



## WORK SESSION

City Hall: 23340 Cree St NW

**Monday, March 28, 2022 at 5:30 PM**

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### AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **AGENDA ITEMS**
  - A. Investment Advisory Services
  - B. Final Payment to Anoka County – Bridge Street Reconstruction Project
  - C. Electronic Sign Replacement
  - D. Patriot Parkway Concept
  - E. Software Purchase
  - F. St. Francis Market Profile
4. **ADJOURNMENT**

Councilmember Joe Muehlbauer is attending via Zoom from: 5223 S Priest Dr, Tempe, AZ 85283

Join Zoom Meeting

<https://us02web.zoom.us/j/85970905293?pwd=SEVQY2s4WGdTMlYyVEtvY2g4QzVRZz09>

Meeting ID: 859 7090 5293

Passcode: 8aDSGG

One tap mobile

+13017158592,,85970905293#,,, \*840652# US (Washington DC)

+13126266799,,85970905293#,,, \*840652# US (Chicago)

Dial by your location

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+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 859 7090 5293

Passcode: 840652

Find your local number: <https://us02web.zoom.us/j/kick2zLC1>



## CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom, Interim City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Investment Advisory Services  
**DATE:** March 28, 2022

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### **OVERVIEW:**

With the bond refinancing that happened in 2021, the city worked with Ehlers Public Finance Services to handle the proceeds of the bonds until the existing bonds needed to be paid off. They have submitted a proposal to partner with the city to provide investment advisory services. This would mean that they would handle finding investments for the city. It would streamline the reporting of investments. Right now, we have investments at 3 different institutions and tracking them between the three is cumbersome. They would also be able to have a strategy to invest more of the city's cash which should generate more interest for the city.

### **ACTION TO BE CONSIDERED:**

Consensus for staff to put on the next agenda to engage with Ehlers for Investment Advisory Services.

### **BUDGET IMPLICATION:**

More interest income to help all city funds.



# Investment Advisory Services

An Introduction for the City of St. Francis

# About Ehlers' Investments

Agenda Item # 3A.

- SEC Registered Investment Adviser (est. 2007)
- More than \$1.85 billion Assets Under Management
- 165+ clients & 250+ Separately Managed Accounts
- Focus = Client-centric Fixed Income Solutions

**Bond Proceeds &  
Escrow Bidding  
Agent**

**Investable Cash  
Assets**

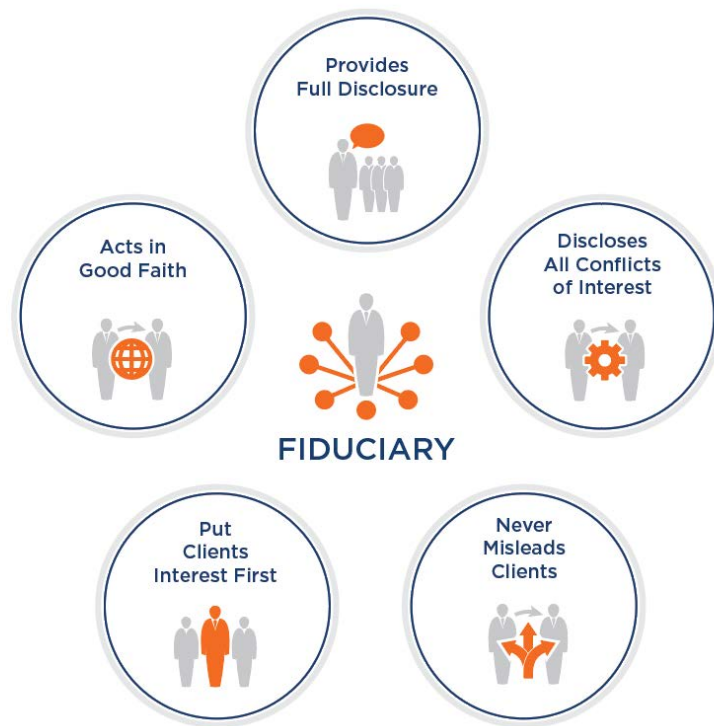
**Banking Services  
Evals & RFPs**



# What is a Registered Investment Advisor?

Agenda Item # 3A.

- Your investment fiduciary
  - ✓ Duty of loyalty
  - ✓ Duty of care
  - ✓ Place your interests ahead of our own
- Extension of your staff
- Always your partner



# Why Ehlers Investments?

Agenda Item # 3A.

## Public sector focus

- Only serve local governments, public agencies & special authorities
- Unique insight into best practices

## Fiercely independent

- Fiduciary responsibility to you alone
- Prioritized principles: safety, liquidity, yield

## Fee only pricing

- Transparent AUM fee structure
- Hourly or flat-rate fees for other services

## Fully integrated services

- Clients rely on a cohesive team to navigate all facets of public finance
- Tailored investment solutions

# Fully Integrated Services

Agenda Item # 3A.



# Investments & Treasury Management Services

Agenda Item # 3A.



# Our Process

Agenda Item # 3A.

1



## ANALYSIS & DEVELOPMENT

Review current portfolios & policies

Complete credit analysis

Develop cash flow forecast

Draft new policies to align with community goals

Create investment strategies supporting cash flow needs

2



## IMPLEMENTATION

Build investment portfolio based on approved policy & analysis

Monitor portfolio performance

Rebalance & adjust asset mix (as needed)

Deliver monthly performance & benchmark reporting

3



## COMPLIANCE

Examine & adjust portfolio characteristics to maintain IRS, state statute & internal policy compliance

Collaborate with Ehlers' Arbitrage Consultants to:

- Develop Arbitrage strategy

- Complete necessary reporting

- Conduct rebate analysis

# Robust Reporting & Analysis

Agenda Item # 3A.



## Risk Summary - Fixed Income

01/01/2021 - 03/31/2021

## Sample Client

Dated: 06/01/2021

### Exposure - Security Type

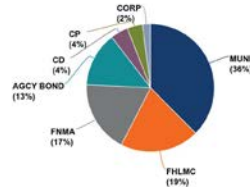
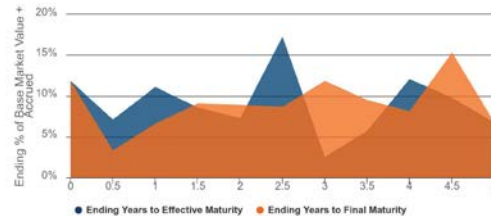


Chart calculated by: Ending Market Value + Accrued

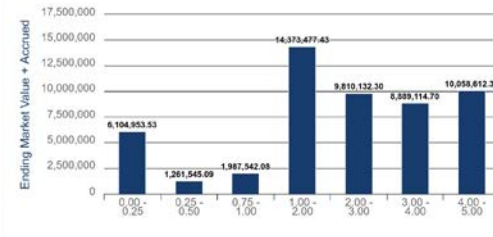
### Credit Quality Heat Map

Rating	0 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 7	7 - 10	10 - 15	15 - 30
AAA	0.000%	1.913%	1.969%	0.731%	0.885%	0.000%	0.000%	0.000%	0.000%
AA	12.850%	32.133%	18.844%	15.849%	13.998%	0.000%	0.000%	0.000%	0.000%
A	5.296%	1.529%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
BBB	0.000%	0.000%	0.000%	0.000%	1.068%	0.000%	0.000%	0.000%	0.000%
BB	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
B	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
CCC	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
CC	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
C	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
NA	1.039%	1.418%	1.764%	0.000%	3.041%	0.000%	0.000%	0.000%	0.000%

### Time to Maturity



### Exposure - Duration



# Delivering Client Value

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Agenda Item # 3A.

Time savings for  
highest & best use  
of staff time

Service continuity  
with Ehlers'  
Municipal Advisor  
& your team

Easy to use  
reporting tools &  
generation

Best price  
execution on all  
transactions

Fiduciary  
relationship

Cash flow  
forecasting &  
planning

# Ehlers' Investment Fees

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Agenda Item # 3A.

- Transparent fees based on average monthly assets under management
  - ✓ Includes all finance committee or council meetings & travel expenses
  - ✓ Includes cash flow forecasting and strategy planning
  - ✓ All terms memorialized in Investment Advisory Agreement
  - ✓ Can establish flat fee structures for specific scopes of work
- We charge NO other management, check writing, ACH or wire fees. And No investment mark-ups



# Important Disclosures

Agenda Item # 3A.

Ehlers is the joint marketing name of the following affiliated businesses (collectively, the “Affiliates”): Ehlers & Associates, Inc. (“EA”), a municipal advisor registered with the Municipal Securities Rulemaking Board (“MSRB”) and the Securities and Exchange Commission (“SEC”); Ehlers Investment Partners, LLC (“EIP”), an SEC registered investment adviser; and Bond Trust Services Corporation (“BTS”), a holder of a limited banking charter issued by the State of Minnesota.

Where an activity requires registration as a municipal advisor pursuant to Section 15B of the Exchange Act of 1934 (Financial Management Planning and Debt Issuance & Management), such activity is or will be performed by EA; where an activity requires registration as an investment adviser pursuant to the Investment Advisers Act of 1940 (Investments and Treasury Management), such activity is or will be performed by EIP; and where an activity requires licensing as a bank pursuant to applicable state law (paying agent services shown under Debt Issuance & Management), such activity is or will be performed by BTS. Activities not requiring registration may be performed by any Affiliate.

This communication does not constitute an offer or solicitation for the purchase or sale of any investment (including without limitation, any municipal financial product, municipal security, or other security) or agreement with respect to any investment strategy or program. This communication is offered without charge to clients, friends, and prospective clients of the Affiliates as a source of general information about the services Ehlers provides. This communication is neither advice nor a recommendation by any Affiliate to any person with respect to any municipal financial product, municipal security, or other security, as such terms are defined pursuant to Section 15B of the Exchange Act of 1934 and rules of the MSRB. This communication does not constitute investment advice by any Affiliate that purports to meet the objectives or needs of any person pursuant to the Investment Advisers Act of 1940 or applicable state law.



## WORK SESSION AGENDA REPORT

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, Interim City Administrator  
**SUBJECT:** Final Payment to Anoka County – Bridge Street Reconstruction Project  
**DATE:** 03-28-2022

### Historical Timeline

- 2014 - Original Joint Powers Agreement (JPA) was executed between Anoka County and St. Francis.
  - JPA construction costs represented street reconstruction work elements (no water or sanitary sewer infrastructure improvement costs)
    - \$2,969,560.00 Total estimated project cost
    - \$782,531.88 City's estimated cost responsibility\*
  - \*Estimated cost breakdown included in 2014 JPA
- 2014-2015 - City added water and sewer improvements to the project
  - Following approval of the JPA, plan development continued.
  - The City elected to include water and sanitary sewer improvements to the project to maximize the costs savings experienced by sharing in the roadway reconstruction costs.
  - The JPA was not amended to account for the additional costs; however, the water and sanitary sewer improvement plans were approved by the City and incorporated into the Bridge Street Reconstruction project plans prior to bidding
  - The Bridge Street Reconstruction Project was advertised for bids in July/August of 2015. The construction contract was awarded to the low bidder, RL Larson Excavating, Inc., in September 2015
- 2016 - April – County Invoices City for \$917,533.25 (95% of City's project cost responsibility)
  - The City's total construction costs responsibility based upon low bid unit prices
    - Total City cost responsibility (based on low bid): \$1,141,630.89
    - City's prorated share of federal funds: \$175,785.36
    - Net City cost responsibility: \$1,141,630.89 - \$175,785.36 = \$965,845.53
    - 95% Invoice: \$965,845.53 x 95% = \$917,533.25
  - Invoice was rejected by City since it included costs associated with school entrance and roundabout – County agreed to cover said costs

- 2016 - September – County provides City with revised invoice for \$795,420.52
  - The City’s total construction costs responsibility based upon RL Larson bid unit prices
    - Total City cost responsibility: \$1,141,630.89
    - City’s prorated share of federal funds: \$175,785.36
    - School entrance, roundabout, and associated engineering costs: \$128,560.77
    - Net City cost responsibility: \$1,141,630.89 - \$175,785.36 - \$128,560.77 = \$837,284.76
    - 95% Invoice: \$837,284.76 x 95% = \$792,420.52
  - As shown above, school roundabout costs and associated engineering costs were covered by the County, which reduced the amount invoiced to the City.
- 2016 - October – Payment was made to Anoka County after verification by Bolton Menk
- 2018 - July – County invoices City for \$421,904.84.
  - Staff was anticipating a request closer to \$220,000
  - Clarification of costs were requested from Anoka County
  - Cost breakdown at final payment
    - \$4,401,175.48 Total Final Project Cost
    - \$1,466,980.42 Total City cost responsibility

\$1.466,980.42	City cost responsibility
795,420.52	less – 95% paid in 2016
178,979.32	less – federal fund allocation
70,675.74	less – county paid school expenses
\$421,904.84	Balance due

**General Information:**

The JPA, although not updated, Section III. Costs, that “*Actual costs will vary and those will be the costs for which the relevant parties will be responsible*”.

Several individuals on the City and County teams that worked on project engineering and cost approvals are no longer part of the organizations.

**Budget Implication:**

City pulled a Bond for this project in both 2015 and 2016. The bond included costs associated with the Anoka County Bridge Street project and work that the city was completing outside of this project.

There is \$279,000 remaining in Bond proceeds

Costs beyond Bond proceeds would be paid from water and sewer funds. This would be divided based on the costs associated with the work completed.

**Attachments:**

Joint Power Agreement for the Reconstruction Project on CSAH 24 (Bridge St)

**JOINT POWERS AGREEMENT  
FOR THE RECONSTRUCTION PROJECT  
ON CSAH 24 (BRIDGE ST) FROM  
CR 72 (RUM RIVER BLVD/POPPY ST) THROUGH KERRY ST  
IN THE CITY OF ST FRANCIS, MN  
(SP 002-624-026)**

THIS AGREEMENT is made and entered into this \_ day of \_\_\_\_\_, 2014 by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as "County", and the City of St Francis, 23340 Cree St NW, St Francis, MN 55070, hereinafter referred to as "City".

WITNESSETH

WHEREAS, the parties to this agreement agree it is in the best interest of the traveling public to reconstruct County State Aid Highway (CSAH) 24 (Bridge St) from County Road (CR) 72 (Rum River Blvd/Poppy St) through Kerry St and,

WHEREAS, said parties mutually agree that CSAH 24 from CR 72 through Kerry St is in need of improvement; and,

WHEREAS, the County has prepared preliminary design plans for the reconstruction of CSAH 24 from CR 72 through Kerry St in accordance with Anoka County and the Minnesota Department of Transportation standards to a staff approved layout condition; and,

WHEREAS, Anoka County has jurisdiction over CSAH 24 from CR 72 through Kerry St and,

WHEREAS, the parties agree that it is in their best interest that the cost of said project be shared; and,

WHEREAS, Minn. Stat. § 471.59 authorizes political subdivisions of the state to enter into joint powers agreements for the joint exercise of powers common to each.

NOW, THEREFORE, IT IS MUTUALLY STIPULATED AND AGREED:

I. PURPOSE

The parties have joined together for the purpose of reconstructing the roadway, drainage and trail as well as other utilities on CSAH 24 from CR 72 through Kerry St as described in the preliminary design plans. The County project number for the reconstruction is SP 002-624-026 and the City project number is SAP ###-###-###. Said engineering plans are filed in the office of the Anoka County Highway Department and incorporated herein by reference.

The parties to this Joint Powers Agreement (JPA) agree in principle that construction of County State Aid Project No. 002-624-026 CSAH 24 from CR 72 through Kerry St is in the best interest of the traveling public and that the Preliminary Layout as shown in Exhibit "A" defines the preliminary design of the Project.

It is agreed that the Exhibit “A” Layout dated May 11, 2014 has been reviewed and accepted by the parties and is suitable for preparation of final construction documents. Any significant changes made hereafter to the design as presented in the Exhibit “A” Layout will require approval by the parties as an amendment to this JPA. These same changes will require a change in the cost share to include any additional design engineering costs that may occur.

II. METHOD

The County shall cause the construction of Anoka County Project SP 002-624-026, City project number S.A.P. ###-###-###, in conformance with proposed engineering plans and specifications.

IMPROVEMENTS

It is agreed by the parties that in 2015 CSAH 24 will be reconstructed into a two lane section with roundabouts at CSAH 24/CR 72 and at CSAH 24/CSAH 9. The Kerry St connection to CSAH 24 will be closed, and Kerry St realigned west to the roundabout at CSAH 9. The roadway will have a concrete median to the extent shown in “Exhibit A”. Improvements include but are not limited to: roadway widening, roundabout construction, turn lanes, shoulders, curb & gutter, and bituminous trail/sidewalk. The costs of these improvements have been estimated for this agreement and will be finalized after bids have been received. These costs will be shared by the County and the City.

