88.0		\$16.00	\$1,408.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,648.00
07-31-24-14-0049	940 BRISBIN STREET	MOLLY C. BROWN	940 BRISBIN STREET	MOLLY C. BROWN	89.3	89.3		\$16.00	\$1,428.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,668.80
07-31-24-14-0032	945 BRISBIN STREET	ANDREW DIDIER CASSANDRA M. DIDIER	945 BRISBIN STREET	ANDREW DIDIER CASSANDRA M. DIDIER	88.0	88.0		\$16.00	\$1,408.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,648.00
07-31-24-14-0048	950 BRISBIN STREET	JAMES Q. & WANDA F. PENROD	950 BRISBIN STREET	JAMES Q. & WANDA F. PENROD	105.0	105.0		\$16.00	\$1,680.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,920.00
07-31-24-14-0033	955 BRISBIN STREET	PER C. VING	955 BRISBIN STREET	PER C. VING	132.0	132.0		\$16.00	\$2,112.00	\$3,110.00	\$1,120.00	\$1,010.00	\$7,352.00
07-31-24-14-0091	1003 BRISBIN STREET	REBECCA A. HANNULA	1003 BRISBIN STREET	REBECCA A. HANNULA	66.8	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
<b>WASHINGTON STREET: 9TH AVENUE TO 11TH AVENUE</b>													
07-31-24-14-0055	903 WASHINGTON STREET	ROBERT R. BROCK	903 WASHINGTON STREET	ROBERT R. BROCK	93.3	0.0	2011 (STREET)	\$16.00	\$0.00	\$0.00	\$1,120.00	\$1,010.00	\$2,130.00
07-31-24-14-0071	904 WASHINGTON STREET	JEFFERY D. & LINDA M. ROSELAND	904 WASHINGTON STREET	JEFFERY D. & LINDA M. ROSELAND	93.3	0.0	2011 (STREET & WATER)	\$16.00	\$0.00	\$0.00	\$0.00	\$1,010.00	\$1,010.00
07-31-24-14-0056	909 WASHINGTON STREET	PATRICIA A. JOHNSON	909 WASHINGTON STREET	PATRICIA A. JOHNSON	78.3	78.3		\$16.00	\$1,252.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,492.80
07-31-24-14-0070	910 WASHINGTON STREET	THOMAS C. & G.S. COLENZO	910 WASHINGTON STREET	THOMAS C. & G.S. COLENZO	83.3	83.3		\$16.00	\$1,332.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,572.80
07-31-24-14-0057	915 WASHINGTON STREET	MARY H. ARMSTRONG PAUL L. ARMSTRONG	915 WASHINGTON STREET	MARY H. ARMSTRONG PAUL L. ARMSTRONG	86.3	86.3		\$16.00	\$1,380.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,620.80
07-31-24-14-0069	916 WASHINGTON STREET	BRUCE BENSON LYNN BENSON	916 WASHINGTON STREET	BRUCE BENSON LYNN BENSON	75.3	75.3		\$16.00	\$1,204.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,444.80
07-31-24-14-0058	921 WASHINGTON STREET	WILLIAM D. STRAND	921 WASHINGTON STREET	WILLIAM D. STRAND	87.3	87.3		\$16.00	\$1,396.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,636.80
07-31-24-14-0068	922 WASHINGTON STREET	GLENN H. OSMONSON TRUSTEE JANET A. OSMONSON TRUSTEE	922 WASHINGTON STREET	GLENN H. OSMONSON TRUSTEE JANET A. OSMONSON TRUSTEE	83.3	83.3		\$16.00	\$1,332.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,572.80
07-31-24-14-0059	927 WASHINGTON STREET	MARGARET A. OLSON	927 WASHINGTON STREET	MARGARET A. OLSON	73.3	73.3		\$16.00	\$1,172.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,412.80
07-31-24-14-0067	928 WASHINGTON STREET	TERRI HARSHA	928 WASHINGTON STREET	TERRI HARSHA	83.3	83.3		\$16.00	\$1,332.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,572.80
07-31-24-14-0060	933 WASHINGTON STREET	KELLY A. RAINI	933 WASHINGTON STREET	KELLY A. RAINI	78.3	78.3		\$16.00	\$1,252.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,492.80
07-31-24-14-0066	934 WASHINGTON STREET	ELDEN L. GUY JUDITH I. GUY	934 WASHINGTON STREET	ELDEN L. GUY JUDITH I. GUY	80.0	80.0		\$16.00	\$1,280.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,520.00
07-31-24-14-0061	939 WASHINGTON STREET	RAYMOND & Lyla DOOLEY	939 WASHINGTON STREET	RAYMOND & Lyla DOOLEY	78.0	78.0		\$16.00	\$1,248.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,488.00
07-31-24-14-0065	940 WASHINGTON STREET	JARED L. EVANS LINDSEY N. EVANS	940 WASHINGTON STREET	JARED L. EVANS LINDSEY N. EVANS	80.0	80.0		\$16.00	\$1,280.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,520.00
07-31-24-14-0119	945 WASHINGTON STREET	CHAIRESIA CHATHAM	945 WASHINGTON STREET	CHAIRESIA CHATHAM	85.0	85.0	*	\$16.00	\$1,360.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,600.00
07-31-24-14-0064	946 WASHINGTON STREET	ARLENE J. LAFAVE	946 WASHINGTON STREET	ARLENE J. LAFAVE	83.3	83.3		\$16.00	\$1,332.80	\$3,110.00	\$1,120.00	\$1,010.00	\$6,572.80
07-31-24-14-0039	1007 WASHINGTON STREET	OWEN G. & C.A. STRAND	1007 WASHINGTON STREET	OWEN G. & C.A. STRAND	85.0	85.0		\$16.00	\$1,360.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,600.00
07-31-24-14-0100	1008 WASHINGTON STREET	JEANNE L. MITTELSTADT	1008 WASHINGTON STREET	JEANNE L. MITTELSTADT	71.25	71.25		\$16.00	\$1,140.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,380.00
07-31-24-14-0099	1014 WASHINGTON STREET	DAVID P. & JANE M. BURNS	1014 WASHINGTON STREET	DAVID P. & JANE M. BURNS	71.25	71.25		\$16.00	\$1,140.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,380.00
07-31-24-14-0044	1015 WASHINGTON STREET	ALEX J. MCNEIL SR. ALEXANDER J. MCNEIL	8346 178TH LANE NE FOREST LAKE, MN 55025	ALEX J. MCNEIL SR. ALEXANDER J. MCNEIL	100.0	100.0	C	\$32.00	\$3,200.00	\$6,220.00	\$2,240.00	\$1,010.00	\$12,670.00
07-31-24-14-0098	1020 WASHINGTON STREET	J.A. OCONNELL C.M. FAVORITE	1020 WASHINGTON STREET	J.A. OCONNELL C.M. FAVORITE	71.25	71.25		\$16.00	\$1,140.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,380.00
07-31-24-14-0046	1025 WASHINGTON STREET	ALEX J. MCNEIL SR. ALEXANDER J. MCNEIL	8346 178TH LANE NE FOREST LAKE, MN 55025	ALEX J. MCNEIL SR. ALEXANDER J. MCNEIL	100.0	100.0	C	\$32.00	\$3,200.00	\$6,220.00	\$2,240.00	\$1,010.00	\$12,670.00
07-31-24-14-0097	1026 WASHINGTON STREET	ROBERT E. BARSNESS	1026 WASHINGTON STREET	ROBERT E. BARSNESS	71.25	71.25		\$16.00	\$1,140.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,380.00
07-31-24-14-0096	1032 WASHINGTON STREET	JOHN E. & KAREN S. ORR	1032 WASHINGTON STREET	JOHN E. & KAREN S. ORR	71.25	71.25		\$16.00	\$1,140.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,380.00
07-31-24-14-0095	1038 WASHINGTON STREET	KATHRYN BRYANT	1038 WASHINGTON STREET	KATHRYN BRYANT	71.25	71.25		\$16.00	\$1,140.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,380.00
07-31-24-14-0094	1046 WASHINGTON STREET	DENNIS C. & D.L. SOWDEN	1046 WASHINGTON STREET	DENNIS C. & D.L. SOWDEN	71.25	71.25		\$16.00	\$1,140.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,380.00
07-31-24-14-0047	UNASSIGNED	DAVID MCNEIL	48 EAST RD CIRCLE PINES, MN 55014	DAVID MCNEIL	200.0	200.0	**	\$32.00	\$6,400.00	\$6,220.00	\$2,240.00	\$6,205.00	\$21,065.00
<b>SOUTH STREET: 9TH AVENUE TO 11TH AVENUE</b>													
07-31-24-14-0079	945 SOUTH STREET	KEVIN E. & JOAN M. LANDEEN	945 SOUTH STREET	KEVIN E. & JOAN M. LANDEEN	93.0	93.0		\$16.00	\$1,488.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,728.00

6003.1	5328.2	\$94,848.80	\$205,260.00	\$78,400.00	\$71,855.00	\$450,363.80
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**PROPERTY FRONTAGE MAP**  
**2017 BRISBIN AREA STREET RENEWAL PROJECT**  
 Sheet 1 of 2

- LEGEND**
- 95.0 = PROPERTY FRONTAGE
  - 954** = PROPERTY ADDRESS
  - 073124110055 = PROPERTY IDENTIFICATION NO. (PID)
  - = ASSESSMENT BOUNDARY
  - = PROPERTY LINE
  - = RIGHT-OF-WAY LINE



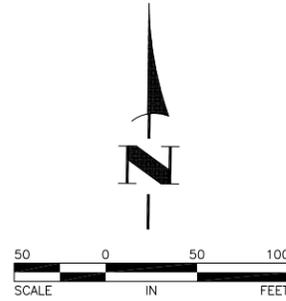
SEE SHEET 2 OF 2

# PROPERTY FRONTAGE MAP

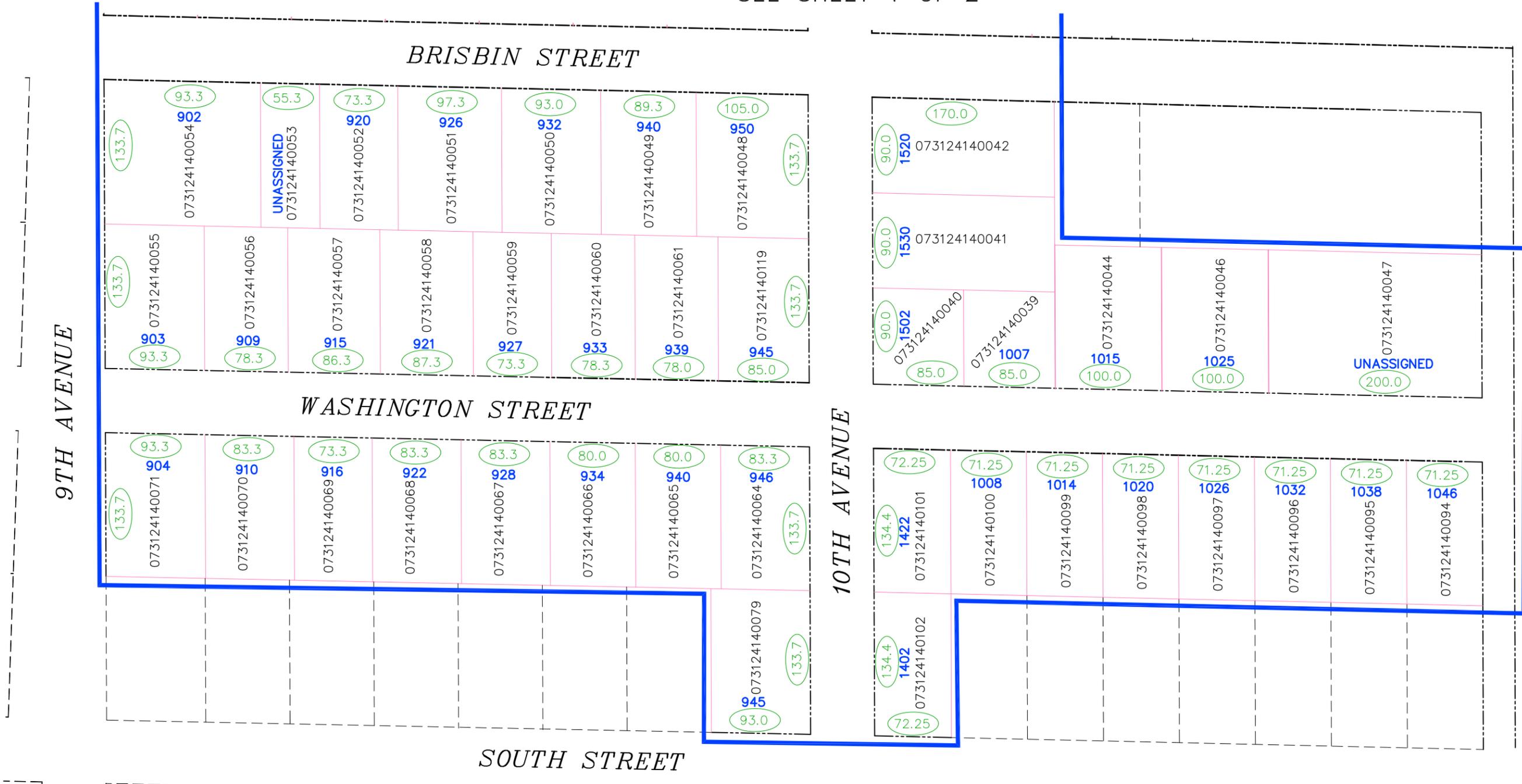
## 2017 BRISBIN AREA STREET RENEWAL PROJECT

Sheet 2 of 2

- LEGEND**
- 95.0 = PROPERTY FRONTAGE
  - 954 = PROPERTY ADDRESS
  - 073124110055 = PROPERTY IDENTIFICATION NO. (PID)
  - = ASSESSMENT BOUNDARY
  - = PROPERTY LINE
  - = RIGHT-OF-WAY LINE



SEE SHEET 1 OF 2



# **COUNCIL MEMO**

Agenda Items # 5.3 & 9.2

**Meeting Date:** February 6, 2017  
**Agenda Section:** Public Hearing and Ordinances & Resolutions  
**Item Description:** 2017 Christian Hills SRP; Public Improvement Hearing  
RES/2017 Christian Hills SRP; Order Project and Authorize the Preparation of Plans & Specifications  
**Submitted By:** Ben Nelson, Engineering Technician

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## **BACKGROUND INFORMATION**

A resolution was approved on August 15, 2016 authorizing the preparation of a feasibility report for the proposed 2017 Christian Hills SRP project. The feasibility report was approved on December 19, 2016 and a public improvement hearing was set for 7:00 p.m. on February 6, 2017 at the January 3, 2017 City Council meeting. The next step in the Chapter 429 process is to conduct the public improvement hearing and to adopt the attached resolution ordering the improvement and the preparation of engineering plans and specifications.

## **DISCUSSION**

All of the benefitted property owners were sent a notice of the public improvement hearing and the notice was published in the city's legal newspaper, the Anoka County Union Herald on January 6<sup>th</sup> and January 13<sup>th</sup>. In addition, by State Law, the Anoka County Record's requested and received the public notice. It should be noted that this public improvement hearing is to address the feasibility of the project and whether or not the project should proceed. Specific assessment objections will be considered at the assessment hearing scheduled to follow this hearing. The streets that are proposed to be included in the 2017 Christian Hills SRP project are as follows:

<b><u>Street</u></b>	<b><u>Segment</u></b>
Third Avenue	Washington Street to Monroe Street
Fourth Avenue	Washington Street to Monroe Street
Adams Street	2 <sup>nd</sup> Avenue to 4 <sup>th</sup> Avenue
Cross Street	4 <sup>th</sup> Avenue to 5 <sup>th</sup> Avenue
Madison Street	2 <sup>nd</sup> Avenue to 5 <sup>th</sup> Avenue
Military Road	4 <sup>th</sup> Avenue to 5 <sup>th</sup> Avenue
Washington Street	4 <sup>th</sup> Avenue to 5 <sup>th</sup> Avenue

The proposed project will involve the total reconstruction of the streets, including the replacement of the concrete curb & gutters and the bituminous pavement. In addition, the existing sidewalks, street lights, driveways and driveway aprons will be replaced within the right-of-way. Within the city right-of-ways, the sanitary sewer will be replaced with new 8" or larger PVC mains and the watermain will be replaced with new 6" or larger ductile iron watermain. All sewer and water service laterals of the benefiting properties fronting on the above streets will also be replaced from the main to the property line.

The proposed project also includes upgrading the existing watermain along 4<sup>th</sup> Avenue corridor (5<sup>th</sup> Avenue to Van Buren St) to a 12 inch trunk main as identified in the 2015 Comprehensive Water Plan. This trunk main will help in distributing new supply/capacity to the water system from the north part of the City and will reduce the need for the trunk main along CSAH 1 (Firth Avenue).

## **FINANCIAL IMPACT**

The estimated cost of the 2017 Christian Hills SRP project is \$3,974,000. The total estimated costs are broken down as follows:

Street Reconstruction	\$ 2,319,000
Storm Sewer	\$ 494,000
Sanitary Sewer	\$ 352,000
Watermain	\$ 689,000
Electric Conduits	\$ 120,000
<hr/>	
<b>Total:</b>	<b>\$ 3,974,000</b>

Funding for the project is proposed to come from the following sources:

Street Renewal, Water, Sewer & Stormwater Funds	\$3,023,265
Municipal Electric Utility	\$ 120,000
South Central Business TIF District	\$ 125,000
Assessments	\$ 705,735

The estimated cost of the 2017 Christian Hills SRP project is \$3,974,000. The above proposed funding shows that the City share of the project will amount to approximately 79%, TIF district is approximately 3%, while assessments to benefiting properties will be 18% of the total project cost.

## **ASSESSMENTS**

Assessments are proposed to each benefiting property within the project area and the assessments for the project will be according to the Street Reconstruction Assessment Policy adopted by the City Council in October of 1999. The street assessment rate will consist of a \$3,110 residential street unit assessment and a \$16 per lineal foot assessment. These are the rates that were set by the City Council in 2016 for each single-family residential property zoned or used as R-1 and R-2. For all other properties, including but not limited to four or more unit residential property along with commercial/industrial properties will be double these amounts.

In addition, each residential property will be assessed for the new water (\$1,120) and sanitary sewer (\$1,010) services that are being installed from the new mains to the property line. A non-residential property and a four or more unit residential property is the same for sewer services however, twice the residential rate (\$2,240) for the water service. Full utility assessments are only levied if the utility service is actually replaced and generally older than 10 years.

The typical 80' residential lot assessment would be \$6,520 based on the current rates and the assessments would be levied over a 10-year period. The annual payment for a \$6,520 assessment is approximately \$850. And properties that are not currently serviced by sewer or water will be assessed, on a case by case basis.

## **PROJECT SCHEDULE**

The following schedule is planned for the 2017 Christian Hills SRP project:

### **2016**

November 22<sup>nd</sup>

Held Information "Neighborhood" Meeting

December 19 <sup>th</sup>	Council Approved Feasibility Report and Sets Public Hearings
December 20 <sup>th</sup>	Send Public Hearing and Assessment Hearing Notices to Anoka County Union to Publish on January 6 <sup>th</sup> and January 13 <sup>th</sup>
<b>2017</b>	
January 5 <sup>th</sup>	Mail Public Hearing and Assessment Notices to Property Owners
February 6 <sup>th</sup>	Council Holds Public Improvement Hearing and Assessment Hearing Council Orders Preparation of Plans & Specifications and Adopts Assessment Roll
February 21 <sup>st</sup>	Council Approves Plans and Specifications Authorizes Advertisement for Bids
February 22 <sup>nd</sup>	Send Ad for Bid to Anoka County Union and Finance & Commerce to Publish on February 10 <sup>th</sup>
March 28 <sup>th</sup>	Open Bids - 11:00 a.m.
April 3 <sup>rd</sup>	Council Approves Bids and Awards Contract
May 1 <sup>st</sup>	Start Construction
October 20 <sup>th</sup>	Construction Substantial Completion
October 27 <sup>th</sup>	Construction Final Completion

As you can see, we are proposing to have the public Improvement hearing and the assessment hearing on the same evening. The project will be discussed in detail at the public improvement hearing and it will enable us to address any assessment concerns at the same time.

**REQUESTED COUNCIL ACTION**

It is recommended that City Council hold the public improvement hearing, then an assessment hearing and then adopt the attached resolution ordering the project and authorizing the preparation of final engineering plans and specifications.

**REQUIRED VOTE**

Councilmembers majority vote present at the time of the City Council meeting.



2015 First Avenue, Anoka MN 55303  
Phone: (763) 576-2700 Website: [www.ci.anoka.mn.us](http://www.ci.anoka.mn.us)

**CITY OF ANOKA, MINNESOTA  
RESOLUTION**

**RES-2017-XX**

**RESOLUTION 2017 CHRISTIAN HILLS SRP; ORDER PROJECT AND AUTHORIZE  
THE PREPARATION OF PLANS & SPECIFICATIONS**

WHEREAS, on December 19, 2016 the City Council adopted a resolution setting the public improvement hearing for January 17, 2017;

WHEREAS, on January 3, 2017 the City Council adopted a resolution amending the public improvement hearing to February 6, 2017 due to publication requirements;

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given;

WHEREAS, the purpose of the public improvement hearing is to provide interested parties an opportunity to learn more about the proposed improvements and to comment on them;

WHEREAS, should the Council wish to proceed with this project, the next step in the public improvement process is to order the project;

WHEREAS, should the Council wish to proceed, the next step in the engineering process is to order the preparation of plans and specifications.

NOW, THEREFORE, BE IT RESOLVED, that the Anoka City Council does hereby,

1. Said improvements are hereby ordered and shall hereafter be known and referred to as the 2017 Christian Hills SRP project. Said ordering of the improvements shall be valid for a period of eighteen (18) months from the date of adoption of this resolution.
2. The preparation of plans and specifications of said project is authorized.

Adopted by the Anoka City Council this 6<sup>th</sup> day of February, 2017.

ATTEST:

\_\_\_\_\_  
Amy T. Oehlers, City Clerk

\_\_\_\_\_  
Phil Rice, Mayor

# COUNCIL MEMO

Agenda Items # 5.4 & 9.2

**Meeting Date:** February 6, 2017  
**Agenda Section:** Public Hearing and Ordinances & Resolutions  
**Item Description:** 2017 Christian Hills SRP; Assessment Hearing  
RES/2017 Christian Hills; Adopt Assessment Roll  
**Submitted By:** Ben Nelson, Engineering Technician

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## BACKGROUND INFORMATION

After the public improvement hearing for the project has been held, the City Council can hold the assessment hearing, which has also been set for 7:00 p.m. on February 6, 2017. The purpose of the assessment hearing is to hear any objections to a property owner's proposed assessment and to consider the adoption of the assessment roll for the project.

The assessment roll and the property frontage maps for the proposed project are attached. The assessment roll includes a list of all property owners with their individual proposed assessment amounts. For single-family residential property zoned or used R-1 and R-2, the City Council has set the street unit assessment at \$3,110 and a \$16.00 per lineal foot assessment for 2017. Four or more unit residential buildings along with commercial/industrial properties have an assessment rate of double this amount.

In addition to the street assessment, there is also an assessment proposed to each property for the new water and sanitary sewer services that are being installed. The assessment for the sanitary sewer service is \$1,010 and the water service is \$1,120 per service. A non-residential property and a four or more unit residential property are the same for sewer services however, twice the residential rate (\$2,240) for the water services. Utility assessments are only levied if the utility service is actually replaced and generally older than 10 years.

The total assessment for a typical 80-foot wide lot would be \$6,520. The assessments will be payable over a 10-year period with a minimum interest rate of 5.0% and an annual approximate payment of \$850. A property owner can pay all or part of their assessment with no interest charges until November 15, 2017. After this, any balance remaining will automatically be certified to Anoka County for collection on the property taxes. The city also provides for the deferment of special assessments for qualified applicants.

Any person who objects to their assessment amount may appeal to district court within 30 days after the adoption of the assessment roll by the City Council. However, in order to maintain their right to appeal, **they must file a written objection signed by the property owner either prior to the meeting or at the hearing.**

## FINANCIAL IMPACT

The estimated cost of the 2017 Christian Hills SRP is \$3,974,000. The city share of the project will amount to approximately 82%, while assessments to benefiting properties will only be 18% of the total project cost.

## REQUESTED COUNCIL ACTION

It is recommended that City Council open the hearing and take any public questions, comments or appeals. And then it is recommended that the City Council adopt the attached resolution approving the assessment roll for the 2017 Christian Hills SRP project.

**REQUIRED VOTE**

Councilmembers majority vote present at the City Council meeting.



2015 First Avenue, Anoka MN 55303  
Phone: (763) 576-2700 Website: [www.ci.anoka.mn.us](http://www.ci.anoka.mn.us)

**CITY OF ANOKA, MINNESOTA  
RESOLUTION**

**RES-2017-XX**

**RESOLUTION 2017 CHRISTIAN HILLS SRP; ADOPT ASSESSMENT ROLL**

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for the improvement of the following streets:

<u>Street</u>	<u>Segment</u>
Third Avenue	Washington Street to Monroe Street
Fourth Avenue	Washington Street to Monroe Street
Adams Street	2 <sup>nd</sup> Avenue to 4 <sup>th</sup> Avenue
Cross Street	4 <sup>th</sup> Avenue to 5 <sup>th</sup> Avenue
Madison Street	2 <sup>nd</sup> Avenue to 5 <sup>th</sup> Avenue
Military Road	4 <sup>th</sup> Avenue to 5 <sup>th</sup> Avenue
Washington Street	4 <sup>th</sup> Avenue to 5 <sup>th</sup> Avenue

NOW, THEREFORE, BE IT RESOLVED, that the Anoka City Council does hereby,

1. Such proposed assessment, a copy of which is attached hereto and made part hereof, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in equal annual installments extending over a period of ten years, and shall bear interest at the rate of 5.0 per cent per annum from November 15, 2017. To the first installment shall be added interest on the entire assessment from November 15, 2017 until December 31, 2018. To each subsequent installment when due shall be added interest for one year on all unpaid installments.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor (November 15, 2017), pay the whole of the assessment on such property to the city treasurer with no interest charged. He/She may at any time thereafter pay to the city treasurer/assessor the entire amount of the assessment remaining unpaid, with interest accrued to December 31<sup>st</sup> of the year in which such payment is made. Such payment must be made before November 15<sup>th</sup> or interest will be charged through December 31<sup>st</sup> of the next succeeding year.
4. The clerk or designee shall file the assessments rolls pertaining to this assessment in their office and shall certify annually to the county auditor on or before November 30<sup>th</sup> of each year the total amount of installments and interest which are to become due in the following year on the assessment on each parcel of land included in the assessment roll.

Adopted by the Anoka City Council this 6<sup>th</sup> day of February, 2017.

ATTEST:

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Amy T. Oehlers, City Clerk

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Phil Rice, Mayor

# Property List and Assessment Summary

## 2017 Christian Hills SPR Project

\* Corner Lot, Min. 75 feet  
 \*\* No Existing Services  
 C Non Residential Lot  
 20XX Year Previously Assessed

Residential Street Unit Assessment \$3,110.00 Each  
 Non Residential Street Unit Assessment \$6,220.00 Each  
 Residential Street Assessment \$16.00 per foot  
 Non Residential Street Assessment \$32.00 per foot  
 Residential Water Service Assessment \$1,120.00 Each  
 Non Residential Water Service Assessment \$2,240.00 Each  
 Sanitary Sewer Service Assessment \$1,010.00 Each

PID	PROPERTY ADDRESS	OWNER	OWNER ADDRESS	TAX PAYER	PROPERTY FRONTAGE (FEET)	ASSESSED FRONTAGE (FEET)	NOTES	RATE PER FOOT	STREET ASSESSMENT	STREET UNIT ASSESSMENT	WATER SERVICE ASSESSMENT	SEWER SERVICE ASSESSMENT	TOTAL ASSESSMENT
<b>2ND AVENUE: ADAMS STREET TO MADISON STREET</b>													
12-31-25-14-0015	1526 2ND AVENUE	BERNADINE C. BOECHER JAMES H. COLLINS	1526 2ND AVENUE	BERNADINE C. BOECHER JAMES H. COLLINS	99.0	99.0		\$16.00	\$1,584.00	\$3,110.00	\$0.00	\$0.00	\$4,694.00
12-31-25-14-0023	1600 2ND AVENUE	JAMES P. HUGHES	2916 132ND AVENUE NW COON RAPIDS, MN 55448	JAMES P. HUGHES	99.0	99.0		\$16.00	\$1,584.00	\$3,110.00	\$0.00	\$0.00	\$4,694.00
12-31-25-11-0112	1800 2ND AVENUE	HOUSING AND REDEVELOPMENT AUTHORITY	2015 1ST AVENUE N ANOKA, MN 55303	HOUSING AND REDEVELOPMENT AUTHORITY	66.0	0.0	2016	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>3RD AVENUE: WASHINGTON STREET TO MONROE STREET</b>													
07-31-24-23-0070	1500 3RD AVENUE	JEFFERY A. LITKE	1500 3RD AVENUE	JEFFERY A. LITKE	91.0	0.0	2007	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07-31-24-23-0045	1505 3RD AVENUE	MARY JABLONSKI	1505 3RD AVENUE	MARY JABLONSKI	99.0	0.0	2007	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07-31-24-23-0069	1512 3RD AVENUE	MICHAEL G. STAFFORD	1512 3RD AVENUE	MICHAEL G. STAFFORD	107.0	107.0		\$16.00	\$1,712.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,952.00
07-31-24-23-0069	1512 3RD AVENUE	TOM & JUDY BOROS	2259 GREEN AVENUE	MICHAEL G. STAFFORD	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
07-31-24-23-0044	1513 3RD AVENUE	RONALD J. & LOUISE C. JANKOWSKI	1513 3RD AVENUE	RONALD J. & LOUISE C. JANKOWSKI	82.5	82.5		\$16.00	\$1,320.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,560.00
07-31-24-23-0043	1521 3RD AVENUE	RICHARD HAROLD CRAM	5355 FILLMORE STREET NE FRIDLEY, MN 55421	RICHARD HAROLD CRAM	82.5	82.5		\$16.00	\$1,320.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,560.00
07-31-24-23-0034	1522 3RD AVENUE	LINDY GREENWALD NICHOLAS N. GREENWALD	1522 3RD AVENUE	LINDY GREENWALD NICHOLAS N. GREENWALD	77.0	77.0		\$16.00	\$1,232.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,472.00
07-31-24-23-0042	1527 3RD AVENUE	GERALD L. & D.R. SUNDEEN	1527 3RD AVENUE	GERALD L. & D.R. SUNDEEN	82.5	82.5		\$16.00	\$1,320.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,560.00
07-31-24-23-0032	1532 3RD AVENUE	JONATHON R. HARTFIEL	2650 9TH AVENUE #1 ANOKA, MN 55303	JONATHON R. HARTFIEL	117.0	117.0		\$16.00	\$1,872.00	\$3,110.00	\$1,120.00	\$1,010.00	\$7,112.00
07-31-24-23-0041	1533 3RD AVENUE	DEVIN K. & LYNETTE G. STRATTON	1533 3RD AVENUE	DEVIN K. & LYNETTE G. STRATTON	49.5	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-23-0058	1603 3RD AVENUE	GARY L. & SHERYL L. FAHNHORST	1603 3RD AVENUE	GARY L. & SHERYL L. FAHNHORST	66.0	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-23-0057	1609 3RD AVENUE	JEAN E. ORLANDO TIMOTHY W. KOCH	1609 3RD AVENUE	JEAN E. ORLANDO TIMOTHY W. KOCH	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-23-0027	1612 3RD AVENUE	ERICA M. EBERLE	1612 3RD AVENUE	ERICA M. EBERLE	97.0	97.0		\$16.00	\$1,552.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,792.00
07-31-24-23-0056	1615 3RD AVENUE	ADAM J. FERBER	1615 3RD AVENUE	ADAM J. FERBER	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-23-0054	1621 3RD AVENUE	LINDA L. MORGAN	1621 3RD AVENUE	LINDA L. MORGAN	99.0	99.0		\$16.00	\$1,584.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,824.00
07-31-24-23-0073	1625 3RD AVENUE	DEBORAH A. & DAVID C. WALLACE	1625 3RD AVENUE	DEBORAH A. & DAVID C. WALLACE	15.0	0.0	2005	\$32.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07-31-24-23-0053	1631 3RD AVENUE	THOMAS M. TALBOT	1631 3RD AVENUE	THOMAS M. TALBOT	99.0	0.0	2005 (STREET)	\$16.00	\$0.00	\$0.00	\$1,120.00	\$1,010.00	\$2,130.00
07-31-24-22-0070	1701 3RD AVENUE	RALPH W. TALBOT TRUSTEE	1631 3RD AVENUE ANOKA, MN 55303	RALPH W. TALBOT TRUSTEE	66.0	0.0	2005 (STREET)	\$16.00	\$0.00	\$0.00	\$1,120.00	\$1,010.00	\$2,130.00
07-31-24-22-0068	1702 3RD AVENUE	BRIAN W. TICE NATASHA T. TICE	1702 3RD AVENUE	BRIAN W. TICE NATASHA T. TICE	99.0	0.0	2005	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07-31-24-22-0071	1709 3RD AVENUE	SCOTT W. GILBERTSON	1709 3RD AVENUE	SCOTT W. GILBERTSON	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-22-0067	1710 3RD AVENUE	RHT RIVERSIDE LLC	11580 STONERIDGE CIRCLE N DAYTON, MN 55327	RHT RIVERSIDE LLC	99.0	99.0		\$16.00	\$1,584.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,824.00
07-31-24-22-0073	1715 3RD AVENUE	MICHAEL H. & LEEANN R. ROSS	1715 3RD AVENUE	MICHAEL H. & LEEANN R. ROSS	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-22-0066	1720 3RD AVENUE	STEFFEN WEIDENBACH	1720 3RD AVENUE	STEFFEN WEIDENBACH	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-22-0074	1721 3RD AVENUE	RICHARD R. SCHMELZER	1721 3RD AVENUE	RICHARD R. SCHMELZER	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-22-0065	1726 3RD AVENUE	DON KROPP	774 147TH LN NW ANDOVER MN 5530	DON KROPP	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-22-0075	1727 3RD AVENUE	DONALD R. ANDERSON TRUSTEE MARY B. ANDERSON TRUSTEE	1727 3RD AVENUE	DONALD R. ANDERSON TRUSTEE MARY B. ANDERSON TRUSTEE	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-22-0063	1730 3RD AVENUE	BETTY J. CRAMBLITT	1730 3RD AVENUE	BETTY J. CRAMBLITT	66.0	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
<b>3RD AVENUE: WASHINGTON STREET TO MONROE STREET (CONTINUED)</b>													
07-31-24-22-0056	1802 3RD AVENUE	JAMIE K. WILSON LUCAS D. WILSON	1802 3RD AVENUE	JAMIE K. WILSON LUCAS D. WILSON	66.0	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-22-0080	1803 3RD AVENUE	EUGENE R. & M.S. SWIERINGA	1803 3RD AVENUE	EUGENE R. & M.S. SWIERINGA	66.0	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-22-0055	1808 3RD AVENUE	TIMOTHY & ERIN NIGH	1808 3RD AVENUE	TIMOTHY & ERIN NIGH	76.0	76.0		\$16.00	\$1,216.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,456.00
07-31-24-22-0081	1809 3RD AVENUE	JESSICA M NOVAK	20433 WATKINS MEADOW DRIVE GERMANTOWN, MD 20876	JESSICA M NOVAK	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-22-0082	1815 3RD AVENUE	BARBARA A. THURSTON	1815 3RD AVENUE	BARBARA A. THURSTON	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-22-0054	1816 3RD AVENUE	ANDREW A. & HAYLEY R. BOHO	1816 3RD AVENUE	ANDREW A. & HAYLEY R. BOHO	89.0	89.0		\$16.00	\$1,424.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,664.00

PID	PROPERTY ADDRESS	OWNER	OWNER ADDRESS	TAX PAYER	PROPERTY FRONTAGE (FEET)	ASSESSED FRONTAGE (FEET)	NOTES	RATE PER FOOT	STREET ASSESSMENT	STREET UNIT ASSESSMENT	WATER SERVICE ASSESSMENT	SEWER SERVICE ASSESSMENT	TOTAL ASSESSMENT
07-31-24-22-0083	1821 3RD AVENUE	MARK W. & JACQUELINE JENSEN	1821 3RD AVENUE	MARK W. & JACQUELINE JENSEN	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-22-0114	1828 3RD AVENUE	DALE J. VOLTIN	190 GROVE ROAD NE EAST BETHEL, MN 55092	DALE J. VOLTIN	99.0	99.0		\$16.00	\$1,584.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,824.00
07-31-24-22-0113	1832 3RD AVENUE	DALE J. VOLTIN	190 GROVE ROAD NE EAST BETHEL, MN 55092	DALE J. VOLTIN	66.0	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$0.00	\$1,010.00	\$5,320.00
07-31-24-22-0093	1833 3RD AVENUE	HEADROOM LLC	7525 MITCHELL ROAD, SUITE 100 EDEN PRAIRIE, MN 55344	HEADROOM LLC	132.0	132.0	C	\$32.00	\$4,224.00	\$6,220.00	\$0.00	\$1,010.00	\$11,454.00
<b>4TH AVENUE: STREET STREET TO MONROE STREET</b>													
07-31-24-23-0016	1418 4TH AVENUE	HEIDI ROEHL-MCHUGH	1418 4TH AVENUE	HEIDI ROEHL-MCHUGH	59.0	0.0	2006	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07-31-24-23-0015	1426 4TH AVENUE	JAMES MATHESON	1426 4TH AVENUE	JAMES MATHESON	157.0	0.0	2006	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07-31-24-23-0038	1501 4TH AVENUE	LAUREN ROSE ANDERSON	1501 4TH AVENUE	LAUREN ROSE ANDERSON	66.0	0.0	2007	\$16.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
07-31-24-23-0040	1515 4TH AVENUE	JOSHUA P. MADDEN STEPHANIE A. FAHNHORST	1515 4TH AVENUE	JOSHUA P. MADDEN STEPHANIE A. FAHNHORST	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-23-0077	1517 4TH AVENUE	CHRISTOPHER COLLETTE EVA COLLETTE	1517 4TH AVENUE	CHRISTOPHER COLLETTE EVA COLLETTE	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-23-0002	UNASSIGNED	ANOKA HENNEPIN INDEPENDENT SCHOOL DISTRICT #11	2727 N. FERRY STREET ANOKA, MN 55303	ANOKA HENNEPIN INDEPENDENT SCHOOL DISTRICT #11	64.0	64.0	C	\$32.00	\$2,048.00	\$6,220.00	\$0.00	\$0.00	\$8,268.00
07-31-24-23-0003	UNASSIGNED	ANOKA HENNEPIN INDEPENDENT SCHOOL DISTRICT #11	2727 N. FERRY STREET ANOKA, MN 55303	ANOKA HENNEPIN INDEPENDENT SCHOOL DISTRICT #11	161.0	161.0	C	\$32.00	\$5,152.00	\$6,220.00	\$0.00	\$0.00	\$11,372.00
07-31-24-23-0051	UNASSIGNED	ANOKA HENNEPIN INDEPENDENT SCHOOL DISTRICT #11	2727 N. FERRY STREET ANOKA, MN 55303	ANOKA HENNEPIN INDEPENDENT SCHOOL DISTRICT #11	99.0	99.0	C	\$32.00	\$3,168.00	\$6,220.00	\$0.00	\$0.00	\$9,388.00
07-31-24-23-0079	1601 4TH AVENUE	ZION LUTHERAN CHURCH	1601 4TH AVENUE	ZION LUTHERAN CHURCH	1487.0	1091.0	C-2005 (STREET)	\$32.00	\$34,912.00	\$0.00	\$4,480.00	\$1,010.00	\$40,402.00
07-31-24-23-0074	1650 4TH AVENUE	ANOKA HENNEPIN INDEPENDENT SCHOOL DISTRICT #11	2727 N. FERRY STREET ANOKA, MN 55303	ANOKA HENNEPIN INDEPENDENT SCHOOL DISTRICT #11	363.0	363.0	C	\$32.00	\$11,616.00	\$6,220.00	\$0.00	\$0.00	\$17,836.00
07-31-24-22-0025	UNASSIGNED	ANOKA HENNEPIN INDEPENDENT SCHOOL DISTRICT #11	2727 N. FERRY STREET ANOKA, MN 55303	ANOKA HENNEPIN INDEPENDENT SCHOOL DISTRICT #11	825.0	825.0	C	\$32.00	\$26,400.00	\$6,220.00	\$4,480.00	\$1,010.00	\$38,110.00
07-31-24-22-0061	1725 4TH AVENUE	CHRISTOPHER J. JAMNICK	1725 4TH AVENUE	CHRISTOPHER J. JAMNICK	90.7	90.7		\$16.00	\$1,451.20	\$3,110.00	\$1,120.00	\$1,010.00	\$6,691.20
07-31-24-22-0058	1801 4TH AVENUE	LAURIE ANN FARRIER MACKECHNIE	1801 4TH AVENUE	LAURIE ANN FARRIER MACKECHNIE	122.0	122.0		\$16.00	\$1,952.00	\$3,110.00	\$1,120.00	\$1,010.00	\$7,192.00
07-31-24-22-0033	1806 4TH AVENUE	SONIA STARK TRUSTEE	1806 4TH AVENUE	SONIA STARK TRUSTEE	108.0	108.0		\$16.00	\$1,728.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,968.00
07-31-24-22-0034	1814 4TH AVENUE	GARY R. MAAG THOMAS G. MAAG	1814 4TH AVENUE	GARY R. MAAG THOMAS G. MAAG	66.0	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-22-0059	1815 4TH AVENUE	JANICE M. JOHNSON	1815 4TH AVENUE	JANICE M. JOHNSON	74.0	74.0		\$16.00	\$1,184.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,424.00
07-31-24-22-0032	1820 4TH AVENUE	KARONA FINANCIAL LLC	P.O. BOX 41564 PLYMOUTH, MN 55441	KARONA FINANCIAL LLC	45.0	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-22-0047	1821 4TH AVENUE	CHHOLING TAHA LESLIE TAHA	1821 4TH AVENUE	CHHOLING TAHA LESLIE TAHA	61.0	61.0		\$16.00	\$976.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,216.00
<b>5TH AVENUE: SOUTH STREET TO CROSS STREET</b>													
07-31-24-32-0001	1333 5TH AVENUE	MN RENAISSANCE SCHL HLD CO LLC	1333 5TH AVENUE	MN RENAISSANCE SCHL HLD CO LLC	185.0	185.0	2006	\$32.00	\$5,920.00	\$0.00	\$0.00	\$0.00	\$5,920.00
07-31-24-23-0076	1415 5TH AVENUE	MCLAUGHLIN PROPERTIES LLC	33277 S. SHOAL LAKE ROAD GRAND RAPIDS, MN 55744	MCLAUGHLIN PROPERTIES LLC	159.0	159.0	C	\$32.00	\$5,088.00	\$6,220.00	\$0.00	\$0.00	\$11,308.00
07-31-24-23-0008	1423 5TH AVENUE	1423 5TH AVE LLC	3470 NORTH SHORE DRIVE ORONO, MN 55391	1423 5TH AVE LLC	145.0	145.0	C	\$32.00	\$4,640.00	\$6,220.00	\$0.00	\$1,010.00	\$11,870.00
07-31-24-23-0001	1523 5TH AVENUE	ANOKA HENNEPIN INDEPENDENT SCHOOL DISTRICT #11	2727 N. FERRY STREET ANOKA, MN 55303	ANOKA HENNEPIN INDEPENDENT SCHOOL DISTRICT #11	573.0	573.0	C	\$32.00	\$18,336.00	\$6,220.00	\$2,240.00	\$1,010.00	\$27,806.00
07-31-24-22-0039	1805 5TH AVENUE	ROSS A. & JANE M. OMDAHL	1805 5TH AVENUE	ROSS A. & JANE M. OMDAHL	66.0	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$0.00	\$5,430.00
07-31-24-22-0040	1815 5TH AVENUE	STEPHEN A. & L.M. SEMAN	1815 5TH AVENUE	STEPHEN A. & L.M. SEMAN	66.0	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$0.00	\$5,430.00
07-31-24-22-0118	1829 5TH AVENUE	FIFTH AVE DENTAL BLDG PTNSHP	1829 5TH AVENUE	FIFTH AVE DENTAL BLDG PTNSHP	198.0	198.0	C	\$32.00	\$6,336.00	\$6,220.00	\$0.00	\$0.00	\$12,556.00
<b>MONROE STREET: 3RD AVENUE TO 4TH AVENUE</b>													
07-31-24-22-0048	334 MONROE STREET	EMILY J. BORNETUN PAUL D. FLEISCHMAN	334 MONROE STREET	EMILY J. BORNETUN PAUL D. FLEISCHMAN	66.0	75.0	*	\$16.00	\$1,200.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,440.00
07-31-24-22-0031	402 MONROE STREET	402 MONROE, LLC	402 MONROE STREET	402 MONROE, LLC	136.5	136.5	C	\$32.00	\$4,368.00	\$6,220.00	\$2,240.00	\$1,010.00	\$13,838.00
07-31-24-22-0030	425 MONROE STREET	QWEST CORPORATION	P.O. BOX 2599 OLATHE, KS 66063	QWEST CORPORATION	66.0	66.0	C	\$32.00	\$2,112.00	\$6,220.00	\$0.00	\$0.00	\$8,332.00
<b>CROSS STREET: 4TH AVENUE TO 5TH AVENUE</b>													
07-31-24-22-0036	420 CROSS STREET	ALICE K. TILLMANN STEVEN J. TILLMANN	420 CROSS STREET	ALICE K. TILLMANN STEVEN J. TILLMANN	99.0	99.0		\$16.00	\$1,584.00	\$3,110.00	\$1,120.00	\$0.00	\$5,814.00
07-31-24-22-0038	422 CROSS STREET	JAMES S. & PAMELA J. RICHARDSON	422 CROSS STREET	JAMES S. & PAMELA J. RICHARDSON	100.0	100.0		\$16.00	\$1,600.00	\$3,110.00	\$1,120.00	\$0.00	\$5,830.00
<b>MADISON STREET: 2ND AVENUE TO 5TH AVENUE</b>													
12-31-25-11-0048	200 MADISON STREET	BT PROPS LLC	4221 LINDSEY LANE MINNETONKA, MN 55345	BT PROPS LLC	165.0	165.0	C	\$32.00	\$5,280.00	\$6,220.00	\$0.00	\$0.00	\$11,500.00
07-31-24-22-0078	UNASSIGNED	BT PROPS LLC	4221 LINDSEY LANE MINNETONKA, MN 55345	BT PROPS LLC	66.0	66.0	** C	\$32.00	\$2,112.00	\$6,220.00	\$6,040.00	\$2,925.00	\$17,297.00