RIGHT OF WAY:

The parties agree that the County will acquire all necessary right-of-way and easements for the Project. Acquisition of any additional right-of-way and/or easements needed for improvements to the City street intersections beyond what is defined in the Exhibit “A” Layout will be the responsibility of the City. It is agreed by the parties that all necessary right of way and easements will be in legal possession of the County prior to acceptance of bids for the project. Any City owned property or easements required for the construction will be conveyed to the County at no cost.

To facilitate the construction of the CSAH 24 (Bridge St) Roundabouts Project, the County and the City agree to exchange property as provided below:

At no cost to the City, the County shall convey fee title to the City the property identified as Parcel 1 in pink on the attached Exhibit D.

At no cost to the City, the County shall acquire and convey fee title to the City the property identified as Parcel 2 in green on the attached Exhibit D.

At no cost to the County, the City shall convey fee title to the County the property identified as Parcel 3 in purple on the attached Exhibit D.

The County shall at no cost to the City convey fee title to the City the property identified on the attached Exhibit E.



DRAINAGE:

The City shall pay for a percentage of the cost of the storm sewer system. The City portion of the cost is based on contributing flow through the storm sewer system determined by the product of contributing area and runoff coefficient.

CONCRETE SIDEWALK/BITUMINOUS TRAIL:

CSAH 24 North Side:

The parties agree that the construction of the bituminous trail along the north side of CSAH 24 is eligible for Federal funds and that the City will contribute all matching funds [except for the replacement of the existing trail at the CR 72 intersection and at the CSAH 9 intersection, which is paid for by the County]. This trail location has been agreed to by the City. If this location changes in the future, the additional costs associated with this change will be the responsibility of the City.

CSAH 24 South Side:

The parties agree that the construction of the bituminous trail along the south side of CSAH 24 (from west of CR 72 to CSAH 9) and the east side of CSAH 9 is not eligible for Federal funds and that the City will pay 100% of construction costs. This trail location has been agreed to by the City. If this location changes in the future, the additional costs associated with this change will be the responsibility of the City.

This trail is proposed to be part of the County Regional Trail System and is eligible for potential funding through the Metropolitan Council’s Regional Parks Capital Improvement Program after the project has been constructed and a request has been received from the City. If the Anoka County Parks and Recreation Department receives a letter of request from the City, the Anoka County Parks and Recreation Department will seek reimbursement for one-half of the City’s share for this trail connection. If funds are secured, the Anoka County Parks and Recreation Department will reimburse the City with the additional funds received.

Kerry St Trail/Sidewalk:

The parties agree that the construction of the trail/sidewalk along the north side of Kerry St is not eligible for Federal funds and that the City will pay 100% of construction costs. This trail location has been agreed to by the City. If this location changes in the future, the additional costs associated with this change will be the responsibility of the City.

School Entrance Trail/Sidewalk:

The parties agree that the construction of the trail/sidewalk along the north side of the school entrance is not eligible for Federal funds and that the City will pay 100% of construction costs. This trail location has been agreed to by the City and the school district. If this location changes in the future, the additional costs associated with this change will be the responsibility of the City.

The parties understand that the cost for the trail/sidewalk includes: bituminous surfacing, aggregate base, excavation (including muck excavation), borrow material (granular and topsoil), and turf establishment. The parties agree that the County will pay for the design of the trail, wetland mitigation required by

impacts caused by the trail, the additional right of way and easements required to construct the trail at the proper location, and any removal items, with the exception of soils, required to construct the trail.

TRAFFIC CONTROL:

The parties understand and agree that CSAH 24 will be open to thru traffic during construction. The parties agree and understand the cost share for traffic control for the city shall be a prorated share based on the City project cost divided by the total project cost.

DRIVEWAYS:

The parties agree that all driveways affected by the Project will be reconstructed in kind at 100% project cost with the cost of any upgrades requested by the City, including concrete aprons, to be the sole responsibility of the City.

LANDSCAPING/STREETSCAPING:

The parties agree that if the City wishes to include landscaping or streetscape features in the project, they shall be designed in accordance with Anoka County Highway Department Landscape/Streetscape Guidelines. The City shall supply the signed plan sheets and specifications for the proposed landscape/streetscape. The total cost of the design as well as the construction cost above standard median/roundabout cost will be at the expense of the requesting City. All construction documents must be submitted to the County by December 15, 2014. Maintenance of any landscaping/streetscaping will be the sole responsibility of the City.

LIGHTING:

The parties agree that the roundabout intersection lighting is eligible for federal funds, and that the costs will be shared per the standard County cost share for traffic signals, with the City paying for 100% of City legs and for 50% of County legs. If the City would like additional lighting on the project, this would be 100% City cost.

UTILITIES:

The parties agree that the Exhibit “A” Layout does not include specific proposed utility locations. The City will be responsible for the design of any sanitary sewer and water main improvements and/or relocations due to road reconstruction, which will be incorporated into the project bid documents. The cost of the design of these features shall be the responsibility of the City. The cost of construction of these features shall be the responsibility of the City. In areas where relocations are solely due to road reconstruction federal funds shall be applied. The City’s design of the sanitary sewer and water main utilities are to include signed plans, specifications, and estimated quantities and cost. All construction documents must be submitted to the County by December 15, 2014.

PERMITS:

The parties agree that the County will secure all necessary permits for this Project. The City agrees to coordinate with the County in securing any permits required by the Upper Rum River Watershed Management Organization, city permits, as well as any other permits that may be required. The County



also requests that the City inform the County of any ordinances or city regulations that affect construction at the time of the signing of this JPA. (e.g. setbacks, tree clearing ordinances, or any other city ordinances.)

III. COSTS

The contract costs of the work, or if the work is not contracted, the cost of all labor, materials, normal engineering costs and equipment rental required to complete the work, shall constitute the actual "construction costs" and shall be so referred to herein. "Estimated costs" are good faith projections of the costs, which will be incurred for this project. Actual costs will vary and those will be the costs for which the relevant parties will be responsible.

The estimated construction cost of the total project is \$2,969,560.00 (\$2,816,924.00 excluding optional items). Federal funds available for the Project are capped at \$1,478,400. The federal funds shall be split based on the ratio of eligible cost incurred by each party to the total eligible project cost. Eligible costs are the costs of items that can participate in federal funding as shown on Exhibit B.

Including Optional Items

The total estimated construction cost to the City is \$782,513.88 (prior to application of federal funds available). After federal funding percentage is applied, the cost to the City for their share of the construction items of the Project is \$434,351.59 (\$782,513.88 minus \$348,162.29), the federal funds available to the City).

The City participation in construction engineering will be at a rate of eight percent (8%) of their designated construction share of \$782,513.88. The estimated cost to the City for construction engineering is \$65,281.59. In summary, the total City share of this project is \$847,795.47 (includes construction and construction engineering costs). The total cost to the City after federal funds have been applied including construction engineering is \* \$496,952.70 (see summary below).

\*( $\$782,513.88 - \$348,162.29 + \$65,281.59 = \$496,952.70$ , note: construction engineering costs are not federally eligible)

Excluding Optional Items

The total estimated construction cost to the City is \$663,383.88 (prior to application of federal funds available). After federal funding percentage is applied, the cost to the City for their share of the construction items of the Project is \$315,221.59 (\$663,383.88 minus \$348,162.29), the federal funds available to the City).

The City participation in construction engineering will be at a rate of eight percent (8%) of their designated construction share of \$663,383.88. The estimated cost to the City for construction engineering is \$53,070.71. In summary, the total City share of this project is \$716,454.59 (includes construction and construction engineering costs). The total cost to the City after federal funds have been applied including construction engineering is \* \$368,292.30 (see summary below).

\*( $\$663,383.88 - \$348,162.29 + \$53,070.71 = \$368,292.30$ , note: construction engineering costs are not federally eligible)

Upon award of the contract, the City shall pay to the County, upon written demand by the County, ninety five percent (95%) of its portion of the cost of the project estimated at \$472,105.07 (\$349,877.69 excluding optional items). Prior to billing, this estimate will be updated by the County to reflect the actual bid prices as awarded. An updated cost estimate shall be provided to the City at the time of billing. The City's share of the cost of the project shall include only construction and construction engineering expense and does not include engineering design and administrative expenses incurred by the County.

Upon final completion of the project, the City's share of the construction cost will be based upon actual construction costs. If necessary, adjustments to the initial ninety five percent (95%) charged to the city will be made in the form of credit or additional charges to the City's share. Also, the remaining five percent (5%) of the City's portion of the construction costs shall be paid.

IV. TERM

This Agreement shall continue until terminated as provided hereinafter.

V. DISBURSEMENT OF FUNDS

All funds disbursed by the County or City pursuant to this Agreement shall be disbursed by each entity pursuant to the method provided by law.

VI. CONTRACTS AND PURCHASES

All contracts let and purchases made pursuant to this Agreement shall be made by the County in conformance to the State laws.

VII. STRICT ACCOUNTABILITY

A strict accounting shall be made of all funds and report of all receipts shall be made upon request by either party. Prior to City payment to the County, the County shall provide the City a copy of all cost participation documents submitted to MnDOT State Aid to assist the City in their application for MSA funding.

VIII. TERMINATION

This Agreement may be terminated by either party at any time, with or without cause, upon not less than thirty (30) days written notice delivered by mail or in person to the other party. If notice is delivered by mail, it shall be deemed to be received two days after mailing. Such termination shall not be effective with respect to any solicitation of bids or any purchases of services or goods which occurred prior to such notice of termination. The City shall pay its pro rata share of costs which the County incurred prior to such notice of termination.

X. MAINTENANCE

- A. Maintenance of the completed storm sewer (except catch basins and catch basin leads on CSAH 24) and detention basins (including ponds and their outlet structures and grit chambers/collectors) shall be the sole obligation of the City.
- B. Maintenance of all sidewalks, including snow plowing, shall be the sole responsibility of the City.
- C. Maintenance of the bituminous trails shall be the responsibility of the City. The City shall be responsible for general routine maintenance, such as, sweeping, clearing, plowing, trash removal and other incidental items and shall be responsible for long-term maintenance, such as bituminous overlays, crack sealing and replacement.
- D. Maintenance of crosswalk pavement markings on City streets shall be the responsibility of the City. The County will be responsible for all crosswalk pavement markings for the crossings at all County streets.

- E. Maintenance of streetlights and cost of electrical power to the streetlights shall be the sole obligation of the City.

XI. NOTICE

For purposes of delivery of any notices herein, the notice shall be effective if delivered to the County Administrator of Anoka County, 2100 Third Avenue, Anoka, Minnesota 55303, on behalf of the County, and to the City Administrator of the City of St Francis, 23340 Cree St NW, St Francis, MN 55070, on behalf of the City.

XII. INDEMNIFICATION

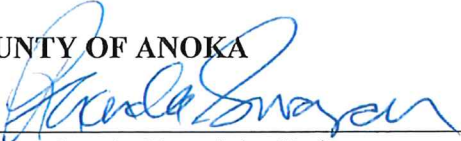
The City and County mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.




XIII. ENTIRE AGREEMENT REQUIREMENT OF WRITING

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter thereof, as well as any previous agreement presently in effect between the parties to the subject matter thereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.


IN WITNESS WHEREOF, the parties to this Agreement have hereunto set their hands on the dates written below.

COUNTY OF ANOKA  
By:   
Rhonda Sivarajah, Chair  
Board of Commissioners

Dated: 10-14-14

CITY OF ST FRANCIS  
By:   
Jerry Sveit  
Mayor

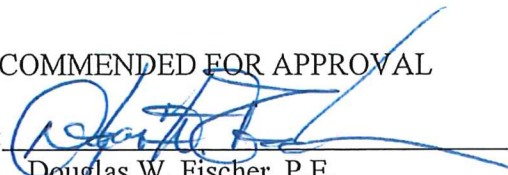
Dated: 8-19-14

ATTEST  
By:   
Jerry Soma  
County Administrator

Dated: 10-14-14

By:    
Matthew L. Hylen Paul Teicher  
Acting City Administrator

Dated: 8-19-14

RECOMMENDED FOR APPROVAL  
By:   
Douglas W. Fischer, P.E.  
County Engineer

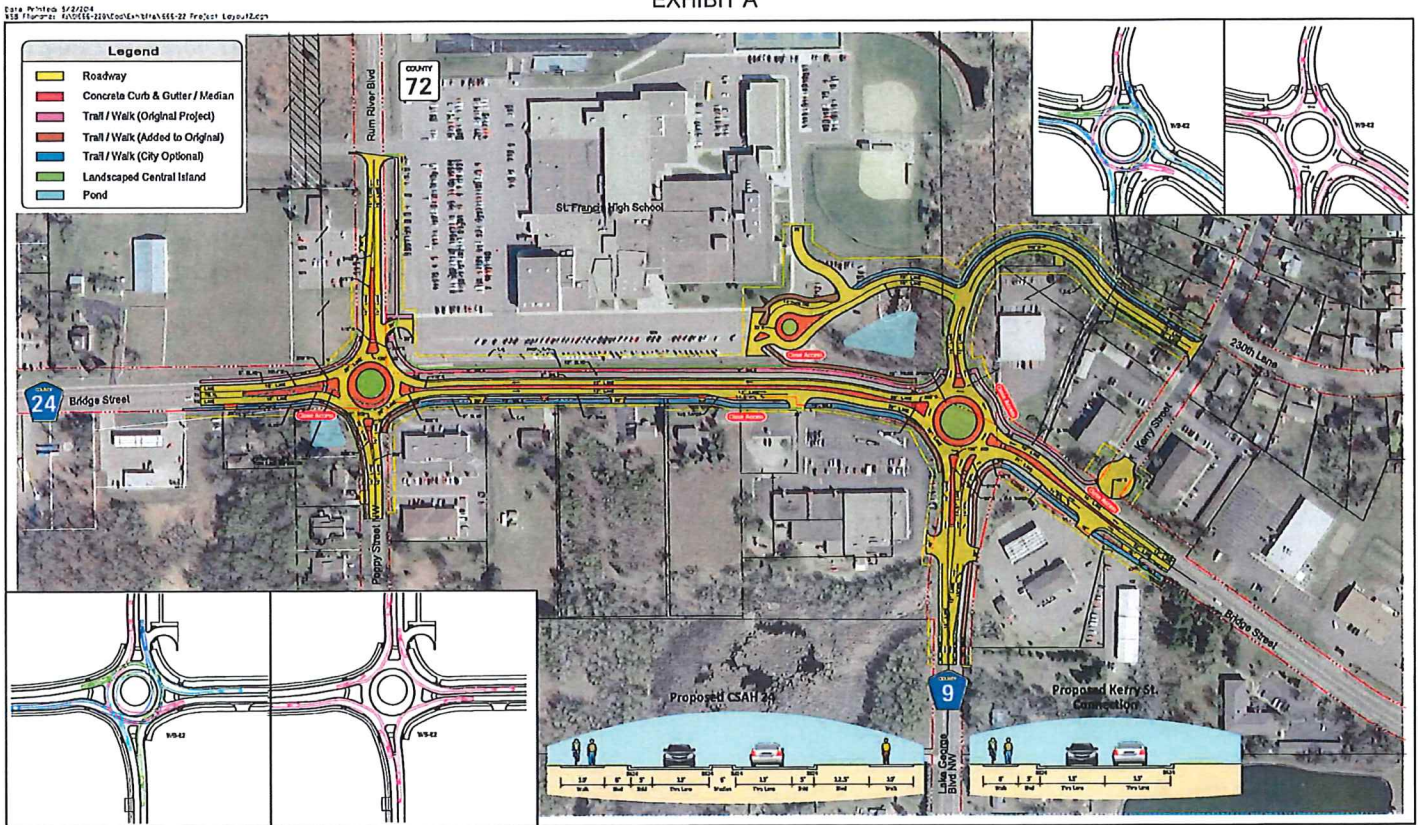
Dated: 10/7/14

By: \_\_\_\_\_  
City Attorney  
Dated: \_\_\_\_\_

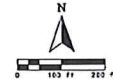
APPROVED AS TO FORM  
By:   
Dan Klint  
Assistant County Attorney

Dated: 10-21-14

# EXHIBIT A



**CSAH 24 (Bridge Street) Improvements**  
Anoka County, Minnesota



**Project Layout**  
May 11, 2014



EXHIBIT B

STATEMENT OF ESTIMATED LIABILITIES

Line Item		Description		FUND 1000		FUND 2000		FUND 3000		FUND 4000		FUND 5000		FUND 6000		FUND 7000		FUND 8000		FUND 9000		FUND 10000		FUND 11000		FUND 12000		FUND 13000		FUND 14000		FUND 15000		FUND 16000		FUND 17000		FUND 18000		FUND 19000		FUND 20000		FUND 21000		FUND 22000		FUND 23000		FUND 24000		FUND 25000		FUND 26000		FUND 27000		FUND 28000		FUND 29000		FUND 30000		FUND 31000		FUND 32000		FUND 33000		FUND 34000		FUND 35000		FUND 36000		FUND 37000		FUND 38000		FUND 39000		FUND 40000		FUND 41000		FUND 42000		FUND 43000		FUND 44000		FUND 45000		FUND 46000		FUND 47000		FUND 48000		FUND 49000		FUND 50000		FUND 51000		FUND 52000		FUND 53000		FUND 54000		FUND 55000		FUND 56000		FUND 57000		FUND 58000		FUND 59000		FUND 60000		FUND 61000		FUND 62000		FUND 63000		FUND 64000		FUND 65000		FUND 66000		FUND 67000		FUND 68000		FUND 69000		FUND 70000		FUND 71000		FUND 72000		FUND 73000		FUND 74000		FUND 75000		FUND 76000		FUND 77000		FUND 78000		FUND 79000		FUND 80000		FUND 81000		FUND 82000		FUND 83000		FUND 84000		FUND 85000		FUND 86000		FUND 87000		FUND 88000		FUND 89000		FUND 90000		FUND 91000		FUND 92000		FUND 93000		FUND 94000		FUND 95000		FUND 96000		FUND 97000		FUND 98000		FUND 99000		FUND 100000		FUND 101000		FUND 102000		FUND 103000		FUND 104000		FUND 105000		FUND 106000		FUND 107000		FUND 108000		FUND 109000		FUND 110000		FUND 111000		FUND 112000		FUND 113000		FUND 114000		FUND 115000		FUND 116000		FUND 117000		FUND 118000		FUND 119000		FUND 120000		FUND 121000		FUND 122000		FUND 123000		FUND 124000		FUND 125000		FUND 126000		FUND 127000		FUND 128000		FUND 129000		FUND 130000		FUND 131000		FUND 132000		FUND 133000		FUND 134000		FUND 135000		FUND 136000		FUND 137000		FUND 138000		FUND 139000		FUND 140000		FUND 141000		FUND 142000		FUND 143000		FUND 144000		FUND 145000		FUND 146000		FUND 147000		FUND 148000		FUND 149000		FUND 150000		FUND 151000		FUND 152000		FUND 153000		FUND 154000		FUND 155000		FUND 156000		FUND 157000		FUND 158000		FUND 159000		FUND 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**EXHIBIT "C"**

COST-SHARING AGREEMENT  
FOR PROJECTS CONSTRUCTED IN ANOKA COUNTY  
USING COUNTY STATE AID FUNDS OR LOCAL TAX LEVY DOLLARS

<u>ITEMS</u>	<u>COUNTY SHARE</u>	<u>CITY SHARE</u>
Concrete Curb & Gutter	50%	50%
Concrete Curb & Gutter for Median Construction	100%	0%
Concrete Median	100%	0 <sup>*1</sup>
Concrete Sidewalk	0%	100%
Concrete Sidewalk Replacement	100%	0%
Bikeways	0%	100%
Bikeway Replacement	100%,	0%
Unless existing trail not placed at edge of R/W		
Construction or Adjustment of Local Utilities	0%	100%
Grading, Base and Bituminous	100%	0%
Storm Sewer	based on state aid letter <sup>*2</sup>	based on state aid letter <sup>*2</sup>
Driveway Upgrades	100%, in-kind	100%, of up-upgrades
Traffic Signals, new & replacements (communities larger than 5,000) w/ State Aid approved SJR	½ the cost of it's legs of the intersection	the cost of its legs of the intersection plus ½ the cost of the County legs of the intersection
Traffic Signals, new & replacements (communities less than 5,000) w/ State Aid approved SJR	100%	0%
Traffic Signal, w/o State Aid approved SJR	0%	100%
EVP	0%	100%
Engineering Services	<sup>*3</sup>	<sup>*3</sup>
Right-of-Way	100% <sup>*4</sup>	0%
Street Lights	0%	100%
Noise Walls	100% <sup>*5</sup>	0% <sup>*5</sup>

<sup>\*1</sup> The County pays for 100% of Standard Median Design such as plain concrete. If a local unit of government requests decorative median such as brick, stamped concrete, or landscaping, the local unit will pay the additional cost above the cost of standard median.

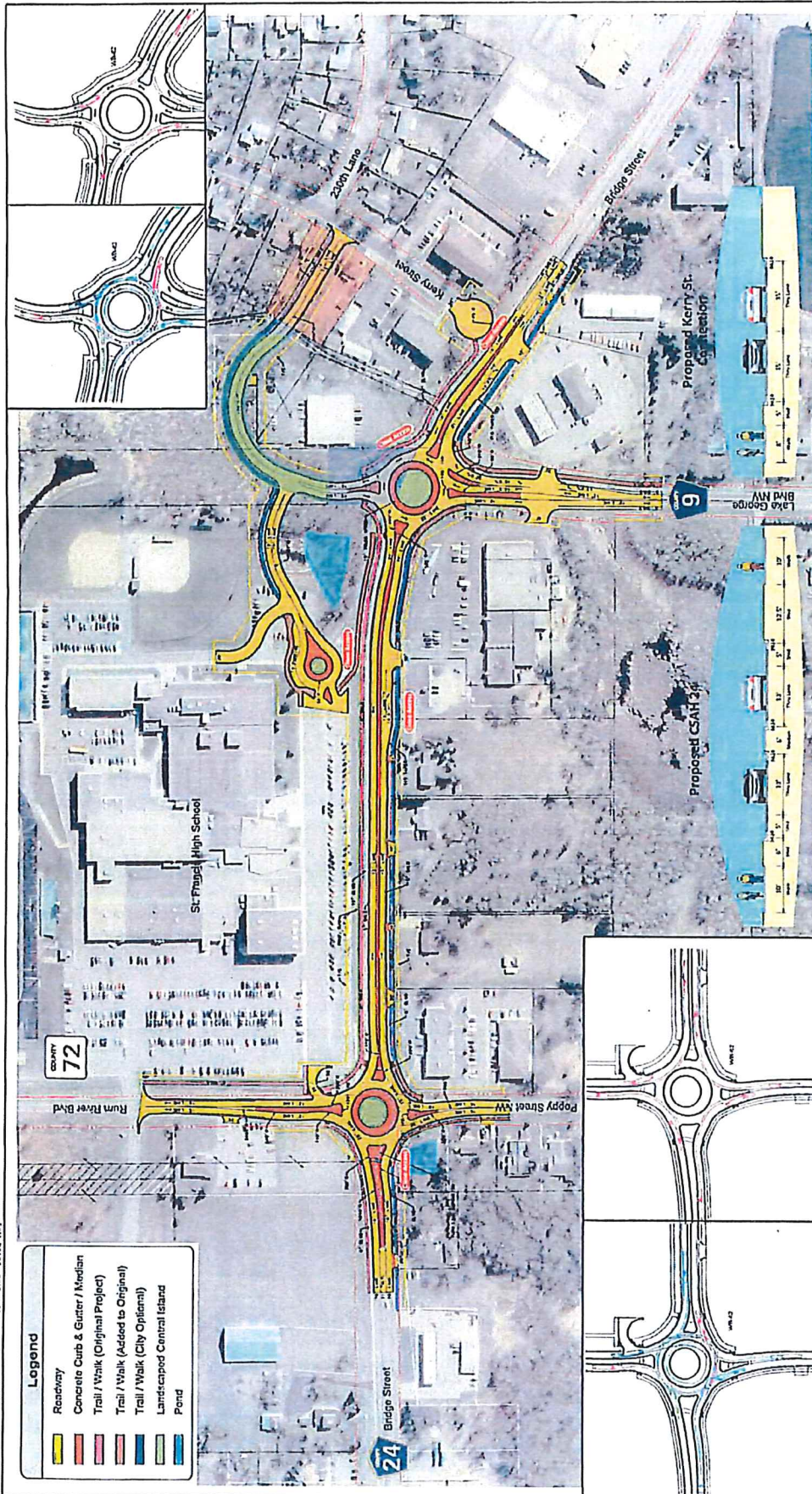
<sup>\*2</sup> In the event no State Aid is being used, or in the event the state aid letter does not determine cost split percentages, drainage cost shares will be computed by the proportion of contributing flow outside the County right of way to the total contributing flow.

<sup>\*3</sup> Engineering shall be paid by the Lead Agency except that any participating agency will pay construction engineering in the amount of 8% of the construction costs paid by that agency.

<sup>\*4</sup> In the event that the Township or City requests purchase of right-of-way in excess of those right-of-ways required by County construction, the Township or City participates to the extent an agreement can be reached in these properties. For instance, a Township or City may request a sidewalk be constructed alongside a County roadway which would require additional right-of-way, in which case the Township or City may pay for that portion of the right-of-way. Acquisition of right-of-way for new alignments shall be the responsibility of the Township or City in which the alignment is located. This provision may be waived by agreement with the County Board if the roadway replaces an existing alignment and the local unit of government takes jurisdiction of that existing alignment. In addition, any costs, including right-of-way costs, incurred by the County because a Township or City did not acquire sufficient right-of-way during the platting process or redevelopment process as requested by the County shall be paid by the Township or City.

<sup>\*5</sup> If previously notified, the City shall be responsible for future noise wall maintenance. Notification includes any letter to the agency indicating that noise will potentially be an issue in the future, likely received during the Plat Review Process. The County shall pay 100% of Standard Noise Wall Cost. If a local agency requests decorative noise walls, then the requesting agency will pay the additional cost above the cost of standard noise wall. Furthermore, should an agency request a noise wall to be built where not required by the applicable federal or state standard, the entire cost of the wall shall be borne by the requesting agency.

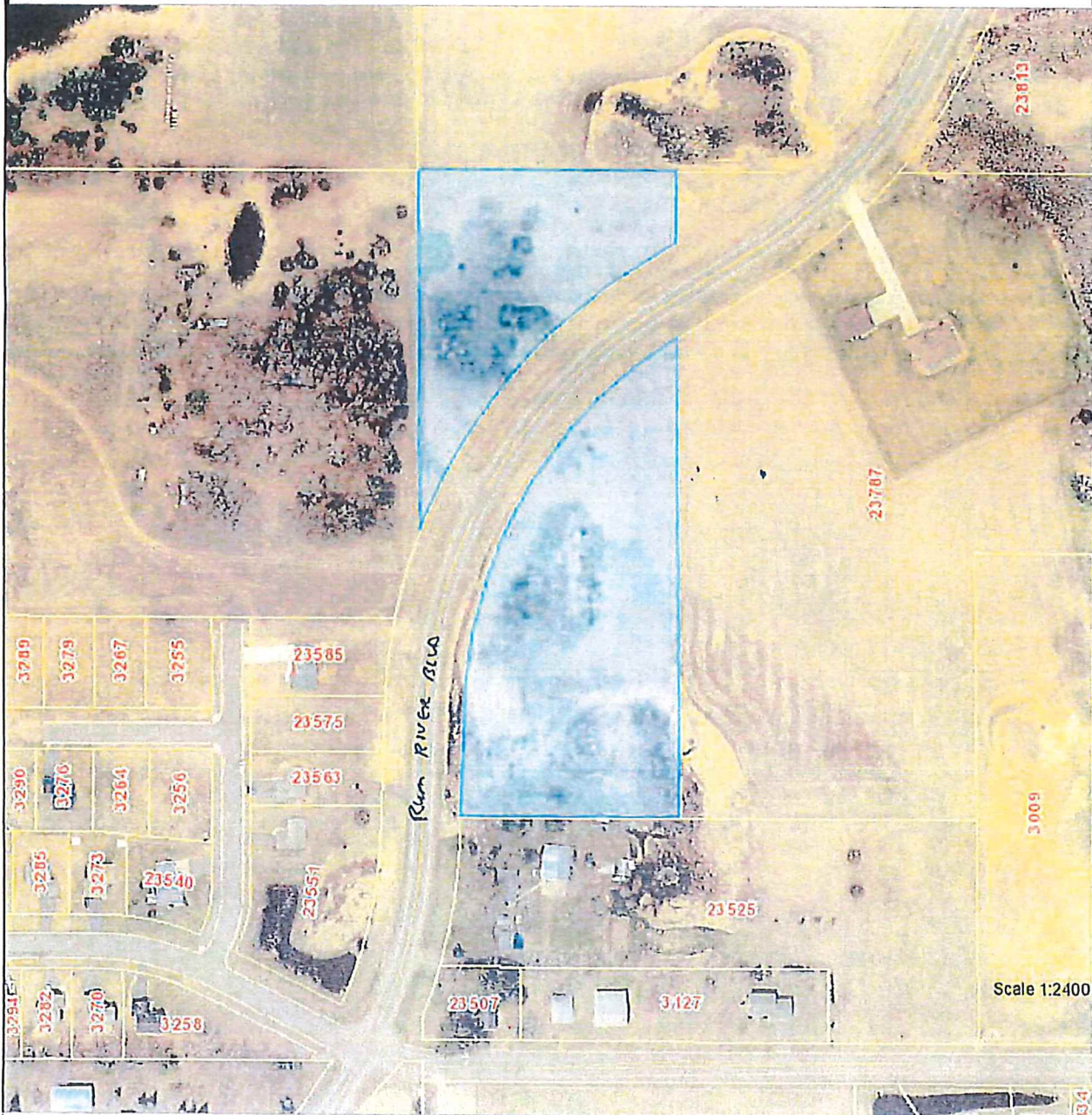








Anoka Co. Hwy \$27,100-6.61ac.



Aerial Photo: Fall/Spring 2011





WORK SESSION  
AGENDA REPORT

TO: Mayor and City Council  
FROM: Kate Thunstrom, Interim City Administrator  
SUBJECT: Electronic Sign Replacement  
DATE: 03-28-2022

OVERVIEW:

The Bottle shop was remodeled in 2021 for the expansion and interior upgrades. During that time, it was identified that the existing sign is outdated and technology has improved. The Mayor has worked with the Bottle Shop, and two sign companies collecting information on the replacement of the electronic sign.

**Bids collected:** for purchases greater than \$25k but less than \$100k a minimum of two written quotes must be supplied. Quotes were collected from the following:

Quote #1 – Think Digital Signs	Quote #2 – Scenic Sign Corp
\$83,490 (for 10mm sign)	\$ 91,500
Lease or Purchase options	Purchase

Zoning:

- In discussions with the sign companies, it was identified that they are recommending a sign greater than what city code currently allows. To install a sign greater than 40 sq. ft., Council would need to request staff to complete a code amendment to the sign ordinances. This is a zoning code and would go through PC and Council.
- Location.
  - A site plan would be created to identify that setbacks are meeting zoning requirements.
  - It is proposed that a pole sign would be placed in an existing parking stall. Parking is decided by the use of the property. Parking to be confirmed by the City Planner.

**Community Park Sign:** this electric sign will eventually need to be updated. The replacement of this sign has not been placed into the CIP and there are not funds set aside to complete this. It is recommended that we identify a funding path in the budget and CIP to replace the sign. Council could also review the sign location, structure and size to determine if this is a

replacement of existing or a full update. (may be addressed in the CIP recommendations from HKGi and the Park Plan)

Staff was requested to provide an update on the overall budget of the bottle shop upgrades. Those figures are attached.

**ACTION TO BE CONSIDERED:**

Council to review and provide direction on replacement of the sign at the Bottle Shop

**BUDGET IMPLICATION:**

Sign would be paid for out of Bottle Shop funds

**Attachments:**

Updated Remodeling Total Costs

Quote #1 – Think Digital Signs

Quote #2 - Scenic Sign Corp.