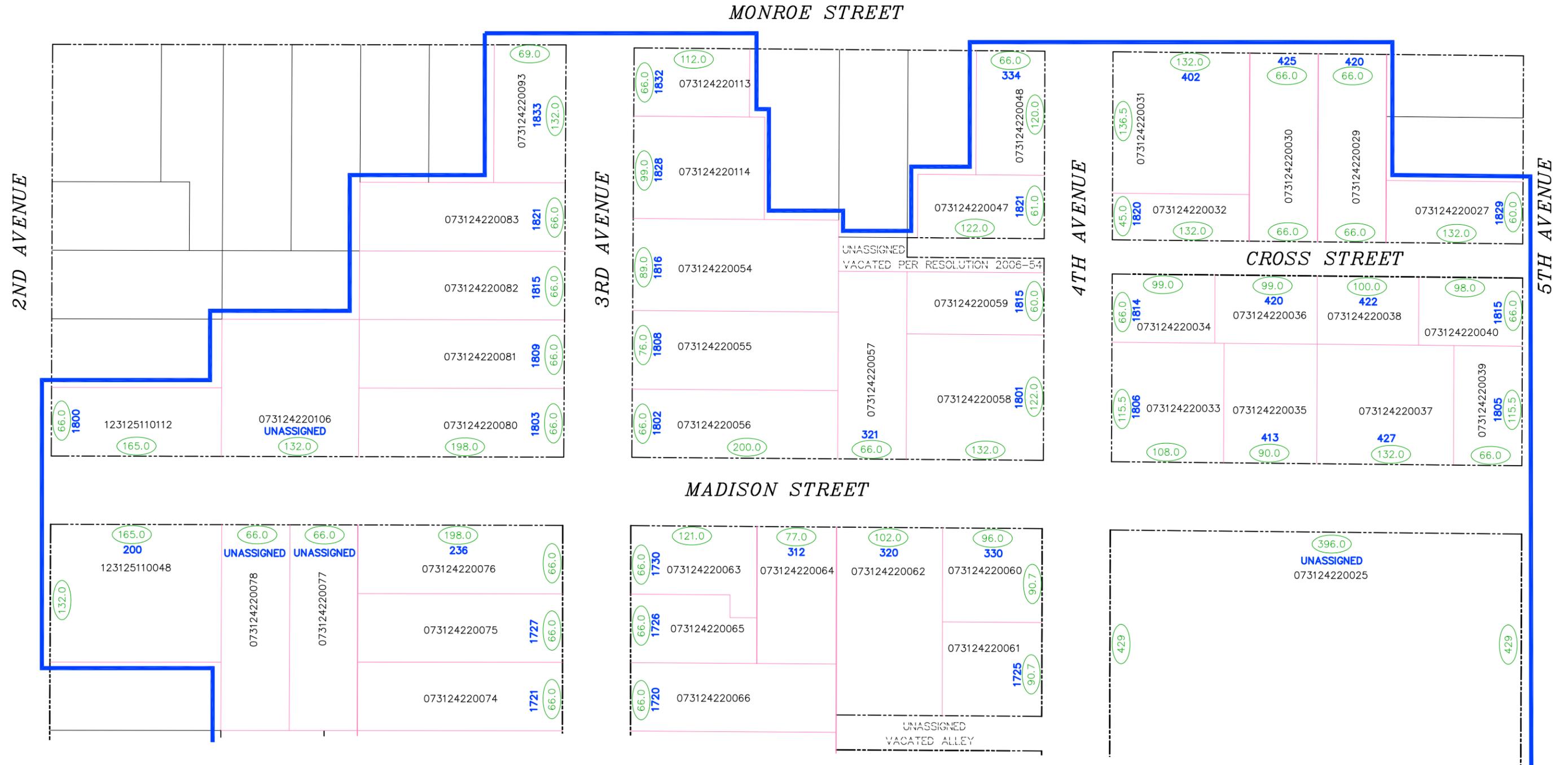
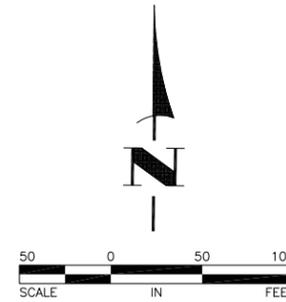
PID	PROPERTY ADDRESS	OWNER	OWNER ADDRESS	TAX PAYER	PROPERTY FRONTAGE (FEET)	ASSESSED FRONTAGE (FEET)	NOTES	RATE PER FOOT	STREET ASSESSMENT	STREET UNIT ASSESSMENT	WATER SERVICE ASSESSMENT	SEWER SERVICE ASSESSMENT	TOTAL ASSESSMENT
07-31-24-22-0077	UNASSIGNED	BT PROPS LLC	4221 LINDSEY LANE MINNETONKA, MN 55345	BT PROPS LLC	66.0	66.0	** C	\$32.00	\$2,112.00	\$6,220.00	\$6,040.00	\$2,925.00	\$17,297.00
07-31-24-22-0076	236 MADISON STREET	FOR GODS GLORY LLC	4957 ISLAND VIEW DRIVE MOUND, MN 55364	FOR GODS GLORY LLC	264.0	264.0	C	\$32.00	\$8,448.00	\$6,220.00	\$2,240.00	\$1,010.00	\$17,918.00
07-31-24-22-0106	UNASSIGNED	CITY OF ANOKA	2015 1ST AVENUE N ANOKA, MN 55303	CITY OF ANOKA	132.0	132.0	**	\$16.00	\$2,112.00	\$3,110.00	\$12,080.00	\$5,850.00	\$23,152.00
07-31-24-22-0064	312 MADISON STREET	VICKIE A. HARRISON	312 MADISON STREET	VICKIE A. HARRISON	77.0	77.0		\$16.00	\$1,232.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,472.00
07-31-24-22-0062	320 MADISON STREET	DONALD L. & D.J. SCHUMACHER	320 MADISON STREET	DONALD L. & D.J. SCHUMACHER	102.0	102.0		\$16.00	\$1,632.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,872.00
07-31-24-22-0057	321 MADISON STREET	LAURIE A. MACKECHNIE LEON H. MACKECHNIE	P.O. BOX 1001 ANOKA, MN 55303	LAURIE A. MACKECHNIE LEON H. MACKECHNIE	66.0	66.0		\$16.00	\$1,056.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,296.00
07-31-24-22-0060	330 MADISON STREET	STEVEN W. & JUDITH K. LEE	330 MADISON STREET	STEVEN W. & JUDITH K. LEE	90.7	90.7		\$16.00	\$1,451.20	\$3,110.00	\$1,120.00	\$1,010.00	\$6,691.20
07-31-24-22-0035	413 MADISON STREET	TODD BOWLBY	413 MADISON STREET	TODD BOWLBY	90.0	90.0		\$16.00	\$1,440.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,680.00
07-31-24-22-0037	427 MADISON STREET	DEAN P. & LEZA M. HERMAN	427 MADISON STREET	DEAN P. & LEZA M. HERMAN	132.0	132.0		\$16.00	\$2,112.00	\$3,110.00	\$1,120.00	\$1,010.00	\$7,352.00
<b>JEFFERSON STREET: 3RD AVENUE TO 4TH AVENUE</b>													
07-31-24-22-0069	317 JEFFERSON STREET	CYNTHIA L. LUNDY	317 JEFFERSON STREET	CYNTHIA L. LUNDY	198.0	16.5	2005	\$16.00	\$264.00	\$0.00	\$0.00	\$0.00	\$264.00
<b>ADAMS STREET: 2ND AVENUE TO 4TH AVENUE</b>													
07-31-24-23-0059	211 ADAMS STREET	JILL M. VOLK	211 ADAMS STREET	JILL M. VOLK	70.0	70.0		\$16.00	\$1,120.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,360.00
07-31-24-23-0060	217 ADAMS STREET	JOHN T. & DAWNA C. REANDEAU	217 ADAMS STREET	JOHN T. & DAWNA C. REANDEAU	70.0	70.0		\$16.00	\$1,120.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,360.00
07-31-24-23-0049	220 ADAMS STREET	MARK C. & PATRICIA A. PADDOCK	220 ADAMS STREET	MARK C. & PATRICIA A. PADDOCK	166.0	166.0		\$16.00	\$2,656.00	\$3,110.00	\$1,120.00	\$1,010.00	\$7,896.00
07-31-24-23-0061	225 ADAMS STREET	SANDRA K. MCFARLAND	225 ADAMS STREET	SANDRA K. MCFARLAND	70.0	70.0		\$16.00	\$1,120.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,360.00
07-31-24-23-0033	312 ADAMS STREET	GOLDIE T. TABER TRUSTEE	312 ADAMS STREET	GOLDIE T. TABER TRUSTEE	81.0	81.0		\$16.00	\$1,296.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,536.00
07-31-24-23-0078	322 ADAMS STREET	DEBRA A. JOHNSON ROBERT E. JOHNSON	322 ADAMS STREET	DEBRA A. JOHNSON ROBERT E. JOHNSON	98.0	98.0		\$16.00	\$1,568.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,808.00
07-31-24-23-0030	330 ADAMS STREET	ZION LUTHERAN CHURCH	1601 4TH AVENUE ANOKA, MN 55303	ZION LUTHERAN CHURCH	100.0	100.0	*	\$16.00	\$1,600.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,840.00
<b>WASHINGTON STREET: 4TH AVENUE TO 5TH AVENUE</b>													
07-31-24-23-0010	416 WASHINGTON STREET	DEBORAH R. PARKER SCOTT J. PROBALL	416 WASHINGTON STREET	DEBORAH R. PARKER SCOTT J. PROBALL	132.0	132.0	*	\$16.00	\$2,112.00	\$3,110.00	\$1,120.00	\$1,010.00	\$7,352.00
07-31-24-23-0009	422 WASHINGTON STREET	PAUL D. HUBER TIFFANY LAHNI NELSON	422 WASHINGTON STREET	PAUL D. HUBER TIFFANY LAHNI NELSON	50.0	50.0		\$16.00	\$800.00	\$3,110.00	\$1,120.00	\$1,010.00	\$6,040.00
					11202.9	9944.9			\$235,254.40	\$289,230.00	\$105,920.00	\$75,330.00	\$705,734.40

# PROPERTY FRONTAGE MAP

## CHRISTIAN HILLS STREET RENEWAL PROJECT

Sheet 1 of 3

- LEGEND**
- 95.0 = PROPERTY FRONTAGE
  - 954** = PROPERTY ADDRESS
  - 073124110055 = PROPERTY IDENTIFICATION NO. (PID)
  - = ASSESSMENT BOUNDARY
  - = PROPERTY LINE
  - = RIGHT-OF-WAY LINE
- \* MINIMUM 75 FOOT ASSESSMENT APPLIES TO CORNER LOTS



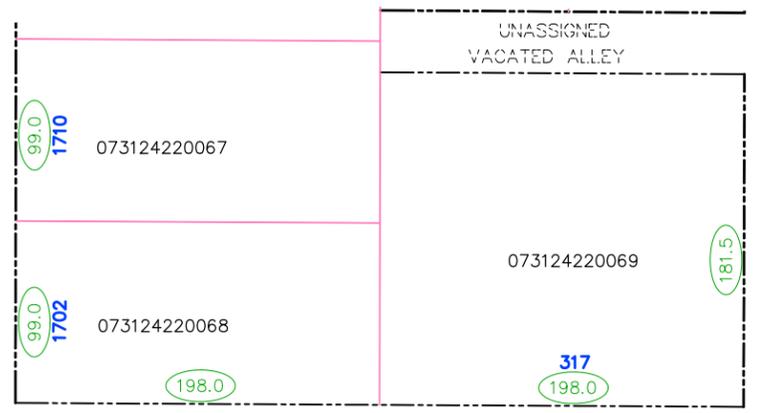
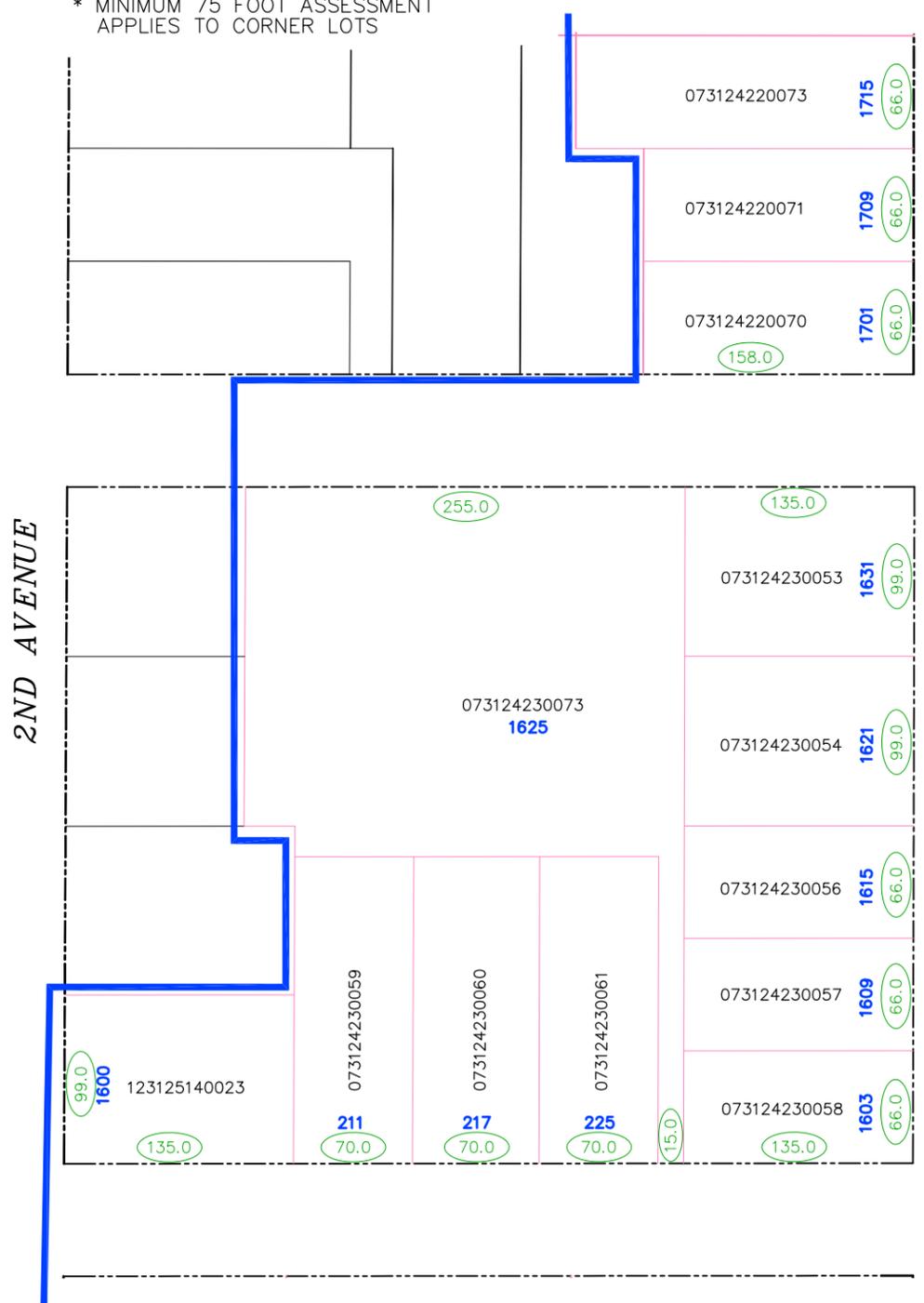
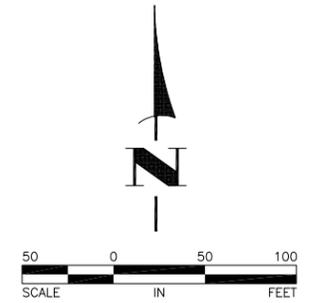
LEGEND

- 95.0 = PROPERTY FRONTAGE
- 954** = PROPERTY ADDRESS
- 073124110055 = PROPERTY IDENTIFICATION NO. (PID)
- = ASSESSMENT BOUNDARY
- = PROPERTY LINE
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\* MINIMUM 75 FOOT ASSESSMENT APPLIES TO CORNER LOTS

SEE SHEET 1 OF 3

**PROPERTY FRONTAGE MAP**  
**CHRISTIAN HILLS STREET RENEWAL PROJECT**  
 Sheet 2 of 3

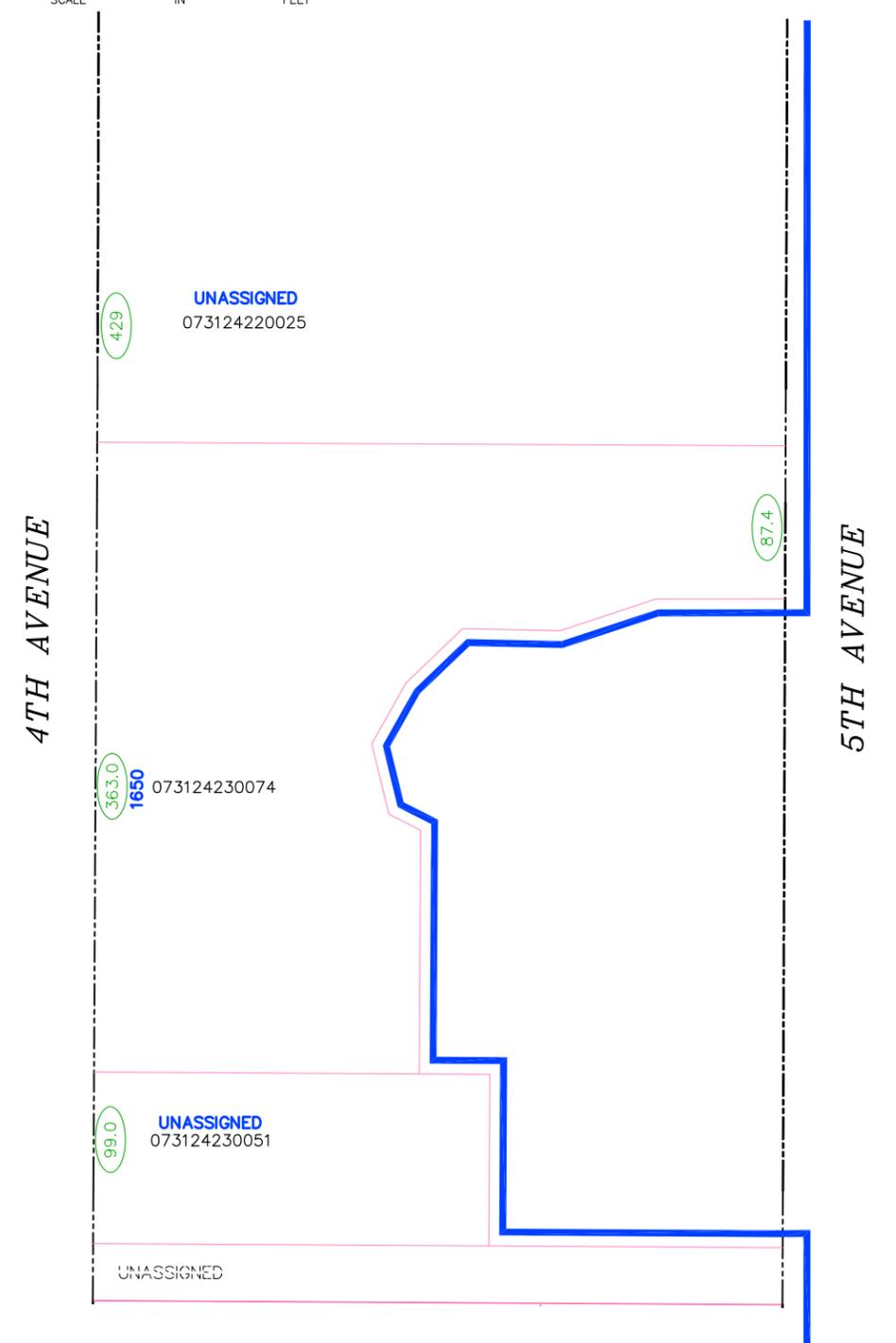


3RD AVENUE

*JEFFERSON STREET*

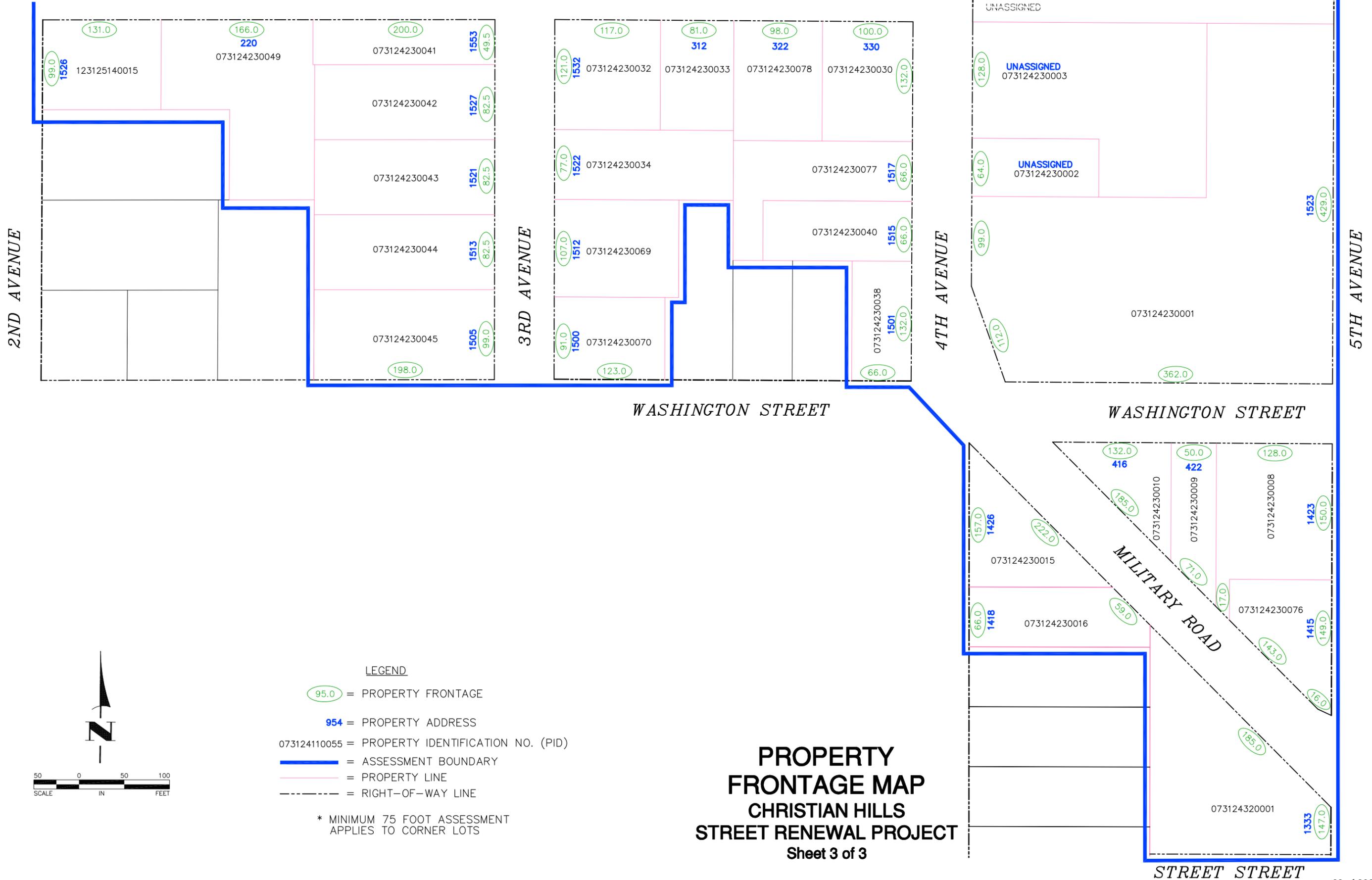
*ADAMS STREET*

SEE SHEET 3 OF 3



4TH AVENUE

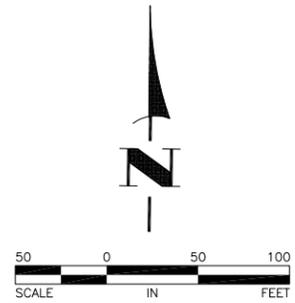
5TH AVENUE



LEGEND

- 95.0 = PROPERTY FRONTAGE
- 954 = PROPERTY ADDRESS
- 073124110055 = PROPERTY IDENTIFICATION NO. (PID)
- = ASSESSMENT BOUNDARY
- = PROPERTY LINE
- = RIGHT-OF-WAY LINE

\* MINIMUM 75 FOOT ASSESSMENT APPLIES TO CORNER LOTS



**PROPERTY FRONTAGE MAP**  
**CHRISTIAN HILLS**  
**STREET RENEWAL PROJECT**  
 Sheet 3 of 3

# **COUNCIL MEMO**

Agenda Item # 5.5 & 6.4

**Meeting Date:** 02-06-2017  
**Agenda Section:** Public Hearings & Consent Agenda  
**Item Description:** Annual Renewal of Currency Exchange License; Pawn America Minnesota LLC  
**Submitted By:** Amy Oehlers, City Clerk

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## **PUBLIC HEARING**

Minnesota Statute 53A.04 requires that a Public Hearing be held for the Issuance and/or Renewal of a Currency Exchange License.

*FYI: A Currency Exchange License authorizes the holder to exchange currency of the U.S. or a foreign government to currency of another government, for compensation.*

Please open the public hearing, take public comment, close the public hearing.

Formal action on this item will occur within the Consent Agenda.

## **CONSENT AGENDA**

*Consent agenda contains several separate items which are acted upon by the Council in one motion. Upon request, any Consent Agenda item may be removed, and if necessary, placed somewhere else on the agenda or on a future agenda for Council discussion & action.*

## **BACKGROUND INFORMATION**

The State of Minnesota Department of Commerce is requesting the City Council to comment on whether or not the State Currency Exchange License should be renewed for Pawn America Minnesota, LLC, 702 W Main St, Anoka. The Police Department continues to be supportive of the business, because Pawn America personnel have worked very well with the department on a number of matters from forgery to passing bad checks. There have never been any concerns addressed to me Pawn America operations by Anoka businesses. Since the State Department of Commerce is responsible for license applications forms and fees, the City is only commenting that the City has no objection to the State renewing their license.

## **FINANCIAL IMPACT**

None.

## **REQUEST COUNCIL ACTION**

Approval of the Consent Agenda would mean the City would pass on a letter supporting the renewal of these licenses.

## **REQUIRED VOTE**

Majority vote of Councilmembers present.

# **COUNCIL MEMO**

Agenda Item # 6.1

**Meeting Date:** 02-06-2017  
**Agenda Section:** Consent Agenda  
**Item Description:** Verified Bills  
**Submitted By:** Lori Yager, Finance Director

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## **CONSENT AGENDA**

*Consent agenda contains several separate items which are acted upon by the Council in one motion. Upon request, any Consent Agenda item may be removed, and if necessary, placed somewhere else on the agenda or on a future agenda for Council discussion & action.*

## **BACKGROUND INFORMATION**

Each Council meeting the City Council is presented with two lists of bills. One list has been paid prior to the meeting to take advantage of discounts and to prevent late fees. The other list is for payments which are prepared to be paid. City Council ratification of the prepaid bills and approval of the bills to be paid is required.

If you have questions about a particular bill, please call me at 576-2771.

## **FINANCIAL IMPACT**

Will vary from meeting to meeting.

## **REQUESTED COUNCIL ACTION**

Approval of the **Consent Agenda** will mean ratification and approval of the Bill List(s).

## **REQUIRED VOTE**

The **Consent Agenda** is approved by a majority vote of the Councilmembers present at the meeting.

**Bill List for February 6, 2017**

**6.1**

Page 1 of 15

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>	<i>Amount</i>
139867	Airgas North Central	9941966123	Cylinder Lease	101 General Fund	\$137.50
139871	Anoka Co Central Comm	2017002	800 MHz Equipment	101 General Fund	\$399.00
139871	Anoka Co Central Comm	2017013	800 MHz Equipment	101 General Fund	\$20,055.00
139871	Anoka Co Central Comm	2016-348	2016 4th Qtr State Access Fe	101 General Fund	\$630.00
139871	Anoka Co Central Comm	2016-358	Dec 2016 Wireless Internet	101 General Fund	\$594.22
139872	Anoka County Record LL	567	Ad for GH Restroom Bids	101 General Fund	\$99.00
139873	Anoka County Treasury	S170117A	2017 Grant Match Fund	101 General Fund	\$5,125.00
139874	Anoka Independent Grai	110758	Pound Supplies	101 General Fund	\$74.99
139877	Aspen Mills	192440	Uniform - Anderson	101 General Fund	\$639.45
139877	Aspen Mills	192733	Uniform - A Semanko	101 General Fund	\$20.00
139877	Aspen Mills	192732	Uniform - J Sorteberg	101 General Fund	\$45.80
139877	Aspen Mills	192731	Uniform - Peterson	101 General Fund	\$26.55
139877	Aspen Mills	192730	Uniform - W MacFarlane	101 General Fund	\$134.95
139877	Aspen Mills	192442	Uniform - Nelson	101 General Fund	\$69.99
139877	Aspen Mills	192441	Uniform - Anderson	101 General Fund	\$223.95
139881	Benefit Extras, Inc	71644	Monthly Cobra + Renewal Fee	101 General Fund	\$226.25
139881	Benefit Extras, Inc	71591	Monthly Minimum Admin	101 General Fund	\$90.00
139886	Calibre Press	46207	Seminar - J Bounsavath	101 General Fund	\$209.00
139887	Car Wash Partners	63642	Car Washes	101 General Fund	\$840.00
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	101 General Fund	\$2,701.21
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	101 General Fund	\$344.31
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	101 General Fund	\$345.34
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	101 General Fund	\$345.34
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	101 General Fund	(\$198.62)
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	101 General Fund	\$1,664.11
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	101 General Fund	\$2,326.04
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	101 General Fund	\$477.66
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	101 General Fund	\$355.55
139892	CenturyLink	7633236665 Jan 17	Communications	101 General Fund	\$91.10
139893	Cintas	470114371	Mats	101 General Fund	\$129.49
139893	Cintas	470116946	Uniforms	101 General Fund	\$29.40
139894	City of Minneapolis	400451000668	Dec 2016 APS Trans Fees	101 General Fund	\$990.00
139897	CMT Diversified Janitoria	3346	Feb 2017 Cleaning	101 General Fund	\$1,689.00
139898	Commers The Water Co	69887	Solar Salt	101 General Fund	\$38.25
139899	Connexus Energy	171140-Jan 2017	Street Lights	101 General Fund	\$65.39

**Bill List for February 6, 2017****6.1**

Page 2 of 15

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>	<i>Amount</i>
139899	Connexus Energy	171141-Jan 2017	Street Lights	101	General Fund \$9.43
139899	Connexus Energy	202884-Jan 2017	Street Lights	101	General Fund \$30.48
139907	Department of the Army	17-234	Lease For Swat Training	101	General Fund \$75.00
139908	Earl F. Andersen, Inc	0113418-IN	Street Signs	101	General Fund \$2,981.50
139908	Earl F. Andersen, Inc	0113366-IN	LED Flasher	101	General Fund \$433.50
139910	ECM Publishers	452646	833 North St	101	General Fund \$53.75
139910	ECM Publishers	453693	Winterfest Ad	101	General Fund \$492.06
139910	ECM Publishers	451530	Winterfest Posters	101	General Fund \$32.50
139910	ECM Publishers	451013	Winterfest Advtsg	101	General Fund \$427.14
139910	ECM Publishers	4197	Subscription - G Lee	101	General Fund \$56.00
139910	ECM Publishers	449176	Winterfest Ad	101	General Fund \$60.00
139913	FINKEN WATER CENT	64286TF	Spring Water	101	General Fund \$72.75
139913	FINKEN WATER CENT	62301TF	Spring Water	101	General Fund \$79.95
139922	Hicken, Scott & Howard	9001-01M 01/01/201	Legal Svcs - Redrum	101	General Fund \$920.90
139924	Innovative Office Solutio	IN1465128	Supplies	101	General Fund \$10.80
139924	Innovative Office Solutio	IN1465128	Supplies	101	General Fund \$20.86
139924	Innovative Office Solutio	IN1465823	Supplies	101	General Fund \$287.92
139924	Innovative Office Solutio	IN1475352	Supplies	101	General Fund \$31.44
139924	Innovative Office Solutio	IN1475352	Supplies	101	General Fund \$22.48
139924	Innovative Office Solutio	IN1482209	Supplies	101	General Fund \$169.33
139924	Innovative Office Solutio	IN1483409	Supplies	101	General Fund \$274.80
139925	IPS	1258-66672	Wireless Antenna on Main	101	General Fund \$275.00
139928	Jody Crowther	01/18/17	Refund	101	General Fund \$50.00
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$26.98
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$25.13
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$22.92
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$18.66
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$29.61
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$23.52
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$106.71
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$47.75
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$151.41
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$21.40
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$70.12
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$30.55

**Bill List for February 6, 2017**

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>	<i>Amount</i>
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$763.24
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	101	General Fund \$60.29
139935	Loreen Raihle	02/01/2017	Rental License Refund	101	General Fund \$246.00
139936	Lyric Arts Company	17001	Winterfest	101	General Fund \$200.00
139941	Marco, Inc	INV3948541	Toner	101	General Fund \$357.87
139941	Marco, Inc	INV3984879	Service Camera	101	General Fund \$281.25
139942	Menard Cashway Lumbe	36151	Parts / Supplies	101	General Fund \$67.49
139942	Menard Cashway Lumbe	36842	Parts / Supplies	101	General Fund \$119.00
139943	Metro Cities	2 2017	2017 Membership Dues	101	General Fund \$6,506.00
139945	Mevco Marketing Group I	4361	PostBase Ink Set	101	General Fund \$183.40
139946	MHSRC/Range	629430-5528	EVOG Class - T Adler	101	General Fund \$396.00
139947	Minnesota Chiefs of Poli	2015	Leadership-Whitaker/Schneid	101	General Fund \$1,160.00
139949	Minnesota Sheriffs' Asso	130990	Advanced Gun Laws	101	General Fund \$120.00
139951	MN Dept of Agriculture	01/24/17	Pesticide License Renewals	101	General Fund \$50.00
139952	MN Dept of Employment	11099183	4th Qtr 2016 Unemployment	101	General Fund \$1,320.00
139952	MN Dept of Employment	11099183	4th Qtr 2016 Unemployment	101	General Fund \$1,045.00
139955	MN Office of Enterprise	W16120670	State Phones	101	General Fund \$23.38
139955	MN Office of Enterprise	W16120670	State Phones	101	General Fund \$27.50
139955	MN Office of Enterprise	W16120670	State Phones	101	General Fund \$82.50
139955	MN Office of Enterprise	W16120670	State Phones	101	General Fund \$68.75
139955	MN Office of Enterprise	W16120670	State Phones	101	General Fund \$20.63
139955	MN Office of Enterprise	W16120670	State Phones	101	General Fund \$27.50
139955	MN Office of Enterprise	W16120670	State Phones	101	General Fund \$27.50
139955	MN Office of Enterprise	W16120670	State Phones	101	General Fund \$41.56
139958	Nickolas and Bridget Ma	01/23/2017	Refund on Lic # 1041	101	General Fund \$20.00
139960	Optum Bank	957504	Monthly Fee	101	General Fund \$217.50
139961	Orkin Exterminating Inc	152127366	Pest Control	101	General Fund \$76.61
139961	Orkin Exterminating Inc	152127371	Pest Control Senior Center	101	General Fund \$68.10
139961	Orkin Exterminating Inc	152127372	Pest Control	101	General Fund \$84.71
139961	Orkin Exterminating Inc	152127365	Pest Control	101	General Fund \$48.66
139962	Paul Baertschi, Attorney	01/11/2017	Police Briefs	101	General Fund \$300.00
139963	Paula Hagen	01/30/17	Refund Reservation Fee	101	General Fund \$162.00
139965	Peake Promotions, LLC	01/30/17	Aquatic Ctr Concessions	101	General Fund \$3,228.00
139971	Presto Graphics	57509	Winterfest Banner	101	General Fund \$153.00
139971	Presto Graphics	57503	Senior Times Newsletter	101	General Fund \$274.12

## Bill List for February 6, 2017

Check #	Vendor Alpha Name	Invoice #	Description	Fund	Amount
139972	Purchasing Power	106159	Business Cards - B Wesp	101	General Fund \$40.00
139974	Regal Awards & Trophie	17567	Plaques	101	General Fund \$220.00
139974	Regal Awards & Trophie	17575	Plaque	101	General Fund \$55.00
139981	Signs Now	SN-6953	Rink Rules Sign	101	General Fund \$736.35
139983	Storey Kenworthy	PINV455288	Supplies	101	General Fund \$40.07
139984	Streicher's	I1245974	Supplies	101	General Fund \$271.96
139984	Streicher's	I1246171	Flashlight	101	General Fund \$114.99
139984	Streicher's	I1244215	Supplies	101	General Fund \$199.98
139986	Ted Hagfors	1701	Electrical Inspections	101	General Fund \$3,402.20
139986	Ted Hagfors	1702	Electrical Inspections	101	General Fund \$2,815.40
139989	TimeSaver Off Site Sec.	M22617	1/3/17 Council Meeting	101	General Fund \$217.20
139989	TimeSaver Off Site Sec.	M22618	1/4/17 Planning Commission	101	General Fund \$139.00
140000	Zee Medical Service	54122206	Supplies	101	General Fund \$46.75
					\$74,603.03
<b>Fund Total</b>					
139921	Hicken, Scott & Howard	16-003178	Forfeiture 16-003178	210	Police Forfeitur \$22.50
					\$22.50
<b>Fund Total</b>					
139924	Innovative Office Solutio	IN1483409	Supplies	225	Cemetery \$31.10
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	225	Cemetery \$18.66
					\$49.76
<b>Fund Total</b>					
139927	J.P Schmitz Construction	01/20/2017	1803 1st Ave	415	Road Improve \$3,551.00
					\$3,551.00
<b>Fund Total</b>					
139920	Harddrives, Inc.	Pmt #4 01/09/17	North Parking Lot	485	Enterprise Par \$17,400.26
					\$17,400.26
<b>Fund Total</b>					
139911	Environmental Property	16-01507	Asbestos Survey 1814 S Ferr	487	South Ferry \$1,265.00
139911	Environmental Property	16-01506	Asbestos Survey 1850 S Ferr	487	South Ferry \$1,550.00
139911	Environmental Property	16-01505A	Asbestos Survey 1814 S Ferr	487	South Ferry \$980.00
139911	Environmental Property	16-01508	Asbestos Survey 1806 S Ferr	487	South Ferry \$1,020.00
					\$4,815.00
<b>Fund Total</b>					
139829	Misc Vendor	000201702016926	01-040990-01	600	Electric \$28.00
139830	Misc Vendor	000201702016927	01-050550-04	600	Electric \$9.42
139831	Misc Vendor	000201702016928	01-174110-36	600	Electric \$99.30
139832	Misc Vendor	000201702016929	01-177000-03	600	Electric \$212.50
139833	Misc Vendor	000201702016930	01-196350-05	600	Electric \$22.00
139834	Misc Vendor	000201702016931	01-280730-13	600	Electric \$112.47
139835	Misc Vendor	000201702016932	01-506890-00	600	Electric \$102.14