	Dr/Cr Amt	Tran Date	Vendor/Customer	Comments	Check Nbr	Check/Receipt Date	Invoice	Inv Date
Contract								
	\$151,344.78	12/31/2021	WEBER CONSTRUCTION, INC	C/P-LIQUOR STORE (WEBER)				
	\$152,167.41	11/30/2021	WEBER CONSTRUCTION, INC	PAY APPLICATION #5	1163	11/30/2021		
	\$237,775.36	11/2/2021	WEBER CONSTRUCTION, INC	PAY APPLICATIONS 3 & 4	1086	11/2/2021		
	\$105,711.69	9/10/2021	WEBER CONSTRUCTION, INC	LIQUOR PAY APP #2	994	9/30/2021		
	\$63,356.45	8/9/2021	WEBER CONSTRUCTION, INC	PAY APP #1	844	8/4/2021		

\$710,355.69

Original Contract

\$

627,000.00

Change Orders

\$

99,541.39

Total Contract

\$

726,541.39

Architect

	\$4,810.84	12/20/2021	PEARL ARCHITECTURE LLC	ARCHITECTURAL SVS	79934	12/21/2021	2020.02-13	30-Dec-21
	\$2,578.24	11/10/2021	PEARL ARCHITECTURE LLC	LIQUOR ARCHITECT	79763	11/16/2021	2020.02-12	31-Oct-21
	\$1,065.12	10/4/2021	PEARL ARCHITECTURE LLC	LIQUOR STORE	79617	10/5/2021	2020.02-11	30-Sep-21
	\$1,578.12	9/14/2021	PEARL ARCHITECTURE LLC	LIQUOR STORE	79556	9/21/2021	2020.02-10	07-Sep-21
	\$1,033.12	8/10/2021	PEARL ARCHITECTURE LLC	CONSTRUCTION ADMIN SERVICES	79437	8/17/2021	2020.02-09	06-Aug-21
	\$3,227.40	7/1/2021	PEARL ARCHITECTURE LLC	CONSTRUCTION SERVICES	79278	7/7/2021	2020.02-08	01-Jul-21
	\$786.56	6/8/2021	PEARL ARCHITECTURE LLC	ARCHTECTURAL BIDDING SERVICES	79164	6/8/2021	2020.02-07	01-Jun-21
	\$900.25	5/5/2021	PEARL ARCHITECTURE LLC	ARCHITECTURAL BIDDING SERVICES	79089	5/18/2021	2020.02-06	03-Apr-21
	\$2,091.13	4/14/2021	PEARL ARCHITECTURE LLC	ARCHITECTURAL BIDDING SERVICES	78978	4/20/2021	2020.02-05	31-Mar-21
	\$1,024.00	4/14/2021	PEARL ARCHITECTURE LLC	ARCHITECTURAL BIDDING SERVICES	78978	4/20/2021	2020.02-04	28-Feb-21
	\$28,884.54	6/18/2020	PEARL ARCHITECTURE LLC	BOTTLE SHOP ADDITION	77741	7/7/2020	2020.02-03	14-May-20
	\$6,649.76	4/16/2020	PEARL ARCHITECTURE LLC	LIQUOR STORE EXPANSION	77434	4/21/2020	2002002-01	04-Mar-20
	\$22,526.83	4/13/2020	PEARL ARCHITECTURE LLC	DESIGN AND CONSTRUCTION	77434	4/21/2020	2020.02-02	04-Apr-20

\$77,155.91

Miscellaneous

	\$7,344.00	6/21/2021	City of St. Francis	WAC/SAC Fee				
	\$975.00	9/29/2021	ALL STATE COMMUNICATIONS, INC	RELOCATE WALL RACK	79577	10/5/2021	318474	06-Aug-21
	\$24,014.74	12/2/2021	BRITZ STORE EQUIPMENT	REMODEL ITEMS	79788	12/7/2021	1006393	22-Nov-21
	\$3,421.50	6/7/2021	CONNEXUS ENERGY	BOTTLE SHOP SERVICE REQUEST	79120	6/8/2021	COM0001688	07-Jun-21
	\$3,600.00	11/22/2021	DAVIS MECHANICAL SYSTEMS, INC.	WALK IN COOLER REPAIR	79795	12/7/2021	8144	17-Nov-21
	\$8,750.00	9/2/2021	DUSTY S DRAIN CLEANING	BOTTLE SHOP	79472	9/8/2021	D21-110	27-Aug-21
	\$7,683.00	8/12/2021	DUSTY S DRAIN CLEANING	BOTTLE SHOP PROJECT	79412	8/17/2021	N21-359	24-Jul-21
	\$322.50	4/12/2021	ECM PUBLISHERS, INC.	BOTTLE SHOP BIDS	78957	4/20/2021	828017	02-Apr-21
	\$8,034.18	1/11/2022	ELECTRO WATCHMAN, INC.	ALARM SYSTEM	80025	1/19/2022	378684	28-Dec-21
	\$800.50	10/28/2021	ELECTRO WATCHMAN, INC.	3 NETWORK CAMERAS	79686	11/2/2021	JSKRQ2724	19-Oct-21
	\$5,023.04	9/29/2021	ELECTRO WATCHMAN, INC.	LIQUOR-ALARM	79591	10/5/2021	JSKRQ2654-01	16-Sep-21
	\$4,675.00	12/2/2021	EXTERIOR HOME RENOVATIONS LLC	GUTTER/DOWNSPOUTS	79804	12/7/2021	000427	20-Nov-21
	\$2,887.00	9/30/2021	E-Z SHELVING SYSTEMS, INC	SHELVES	79593	10/5/2021	15813R02	29-Sep-21
	\$2,000.00	8/12/2021	E-Z SHELVING SYSTEMS, INC	BOTTLE SHOP SHELVING	79391	8/12/2021	.0821	12-Aug-21
	\$2,384.89	2/17/2022	HARRIS, INC	WORK ORDER 3093559	80153	2/23/2022	507029856	31-Jan-22
	\$60.85	11/22/2021	MENARDS	SUPPLIES	1124	11/22/2021		
	\$2,072.00	2/17/2022	PROFESSIONAL SERVICE IND, INC	ENGINEERING COSTS	80177	2/23/2022	00806497	31-Jan-22
	\$1,590.00	1/18/2022	PROFESSIONAL SERVICE IND, INC	BOTTLE SHOP	80056	1/19/2022	00802411	31-Dec-21
	\$1,410.00	10/4/2021	PROFESSIONAL SERVICE IND, INC	BOTTLE SHOP	79619	10/5/2021	00787555	30-Sep-21
	\$1,588.00	9/14/2021	PROFESSIONAL SERVICE IND, INC	LIQUOR STORE	79558	9/21/2021	00782371	31-Aug-21
	\$1,227.00	8/12/2021	PROFESSIONAL SERVICE IND, INC	ENGINEERING FEES	79441	8/17/2021	00772040	30-Jun-21
	\$384.00	6/15/2021	PROFESSIONAL SERVICE IND, INC	PROJECT SETUP FEE	79225	6/22/2021	00767032	31-May-21
	\$786.10	10/14/2021	QUALITY REFRIGERATION	LIQUOR STORE WRK-WEBER TO REIMB	79669	10/19/2021	0090815	25-Jun-21
	\$1,500.00	9/16/2021	RUSSELL SECURITY RESOURCE INC.	SAFE FOR LIQUOR STORE	79560	9/21/2021	A40336	09-Sep-21
	\$888.94	11/15/2021	SPEEDY KEYS, INC	KEYS	79771	11/16/2021	211889	12-Nov-21
	\$280.00	9/7/2021	TR ENVIRONMENTAL	BOTTLE SHOP TESTING	79507	9/8/2021	TR521-502	31-Jul-21
	\$280.00	9/7/2021	TR ENVIRONMENTAL	BOTTLE SHOP TESTING	79507	9/8/2021	TR21-511	04-Aug-21
	\$3,485.00	9/30/2021	TRESTER, LLC	LIQUOR STORE WORK	79630	10/5/2021	3949	25-Aug-21

\$97,467.24

Total Costs to Date   \$884,978.84

# QUOTE #1





**St. Francis Bottle Shop**  
23307 St. Francis Blvd. NW  
Saint Francis, MN 55070

Sign Quote\_2  
March – 2022



1

Mike Kasbohm 612-719-1990

[ThinkDigitalSigns.com](http://ThinkDigitalSigns.com)

### Existing Sign



2

Mike Kasbohm 612-719-1990

[ThinkDigitalSigns.com](http://ThinkDigitalSigns.com)

## Existing Sign

Agenda Item # 3C.

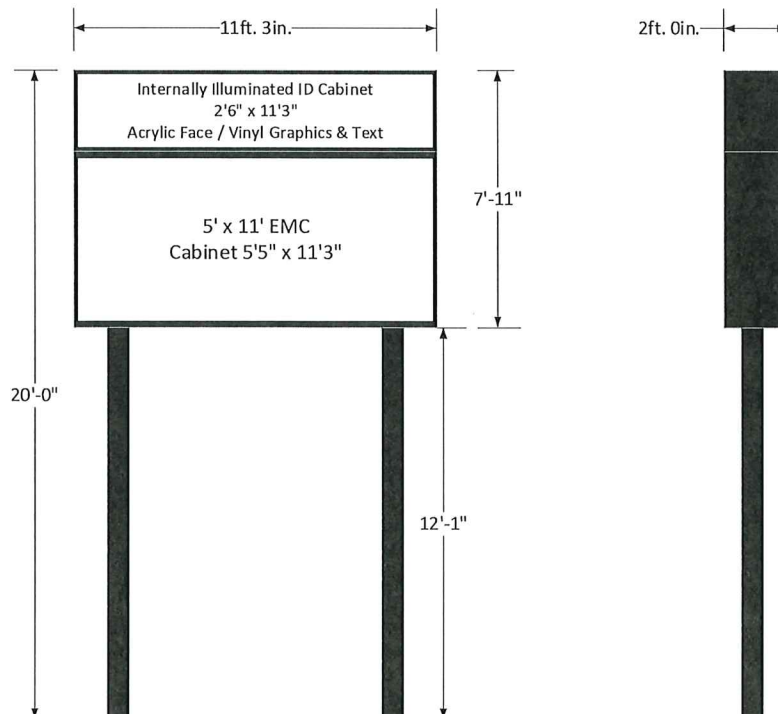


3

Mike Kasbohm 612-719-1990

ThinkDigitalSigns.com

## Proposed Sign

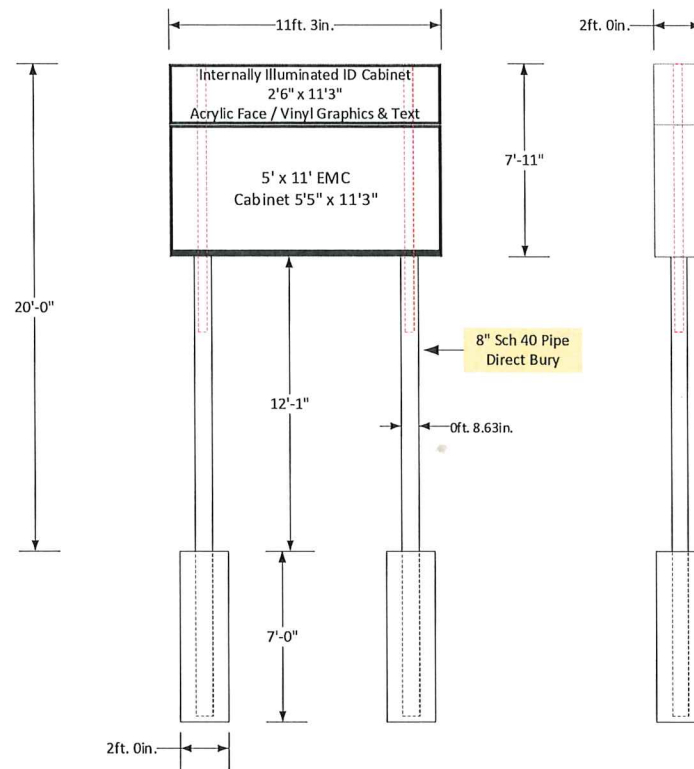


4

Mike Kasbohm 612-719-1990

ThinkDigitalSigns.com

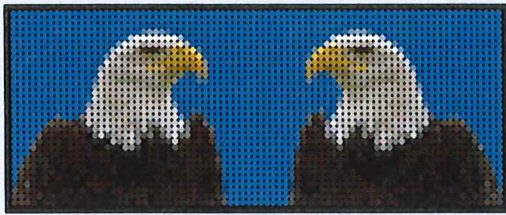




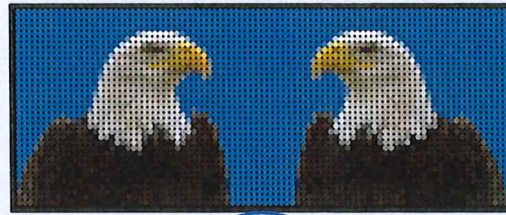
### Proposed Sign







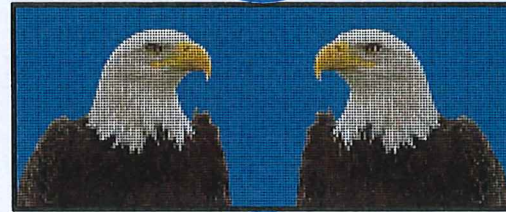
19mm



16mm



10mm



8mm



6mm

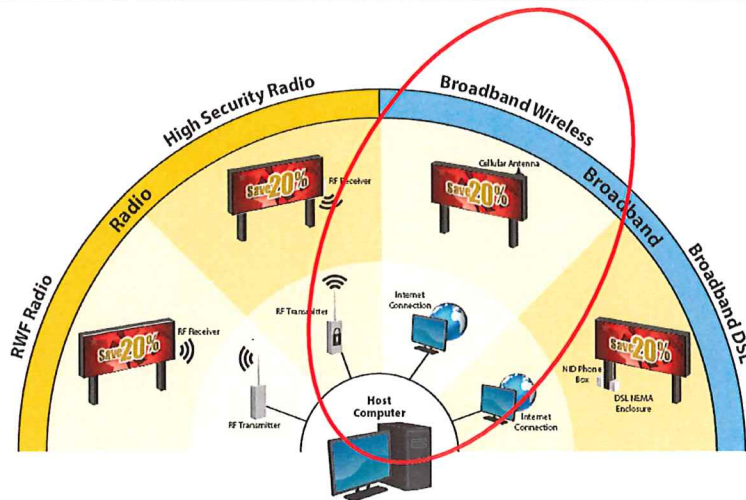
This quote includes a 16mm, 10mm & 8mm resolution message center.

## Watchfire Electronic Message Center Easy to Use: OPx Sign Design and Scheduling Software

Powerful and Easy to use  
OPx Cloud-Based Internet Software.

The screenshot displays the Watchfire OPx software interface. On the left, a 'Widgets' panel lists various elements like Text, Image, EasyArt, Video, Temp, Time, Today's Day/Date, Multi-Frame, Counter, Count to Date, and Daily Counter. The central canvas shows a sign design for 'KEYSTONE BEER' with a 3D can image and the text 'Beer of the Month \$15.99'. On the right, a 'Properties' panel allows for adjusting image properties (Library, Image, KeyStone Beer.JPG, Orig Size: 651x354, Scale: Contain, Alignment: Center, Layout, Left, Top, Width, Height, Rotation, Opacity, Bg Color, Transition Effects, Canvas, Width, Height, Bg Color, Zoom).





## Broadband

Broadband Wireless and DSL both use a high-speed internet connection to communicate with the sign. This type of connection offers the ability to update and troubleshoot the sign from any location. Broadband Wireless communication also makes it easier to network and control several signs from a single computer, which can simplify sign management for businesses with multiple locations.

## 4G Wireless Broadband Communication:

- Fast Secure Internet Connection to Sign
- Simplified Sign Management
- Easy Installation
- Sign Updates are Quick and Easy
- Mobile Updates
- Watchfire Runs Daily Remote Diagnostics



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Mike Kasbohm 612-719-1990

ThinkDigitalSigns.com

## St. Francis Bottle Shop Quote Estimate

St. Francis Bottle Shop				
Message Center: Size	5x11 Double-Face			Description
	16mm	10mm	8mm	
Message Center: Resolution	17,820	49,500	71,280	
Pixels per Sign Face	52,230.00	67,630.00	79,230.00	Watchfire Electronic Message Center.
Watchfire Message Center	-	(2,000.00)	(3,500.00)	
Resolution Upgrade Incentive	(2,900.00)	(3,400.00)	(3,800.00)	Provided by Think Digital Signs
Multi-Sign Purchase Discount	7,760.00	7,760.00	7,760.00	Internally Illuminated Sign Cabinet.
Sign Cabinet	13,500.00	13,500.00	13,500.00	Includes All Material and Labor for Excavation, Footing, Sign Poles and Sign Installation.
Sign Installation				Install required electric service to sign location. <b>By Client.</b>
Install Electrical Service				Electrical connection included within 5' of new sign.
Sign Electrical Connection	Included	Included	Included	Costs to shut down or protect power line <b>By Client.</b>
Maximum Amps per Sign Face	16	33	39	Maximum Amps Draw per Sign Face
Lifetime Broadband Sign Communications Agreement	Included	Included	Included	Includes Watchfire remote sign diagnostics.
Permit Administration	Included	Included	Included	Permit administration included.
Sales Taxes (7.125%)	NA	NA	NA	<b>Permit &amp; Engineering fees paid by client.</b>
Total	70,590.00	83,490.00	93,190.00	Sales Tax Included.
*5-Year Monthly Lease	\$ 1,342.00	\$ 1,587.00	\$ 1,771.00	*Lease rates may vary depending on client credit and equipment qualification. Based on Municipal Financing Rates.

Message Center  
5-Year Parts Warranty  
1-Year Labor Warranty  
Sign Cabinet: 1-Year Parts & Labor

Installation includes electrical connection, communications, software and training.  
> Electrical connection requires adequate electrical exists at sign location.

**If additional electrical service is required, we can provide an estimate.**

- > **Lifetime Broadband** Sign Communication Agreement
- > Permit Administration— Included (**Permit Fees paid by Client**)
- > Software training includes: Webinar Training from Watchfire  
Day of Installation Support  
Ongoing training as needed

Terms: 75% Deposit at time of Order  
25% at Installation

### OPx Sign Software Account Set Up

Name: \_\_\_\_\_  
Email: \_\_\_\_\_

### St. Francis Bottle Shop

Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_



10

Mike Kasbohm 612-719-1990

ThinkDigitalSigns.com

39

In order to help you and other important decision makers determine the appropriate sign size & resolution and create enthusiasm for a new communication tool, we can arrange for a Watchfire demo truck visit.



# QUOTE #2





BOX 881 ST. CLOUD MN 56302 (320) 252-9400

Agenda Item # 3C.

## PROPOSAL

Proposal #: 25765

Proposal Date: 03/19/22  
Customer #: 4665  
Page: 1 of 5

SOLD TO:	JOB LOCATION:
ST. FRANCIS BOTTLE SHOP 23307 ST. FRANCIS BLVD NW ST. FRANCIS MN 55070	ST. FRANCIS BOTTLE SHOP 23307 ST. FRANCIS BLVD NW ST. FRANCIS MN 55070

SCENIC SIGN CORPORATION (HEREINAFTER CALLED THE "COMPANY") HEREBY PROPOSES TO FURNISH ALL THE MATERIALS AND PERFORM ALL THE LABOR NECESSARY FOR THE COMPLETION OF:

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #32060 FABRICATE 5'5"x 11'3" D/F STEEL FRAMED CABINET AND INSTALL 5X11 WATCHFIRE ELECTRONIC DISPLAYS INTO CABINET. PAINTED ALUMINUM EXTERIOR	\$69,000.00	\$69,000.00
1	QUOTE #32061 FABRICATE 2'6"x 11'3" D/F STEEL FRAMED CABINET SIGN WITH LEXAN FACES, PAINTED ALUMINUM EXTERIOR AND L.E.D. LIGHTING.	\$8,500.00	\$8,500.00
1	QUOTE #32062 INSTALL POLE, FOOTING AND SIGN CABINET - FOOTINGS TO BE 2'W X 7'D, POLES TO BE 8" ROUND	\$14,000.00	\$14,000.00
		SUB TOTAL:	\$91,500.00
		ESTIMATED SALES TAXES:	\$0.00

ALL MATERIAL IS GUARANTEED TO BE AS SPECIFIED, AND THE ABOVE TO BE IN ACCORDANCE WITH THE DRAWINGS AND OR SPECIFICATIONS SUBMITTED FOR THE ABOVE WORK AND COMPLETED IN A WORKMANLIKE MANNER FOR THE SUM OF:

TOTAL PROPOSAL AMOUNT: \$91,500.00

TERMS: 50.0% DOWN, BALANCE DUE ON COMPLETION  
(INTEREST OF 1.5% PER MONTH WILL BE ADDED TO PAST DUE ACCOUNTS)

THIS PRICE DOES NOT INCLUDE PRIMARY ELECTRICAL SUPPLY AND CONNECTION. PERMIT AND ENGINEERING FEES AS REQUIRED BY GOVERNMENT WILL BE ADDED AT ACTUAL COST PLUS PROCUREMENT FEE. SALES TAX WILL BE ADDED ON PRODUCTS PICKED UP AT OUR PLANT, INSTALLED BY OTHERS AND SOME ITEMS DEEMED "REMOVABLE" BY STATE LAW (BANNERS, VINYL APPLICATIONS, ETC.) TAX WILL BE CHARGED TO EXEMPT ENTITIES UNLESS A "CERTIFICATE OF EXEMPTION" IS PROVIDED AT THE TIME OF CONTRACT EXECUTION.

COMPANY INITIALS \_\_\_\_\_

CUSTOMER INITIALS \_\_\_\_\_



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

## PROPOSAL

Proposal #: 25765

Proposal Date: 03/19/22  
Customer #: 4665  
Page: 2 of 5

A FEE FOR DISPOSAL OF HAZARDOUS WASTE CONTAINED IN SIGNS AND MATERIALS REMOVED FROM CUSTOMER'S PROPERTY WILL BE ADDED TO THE FINAL INVOICE.

**SLOAN LED WARRANTY:** OUR PREFERRED LED PRODUCT LINE IS SLOAN BRAND. SLOAN "PRISM 24" (CHANNEL LETTERS) AND "SIGNBOX 3" (CABINET SIGNS) LEDS ARE WARRANTED FOR TEN (10) YEARS PARTS AND LABOR, SLOAN POWER SUPPLIES ARE WARRANTED FIVE (5) YEARS PARTS AND LABOR, SLOAN BORDER LIGHTING PRODUCTS (LEDSTRIPE, COLORLINE, FLEXIBRITE) ARE WARRANTED FIVE (5) YEARS PARTS AND LABOR. SEE SECTION 3 BELOW FOR OUR STANDARD WARRANTY ON ALL OTHER PRODUCTS AND SERVICES.

NOTE: THIS PROPOSAL MAY BE WITHDRAWN IF NOT ACCEPTED WITHIN 30 DAYS. WORK WILL NOT BEGIN UNTIL DOWN PAYMENT AND WRITTEN ACCEPTANCE IS RECEIVED.

ANY ALTERATION FROM THE ABOVE SPECIFICATIONS INVOLVING EXTRA COSTS, WILL BE EXECUTED ONLY UPON WRITTEN ORDERS, AND WILL BECOME AN EXTRA CHARGE OVER AND ABOVE THE ESTIMATE TO BE PAID BY THE PURCHASER.

### TERMS AND CONDITIONS

1. This proposal is made for specially constructed equipment and when accepted is not subject to cancellation. Company shall not be responsible for errors in plans, designs, specifications or drawings furnished by PURCHASER or for defects caused thereby.
2. A. The company agrees to secure all necessary governmental permits. The purchaser agrees to secure all necessary permits from the building owner and/or others whose permission is required for the installation of this display and he assumes all liability with regard to same and all liability, public and otherwise, for damages caused by the display or by reason of it being on or attached to the premises. Purchaser agrees to secure all necessary permission for use of all registered trademarks or copyrights used on the display.
2. B. All necessary electrical wiring, outlets and connections to the display from the building meter and/or fuse panel will be properly fused and installed, at the expense of the Purchaser.
2. C. INSTALLATION PRICES QUOTED ARE SUBJECT TO REVISION WHERE EXCESS ROCK OR OTHER UNFORESEEABLE FOUNDATION CONDITIONS ARE ENCOUNTERED; ADDITIONAL CHARGES WILL BE INCURRED IF THESE CONDITIONS EXIST.
2. D. ALL PRIVATE UNDERGROUND UTILITIES IN THE AREA OF EXCAVATION ARE TO BE MARKED BY THE CUSTOMER, AT THEIR EXPENSE, PRIOR TO EXCAVATION. SCENIC SIGN CORPORATION SHALL NOT BE HELD RESPONSIBLE FOR DAMAGES RELATED TO THE STRIKING OF ANY UNMARKED PRIVATE UTILITIES, OR DAMAGES TO ANY PERSON, BUSINESS OR PROPERTY AS A RESULT OF THIS EXCAVATION, INCLUDING BUT NOT LIMITED TO ELECTRICAL, IRRIGATION, GAS, SURVEILLANCE OR ANY OTHER UNDERGROUND UTILITY.
3. Company warrants the display against defective workmanship in construction and assembly for one (1) year from date of shipment or installation, if installation is made by Company. Additionally, Company will replace defective components manufactured by others for one (1) year from date of shipment or installation by Company, unless specifically stated otherwise, for normal labor and travel charges only. Any part found by Company to be defective due to faulty workmanship or materials, if returned prepaid, within the warranty period, will be repaired or replaced f.o.b. point of production. Company shall not be liable for any damages or losses other than the replacement of such defective work or material. Whenever there is any circumstance on which a claim might be based, Company must be informed immediately or the provisions of this warranty are voided.

COMPANY INITIALS \_\_\_\_\_

CUSTOMER INITIALS \_\_\_\_\_





BOX 881 ST. CLOUD MN 56302 (320) 252-9400

# PROPOSAL

## Proposal #: 25765

Agenda Item # 3C.

Proposal Date: 03/19/22  
Customer #: 4665  
Page: 3 of 5

4. Any items not shipped or installed on or before 60 days from contract date will be invoiced in full at the designated unit price, and PURCHASER hereby agrees to pay said invoice per above items. It is agreed that storage charges shall accrue at the rate of one percent (1%) per month of the price of the display commencing at the end of said 60-day period. Company, at its option, may invoice each item called for in the proposal separately upon completion, or, if for reasons beyond its control completion is delayed, it may invoice for that portion of the work completed during any given month. Under no condition, will any item be held beyond 60 days after completion. In the event that size and weight of any item prohibits storage by Company on its own property, Purchaser must make arrangements for shipments immediately upon completion.

5. Payment for items purchased under the terms of the contract will be made on receipt of invoices submitted. In the event payment is not made as agreed, PURCHASER agrees to pay a service charge on past due amounts from the times they are due, thirty (30) days from invoice date, at the rate of one and one half percent (1½%) per month. In the event this contract is placed for collection or if collected by suit or through any Court, reasonable attorneys' fees shall be added.

6. All applicable taxes payable under the laws of the State of Minnesota will be added when required. Taxes due in other states may be additional as noted in the specifications section of this document. In "real property" installations (free standing and wall signs for example) sales tax is included, in "tangible" installations (temporary or interior signs) sales tax will be added as required by Minnesota state tax law.

7. Company will not be responsible for delays in shipments caused by delays created by supplies or transportation services or by labor disputes or due to any other circumstances beyond its control.

8. Title to all unincorporated materials and property covered by this contract shall remain in and be the property of the Company until the purchase price is paid in full. The Company reserves the right to enter any job site and reclaim all materials or property used or intended to be used in this construction of said equipment in the event of default by Purchaser, including, but not limited to, payment of any amounts due and payable in accordance with terms of this contract. The Company retains a security interest in the materials and equipment whether or not incorporated into a project or realty until the Company has been paid in full, notwithstanding the manner in which the personal property has been annexed or attached to the realty. The Purchaser agrees to execute appropriate Commercial Code forms to provide to the Company a Perfected security interest.

9. It is agreed that this contract shall be construed according to the laws of the State of Minnesota.

10. When this contract is signed by a duly authorized person of each party, all provisions contained herein become integral parts of this contract, and there is no other agreement or understanding of any nature concerning same unless such agreement or understanding, if any, is specifically incorporated here by reference.

THIS PROPOSAL DOES NOT BECOME EFFECTIVE UNTIL SIGNED AND DATED BY THE COMPANY; ONCE SIGNED THIS PROPOSAL WILL EXPIRE AFTER 30 DAYS.

THE ABOVE PRICES, SPECIFICATIONS, AND CONDITIONS ARE SATISFACTORY AND ARE HEREBY ACCEPTED. YOU ARE AUTHORIZED TO DO THE WORK AS SPECIFIED. PAYMENT WILL BE MADE AS OUTLINED ABOVE.

SALESPERSON: \_\_\_\_\_

DATE: \_\_\_\_\_

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

TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

COMPANY INITIALS \_\_\_\_\_

CUSTOMER INITIALS \_\_\_\_\_



## PROPOSAL

Proposal #: 25765

Proposal Date: 03/19/22  
Customer #: 4665  
Page: 4 of 5



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

COMPANY INITIALS \_\_\_\_\_

CUSTOMER INITIALS \_\_\_\_\_



BOX 881 ST. CLOUD MN 56302 (320) 252-9400

Agenda Item # 3C.

# DEPOSIT INVOICE

Invoice #: DP25765

Inv Date: 03/19/22  
Customer #: 4665  
Page: 5 of 5

SOLD TO:	JOB LOCATION:
ST. FRANCIS BOTTLE SHOP 23307 ST. FRANCIS BLVD NW ST. FRANCIS MN 55070	ST. FRANCIS BOTTLE SHOP 23307 ST. FRANCIS BLVD NW ST. FRANCIS MN 55070

ORDERED BY	PO NUMBER	SALESPERSON	ORDER DATE	PAYMENT TERMS	DUE DATE
		DARYL KIRT	03/19/22	50.0% Due Upon Receipt	05/01/22

QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	QUOTE #32060 FABRICATE 5'5"x 11'3" D/F STEEL FRAMED CABINET AND INSTALL 5X11 WATCHFIRE ELECTRONIC DISPLAYS INTO CABINET. PAINTED ALUMINUM EXTERIOR	\$69,000.00	\$69,000.00
1	QUOTE #32061 FABRICATE 2'6"x 11'3" D/F STEEL FRAMED CABINET SIGN WITH LEXAN FACES, PAINTED ALUMINUM EXTERIOR AND L.E.D. LIGHTING.	\$8,500.00	\$8,500.00
1	QUOTE #32062 INSTALL POLE, FOOTING AND SIGN CABINET - FOOTINGS TO BE 2'W X 7'D, POLES TO BE 8" ROUND	\$14,000.00	\$14,000.00
		SUB TOTAL	\$91,500.00
	ESTIMATED SALES TAXES		\$0.00
	TOTAL PROPOSAL AMOUNT		\$91,500.00
	*** FINAL INVOICE AMOUNT MAY VARY UPON COMPLETION ***		

PLEASE PAY THIS DEPOSIT AMOUNT:	\$45,750.00
---------------------------------	-------------



## WORK SESSION AGENDA REPORT

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, Interim City Administrator  
**SUBJECT:** Patriot Parkway Concept  
**DATE:** 03-28-2022

### **OVERVIEW:**

February 2021, the City received a LOI for the purchase of a city owned parcel south of Mansetti's for a coffee shop. After review by engineering and legal teams it was identified that there was not access for development and a road would be needed in order to develop these parcels.

July 2021, at a work session staff presented to council a concept by HAA in which a road design that would allow development to the city owned parcels and address future safety and access needs. At that time Council supported the efforts to continue the conversation with obtaining the property to create this road and the future expansion of city road and utilities.

Since July, Staff has met with not only the church but three separate development teams in regards to new development that would be created by the road expansion. The work to create a road to the city property has expanded into a full re-development project.

March 6<sup>th</sup>, the Baptist Church team presented to the congregation their concept including the road and overall idea of the project. Each member of the congregation is a voting member and will be required to vote on the approval of the Church moving forward.

The redevelopment project currently includes all of the following components:

- Expansion of City road and utilities
- Road design to address access and safety, adapt to upcoming Hwy and growth changes
- Expansion of Baptist Church and signage
- Coffee shop on lot south of Mansetti's
- Multi-family housing development
- Additional commercial development space, one retail store already working on site designs.