**Bill List for February 6, 2017****6.1**

Page 5 of 15

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>	<i>Amount</i>
139836	Misc Vendor	000201702016933	01-512220-05	600 Electric	\$53.45
139837	Misc Vendor	000201702016934	01-514300-04	600 Electric	\$34.88
139838	Misc Vendor	000201702016935	01-531880-04	600 Electric	\$121.69
139839	Misc Vendor	000201702016936	04-026080-01	600 Electric	\$85.62
139840	Misc Vendor	000201702016937	04-171180-03	600 Electric	\$36.87
139841	Misc Vendor	000201702016938	04-171260-04	600 Electric	\$7.69
139842	Misc Vendor	000201702016939	04-244460-02	600 Electric	\$83.02
139843	Misc Vendor	000201702016940	04-244490-02	600 Electric	\$39.49
139844	Misc Vendor	000201702016941	04-244560-03	600 Electric	\$35.68
139845	Misc Vendor	000201702016942	04-244700-03	600 Electric	\$104.06
139846	Misc Vendor	000201702016943	04-244760-08	600 Electric	\$66.49
139847	Misc Vendor	000201702016944	04-244830-11	600 Electric	\$70.57
139848	Misc Vendor	000201702016945	04-244840-04	600 Electric	\$25.00
139849	Misc Vendor	000201702016946	04-244930-00	600 Electric	\$47.24
139850	Misc Vendor	000201702016947	04-245200-03	600 Electric	\$78.80
139851	Misc Vendor	000201702016948	11-152620-07	600 Electric	\$75.00
139852	Misc Vendor	000201702016949	12-141300-03	600 Electric	\$157.04
139853	Misc Vendor	000201702016950	13-154130-07	600 Electric	\$54.32
139854	Misc Vendor	000201702016951	13-370630-02	600 Electric	\$54.17
139855	Misc Vendor	000201702016952	13-371780-03	600 Electric	\$11.17
139856	Misc Vendor	000201702016953	13-571230-06	600 Electric	\$42.44
139857	Misc Vendor	000201702016954	13-576490-05	600 Electric	\$14.70
139858	Misc Vendor	000201702016955	13-576850-07	600 Electric	\$27.12
139859	Misc Vendor	000201702016956	13-577080-06	600 Electric	\$72.65
139860	Misc Vendor	000201702016957	13-577970-06	600 Electric	\$48.20
139861	Misc Vendor	000201702016958	13-627670-00	600 Electric	\$70.90
139862	Misc Vendor	000201702016959	13-721190-09	600 Electric	\$82.63
139863	Misc Vendor	000201702016960	13-721530-08	600 Electric	\$61.86
139864	Misc Vendor	000201702016961	13-727060-05	600 Electric	\$64.52
139865	Misc Vendor	000201702016962	22-613861-00	600 Electric	\$494.72
139883	Border State Electric Sup	912492291	POLYWATER, CLEANER WI	600 Electric	\$227.96
139888	Carr's Tree Service, Inc	98830	Week of (No dates)	600 Electric	\$2,905.12
139888	Carr's Tree Service, Inc	98829	Week of (No dates)	600 Electric	\$3,809.71
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	600 Electric	\$1,806.18
139893	Cintas	470116935	Uniforms	600 Electric	\$124.72

## Bill List for February 6, 2017

Check #	Vendor Alpha Name	Invoice #	Description	Fund	Amount
139893	Cintas	470113462 A	Uniforms	600 Electric	\$128.10
139896	CMRS - FP	106000553391-01/17	Postage	600 Electric	\$5,000.00
139919	Great River Energy	U1612A235	Mapping Svc	600 Electric	\$2,880.63
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	600 Electric	\$320.29
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	600 Electric	\$62.23
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	600 Electric	\$47.92
139940	Manufacturing Solutions	781318	RG10-08006, 8"Wx6"H DIVID	600 Electric	\$83.27
139940	Manufacturing Solutions	781318	RG10-09006, 9"Wx6h" DIVID	600 Electric	\$176.86
139940	Manufacturing Solutions	781318	RG10-05503, 5.5"Wx3"H DIVI	600 Electric	\$109.69
139940	Manufacturing Solutions	781318	RG10-08008, 8"Wx8"H DIVID	600 Electric	\$17.71
139940	Manufacturing Solutions	781318	RG10-09008, 9"Wx8"H DIVID	600 Electric	\$73.31
139940	Manufacturing Solutions	781318	RG10-05505, 5.5"Wx5"H DIVI	600 Electric	\$52.42
139941	Marco, Inc	INV4004840	Copier	600 Electric	\$230.63
139942	Menard Cashway Lumbe	35990	Safety Spray	600 Electric	\$9.30
139942	Menard Cashway Lumbe	36723	Parts / Supplies	600 Electric	\$9.54
139954	MN Municipal Utilities As	48316	2017 Membership Dues	600 Electric	\$27,697.00
139955	MN Office of Enterprise	W16120670	State Phones	600 Electric	\$660.00
139955	MN Office of Enterprise	W16120670	State Phones	600 Electric	\$20.62
139955	MN Office of Enterprise	W16120670	State Phones	600 Electric	\$82.50
139985	Stuart C Irby Co	S009810953.001	FUSE, SMU20, 175E	600 Electric	\$442.47
139985	Stuart C Irby Co	S009810953.001	FUSE, SMU20, 20E	600 Electric	\$442.46
139985	Stuart C Irby Co	S009545550.001	Arc Suppression Blanket	600 Electric	\$3,962.93
139985	Stuart C Irby Co	S009985943.001	225KVA, 3PH, PAD, 480/277	600 Electric	\$7,838.75
139992	Uline	83636095	Parts / Supplies	600 Electric	\$681.83
139997	WIPFLI LLP	1072438	2016 Audit	600 Electric	\$3,000.00
140001	Misc Vendor	000201702026963	02-231780-04	600 Electric	\$160.93
<b>Fund Total</b>					\$65,872.90
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	601 Water	\$2,103.26
139893	Cintas	470116937	Uniforms	601 Water	\$106.20
139893	Cintas	470113464	Uniforms	601 Water	\$106.20
139915	Gopher State One-Call	7000158	Operator Fee	601 Water	\$50.00
139916	Grainger	9330354508	Parts / Supplies	601 Water	\$196.35
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	601 Water	\$83.05
139942	Menard Cashway Lumbe	36075	Parts / Supplies	601 Water	\$6.36
139942	Menard Cashway Lumbe	36052	Parts / Supplies	601 Water	\$14.96

**Bill List for February 6, 2017**

**6.1**

Page 7 of 15

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>	<i>Amount</i>
139942	Menard Cashway Lumbe	36634	Parts / Supplies	601 Water	\$118.36
139953	MN DNR	1976-6187 01/13/17	Water Use Permit	601 Water	\$10,587.55
139955	MN Office of Enterprise	W16120670	State Phones	601 Water	\$20.62
139980	Short Elliott Hendrickson	327433	2016 antenna Project	601 Water	\$576.72
139980	Short Elliott Hendrickson	326983	Well 8 Pumping Test	601 Water	\$3,974.55
139980	Short Elliott Hendrickson	326982	Wellhead Protection Plan	601 Water	\$842.60
139996	Water Laboratories Inc	17420	Coliform Only	601 Water	\$150.00
139996	Water Laboratories Inc	17419	Coliform Only	601 Water	\$150.00
<b>Fund Total</b>					\$19,086.78
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	602 Sewer Treatm	\$345.34
139893	Cintas	470120433	Uniforms	602 Sewer Treatm	\$144.80
139912	Ferguson Waterworks	0224388	Sweatshirts	602 Sewer Treatm	\$247.32
139915	Gopher State One-Call	7000158	Operator Fee	602 Sewer Treatm	\$50.00
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	602 Sewer Treatm	\$30.21
139942	Menard Cashway Lumbe	37039	Parts / Supplies	602 Sewer Treatm	\$68.92
139942	Menard Cashway Lumbe	36826	Parts / Supplies	602 Sewer Treatm	\$30.49
139944	Metro Council Environme	0001062739	Waste Water Svc Feb 2017	602 Sewer Treatm	\$118,789.76
139955	MN Office of Enterprise	W16120670	State Phones	602 Sewer Treatm	\$20.62
<b>Fund Total</b>					\$119,727.46
139866	Adams Pest Control	2489532	Pest Control Store 1	609 Liquor Stores	\$21.44
139866	Adams Pest Control	2489533	Pest Control Store 2	609 Liquor Stores	\$23.45
139868	American Bottling Comp	8257803223	Merchandise for Resale	609 Liquor Stores	\$113.50
139868	American Bottling Comp	8258105019	Merchandise for Resale	609 Liquor Stores	\$130.62
139875	Aramark	1718632928	Mats / Misc	609 Liquor Stores	\$111.07
139875	Aramark	1718623532	Mats / Misc	609 Liquor Stores	\$46.44
139875	Aramark	1718632549	Mats / Misc	609 Liquor Stores	\$59.13
139875	Aramark	1718632549	Mats / Misc	609 Liquor Stores	\$53.62
139880	Bellboy Corporation	95265200	Merchandise for Resale	609 Liquor Stores	\$102.00
139880	Bellboy Corporation	57382800	Merchandise for Resale	609 Liquor Stores	\$10.85
139880	Bellboy Corporation	57277200	Merchandise for Resale	609 Liquor Stores	\$3.10
139880	Bellboy Corporation	57382800	Merchandise for Resale	609 Liquor Stores	\$806.70
139880	Bellboy Corporation	57382900	Merchandise for Resale	609 Liquor Stores	\$699.90
139880	Bellboy Corporation	57291200	Merchandise for Resale	609 Liquor Stores	\$1.55
139880	Bellboy Corporation	57291200	Merchandise for Resale	609 Liquor Stores	\$85.40
139880	Bellboy Corporation	57382900	Merchandise for Resale	609 Liquor Stores	\$7.75

## Bill List for February 6, 2017

Check #	Vendor Alpha Name	Invoice #	Description	Fund	Amount
139880	Bellboy Corporation	95230600	Merchandise for Resale	609	Liquor Stores \$142.95
139880	Bellboy Corporation	57090900	Merchandise for Resale	609	Liquor Stores \$507.25
139880	Bellboy Corporation	57277200	Merchandise for Resale	609	Liquor Stores \$96.00
139880	Bellboy Corporation	95269700	Merchandise for Resale	609	Liquor Stores \$49.00
139880	Bellboy Corporation	95298800	Merchandise for Resale	609	Liquor Stores \$11.55
139880	Bellboy Corporation	57291100	Merchandise for Resale	609	Liquor Stores \$7.75
139880	Bellboy Corporation	57277200	Merchandise for Resale	609	Liquor Stores \$36.00
139880	Bellboy Corporation	57090900	Merchandise for Resale	609	Liquor Stores \$3.10
139880	Bellboy Corporation	57291100	Merchandise for Resale	609	Liquor Stores \$815.95
139880	Bellboy Corporation	95298800	Merchandise for Resale	609	Liquor Stores \$34.25
139880	Bellboy Corporation	95230600	Merchandise for Resale	609	Liquor Stores \$119.40
139882	Bernick's	340539	Merchandise for Resale	609	Liquor Stores \$32.80
139882	Bernick's	337943	Merchandise for Resale	609	Liquor Stores \$352.00
139882	Bernick's	339435	Merchandise for Resale	609	Liquor Stores \$89.20
139882	Bernick's	339436	Merchandise for Resale	609	Liquor Stores \$886.05
139882	Bernick's	340540	Merchandise for Resale	609	Liquor Stores \$634.80
139882	Bernick's	341759	Merchandise for Resale	609	Liquor Stores \$131.04
139884	Breakthru Beverage Min	1080588176	Merchandise for Resale	609	Liquor Stores \$1,270.88
139884	Breakthru Beverage Min	2080156232 CM	Merchandise for Resale	609	Liquor Stores (\$121.50)
139884	Breakthru Beverage Min	2080160547 CM	Merchandise for Resale	609	Liquor Stores (\$14.86)
139884	Breakthru Beverage Min	1080588176	Merchandise for Resale	609	Liquor Stores \$97.99
139884	Breakthru Beverage Min	1080585135	Merchandise for Resale	609	Liquor Stores \$1,943.36
139884	Breakthru Beverage Min	1080588127	Merchandise for Resale	609	Liquor Stores \$1,318.90
139884	Breakthru Beverage Min	1080585136	Merchandise for Resale	609	Liquor Stores \$86.66
139884	Breakthru Beverage Min	1080585011	Merchandise for Resale	609	Liquor Stores \$192.00
139884	Breakthru Beverage Min	1080585010	Merchandise for Resale	609	Liquor Stores \$43.33
139884	Breakthru Beverage Min	1080585009	Merchandise for Resale	609	Liquor Stores \$5,581.13
139884	Breakthru Beverage Min	1080588177	Merchandise for Resale	609	Liquor Stores \$1,910.91
139884	Breakthru Beverage Min	1080582035	Merchandise for Resale	609	Liquor Stores \$32.08
139884	Breakthru Beverage Min	2080163352	Merchandise for Resale	609	Liquor Stores (\$143.50)
139884	Breakthru Beverage Min	1080588126	Merchandise for Resale	609	Liquor Stores \$1,347.07
139884	Breakthru Beverage Min	1080582034	Merchandise for Resale	609	Liquor Stores \$1,443.44
139884	Breakthru Beverage Min	1080588126	Merchandise for Resale	609	Liquor Stores \$28.92
139884	Breakthru Beverage Min	1080581945	Merchandise for Resale	609	Liquor Stores \$1,513.38
139884	Breakthru Beverage Min	2080163355 CM	Merchandise for Resale	609	Liquor Stores (\$156.00)

**Bill List for February 6, 2017**

**6.1**

Page 9 of 15

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>	<i>Amount</i>
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	609	Liquor Stores \$283.87
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	609	Liquor Stores \$387.23
139891	Central States Services,	30686	Door Gasket	609	Liquor Stores \$171.69
139891	Central States Services,	30687	Door Gaskets	609	Liquor Stores \$274.68
139903	Dahlheimer Beverage, L	139231 CM	Merchandise for Resale	609	Liquor Stores (\$416.80)
139903	Dahlheimer Beverage, L	1231287	Merchandise for Resale	609	Liquor Stores \$5,008.58
139903	Dahlheimer Beverage, L	138424 CM	Merchandise for Resale	609	Liquor Stores (\$61.60)
139903	Dahlheimer Beverage, L	138843 CM	Merchandise for Resale	609	Liquor Stores (\$83.20)
139903	Dahlheimer Beverage, L	138989 CM	Merchandise for Resale	609	Liquor Stores (\$34.00)
139903	Dahlheimer Beverage, L	139267 CM	Merchandise for Resale	609	Liquor Stores (\$28.00)
139903	Dahlheimer Beverage, L	1227195	Merchandise for Resale	609	Liquor Stores \$13.60
139903	Dahlheimer Beverage, L	1227198	Merchandise for Resale	609	Liquor Stores \$3,335.93
139903	Dahlheimer Beverage, L	1227195	Merchandise for Resale	609	Liquor Stores \$2,715.05
139903	Dahlheimer Beverage, L	1231245	Merchandise for Resale	609	Liquor Stores \$7,230.55
139903	Dahlheimer Beverage, L	139372	Merchandise for Resale	609	Liquor Stores \$201.60
139903	Dahlheimer Beverage, L	1231287	Merchandise for Resale	609	Liquor Stores \$58.80
139903	Dahlheimer Beverage, L	1231291	Merchandise for Resale	609	Liquor Stores \$4,253.45
139903	Dahlheimer Beverage, L	1231314	Merchandise for Resale	609	Liquor Stores \$480.70
139903	Dahlheimer Beverage, L	138484	Merchandise for Resale	609	Liquor Stores \$25.60
139903	Dahlheimer Beverage, L	138706	Merchandise for Resale	609	Liquor Stores \$16.80
139903	Dahlheimer Beverage, L	138720	Merchandise for Resale	609	Liquor Stores \$81.00
139903	Dahlheimer Beverage, L	138962	Merchandise for Resale	609	Liquor Stores \$62.00
139903	Dahlheimer Beverage, L	139078	Merchandise for Resale	609	Liquor Stores \$60.00
139903	Dahlheimer Beverage, L	139171	Merchandise for Resale	609	Liquor Stores \$244.85
139903	Dahlheimer Beverage, L	1231240	Merchandise for Resale	609	Liquor Stores \$3,256.34
139910	ECM Publishers	450365	Online Advts	609	Liquor Stores \$15.00
139910	ECM Publishers	450365	Online Advts	609	Liquor Stores \$15.00
139910	ECM Publishers	448718	Better Value Flyers	609	Liquor Stores \$9.62
139910	ECM Publishers	448642	Better Value Flyers	609	Liquor Stores \$9.62
139910	ECM Publishers	448642	Better Value Flyers	609	Liquor Stores \$9.62
139910	ECM Publishers	452337	Better Value Advts	609	Liquor Stores \$244.13
139910	ECM Publishers	452337	Better Value Advts	609	Liquor Stores \$244.12
139910	ECM Publishers	455663	Online Advts	609	Liquor Stores \$15.00
139910	ECM Publishers	448718	Better Value Flyers	609	Liquor Stores \$9.62
139910	ECM Publishers	455663	Online Advts	609	Liquor Stores \$15.00

## Bill List for February 6, 2017

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>	<i>Amount</i>
139917	Granite City Jobbing Co.	34849 CM	Merchandise for Resale	609	Liquor Stores (\$807.60)
139917	Granite City Jobbing Co.	35485	Merchandise for Resale	609	Liquor Stores \$44.26
139917	Granite City Jobbing Co.	35485	Merchandise for Resale	609	Liquor Stores \$17.53
139917	Granite City Jobbing Co.	35485	Merchandise for Resale	609	Liquor Stores \$2,222.10
139917	Granite City Jobbing Co.	34747	Merchandise for Resale	609	Liquor Stores \$1,687.95
139917	Granite City Jobbing Co.	34747	Merchandise for Resale	609	Liquor Stores \$10.92
139918	Great Lakes Coca-Cola	3608201791	Merchandise for Resale	609	Liquor Stores \$194.36
139918	Great Lakes Coca-Cola	3609201842	Merchandise for Resale	609	Liquor Stores \$309.09
139926	J.J. Taylor Distributing C	2624335	Merchandise for Resale	609	Liquor Stores \$997.60
139926	J.J. Taylor Distributing C	2497640 CM	Merchandise for Resale	609	Liquor Stores (\$11.25)
139926	J.J. Taylor Distributing C	2600220	Merchandise for Resale	609	Liquor Stores \$594.15
139926	J.J. Taylor Distributing C	2624334	Merchandise for Resale	609	Liquor Stores \$936.68
139926	J.J. Taylor Distributing C	2624362	Merchandise for Resale	609	Liquor Stores \$1,427.42
139926	J.J. Taylor Distributing C	2624362	Merchandise for Resale	609	Liquor Stores \$20.00
139926	J.J. Taylor Distributing C	2624364	Merchandise for Resale	609	Liquor Stores \$1,063.75
139926	J.J. Taylor Distributing C	2624302	Merchandise for Resale	609	Liquor Stores \$1,846.05
139929	Johnson Bros Liquor Co	5637010	Merchandise for Resale	609	Liquor Stores \$1,877.50
139929	Johnson Bros Liquor Co	5641890	Merchandise for Resale	609	Liquor Stores \$636.00
139929	Johnson Bros Liquor Co	5632083	Merchandise for Resale	609	Liquor Stores \$689.54
139929	Johnson Bros Liquor Co	5632084	Merchandise for Resale	609	Liquor Stores \$2,770.25
139929	Johnson Bros Liquor Co	5632085	Merchandise for Resale	609	Liquor Stores \$873.10
139929	Johnson Bros Liquor Co	5632086	Merchandise for Resale	609	Liquor Stores \$590.04
139929	Johnson Bros Liquor Co	5637003	Merchandise for Resale	609	Liquor Stores \$2,074.50
139929	Johnson Bros Liquor Co	5637004	Merchandise for Resale	609	Liquor Stores \$270.00
139929	Johnson Bros Liquor Co	5637005	Merchandise for Resale	609	Liquor Stores \$1,220.15
139929	Johnson Bros Liquor Co	5637006	Merchandise for Resale	609	Liquor Stores \$1,881.00
139929	Johnson Bros Liquor Co	5637007	Merchandise for Resale	609	Liquor Stores \$1,725.25
139929	Johnson Bros Liquor Co	5632082	Merchandise for Resale	609	Liquor Stores \$1,770.60
139929	Johnson Bros Liquor Co	5641889	Merchandise for Resale	609	Liquor Stores \$280.00
139929	Johnson Bros Liquor Co	5642985	Merchandise for Resale	609	Liquor Stores \$72.00
139929	Johnson Bros Liquor Co	5641891	Merchandise for Resale	609	Liquor Stores \$1,389.00
139929	Johnson Bros Liquor Co	5641892	Merchandise for Resale	609	Liquor Stores \$112.00
139929	Johnson Bros Liquor Co	5641893	Merchandise for Resale	609	Liquor Stores \$82.55
139929	Johnson Bros Liquor Co	5641894	Merchandise for Resale	609	Liquor Stores \$21.99
139929	Johnson Bros Liquor Co	5641895	Merchandise for Resale	609	Liquor Stores \$2,018.75

**Bill List for February 6, 2017**

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>	<i>Amount</i>
139929	Johnson Bros Liquor Co	5642986	Merchandise for Resale	609	Liquor Stores \$328.70
139929	Johnson Bros Liquor Co	5642988	Merchandise for Resale	609	Liquor Stores \$371.10
139929	Johnson Bros Liquor Co	5642989	Merchandise for Resale	609	Liquor Stores \$37.00
139929	Johnson Bros Liquor Co	5637008	Merchandise for Resale	609	Liquor Stores \$674.80
139929	Johnson Bros Liquor Co	5637009	Merchandise for Resale	609	Liquor Stores \$21.99
139929	Johnson Bros Liquor Co	608973 CM	Merchandise for Resale	609	Liquor Stores (\$41.40)
139929	Johnson Bros Liquor Co	5642987	Merchandise for Resale	609	Liquor Stores \$74.00
139929	Johnson Bros Liquor Co	608285 CM	Merchandise for Resale	609	Liquor Stores (\$64.50)
139929	Johnson Bros Liquor Co	608286 CM	Merchandise for Resale	609	Liquor Stores (\$325.16)
139929	Johnson Bros Liquor Co	608749 CM	Merchandise for Resale	609	Liquor Stores (\$448.96)
139929	Johnson Bros Liquor Co	609709 CM	Merchandise for Resale	609	Liquor Stores (\$89.25)
139929	Johnson Bros Liquor Co	5632081	Merchandise for Resale	609	Liquor Stores \$1,882.50
139929	Johnson Bros Liquor Co	610482 CM	Merchandise for Resale	609	Liquor Stores (\$13.15)
139929	Johnson Bros Liquor Co	5630878	Merchandise for Resale	609	Liquor Stores \$48.00
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	609	Liquor Stores \$34.74
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	609	Liquor Stores \$42.06
139937	M. Amundson LLP	230776	Merchandise for Resale	609	Liquor Stores \$27.83
139937	M. Amundson LLP	230776	Merchandise for Resale	609	Liquor Stores \$811.20
139937	M. Amundson LLP	230776	Merchandise for Resale	609	Liquor Stores \$114.05
139937	M. Amundson LLP	230776	Merchandise for Resale	609	Liquor Stores \$10.26
139955	MN Office of Enterprise	W16120670	State Phones	609	Liquor Stores \$69.81
139955	MN Office of Enterprise	W16120670	State Phones	609	Liquor Stores \$69.81
139956	Mood Media	52950783	Feb 2017 Music - East	609	Liquor Stores \$65.44
139956	Mood Media	52951148	Feb 2017 Music - West	609	Liquor Stores \$79.81
139957	My Alarm Center	8411292	02/17 - 04/17 BV East	609	Liquor Stores \$306.05
139964	Paustis & Sons	8577157-IN	Merchandise for Resale	609	Liquor Stores \$120.00
139964	Paustis & Sons	8577961-IN	Merchandise for Resale	609	Liquor Stores \$414.00
139964	Paustis & Sons	8577961-IN	Merchandise for Resale	609	Liquor Stores \$4.50
139964	Paustis & Sons	8577157-IN	Merchandise for Resale	609	Liquor Stores \$2.25
139966	Pepsi Cola	66083506	Merchandise for Resale	609	Liquor Stores \$258.40
139968	Phillips Wine & Spirits	2104460	Merchandise for Resale	609	Liquor Stores \$1,390.90
139968	Phillips Wine & Spirits	2104461	Merchandise for Resale	609	Liquor Stores \$158.00
139968	Phillips Wine & Spirits	2104462	Merchandise for Resale	609	Liquor Stores \$1,148.25
139968	Phillips Wine & Spirits	2107815	Merchandise for Resale	609	Liquor Stores \$320.00
139968	Phillips Wine & Spirits	2107816	Merchandise for Resale	609	Liquor Stores \$88.66

## Bill List for February 6, 2017

Check #	Vendor Alpha Name	Invoice #	Description	Fund	Amount
139968	Phillips Wine & Spirits	2107817	Merchandise for Resale	609	Liquor Stores \$813.00
139968	Phillips Wine & Spirits	2107818	Merchandise for Resale	609	Liquor Stores \$242.11
139968	Phillips Wine & Spirits	2111190	Merchandise for Resale	609	Liquor Stores \$248.75
139968	Phillips Wine & Spirits	2111191	Merchandise for Resale	609	Liquor Stores \$599.00
139968	Phillips Wine & Spirits	2111192	Merchandise for Resale	609	Liquor Stores \$2,497.45
139968	Phillips Wine & Spirits	2111193	Merchandise for Resale	609	Liquor Stores \$408.00
139968	Phillips Wine & Spirits	254933 CM	Merchandise for Resale	609	Liquor Stores (\$85.50)
139968	Phillips Wine & Spirits	2107819	Merchandise for Resale	609	Liquor Stores \$205.00
139968	Phillips Wine & Spirits	254979 CM	Merchandise for Resale	609	Liquor Stores (\$64.20)
139968	Phillips Wine & Spirits	255066 CM	Merchandise for Resale	609	Liquor Stores (\$25.95)
139968	Phillips Wine & Spirits	254932 CM	Merchandise for Resale	609	Liquor Stores (\$608.45)
139968	Phillips Wine & Spirits	254601 CM	Merchandise for Resale	609	Liquor Stores (\$72.50)
139971	Presto Graphics	57530	Winterfest	609	Liquor Stores \$77.40
139971	Presto Graphics	57559	Football Flyers	609	Liquor Stores \$27.34
139971	Presto Graphics	57530	Winterfest	609	Liquor Stores \$77.40
139971	Presto Graphics	57507	Football Flyers	609	Liquor Stores \$21.68
139971	Presto Graphics	57507	Football Flyers	609	Liquor Stores \$21.69
139971	Presto Graphics	57559	Football Flyers	609	Liquor Stores \$27.34
139973	Red Bull Distribution Co	K-22082783	Merchandise for Resale	609	Liquor Stores \$104.50
139973	Red Bull Distribution Co	K-21800613	Merchandise for Resale	609	Liquor Stores \$121.00
139975	Replenishment Solutions	1820758	Merchandise for Resale	609	Liquor Stores \$617.00
139975	Replenishment Solutions	1820747	Merchandise for Resale	609	Liquor Stores \$240.00
139977	RJM Distributing Inc.	IND012524	Merchandise for Resale	609	Liquor Stores \$72.00
139979	Shamrock Group, Inc	2085878	Merchandise for Resale	609	Liquor Stores \$103.60
139979	Shamrock Group, Inc	2086911	Merchandise for Resale	609	Liquor Stores \$80.40
139979	Shamrock Group, Inc	2081067	Merchandise for Resale	609	Liquor Stores \$25.60
139979	Shamrock Group, Inc	2081067	Merchandise for Resale	609	Liquor Stores \$2.00
139979	Shamrock Group, Inc	2084229	Merchandise for Resale	609	Liquor Stores \$72.40
139982	Southern Wine & Spirits	1503072	Merchandise for Resale	609	Liquor Stores \$336.00
139982	Southern Wine & Spirits	1503071	Merchandise for Resale	609	Liquor Stores \$1,811.60
139982	Southern Wine & Spirits	1498225	Merchandise for Resale	609	Liquor Stores \$58.60
139982	Southern Wine & Spirits	1498227	Merchandise for Resale	609	Liquor Stores \$296.00
139982	Southern Wine & Spirits	1498228	Merchandise for Resale	609	Liquor Stores \$796.85
139982	Southern Wine & Spirits	1500580	Merchandise for Resale	609	Liquor Stores \$254.00
139982	Southern Wine & Spirits	1500581	Merchandise for Resale	609	Liquor Stores \$107.96

## Bill List for February 6, 2017

Check #	Vendor Alpha Name	Invoice #	Description	Fund	Amount
139982	Southern Wine & Spirits	1501136	Merchandise for Resale	609	Liquor Stores \$1,219.45
139982	Southern Wine & Spirits	1501137	Merchandise for Resale	609	Liquor Stores \$1,106.85
139982	Southern Wine & Spirits	1503069	Merchandise for Resale	609	Liquor Stores \$1,115.17
139982	Southern Wine & Spirits	1503070	Merchandise for Resale	609	Liquor Stores \$210.00
139982	Southern Wine & Spirits	1498229	Merchandise for Resale	609	Liquor Stores \$96.00
139987	The Wine Company	25749	Merchandise for Resale	609	Liquor Stores \$288.00
139987	The Wine Company	25749	Merchandise for Resale	609	Liquor Stores \$6.30
139988	Thorpe Dist. Company	1205297	Merchandise for Resale	609	Liquor Stores \$1,935.20
139988	Thorpe Dist. Company	138-94 CM	Merchandise for Resale	609	Liquor Stores (\$8.00)
139988	Thorpe Dist. Company	1208246	Merchandise for Resale	609	Liquor Stores \$1,729.95
139988	Thorpe Dist. Company	1211201 CM	Merchandise for Resale	609	Liquor Stores (\$360.00)
139988	Thorpe Dist. Company	1201929	Merchandise for Resale	609	Liquor Stores \$353.47
139988	Thorpe Dist. Company	1201930	Merchandise for Resale	609	Liquor Stores \$96.05
139988	Thorpe Dist. Company	1204549	Merchandise for Resale	609	Liquor Stores \$1,692.50
139988	Thorpe Dist. Company	1205080	Merchandise for Resale	609	Liquor Stores \$1,876.10
139988	Thorpe Dist. Company	1205298	Merchandise for Resale	609	Liquor Stores \$1,393.25
139988	Thorpe Dist. Company	1208712	Merchandise for Resale	609	Liquor Stores \$11,336.35
139988	Thorpe Dist. Company	1208712	Merchandise for Resale	609	Liquor Stores \$78.40
139994	Vinocopia, Inc.	0171830-IN	Merchandise for Resale	609	Liquor Stores \$400.00
140000	Zee Medical Service	54122204	Supplies	609	Liquor Stores \$109.03
140000	Zee Medical Service	54122207	Supplies	609	Liquor Stores \$35.31
<b>Fund Total</b>					\$123,842.62
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	614	Golf \$410.54
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	614	Golf \$293.67
139893	Cintas	470116946	Uniforms	614	Golf \$29.39
139923	Hot Deals Minnesota	12071	2017 Golf Package	614	Golf \$250.00
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	614	Golf \$68.39
139948	Minnesota Equipment	P27643	Parts / Supplies	614	Golf \$3,028.07
139952	MN Dept of Employment	11099183	4th Qtr 2016 Unemployment	614	Golf \$1,089.78
139952	MN Dept of Employment	11099183	4th Qtr 2016 Unemployment	614	Golf \$370.22
139952	MN Dept of Employment	11099183	4th Qtr 2016 Unemployment	614	Golf \$651.00
139955	MN Office of Enterprise	W16120670	State Phones	614	Golf \$4.13
139955	MN Office of Enterprise	W16120670	State Phones	614	Golf \$68.75
139993	Vineland Tree Care	12974	Stump Grinding	614	Golf \$471.35
<b>Fund Total</b>					\$6,735.29

## Bill List for February 6, 2017

Check #	Vendor Alpha Name	Invoice #	Description	Fund	Amount
139870	AmeriMark Direct	31871	Plastic Bags	617	Recycling \$413.11
139870	AmeriMark Direct	31862	Stickers	617	Recycling \$50.85
139876	Art Start	1810	Winterfest Artist Svc	617	Recycling \$630.00
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	617	Recycling \$17.90
139976	Republic Services #899	0899-002990594	Feb 2017 Recycling	617	Recycling \$17,539.69
					\$18,651.55
<b>Fund Total</b>					
139869	American Tire Distributor	S086368992	Tires Unit 419	701	Vehicle Mainte \$552.60
139878	Audio Communications	8780	Installs on Trucks	701	Vehicle Mainte \$483.00
139890	Center Point Energy	80000141517 Jan 1	Gas Utility	701	Vehicle Mainte \$518.02
139893	Cintas	470124035	Mats / Misc	701	Vehicle Mainte \$87.09
139893	Cintas	470120435	Mats / Misc	701	Vehicle Mainte \$85.22
139893	Cintas	470113466	Mats / Misc	701	Vehicle Mainte \$85.22
139893	Cintas	470116939	Mats / Misc	701	Vehicle Mainte \$89.31
139900	Cornerstone	16168637/3	Svc Unit 416	701	Vehicle Mainte \$365.77
139900	Cornerstone	15183456	Tube	701	Vehicle Mainte \$108.55
139901	Crysteel Truck Equipmen	FP164176	Floor Linesrs / Mud Flaps	701	Vehicle Mainte \$280.45
139906	Dehn Oil Company Inc	25097019	Gasohol	701	Vehicle Mainte \$11,125.46
139909	East Main Auto & Tire	35838	Service Unit 401	701	Vehicle Mainte \$95.98
139909	East Main Auto & Tire	35940	Service Unit 412	701	Vehicle Mainte \$192.13
139909	East Main Auto & Tire	35871	Oil Change Unit 498	701	Vehicle Mainte \$42.27
139909	East Main Auto & Tire	35936	Service Unit 408	701	Vehicle Mainte \$171.66
139909	East Main Auto & Tire	35906	Oil Change Unit 424	701	Vehicle Mainte \$36.45
139909	East Main Auto & Tire	35843	Wiper Blades	701	Vehicle Mainte \$47.90
139932	Kodiak Power Systems	KPS0063	Cooling System Maintenance	701	Vehicle Mainte \$1,990.00
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	701	Vehicle Mainte \$39.00
139934	Little Falls Machine Inc	00059505	Parts	701	Vehicle Mainte \$1,410.00
139938	MacQueen Equipment In	E00159	Trackless MT6	701	Vehicle Mainte \$117,955.00
139939	Main Motors Sales	323516	Parts / Supplies	701	Vehicle Mainte \$23.70
139942	Menard Cashway Lumbe	36729	Parts / Supplies	701	Vehicle Mainte \$31.71
139950	MN Department of Motor	01/27/2017	Registration Renewal #409	701	Vehicle Mainte \$12.00
139959	Nuss Truck & Equipment	11739	2017 Mack GU713	701	Vehicle Mainte \$114,879.00
139978	Royal Tire Inc	312-20046	Maintenance	701	Vehicle Mainte \$539.58
139978	Royal Tire Inc	312-19945	Service Call	701	Vehicle Mainte \$344.69
139990	Towmaster, Inc	388648	Truck Body/Plow Equipment	701	Vehicle Mainte \$112,737.00
139990	Towmaster, Inc	388627	Axle	701	Vehicle Mainte \$2,095.00

## Bill List for February 6, 2017

Check #	Vendor Alpha Name	Invoice #	Description	Fund		Amount
						\$366,423.76
<b>Fund Total</b>						
139879	Avenet, LLC	40127	Annual Service Package	702	IT	\$2,200.00
139889	CDW Government	GNV0900	HP Laserjet	702	IT	\$228.84
139967	PermitWorks, LLC	2017-0004	Permits/Inspections Software	702	IT	\$1,495.00
139991	Tyler Technologies, Inc.	025-178610	Personnel Mgmt	702	IT	\$1,375.00
139991	Tyler Technologies, Inc.	025-180082	Financial Configuration & Set	702	IT	\$4,250.00
						\$9,548.84
<b>Fund Total</b>						
139919	Great River Energy	DA1612A235	Champlin Substation Layout	715	Insurance	\$15,158.15
139993	Vineland Tree Care	12974	Stump Grinding	715	Insurance	\$2,999.50
						\$18,157.65
<b>Fund Total</b>						
139890	Center Point Energy	7876503-9 Jan 17	Youth First Utilities	801	Youth First	\$51.90
139895	City of Ramsey	23475	Youth First Utilities	801	Youth First	\$280.84
139902	Culligan	114099724568-01/17	Youth First	801	Youth First	\$37.44
139905	Definitive Technology Sol	320878846	Youth First Copier	801	Youth First	\$325.92
139914	First Student	751-C-055490	Transportation	801	Youth First	\$416.98
139970	POPP.com, Inc.	10009601-Jan 2017	Youth First - Ramsey	801	Youth First	\$171.01
139970	POPP.com, Inc.	10009601-Jan 2017	Youth First - Anoka	801	Youth First	\$58.42
139995	Walmart Community	01/30/17	Youth First Misc Supplies	801	Youth First	\$2,325.65
139998	YIPA Regional Office	01/03/2017	Youth First Dues	801	Youth First	\$875.00
139999	Youth First	01/30/2017	YF - Misc Supplies	801	Youth First	\$19.97
139999	Youth First	01/30/2017	YF - Social Events	801	Youth First	\$88.09
139999	Youth First	01/30/2017	YF - Postage	801	Youth First	\$98.00
139999	Youth First	01/30/2017	YF - Membership	801	Youth First	\$320.00
139999	Youth First	01/30/2017	YF - Ramsey Utilities	801	Youth First	\$90.00
139999	Youth First	01/30/2017	YF - Offcie Supplies	801	Youth First	\$19.27
139999	Youth First	01/30/2017	YF - Marketing Email	801	Youth First	\$195.84
139999	Youth First	01/30/2017	YF - Ramsey Utilities	801	Youth First	\$119.00
139999	Youth First	01/30/2017	YF - School Release	801	Youth First	\$712.46
139999	Youth First	01/30/2017	YF - Food	801	Youth First	\$66.88
139999	Youth First	01/30/2017	YF - Mktg Constant Contact	801	Youth First	\$255.00
						\$6,527.67
<b>Fund Total</b>						
139933	LIFE INSURANCE COM	SGD603645 01/1/17	LTD Ins Jan 2017	830	HRA	\$18.85
						\$18.85
<b>Fund Total</b>						
<b>Grand Total</b>						\$855,034.92

**Paid Bill List for Ratification  
Bill List for February 6, 2017**

Page 1 of 7

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>		<i>Amount</i>
139760	Amy Oehlers	01/12/2017	IPAD Chargers for Council	101	General Fund	\$118.86
139762	MN Police & Peace Officer	01/01/2017	Membership Dues	101	General Fund	\$50.00
139766	CenturyLink	612E340312 1-1-	Phone Charges	101	General Fund	\$92.28
139766	CenturyLink	612E340311 1-1-	Phone Charges	101	General Fund	\$320.62
139766	CenturyLink	612E340310 1-1-	Phone Charges	101	General Fund	\$320.62
139766	CenturyLink	612E340040 1-1-	Phone Charges	101	General Fund	\$76.96
139766	CenturyLink	612E340068 Jan	Communications	101	General Fund	\$320.62
139766	CenturyLink	612E340312 1-1-	Phone Charges	101	General Fund	\$92.27
139768	Comcast	0231037 Jan 201	Internet	101	General Fund	\$16.82
139768	Comcast	0231037 Jan 201	Internet	101	General Fund	\$16.82
139769	Dakota Supply Group	C611319	Parts 40 W EDGELIT Pan	101	General Fund	\$340.00
139770	Dex Media East LLC	110095703 1-10-	Advertising	101	General Fund	\$17.50
139777	Interstate Disposal	8008	Trash Hauling	101	General Fund	\$387.00
139778	IPS	1258-66428	Replace Camera	101	General Fund	\$1,775.00
139778	IPS	1258-66455	PTZ & Front Door Cameras	101	General Fund	\$5,406.08
139780	Lano Equipment	02-410551	Stihl Cutoff Saw	101	General Fund	\$805.76
139781	Menard Cashway Lumber	35121	Paint	101	General Fund	\$112.00
139781	Menard Cashway Lumber	35041	Lumber	101	General Fund	\$85.45
139781	Menard Cashway Lumber	34978	Iron out, valve	101	General Fund	\$62.75
139782	Mitch Blumb's Morning Wo	1234	Bean Bag Toss Boards	101	General Fund	\$110.00
139782	Mitch Blumb's Morning Wo	1234	Bean Bag Toss Boards	101	General Fund	\$110.00
139784	Safety Signs	165124	Signs	101	General Fund	\$4,094.59
139786	Soldo Consulting, P.C.	11/15/2016	Citizen Complaint Investiga	101	General Fund	\$1,972.56
139788	W.W. Goetsch Assoc. Inc.	97534	Pump & Motor	101	General Fund	\$3,424.12
139791	Andy LaCasse	01/11/2017	WinterFest	101	General Fund	\$500.00
139792	Aspen Mills	192177	Uniform - B Stopka	101	General Fund	\$124.99
139792	Aspen Mills	192178	Uniform - A Youngquist	101	General Fund	\$607.80
139792	Aspen Mills	192179	Uniform - T Adler	101	General Fund	\$104.70
139792	Aspen Mills	192180	Uniform - D Eckstrom	101	General Fund	\$113.90
139794	Bound Tree Medical, LLC	82371273	Supplies	101	General Fund	\$133.19
139794	Bound Tree Medical, LLC	82372703	Supplies	101	General Fund	\$855.68
139796	CenturyLink	7633233651 Jan	Communications	101	General Fund	\$51.64
139796	CenturyLink	7633231091 Jan	Communications	101	General Fund	\$203.88

**Paid Bill List for Ratification  
Bill List for February 6, 2017**

Page 2 of 7

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>	<i>Amount</i>
139796	CenturyLink	7633230326 Jan	Communications	101	General Fund \$20.22
139796	CenturyLink	7633230326 Jan	Communications	101	General Fund \$20.22
139796	CenturyLink	7634211903 Jan	Communications	101	General Fund \$10.12
139796	CenturyLink	7634217730 Jan	Communications	101	General Fund \$141.71
139796	CenturyLink	7634211903 Jan	Communications	101	General Fund \$10.13
139796	CenturyLink	7634213343 Jan	Communications	101	General Fund \$470.69
139797	Cintas	470113472 1/6/1	Uniforms	101	General Fund \$33.97
139797	Cintas	470109934	Uniforms	101	General Fund (\$1.60)
139797	Cintas	470109936	Mats	101	General Fund \$71.61
139797	Cintas	470109938	Mats	101	General Fund \$41.80
139797	Cintas	470109942	Uniforms	101	General Fund \$28.37
139797	Cintas	470113463	Uniforms	101	General Fund \$57.40
139797	Cintas	470113463	Uniforms	101	General Fund \$9.22
139797	Cintas	470113465	Mats	101	General Fund \$71.61
139797	Cintas	470113467	Mats	101	General Fund \$41.80
139797	Cintas	470113471	Uniforms	101	General Fund \$28.37
139797	Cintas	470109934	Uniforms	101	General Fund (\$14.78)
139797	Cintas	470821851	Uniforms	101	General Fund \$325.83
139799	City of Champlin	10317	2017 Fire Dept Alloc	101	General Fund \$624,487.00
139800	Comcast	0226193 Jan 201	Cable / Internet	101	General Fund \$152.74
139802	Deere & Company	115582374	Rotary Broom	101	General Fund \$4,131.89
139804	Fastenal Company	MNTC8148221	Parts / Supplies	101	General Fund \$147.00
139812	Hennepin Co Medical Cent	48276	Flu Shots	101	General Fund \$36.00
139815	Lehmann's Repair	193562	Keys for Snowblowers	101	General Fund \$5.31
139816	Menard Cashway Lumber	35557	Parts / Supplies	101	General Fund \$56.12
139816	Menard Cashway Lumber	35533	Parts / Supplies	101	General Fund \$118.26
139817	Nat'l Assoc of Parliamentari	331130	2017 Dues - Cust 165620	101	General Fund \$90.00
139821	Powerplan	W38644	Service Unit 360	101	General Fund \$1,002.44
139823	SimplexGrinnell	83265877	Public Safety Fire Panel	101	General Fund \$1,059.80
139824	Sterling Trophy	20268	Board Member Plate - Wats	101	General Fund \$8.50
139825	Twin Cities Winnelson Co	09849000	Parts / Supplies	101	General Fund \$193.55
139828	Zarnoth Brush Works	0163005-IN	Parts / Supplies	101	General Fund \$1,201.12
139828	Zarnoth Brush Works	0163004-IN	Parts / Supplies	101	General Fund \$369.00

**Paid Bill List for Ratification  
Bill List for February 6, 2017**

Page 3 of 7

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>		<i>Amount</i>
140004	CenturyLink	7634276646 Jan	Communications	101	General Fund	\$156.80
140006	Cochran Recovery Services	DT2016	Detox Transportation Svc	101	General Fund	\$67.00
140009	Hawkins & Baumgartner, P.	01/05/2017	Dec 2016 Legal Svc	101	General Fund	\$7,787.34
140009	Hawkins & Baumgartner, P.	11/07/2016	Oct 2016 Legal Svc	101	General Fund	\$4,232.25
140010	Minnesota Equipment	P27240 CM	Return	101	General Fund	(\$1,671.80)
140010	Minnesota Equipment	P26963	Parts / Supplies	101	General Fund	\$1,671.80
140010	Minnesota Equipment	P22645	Parts / Supplies	101	General Fund	\$557.08
140011	Nextel Communications	872559421-156	Cell Phones 12/15-01/14/17	101	General Fund	\$16.73
140011	Nextel Communications	872559421-156	Cell Phones 12/15-01/14/17	101	General Fund	\$327.63
140011	Nextel Communications	872559421-156	Cell Phones 12/15-01/14/17	101	General Fund	\$2,024.25
140011	Nextel Communications	872559421-156	Cell Phones 12/15-01/14/17	101	General Fund	\$27.42
<b>Fund Total</b>						\$672,446.38
140014	US Bank	4505720	Admin Fees	302	Public Safety Bonds	\$450.00
<b>Fund Total</b>						\$450.00
139818	Oertel Architects	6	Greenhaven Restrooms	405	Building Improve	\$3,500.84
<b>Fund Total</b>						\$3,500.84
139771	ECM Publishers	448850	Legal Ad	415	Road Improve	\$268.75
139771	ECM Publishers	448849	Legal Ad	415	Road Improve	\$279.50
139785	Short Elliott Hendrickson In	324600	Traffic Study	415	Road Improve	\$374.14
140009	Hawkins & Baumgartner, P.	11/07/2016	Oct 2016 Legal Svc	415	Road Improve	\$723.33
<b>Fund Total</b>						\$1,645.72
140009	Hawkins & Baumgartner, P.	11/07/2016	Oct 2016 Legal Svc	481	Redevelopment	\$61.56
<b>Fund Total</b>						\$61.56
139763	Bolton & Menk, Inc	0196968	Green Haven Parkway	482	Greens of Anoka	\$19,486.94
140009	Hawkins & Baumgartner, P.	01/05/2017	Dec 2016 Legal Svc	482	Greens of Anoka	\$230.85
140009	Hawkins & Baumgartner, P.	11/07/2016	Oct 2016 Legal Svc	482	Greens of Anoka	\$1,785.24
<b>Fund Total</b>						\$21,503.03
140009	Hawkins & Baumgartner, P.	01/05/2017	Dec 2016 Legal Svc	487	South Ferry	\$353.97
<b>Fund Total</b>						\$353.97
139764	Border State Electric Suppl	912395738	BOLT, MACHINE 6" 5/8	600	Electric	\$81.14
139764	Border State Electric Suppl	912440265	BUCK50880DN RETR. LA	600	Electric	\$267.84
139765	Carr's Tree Service, Inc	98816	Tree Service Week of 12/2	600	Electric	\$4,773.68
139765	Carr's Tree Service, Inc	98815	Tree Servoce Week of 12/	600	Electric	\$4,939.25

**Paid Bill List for Ratification  
Bill List for February 6, 2017**

Page 4 of 7

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>		<i>Amount</i>
139766	CenturyLink	612E341069 1-1-	Phone Charges	600	Electric	\$127.00
139766	CenturyLink	612E340312 1-1-	Phone Charges	600	Electric	\$92.27
139766	CenturyLink	612E340060 1-1-	Phone Charges	600	Electric	\$352.00
139768	Comcast	0231037 Jan 201	Internet	600	Electric	\$16.82
139769	Dakota Supply Group	C731406	POLE, BLACK DECO, 16'	600	Electric	\$4,425.00
139772	Ed Evans	2016 Mileage	Mileage	600	Electric	\$644.22
139773	Fastenal Company	MNTC8147891	Parts	600	Electric	\$47.94
139774	Grainger	9321963572	SOCKET, 1/4"DRIVE X 5/1	600	Electric	\$3.88
139774	Grainger	9322494825	CORDLESS IMPACT, 58JL	600	Electric	\$1,001.35
139779	J.H. Larson Electric Compa	S101384069.001	Cable	600	Electric	\$145.86
139790	Ace Solid Waste	Refund 1/13/17	Overpayment CHK2285933	600	Electric	\$30.00
139793	Border State Electric Suppl	912479100	Jack Chain, 12AWG	600	Electric	\$32.06
139793	Border State Electric Suppl	912485979	POLYWATER, CLEANER	600	Electric	\$510.94
139793	Border State Electric Suppl	912479100	CONNECTOR - MC CABLE	600	Electric	\$7.15
139793	Border State Electric Suppl	912479100	TAPE, ELECTRICAL, VINY	600	Electric	\$492.69
139793	Border State Electric Suppl	912479100	TAPE, ELECTRICAL, VINY	600	Electric	\$228.71
139793	Border State Electric Suppl	912479100	TAPE, ELECTRICAL, VINY	600	Electric	\$228.71
139793	Border State Electric Suppl	912479100	TAPE, ELECTRICAL, VINY	600	Electric	\$228.71
139795	Carr's Tree Service, Inc	98683	Week of 12/11/16	600	Electric	\$4,679.76
139795	Carr's Tree Service, Inc	98743	Week of 12/18/16	600	Electric	\$4,080.30
139795	Carr's Tree Service, Inc	98684	Week of 12/11/16	600	Electric	\$4,121.50
139795	Carr's Tree Service, Inc	98681	Week of 12/4/16	600	Electric	\$4,106.43
139795	Carr's Tree Service, Inc	98680	Week of 12/4/16	600	Electric	\$4,677.71
139795	Carr's Tree Service, Inc	98742	Week of 12/18/16	600	Electric	\$4,737.21
139796	CenturyLink	7634211903 Jan	Communications	600	Electric	\$10.13
139797	Cintas	470109933	Uniforms	600	Electric	\$156.83
139798	City of Champlin	10311860001-01/	Stormwater/Street Lights	600	Electric	\$95.07
139803	ECM Publishers	447251	Personnel - Utility Billing	600	Electric	\$367.87
139806	First Advantage LNS Occ H	2525551612	Annual Enrollment	600	Electric	\$32.00
139808	Grainger	9321520224	1/4" RATCHET, 3-1/4" LEN	600	Electric	\$11.96
139809	Great River Energy	M1042844	Pool Transformer	600	Electric	\$15,000.00
139816	Menard Cashway Lumber	35660	Tool Box	600	Electric	\$19.99
140008	Gopher State One-Call	6110158	Locating Service	600	Electric	\$246.38

**Paid Bill List for Ratification  
Bill List for February 6, 2017**

Page 5 of 7

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>		<i>Amount</i>
140009	Hawkins & Baumgartner, P.	11/07/2016	Oct 2016 Legal Svc	600	Electric	\$292.41
140009	Hawkins & Baumgartner, P.	01/05/2017	Dec 2016 Legal Svc	600	Electric	\$30.78
140011	Nextel Communications	872559421-156	Cell Phones 12/15-01/14/17	600	Electric	\$300.30
140011	Nextel Communications	872559421-156	Cell Phones 12/15-01/14/17	600	Electric	\$16.82
140011	Nextel Communications	872559421-156	Cell Phones 12/15-01/14/17	600	Electric	\$50.99
140015	USIC Locating Services, In	216444	Dec 2016 Locating Svc	600	Electric	\$1,165.92
<b>Fund Total</b>						\$62,877.58
139766	CenturyLink	612E340135 1-1-	Phone Charges	601	Water	\$70.54
139766	CenturyLink	612E348047 1/1/	Phone Charges	601	Water	\$68.40
139766	CenturyLink	612E340317 1-1-	Phone Charges	601	Water	\$117.00
139766	CenturyLink	612E340312 1-1-	Phone Charges	601	Water	\$92.28
139768	Comcast	0231037 Jan 201	Internet	601	Water	\$16.82
139775	Hawkins Water Treatment	4002943 RI	Chemicals	601	Water	\$2,023.41
139783	Pace Analytical Services In	16100162959	Well 8 & 7 Rad testing	601	Water	\$380.00
139787	Verizon Wireless	586625449 1-2-1	Communications	601	Water	\$70.02
139796	CenturyLink	7634211903 Jan	Communications	601	Water	\$10.12
139804	Fastenal Company	MNTC8148288	Parts / Supplies	601	Water	\$27.26
139806	First Advantage LNS Occ H	2525551612	Annual Enrollment	601	Water	\$32.00
139808	Grainger	9323551243	Parts / Supplies	601	Water	\$56.88
139810	Hawkins Water Treatment	4004308	Parts / Supplies	601	Water	\$683.50
139816	Menard Cashway Lumber	35651	Parts / Supplies	601	Water	\$59.78
139826	USIC Locating Services, In	216449	Dec 2016 Locating Svc	601	Water	\$214.43
140005	Cintas	470109935	Uniforms	601	Water	\$106.20
140008	Gopher State One-Call	6110158	Locating Service	601	Water	\$246.37
140008	Gopher State One-Call	6120158	Locating Service	601	Water	\$120.15
140009	Hawkins & Baumgartner, P.	01/05/2017	Dec 2016 Legal Svc	601	Water	\$461.70
<b>Fund Total</b>						\$4,856.86
139766	CenturyLink	612E340090 1-1-	Phone Charges	602	Sewer Treatment	\$68.40
139766	CenturyLink	612E340117 1-1-	Phone Charges	602	Sewer Treatment	\$68.40
139766	CenturyLink	612E340287 1-1-	Phone Charges	602	Sewer Treatment	\$392.79
139766	CenturyLink	612E340312 1-1-	Phone Charges	602	Sewer Treatment	\$92.27
139766	CenturyLink	612E340101 Jan	Communications	602	Sewer Treatment	\$68.40
139766	CenturyLink	612E348001 Jan	Communications	602	Sewer Treatment	\$8.40

**Paid Bill List for Ratification  
Bill List for February 6, 2017**

Page 6 of 7

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>	<i>Amount</i>
139768	Comcast	0231037 Jan 201	Internet	602	Sewer Treatment \$16.82
139796	CenturyLink	7634211903 Jan	Communications	602	Sewer Treatment \$10.12
139805	Ferguson Waterworks	0229333	Parts / Supplies	602	Sewer Treatment \$587.05
139805	Ferguson Waterworks	0229407	Parts / Supplies	602	Sewer Treatment \$345.59
139820	Plant & Flanged Equipment	0068643-IN	Parts / Supplies	602	Sewer Treatment \$1,880.20
139820	Plant & Flanged Equipment	0068653-IN	Parts / Supplies	602	Sewer Treatment \$80.00
139826	USIC Locating Services, In	216449	Dec 2016 Locating Svc	602	Sewer Treatment \$214.43
140008	Gopher State One-Call	6120158	Locating Service	602	Sewer Treatment \$120.15
<b>Fund Total</b>					\$3,953.02
139789	MN Child Support Payment	ACSPP2 2017	001527820201	609	Liquor Stores \$89.90
139796	CenturyLink	7634213070 Jan	Communications	609	Liquor Stores \$59.51
139800	Comcast	0231342 Jan 201	Internet	609	Liquor Stores \$110.75
139801	Dakota Supply Group	C724691	Parts / Supplies	609	Liquor Stores \$255.00
139819	Phillips Wine & Spirits	2081573	Merchandise for Resale	609	Liquor Stores \$384.00
140004	CenturyLink	7634271821 Jan	Communications	609	Liquor Stores \$70.34
<b>Fund Total</b>					\$969.50
139776	Hornung's Golf Products, In	402329	Grips	614	Golf \$105.03
139796	CenturyLink	7633233651 Jan	Communications	614	Golf \$9.11
139796	CenturyLink	7633230326 Jan	Communications	614	Golf \$20.22
139797	Cintas	470113471	Uniforms	614	Golf \$28.37
139797	Cintas	470109942	Uniforms	614	Golf \$28.37
139797	Cintas	470113472 1/6/1	Uniforms	614	Golf \$33.97
139800	Comcast	0226193 Jan 201	Cable / Internet	614	Golf \$26.96
139807	Gempler's, Inc.	SI03096256	Work Shoes	614	Golf \$121.45
139813	Hornung's Golf Products, In	402690	Merchandise for Resale	614	Golf \$74.56
139827	Versatile Vehicles Inc	30541	Shock Absorber	614	Golf \$46.16
140010	Minnesota Equipment	P22644	Solenoid	614	Golf \$133.25
140011	Nextel Communications	872559421-156	Cell Phones 12/15-01/14/17	614	Golf \$27.42
<b>Fund Total</b>					\$654.87
140002	Ace Solid Waste	January 2017	Jan 2017 Garbage Svc	616	Refuse \$5,255.70
140012	Republic Services #899	8998000127 Jan	Jan 2017 Garbage Svc	616	Refuse \$2,593.03
<b>Fund Total</b>					\$7,848.73
139766	CenturyLink	612E340312 1-1-	Phone Charges	701	Vehicle Maintenance \$92.28

**Paid Bill List for Ratification  
Bill List for February 6, 2017**

Page 7 of 7

<i>Check #</i>	<i>Vendor Alpha Name</i>	<i>Invoice #</i>	<i>Description</i>	<i>Fund</i>		<i>Amount</i>
139768	Comcast	0231037 Jan 201	Internet	701	Vehicle Maintenance	\$16.82
139796	CenturyLink	7634211903 Jan	Communications	701	Vehicle Maintenance	\$10.13
140005	Cintas	470109937	Uniforms	701	Vehicle Maintenance	\$85.22
140007	East Main Auto & Tire	35320	Service - Unit 229	701	Vehicle Maintenance	\$52.80
140007	East Main Auto & Tire	35739	Service - Unit 420	701	Vehicle Maintenance	\$33.69
140007	East Main Auto & Tire	34836	Service - Unit 423	701	Vehicle Maintenance	\$35.95
140007	East Main Auto & Tire	34710	Service - Unit 401	701	Vehicle Maintenance	\$35.95
140007	East Main Auto & Tire	34670	Service - Unit 473	701	Vehicle Maintenance	\$30.00
140007	East Main Auto & Tire	34562	Service - Unit 412	701	Vehicle Maintenance	\$35.95
140007	East Main Auto & Tire	34248	Service - Unit 473	701	Vehicle Maintenance	\$573.01
140007	East Main Auto & Tire	34160	Service - Unit 420	701	Vehicle Maintenance	\$54.17
140007	East Main Auto & Tire	33902	Service - Unit 410	701	Vehicle Maintenance	\$34.00
<b><i>Fund Total</i></b>						\$1,089.97
140013	Tyler Technologies, Inc.	025-176173	Maintenance	702	IT	\$1,367.98
140013	Tyler Technologies, Inc.	025-175748	Incode 10 Migration	702	IT	\$125.00
<b><i>Fund Total</i></b>						\$1,492.98
139811	HealthPartners INS	70499042	Health Insurance - Feb 201	715	Insurance	\$54,119.38
139814	League of MN Cities Insura	10555	Claim Payment	715	Insurance	\$708.85
139814	League of MN Cities Insura	10506	Claim Payment	715	Insurance	\$84.39
139822	Rogers Auto Body	12/19/2016	Repair Unit 422	715	Insurance	\$7,295.30
<b><i>Fund Total</i></b>						\$62,207.92
139761	Anoka Business & Landow	553	Tree Lighting Event	810	Street Light Distric	\$4,856.71
<b><i>Fund Total</i></b>						\$4,856.71
140003	Center for Energy & Envir	14066	Mechanical Rebate Fee	835	Residential	\$175.00
140003	Center for Energy & Envir	14174	Home Improvement Inserts	835	Residential	\$275.00
<b><i>Fund Total</i></b>						\$450.00
<b><i>Grand Total</i></b>						\$851,219.64

**PAYROLL**

PP 2 & 3

BILL LIST DATE

02/06/17

GROSS PAYROLL - REG \$774,010.86

LESS EMPLOYEE SHARE OF BENEFITS (\$5,004.50)  
\$769,006.36

EMPLOYER SHARE HEALTH INSURANCE \$41,705.83  
EMPLOYER SHARE FICA & MEDICARE \$39,150.53  
EMPLOYER SHARE PERA \$67,693.86  
\$148,550.22

TOTAL PAYROLL \$917,556.58

# **COUNCIL MEMO**

Agenda Item # 6.2

**Meeting Date:** 02-06-2017  
**Agenda Section:** Consent Agenda  
**Item Description:** Revising & Setting Council Calendars  
**Submitted By:** Amy Oehlers, City Clerk

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## **CONSENT AGENDA**

*Consent agenda contains several separate items which are acted upon by the Council in one motion. Upon request, any Consent Agenda item may be removed, and if necessary, placed somewhere else on the agenda or on a future agenda for Council discussion & action.*

## **BACKGROUND INFORMATION**

Attached are the proposed meeting calendars/schedule(s).

## **FINANCIAL IMPACT**

Not applicable.

## **REQUESTED COUNCIL ACTION**

Approval of the **Consent Agenda** will mean approval of the City Council Calendars/Schedule(s), as may be amended from time to time.

## **REQUIRED VOTE**

The **Consent Agenda** is approved by a majority vote of the Councilmembers present at the meeting.

# ANOKA CITY COUNCIL CALENDAR



Thursday	02*	Hwy 47/Ferry St-BNSF Railway Open House/Anoka Rail Crossing	Green Haven Golf Course & Event Center, 2800 Greenhaven Rd, Anoka	5:00 p.m.
Monday	06	Regular Meeting/City Council	City Hall Council Chambers	7:00 p.m.
Monday	13	City Council Goals Session	Green Haven Golf Course & Event Center 2800 Greenhaven Rd	5:00 p.m.
Tuesday	14*	Anoka Area Chamber of Commerce; State of the Cities	Bunker Hills Event Center, 12800 Bunker Prairie Rd, Coon Rapids	11:00 a.m.
Monday	20	Closed for Holiday	City Offices	All Day
Tuesday	21	Regular Meeting/City Council	City Hall Council Chambers	7:00 p.m.
Friday	24*	Chamber of Commerce Gala Fundraiser	The Courtyards of Andover, 13545 Martin St, Andover	5:30 p.m.
Monday	27	City Council Worksession	City Hall Council Worksession Room	5:00 p.m.

*THIS CALENDAR IS POSTED IN ORDER TO COMPLY WITH THE OPEN MEETING LAW, WHICH INDICATES A MEETING MUST BE POSTED WHEN A MAJORITY OF COUNCILMEMBERS WILL OR MAY BE IN ATTENDANCE. NO OFFICIAL BUSINESS OF NON-REGULAR OR NON-SPECIAL MEETINGS WILL BE CONDUCTED AND NO RECORD OF THOSE EVENT WILL BE KEPT.*

*\*ASTERIK DATES ARE OPTIONAL MEETINGS FOR THE CITY COUNCIL AND QUORUMS MAY OR MAY NOT BE PRESENT.*

# ANOKA CITY COUNCIL CALENDAR



Wednesday	01*	Anoka Enterprise Park Annual Mtg	Green Haven Golf Course & Event Center, 2800 Greenhaven Rd, Anoka	11:45 a.m.
Friday	03*	Mayor's Prayer Breakfast	Constance Free Church 16150 Crosstown Blvd NW	Tentative Date/time not set
Monday	06	Regular Meeting/City Council	City Hall Council Chambers	7:00 p.m.
Saturday	11*	North Suburban Home Show	Andover YMCA Community Ctr	9:00 a.m. - 2:00 p.m.
Monday	20	Regular Meeting/City Council	City Hall Council Chambers	7:00 p.m.
Monday	27	City Council Worksession	Council Worksession Room	5:00 p.m.

*THIS CALENDAR IS POSTED IN ORDER TO COMPLY WITH THE OPEN MEETING LAW, WHICH INDICATES A MEETING MUST BE POSTED WHEN A MAJORITY OF COUNCILMEMBERS WILL OR MAY BE IN ATTENDANCE. NO OFFICIAL BUSINESS OF NON-REGULAR OR NON-SPECIAL MEETINGS WILL BE CONDUCTED AND NO RECORD OF THOSE EVENT WILL BE KEPT.*

*\*ASTERIK DATES ARE OPTIONAL MEETINGS FOR THE CITY COUNCIL AND QUORUMS MAY OR MAY NOT BE PRESENT.*

# **COUNCIL MEMO**

Agenda Item # 6.3

**Meeting Date:** February 6, 2017  
**Agenda Section:** Consent Agenda  
**Item Description:** City Hall North Parking Lot Project; Change Order No 1  
**Submitted By:** Ben Nelson, Engineering Technician

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## **CONSENT AGENDA**

*Consent agenda contains several separate items which are acted upon by the Council in one motion. Upon request, any Consent Agenda item may be removed, and if necessary, placed somewhere else on the agenda or on a future agenda for Council discussion & action.*

## **BACKGROUND INFORMATION**

On March 21, 2016 the City Council adopted a resolution awarding a construction contract to Hardrives, Inc. in the amount of \$422,959.03 for the City Hall North Parking Lot project including Base Bid and Bid Alternates No 3 and Bid Alternate No 4.

With any project, it is common that unforeseen circumstances may arise that prompt the need for minor adjustments to the scope of the project. These adjustments are a necessary way to ensure that the project is completed in a timely manner and that the City gets the maximum benefit from this project.

## **DISCUSSION**

The following is a summary of the items included in Change Order No 1:

- Removal of additional construction debris and demolition waste beneath existing ground
- Construction of additional 4” concrete sidewalk along east side of parking lot along 2<sup>nd</sup> Avenue
- Construction of additional 2.5” bituminous walk to patch Jackson Street from the curb replacement
- Construction of the extension of irrigation system within infiltration area and street light hanging baskets

TOTAL – CHANGE ORDER NO 1 = \$21,050.02

## **FINANCIAL IMPACT**

The total of Change Order No 1 represents an increase of \$21,050.02 or 5% increase in the original contract award of \$422,959.03.

## **REQUESTED COUNCIL ACTION**

It is recommended that the City Council accept the City Hall North Parking Lot Change Order No 1.

## **REQUIRED VOTE**

Councilmembers majority vote present at the time of the city council meeting.

**CITY OF ANOKA**  
**CITY HALL PARKING LOT NORTH**  
**CITY PROJECT 2016-130**

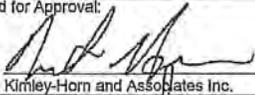
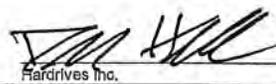
**CHANGE ORDER NO. 1**

PROJECT: CITY HALL PARKING LOT NORTH  
 CP 2016-130  
 CITY OF ANOKA

CONTRACTOR: HARDRIVES, INC.  
 14475 QUIRAM DRIVE  
 ROGERS, MN 55324  
 PHONE: (763) 428-8886  
 FAX : (763) 428-8868

PURPOSE OF CHANGE ORDER: REMOVAL OF ADDITIONAL CONSTRUCTION DEBRIS AND DEMOLITION WASTE BENEATH EXISTING GROUND, CONSTRUCTION OF ADDITIONAL 4" CONCRETE WALK PER DIRECTION FROM THE CITY, CONSTRUCTION OF ADDITIONAL 2.5" BITUMINOUS WALK PER DIRECTION FROM THE CITY, CONSTRUCTION OF EXTENSION OF IRRIGATION SYSTEM WITHIN INFILTRATION AREA PER DIRECTION FROM THE CITY.

Item No.	Item Description	Unit	Contract Quantity	C.O. Quantity Increase (+) Decrease (-)	Unit Price	Amount
<b>CITY HALL NORTH PARKING LOT BASE BID</b>						
2104.607	Remove Debris - Demolition Waste	CU YD	100	209.35	\$ 33.66	\$ 7,048.72
2521.501	4" Concrete Walk	SQ FT	1,650	740	\$ 5.79	\$ 4,284.60
2521.511	2.5" Bituminous Walk	SQ FT	100	403	\$ 7.90	\$ 3,193.70
						<b>Sub-Total: \$ 14,516.02</b>
<b>EXTENSION OF IRRIGATION SYSTEM</b>						
2504.601	irrigation System	LUMP SUM	1	1	\$ 6,535.00	\$ 6,535.00
						<b>Sub-Total: \$ 6,535.00</b>
<b>CONTRACT ADJUSTMENT FOR FINAL PAYMENT</b>						
				1	\$ (0.45)	\$ (0.45)
						<b>Sub-Total: \$ (0.45)</b>
						<b>Change Order No. 1 Total: \$ 21,049.57</b>

CHANGE IN CONTRACT PRICE		CHANGE IN CONTRACT TIME	
Original contract price:	\$ 422,959.03	Original contract time:	07/01/16 Substantial Completion 09/30/16 Final Completion
Contract Amendments:	\$ -	Net Change from Previous Orders:	No Change No Change
Contract Price Prior to Change Order #1:	\$ -	Contract Time Prior to this Change Order:	07/01/16 Substantial Completion 09/30/16 Final Completion
Net Increase of this Change Order:	\$21,049.57	Net Increase (Decrease) of this Change Order:	No Change
Contract Price with all Approved Changes:	\$ 444,008.60	Contract Time with Approved Change:	No Change Substantial Completion No Change Final Completion
Recommended for Approval:		Approved:	
 Kimley-Horn and Associates Inc. Date: 1/9/17	 Hardrives Inc. Date: 1-9-17		
Approved:			
 City of Anoka Date: 1/11/17			

# **COUNCIL MEMO**

Agenda Item # 6.5

**Meeting Date:** 02-06-2017  
**Agenda Section:** Consent Agenda  
**Item Description:** Accept Resignation from Parking Advisory Board; Robert Weil  
**Submitted By:** Amy Oehlers, City Clerk

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## **CONSENT AGENDA**

*Consent agenda contains several separate items which are acted upon by the Council in one motion. Upon request, any Consent Agenda item may be removed, and if necessary, placed somewhere else on the agenda or on a future agenda for Council discussion & action.*

## **BACKGROUND INFORMATION**

Included in your packet is a resignation letter from Robert Weil from the Parking Advisory Board. Mr. Weil has served on the PAB since 2007.

## **DISCUSSION**

With the acceptance of this resignation there will be 2 vacancies on the Parking Advisory Board. Later in this meeting the Council will consider filling one of those vacancies, through an application submitted by Rex Louis.

Advertising to fill Board/Commission vacancies occur according to the City policy and is ongoing throughout the year. Positions remain open until filled.

## **FINANCIAL IMPACT**

Advertising costs of <\$50

## **REQUESTED COUNCIL ACTION**

Approval of this Consent Agenda item will mean the acceptance of the resignation and directs City staff to advertise the above vacancy according to our City Policy.

---

**From:** Eric Peterson  
**Sent:** Tuesday, January 17, 2017 10:17 AM  
**To:** Amy Oehlers <AOehlers@ci.anoka.mn.us>  
**Subject:** RE: Applicant for Vacancy on Parking Advisory Board

“Dear Chief,

It is with regret that I submit to you this notice of resigning from the PAB.

Due to medical condition ( low vision) the state has canceled my drivers licence.

I thank you, the city council, and the PAB members for allowing me to sit on this board for the last 10 years.

It was truly a learning experience.

Thank you again,  
Bob Weil”

# **COUNCIL MEMO**

Agenda Item # 6.6

**Meeting Date:** 02-06-2017

**Agenda Section:** Consent Agenda

**Item Description:** Issuance of a Massage Therapist License for Christine Cox of Coon Rapids @ Anoka Massage & Pain Therapy, 710 E River Rd.

**Submitted By:** Amy Oehlers, City Clerk

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## **CONSENT AGENDA**

*Consent agenda contains several separate items which are acted upon by the Council in one motion. Upon request, any Consent Agenda item may be removed, and if necessary, placed somewhere else on the agenda or on a future agenda for Council discussion & action.*

## **BACKGROUND INFORMATION**

Christine Cox of Coon Rapids has submitted an application for a Massage Therapist License so that she may provide massage therapy services at Anoka Massage & Pain Therapy, 710 E River Rd.

## **DISCUSSION**

Staff has conducted the necessary background investigations. No concerns or objections have been expressed.

## **FINANCIAL IMPACT**

\$25 investigation fee, plus \$125 annual fee.

## **REQUESTED COUNCIL ACTION**

Approval of the Consent Agenda will mean approval of this agenda item.

# **COUNCIL MEMO**

Agenda Item # 6.7

**Meeting Date:** 2/06/2017  
**Agenda Section:** Consent Agenda  
**Item Description:** Recommended Approval of an LG220 Gambling permit; River City Rhythm  
**Submitted By:** Amy Oehlers, City Clerk

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## **CONSENT AGENDA**

*Consent agenda contains several separate items which are acted upon by the Council in one motion. Upon request, any Consent Agenda item may be removed, and if necessary, placed somewhere else on the agenda or on a future agenda for Council discussion & action.*

## **BACKGROUND INFORMATION**

An application has been submitted by River City Rhythm for a State issued LG220 Gambling Exempt Permit to allow them to conduct a raffle at Anoka High School on July 29, 2017.

*FYI: The River City Rhythm Drum and Bugle Corps is an Open Class competitive junior drum and bugle corps. Based in Anoka, Minnesota, River City Rhythm performs in Drum Corps International competitions.*

This is a State issued license, but requires the approval of the municipality in which the event will take place.

Staff has reviewed the application and no concerns or objections have been expressed.

## **FINANCIAL IMPACT**

The City does not charge a fee for our review.

## **REQUESTED COUNCIL ACTION**

Approval of the Consent Agenda will mean approval of this agenda item.

# **COUNCIL MEMO**

Agenda Item # 6.8

**Meeting Date:** 2/06/2017  
**Agenda Section:** Consent Agenda  
**Item Description:** Recommended Approval of an LG240B Gambling permit; Anoka Today Alano  
**Submitted By:** Amy Oehlers, City Clerk

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## **CONSENT AGENDA**

*Consent agenda contains several separate items which are acted upon by the Council in one motion. Upon request, any Consent Agenda item may be removed, and if necessary, placed somewhere else on the agenda or on a future agenda for Council discussion & action.*

## **BACKGROUND INFORMATION**

An application has been submitted by Anoka Today Alano for a State issued LG240B Bingo Permit to allow them to conduct a Bingo event on May 27, 2017 at their location, 2700 N Ferry Street.

*FYI: Anoka Today Alano is a registered 501(c)(3).*

This is a State issued license, but requires the approval of the municipality in which the event will take place.

Staff has reviewed the application and no concerns or objections have been expressed.

## **FINANCIAL IMPACT**

The City does not charge a fee for our review.

## **REQUESTED COUNCIL ACTION**

Approval of the Consent Agenda will mean approval of this agenda item.

# **COUNCIL MEMO**

Agenda Item # 9.3

**Meeting Date:** February 6, 2017  
**Agenda Section:** Ordinances & Resolutions  
**Item Description:** Accepting Bid for Green Haven ADA Bathroom Project  
**Submitted By:** Mark Anderson; Superintendent of Public Services

---

## **BACKGROUND INFORMATION**

As you are aware, we are working to enhance the atmosphere and amenities at the Green Haven Golf Course and Event Center. As a part of that effort, we are proposing the re-model the Women's & Men's Bathrooms on the Main Floor. The Bathrooms in their current configuration do not meet ADA requirements and were also in need of a cosmetic re-fresh.

This project consists of two parts; a Base Bid and an Alternate. The Base Bid is for selective demolition of the existing bathrooms, reconfiguration to accommodate ADA requirements and all necessary mechanical and electrical systems. Alternate 1 is the addition and upgrading to LED light fixtures within the Bathrooms.

Oertel Architects is the responsible for the Architectural services as well as project administration for this project. Oertel Anoka previously advertised (Jan of 2017) for bids for this project and bids 17 were received on January 12, 2017. Bids ranged from a low bid of \$106,099 to a high bid \$158,896 (see attached tabulation form) and the architect's estimate was \$135,000. The low bidder was Grindstone Construction at \$106,099. We have been in contact with Grindstone to verify that their bid was submitted accurately without errors. They have assure the City that they are confident with their bid. We are in the process of finalizing the contract and will award based on Council direction.

With the approval of bids by the City Council, the Construction phasing will begin immediately and as follows:

- Bids due: January 12, 2017 \*
- Approval of bid/award contract: January 30, 2017
- Contract Execution w/ GC: Immediately following Council Approval
- Construction/Demo begins: February 13, 2017
- Substantial Completion of Work: April 15, 2017
- Final Completion of work: May 1, 2017

## **FINANCIAL IMPACT**

The 2017 Budget and CIP include funds for this project. The funds will come from the Building Fund. The low Bid was \$28,900 lower than the Architects estimated price.

## **REQUESTED COUNCIL ACTION**

It is requested that the City Council approve bids and award the contract to Grindstone Construction for the Green Haven Golf Course and Event Center, ADA Bathroom Project in the amount of \$106,099.

## **REQUIRED VOTE**

Majority vote of Councilmembers present.

- = Previously completed item

## ANOKA GREENHAVEN RESTROOM UPGRADE

Bid date: Thursday, January 12, 2017 @ 2:00pm

General Contractor	Base Bid	Received addendums 1,2	Bid bond	Alternate #1- Optional lighting plan at both restrooms
KUE	\$ 114,000 <sup>-</sup>	yes	(40)	+ \$ 3,300 <sup>-</sup>
GREEN CONST.	\$ 116,800 <sup>-</sup>	yes	yes	3,500 <sup>-</sup>
GRINDSTONE	\$ 102,299 <sup>-</sup>	yes	yes	3,800 <sup>-</sup>
SUELO CONST.	\$ 153,750	yes	yes	2,850 <sup>-</sup>
JORGENSEN	\$ 114,400	yes	yes	3,400
ECCO CONST.	\$ 133,500	yes	yes	3,100 <sup>-</sup>
KARDEL A	\$ 129,000	yes	yes	\$ 2,900 <sup>-</sup>
PARKOS CONST.	\$ 115,700	yes	yes	\$ 3,200 <sup>-</sup>
JPMI CONST.	\$ 123,000	yes	yes	\$ 3,300 <sup>-</sup>
ERICKSON BUILD.	\$ 144,724	yes	yes	\$ 2,900
EBERT CONST.	\$ 124,800	yes	yes	\$ 2,830 <sup>-</sup>
FRANKY CONST.	\$ 140,678 <sup>-</sup>	yes	yes	\$ 7,300 <sup>-</sup>
RAIK CONST.	\$ 155,571	yes	yes	\$ 3,325 <sup>-</sup>
BRADEN CONST	\$ 139,400	yes	yes	\$ 6,950 <sup>-</sup>
Deram CONST.	\$ 126,400 <sup>-</sup>	yes	yes	—
Albrecht BUILDING	\$ 126,217 <sup>-</sup>	yes	yes	(- 550 <sup>-</sup> )
J.S. CATES	\$ 107,000	yes	yes	+ 3,000



2015 First Avenue, Anoka MN 55303  
Phone: (763) 576-2700 Website: [www.ci.anoka.mn.us](http://www.ci.anoka.mn.us)

**CITY OF ANOKA, MINNESOTA  
RESOLUTION**

**RES-2017-XXXX**

WHEREAS, pursuant to the advertisement for bids for the Green Haven Golf Course and Event Center, ADA Bathroom Project, bids were received, opened and tabulated according to law. The following bids were received complying with the advertisement:

Contractor:	Base Bid\$	Alternate 1\$	Total\$
Grindstone Construction	\$ 102,299.	\$ 3,800.	\$ 106,099.
J.S. Cates Construction	\$ 107,000.	\$ 3,000.	\$ 110,000.
Kue Construction	\$ 114,000.	\$ 3,300.	\$ 117,300.
Jorgenson Construction	\$ 114,400.	\$ 3,400.	\$ 117,800.
Parkos Construction	\$ 115,799.	\$ 3,200.	\$ 118,900
Green Construction	\$ 116,800.	\$ 3,500.	\$ 120,300.
Albrechth Builders	\$ 126,217.	\$ (550)	\$ 125,667.
JPMI Construction	\$ 115,700.	\$ 3,300.	\$ 126,600.
Derau Construction	\$ 126,400.	No Bid	\$ 126,400.
Ebert Construction	\$ 124,800.	\$ 2,830.	\$ 127,680.
Karkela Construction	\$ 133,500.	\$ 2,900.	\$ 131,900.
ECCO Construction	\$ 133,500.	\$ 3,100.	\$ 136,600.
Brandon Construction	\$ 139,400.	\$ 6,950.	\$ 146,350.
Erickson Construction	\$ 144,724.	\$ 2,900.	\$ 147,624.
Flannery Construction	\$ 140,678.	\$ 7,300.	\$ 147,978.
Sieco Construction	\$ 153,750.	\$ 2,850.	\$ 156,600.
RAK Construction	\$ 155,571.	\$ 3,325.	\$ 158,896.

AND WHEREAS, based on the bids submitted, it appears that Grindstone Construction is the lowest responsible bidder,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the Anoka City Council, Anoka County, Minnesota as follows:

1. The Mayor and City Clerk are hereby authorized and directed to enter into a contract with Grindstone Construction, LLC in the amount of \$106,099.00 for the Green Haven Golf and Event Center ADA Bathroom Project that includes Bid Alternate #1 according to the plans and specifications on file in the office of the City Engineer.
2. The City Clerk or designee is hereby authorized and directed to return forthwith to all bidders the deposits/Bid Bonds made with their bids, except that the deposits of the successful bidder and the next lowest bidder shall be retained until a contract has been signed.

Adopted by the Anoka City Council this the 6th day of February, 2017.

ATTEST:

---

Amy T. Oehlers, City Clerk

---

Phil Rice, Mayor



DATE:  
January 30, 2017

To:  
Mark Anderson  
Public Works Superintendent  
City of Anoka

RE:  
Anoka Greenhaven Clubhouse  
Upgrades – Bid Results

Attachments:  
None

Hello Sir,

As you know, we had very good bid coverage on this project. I have had an opportunity to discuss the project with the low bidder, Grindstone Construction, and they have given me every indication that they have reviewed their base bid, alternates, insurance requirements, etc. and are comfortable proceeding. In addition, they have provided the following list of sub-contractors for the project:

Janning's Acoustics, Inc.  
Twin City West Flooring  
Estero Electric  
Lloyd's Construction Services  
JSH Construction  
T.F. Striker  
United Water & Sewer

While the list appears complete, I have asked Rodney Peterson with Grindstone Construction Services for a formal Schedule of Values prior to February 1<sup>st</sup>.

I have also had an opportunity to solicit and verify project references from the contractor. Below is one example:

*Mr. Stromsodt,*

*Fritz Budig and the team from Grindstone Construction ( GrindCon at the time) approached our build with the utmost in professionalism. Through the entire project duration Fritz and his team remained on, or ahead of, schedule even accommodating for multiple change- orders and plan revisions. Fritz and his Project Manager worked with all of the sub-contractors to produce a virtually seamless transition from contractor to contractor as it related to the "chronological map" for completion. Very professional outfit from very satisfied (2- time) client.*

*Sincerely,*

*Dan Wellman*

After some discussion and review, I think we have an engaged contractor who is ready to begin work. I see no reason not to proceed with the low bidder and we are actively working on a contract draft in advance of your meeting scheduled for February 6<sup>th</sup>. Please let me know if you have any questions.

Thank You,

A handwritten signature in cursive script that reads "Thomas Stromsodt".

Thomas Stromsodt  
Oertel Architects

# **COUNCIL MEMO**

Agenda Item # 9.4

**Meeting Date:** February 6, 2017  
**Agenda Section:** Ordinances & Resolutions  
**Item Description:** Authorizing Amendment to the Issuance of Housing Revenue Bonds (Homestead at Anoka, Inc. Project)  
**Submitted By:** Lori Yager, Finance Director

---

## **BACKGROUND INFORMATION**

On October 17, 2016, the City of Anoka (the “Issuer”) authorized the issuance of Housing Revenue Refunding Bonds (The Homestead at Anoka, Inc. Project) (the “Bonds”) in one or more series for the purpose of refunding certain outstanding Series 2011 Bonds issued by the City for the benefit of The Homestead at Anoka, Inc., subject to certain parameters included therein, including, without limitation, a maximum principal amount of **\$40,000,000** adopting Resolution No. 2016-079.