This project has several moving pieces that are dependent on each other:

- Baptist Church expansion requires a site plan review

- Platting and easements for new roads and parcels
- Bid and construction of new street and utilities
- Land use approvals for multifamily and commercial development including coffee shop

**The work session goal is to discuss any early concerns while considering the following:**

- All of the proposed new development is dependent on the road.
- City would work to cost share the road with new development
- Project concept meets the comprehensive plan.
- Zoning may need to be updated to allow a higher/lower housing density and more than one use on commercial property
- A platting and/or easement process required to address the road
- Would need to request HAA to develop bid and commit to a likely construction for early 2023

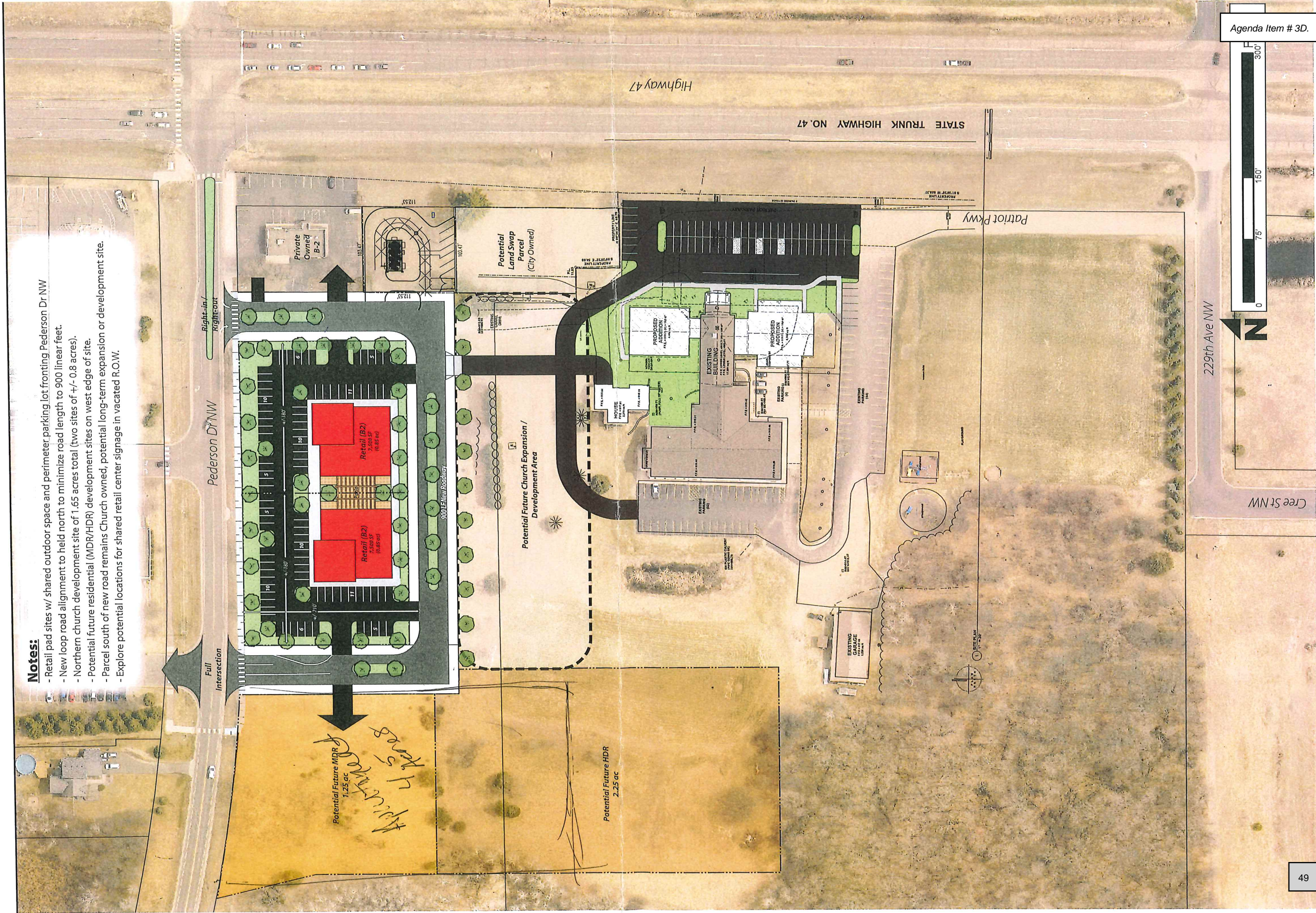
**Attachments:**

Patriot Parkway Development Concept, DRAFT January 31, 2022



**Notes:**

- Retail pad sites w/ shared outdoor space and perimeter parking lot fronting Pederson Dr NW
- New loop road alignment to hold north to minimize road length to 900 linear feet.
- Northern church development site of 1.65 acres total (two sites of +/- 0.8 acres).
- Potential future residential (MDR/HDR) development sites on west edge of site.
- Parcel south of new road remains Church owned, potential long-term expansion or development site.
- Explore potential locations for shared retail center signage in vacated R.O.W.







## CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom, Interim City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Software Purchase  
**DATE:** March 28, 2022

---

### **OVERVIEW:**

Staff has been looking at bringing forward a proposal to purchase a new software package for our growing software needs. The city has been using a program called Banyon for Fund accounting, Payroll and Receipting since at least 2000. Permit Works, which is a separate program from Banyon, was added in 2017. Both of these programs run on Microsoft Access.

Through the last couple of years, we have noticed that these programs are not growing with the needs of the city. Staff has researched other programs available and saw that programs offered now would better match our needs going forward. Banyon has been having more issues with shutting down in the middle of data entry or other problems that create the need to shut down the program and restart in order for it work again.

Some of the benefits that we saw in a new software platform are:

- Cloud based-this means that the software is based in the cloud. When the company updates the software, we would immediately have access to those updates. The update process now is IT needs to do a manual update to each computer that has the program.
- Better access to department information by department heads. Currently, department heads receive reports on a monthly basis, but with a new software package, we could create a login for the department heads that would display a dashboard for them to review their budgets at any time. They would be able to drill down and see what was spent and the invoices for these expenditures.
- Electronic timesheets-right now employees fill out a timesheet and turn it into their department head. It is then emailed to payroll to be processed manually into the payroll application. With a new electronic timesheet in these new programs, employees would have access to fill out their time on-line. The program then would send the timesheet to the department head for review. After approval, the system tells payroll it is ready and they would review it and submit it into the system to be processed.
- New HR portion-this would be an added benefit. This program would streamline the onboarding process of an employee. From job posting through interviewing, hiring and employee reviews.
- This program would also allow employees access to direct deposit on-line and change requests for deductions or contact information would also be done by employees on-line.
- Permitting software would be integrated with the financial software. Right now, there are separate systems so when a customer pays for a permit, it has to be marked as paid in

the permitting software then entered again into the receipt software to eventually be imported into the fund accounting software. With a new program, it would only have to be done once. The new software would also integrate with our credit card processing and simplify the entry of credit card payments.

There are many more benefits to a new software platform. This would make financial, payroll, and permitting much more efficient in a number of ways by automating routine tasks and allowing staff to see better information.

Staff would review the software platforms of a couple vendors and bring back a recommendation to Council.

**ACTION TO BE CONSIDERED:**

Consensus for staff to bring back a recommendation for a new software system for financial, payroll, HR, and permitting software.

**BUDGET IMPLICATION:**

We are estimating the cost around \$150,000 to \$200,000 for the purchase, transfer of data and training. This would be applied to the city's ARP funds. The ARP funds do allow us this use as an administrative cost.



## WORK SESSION AGENDA REPORT

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, Interim City Administrator  
**SUBJECT:** St. Francis Market Profile – for information only  
**DATE:** 03-28-2022

### **OVERVIEW:**

Staff uses market profiles for marketing purposes. The information is given to businesses and developers to highlight our city either as a whole by showing a strong primary market area (PMA = 5 miles, 10 miles, etc. ratios). This information is used by businesses to determine if the demographics in the City or within a PMA support their business. The attached report was created solely on the demographics of the City.

This information is important to City communication as well as businesses. When Council and/or Staff release information for community engagement, events, surveys, consider who we are building parks or development for, or bottle shop marketing, it needs to be directed towards and written for the correct audience. Marketing profiles provide the data we need to tailor our marketing and communication to. This also drives the hours we host events or how we use social media. St Francis has a very young, middle income, white collar, homeowner population and communication needs to be adapting to our audience as we move forward.

Highlighted in the attached *Market Profile* are points of interest that identify who our high category demographic population is. The profile also shows in many categories what the data looked like in 2010 and what it is projected to look like in 2026. This can assist in showing us not only who we are communicating with today, but what we need to consider for the future.

At the top of page seven our market shows two Tapestry segments, Middleburg and Up and Coming Families. Tapestry is used to identify the similar traits of the consumer group in an area. Those definitions are attached.

### **Attachments:**

Esri Market Profile report for the City of St. Francis  
 Tapestry definition for Middleburg  
 Tapestry definition for Up and Coming Families





## Market Profile

Agenda Item # 3F.

St. Francis City, MN  
St. Francis City, MN (2756950)  
Geography: Place

Prepared by Esri

		St. Francis c...
<b>Population Summary</b>		
2000 Total Population		5,045
2010 Total Population		7,151
2021 Total Population		7,999
2021 Group Quarters		0
2026 Total Population		8,439
2021-2026 Annual Rate		1.08%
2021 Total Daytime Population		6,292
Workers		2,299
Residents		3,993
<b>Household Summary</b>		
2000 Households		1,679
2000 Average Household Size		3.00
2010 Households		2,500
2010 Average Household Size		2.86
2021 Households		2,821
2021 Average Household Size		2.84
2026 Households		2,982
2026 Average Household Size		2.83
2021-2026 Annual Rate		1.12%
2010 Families		1,897
2010 Average Family Size		3.22
2021 Families		2,089
2021 Average Family Size		3.21
2026 Families		2,198
2026 Average Family Size		3.21
2021-2026 Annual Rate		1.02%
<b>Housing Unit Summary</b>		
2000 Housing Units		1,725
Owner Occupied Housing Units		84.1%
Renter Occupied Housing Units		13.2%
Vacant Housing Units		2.7%
2010 Housing Units		2,629
Owner Occupied Housing Units		82.0%
Renter Occupied Housing Units		13.1%
Vacant Housing Units		4.9%
2021 Housing Units		2,889
Owner Occupied Housing Units		85.2%
Renter Occupied Housing Units		12.4%
Vacant Housing Units		2.4%
2026 Housing Units		3,047
Owner Occupied Housing Units		86.5%
Renter Occupied Housing Units		11.3%
Vacant Housing Units		2.1%
<b>Median Household Income</b>		
2021		\$82,224
2026		\$89,264
<b>Median Home Value</b>		
2021		\$246,852
2026		\$306,124
<b>Per Capita Income</b>		
2021		\$31,079
2026		\$35,276
<b>Median Age</b>		
2010		31.6
2021		34.4
2026		33.8

**Data Note:** Household population includes persons not residing in group quarters. Average Household Size is the household population divided by total households. Persons in families include the householder and persons related to the householder by birth, marriage, or adoption. Per Capita Income represents the income received by all persons aged 15 years and over divided by the total population.

**Source:** U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

March 14, 2022



## Market Profile

Agenda Item # 3F.

St. Francis City, MN  
St. Francis City, MN (2756950)  
Geography: Place

Prepared by Esri

St. Francis c...

### 2021 Households by Income

Household Income Base	2,820
<\$15,000	4.8%
\$15,000 - \$24,999	5.5%
\$25,000 - \$34,999	6.8%
\$35,000 - \$49,999	8.2%
\$50,000 - \$74,999	15.5%
\$75,000 - \$99,999	24.5%
\$100,000 - \$149,999	23.0%
\$150,000 - \$199,999	9.5%
\$200,000+	2.3%

Average Household Income \$87,896

### 2026 Households by Income

Household Income Base	2,981
<\$15,000	3.9%
\$15,000 - \$24,999	4.2%
\$25,000 - \$34,999	4.9%
\$35,000 - \$49,999	6.4%
\$50,000 - \$74,999	13.9%
\$75,000 - \$99,999	25.4%
\$100,000 - \$149,999	26.2%
\$150,000 - \$199,999	12.5%
\$200,000+	2.7%

Average Household Income \$99,590

### 2021 Owner Occupied Housing Units by Value

Total	2,462
<\$50,000	5.9%
\$50,000 - \$99,999	1.7%
\$100,000 - \$149,999	4.6%
\$150,000 - \$199,999	11.8%
\$200,000 - \$249,999	27.7%
\$250,000 - \$299,999	23.6%
\$300,000 - \$399,999	20.1%
\$400,000 - \$499,999	3.5%
\$500,000 - \$749,999	0.1%
\$750,000 - \$999,999	0.7%
\$1,000,000 - \$1,499,999	0.0%
\$1,500,000 - \$1,999,999	0.0%
\$2,000,000 +	0.3%

Average Home Value \$256,387

### 2026 Owner Occupied Housing Units by Value

Total	2,638
<\$50,000	0.5%
\$50,000 - \$99,999	0.2%
\$100,000 - \$149,999	0.5%
\$150,000 - \$199,999	2.2%
\$200,000 - \$249,999	14.0%
\$250,000 - \$299,999	30.2%
\$300,000 - \$399,999	41.5%
\$400,000 - \$499,999	8.8%
\$500,000 - \$749,999	0.3%
\$750,000 - \$999,999	1.7%
\$1,000,000 - \$1,499,999	0.0%
\$1,500,000 - \$1,999,999	0.0%
\$2,000,000 +	0.3%

Average Home Value \$327,312

**Data Note:** Income represents the preceding year, expressed in current dollars. Household income includes wage and salary earnings, interest dividends, net rents, pensions, SSI and welfare payments, child support, and alimony.

**Source:** U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

March 14, 2022



## Market Profile

Agenda Item # 3F.

St. Francis City, MN  
St. Francis City, MN (2756950)  
Geography: Place

Prepared by Esri

St. Francis c...

### 2010 Population by Age

Total	7,151
0 - 4	8.9%
5 - 9	9.7%
10 - 14	8.6%
15 - 24	12.5%
25 - 34	15.9%
35 - 44	16.9%
45 - 54	13.4%
55 - 64	7.5%
65 - 74	4.4%
75 - 84	1.8%
85 +	0.4%
18 +	68.3%

### 2021 Population by Age

Total	8,002
0 - 4	7.6%
5 - 9	7.8%
10 - 14	7.7%
15 - 24	12.9%
25 - 34	15.0%
35 - 44	15.2%
45 - 54	13.6%
55 - 64	11.0%
65 - 74	6.0%
75 - 84	2.6%
85 +	0.6%
18 +	72.6%

### 2026 Population by Age

Total	8,440
0 - 4	7.8%
5 - 9	7.9%
10 - 14	7.9%
15 - 24	12.4%
25 - 34	16.0%
35 - 44	15.5%
45 - 54	12.1%
55 - 64	10.4%
65 - 74	6.6%
75 - 84	2.7%
85 +	0.7%
18 +	72.2%

### 2010 Population by Sex

Males	3,541
Females	3,610

### 2021 Population by Sex

Males	3,965
Females	4,037

### 2026 Population by Sex

Males	4,160
Females	4,280

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

March 14, 2022



## Market Profile

Agenda Item # 3F.

St. Francis City, MN  
St. Francis City, MN (2756950)  
Geography: Place

Prepared by Esri

St. Francis c...

### 2010 Population by Race/Ethnicity

Total	7,151
White Alone	95.8%
Black Alone	0.6%
American Indian Alone	0.4%
Asian Alone	0.8%
Pacific Islander Alone	0.0%
Some Other Race Alone	0.2%
Two or More Races	2.0%
Hispanic Origin	1.4%
Diversity Index	10.7

### 2021 Population by Race/Ethnicity

Total	7,998
White Alone	93.4%
Black Alone	1.5%
American Indian Alone	0.5%
Asian Alone	1.1%
Pacific Islander Alone	0.1%
Some Other Race Alone	0.4%
Two or More Races	3.0%
Hispanic Origin	2.4%
Diversity Index	16.9

### 2026 Population by Race/Ethnicity

Total	8,439
White Alone	92.0%
Black Alone	1.9%
American Indian Alone	0.6%
Asian Alone	1.4%
Pacific Islander Alone	0.1%
Some Other Race Alone	0.5%
Two or More Races	3.5%
Hispanic Origin	3.1%
Diversity Index	20.5

### 2010 Population by Relationship and Household Type

Total	7,151
In Households	100.0%
In Family Households	88.6%
Householder	26.5%
Spouse	19.4%
Child	37.3%
Other relative	2.1%
Nonrelative	3.2%
In Nonfamily Households	11.4%
In Group Quarters	0.0%
Institutionalized Population	0.0%
Noninstitutionalized Population	0.0%

**Data Note:** Persons of Hispanic Origin may be of any race. The Diversity Index measures the probability that two people from the same area will be from different race/ethnic groups.

**Source:** U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

March 14, 2022





## Market Profile

Agenda Item # 3F.

St. Francis City, MN  
St. Francis City, MN (2756950)  
Geography: Place

Prepared by Esri

		St. Francis c...
<b>2021 Population 25+ by Educational Attainment</b>		
Total		5,119
Less than 9th Grade		0.8%
9th - 12th Grade, No Diploma		7.3%
High School Graduate		29.1%
GED/Alternative Credential		6.3%
Some College, No Degree		25.5%
Associate Degree		14.7%
Bachelor's Degree		12.2%
Graduate/Professional Degree		4.1%
<b>2021 Population 15+ by Marital Status</b>		
Total		6,153
Never Married		35.2%
Married		48.7%
Widowed		3.0%
Divorced		13.0%
<b>2021 Civilian Population 16+ in Labor Force</b>		
Civilian Population 16+		4,299
Population 16+ Employed		94.3%
Population 16+ Unemployment rate		5.7%
Population 16-24 Employed		13.6%
Population 16-24 Unemployment rate		10.1%
Population 25-54 Employed		70.2%
Population 25-54 Unemployment rate		4.5%
Population 55-64 Employed		14.1%
Population 55-64 Unemployment rate		8.2%
Population 65+ Employed		2.1%
Population 65+ Unemployment rate		0.0%
<b>2021 Employed Population 16+ by Industry</b>		
Total		4,052
Agriculture/Mining		0.9%
Construction		13.3%
Manufacturing		17.1%
Wholesale Trade		4.2%
Retail Trade		9.5%
Transportation/Utilities		6.4%
Information		1.0%
Finance/Insurance/Real Estate		5.1%
Services		37.6%
Public Administration		5.0%
<b>2021 Employed Population 16+ by Occupation</b>		
Total		4,052
White Collar		53.5%
Management/Business/Financial		13.3%
Professional		17.9%
Sales		8.2%
Administrative Support		14.1%
Services		13.8%
Blue Collar		32.7%
Farming/Forestry/Fishing		0.3%
Construction/Extraction		8.1%
Installation/Maintenance/Repair		6.3%
Production		8.2%
Transportation/Material Moving		9.8%

Source: U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

March 14, 2022





## Market Profile

Agenda Item # 3F.