Due to changes in the market conditions for tax-exempt bonds, the sale of the Bonds was delayed, and it is now necessary to issue additional bonds to accomplish the purpose authorized.

## **FINANCIAL IMPACT**

None

## **REQUESTED COUNCIL ACTION**

Adopt resolution approving the issuance of the bonds in the principal amount of **\$40,595,000**.

## **REQUIRED VOTE**

Four-fifths vote

CERTIFICATION OF MINUTES RELATING TO  
HOUSING REVENUE REFUNDING BONDS  
(THE HOMESTEAD AT ANOKA, INC. PROJECT), SERIES 2017

Issuer: the City of Anoka

Governing Body: City Council

Kind, date, time and place of meeting: A regular meeting, held on February 6, 2017, at 7:00 p.m., at City Hall in Anoka, Minnesota.

Members present:

Members absent:

Documents Attached:

minutes of said meeting (pages): \_\_\_\_ to \_\_\_\_ including:

RESOLUTION NO. \_\_\_\_

RESOLUTION RELATING TO HOUSING REVENUE REFUNDING BONDS (THE  
HOMESTEAD AT ANOKA, INC. PROJECT), SERIES 2017

I, the undersigned, being the duly qualified and acting recording officer of the political subdivision issuing the obligations referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of the corporation in my legal custody, from which they have been transcribed; that the documents are a correct and complete transcript of the minutes of a meeting of the governing body of the corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at the meeting, insofar as they relate to the obligations; and that the meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer and the seal of the Issuer this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
City Clerk

(SEAL)

Councilmember \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION RELATING TO HOUSING REVENUE REFUNDING BONDS (THE HOMESTEAD AT ANOKA, INC. PROJECT), SERIES 2017.**

WHEREAS, by its Resolution No. 2016-079 adopted October 17, 2016, the City of Anoka (the “Issuer”) authorized the issuance of Housing Revenue Refunding Bonds (The Homestead at Anoka, Inc. Project) (the “Bonds”) in one or more series for the purpose of refunding certain outstanding Series 2011 Bonds issued by the City for the benefit of The Homestead at Anoka, Inc., subject to certain parameters included therein, including, without limitation, a maximum principal amount of \$40,000,000; and

WHEREAS, due to changes in the market conditions for tax-exempt bonds, the sale of the Bonds was delayed, and it is now necessary to issue additional bonds to accomplish the purpose authorized;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ANOKA:

Section 1. The Issuer hereby approves the issuance of the Bonds in the principal amount of \$40,595,000, and authorizes the Mayor of the Issuer (the “Mayor”) and the City Manager of the Issuer (the “City Manager”), to execute and deliver an additional bond purchase agreement providing for the sale of the Bonds in excess of the initial authorization.

Section 2. Except as herein otherwise expressly provided, all of the terms and provisions of Resolution No. 2016-079 shall continue in full force and effect from the date of original adoption.

Section 3. This resolution shall be in full force and effect from and after its passage.

The motion for the adoption of the foregoing resolution was seconded by Councilmember \_\_\_\_\_, and upon a vote being taken thereon the following voted in favor thereof:

and the following voted against the same:

PASSED AND APPROVED this \_\_\_\_\_ day of February, 2017.

CITY OF ANOKA, MINNESOTA

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Clerk

US.109967695.01

# **COUNCIL MEMO**

Agenda Item # 11.1

**Meeting Date:** 02-06-2017  
**Agenda Section:** New Business  
**Item Description:** Appointment to Parking Advisory Board; Applicant Rex Louis  
**Submitted By:** Amy Oehlers, City Clerk

---

## **BACKGROUND INFORMATION**

Per our City policy staff advertised for applications to fill the vacancies on the City's Boards/Commissions.

Rex Louis, a resident of the City of Anoka, submitted an application to fill a vacancy on the Parking Advisory Board. His application is enclosed.

This term would be a partial term, to expire 12/31/2019.

If this appointment is made, we will have the remaining vacancies on City Boards/Commissions:

### *CHARTER COMMISSION*

- 1-Partial term, expiration date of 03/01/2018
- 1-Partial term, expiration date of 11/01/2020

### HERITAGE PRESERVATION COMMISSION

- 1-Partial term, expiration date of 12/31/2019

### PARKING ADVISORY BOARD

- 1-Partial term, expiration date of 12/31/2019

### UTILITY ADVISORY BOARD

- 1-Partial term, expiration date of 12/31/2017
- 1-Partial term, expiration date of 12/31/2019

Staff will continue to advertise these vacancies. Positions remain open until filled.

## **FINANCIAL IMPACT**

Not applicable.

## **REQUESTED COUNCIL ACTION**

Request Council act on the appointment to the Parking Advisory Board.

## **REQUIRED VOTE**

Majority vote of City Councilmember present at meeting.



CITY OF ANOKA  
2015 First Avenue  
Anoka, MN 55303-2270

Phone: 763-576-2700 Fax: 763-576-2727

Website: [www.ci.anoka.mn.us](http://www.ci.anoka.mn.us)

Date Received:

1-17-17

Received By:

Marilyn Martin

## BOARD/COMMISSION APPLICATION

APPLYING FOR (check only one):

- |                          |                                   |                                     |                                   |
|--------------------------|-----------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> | Charter Commission                | <input checked="" type="checkbox"/> | Parking Advisory Board            |
| <input type="checkbox"/> | Economic Development Commission   | <input type="checkbox"/>            | Parks & Recreation Board          |
| <input type="checkbox"/> | Heritage Preservation Commission  | <input type="checkbox"/>            | Planning Commission               |
| <input type="checkbox"/> | Housing & Redevelopment Authority | <input type="checkbox"/>            | Utility Advisory Board            |
| <input type="checkbox"/> | Human Rights Commission           | <input type="checkbox"/>            | Waste Reduction & Recycling Board |

NAME: REX D. LOUIS

FULL ADDRESS: ANOKA, MN 55303

PHONE (HOME): 763-913-7824

PHONE (WORK): NONE

EMAIL: NONE

ARE YOU A RESIDENT OF THE CITY OF ANOKA?  YES  NO

DO YOU MEET THE QUALIFICATIONS TO SERVE ON THE BOARD/COMMISSION FOR WHICH YOU ARE APPLYING AS STIPULATED IN THE CITY'S POLICY ON APPOINTMENTS TO BOARDS & COMMISSIONS?  YES  NO

STATEMENT OF INTEREST, WHY YOU ARE INTERESTED IN SERVING ON THIS BOARD/COMMISSION:

AS A WALKER I HAVE A GOOD INSIGHT INTO IMPROVEMENTS THAT SHOULD OR SHOULD NOT BE DONE. I FEEL I CAN ADD THAT DIMENSION.

**PLEASE LIST YOUR QUALIFICATIONS, EXPERIENCE/EDUCATION THAT IS RELATIVE TO YOU SERVING ON THIS BOARD/COMMISSION:**

47 YEARS IN DRAFTING, ENGR, MFG. & MAINTAINED MAINTENANCE

**AVAILABILITY:** Are you able to meet as necessary to fulfill the responsibilities of appointment to this board/commission?  Yes  No

**REFERENCES:** (Optional)

DON KJONAAS	108 JEFFERSON ST.	612.791-0129
Name	Address	Phone

CARL ANDERSON	1625-2ND AVE	612.518.5317
Name	Address	Phone

Name	Address	Phone
------	---------	-------

**NOTE:** This application is of public record. Public Service opportunities are offered by the City of Anoka without regard to race, color, national origin, religion, disability, sex or sexual orientation.

**(For Office Use Only)**

Was application submitted by due date?  Yes  No N/A

The Applicant is:  A New Applicant  Applying for Reappointment

This appointment is for a:  Partial Term 12/31/19  Full Term

Date submitted to Council: 2-6-17 Council Action:  Not Appointed  Appointed (Exp: \_\_\_\_\_)

# **COUNCIL MEMO**

Agenda Item # 11.2

**Meeting Date:** 02-06-2017  
**Agenda Section:** New Business  
**Item Description:** Appointment to Heritage Preservation Commission; Applicant Lisa Silberg-Jurek  
**Submitted By:** Amy Oehlers, City Clerk

---

## **BACKGROUND INFORMATION**

Per our City policy staff advertised for applications to fill the vacancies on the City's Boards/Commissions.

Lisa Silberg-Jurek, a resident of the City of Anoka, submitted an application to fill a vacancy on the Heritage Preservation Commission. Her application is enclosed.

This term would be a partial term, to expire 12/31/2019.

If this appointment is made, we will have the remaining vacancies on City Boards/Commissions:

### *CHARTER COMMISSION*

- 1-Partial term, expiration date of 03/01/2018
- 1-Partial term, expiration date of 11/01/2020

### PARKING ADVISORY BOARD

- 1-Partial term, expiration date of 12/31/2019

### UTILITY ADVISORY BOARD

- 1-Partial term, expiration date of 12/31/2017
- 1-Partial term, expiration date of 12/31/2019

Staff will continue to advertise these vacancies. Positions remain open until filled.

## **FINANCIAL IMPACT**

Not applicable.

## **REQUESTED COUNCIL ACTION**

Request Council act on the appointment to the Heritage Preservation Commission.

## **REQUIRED VOTE**

Majority vote of City Councilmember present at meeting.

# ANOKA

REAL. CLASSIC.

CITY OF ANOKA  
2015 First Avenue  
Anoka, MN 55303-2270

Phone: 763-576-2700 Fax: 763-576-2727

Website: [www.ci.anoka.mn.us](http://www.ci.anoka.mn.us)

Date Received:

1/30/17

Received By:

AB

## BOARD/COMMISSION APPLICATION

APPLYING FOR (check only one):

Charter Commission

Economic Development Commission

Heritage Preservation Commission

Housing & Redevelopment Authority

Human Rights Commission

Parking Advisory Board

Parks & Recreation Board

Planning Commission

Utility Advisory Board

Waste Reduction & Recycling Board

NAME:

Lisa Gaye Silberg-Jurek

FULL ADDRESS:

Anoka

PHONE (HOME):

763 477-2755

PHONE (WORK):

763 852-8736

EMAIL:

[lisa.silberg-jurek@vistaoutdoor.com](mailto:lisa.silberg-jurek@vistaoutdoor.com)

ARE YOU A RESIDENT OF THE CITY OF ANOKA?

YES

NO

DO YOU MEET THE QUALIFICATIONS TO SERVE ON THE BOARD/COMMISSION FOR WHICH YOU ARE APPLYING AS STIPULATED IN THE CITY'S POLICY ON APPOINTMENTS TO BOARDS & COMMISSIONS?

YES

NO

STATEMENT OF INTEREST, WHY YOU ARE INTERESTED IN SERVING ON THIS BOARD/COMMISSION:

I have lived in Anoka since I was 4 years old and have always been interested in its history. This would be a great opportunity!

**PLEASE LIST YOUR QUALIFICATIONS, EXPERIENCE/EDUCATION THAT IS RELATIVE TO YOU SERVING ON THIS BOARD/COMMISSION:**

Being at Federal for almost 30 years  
 I have participated in the organization of our charity events, (Bowl-o-rama, & softball) I help with our Christmas dinners here at Federal also. I now run  
 -attached

**AVAILABILITY:** Are you able to meet as necessary to fulfill the responsibilities of appointment to this board/commission?  Yes  No

**REFERENCES:** (Optional)

Bart Ward  
 Name Address Phone

Brad Holmbo worked with for 20+ years  
 Name Address Phone

Darlene Bearl worked with off & on 20+  
 in different Dept. till she retired.  
 Name Address Phone

Dianna Bristlin work with 20+ years

**NOTE:** This application is of public record. Public Service opportunities are offered by the City of Anoka without regard to race, color, national origin, religion, disability, sex or sexual orientation.

(For Office Use Only)

Was application submitted by due date?  Yes  No N/A

The Applicant is:  New Applicant  Applying for Reappointment

This appointment is for a:  Partial Term 12/31/19  Full Term

Date submitted to Council: \_\_\_\_\_ Council Action:  Not Appointed  Appointed (Exp: \_\_\_\_\_)

our Rework, Returns and Inspection dept. I oversee 3 people as well as coordinate projects for the plant. I am friendly, outgoing and work well by myself or in a group setting.

Thank you  
for your consideration,  
Sincerely,  
Lisa Silver-Quinn

# **COUNCIL MEMO**

Agenda Item # 11.3

**Meeting Date:** FEBRUARY 6, 2017  
**Agenda Section:** NEW BUSINESS  
**Item Description:** FINANCIAL MANAGEMENT PLAN & PRACTICE UPDATE  
**Submitted By:** LORI YAGER, FINANCE DIRECTOR

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## **BACKGROUND INFORMATION**

The City Council reviewed the updated Financial Management Plan and Practice document at a worksession on October 24, 2016. The purpose of the document is to draw together in one document, the City of Anoka’s major financial policies and establish principles to guide both staff and Council members to make consistent and informed financial decisions. The document is a tool which should provide the Council and the public insight to address any issues impacting the City’s financial condition.

The consensus from the worksession is that the changes to the document represent the current Councils’ long-term goals and objectives the city is striving to achieve. It also continues to outline the financial path to attain those goals.

Adoption of this document provides a tool for long range financial planning and management.

## **FINANCIAL IMPACT**

See document details – changes are highlighted in **red**

## **REQUESTED COUNCIL ACTION**

Adopt the updated City of Anoka “Financial Management Plan and Practice” document through motion.

## **REQUIRED VOTE**

# Financial Management Plan and Practice

CITY OF ANOKA

October 2016

**CITY OF ANOKA, MINNESOTA  
2016 FINANCIAL MANAGEMENT PLAN AND PRACTICE  
TABLE OF CONTENTS**

<b>INTRODUCTION.....</b>	<b>3</b>
<b>BACKGROUND.....</b>	<b>4</b>
<b>REVENUE MANAGEMENT.....</b>	<b>5</b>
<b>CASH AND INVESTMENTS.....</b>	<b>8</b>
<b>RESERVES.....</b>	<b>10</b>
<b>OPERATING BUDGET AND COMENSATION PHILOSOPHY .....</b>	<b>12</b>
<b>CAPITAL IMPROVEMENT PLAN.....</b>	<b>14 15</b>
<b>COMMUNITY DEVELOPMENT.....</b>	<b>17 18</b>
<b>HOUSING AND REDEVELOPMENT AUTHORITY.....</b>	<b>18 19</b>
<b>DEBT MANAGEMENT.....</b>	<b>19 20</b>
<b>ACCOUNTING, AUDITING, AND FINANCIAL REPORTING .....</b>	<b>21 22</b>
<b>RISK MANAGEMNT.....</b>	<b>21 22</b>
<b>GLOSSARY OF TERMS/ACRONYMS.....</b>	<b>23 24</b>
<b>APPENDIX A, POLICIES.....</b>	<b>28 29</b>

# FINANCIAL MANAGEMENT PLAN AND PRACTICE CITY OF ANOKA

## INTRODUCTION

This Financial Management Plan serves two main purposes: it draws together, in a single document, the City of Anoka's major financial policies and establishes principles to guide both staff and Council members to make consistent and informed financial decisions.

The financial management plan provides a tool to continue the city's strong financial history and to reach the vision for the future. It addresses and reviews financial issues facing the city and makes a plan to meet the needs of the community. The plan is a tool which should provide the Council and the public insight to address issues impacting the City's financial condition.

The Financial Plan describes City policy and practice in the following areas:

1. Revenue Management
2. Cash and Investments
3. Reserves
4. Operating Budget and Compensation Philosophy
5. Capital Improvement Plans
6. Housing and Redevelopment Authority
7. Debt Management
8. Accounting, Auditing and Financial Reporting
9. Risk Management

The objectives of this Financial Plan are:

- To provide both short term and long term future financial stability by ensuring adequate funding for providing services needed by the city;
- To protect the City Council's policy-making ability by ensuring that important policy decisions are not dictated by financial problems or emergencies;
- To provide sound principles to guide the decisions of the City Council and management;
- To employ revenue policies which prevent undue or unbalanced reliance on certain revenues, distribute the cost of municipal services fairly, and provide adequate funding to operate desired programs;
- To provide essential public facilities and prevent deterioration of the City's public facilities and infrastructure;
- To protect and enhance the City's credit rating and prevent default on any municipal debt;
- To create a document that staff and Council members can refer to during financial planning, budget preparation and other financial management issues.

## BACKGROUND

Financial management is a constant effort to balance revenues and expenditures for the city. Financial management goals are to make the best use of resources to serve the community. Planning examines the ability to meet this objective.

Financial planning includes budgeting, financial reporting and historical trends. It also examines needs and opportunities that are beyond the end of the next fiscal year. Allocating funds for one project may eliminate sources needed for others. The city has taken a comprehensive examination of the financial issues facing Anoka. The objectives have always been to maintain the high quality of service provided to the community, increase the tax base to spread the tax burden, ensure appropriate green space, improve infrastructure and maintain financial stability.

The city improved upon its' financial management planning by adopting the five year capital improvement plan and the five year equipment replacement plan annually. These documents provide further support of the financial management plan.

Financial planning includes anticipating tax rate changes for future operating and capital needs. Tax rates are determined by inflation or deflation on existing properties and new development or loss of existing properties. Another factor in the tax rate is legislative changes which can influence the calculation of net tax capacity such as; classification of properties, fiscal disparity distribution and fiscal disparity contribution.

Revenues control many municipal decisions. How much funding is available? Are the taxpayer/user fee impacts acceptable? These answers will shape spending decisions. There are several primary revenue sources for the city, they are:

1. Property taxes, tax increment and assessments
2. User fees or charges for services.
3. Franchise fees
4. Intergovernmental revenues
5. Enterprise earnings

Expenditures are the result of the city goals and objectives to meet ~~the community~~ needs. The goals and objectives fall into the following categories:

1. Services provided through the general fund including police, fire, public services, community development and administration.
2. Investment in infrastructure throughout the city.
3. Providing public buildings, parks, recreational facilities and other facilities desired by the residents of Anoka.
4. Clean, safe drinking water and reliable affordable electricity.
5. Support investment in enterprise efforts.

The city has issued debt for capital improvements. When debt is issued, future revenues are needed to repay the debt.

Planning recognizes that environments and communities change. Development and redevelopment also changes the base ~~in~~ which the city can draw from. Demographics influence the need for services and the ability to pay. An aging physical environment requires more investment in rehabilitating existing infrastructure and community redevelopment. The property tax system, aid programs, debt authority, and economic development tools are all derived from the state. The legislature can change the power and resources of the city.

## **REVENUE MANAGEMENT**

It is essential to responsibly manage the City's revenue sources to provide maximum service value to the community. The most important revenue policy guidelines established by the City Council are for the two major sources of city revenue: property taxes and fees/charges.

### **A. Property Taxes**

- When discussing property taxes, the City should simultaneously explore other revenue and expenditure alternatives that will maximize the City's future financial flexibility and ability to provide services. This may include considering options such as debt management, fees and charges, cost allocation, use of reserves for capital outlay, transfers from enterprise funds and expenditure cuts.

Possible factors for considering an increase in property tax include:

- Maintenance or expansion of City services.
- Long-term protection of the City's infrastructure.
- Meeting legal mandates imposed by outside agencies.
- Maintaining adequate fund balance and reserve funds sufficient to maintain the City's bond rating.

Property tax increases to meet other purposes will be based on the following criteria:

- A clear expression of community need.
- The existence of community partnerships willing to share resources.
- Capacity

### **B. Service Fees and Charges**

The City considers service fees and charges wherever appropriate for the twin purposes of keeping the property tax rate at a minimum and to fairly allocate the full cost of services to the users of those services. As an example of appropriate cost allocation, service fees and charges broaden the base to include tax exempt properties, which still have municipal costs associated with the property. Specifically, the City may:

- Establish utility rates sufficient to fund both the operating costs and the long-term depreciation and replacement of the utility systems.
- As part of the City's enterprise effort, evaluate City services and aggressively pursue actions to accomplish the following:

- Find community based partners to share in service delivery.
- Make services financially self supporting or, when possible, profitable.
- Annually review City services and identify those for which charging user fees are appropriate. Included as part of this process may be a market analysis that compares our fees to comparable market cities.
- Identify some enterprise services as entrepreneurial in nature. The intent of entrepreneurial services will be to maximize revenues to the extent the market allows.
- Waive or offer reduced fees to youth, seniors, community service groups, and other special population groups identified by the Council as requiring preferential consideration based on policy goals.

Selected criteria are used to determine the specific rate to charge for a fee for service. The rate criteria can be one **or a combination** of five approaches:

1. Market Comparison  
Attempt to set fees that are comparable to existing markets.
2. Maximum set by External Source  
Fees set by legislation, International Building Code, etc.
3. Entrepreneurial Approach  
Fees will be set to provide profitable margins within enterprise funds
4. Recover the Cost of Service  
Program will be self-supporting.
5. Utility Fees  
A rate study will be updated or reviewed every five years for electric. All other rates are reviewed annually by finance and projections are communicated with staff and council.

### **C. Non-recurring Revenues**

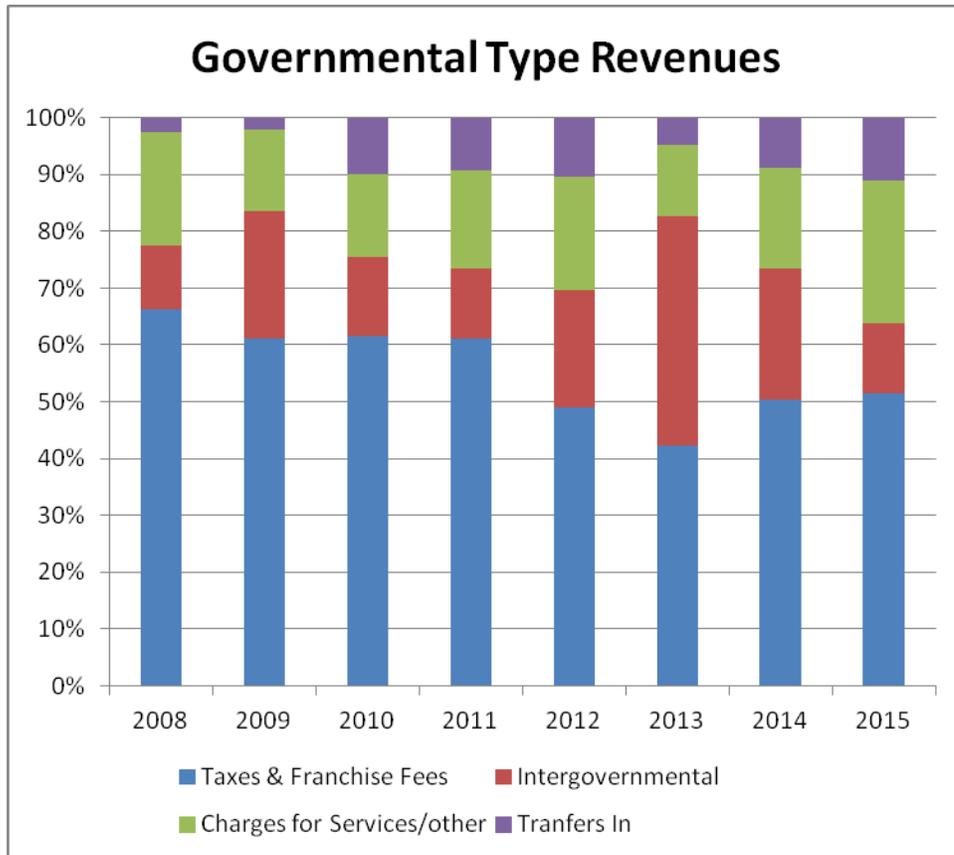
Several revenue sources, such as intergovernmental revenues, one-time grants, court fines and other non-recurring revenues are outside of direct City control and must be relied upon conservatively. The Finance Director shall insure that the budget preparation process includes an evaluation of all major non-recurring revenues, in order to minimize reliance on unpredictable revenues for on-going operating costs.

### **GOVERNMENTAL TYPE REVENUES**

The ability to raise revenue to support the goals and objectives of the City are key to financial planning. Understanding the sources of revenues is very important. Slightly more than **51%** of governmental fund type revenues **now** come from taxes and franchise fees. This compares to just **above 66%** seven years ago. **Transfers from other funds and charges for service revenues have increased to offset tax increases.** Intergovernmental revenue **represented 10% of total revenues seven years ago and it is the same percentage today.** **Transfers from other funds represented only 3% seven years ago and today it is 11% of total governmental revenues.** Charges for services and miscellaneous revenues **have increased to 25% of total** governmental

revenues compared to 20% seven years ago. Overall revenues have increased 6% a year over the last seven years in governmental funds.

Below is a graph depicting governmental fund type revenues and how they have changed over the past seven years.



### Growth Projections

Anoka is almost fully developed. There are a few large parcels remaining to be developed. What remains is expected to be developed within fifteen thirty years. Continued development and redevelopment will increase residential and commercial tax base.

The financial management plan projects growth for residential units at 20 residential units per year with average sales value of \$250,000. Commercial development is estimated to grow at 10,000 square feet every third year with an assessor’s value of \$100 per square foot of building. Commercial growth is expected to diminish over the next ten years. Commercial and residential developments are expected to add less than 1% per year to the tax base.

It is assumed anticipated that governmental type revenues will continue to increase at about 2% per year with the exception of intergovernmental revenues which will remain fairly flat bringing down the total increase in revenues to 1.5%. It is also assumed that Business type revenues will increase about 3% per year, the majority of which is derived from Electric charges for services.

## CASH AND INVESTMENTS

Effective cash management is essential to good fiscal management. Investment returns on funds not immediately required can provide a **significant** source of revenue for the City. Investment policies must be well founded and uncompromisingly applied in their legal and administrative aspects in order to protect the City funds being invested. The city's entire investment policy is included in the appendix of this document. The policy is reviewed annually by council and management. Following are some main points included in the document.

### A. Purpose

The purpose of this policy is to establish the City's investment objectives and establish specific guidelines that the City will use in the investment of city funds. It will be the responsibility of Chief Financial Officer to invest city funds in order to attain a market rate of return while preserving and protecting the capital of the overall portfolio. Investments will be made, based on statutory constraints, in safe, low risk instruments.

### B. Scope/Funds

This policy applies to the investment of all city funds available for investment and not needed for immediate expenditure. The City will consolidate cash balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

### C. Delegation of Authority

Authority to manage the investment program is granted to the Finance Director who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with the investment policy included in appendix A.

### General Objectives

- Safety of principal is the most important objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to minimize the risk of market fluctuations, such credit risk and interest rate risk. Credit risk is the risk that the borrower will be unable to make their debt service payments to the investor. Interest rate risk is the risk that rates will (for example) rise while the investments you hold have lower rates – if the City were to sell their investments prior to maturity in this case, they would have to sell the investments at a loss.
- The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.
- A variety of investment vehicles must be used so as to minimize the risk of loss. The investment portfolio must be diversified by individual financial institution, government

agency, or by corporation ( in the case of commercial paper) to reduce the exposure to risk of loss.

- Investment maturity dates should vary in order to ensure that the City will have money available when it needs it.
- The investment portfolio shall be designed with the objective of attaining market rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above.

### **Oversight**

- Authority to manage and operate the investment program is granted to the Finance Director. No person may engage in an investment transaction, except as provided under the terms of the investment policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of internal controls to regulate the activities of subordinate officials.

The Finance Director shall prepare an investment report quarterly, including a management summary that provides a clear picture of the status of the current investment portfolio. This management summary will be prepared in a manner, which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the City Manager and will include the following:

- A listing of individual securities held at the end of the reporting period.
- Unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of the securities.
- Listing of investments by maturity date.
- Quarterly the city council reviews

### **Suitable and Authorized Investments**

Investments by the City are restricted to the permissible investments under Minnesota Statutes 118A.04 and 118A.06. (See detailed policy in Appendix).

### **Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business or that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the city.

## **Internal Controls, Audits, External Controls**

- The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to ensure that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of the costs and benefits requires estimates and judgments by management.
- Accordingly, compliance with City policies and procedures should be assured by the Finance Director, and addressed through by the annual audit (CAFR) process.

## **RESERVES**

The City strives to maintain prudent financial operations to ensure stable city operations for the benefit of city residents and businesses. Fund balance reserves are an important component in ensuring the overall financial health of a community, by giving the City cushion to meet contingency or cash-flow timing needs. The Office of the State Auditor recommends that at year-end, local governments maintain an unassigned fund balance in their general fund and special revenue funds of approximately 35 to 50% of fund operating revenues, or no less than five months of operating expenditures. While the bond rating agencies do not have recommended fund balance levels, the agencies look favorably on larger fund balances, which protect against contingencies and cash flow needs.

In addition, this policy integrates and further defines the City of Anoka's governmental fund balance classifications to be in compliance with Governmental Accounting Standards Board Statement 54: Fund Balance Reporting and Governmental Fund Type Definitions.

## **II. POLICY**

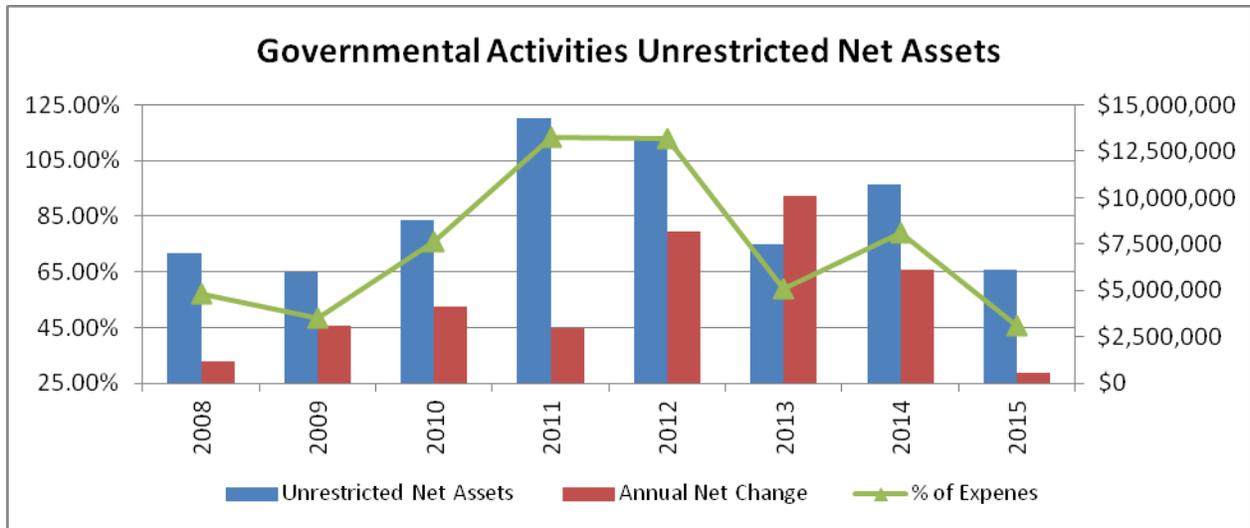
- The City will maintain an unassigned General Fund balance of not less than 30% of budgeted operating expenditures; however, this need could fluctuate with each year's budget objectives.
- Annual proposed budgets shall include this benchmark policy. Council shall review the amounts in fund balance in conjunction with the annual budget approval, and make adjustments as necessary to meet expected cash-flow needs.
- In the event the unassigned General Fund balance will be calculated to be less than the minimum requirement at the completion of any fiscal year, the City shall plan to adjust budget resources in the subsequent fiscal years to bring the fund balance into compliance with this policy.
- The appropriated budget is prepared by fund, department and object. The City's department heads, with the approval of the City Manager, may make transfers of

appropriations within or between departments. The legal level of budgetary control is at the fund level.

- The City Council may consider appropriating (for authorized purposes) year-end fund balance in excess of the policy level or increasing the minimum fund balance. An example of preferred use of excess fund balance would be for one-time expenditures, such as capital expenditures, which do not result in recurring operating costs.
- Appropriation from the minimum fund balance shall require the approval of the City Council and shall be used only for non-recurring expenditures, unforeseen emergencies or immediate capital needs that cannot be accommodated through current year savings. Replenishment recommendations will accompany the decision to utilize fund balance.
- At the discretion of the City Council, fund balance may be committed for specific purposes by resolution designating the specific use of fund balance and the amount. The resolution would need to be approved no later than the close of the reporting period and will remain binding unless removed in the same manner.
- The City Council authorizes the Finance Director and/or City Manager to assign fund balance that reflects the City's intended use of those funds.
- When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, than use unrestricted resources as they are needed. When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; 1. Committed 2. Assigned and 3. Unassigned.

## **ANOKA FUND BALANCES**

Annually the city analyzes reserves to ensure that fund balances are adequate. The city has a fund balance policy it follows. The chart on the next page shows the trends for city's governmental type unrestricted net assets.



The general fund balance in the City of Anoka is an important tool for financial management.

- General fund balance have not been (cannot be) used to offset ongoing deficiencies in operating revenues.
- Excess annual funds that can be used for future capital investment should be transferred to capital funds.
- The city’s goals are to have unassigned general fund balance ~~should be~~ of at least three to five months of annual expenditures. This provides funds for cash flow management needs of the city. The city receives tax distributions twice a year in June and December.

## OPERATING BUDGET

The Operating Budget is the annual financial plan for funding the costs of City services and programs. The Operating Budget includes the General and Special Revenue Funds. Enterprise operations are budgeted in separate Enterprise Funds as well as debt and capital expenditures.

The City Manager shall submit a balanced budget in which appropriations shall not exceed the total of the estimated revenues and available fund balance.

The City will provide for all current expenditures with current revenues. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future years’ budgets.

The City Manager will coordinate the development of the capital improvement budget with the development of the operating budget. Operating costs associated with new capital improvements will be projected and included in future operating budget forecasts.

The budget will provide for adequate maintenance of the capital plant and equipment, and for their orderly replacement.

The impact on the operating budget from any new programs or activities being proposed should be minimized by providing funding with newly created revenues whenever possible.

The City Manager will insure that a budgetary control system is in place to adhere to the adopted budget.

The Finance Department will provide departments with monthly reports comparing actual revenues and expenditures to the budgeted amounts.

The operating budget will describe the major goals to be achieved and the services and programs to be delivered for the level of funding provided.

In addition to operating expenses, Enterprise funds shall be budgeted to provide for guidance of operations and replacement costs of property, plant, and equipment, if appropriate, and for establishing rates and charges for services.

## **ANOKA OPERATING NEEDS**

The city provides for its programs and services primarily through ~~their~~ employees. Current levels include – City Manager, 9 Department Heads, 10 Supervisors, 109 full and part-time employees. The city is ~~not~~ anticipating some ~~any~~ changes in staff levels over the next few years. Operating expenditures are projected to increase about 2% per year. Departments within the general fund include City Council, City Manager, Community Development, Elections, Finance & Assessing, Fire, Human Resources, Legal, Municipal Building Maintenance, Planning & Inspections, Police and Public Services.

## **FINANCING ENTERPRISE FUNDS ENTERPRISE INFRASTRUCTURE**

The City of Anoka has ~~eight~~ enterprise funds including electric, water, sewer, storm water, liquor, golf, refuse and recycling. The city's goal is that enterprises be self supporting.

### Electric

The electric utility is a huge success for the City of Anoka and its customers. The ultimate goal of the electric department is to provide reliable consistent electric energy at a reasonable cost. Electric customers of the city consistently pay less for electric services than Xcel Energy or Connexus customers. At the same time, the electric utility has ~~continued to be been~~ profitable in recent years and contributed to the general and capital funds of the City of Anoka. It has provided internal loans to other funds within the city, if needed. The City Council has established a rate stabilization fund to offset future large fluctuations in power costs. Currently there is \$1,500,000 in the rate stabilization fund. The electric utility is building up liquid assets for future spending on infrastructure and a new electric and public services building. Estimates of the total for both investments are about \$12 million. The city anticipates ~~an electric~~ a \$.01 increase in the electric rate to help offset future infrastructure costs.

### Water

The water utility issued bonds in 2001 for a new well. ~~The final payment for this bond will occur in 2017.~~ Annually the water utility pays for operating costs and infrastructure improvements related to the street renewal projects and water utility needs. The city plans to make water utility improvements through 2022, including a new well. The city anticipates issuing debt in 2019 to help cover the costs of the new well. According to projected cash flows, the city should consider increasing water rates in 2022 to cover continued infrastructure improvements and debt service payments. ~~–a water rate increase of 6.5% to help cover these costs. The water revenue debt will be paid off in 2017.~~

### Sewer

The sewer utility pays for operating and infrastructure improvements related to the street renewal projects and sewer utility needs. The city participates in the Metropolitan Council regional sewer treatment system, and the fees paid to the Met Council are the largest expense in the operating system. The city will consider a sewer rate increase of \$2 per month for on average customer in 2017 to help offset these costs. ~~There is a need for a lift station improvement on Seventh Avenue in 2019 resulting in the necessity to issue debt to cover this cost.~~ In contrast to the water utility, the sewer utility should increase rates every ~~three~~ years through 2021 to cover costs. ~~by up to 6%.~~

### Storm Sewer

The city implemented a storm ~~water sewer~~ utility fee in 2003 to help pay for the storm ~~water improvements sewer costs~~ related to the street renewal projects. ~~In 2016, the city issued storm water revenue bonds to pay for infrastructure improvements.~~ Storm ~~water sewer~~ rates are projected to increase every ~~three~~ years by the maximum allowed increase to keep up with the related infrastructure costs, ~~debt service payments~~ and build storm ~~water sewer~~ reserves.

### Liquor

Liquor stores continued to be profitable and have kept taxes down by contributing to park capital. ~~as well as supporting the golf operation.~~ Liquor store operations will contribute less to park capital in the future as a result of reduced profits. It will be necessary to do an in-depth analysis of liquor store operations and profitability in the very near future before further expansion is considered. Cost of operations is projected to exceed revenues within twelve years. Serious consideration should be given to selling the stores before 2029 when operations are projected to exceed revenues.

### Golf

~~In 2008, the golf fund issued debt to improve the club house facility and improve the course irrigation system.~~ 2014, the city transferred the existing clubhouse operations and debt into the general governmental funds. In 2016, the city transferred all remaining debt for irrigation into the general governmental funds. Currently the only revenues and expenditures reported in the golf fund are strictly for golf operations. ~~Projecting into the future the golf fund will require transfers from other funds until 2016.~~ Council and management continue to examine whether golf is an enterprise or an amenity, similar to the ~~parks and~~ Aquatic Center.

## Refuse and Recycling

The refuse fund is primarily a billing function for outside waste contractors. The city does not control refuse rates. The city charges refuse contractors for billing services. The city administers a residential recycling program ~~throughout the city~~. The actual pick up services are contracted out. The city receives SCORE funds from Anoka County to help cover costs in managing the residential recycling program. Recycling rates are charged to all residential properties in Anoka. Rates may increase in ~~2013~~ 2018 and in ~~2016~~ 2021 depending on the recycling contract. Anoka does not anticipate recycling will ever be self supporting.

## **CAPITAL IMPROVEMENT PLAN (CIP)**

The demand for services and the cost of building and maintaining the City's infrastructure continues to increase. No city can afford to accomplish every project or meet every service demand. Therefore, a methodology must be employed that provides a realistic projection of community needs, the meeting of those needs, and a framework to support City Council prioritization of those needs. That is the broad purpose of the CIP.

The CIP includes the scheduling of public improvements for the community over a five-year period and takes into account the community's financial capabilities as well as its goals and priorities. A "capital improvement" is defined as any major nonrecurring expenditure for physical facilities of government. Typical expenditures are the cost of land acquisition or interest in land, construction of roads, utilities and parks. Vehicles and equipment are covered separately under the Equipment Replacement Plan (ERP). The CIP is directly linked to goals and policies, land use, and community facility sections of the Comprehensive Plan since these sections indicate general policy of development, redevelopment, and the maintenance of the community.

### **CIP Development Process**

- Compile and prioritize projects. Staff will consolidate and prioritize recommended projects into the proposed Capital Improvement Plan.
- Devise proposed funding sources for proposed projects. Recommended funding sources will be clearly stated for each project.
- Project and analyze total debt service related to the total debt of the City.
- A debt study will be provided summarizing the combined impact of all the existing and proposed debt.

On an annual basis, the City Council will evaluate the proposed CIP and decide on the following:

- Project Prioritization
- Funding Source Acceptability
- Acceptable Financial Impact on Tax Levy, Total Debt, and Utility Rate Levels
- As of ~~2014~~ 2016, debt levies fall outside of levy limits.  
(See sample CIP Street schedule in Appendix B)

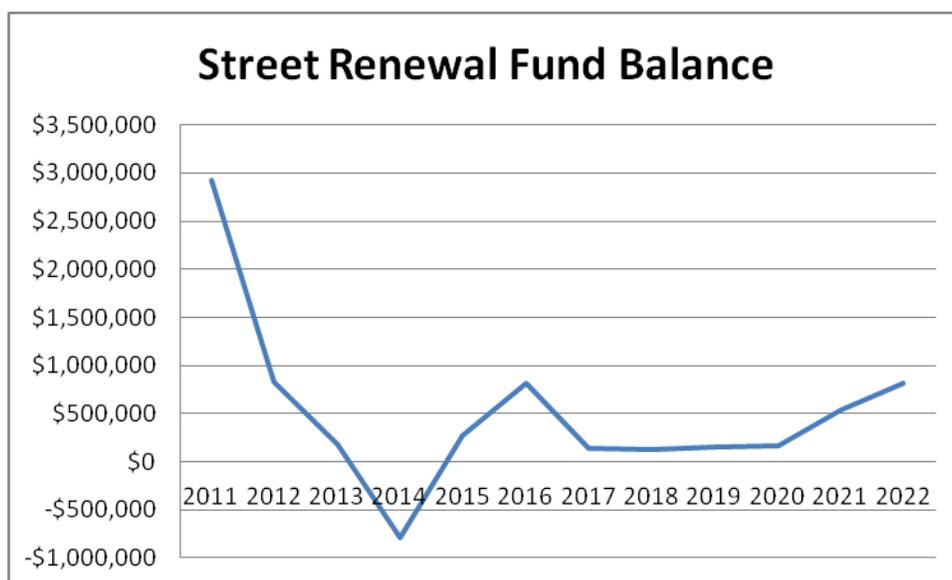
## FINANCING CAPITAL PROJECTS

The City has the responsibility and opportunity to reinvest in Anoka via street improvements, housing and commercial property enhancements, park improvements and building improvements, which all improve values and create an improved standard of living for all Anoka residents and property owners. The city maintains its infrastructure and property improvements through the capital improvement process to meet the needs of the city. The Capital Improvement Plan is prepared and updated annually.

### Street Renewal

The city has an existing pavement management program that identifies streets over the next ten years that need full reconstruction or reclamation. Reclamation and reconstruction occur based on street condition and funding sources. Reclamation extends the life of a street by twenty five years. Reconstruction occurs approximately once every sixty years. Anoka's streets are aging. Reclamation projects have become necessary to improve streets without incurring full street reconstruction costs. Mill and overlay are also part of the street pavement program. The city has paid for street reconstruction and reclamation with assessments, franchise fees, transfers from general and electric funds, interest earnings and municipal state aids. The city typically assesses up to 25% of the street reconstruction project, following the assessment policy. Street reconstruction projects are typically assessed over a ten year period. When the city reconstructs a state aid eligible street it may use state aid construction funds. The city has a franchise fee which provides approximately ~~\$340,000~~ \$360,000 annually for street reconstruction.

When excess revenues over expenditures occur in either the general fund or electric fund the council can consider transferring those excess funds to the street renewal fund to help pay for reclamation projects or future reconstruction projects. The city has not had to issue debt to finance its' pavement improvement program. Below are historic and future fund balance figures for the street renewal fund.



The city ~~is using~~ used fund balance to reconstruct its' East Main Street in 2012. ~~It is projected to take at least twenty years to rebuild fund balance levels back to historic levels of about \$3,000,000.~~ The city recommenced ~~and increased~~ its franchise fee in ~~2012~~ 2016. The franchise fee sunsets on December 31, ~~2015~~ 2019. Without this fee future street renewal projects will need to be funded in another manner. Increased special assessments and transfers from other funds ~~will be necessary to complete the street projects proposed in 2017 – 2019 are possible.~~ The city may also issue bonds and levy taxes to complete street renewal projects in the future.

Park Capital and Improvements

There are ~~three~~ two improvement funds dedicated to park improvements, including the park dedication ~~and park capital~~ ~~and aquatic capital~~. The park dedication fund is funded with park fees paid during development or redevelopment. The focus of this fund is on new or improved parks for developments or redevelopment areas. The park capital fund relies on transfers from other funds and interest earnings as sources. The city liquor fund has ~~historically~~ funded park capital improvements throughout the city. ~~Staff is recommending that the water fund will also support park capital in the future as a result of decreased support from liquor.~~ Existing fund balance and the sale of ~~Castle Field~~ property on 11<sup>th</sup> Avenue could ~~will~~ provide sources for near term park capital improvements.

Building and Capital and Improvements

This fund has provided sources for building improvements for city hall, police and public services. There has been a transfer in from the electric fund ~~almost~~ annually. ~~This transfer is projected to continue into the future.~~ ~~The future~~ Under consideration for ~~this~~ funding ~~source is the possibility of remodeling city~~ is the new golf/park maintenance facility which includes a new dog pound. This construction will require either a bond issue or funding from electric. Other projects include building improvements to park structures and city hall. A new public service/~~electric building~~ is ~~also~~ being considered for the future. Funding sources would likely include electric, water, sewer and a G.O. bond issue.

Equipment Replacement

The city has a garage fund which services and replaces all governmental fund type equipment. Enterprise funds schedule and replace their equipment with their own resources. The garage fund is primarily funded with tax dollars through an equipment charge to the general fund. The charge covers the cost of replacement and maintenance of vehicles and equipment that are related to general fund services. The council has the ability to manage funding of the equipment replacement plan by postponing equipment purchases:

Fiscal Year	General <del>Fund</del> Charges
2015	<del>\$539,630</del> \$591,065
2016	<del>\$553,120</del> \$650,165
2017	<del>\$566,950</del> \$665,170
2018	<del>\$581,125</del> \$708,405
2019	<del>\$595,655</del> \$754,450
2020	\$777,085
2021	\$796,515

These amounts may fluctuate based on actual equipment replacement costs and needs versus planned replacement. ~~There is a proposed transfer from the general fund in 2016 of \$750,000 to cover some larger planned equipment replacements.~~

## COMMUNITY DEVELOPMENT

### Tax Increment Financing

Tax increment financing has enabled the city to use a portion of the property taxes generated by redevelopment areas to finance certain redevelopment expenses. The use of tax increment has been an important tool for the City of Anoka in redevelopment and will continue to play a role in the future. The Enterprise TIF district ~~will be~~ was decertified on December 31, 2015. ~~Careful planning is needed to invest the available funds in projects that will not occur without the use of tax increment and will have the greatest impact on Anoka's future. A majority of the remaining funds in the enterprise park TIF district, \$10,579,000 \$5,400,000 have been assigned to pay the off the balance of the internal loan from the electric department and to pay down a substantial amount of the bonds issued for the historic rum river parking ramp. Funds available include future sales of property held in the district and internal lending to other TIF districts to be paid back in the future. This leaves approximately \$2,000,000 to utilize in a project within the plan area.~~

Currently the city has ~~three~~ four active tax increment districts and the HRA has three. Expenditure of tax increments must be authorized in the TIF plan and budget. ~~As depicted below, the majority of funds in the various TIF districts have been committed to pay off internal or external debt.~~

The table below summarizes the TIF districts of the City ~~and the HRA~~ .

TIF DISTRICT	DECERTIFICATION	COMMITTED FUNDS	UNCOMMITTED FUNDS
Enterprise Park	12/31/2015	<del>\$10,183,000</del> \$5,400,000	<del>\$1,625,000</del> \$0
Historic Rum River	12/31/2032	<del>\$4,200,000</del> \$3,830,000	<del>\$1,200,000</del> \$0
South Ferry District	12/31/2033	<del>\$0</del> \$1,630,000	\$0
<del>CRTV District</del>	<del>12/31/2039</del>	<del>\$5,300,000</del>	<del>\$225,000</del>
<del>Greens of Anoka</del>	<del>12/31/2040</del>	<del>\$6,600,000</del>	<del>\$2,200,000</del>
HRA Redevelopment	12/31/2017	\$0	<del>\$2,000,000</del> \$1,600,000
HRA Central Business	12/31/2032	<del>\$0</del> \$255,000	<del>\$—</del> 275,000 \$0
HRA So. Central Bus.	12/31/2042	\$995,000	\$2,350,000

### Development and Redevelopment

~~The city sold a parcel of land that has been tax exempt for 99 years. This new development is anticipated to jump start the commuter rail transit village project, which will be the newest tax increment district in the city. Funds from this district will clean up and prepare properties for redevelopment in and around the commuter rail transit station. The city also has property in its northern boundary that is vacant and prime for development. The planning commission, along with the city council, are working toward an overall plan for this area to enable staff to market it~~

~~to developers.~~ The city continues its efforts to redevelop its downtown historic rum river district which is in a TIF district that supports payment of debt on the historic rum river ramp construction. A Senior Cooperative building is in the process of being constructed in this district. The city has also added valuable tax capacity through a large housing development in the northern section of the city. There is still existing property in this area to be developed. Regarding redevelopment, the HRA has an opportunity to redevelop land it has purchased one block off of Main Street in the downtown area. Walker Plaza has already built a senior apartment and memory care center in the downtown area. Other areas ready for investment include the Greens of Anoka TIF district which includes the highland park neighborhood and areas around the golf course and the Commuter Rail Transit Village which surrounds the Northstar commuter train station. Both areas have great potential for future redevelopment.

### Housing

Anoka's housing stock is aging. ~~In 2003,~~ The city ~~has adopted~~ property maintenance standards that require properties to be maintained to a minimum level. ~~In 2016,~~ the city ~~also~~ hired a ~~police officer to provide~~ rental ~~inspection support.~~ ~~inspector and~~ The city also adopted a rental license fee to cover some of the costs of rental inspections. This move has improved properties throughout the city and has allowed the city to become more aware of existing property conditions. The Anoka Housing and Redevelopment Authority also plays a significant role in housing maintenance and clean up through its scattered site redevelopment programs and loan and grant programs.

## **HOUSING AND REDEVELOPMENT AUTHORITY**

The Housing and Redevelopment Authority (HRA) was created by the City to carry out certain development projects within the city. The governing board is appointed by the City Council. There are five members on the HRA board.

Among the HRA powers in Minnesota law is the authority to collect a “special benefits” tax up to 0.0144 percent of taxable market value in the City. The HRA follows all the policies established by the City. Of note, the HRA is a separate levy, and is not subject to the statutory levy limits.

The HRA, with approval by the City Council, shall annually appropriate money to the HRA from a tax levy or other available source. The appropriation shall be equivalent to the “maximum” that could be provided by a tax levy for housing and redevelopment purposes. The annual tax levy shall be set based on the amount needed when combined with other available sources to achieves the funding level needed to accomplish the goals of the HRA.

Expenditures may be made from the HRA based on the following criteria:

- A. The HRA appropriates the funds as part of the annual budget, or
- B. The HRA authorizes an amendment to the HRA budget outside of the annual appropriation process.

## DEBT MANAGEMENT

The use of borrowing and debt is an important and flexible revenue source available to the City. Debt is a mechanism which allows capital improvements to proceed when needed, in advance of when it would otherwise be possible. It can reduce long-term costs due to inflation, prevent lost opportunities, and equalize the costs of improvements to present and future constituencies.

Debt management is an integral part of the financial management of the City. Adequate resources must be provided for the repayment of debt, and the level of debt incurred by the City must be effectively controlled to amounts that are manageable and within levels that will maintain or enhance the City's credit rating. A goal of debt management is to stabilize the overall debt burden and future tax levy requirements to ensure that issued debt can be repaid and prevent default on any municipal debt. A debt level which is too high places a financial burden on taxpayers and can create problems for the community's economy as a whole.

Wise and prudent use of debt provides fiscal and service advantages. Overuse of debt places a burden on the fiscal resources of the City and its taxpayers. The following guidelines provide a framework and limit on debt utilization:

1. The City will weigh the benefits and costs of long-term borrowing for planned capital improvements (see CIP) and short-term debt for capital outlay.
2. The City should strive to avoid using long-term debt for current operations.
3. When considering financing of capital expenditures, the City may consider paying cash for capital financing as well as debt financing.
4. The City will pay back debt within a period not to exceed the expected useful life of the projects, with at least 50% of the principal retired within 2/3 of the term of the bond issue.
5. The City will maintain good communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure in every financial report and bond prospectus.
6. The City (by itself or with a financial advisor) will track and identify opportunities for restructuring or refinancing debt.
7. When feasible, the City will use refunding mechanisms to reduce interest cost and evaluate the use of debt reserves to lower overall annual debt service where possible. The City's goal has been to quantify the impact of potential future debt on the debt service levy, and on various categories of property taxpayers (or other revenue derived customers).

~~During the budget process, the Council may review whether a debt study is necessary to be prepared in conjunction with the Capital Improvements Plan to provide information about the City's debt structure. In deciding whether to include a Debt Study, the Council will use such factors as how long it has been since the last Debt Study, if there have been material changes to the CIP, or if a large amount of debt is expected in the near future.~~

The ability to incur and support debt is an important part of the financial management plan. Debt can provide the capacity to meet infrastructure needs. Debt allows the city to spread the cost of infrastructure across current and future taxpayers who will benefit most from the infrastructure projects. The capacity of the city to borrow money is more dependent on the ability to raise the revenues needed to pay debt service than on a definable debt limit.

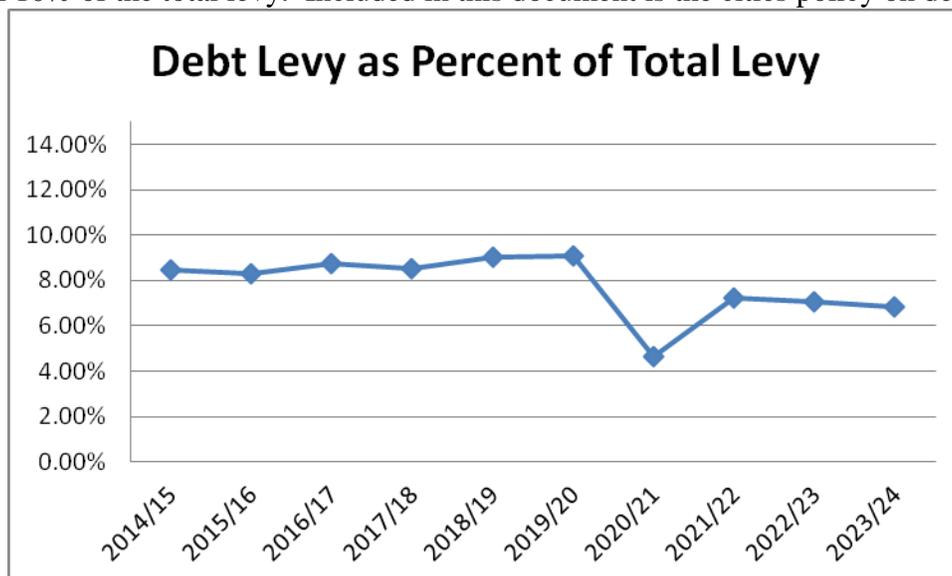
The city has been able to do a tremendous amount of infrastructure improvements with very little debt. The city will consider issuing debt to help pay for a new public services facility in the near future.

Existing Debt

The chart on the following page summarizes the existing debt for the City of Anoka. At this time none of the existing debt is under consideration for advance refunding due to the rates and call dates of the bonds.

Outstanding Debt – City of Anoka				
Issue	Dated	Outstanding	Maturities	Call Date
GO Tax Increment <b>Crossover Refunding</b> Bonds	6/29/06	\$7,710,000	<del>February 1, 2012-2033</del>	2/1/2016
	8/14/14	\$6,115,000	February 1, 2015-2033	2/1/2025
GO Public Facility Refunding Bonds	12/27/10	\$3,395,000	February 1, 2012-2022	none
GO Water Revenue Refunding Bonds	3/18/09	\$1,245,000	February 1, 2012-2017	none
GO Public Facilities <b>Refunding</b> Bonds	3/13/08	\$2,065,000	<del>February 1, 2012-2028</del>	
	4/16/16	\$1,510,000	February 1, 2017-2028	2/1/25
<b>GO Utility Revenue Bonds</b>	8/10/16	\$1,795,000	February 1, 2017-2034	2/1/25

Cities frequently measure debt burden by measuring their debt levy as a percent of their total levy. The chart below shows that the City of Anoka plans to manage debt to keep the debt levy at less than 10% of the total levy. Included in this document is the cities policy on debt issuance.



## ACCOUNTING, AUDITING, AND FINANCIAL REPORTING

The key to effective financial management is to provide accurate, current, and meaningful information about the City's operations to guide decision making and enhance and protect the City's financial position.

1. The City's accounting system will maintain records on a basis consistent with generally accepted accounting standards and principles for local government accounting as set forth by the Government Accounting Standards Board (GASB) and in conformance with the State Auditor's requirements per State Statutes. This allows for modified accrual for populations exceeding 2,500, or cash basis for smaller communities.
2. The City will establish and maintain a high standard of accounting practices.
3. The City will follow a policy of full disclosure written in clear and understandable language in all reports on its financial condition.
4. The Finance Department will provide timely monthly and annual financial reports to users.
5. An independent public accounting firm will perform an annual audit and issue an opinion on the City's financial statements.
6. Annually the City Council and staff will meet with the Auditors to review the audit report.
7. **Periodic Quarterly** financial reports on budget performance will be provided to the City Council **quarterly**.

## RISK MANAGEMENT

A comprehensive risk management plan seeks to manage the risks of loss encountered in the everyday operations of an organization. Risk management involves such key components as risk avoidance, risk reduction, risk assumption, and risk transfers through the purchase of insurance. The purpose of establishing a risk management policy is to help maintain the integrity and financial stability of the City, protect its employees from injury, and reduce overall costs of operations.

1. The City will maintain a risk management program that will minimize the impact of legal liabilities, natural disasters or other emergencies through the following activities:
  - a) Loss prevention - prevent losses where possible
  - b) Loss control - reduce or mitigate losses
  - c) Loss financing - provide a means to finance losses
  - d) Loss information management - collect and analyze data to make prudent prevention, control and financing decisions
2. The City will review and analyze all areas of risk in order to, whenever possible, avoid and reduce risks or transfer risks to other entities. Of the risks that must be retained, it shall be the policy to fund the risks which the City can afford and transfer all other risks to insurers.
3. The City will maintain an active safety committee comprised of City employees.
4. The City will periodically conduct educational safety and risk avoidance programs within its various divisions.

5. The City will, on an ongoing basis, analyze the feasibility of self funding and other cooperative funding options in lieu of purchasing outside insurance in order to provide the best coverage at the most economical cost.
6. Staff will report to the Council, annually on the results of the City's risk management program for the preceding year.

## **ON-GOING ACTIONS**

Periodic review of the City's financial plan is important. Implementing the financial management plan is an on-going activity for staff and the City Council.

1. Prepare annual financial management documents as required by State Law and city policy.
  - Annual Budget
  - Annual Financial Report
2. Prepare annual funding projections and plan for projects.
  - Five Year Capital Improvement Plan
  - Equipment Replacement Plan
3. Monitor new legislation which may impact city operations and finances.
4. Prepare annual projections of property valuations, tax levies and tax rates.
5. Conduct annual review of outstanding debt to determine necessary revenue adjustments and potential to call or refinance bonds.

## GLOSSARY OF TERMS

**ACCRUAL ACCOUNTING** *The basis of accounting which recognizes revenues as they are earned and expenses as soon as a liability is incurred, regardless of related cash inflows and outflows.*

**AD VALOREM TAX** *A tax which is based on value, such as property taxes.*

**ASSIGNED FUND BALANCE** *Amounts a government intends to use for a specific purpose; intent can be expressed by the government body or by an official or body to which the governing body delegates the authority. This would include any remaining positive fund balance in all funds other than the general fund. The City Finance Director or his/her designee shall have the authority to assign fund balance. Examples include all special revenue fund balances that are not restricted or committed.*

**AUDIT** *An annual third party review of financial operations and procedures required by State Statutes.*

**BALANCED BUDGET** *A budget in which the sources of funds (revenues) is equal to the uses of funds (expenditures).*

**BASIS OF ACCOUNTING** *The technical term that describes the criteria governing the timing of the recognition of transactions and events.*

**BONDS** *A written promise to pay a sum of money at specified dates, including interest at a designated time.*

**BONDED DEBT** *The portion of City debt represented by outstanding bonds.*

**BUDGET** *A financial operations plan of proposed expenditures for a given period of time and the proposed revenues to finance them. Proposed expenditures must equal proposed revenues.*

**CAPITAL IMPROVEMENT PLAN (CIP)** *A plan for capital expenditures to be incurred each year for a fixed period of years and the estimated resources to finance the projected expenditures.*

**CAPITAL OUTLAY** *Expenditures resulting from the acquisition of fixed assets.*

**CAPITAL PROJECTS FUND** *A fund established to account for financial resources to be used for the acquisition or construction of major capital facilities.*

**COMMITTED FUND BALANCE** *Amounts that are constrained by City Council resolution for a specific purpose. Fund balance commitment resolutions must be completed before December 31st to be effective for that fiscal year and remain in effect until the commitment is changed or eliminated by Council resolution.*

*COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)* The official annual report of a government which includes combined financial statements, supporting schedules, supplementary information, extensive introductory information, and a statistical section.

*DEBT* An obligation resulting from the borrowing of money or the purchase of goods or services.

*DEBT SERVICE FUND* A fund established to account for the payment of principal and interest on debt of the City.

*EMPLOYEE SERVICES* The portion of the budget pertaining to employee salaries and related fringe benefits.

*ENTERPRISE FUND* A fund established to account for the financing of services to the general public where all or most of the costs involved are recovered primarily through user fees. (City enterprise funds are water and sewer, ice center, golf course, and storm drainage).

*EXPENDITURES* Disbursements for operating costs, debt service, capital outlay.

*FIDUCIARY FUNDS* A classification of funds that is used to account for resources that are held by the government as a trustee or agent for parties outside the government and that cannot be used to support the government's own programs.

*FISCAL DISPARITIES* Is a tax sharing pool created to distribute dollars to areas with modest tax capacity values.

*FISCAL YEAR* The twelve month period to which the annual budget applies and at the end of which the City determines its financial position. The City's fiscal year is January 1<sup>st</sup> to December 31<sup>st</sup>.

*FIXED ASSETS* Long-term tangible assets which are "fixed" in nature, such as building, land, and equipment.

*FUND BALANCE* The difference between assets and liabilities reported in a governmental fund.

*FUND* An accounting entity with a self-balancing set of accounts in which assets, liabilities, and equity are recorded for a specific activity or objective.

*FUND BALANCE* The difference between fund assets and fund liabilities. The fund balance can be used as a revenue source by decreasing an existing positive balance.

*GENERAL FUND* This fund is used to account for all general operations of the City which are necessary to provide basic governmental services.

*GENERAL OBLIGATION BONDS (G.O. BONDS)* Bonds that are backed by the full faith and credit of the City.

*GENERAL OPERATING BUDGET* The part of the operating budget which includes the general, special revenue, and capital funds. (Excludes the enterprise funds)

*GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)* Uniform minimum standards and guidelines for financial accounting and reporting. The primary authoritative body on the application of GAAP to state and local governments is the Governmental Accounting Standards Board (GASB).

*GOVERNMENT FINANCE OFFICERS ASSOCIATION (GFOA)* A nonprofit finance professional association serving over 12,600 government finance officials.

*GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB)* A seven-member board which is responsible for setting governmental accounting standards.

*GOVERNMENTAL FUNDS* A classification of funds that is typically used to account for tax-supported (governmental) activities. Included in this classification are the general fund, special revenue funds, debt service funds, capital projects funds, and permanent funds.

*GRANT* A contribution of cash or other asset from a government or other organization for a specified purpose, activity, or facility.

*INFRASTRUCTURE* Immovable assets such as roads, bridges, curbs and gutters, streets and sidewalks, drainage systems, and lighting systems that are of value only to the City.

*INTERGOVERNMENTAL REVENUE* Revenues from other governments in the form of grants, entitlements, shared revenues, or payments in lieu of taxes.

*INTERNAL SERVICE FUND* A fund established to report any activity that provides goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis.

*LEVY* The total amount of taxes or special assessments imposed by the City.

*LOCAL GOVERNMENT AID (LGA)* Unrestricted funds distributed to Cities by the State of Minnesota.

*MARKET VALUE* The value determined by the County Assessor for real estate or property used for levying taxes.

*MODIFIED ACCRUAL ACCOUNTING* The basis of accounting which recognizes increases and decreases in financial resources only to the extent that they reflect near-term inflows or outflows of cash. Revenues are recognized to the degree that they are available to finance expenditures of the fiscal period. Similarly, debt service payments and a number of specific accrued liabilities are only recognized as expenditures when payment is due because it is only at that time that they normally are liquidated with expendable available financial resources.

*NET ASSETS* The difference between assets and liabilities in the government-wide statement of net assets.

*NONSPENDABLE FUND BALANCE* Amounts that are not in a spendable form or are required to be maintained intact. Examples include prepaid items, inventory, land held for resale, and long-term receivables that are not otherwise restricted, committed, assigned, or offset by deferred revenue.

*OPERATING BUDGET* The annual financial plan for funding the costs of providing services and programs.

*OTHER CURRENT EXPENSES* The portion of the budget relating to general operations (supplies, maintenance, utilities, etc) excluding employee salaries.

*PARKS CAPITAL FUND* A fund established to account for revenues and expenditures for the purchase and maintenance of city parks.

*PROGRAM* An activity or operation created to achieve a specific purpose or objective.

*PROPRIETARY FUND* A classification of funds that is used to account for a government's business-type activities which are supported, at least in part, by fees or charges. Included in this classification are enterprise funds and internal service funds.

*RESERVES* Funds set aside for unanticipated expenditures or unforeseen emergencies, as well as to have adequate working capital for current operating needs to avoid short-term borrowing.

*RESIDENTIAL EQUIVALENT UNIT (REU)* Standardized unit of measurement used in billing utilities to property owners.

*RESTRICTED FUND BALANCE* Amounts subject to externally enforceable legal restrictions. Examples include fund balance related to unspent bond proceeds, tax increments and debt service fund balances.

*REVENUE* Funds collected as income to offset operational expenses including property taxes, charges for service, licenses & permits, etc.

*RISK MANAGEMENT* The ways and means used to avoid accidental loss or to reduce its consequences if it does occur.

*SPECIAL ASSESSMENT* A levy made against a property to defray all or part of the cost of a capital improvement or service deemed to benefit that property.

*SPECIAL REVENUE FUND* A fund established used to account for revenue which is restricted for expenditures of a designated purpose.

*TAX CAPACITY VALUE* Is the taxable portion of the market value which is based on classification rates determined by the type of property tax.

*TAX INCREMENT FINANCING (TIF)* A financing method in which bonds are secured by the anticipated incremental increase in tax revenue resulting from the redevelopment of an area.

*TAX LEVY* The amount of property taxes levied to finance operations that are not funded by other sources.

*TAXES* Compulsory charges levied by a government to finance services performed for the common benefit.

*UNASSIGNED FUND BALANCE* Residual amounts that are available for any purpose in the general fund. Unassigned fund balance will occur only in the General Fund or in other funds when there is a negative fund balance that can't be eliminated by reducing restricted, committed or assigned fund balances.

*UNRESTRICTED FUND BALANCE* The total of committed fund balance, assigned fund balance and unassigned fund balance.

## APPENDIX

### Financial Management Policies

To achieve these objectives, the City uses a set of policies to guide decision making. The policies in this section blend existing city policies with new criteria developed during this financial management planning process. The financial management policies should be reviewed periodically to maintain relevance and effectiveness.

**Purpose:** The City of Anoka has a responsibility to its citizens to plan the adequate funding of services desired by the public. This includes managing municipal finances wisely to carefully account for public funds. The financial policies are used to achieve the fiscal stability required to accomplish the City's overall goals and objectives. The accounting standards conform to Generally Accepted Accounting Principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB).

**Objectives:** In order to achieve this purpose, the financial management policies have the following objectives:

1. Provide accurate information on the full costs of program service levels.
2. Provide accurate and timely information on financial condition.
3. Provide sound principles to guide City Council and management through important decisions, which may have fiscal impacts.
4. Set operational principles which minimize the cost of doing business to the extent of reaching the desired service objectives, while minimizing financial risk.
5. To protect and enhance the City's credit rating and prevent default on any municipal debt.
6. To ensure the legal use and protection of all City funds through a good system of financial and accounting controls.

### Control of Finances

The Council shall have full authority over the financial affairs of the City and shall provide for the collection of all revenues and other assets, the auditing and settlement of accounts, and the safekeeping and disbursement of public moneys. The manager shall control and direct the administration of the City's affairs. The manager shall prepare the budget annually and submit it to the council and be responsible for its administration after adoption.

### Fiscal Year

The fiscal year of the City shall commence on the first day of January of each year.

### System of Taxation

Subject to the State Constitution, and except as forbidden by it or by State legislation, the Council shall have full power to provide by ordinance for a system of local taxation. In the taxation of real and personal property, the City shall be governed by the provisions of State law applicable to statutory cities. The council shall levy the taxes necessary to meet the requirements of the budget for the ensuing fiscal year.

## **Board of Equalization**

The Council shall constitute the Board of Equalization and in its capacity as such Board shall review, amend and equalize the work of the City Assessor pursuant to the general statutes of the State. Provided, that the Council may by ordinance provide for a Board of Equalization consisting of one or more members of the Council and two or more residents of the City who shall perform all duties imposed upon a Board of Equalization by State law and for their services shall receive such compensation as the Council may determine.

## **Financial Controls**

- a. The City will maintain an investment policy that invests available funds to the maximum extent possible, at the highest rates obtainable at the time of investment, in conformance with the legal and administrative guidelines. Any money in any fund belonging to the City, or any branch thereof, may be invested by the city according to policies adopted by the City Council.
- b. The city will maintain a strong internal control function.
- c. The city will maintain a fixed asset system to identify and protect all major City assets.
- d. The Finance Department will prepare quarterly financial reports for the City Manager and City Council.
- e. At the end of each fiscal year, a Certified Public Accounting firm will conduct an audit of the City records and a management and compliance report on internal controls will be provided to the City.
- f. No later than June 30 of each year, the city manager shall submit to the council a comprehensive annual financial report for the past year in order to keep them fully informed of the financial condition of the City. This report shall also be made available to all other interested parties.
- g. The City will annually submit its comprehensive annual financial report to the Government Finance Officers Association (GFOA) to determine its eligibility to receive the GFOA's Certificate of Achievement for Excellence in Financial Reporting.
- h. The City will annually submit its' budget document to the GFOA to determine eligibility to receive the GFOA's Distinguished Budget Presentation Award.

## **LONG RANGE FINANCIAL PLANNING**

Prior to the annual budget process, the Capital Improvement Plan (CIP) and the Equipment Replacement Plan (ERP) are reviewed and revised. The City annually adopts a 5 year plan for both Capital Improvements and Equipment needs. Departments also project beyond 5 years. Forecasting for the CIP is developed by departments for 10 years and 20 years of equipment needs. These plans are flexible tools used to help build the current year budget and forecast for future needs as they relate to long range goals and objectives of the Council. The CIP serves as a tool for implementing certain aspects of the City's comprehensive plan. Both the CIP and ERP are tools that allow for:

- a. An organized approach to planning and initiating projects
- b. Timing of financing and grant applications to fund public improvements
- c. Adequate time for design and engineering
- d. Keeping the Public informed of proposed future projects and expenditures

e. Private investors to be made aware of City long range planning

The Capital Improvement Plan section of the budget document summarizes long range goals and details of each project.

**BUDGET POLICY**

The municipal budget document is the result of months of work and planning and includes proposed revenues and expenditures for 24 separate funds. These funds are grouped into six major categories. They are:

General Fund	Capital Funds	Internal Service Funds
Special Revenue Funds	Enterprise Funds	General Debt Service Funds

Budgets are complete financial plans for the future by fund, showing all proposed expenditures and estimates of all anticipated revenues. Budgets for the general and special revenue funds will be shown in the manner prescribed by the city charter. All others funds are shown in a manner prescribed by the city manager.

The budget prepared is not only balanced, but closely reflects the expected level of spending. A review of estimated expenditures and revenues for the current year was part of the budget preparation procedure. Thus, revised current year expenditure estimates are as accurate as possible, based on actual history and anticipated needs calculated for the remainder of the year. These budget control procedures are important management tools, which we believe, allow us to make more effective use of the dollars spent in our total municipal program. As a necessary by-product, these procedures also insure compliance with charter finance requirements. The advantage is that current experience is used to refine expenditure estimates and develop the appropriation figures proposed in the next years' budget.

The budget shall be submitted to the council at a regular council meeting, in a manner prescribed by state statute and city charter, not less than 30 days prior to final approval. The budget is a public record open to public inspection. The council shall hold a public hearing on the budget and it shall make such changes therein as it deems necessary and adopt the budget by resolution.

Budgets are estimates and may be amended under the following guidelines:

**Preparation of the Annual Budget**

The city manager shall, by the first regular meeting in August, submit to the council a budget and an explanatory budget message in a form and manner as prescribed in Section 8.06. For such purpose and at such date as he/she shall determine, the city manager shall obtain from the head of each department, the character, object and details of proposed expenditures together with such other supporting data as he/she requests, including an estimate of all capital projects or capital expenditures which each department head considers should be undertaken in his/her department for the budget year and the next five years. In preparing the budget the city manager shall review the estimates, shall hold hearings thereon and may revise estimates as he/she may deem advisable.

### **Form of the Annual Budget**

The annual budget shall provide a complete financial plan of all funds for the budget year, which shall include: (a) A budget message, (b) all proposed expenditures. The General Fund budget must be balanced, meaning the proposed uses shall not exceed the proposed sources. The expenditures for general and special revenue funds shall be by organization unit or activity and shall be in parallel columns opposite the character and major or minor object of expenditure showing the amount of such expenditure for the last completed fiscal year, the amount estimated for the current budget year and the proposed expenditures for the ensuing budget year. In funds other than general and special revenue the proposed expenditures shall be presented in an understandable manner according to the discretion of the city manager. The city manager shall submit a detailed statement of revenues in columns for the general and special revenue funds for the last completed fiscal year, the amount estimated for the current budget year and the amount estimated for the next budget year. Such detail shall include the source of miscellaneous revenues, the amount of surplus of prior year revenues and the amount raised by property taxes. Revenues for self-supporting and other funds shall be presented in an understandable manner according to the discretion of the city manager. The explanatory budget message may be separate but still accompanying the budget, and be in the form and with contents as follows:

- **Budget Message – Current Operations:** The budget message submitted by the city manager to the council shall be explanatory of the budget, shall contain an outline of the proposed financial policies of the city for the budget year and shall describe in connection therewith the important features of the budget plan. It shall set forth the reasons for major changes from the previous year in cost and revenue items and shall explain any major changes in financial policy.
- **Budget Message – Capital Improvement:** As part of the budget message with relation to the proposed expenditures for capital projects stated in the budget, the city manager shall include a statement of pending capital projects and proposed new capital projects, relating the respective amounts proposed to be raised therefore by appropriations in the budget and the respective amounts, if any, proposed to be raised therefore by the issuance of bonds during the budget year.
- **Budget – Capital Program:** The city manager shall also include in the message, or attach thereto, a capital program of proposed capital projects for the five fiscal years next succeeding the budget year, together with his/her comments thereon and any estimates of costs prepared by the department of public works or other office or department. For the use of the planning commission, copies of the departmental estimates of capital projects filed with the city manager pursuant to Section 8.05 of this chapter shall be filed with the council.

Attached to the budget message shall be such supporting schedules, exhibits and other explanatory material, in respect to both current operations and capital improvements as the city manager shall believe useful to the council.

### **Passage of the Budget**

The council shall determine the place and time of the public hearing on the budget and shall

cause to be published a notice of the time and place of the public hearing to be held not less than seven days nor more than fourteen days after publication. The budget shall be a public record in the office of the city clerk open to public inspection by anyone. The city manager shall cause sufficient copies to be prepared for distribution to interested persons and civic groups. The budget meeting as advertised shall be held and adjourned from time to time and conducted so as to give interested citizens a reasonable opportunity to be heard. The budget estimates shall be read in full and the city manager shall explain the various items thereof as fully as may be deemed necessary by the council. The council shall adopt the budget no later than the last date established by law for the county auditor to levy taxes. The budget resolution shall set forth the total for each budgeted fund and each department with such segregation as to objects and purposes of expenditures as the council deems necessary for the purposes of budget control. Such resolution shall also state the amount of taxes to be levied.

Budgets are adopted on a basis consistent with generally accepted accounting principles and are defined on the same basis of accounting described further in this document (see Fund Accounting). Annually appropriated budgets are legally adopted for the general fund and certain special revenue funds. Budgeted amounts are reported as originally adopted, or as amended by the City Council. Budgeted expenditure appropriations lapse at year-end. Encumbrances represent purchase commitments. Encumbrances outstanding at year-end are reported as reservations of fund balances and the budgets associated with them are carried forward to the next year.

The City follows the procedures below in establishing the budget.

1. The city manager submits to the City Council a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the estimated revenues for the general fund, specified special revenue funds requested by City Council, enterprise funds, internal service funds, capital project funds and debt service funds. Capital projects are approved by the City Council on a per project basis.
2. Public hearings are conducted to obtain taxpayer comments.
3. The general fund budget is enacted through passage of a resolution.

### **Enforcement of the Budget**

The city manager shall strictly enforce the provisions of the budget as specified in the budget resolution. He/she shall not authorize or approve any expenditure unless an appropriation has been made in the budget resolution and there is an available unencumbered balance of the appropriation sufficient to pay the liability to be incurred. No officer or employee of the City shall place any orders or make any purchases except for the purposes authorized in the budget. Any obligation incurred by any person in the employ of the City for any purposes not in the approved budget or for any amount in excess of the amount appropriated in the budget resolution or in excess of available moneys in any fund of the city may be considered a personal obligation upon the person incurring the expenditure.

### **Altering or Adjusting the Budget**

After the budget shall have been duly adopted, the council shall have no power to increase the amounts fixed in the budget resolution, by the insertion of new items or otherwise, beyond the

estimated revenues, unless the actual receipts exceed the estimates and not beyond such actual receipts. The council may at any time, by resolution approved by a four-fifths majority of its members, reduce the sums appropriated for any purpose of the budget resolution. At the request of the manager, within the last three months of the fiscal year, the council may transfer unencumbered appropriation balances from one office, department or agency to another. All appropriations shall lapse at the end of the budget year to the extent that they shall have not been expended or lawfully encumbered.

### **Emergency Appropriation in the Budget**

The council may include an emergency appropriation as part of the budget but not to exceed three percent of the total operating appropriations made in the budget for that year. A transfer from the emergency appropriation to any other appropriation shall be made only upon the affirmative vote of four-fifths of all members of the council. The funds thus appropriated shall be used only for the purposes designated by the council.

## **DEBT POLICY**

### **City Indebtedness**

The City may borrow money and issue and sell bonds for any and all purposes authorized and subject only to the limitations provided by the general laws of the State of Minnesota applicable to cities of the same class as the City of Anoka. The issuance of bonds shall be authorized by an ordinance setting forth the purpose or purposes of the issue and the maximum amount thereof, adopted by the approving vote of four-fifths of all members of the Council; except that the Council may by resolution adopted by a similar vote, authorize the issuance of bonds to finance improvements which are to be paid for in whole or in part by special assessments, sewage disposal facilities and, without limitation, any other utility owned or to be owned and operated by the City, from which a revenue is or may be derived.

The form, maturities, interest rate or rates, redemption privileges and other terms of each issue of bonds, and the covenants to be made by the City for the security thereof, shall be established by the Council by resolution.

The full faith and credit of the City shall be pledged for the payment of all of its bonds save and except that when net revenues to be derived from the operation of any public utility or other revenue producing enterprise of the City are pledged for the payment of bonds issued for the acquisition or betterment of such utility or enterprise, such bonds may in the discretion of the Council be issued as general obligations of the City or may be made payable solely from said net revenues, without limitation of the generality of the foregoing, the Council is specifically authorized to issue general obligation bonds of the City for the purpose of financing improvements in respect of which special assessments are to be levied under the provisions of Chapter 9 of the City Charter or of any law of the State, in anticipation of levy and collection of such special assessments and payable from said special assessments and from ad valorem taxes which shall be levied for the payment of the City's share of the cost of such improvements and for the provision of the additional amounts required for the security of such bonds. Such bonds may be issued at any time after estimates of the cost of the improvements to be financed thereby

have been submitted by the City Engineer and approved by the Council, in amount sufficient to pay any part or all of the cost as determined by said estimates. In the event that the cost exceeds the estimate, the Council shall have authority to issue additional bonds in amount sufficient to pay such excess cost. In the event that the estimate exceeds the cost, the Council shall have authority to appropriate the amount of such excess out of the proceeds of the bonds to the payment of the cost of any additional improvements for which estimates have been approved, or may appropriate such amount to the sinking fund account for the payment of such bonds. The City shall have authority to protect itself by acquiring title to any property subject to special assessments for local improvements and shall have authority, by ordinance or resolution, to sell, assign, and convey the same.

### **Tax Anticipation Certificates**

At any time after January 1 following the making of an annual tax levy, the Council may issue certificates of indebtedness in anticipation of the collection of taxes levied for any fund and not yet collected. The total amount of certificates issued against any fund for any year with interest thereon until maturity shall not exceed 90 percent of the total current taxes for the fund uncollected at the time of issuance. Such certificates shall be issued on such terms and conditions as the Council may determine but they shall become due and payable not later than the 1st day of April of the year following their issuance. The proceeds of the tax levied for the fund against which tax anticipation certificates are issued and the full faith and credit of the City shall be irrevocably pledged for the redemption of the certificates in the order of their issuance against the fund.

### **Emergency Debt Certificates**

If in any year the receipts from taxes or other sources should from some unforeseen cause become insufficient for the ordinary expenses of the City, or if any calamity or other public emergency should subject the City to the necessity of making extraordinary expenditures, the Council may by resolution issue and sell on such terms and in such manner as the Council determines emergency debt certificates to run not to exceed two years. A tax sufficient to pay principal and interest on such certificates with the margin required by law shall be levied as required by law. The resolution authorizing an issue of such emergency debt certificates shall state the nature of the emergency and be approved by a majority of all members of the Council, and the full faith and credit of the City shall be irrevocably pledged for the redemption of the certificates in the order of their issuance.

## **INVESTMENT POLICY**

### **I. Purpose.**

The purpose of this investment policy is to set forth the investment and operational policies for the management of the public funds of the City of Anoka. These policies are designed to ensure the prudent management of public funds, the availability of operating funds when needed and an investment return competitive with comparable funds.

## **II. Objective.**

The primary objectives, in priority order, of investment activities shall be:

1. **Safety** - Safety of principal is the most important objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.
2. **Liquidity** - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.
3. **Investment** - The investment portfolio shall be designed with the objective of attaining a market rate of return throughout the budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of least importance compared to the safety and liquidity objectives described above.

## **III. Standards of Care.**

1. **Prudence** - The standard of prudence to be applied by the investment officer shall be the "prudent investor rule", which stated "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived." The prudent investor rule shall be applied in the context of managing the overall portfolio. The investment officer, acting in accordance with this policy and exercising due diligence, shall not be held personally responsible for a specific security's credit risk or market price changes.
2. **Delegation of Authority** - Authority to manage and operate the investment program is granted to the Finance Director. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Finance Director. The Finance Director shall be responsible for all transactions undertaken and shall establish a system of internal controls to regulate the activities of subordinate officials.

#### **IV. Safekeeping and Custody.**

1. Authorized Financial Dealer and Institutions - A list will be maintained of financial institutions and security broker/dealers authorized to provide investment services. This list will be updated annually. Broker/Dealers may only hold city investments to the SIPC **or additional insurance** coverage amount, **whichever is greater**. Any excess securities shall be delivered to the city's custodian.
2. Internal Controls - The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to ensure that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived; and (2) the valuation of the costs and benefits requires estimates and judgments by management.

#### **V. Suitable and Authorized Investments.**

1. Investment types - Investments by the City are restricted to the permissible investments under Minnesota Statutes 118A.04, 118A.05, and 118A.06. The City may diversify its investments by using the following instruments:
  - a) U.S. government obligations, U.S. government agency obligations, and U.S. government instrumentality obligations, which have a liquid market with a readily determinable market value;
  - b) Canadian government obligations (payable in local currency), certificates of deposit and other evidences of deposit at financial institutions, bankers acceptances, and commercial paper, rated in the highest tier (e.g., A1, P1, F1 or D1 or higher) by a nationally recognized rating agency;
  - c) investment-grade obligations of state, provincial and local governments and public authorities;
  - d) repurchase agreements whose underlying purchased securities consist of the foregoing; and
  - e) money market mutual funds regulated by the Securities and Exchange Commission and whose portfolios consist only of dollar-denominated securities.
2. Collateralization – In accordance with State Law, full collateralization will be required on Certificates of Deposits (amounts exceeding the FDIC level), funds on deposit and repurchase agreements.