St. Francis City, MN  
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Geography: Place

Prepared by Esri

	St. Francis c...
<b>2010 Households by Type</b>	
Total	2,500
Households with 1 Person	17.8%
Households with 2+ People	82.2%
Family Households	75.9%
Husband-wife Families	55.6%
With Related Children	30.0%
Other Family (No Spouse Present)	20.3%
Other Family with Male Householder	6.5%
With Related Children	4.5%
Other Family with Female Householder	13.8%
With Related Children	11.0%
Nonfamily Households	6.3%
All Households with Children	46.6%
Multigenerational Households	3.3%
Unmarried Partner Households	10.0%
Male-female	9.5%
Same-sex	0.5%
<b>2010 Households by Size</b>	
Total	2,500
1 Person Household	17.8%
2 Person Household	31.3%
3 Person Household	19.8%
4 Person Household	18.2%
5 Person Household	7.6%
6 Person Household	3.2%
7 + Person Household	1.9%
<b>2010 Households by Tenure and Mortgage Status</b>	
Total	2,500
Owner Occupied	86.2%
Owned with a Mortgage/Loan	76.4%
Owned Free and Clear	9.8%
Renter Occupied	13.8%
<b>2021 Affordability, Mortgage and Wealth</b>	
Housing Affordability Index	189
Percent of Income for Mortgage	12.6%
Wealth Index	72
<b>2010 Housing Units By Urban/ Rural Status</b>	
Total Housing Units	2,629
Housing Units Inside Urbanized Area	0.0%
Housing Units Inside Urbanized Cluster	66.1%
Rural Housing Units	33.9%
<b>2010 Population By Urban/ Rural Status</b>	
Total Population	7,151
Population Inside Urbanized Area	0.0%
Population Inside Urbanized Cluster	64.6%
Rural Population	35.4%

**Data Note:** Households with children include any households with people under age 18, related or not. Multigenerational households are families with 3 or more parent-child relationships. Unmarried partner households are usually classified as nonfamily households unless there is another member of the household related to the householder. Multigenerational and unmarried partner households are reported only to the tract level. Esri estimated block group data, which is used to estimate polygons or non-standard geography.

**Source:** U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

March 14, 2022



## Market Profile

Agenda Item # 3F.

St. Francis City, MN  
St. Francis City, MN (2756950)  
Geography: Place

Prepared by Esri

St. Francis c...

### Top 3 Tapestry Segments

1. Middleburg (4C)
2. Up and Coming Families (7A)
- 3.

### 2021 Consumer Spending

Apparel & Services: Total \$	\$5,719,679
Average Spent	\$2,027.54
Spending Potential Index	96
Education: Total \$	\$4,001,829
Average Spent	\$1,418.59
Spending Potential Index	82
Entertainment/Recreation: Total \$	\$8,671,842
Average Spent	\$3,074.03
Spending Potential Index	95
Food at Home: Total \$	\$14,389,789
Average Spent	\$5,100.95
Spending Potential Index	94
Food Away from Home: Total \$	\$10,289,332
Average Spent	\$3,647.41
Spending Potential Index	96
Health Care: Total \$	\$17,017,621
Average Spent	\$6,032.48
Spending Potential Index	97
HH Furnishings & Equipment: Total \$	\$6,314,493
Average Spent	\$2,238.39
Spending Potential Index	99
Personal Care Products & Services: Total \$	\$2,426,177
Average Spent	\$860.04
Spending Potential Index	96
Shelter: Total \$	\$52,156,126
Average Spent	\$18,488.52
Spending Potential Index	92
Support Payments/Cash Contributions/Gifts in Kind: Total \$	\$6,985,683
Average Spent	\$2,476.31
Spending Potential Index	104
Travel: Total \$	\$6,878,410
Average Spent	\$2,438.29
Spending Potential Index	96
Vehicle Maintenance & Repairs: Total \$	\$3,098,551
Average Spent	\$1,098.39
Spending Potential Index	99

**Data Note:** Consumer spending shows the amount spent on a variety of goods and services by households that reside in the area. Expenditures are shown by broad budget categories that are not mutually exclusive. Consumer spending does not equal business revenue. Total and Average Amount Spent Per Household represent annual figures. The Spending Potential Index represents the amount spent in the area relative to a national average of 100.

**Source:** Consumer Spending data are derived from the 2018 and 2019 Consumer Expenditure Surveys, Bureau of Labor Statistics. Esri.

**Source:** U.S. Census Bureau, Census 2010 Summary File 1. Esri forecasts for 2021 and 2026 Esri converted Census 2000 data into 2010 geography.

March 14, 2022





## LifeMode Group: Family Landscapes

# Middleburg

4C

Households: 3,511,200

Average Household Size: 2.75

Median Age: 36.1

Median Household Income: \$59,800

### WHO ARE WE?

*Middleburg* neighborhoods transformed from the easy pace of country living to semirural subdivisions in the last decade, as the housing boom spread beyond large metropolitan cities. Residents are traditional, family-oriented consumers. Still more country than rock and roll, they are thrifty but willing to carry some debt and are already investing in their futures. They rely on their smartphones and mobile devices to stay in touch and pride themselves on their expertise. They prefer to buy American and travel in the US. This market is younger but growing in size and assets.

### OUR NEIGHBORHOOD

- Semirural locales within metropolitan areas.
- Neighborhoods changed rapidly in the previous decade with the addition of new single-family homes.
- Include a number of mobile homes (Index 150).
- Affordable housing, median value of \$175,000 (Index 84) with a low vacancy rate.
- Young couples, many with children; average household size is 2.75.

### SOCIOECONOMIC TRAITS

- Education: 65% with a high school diploma or some college.
- Labor force participation typical of a younger population at 66.7% (Index 107).
- Traditional values are the norm here—faith, country, and family.
- Prefer to buy American and for a good price.
- Comfortable with the latest in technology, for convenience (online banking or saving money on landlines) and entertainment.



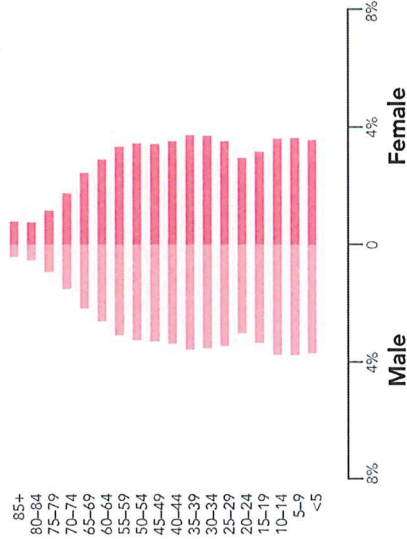


## AGE BY SEX

(Esri data)

Median Age: 36.1 US: 38.2

■ Indicates US

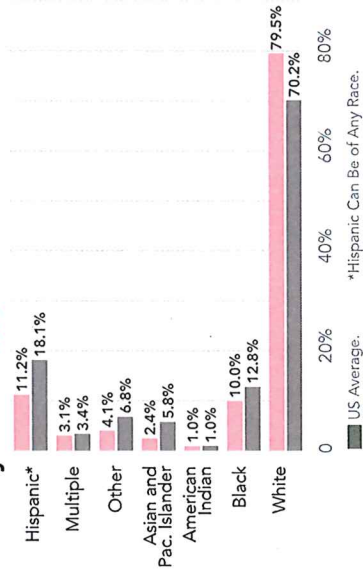


## RACE AND ETHNICITY

(Esri data)

The Diversity Index summarizes racial and ethnic diversity. The index shows the likelihood that two persons, chosen at random from the same area, belong to different race or ethnic groups. The index ranges from 0 (no diversity) to 100 (complete diversity).

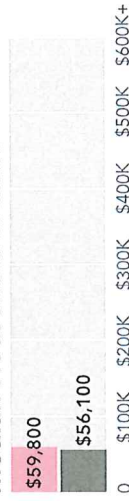
Diversity Index: 48.5 US: 64.0



## INCOME AND NET WORTH

Net worth measures total household assets (homes, vehicles, investments, etc.) less any debts, secured (e.g., mortgages) or unsecured (credit cards). Household income and net worth are estimated by Esri.

### Median Household Income

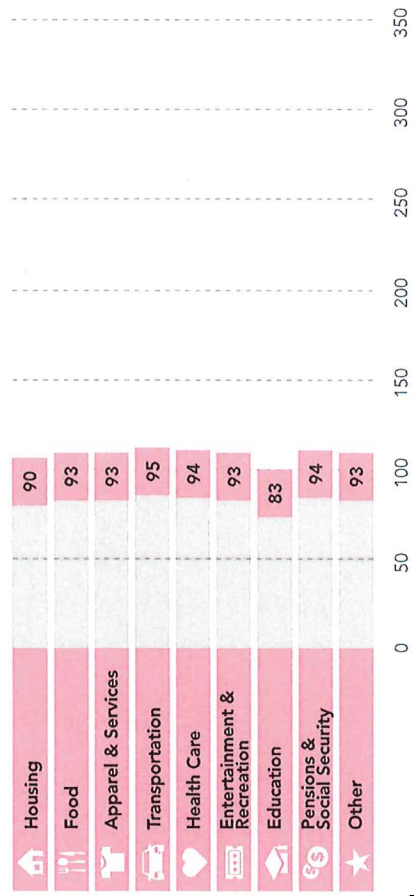


### Median Net Worth



## AVERAGE HOUSEHOLD BUDGET INDEX

The index compares the average amount spent in this market's household budgets for housing, food, apparel, etc., to the average amount spent by all US households. An index of 100 is average. An index of 120 shows that average spending by consumers in this market is 20 percent above the national average. Consumer expenditures are estimated by Esri.



## OCCUPATION BY EARNINGS

The five occupations with the highest number of workers in the market are displayed by median earnings. Data from the Census Bureau's American Community Survey.



## MARKET PROFILE

(Consumer preferences are estimated from data by MRI-Simmons.)

- Residents are partial to domestic vehicles; they like to drive trucks, SUVs, or motorcycles.
- Entertainment is primarily family-oriented, TV and movie rentals or theme parks and family restaurants.
- Spending priorities also focus on family (children's toys and apparel) or home DIY projects.
- Sports include hunting, fishing, bowling, and baseball.
- TV and magazines provide entertainment and information.
- Media preferences include country and Christian channels.

## HOUSING

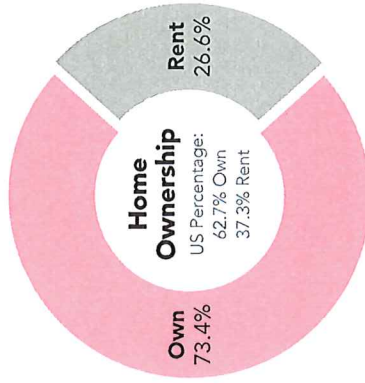
Median home value is displayed for markets that are primarily owner occupied; average rent is shown for renter-occupied markets. Tenure and home value are estimated by Esri. Housing type and average rent are from the Census Bureau's American Community Survey.



**Typical Housing:**  
Single Family

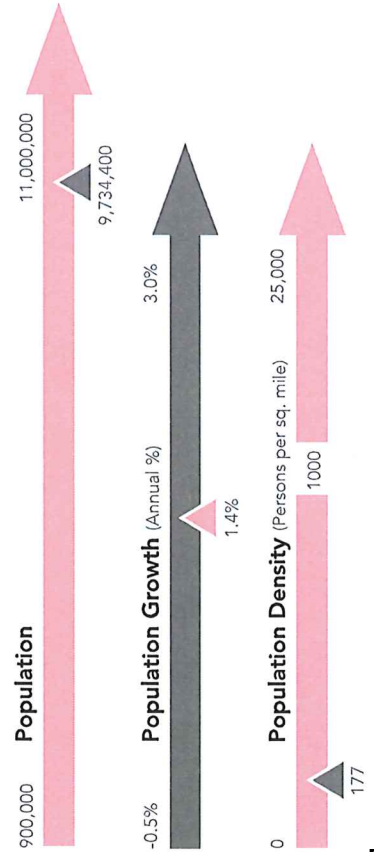
**Median Value:**  
\$175,000

US Median: \$207,300



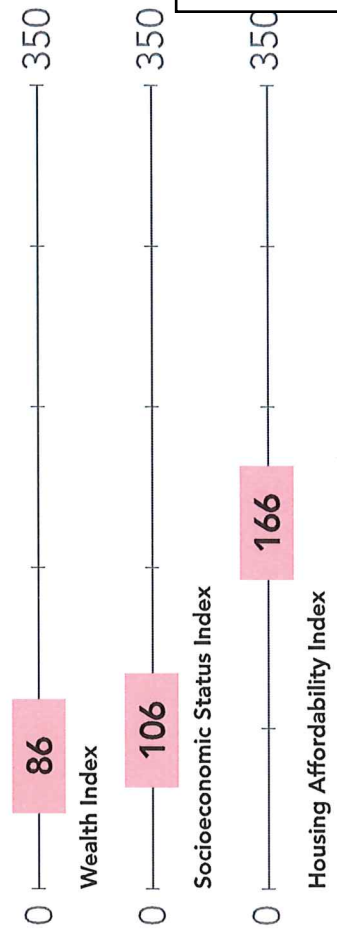
## POPULATION CHARACTERISTICS

Total population, average annual population change since Census 2010, and average density (population per square mile) are displayed for the market relative to the size and change among all Tapestry markets. Data estimated by Esri.



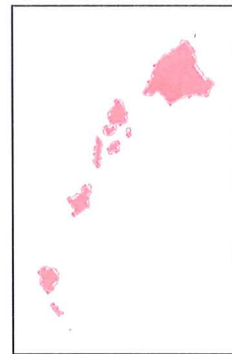
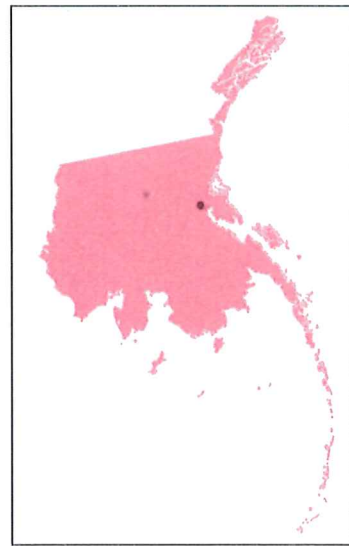
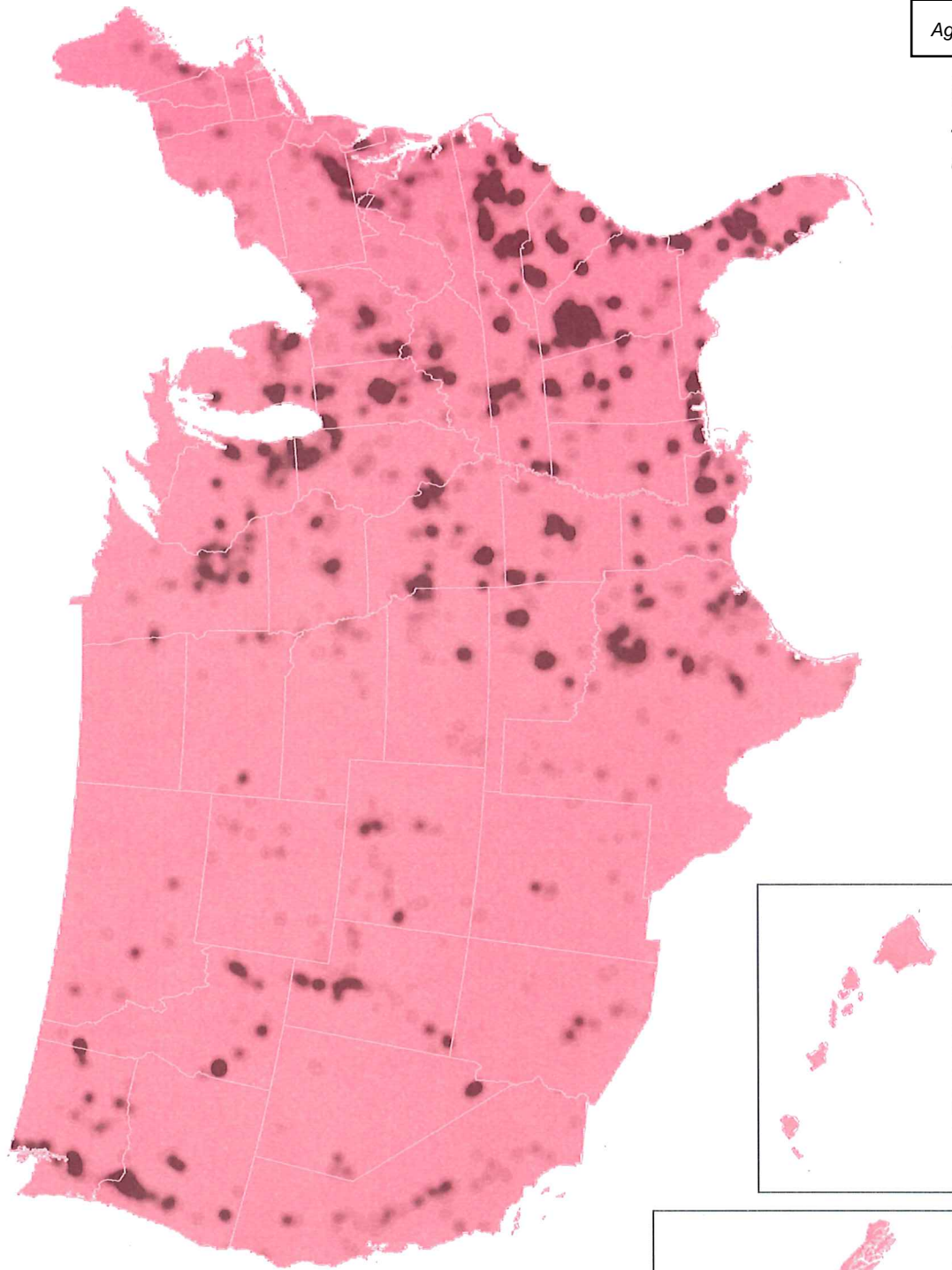
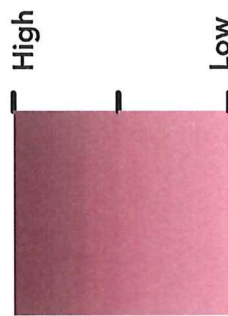
## ESRI INDEXES

Esri developed three indexes to display average household wealth, socioeconomic status, and housing affordability for the market relative to US standards.