## **VI. Investment Parameters**

1. Diversification - The investments will be diversified by security type and institution.
2. Maximum Maturities - To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than ten (10) years from the date of purchase.

## **VII. Reporting Methods**

The Finance Director shall prepare an investment report quarterly, including a management summary that provides a clear picture of the status of the current investment portfolio. This management summary will be prepared in a manner which will allow the City to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the City Manger and will include the following:

1. A listing of individual securities held at the end of the reporting period including broker and issuer.
2. Unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of the securities.
3. Listing of investments by maturity date.
4. Summary of investments by custodial risk credit risk.

## **VIII. Policy Exemption**

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of the policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

## **IX. The City of Anoka Investment Policy shall be ratified annually.**

# **COUNCIL MEMO**

Agenda Item # 12.1

**Meeting Date:** February 6, 2017  
**Agenda Section:** Updates and Reports  
**Item Description:** Fourth Quarter Financial Report  
**Submitted By:** Lori Yager, Finance

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## **BACKGROUND INFORMATION**

Attached are the fourth quarter financial reports.

## **FINANCIAL IMPACT**

None

## **REQUESTED COUNCIL ACTION**

View presentation

## **REQUIRED VOTE**

None

# Memorandum

**Date:** 2/6//16  
**To:** Greg Lee  
**Cc:** Mayor and Councilmembers  
**From:** Lori Yager  
**RE:** December 2016 Financial Report

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Attached are financial reports for the period ending December 31, 2016 along with some comparative information. After **brief** analysis, some general comments can be made in regards to the quarterly reports for the City. There will be a final year-end report after the completion of the annual audit.

## GENERAL FUND REVENUES

General fund revenues are up about \$757,800 or 7% over last year at this time. Property tax revenues are up \$875,000 or 16% over 2015. Intergovernmental revenue is also up \$61,000 or 3% over last year. In addition, miscellaneous and transfers-in are up slightly. All other revenues are down compared to 2015. There was less permit activity in 2016 compared to 2015.

## GENERAL FUND EXPENDITURES

Overall general fund expenditures are up \$2.5 million or 25% compared to last year at this time. Excluding transfers out, operating expenditures increased 6% over last year at this time. The majority of the increase occurs within the Police department with the addition of four new full-time security positions and a new police officer. Wages and benefit expenditures are up 6.8% or \$424,000. Professional service spending increased by \$64,000, with the work involving the Riverplace relocation. Contractual services expense also increased by \$117,000. The seal coating and street maintenance projects were increased in 2016. Also there was additional funding for uniforms in the police department. The Fire department contract increased 7.3% over last year. Transfers out to other funds increased \$1.9 million with transfers to building and park capital, garage and debt service funds. The remaining costs had various increases or decreases offsetting each other overall. Community Development, Police and Recreation departments are over budget and will require budget adjustments for 2016. Overall expenditures are under budget in the general fund. All budget adjustments will be brought to the Council on March 6<sup>th</sup> for approval.

## RESERVES

**Governmental fund reserves** are decreasing in total by about (\$5.2) million. This includes, general, special revenue, debt service, capital and TIF funds. The decrease occurred primarily in the City and HRA TIF district funds with purchasing and relocating the Riverplace counciling center, building the parking lot north of city hall, continued planning for Greenhaven parkway, Walker Senior housing development and paying debt service for ramp. The city's **general** fund reserves are at about 45% of total operating general fund expenditures or \$4.7 million. The City Council has committed to use about \$200,000 of the reserves for debt service in 2017.

## ENTERPRISE FUNDS

All City enterprise funds reflect "net" incomes except sewer, golf and refuse. Sewer disposal costs increased \$130,000 over 2015. Golf shows a loss after depreciation is taken into account. Refuse fund continues to use about \$1,000 in fund balance to cover internal costs. . Electric, Sewer, Liquor and Golf all have decreases in cash. Electric transferred almost \$1.4 million to other funds in 2016 and borrowed funds to CRTV, Greens of Anoka and South Ferry TIF districts. Sewer purchased a vactor truck for \$400,000. Liquor purchased property next to the east store. Golf purchased carts in 2016.

## GENERAL COMMENTS

Total cash and investments are down about (\$500,000) compared to last year. Cash would be down further except there is \$1.5 million in an escrow account to pay for the crossover refunding due February 1, 2017. There is also \$1 million remaining from the storm water revenue bond issue which is to be depleted in 2017.

The general fund graphs illustrate where revenues and expenditures are derived and spent. It compares those figures for years 2012 thru 2016 with period end dates of December 31st.

Included also are a spreadsheets and graphs depicting current and historical operations for the enterprise funds and the general fund.

CITY OF ANOKA

2016 FINANCIAL REPORT - DECEMBER

GENERAL FUND

Year To Date 12 Months 100% of Year

	<u>2016 Budget</u>	<u>Year to Date</u>	Percentage Received/ Expended <u>2016</u>
<u>Revenues</u>			
Property Taxes	\$ 6,303,575	\$ \$6,204,612	98.43%
Franchise Fees	966,000	967,124	100.12%
Licenses and Permits	444,350	471,256	106.06%
Intergovernmental Revenue	2,146,355	2,160,041	100.64%
Charges for Services	1,067,550	1,067,462	99.99%
Fines and Forfeitures	86,750	61,664	71.08%
Interest Earnings	45,000	31,991	71.09%
Community Event Center	82,000	87,649	106.89%
Other Miscellaneous	77,275	190,664	246.73%
Transfers In	394,000	394,000	100.00%
<b>Total</b>	<b>\$ 11,612,855</b>	<b>\$ 11,636,463</b>	<b>100.20%</b>
<u>Expenditures</u>			
Mayor/Council	\$ 96,665	\$ 92,209	95.39%
Administrative Services	453,655	374,438	82.54%
Finance	461,710	452,289	97.96%
Legal	201,500	166,003	82.38%
Planning & Inspections	518,025	453,078	87.46%
Community Development	105,475	151,370	143.51%
Municipal Building	485,875	366,002	75.33%
Police	4,552,855	4,781,558	105.02%
Fire	592,000	591,931	99.99%
Public Works	1,637,485	1,250,303	76.36%
Recreation	1,106,490	1,118,302	101.07%
Park Maintenance	826,510	728,872	88.19%
Unallocated	2,167,650	2,096,415	96.71%
<b>Total</b>	<b>\$ 13,205,895</b>	<b>\$ 12,622,770</b>	<b>95.58%</b>
<b>Sources (Uses) of Fund</b>			
<b>Balance</b>	<b>(\$1,593,040)</b>	<b>(\$986,307)</b>	

CITY OF ANOKA

**FOUR YEAR COMPARATIVE FINANCIAL REPORT  
FOR THE PERIOD ENDING DECEMBER 31, 201X**

GENERAL FUND

	2016	2015	2014	2013
<b>Revenues</b>				
Property Taxes	\$6,204,612	\$5,329,192	\$5,298,101	\$5,475,539
Franchise Fees	967,124	979,433	967,141	977,721
Licenses and Permits	471,256	626,408	484,371	343,817
Intergovernmental Revenue	2,160,041	2,098,278	2,008,829	1,432,608
Charges for Services	1,067,462	1,120,364	1,117,929	1,088,748
Fines and Forfeitures	61,664	76,072	85,154	79,874
Interest Earnings	31,991	51,228	120,000	(74,207)
Community Center	87,649	89,796	147,432	0
Other Miscellaneous	190,664	142,924	0	85,086
Transfers In	394,000	365,000	360,000	700,000
<b>Total</b>	<b>\$11,636,463</b>	<b>\$10,878,695</b>	<b>\$10,588,957</b>	<b>\$10,109,186</b>
<b>Expenditures</b>				
Mayor/Council	\$92,209	\$95,488	\$94,762	\$83,479
Administrative Services	374,438	322,478	372,508	362,800
Finance	452,289	415,405	402,450	382,525
Legal	166,003	187,801	174,179	180,450
Planning/Inspections	453,078	423,917	464,003	457,233
Community Development	151,370	86,737	123,322	131,554
Municipal Building	366,002	412,408	328,318	345,414
Police	4,781,558	4,385,214	4,227,948	3,968,492
Fire	591,931	551,459	535,500	808,183
Public Works	1,250,303	1,206,991	1,198,042	1,237,801
Recreation	1,118,302	1,070,789	1,021,637	890,383
Park Maintenance	728,872	770,071	740,685	763,732
Unallocated	71,765	67,256	79,418	48,623
Transfers	2,024,650	94,000	1,200,000	750,000
<b>Total</b>	<b>\$12,622,770</b>	<b>\$10,090,014</b>	<b>\$10,962,772</b>	<b>\$10,410,669</b>
Sources of Fund Balance	(\$986,307)	\$788,681	(\$373,815)	(\$301,483)

CITY OF ANOKA

**FOUR YEAR COMPARATIVE FINANCIAL REPORT  
FOR THE PERIOD ENDING DECEMBER 31, 201X**

GENERAL FUND

	2016	2015	2014	2013
<b>Revenues</b>				
TAXES	\$6,204,612	\$5,329,192	\$ 5,298,101	\$ 5,475,539
FRANCHISE FEES	967,124	979,433	967,141	977,721
LICENSE & PERMITS	471,256	626,408	484,371	343,817
INTERGOVERNMENTAL	2,160,041	2,098,278	2,008,829	1,432,608
CHARGES FOR CURRENT SERV	1,067,462	1,120,364	1,117,929	1,088,748
FINES & FORFETURES	61,664	76,072	85,154	79,874
INTEREST EARNINGS	31,991	51,228	120,000	(74,207)
COMMUNITY CENTER	87,649	89,796	147,432	0
MISCELLANEOUS	190,664	142,924	0	85,086
TRANSFER IN	394,000	365,000	360,000	700,000
<b>Total</b>	<b>\$11,636,463</b>	<b>\$10,878,695</b>	<b>\$10,588,957</b>	<b>\$10,109,186</b>
<b>Expenditures</b>				
PERSONAL SERVICES	\$6,696,371	\$6,272,066	\$6,422,196	\$ 5,953,530
SUPPLIES	171,508	202,785	217,473	200,589
PROFESSIONAL SERVICES	1,246,771	1,182,999	1,176,202	1,105,043
CONTRACTUAL SERVICES	1,572,923	1,455,452	1,266,461	1,442,988
FIRE CONTRACT SERVICES	591,931	551,459	535,500	808,183
CAPITAL	277,704	290,577	83,341	110,836
MISCELLANEOUS	40,912	40,676	61,599	39,500
TRANSFERS OUT	2,024,650	94,000	1,200,000	750,000
<b>Total</b>	<b>\$12,622,770</b>	<b>\$10,090,014</b>	<b>\$10,962,772</b>	<b>\$10,410,669</b>
Sources of Fund Balance	(\$986,307)	\$788,681	(\$373,815)	(\$301,483)

MAJOR FUNDS

FINANCIAL STRENGTH ANALYSIS - 4TH QTR 2016	2016 ANALYSIS					Projected Increase (Decrease) Over 2015		Total 4 Year Change (2013-2016 proj)		4 Year Avg Change (2013-2016 proj)	
	2013	2014	2015	YTD 12/31/16	Projected YE 2016	\$	%	\$	%	\$	%
General fund unassigned fund balance	4,191,499	4,814,642	5,647,410	4,668,351	4,668,351	(979,059)	-17.34%	(146,291)	-3.49%	(36,573)	-0.76%
General fund cash balance	6,139,271	5,079,122	6,006,419	\$4,863,923	4,863,923	(1,142,496)	-19.02%	(1,275,348)	-20.77%	(318,837)	-5.77%
Overall city cash position	34,689,713	35,996,680	30,438,521	29,980,979	29,980,979	(457,542)	-1.50%	(4,708,734)	-13.57%	(1,177,184)	-3.59%
<b>Special Revenue funds</b>											
Parking cash	914,197	844,637	762,765	668,206	668,206	(94,559)	-12.40%	(245,991)	-26.91%	(61,498)	-7.71%
Parking committed fund balance	908,185	841,878	746,523	659,580	659,580	(86,943)	-11.65%	(248,605)	-27.37%	(62,151)	-7.88%
<b>Debt Service funds</b>											
Debt Service cash	438,421	7,756,656	553,209	1,983,273	1,983,273	1,430,064	258.50%	1,544,852	352.37%	386,213	14.40%
Debt Service fund balance	443,168	7,661,468	459,205	1,936,436	1,936,436	1,477,231	321.69%	1,493,268	336.95%	373,317	14.22%
<b>Capital funds</b>											
Street Renewal cash	323,441	13,571	266,541	554,411	554,411	287,870	108.00%	230,970	71.41%	57,743	19.95%
Street Renewal fund balance	182,810	(791,125)	277,809	654,570	654,570	376,761	-135.62%	471,760	258.06%	117,940	145.58%
State Aid Construction cash	279,136	649,682	233,908	236,799	236,799	2,891	1.24%	(42,337)	-15.17%	(10,584)	-3.03%
State Aid assigned fund balance	303,216	651,471	233,851	237,632	237,632	3,781	1.62%	(65,584)	-21.63%	(16,396)	-4.60%
Park cash	599,407	348,214	335,450	554,365	554,365	218,915	65.26%	(45,042)	-7.51%	(11,261)	-2.45%
Park fund balance	-287,821	237,248	298,332	556,315	556,315	257,983	86.48%	844,136	-293.29%	211,034	104.98%
Enterprise TIF cash	3,021,545	1,740,297	1,649,039	202,920	202,920	(1,446,119)	-87.69%	(2,818,625)	-93.28%	(704,656)	-42.62%
Enterprise TIF unassigned fund balance	0	(413,485)	641,640	(827,329)	(827,329)	(1,468,969)	228.94%	(827,329)		(206,832)	138.08%
Commuter Rail TIF cash		483,186	10,169	154,961	154,961	144,792	1423.86%	154,961		38,740	11.95%
Commuter Rail TIF unassigned fund balance		(1,371,901)	(2,449,485)	(2,967,708)	(2,967,708)	(518,223)	-21.16%	(2,967,708)		(741,927)	21.86%
Greens of Anoka TIF cash		32,710	25,056	69,126	69,126	44,070	175.89%	69,126		17,282	27.24%
Greens of Anoka TIF unassigned FB		(812,290)	(1,097,010)	(1,373,545)	(1,373,545)	(276,535)	25.21%	(1,373,545)		(343,386)	20.92%
<b>Internal Service funds</b>											
Garage fund cash	586,363	403,995	153,241	539,993	539,993	386,752	252.38%	(46,370)	-7.91%	(11,593)	-2.75%
Garge unassigned net position	615,498	423,982	138,333	533,536	533,536	395,203	285.69%	(81,962)	-13.32%	(20,491)	-4.79%
Information Services cash	91,302	208,016	252,784	308,300	308,300	55,516	21.96%	216,998	237.67%	54,250	25.22%
Information Services unassigned net position	90,496	206,377	240,909	290,584	290,584	49,675	20.62%	200,088	221.10%	50,022	24.15%
Insurance fund cash	1,000,543	937,814	1,071,986	1,269,422	1,269,422	197,436	18.42%	268,879	26.87%	67,220	6.28%
Insurance unassigned net position	1,043,242	1,072,422	1,121,068	1,211,195	1,211,195	90,127	8.04%	167,953	16.10%	41,988	3.78%
<b>Enterprise funds</b>											
Electric fund cash	13,625,167	10,081,414	11,459,648	9,421,278	9,421,278	(2,038,370)	-17.79%	(4,203,889)	-30.85%	(1,050,972)	-9.43%
Electric unassigned net position	16,867,679	14,582,321	14,025,435	14,762,762	14,762,762	737,327	5.26%	(2,104,917)	-12.48%	(526,229)	-3.49%
Water fund cash	1,625,960	1,783,292	1,654,693	2,075,081	2,075,081	420,388	25.41%	449,121	27.62%	112,280	6.29%
Water unassigned net position	1,504,391	1,625,079	1,298,289	1,713,065	1,713,065	414,776	31.95%	208,674	13.87%	52,169	3.40%
Liquor fund cash	1,132,764	1,113,858	1,159,736	930,362	930,362	(229,374)	-19.78%	(202,402)	-17.87%	(50,601)	-4.67%
Liquor fund unassigned net position	1,557,455	1,441,722	1,139,528	861,733	861,733	(277,795)	-24.38%	(695,722)	-44.67%	(173,931)	-13.91%
Golf fund cash	352,590	418,001	391,245	211,168	211,168	(180,077)	-46.03%	(141,422)	-40.11%	(35,356)	-10.30%
Golf fund unassigned net position	332,396	357,069	36,402	(168,282)	(168,282)	(204,684)	-562.29%	(500,678)	-150.63%	(125,170)	-89.79%

CITY OF ANOKA

2016 FINANCIAL REPORT - DECEMBER

STATUS OF RESERVES

<u>Fund</u>	<u>Beginning Balance 1/1/2016</u>	<u>Balance 12/31/2016</u>	<u>Dollar Difference</u>	<u>Balance 12/31/2015</u>
General Fund	\$ 5,669,513	\$ 4,683,206	\$ (986,307)	\$ 5,669,513
Urban Development	922,804	1,017,732	94,928	922,804
Cemetary	396,598	460,292	63,694	396,598
City Parking	746,523	659,579	(86,944)	746,523
Debt Service funds	459,205	1,936,436	1,477,231	459,205
Bldg Improvement Projects	(411,393)	(227,915)	183,478	(411,393)
State Aid Construction	233,851	237,632	3,781	233,851
Street Renewal Projects	277,810	484,169	206,359	277,810
Park Dedication	79,626	62,890	(16,736)	79,626
Park Capital Projects	128,375	410,313	281,938	128,375
Aquatic Center Projects	90,332	83,112	(7,220)	90,332
City Tax Increment Districts	2,607,051	(1,839,559)	(4,446,610)	2,607,051
Central Garage Fund	138,333	533,536	395,203	138,333
Data Processing Fund	240,909	290,584	49,675	240,909
Insurance Fund	1,121,068	1,257,029	135,961	1,121,068
Housing & Redevel.	1,094,804	851,193	(243,611)	1,094,804
HRA Tax Increment Districts	882,245	(1,098,291)	(1,980,536)	882,245
CASH AND INVESTMENTS - ALL FUNDS				
	<u>12/31/2015</u>	<u>12/31/2016</u>		
Total City Cash & Investments	\$ 30,438,521	\$ 29,980,979	(457,542)	

CITY OF ANOKA

ENTERPRISE FUNDS  
Year to Date, December 31, 2016

	<u>Electric</u>	<u>Water</u>	<u>Sewer</u>	<u>Storm Sewer</u>	<u>Liquor</u>	<u>Golf Course</u>	<u>Refuse</u>	<u>Recycling</u>
Revenue	\$ 27,765,731	\$ 1,763,747	\$ 2,147,188	\$ 489,061	\$ 4,117,401	\$ 977,121	\$ 114,859	\$ 239,211
Power/Disposal/CGS	20,461,686		1,371,849		3,165,683	70,255	100,869	209,308
Operating Expense	<u>4,711,836</u>	<u>888,284</u>	<u>537,206</u>	<u>162,547</u>	<u>788,813</u>	<u>853,031</u>	<u>16,628</u>	<u>77,989</u>
<b>Operating Income(Loss)</b>	<b>2,592,209</b>	<b>875,463</b>	<b>238,133</b>	<b>326,514</b>	<b>162,905</b>	<b>53,835</b>	<b>(2,638)</b>	<b>(48,086)</b>
Non-Operating Revenue (Expense)	<u>(2,317,986)</u>	<u>(311,851)</u>	<u>(300,706)</u>	<u>(72,897)</u>	<u>(59,349)</u>	<u>(101,611)</u>	<u>1,261</u>	<u>57,113</u>
Net Income (Loss)	\$ 274,223	\$ 563,612	\$ (62,573)	\$ 253,617	\$ 103,556	\$ (47,776)	\$ (1,377)	\$ 9,027
Capital Outlay	(1,421,271)	(448,828)	(774,113)	(827,363)	(374,650)	(222,648)	0	0
Cash Balance 12/31/15	\$ 11,459,648	\$ 1,654,793	\$ 1,004,931	\$ 18,463	\$ 1,159,736	\$ 391,245	\$ 122,979	\$ 106,627
Cash Balance 12/31/16	\$ 9,421,278	\$ 2,075,081	\$ 528,417	\$ 1,310,025	\$ 930,362	\$ 211,168	\$ 121,064	\$ 115,935
<b>Cash Variance</b>	<b>(2,038,370)</b>	<b>420,288</b>	<b>(476,514)</b>	<b>1,291,562</b>	<b>(229,374)</b>	<b>(180,077)</b>	<b>(1,915)</b>	<b>9,308</b>
<b>Explanation of Cash Variances</b>	<b>internal transfers</b>	<b>operating income</b>	<b>capital improvements</b>	<b>issue debt</b>	<b>purchased property</b>	<b>purchased equipment</b>	<b>operating loss</b>	<b>operating income</b>

CITY OF ANOKA

**CURRENT AND HISTORIC QUARTERLY REPORT FOR ENTERPRISE FUND OPERATIONS**  
(no capital, construction or depreciation)

For the Quarter Ending December 31

	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
<b>ELECTRIC</b>					
OPERATING REVENUE	27,765,731	27,968,233	27,406,129	25,757,858	24,506,822
Power/Disposal/CGS	20,461,686	19,903,451	19,814,739	19,622,946	18,238,698
OPERATING EXPENSE	<u>4,711,836</u>	<u>3,812,574</u>	<u>3,743,655</u>	<u>3,569,061</u>	<u>3,402,450</u>
OPERATING INCOME (LOSS)	2,592,209	4,252,208	3,847,735	2,565,851	2,865,674
% change in Power Cost	<b>2.8%</b>	<b>0.4%</b>	<b>1.0%</b>	<b>7.6%</b>	<b>3.0%</b>
<b>WATER</b>					
OPERATING REVENUE	1,763,747	1,606,698	1,489,934	1,614,435	1,726,207
OPERATING EXPENSE	<u>888,284</u>	<u>890,306</u>	<u>947,373</u>	<u>967,401</u>	<u>847,523</u>
OPERATING INCOME	875,463	716,392	542,561	647,034	878,684
<b>SEWER</b>					
REVENUE	2,147,188	2,097,836	2,052,380	2,056,585	2,045,200
Power/Disposal/CGS	1,371,849	1,246,041	1,270,580	1,280,463	1,154,982
OPERATING EXPENSE	<u>537,206</u>	<u>543,277</u>	<u>495,895</u>	<u>463,349</u>	<u>480,993</u>
OPERATING INCOME	238,133	308,518	285,905	312,773	409,225
<b>LIQUOR</b>					
REVENUE	4,117,401	4,174,041	4,179,462	4,067,548	3,970,832
Power/Disposal/CGS	3,165,683	3,157,252	3,253,385	3,145,575	3,059,281
OPERATING EXPENSE	<u>788,813</u>	<u>783,848</u>	<u>719,939</u>	<u>669,807</u>	<u>651,645</u>
OPERATING INCOME	162,905	232,941	206,138	252,166	259,906
<b>GOLF</b>					
REVENUE	977,121	931,322	913,354	848,183	1,009,109
Power/Disposal/CGS	70,255	62,733	79,590	75,568	76,237
OPERATING EXPENSE	<u>853,031</u>	<u>854,956</u>	<u>763,085</u>	<u>833,204</u>	<u>861,584</u>
OPERATING INCOME (LOSS)	53,835	13,633	70,679	(60,589)	71,288

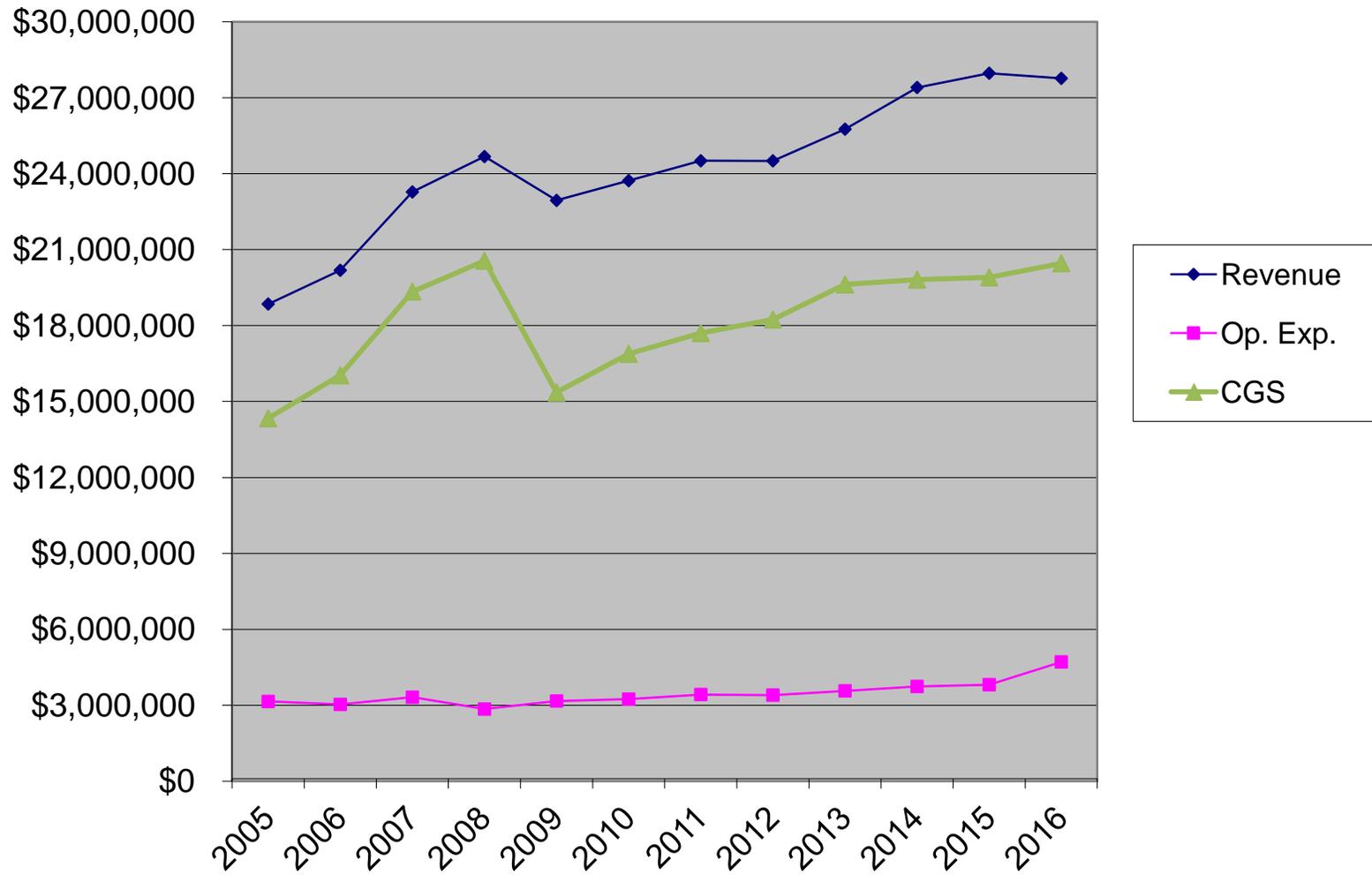
CITY OF ANOKA

**CURRENT AND HISTORIC QUARTERLY REPORT FOR ENTERPRISE FUND OPERATIONS**  
(no capital, construction or depreciation)

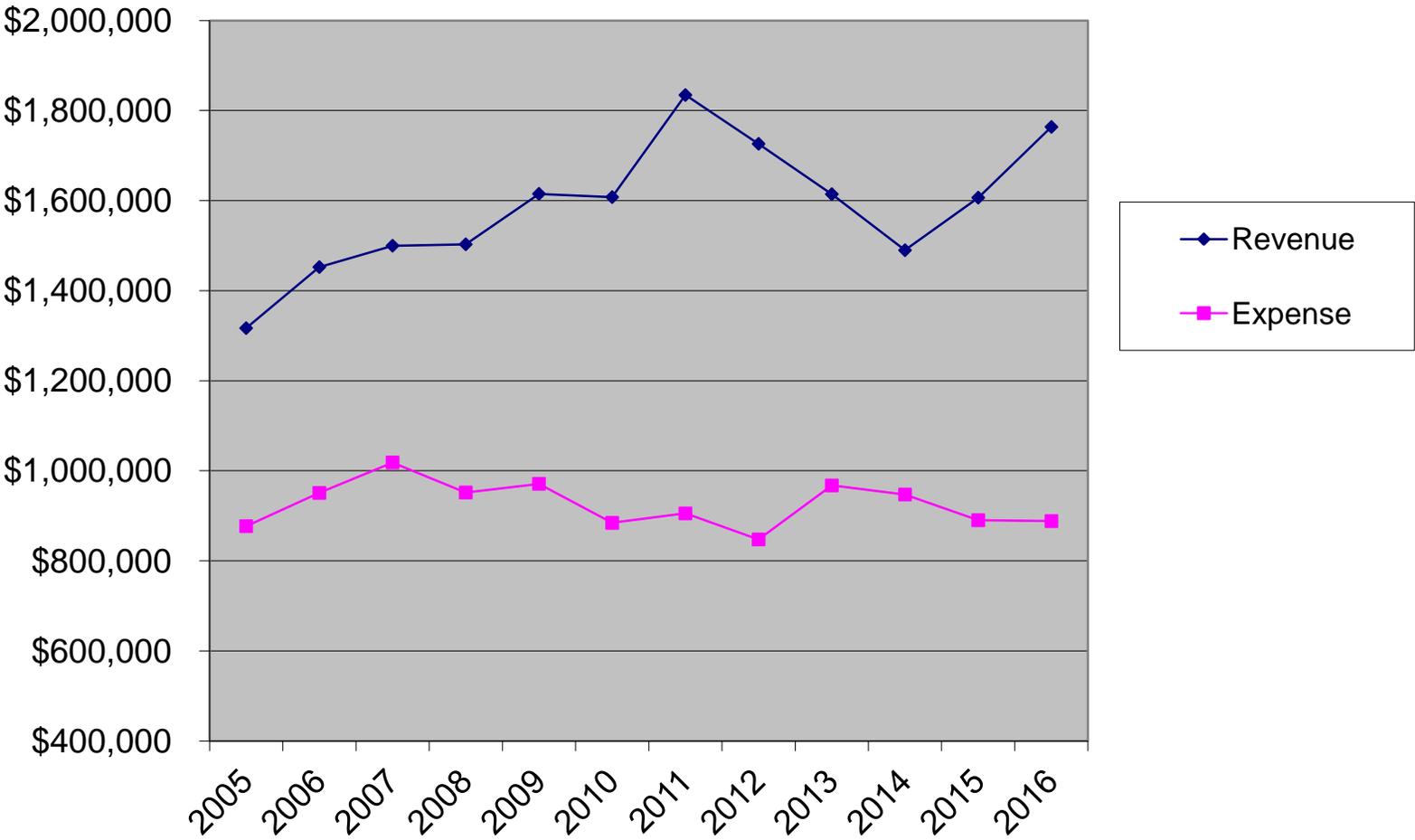
For the Quarter Ending December 31

	<b>2016</b>	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
<b>STORM SEWER</b>					
REVENUE	489,061	472,283	471,678	471,251	420,954
OPERATING EXPENSE	<u>162,547</u>	<u>135,228</u>	<u>113,286</u>	<u>143,595</u>	<u>116,734</u>
OPERATING INCOME (LOSS)	326,514	337,055	358,392	327,656	304,220
<b>REFUSE</b>					
REVENUE	114,859	111,711	133,959	154,338	169,868
DISPOSAL COSTS	100,869	107,287	119,941	139,852	155,274
OPERATING EXPENSE	<u>16,628</u>	<u>18,474</u>	<u>17,378</u>	<u>21,641</u>	<u>22,573</u>
OPERATING INCOME	(2,638)	(14,050)	(3,360)	(7,155)	(7,979)
<b>RECYCLING</b>					
REVENUE	239,211	236,021	236,453	218,777	238,314
DISPOSAL COSTS	209,308	152,240	199,708	197,621	188,898
OPERATING EXPENSE	<u>77,989</u>	<u>52,589</u>	<u>72,235</u>	<u>73,737</u>	<u>65,014</u>
OPERATING INCOME	(48,086)	31,192	(35,490)	(52,581)	(15,598)

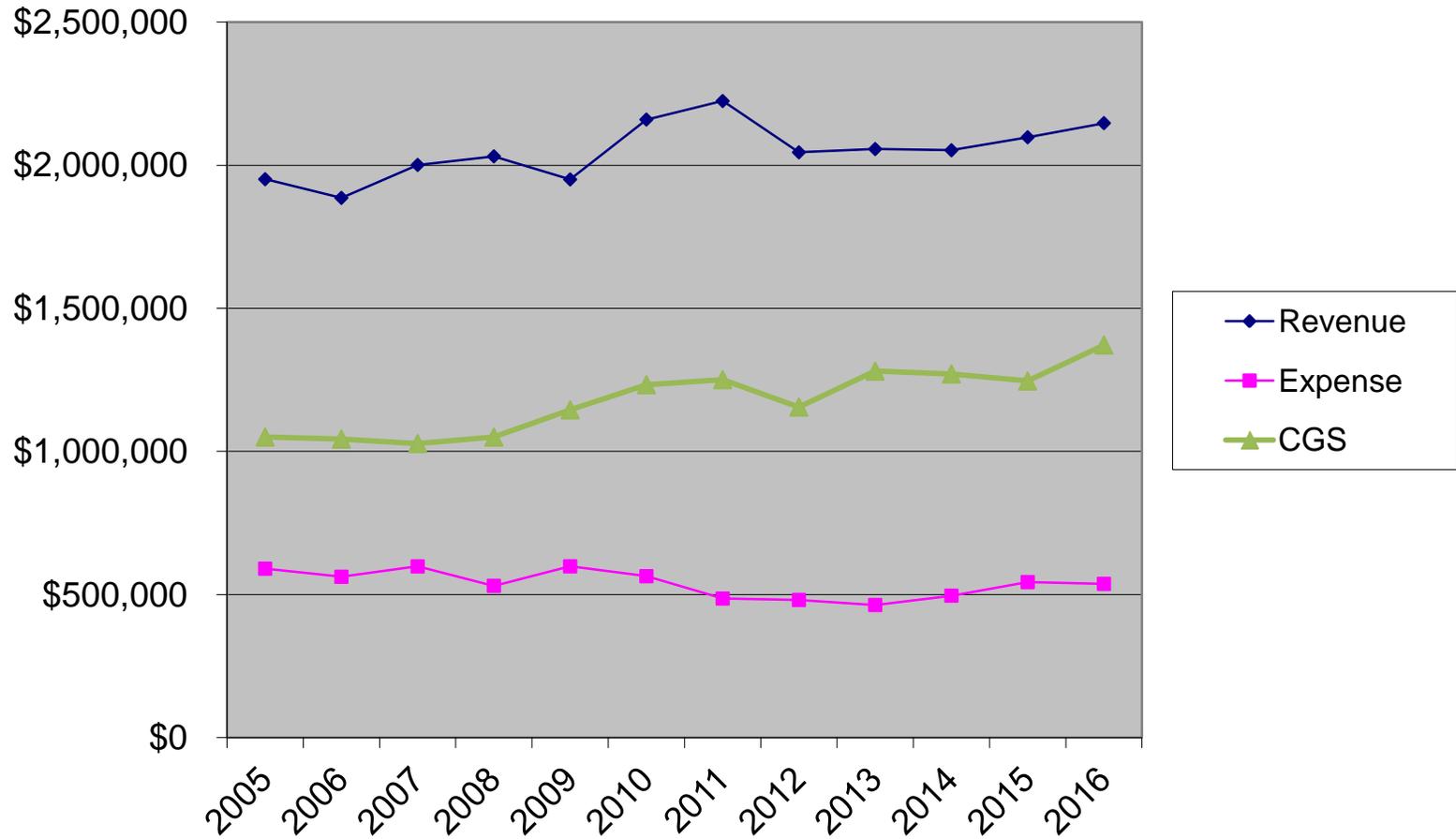
## Electric Operating Revenue and Expense as of December 31, 20XX



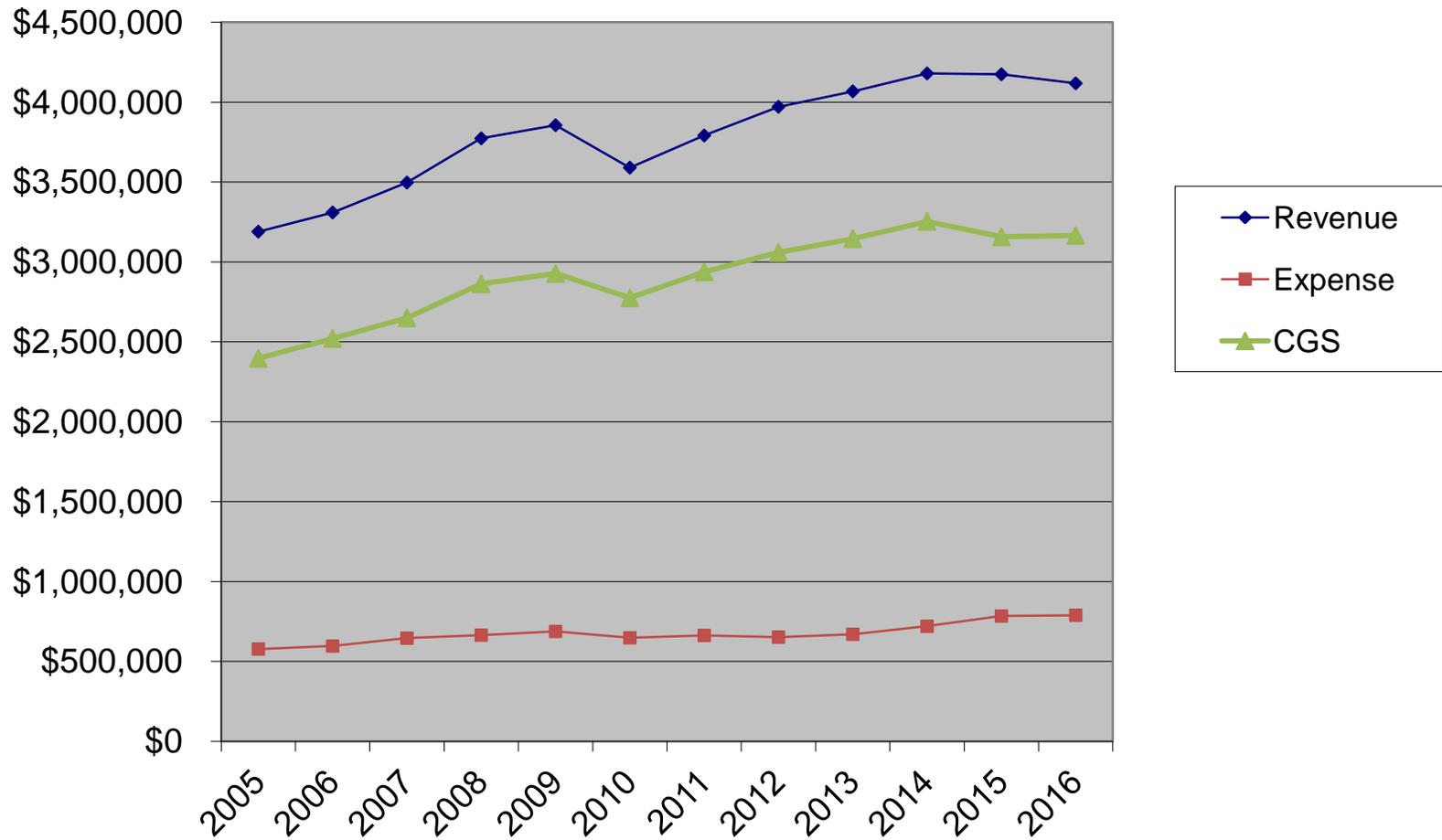
# Water Operating Revenue and Expense as of December 31, 20XX



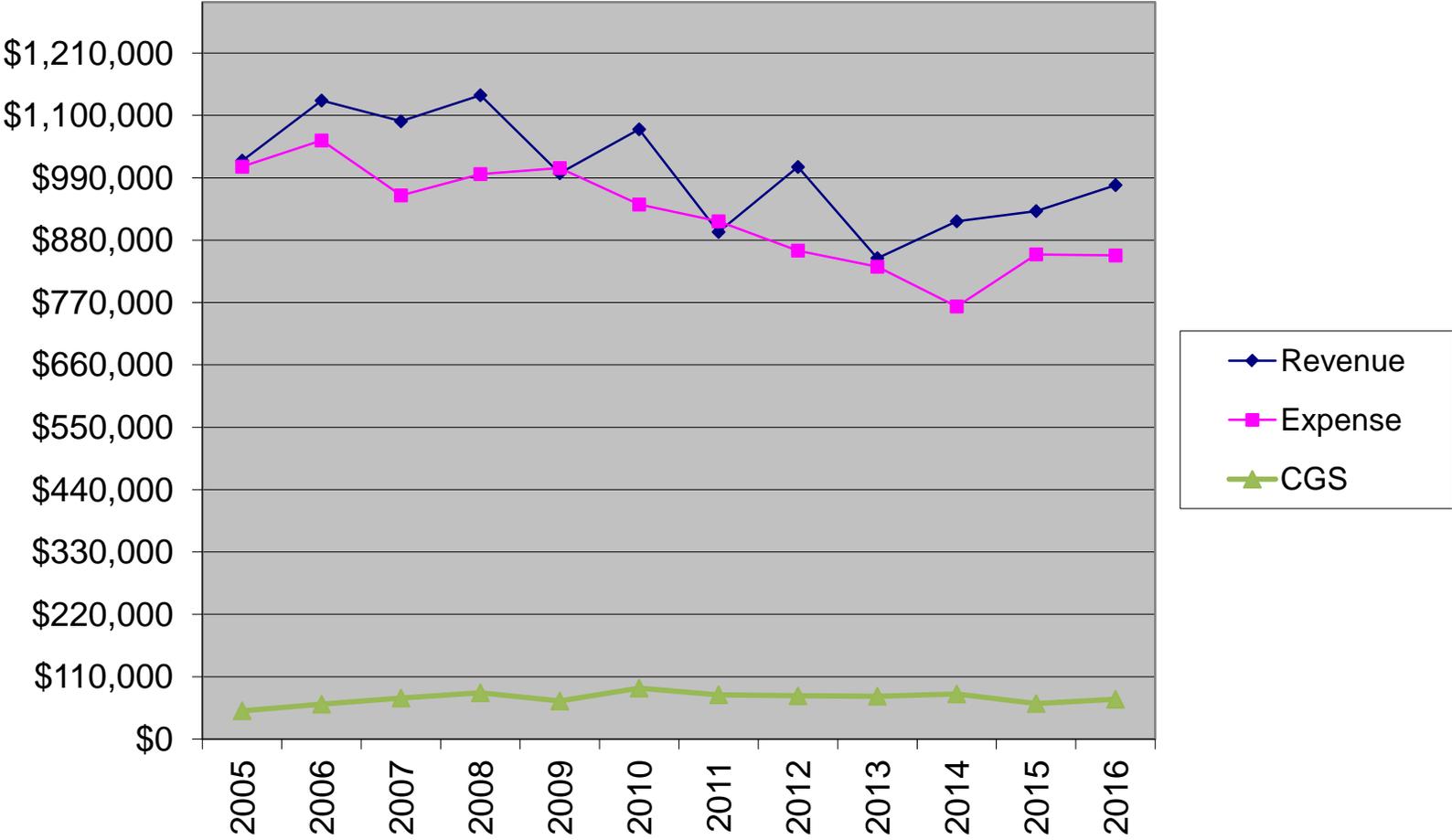
## Sewer Operating Revenues and Expense as of December 31, 20XX



## Liquor Operating Revenue and Expense as of December 31, 20XX



### Golf Operating Revenue and Expense as of December 31, 20XX



FOURTH QUARTER 2016 INVESTMENT ACTIVITY

Broker	Description	PURCHASED		Maturity	# of			Accrued	Interest	Interest	Interest	Estimated
		Date	Amount	Date	days to	Cost	PAR	Interest	Received	Received	Received	Yield
					maturity			Through	YTD	LTD		(365 day)
								Last Period				
<b>SALES ACTIVITY</b>												
US ITC	FM Comm bk	12-8-15	245,000	10-6-16	303	244,755	245,000		1,023.64	(6.71)		0.620%
US ITC	Safra Bk	1-11-16	248,000	10-6-16	269	248,000	248,000		1,303.19			0.713%
US Bank	BA	8-8-16	238,508	10-14-16	67	238,233	238,508		275.21			0.629%
US ITC	Everbank	7-30-15	248,000	10-28-16	456	248,000	248,000		2,013.89			0.650%
US ITC	Farm Credit	9-1-15	750,000	10-28-16	423	749,250	750,000		11,901.88			1.456%
US ITC	First Business	12-8-15	245,000	11-9-16	337	245,000	245,000		1,596.86	(126.53)		0.650%
US ITC	FNMA	1-7-16	500,000	11-15-16	313	502,745	500,000		5,881.94			0.732%
US ITC	Farm Credit	11-18-15	500,000	11-18-16	366	500,000	500,000		14,350.00			2.862%
US Bank	BA	6-15-16	198,850	11-25-16	163	198,130	198,850		720.28			0.811%
US ITC	GE Capital Retail	12-2-11	100,000	12-2-16	1,827	100,000	100,000		2,105.76	8,405.78		2.100%
US ITC	Centrix Bank, Nev	1-6-12	245,000	12-28-16	1,818	245,000	245,000		3,193.72	12,670.19		1.300%
<b>TOTAL</b>			<u>3,518,358</u>						<u>39,066.89</u>	<u>(133.24)</u>		

**PURCHASE ACTIVITY**

US Bank	BA	10-26-16	364,404	1-09-17	75	363,888	364,404	454.29				0.689%
US Bank	BA	11-4-16	256,168	1-31-17	88	255,686	256,168	312.31				0.781%
US Bank	BA	12-5-16	364,329	2-16-17	73	363,775	364,329	197.34				0.760%
US ITC	FNMA	12-6-16	500,000	2-8-18	429	499,390	500,000	1,733.69	(1,434.03)			0.979%
US ITC	FNMA	11-29-16	750,000	2-08-18	436	749,150	750,000	2,598.78	(2,023.44)			0.970%
US ITC	United Bankers	12-16-16	245,000	2-16-18	427	245,000	245,000	105.72				1.050%
US ITC	Wex bank	12-9-16	245,000	3-9-18	455	245,000	245,000	147.67				1.000%
US ITC	FHLB	12-6-16	300,000	3-19-18	468	299,448	300,000	741.25	(561.46)			1.019%
US ITC	Freddie Mac	12-6-16	500,000	4-9-18	489	497,928	500,000	850.60	(593.75)			1.059%
US ITC	FHLB	12-6-16	1,000,000	4-25-18	505	1,001,220	1,000,000	2,051.80	(1,281.25)			1.037%
US ITC	Ally Bank	11-25-16	245,000	5-25-18	546	245,000	245,000	302.05				1.250%
US ITC	Tompkins Trust	12-16-16	245,000	6-15-18	546	245,000	245,000	110.75				1.100%
US ITC	Clearfield	12-15-16	245,000	6-15-18	547	245,000	245,000	118.14				1.100%
US ITC	Freddie Mac	10-28-16	750,000	10-26-18	728	750,000	750,000	1,380.82	0.00			1.050%
US ITC	FNMA	11-25-16	1,000,000	8-25-21	1,734	1,000,000	1,000,000	1,849.32				1.875%
US ITC	Freddie Mac	10-27-16	750,000	10-27-21	1,826	750,000	750,000	2,270.55				1.700%
<b>TOTAL</b>			<u>7,759,901</u>									

GOVERNMENTAL FUNDS  
BALANCE SHEET  
As of Dec 31, 2016

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT FUNDS	BUILDING IMPROVEMENT FUND	STATE AID & STREET RENEWAL FUND	PARK CAPITAL FUNDS	TIF FUNDS	2016 TOTAL GOVERNMENTAL FUNDS	YEAR ENDED 2015 TOTAL GOVERNMENTAL FUNDS
<b>ASSETS</b>									
CASH & INVESTMENTS	\$4,863,823	\$2,112,055	\$1,983,273	\$216,837	\$491,210	\$554,365	\$605,154	\$10,826,717	\$11,310,422
RECEIVABLES	196,611	84,922	14,655	763	1,790,320	1,948	37,764	2,126,983	2,307,276
DUE FROM OTHER FUNDS							2,557,500	2,557,500	2,657,500
INVENTORY	14,854							14,854	15,221
LAND HELD FOR RESALE	85,154			241,921	2,525,556		2,669,930	5,522,561	5,642,054
PREPAID EXPENSE	7,067								10,019
<b>TOTAL ASSETS</b>	<b>5,167,509</b>	<b>2,196,977</b>	<b>1,997,928</b>	<b>459,521</b>	<b>4,807,086</b>	<b>556,313</b>	<b>5,870,348</b>	<b>21,048,615</b>	<b>21,942,492</b>
<b>LIABILITIES</b>									
ACCOUNTS PAYABLE	196,444	18,466		11,368	85,791	0	67,691	379,760	761,808
DUE TO OTHER FUNDS				676,068	0		7,610,174	8,286,242	5,336,242
DEFERRED REVENUES	287,860	10,453	61,492		1,773,937		32,043	2,165,785	2,021,222
<b>TOTAL LIABILITIES</b>	<b>484,304</b>	<b>28,919</b>	<b>61,492</b>	<b>687,436</b>	<b>1,859,728</b>	<b>0</b>	<b>7,709,908</b>	<b>10,831,787</b>	<b>8,119,272</b>
<b>FUND BALANCE</b>									
NONSPENDABLE	14,854			241,921	2,525,556		5,227,430	8,009,761	8,221,657
RESTRICTED			1,936,436					1,936,436	546,128
COMMITTED		2,168,058						2,168,058	2,093,916
ASSIGNED					421,802	556,313		978,115	1,521,011
<b>UNASSIGNED</b>	<b>4,668,351</b>			<b>(469,836)</b>			<b>(7,066,990)</b>	<b>(2,868,475)</b>	<b>1,440,508</b>
<b>TOTAL FUND BALANCE</b>	<b>4,683,205</b>	<b>2,168,058</b>	<b>1,936,436</b>	<b>(227,915)</b>	<b>2,947,358</b>	<b>556,313</b>	<b>(1,839,560)</b>	<b>10,223,895</b>	<b>13,823,220</b>
<b>LIABILITIES &amp; FUND BALANCE</b>	<b>\$5,167,509</b>	<b>\$2,196,977</b>	<b>\$1,997,928</b>	<b>\$459,521</b>	<b>\$4,807,086</b>	<b>\$556,313</b>	<b>\$5,870,348</b>	<b>\$21,055,682</b>	<b>\$21,942,492</b>

PROPRIETARY FUNDS  
BALANCE SHEET  
As of Dec 31, 2016

YEAR  
ENDED  
2015  
TOTAL  
PROPRIETARY  
FUNDS

	ELECTRIC FUND	WATER FUNDS	SEWER & STORM SEWER FUNDS	LIQUOR FUND	GOLF FUND	REFUSE & RECYCLING FUND	INTERNAL SERVICE FUNDS	TOTAL PROPRIETARY FUNDS	
<b>ASSETS</b>									
CASH & INVESTMENTS	\$9,421,278	\$2,075,081	\$2,038,442	\$930,362	\$211,168	\$236,999	\$2,117,715	\$17,031,045	\$18,130,765
RECEIVABLES	3,118,955	183,115	301,308	3,319	1,905	32,805	7,447	3,648,854	3,747,932
DUE FROM OTHER FUNDS	6,003,742	0	0	0	0			6,003,742	2,953,742
INVENTORY/DEF RESOURCE	221,891	31,738	28,072	736,418	80,400	2,845	82,346	1,183,710	1,881,578
CAPITAL ASSEST	47,633,789	17,360,077	13,615,668	1,795,854	4,163,698		5,293,049	89,862,135	85,266,778
ACCUMULATED DEPR	<u>(24,246,310)</u>	<u>(8,499,990)</u>	<u>(4,715,092)</u>	<u>(1,207,536)</u>	<u>(2,627,782)</u>		<u>(3,786,637)</u>	<u>(45,083,347)</u>	<u>(42,490,747)</u>
Total	42,153,345	11,150,021	11,268,398	2,258,417	1,829,389	272,649	3,713,920	72,646,139	69,490,048
<b>LIABILITIES</b>									
ACCOUNTS PAYABLE	1,796,460	56,692	41,483	270,136	6,552	9,530	50,787	2,231,640	2,239,280
SALARIES PAYABLE	165,847	22,423	22,423	54,961	45,736	4,205	75,572	391,167	1,051,277
DEPOSITS	1,131,945			200	0			1,132,145	1,244,876
DUE TO OTHER FUNDS			275,000					275,000	275,000
DEFERRED REV/LIAB	1,493,227	278,517	227,846	430,469	370,205	23,092		2,823,356	2,641,771
BONDS PAYABLE		225,000	1,795,000		0			2,020,000	440,000
ACCRUED INTEREST PAYABLE		<u>5,500</u>			<u>0</u>			<u>5,500</u>	<u>5,500</u>
TOTAL LIABILITIES	4,587,479	588,132	2,361,752	755,766	422,493	36,827	126,359	8,878,808	7,897,704
RESTRICTED EQUITY	23,387,479	8,860,087	8,900,576	588,318	1,535,916		1,506,412	44,778,788	42,776,031
FUND EQUITY	<u>14,178,387</u>	<u>1,701,802</u>	<u>6,070</u>	<u>914,333</u>	<u>(129,020)</u>	<u>235,822</u>	<u>2,081,149</u>	<u>18,988,543</u>	<u>18,816,313</u>
TOTAL EQUITY	37,565,866	10,561,889	8,906,646	1,502,651	1,406,896	235,822	3,587,561	63,767,331	61,592,344
TOTAL LIABILITIES & EQUITY	\$42,153,345	\$11,150,021	\$11,268,398	\$2,258,417	\$1,829,389	\$272,649	\$3,713,920	\$72,646,139	\$69,490,048

2016  
4th QUARTER  
FINANCIAL REPORTS

CITY OF ANOKA

# City of Anoka - Big Picture

Total city revenues are about the same when compared to December 31, 2015.

Tax revenue is up \$875,000 in the general fund but down over (\$2 million) in the TIF district funds.

Issued debt for crossover refunding \$1.5 million.

Enterprise revenues remained fairly flat except in water where the city had a rate increase.

Accrual entries have not been completed for all funds.

# City of Anoka - Big Picture

Total city expenditures are down (\$2.2 million) when compared to December 31, 2015.

(\$7.3) million debt service bond refund payment in 2015.

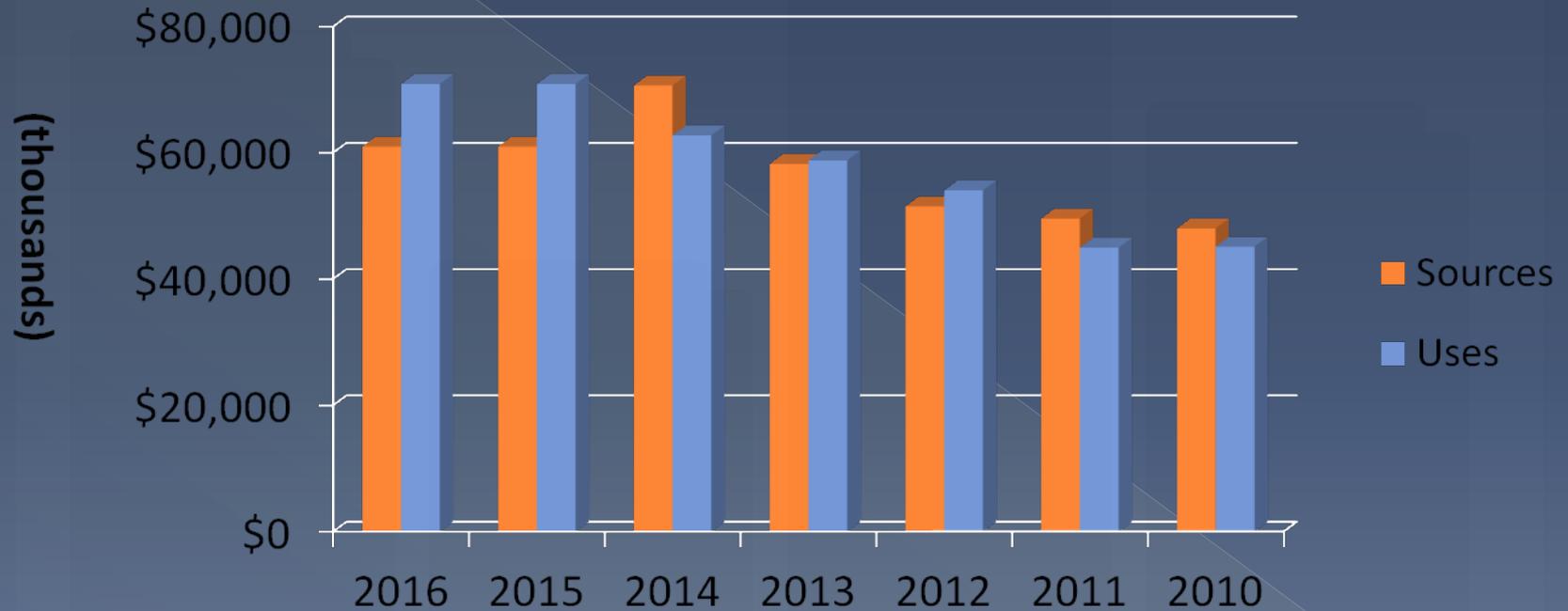
General fund transfers to other funds - up \$2 million

Street renewal expenses down (\$1 million)

TIF expenditures are up \$4 million

(year end adjustments are yet to be made for all funds.)

# Current and historic Sources and Uses



# GENERAL FUND REVENUES

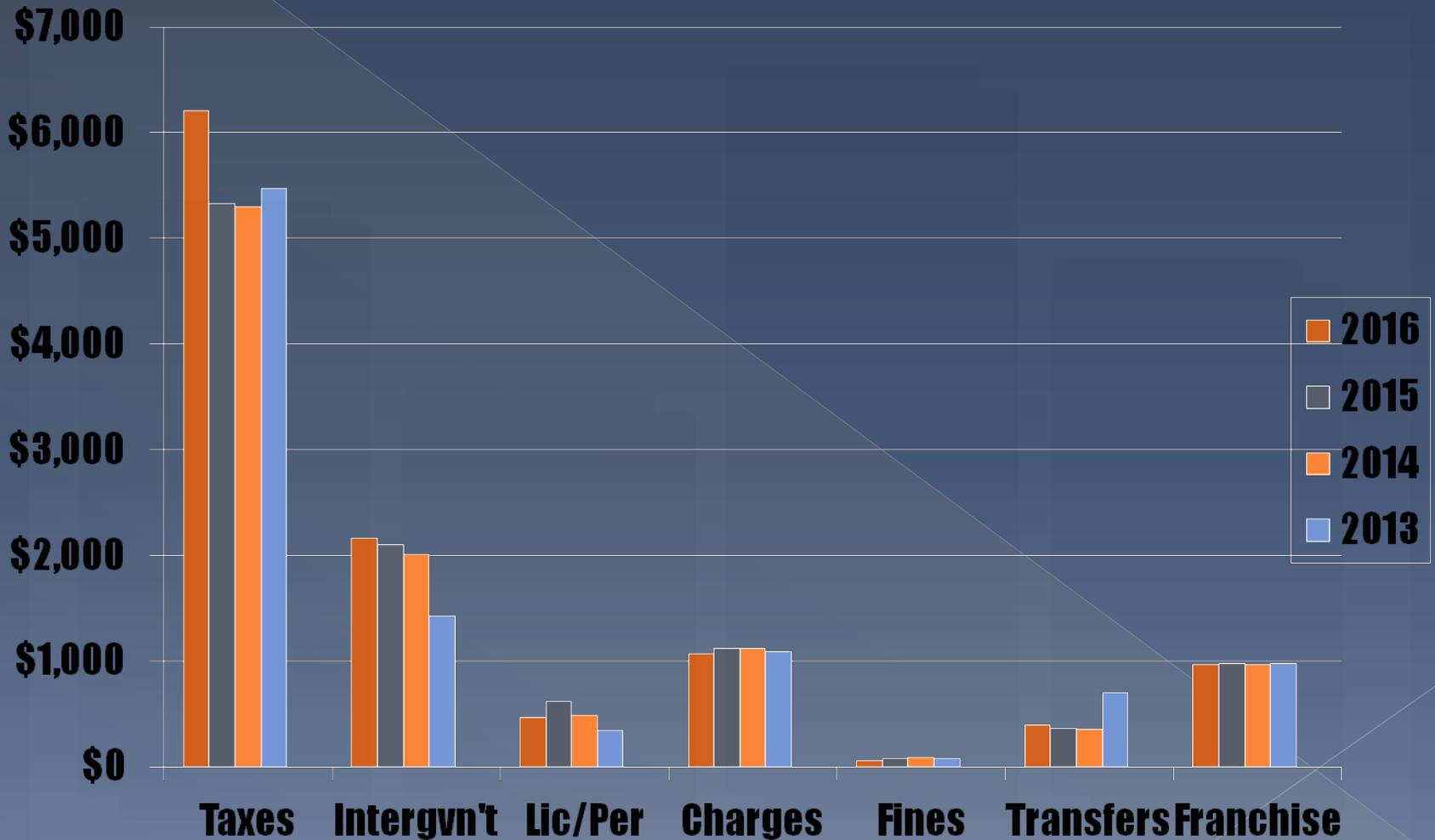
(December 31)

General fund revenues increased by \$758,000

Property taxes	\$875,000
Franchise fees	(\$ 12,000)
License & Permits	(\$155,000)
Intergovernmental	\$ 62,000
Charges/Miscellaneous	(\$ 53,000)
Fines	(\$ 14,000)
Interest	(\$ 19,000)
Other	\$ 74,000

# GENERAL FUND REVENUE COMPARISON

(in thousands)



# GENERAL FUND EXPENDITURES

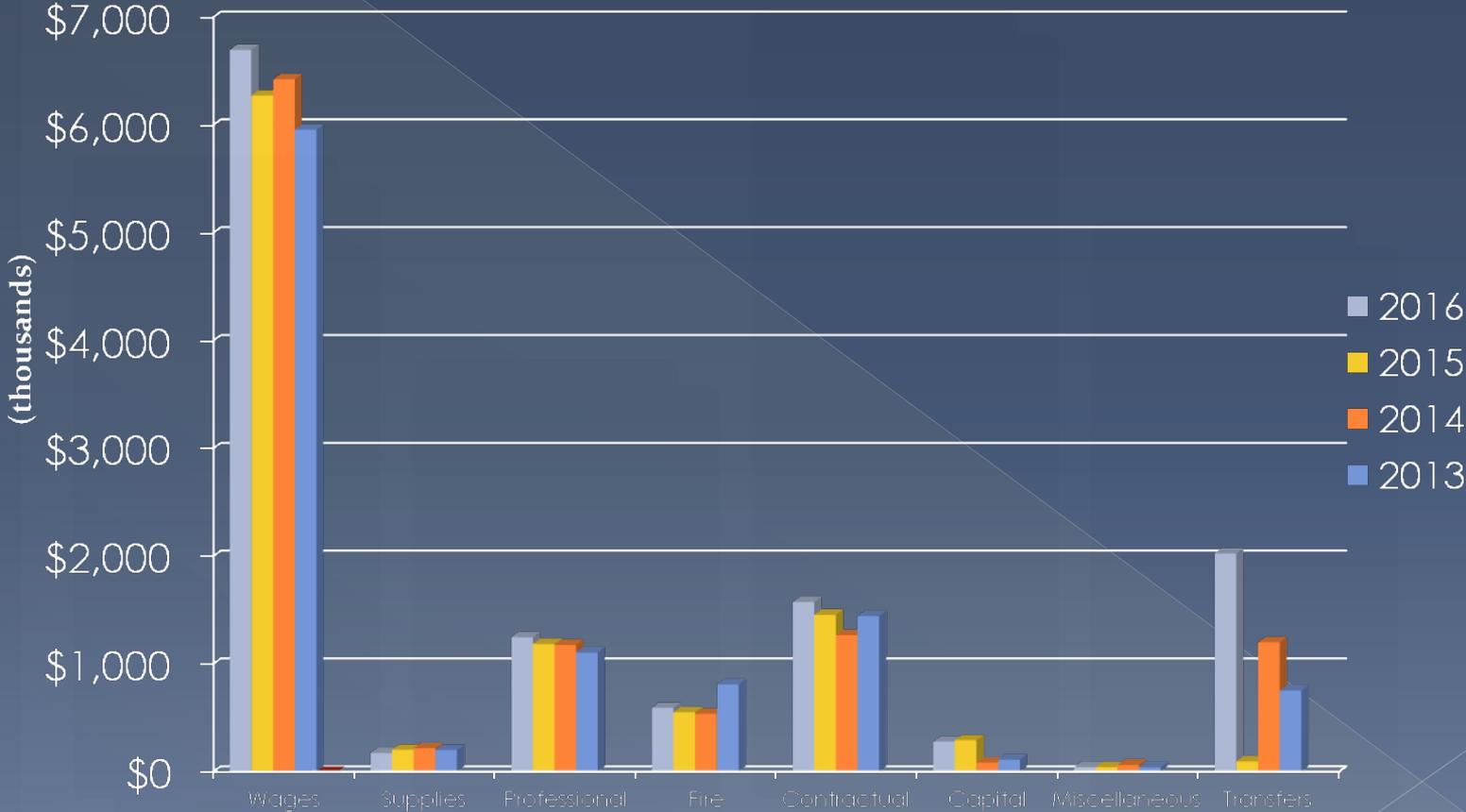
- General fund expenditures are up \$2,533,000 compared to 2015.

The biggest change is transfers out to other funds increased \$1.9 million.

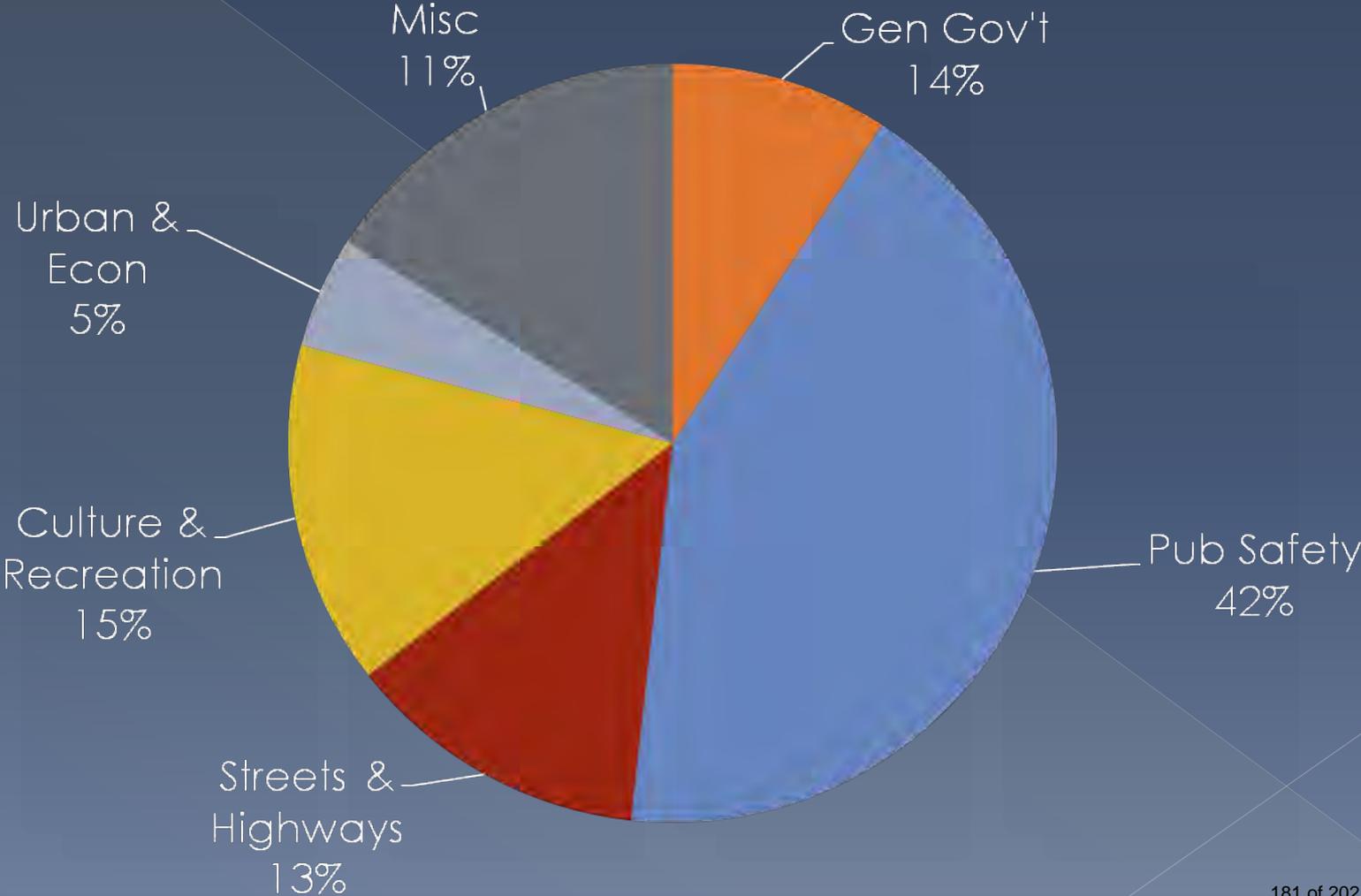
The city also saw increases in salaries as a result of new security and police positions and a 3% wage increase, \$424,000. There was also increases in professional services for the Riverplace relocation and increased seal coating projects.

There is a 6% increase in total “operating” costs in 2016.

# GENERAL FUND EXPENDITURE COMPARISON (in thousands)



# GENERAL FUND EXPENDITURES



# SPECIAL REVENUE FUNDS

The City has six special revenue funds. They include along with current fund balances;

- Urban Redevelopment - \$1,018,000
- Round-up - \$5,000
- Police Forfeiture - \$107,000
- Cemetery/Perpetual Care - \$460,000
- City Parking - \$660,000
- Lodging Tax – (MN Metro North Tourism) - \$15,000

Revenues for all these funds total \$405,000.

Expenditures total \$333,000.

Revenues in these funds are used to pay for specific expenses related to the purpose designated within each fund.

# CAPITAL FUNDS

- The city has six capital project fund types to provide sources for infrastructure and capital improvements, they include along with current fund balances;
- Building Improvement – (\$228,000)
- State Aid Construction – \$238,000
- Street Renewal – \$484,000
- Park Dedication – \$63,000
- Park Capital – \$410,000
- Aquatic Construction - \$83,000

Good news here is that we continue to improve almost every capital improvement fund balance since 2014.

# TAX INCREMENT FUNDS

- The city has eight Tax Increment fund types to provide sources for investing in infrastructure and redevelopment throughout the city, they include along with current fund balances;
- Commuter Rail Transit Village – (\$2,968,000)
- Greens of Anoka – (\$1,374,000)
- Enterprise Park – (\$827,000)
- Historic Rum River - \$93,000
- South Ferry – (\$1,087,000)
- HRA Central Business – (\$193,000)
- HRA Business Core – (\$164,00)
- HRA South Business Dist. – (982,688)

Although there are many negative fund balances reflected in the TIF districts, it is common practice to spend TIF funds prior to receiving them, prompting the negative fund balances. The majority of future TIF revenues will be used to pay existing and future debt for TIF projects.

# GOVERNMENTAL FUND RESERVES

The following changes occurred in governmental fund type reserves.

- General fund decreased (\$986,000)
- Special Revenue funds increased \$72,000
- Debt service funds increased \$1.5 million
- Capital Improvement funds increased \$652,000
- Tax increment funds decreased by (\$4.4 million)

# INTERNAL SERVICE FUNDS

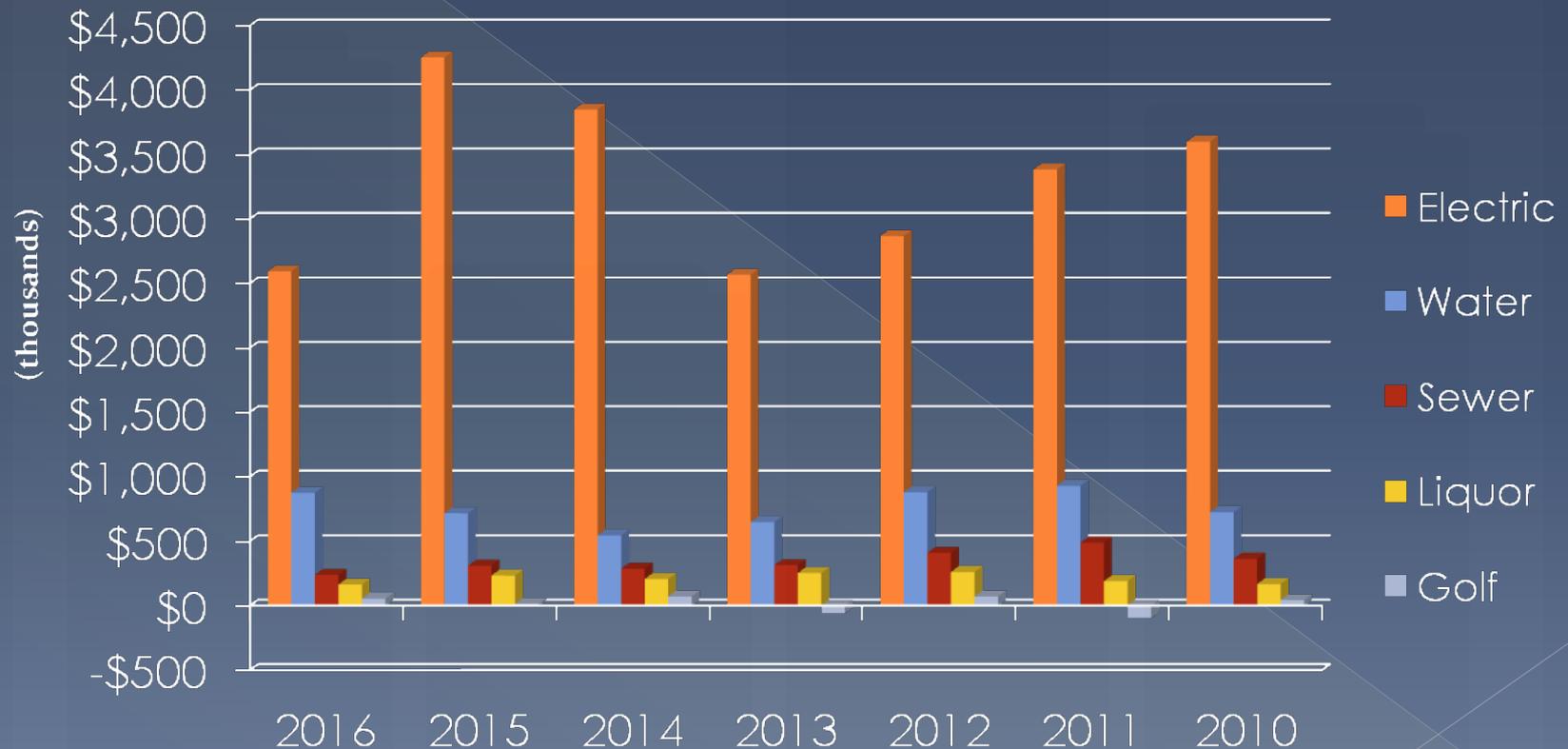
- Data processing has a working capital balance of \$291,000, up \$50,000 from last year.
- The central garage fund has a working capital balance of \$534,000, up about \$395,000.
- The insurance fund has a working capital balance of \$1,257,000, up about \$136,000.

# ENTERPRISE FUNDS

- All enterprise funds are reflecting net income as of December 31, 2016, except for Sewer, Golf & Refuse.
- The Golf course experiences net losses after depreciation.
- Sewer disposal costs increased \$130,000
- Only Water, Storm Water and Recycling experienced increases in cash.
- Electric transferred \$1.4 million to other funds.

# ENTERPRISE FUNDS

## Operating Income as of December 31 (excluding depreciation , transfers & interest)



# CASH AND INVESTMENTS

- Total cash and investments are down (\$500,000) compared to last year at this time.
- The average return on investments for the year ending December 2016 is less than 1%.
- 4<sup>th</sup> quarter investment activity included maturities of \$3.5 million and purchases of \$7.8 million.

## QTRLY INVESTMENT ACTIVITY

### 4<sup>th</sup> QTR Sales Activity

BA's	\$ 437,358
CD's	1,331,000
Agency's	<u>1,750,000</u>
TOTAL	\$ 3,518,358

### 4<sup>th</sup> QTR Purchase Activity

BA's	\$ 984,901
Cd's	1,225,000
Agency's	<u>5,550,000</u>
TOTAL	\$ 7,759,901

# TYPE OF INVESTMENTS

□ Certificates of Deposit	■ \$ 6,071,005
□ Agency's	■ \$14,997,806
□ Bankers Acceptance	■ \$ 983,349
□ Municipal Bonds	■ \$ 3,324,469
□ Money Market Funds	■ <u>\$ 3,135,033</u>
TOTAL	\$28,511,662

# MATURITY OF INVESTMENTS

□ 2017	■ \$13,306,452
□ 2018	■ \$ 7,635,340
□ 2019	■ \$ 1,729,538
□ 2020	■ \$ 3,116,455
□ 2021 - 2022	■ <u>\$ 2,723,877</u>
TOTAL	\$28,511,662

# OVERALL REPORT

THE CITY OF ANOKA's financial  
HEALTH remains VERY solid

# **COUNCIL MEMO**

Agenda Item # 12.2

**Meeting Date:** 02-06-2017  
**Agenda Section:** Updates & Reports  
**Item Description:** Tentative Agendas  
**Submitted By:** Amy Oehlers, City Clerk

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## **BACKGROUND INFORMATION**

Attached are the tentative agenda(s) for future meeting(s).

## **FINANCIAL IMPACT**

None.

## **REQUESTED COUNCIL ACTION**

Request Council review and discuss upcoming agenda(s).

## **REQUIRED VOTE**

There is no vote requirement on this agenda item.



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## CITY COUNCIL GOALS SESSION

Monday, February 13, 2017

Dinner: 5:00 pm

Meeting: 5:30 pm

Green Haven Golf Course & Event Center-East Room

**Purpose:**           2016 City Accomplishments  
                          Setting Goals for 2017-2018

\*\*\*\*\*



# City Council - Regular Meeting

## Tuesday, February 21, 2017 - 7:00 p.m.

### Council Chambers

*(meeting will be cablecast)*

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **COUNCIL MINUTES**
  - 3.1 February 6, 2017 Regular Mtg.
4. **OPEN FORUM** *\*The open forum is an opportunity for the public to address the City Council concerning items not listed on the agenda. Please raise your hand to be recognized by the Mayor or member officiating the meeting. Approach the podium and state your full name and address for the record. Rules of Conduct as listed in the public folder provided at the entrance of the Council Chambers must be adhered to.*
  - 4.1 Police Activity Update.
5. **PUBLIC HEARING(S)**
6. **CONSENT AGENDA**
  - 6.1 Verified Bills.
  - 6.2 Revising & Setting Council Calendars.
7. **REPORTS OF OFFICERS, BOARDS & COMMISSIONS**
  - 7.1 Planning Items:
8. **PETITIONS, REQUESTS & COMMUNICATION**
9. **ORDINANCES & RESOLUTIONS**
  - 9.1 RES/Brisbin Area SRP; Approve Plans & Specifications and Authorize Advertisement for Bid.
  - 9.2 RES/Christian Hill SRP; Approve Plans & Specifications and Authorize Advertisement for Bid.
  - 9.3 RES/Adopting 2017-2018 City Goals.
  - 9.4 ORD/Sale of Property; Bunker Industrial Site. (1<sup>st</sup> reading)
  - 9.5 ORD/Sale of Property at Green Haven Golf Course Site; Lenar. (1<sup>st</sup> reading)
10. **UNFINISHED BUSINESS**
11. **NEW BUSINESS**
12. **UPDATES & REPORTS**
  - 12.1 Tentative Agendas.

**ADJOURNMENT**



**City Council - Worksession**  
**Monday, February 27, 2017 - 5:00 p.m.**  
**Council Worksession Room**  
*(meeting will not be cablecast)*

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **COUNCIL BUSINESS and/or DISCUSSION ITEMS**
  - 3.1 Discussion; Private Use of Public Property/Outdoor Alcohol Consumption/DT Entertainment District Activities.
  - 3.2 Discussion; Highland Park Neighborhood Redevelopment Options.
  - 3.3 Discussion; Stepping Stone Emergency Housing.
4. **ADJOURNMENT**



# City Council - Regular Meeting

## Monday, March 6, 2017 - 7:00 p.m.

### Council Chambers

*(meeting will be cablecast)*

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **COUNCIL MINUTES**
  - 3.1 February 20, 2017 Regular Mtg.
4. **OPEN FORUM** *\*The open forum is an opportunity for the public to address the City Council concerning items not listed on the agenda. Please raise your hand to be recognized by the Mayor or member officiating the meeting. Approach the podium and state your full name and address for the record. Rules of Conduct as listed in the public folder provided at the entrance of the Council Chambers must be adhered to.*
  - 4.1 Police Activity Update.
5. **PUBLIC HEARING(S)**
  5. On-Sale Wine & 3.2 Malt Liquor License; Jelly Bean & Julia's, 530 W Main St.  
RES/Issuance of an On-Sale Wine & 3.2 Malt Liquor License; Jelly Bean & Julia's,  
530 W Main St.
6. **CONSENT AGENDA**
  - 6.1 Verified Bills.
  - 6.2 Revising & Setting Council Calendars.
  - 6.3 Consideration of a Temporary On-Sale Intoxicating Liquor License; Minnesota Food Truck Association.
7. **REPORTS OF OFFICERS, BOARDS & COMMISSIONS**
  - 7.1 Planning Items:
8. **PETITIONS, REQUESTS & COMMUNICATION**
9. **ORDINANCES & RESOLUTIONS**
  - 9.1 RES/Issuance of an On-Sale Wine & 3.2 Malt Liquor License; Jelly Bean & Julia's,  
530 W Main St. (ACTED UPON AFTER PUBLIC HEARING)
  - 9.2 RES/Green Haven Parkway Phase I; Approve Plans & Specifications and Authorize  
Advertisement for Bids.
  - 9.3 RES/East Main Street Infrastructure Improvements; Approve Plans & Specifications and  
Authorize Advertisement for Bids.
  - 9.4 ORD/Sale of Property; Bunker Industrial Site. (2<sup>nd</sup> reading)
  - 9.5 ORD/Sale of Property at Green Haven Golf Course Site; Lenar. (2<sup>nd</sup> reading)
  - 9.6 ORD/Approving Lease with Lancer; Food & Beverage Services at Green Haven Golf Course  
& Event Center. (1<sup>st</sup> Reading)

10. UNFINISHED BUSINESS

11. NEW BUSINESS

11.2 Consideration of a New Annual Special Event; Anoka Food Truck Festival.

12. UPDATES & REPORTS

12.1 Tentative Agendas.

ADJOURNMENT



**City Council - Regular Meeting**  
**Monday, March 17, 2017 - 7:00 p.m.**  
**Council Chambers**

*(meeting will be cablecast)*

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **COUNCIL MINUTES**
  - 3.1 March 6, 2017 Regular Mtg.
4. **OPEN FORUM** *\*The open forum is an opportunity for the public to address the City Council concerning items not listed on the agenda. Please raise your hand to be recognized by the Mayor or member officiating the meeting. Approach the podium and state your full name and address for the record. Rules of Conduct as listed in the public folder provided at the entrance of the Council Chambers must be adhered to.*
  - 4.1 Police Activity Update.
5. **PUBLIC HEARING(S)**
  - 5.
6. **CONSENT AGENDA**
  - 6.1 Verified Bills.
  - 6.2 Revising & Setting Council Calendars.
7. **REPORTS OF OFFICERS, BOARDS & COMMISSIONS**
  - 7.1 Planning Items:
8. **PETITIONS, REQUESTS & COMMUNICATION**
9. **ORDINANCES & RESOLUTIONS**
  - 9.1 RES/Green Haven Parkway Phase I; Approve Agreement with MnDOT.
  - 9.2 ORD/Approving Lease with Lancer; Food & Beverage Services at Green Haven Golf Course & Event Center. (2<sup>nd</sup> Reading)
10. **UNFINISHED BUSINESS**

11. NEW BUSINESS

12. UPDATES & REPORTS

12.1 Tentative Agendas.

ADJOURNMENT



**City Council - Worksession**  
**Monday, March 27, 2017 - 5:00 p.m.**  
**Council Worksession Room**

*(Meeting will not be cablecast - Presentation may be recorded by QCTV)*

1. CALL TO ORDER
2. ROLL CALL
3. COUNCIL BUSINESS and/or DISCUSSION ITEMS
  - 3.1 Presentation; "One Hospital Two Campus's" - Mercy & Unity Hospitals.
4. ADJOURNMENT