**SEGMENT DENSITY**  
This map illustrates the density and distribution of the Middleburg Tapestry Segment by households.



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Agenda Item # 3F.



LifeMode Group: Sprouting Explorers

# Up and Coming Families

Households: 2,901,200

Average Household Size: 3.12

Median Age: 31.4

Median Household Income: \$72,000

7A

## WHO ARE WE?

*Up and Coming Families* is a market in transition—residents are younger and more mobile than the previous generation. They are ambitious, working hard to get ahead, and willing to take some risks to achieve their goals. The recession has impacted their financial well-being, but they are optimistic. Their homes are new; their families are young. And this is one of the fastest-growing markets in the country.

## OUR NEIGHBORHOOD

- New suburban periphery: new families in new housing subdivisions.
- Building began in the housing boom of the 2000s and continues in this fast-growing market.
- Single-family homes with a median value of \$194,400 and a lower vacancy rate.
- The price of affordable housing: longer commute times (Index 217).

## SOCIOECONOMIC TRAITS

- Education: 67% have some college education or degree(s).
- Hard-working labor force with a participation rate of 71% (Index 114).
- Most households (61%) have 2 or more workers.
- Careful shoppers, aware of prices, willing to shop around for the best deals and open to influence by others' opinions.
- Seek the latest and best in technology.
- Young families still feathering the nest and establishing their style.

Note: The Index represents the ratio of the segment rate to the US rate multiplied by 100. Consumer preferences are estimated from data by MRI-Simmons.

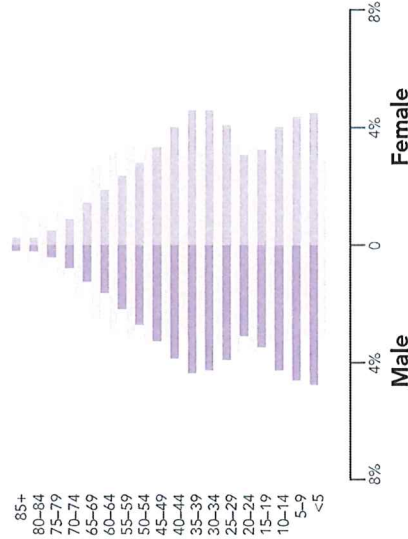


## AGE BY SEX

(Esri data)

**Median Age: 31.4** US: 38.2

■ Indicates US

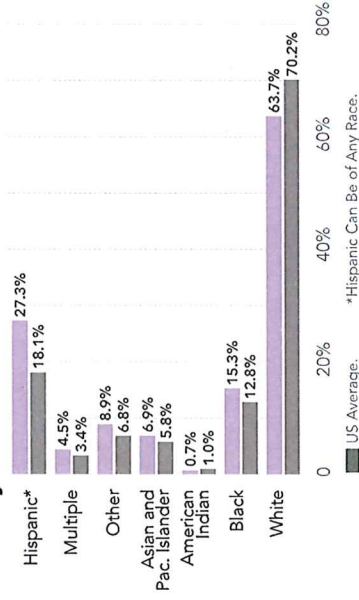


## RACE AND ETHNICITY

(Esri data)

The Diversity Index summarizes racial and ethnic diversity. The index shows the likelihood that two persons, chosen at random from the same area, belong to different race or ethnic groups. The index ranges from 0 (no diversity) to 100 (complete diversity).

**Diversity Index: 73.9** US: 64.0



## INCOME AND NET WORTH

Net worth measures total household assets (homes, vehicles, investments, etc.) less any debts, secured (e.g., mortgages) or unsecured (credit cards). Household income and net worth are estimated by Esri.

### Median Household Income

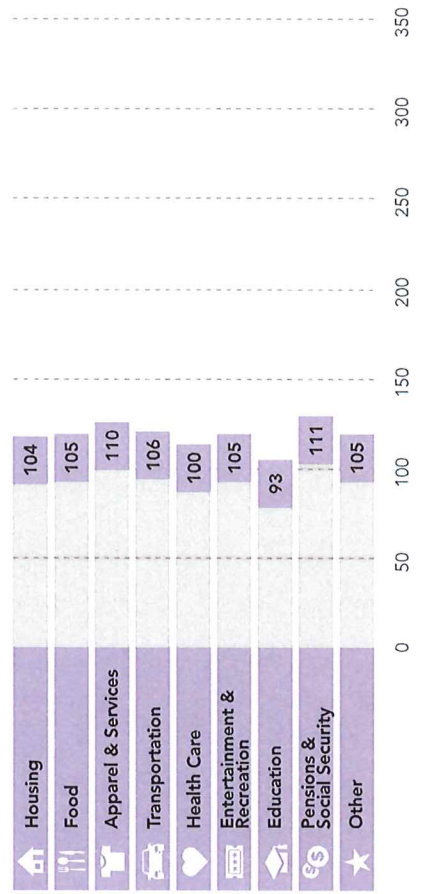


### Median Net Worth



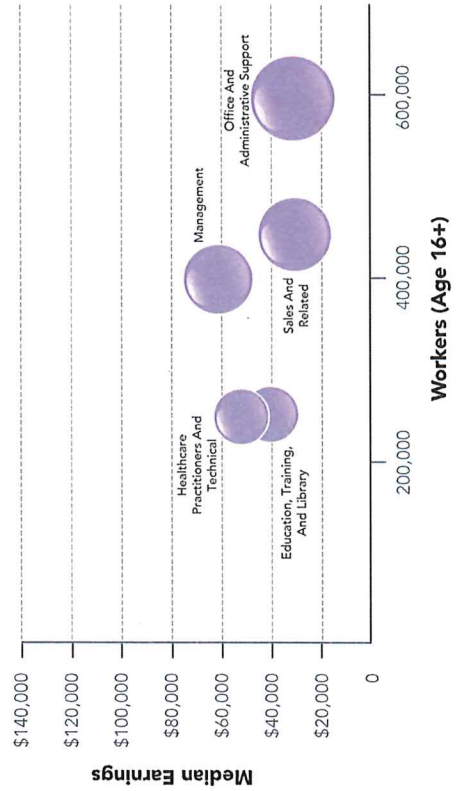
## AVERAGE HOUSEHOLD BUDGET INDEX

The index compares the average amount spent in this market's household budgets for housing, food, apparel, etc., to the average amount spent by all US households. An index of 100 is average. An index of 120 shows that average spending by consumers in this market is 20 percent above the national average. Consumer expenditures are estimated by Esri.



## OCCUPATION BY EARNINGS

The five occupations with the highest number of workers in the market are displayed by median earnings. Data from the Census Bureau's American Community Survey.



## MARKET PROFILE

(Consumer preferences are estimated from data by MRI-Simmons.)

- Rely on the Internet for entertainment, information, shopping, and banking.
- Prefer imported SUVs or compact cars, late models.
- Carry debt from credit card balances to student loans and mortgages, but also maintain retirement plans and make charitable contributions.
- Busy with work and family; use home and landscaping services to save time.
- Find leisure in family activities, movies at home, trips to theme parks or the zoo, and sports; from golfing, weight lifting, to taking a jog or run.

## HOUSING

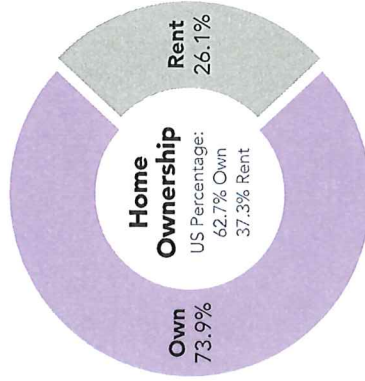
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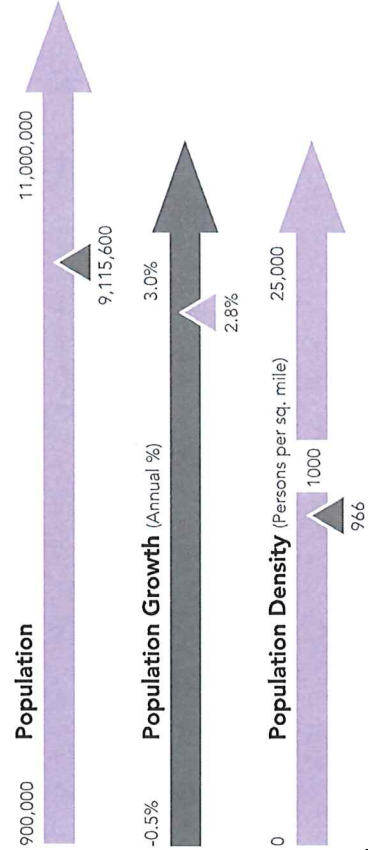
**Median Value:**  
\$194,400

US Median: \$207,300



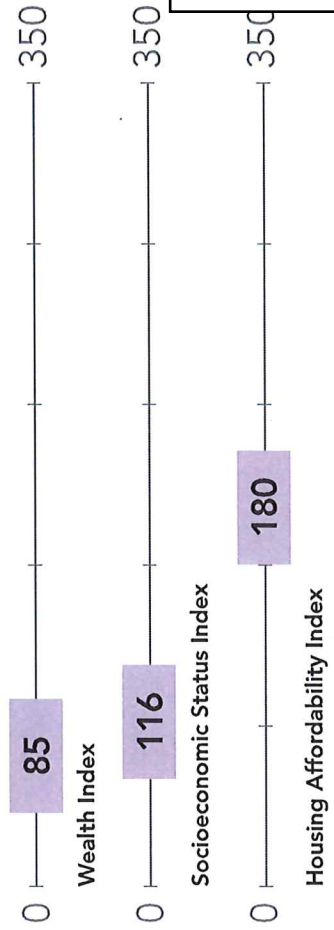
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## ESRI INDEXES

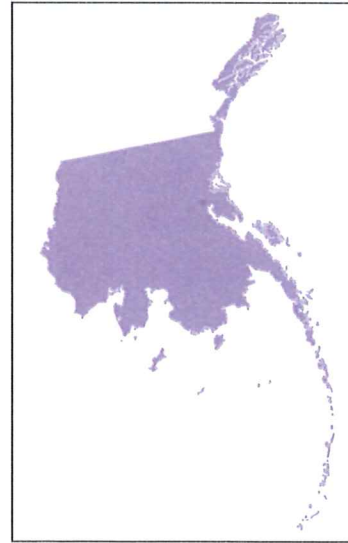
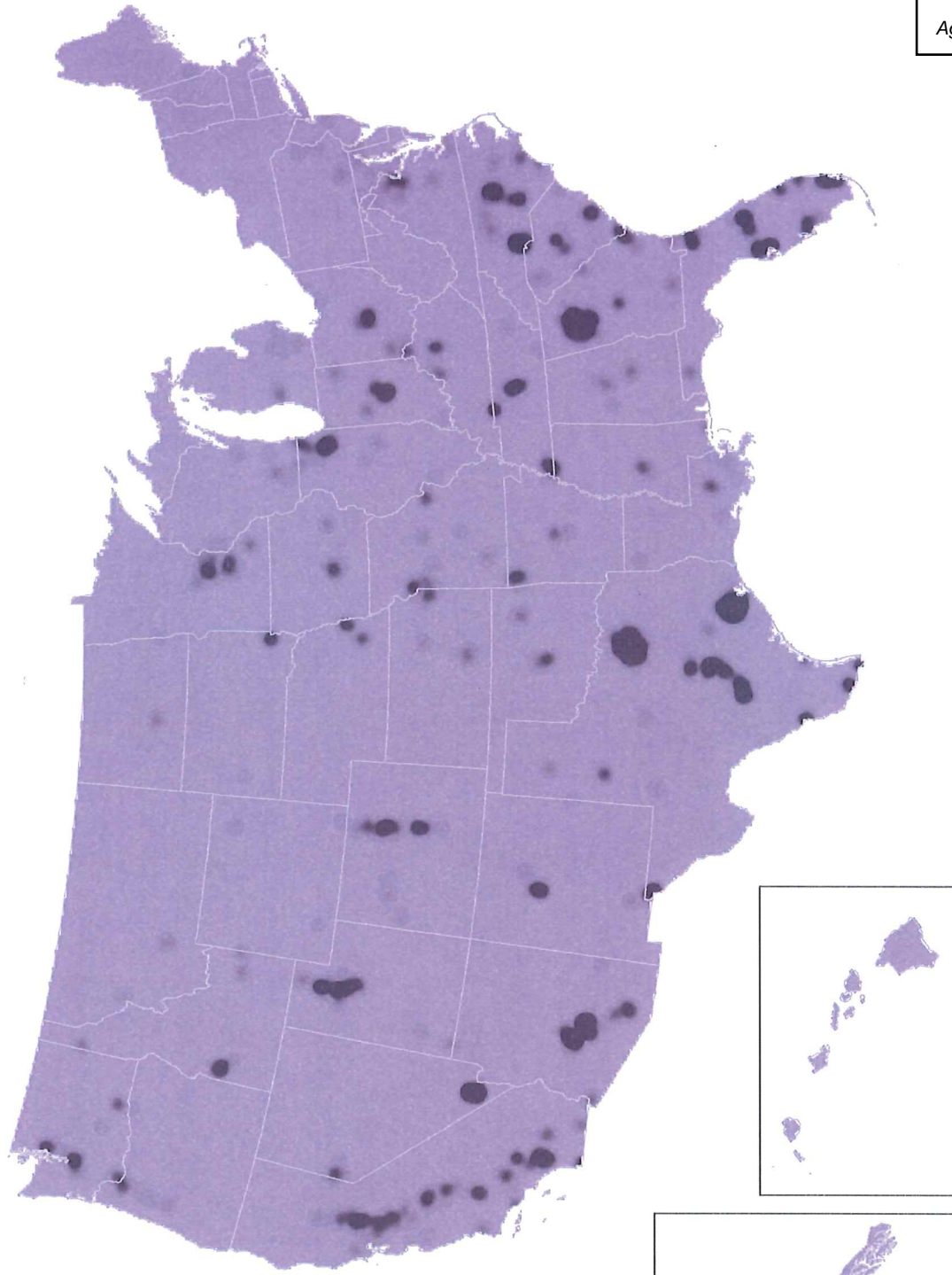
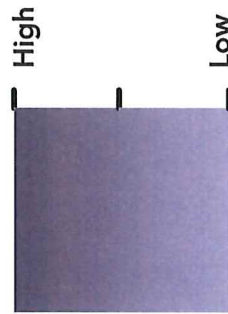
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## SEGMENT DENSITY

This map illustrates the density and distribution of the *Up and Coming Families* Tapestry Segment by households.



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