



**CITY OF CENTERVILLE COUNCIL MEETING &
CLOSED EXECUTIVE SESSION AGENDA**

**Wednesday, June 22, 2016
6:30 p.m. or shortly thereafter**

COUNCIL MEETING

I. CALL TO ORDER

1. Roll Call

II. PLEDGE OF ALLEGIANCE

III. APPOINTMENTS/PRESENTATION

1. None.

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES

1. June 8, 2016 City Council Meeting Minutes (Pages 1-7)

VI. CONSENT AGENDA

1. City of Centerville June 9, 2016 through June 22, 2016 Claims (Check #30282-30299) (Pages 8-9)
2. Centennial Lakes Police Claims through June 14, 2016 (Check #10922-10947) (Page 10)
3. Centennial Fire District Claims through June 6, 2016 (Check #7469-7486) (Page 11)
4. Acceptance of Donation from Dead Broke Saddle Club (Pages 12-13)

VII. OLD BUSINESS

1. None.

VIII. NEW BUSINESS

1. RCWD – Peltier Lake Drawdown Project Meeting – Thursday, July 7, 2016 – 3:30 p.m. Wargo Nature Center (Pages 14-15)
2. Hamline University Capstone Project Proposal – 2016 City Council Focus Goals (Pages 16-18)
3. NMTC 2017 Proposed Budget (Pages 19-31)

IX. COUNCIL & ADMINISTRATION ANNOUNCEMENTS

1. Administrator Ericson
 - a. Credentialed by International Local Government Management Organization ~ (ICMA) (Pages 32-33)

X. CLOSED EXECUTIVE SESSION – (UNLESS OTHERWISE OPENED)

1. Performance Review – City Administrator Ericson

XI. ADJOURNMENT

REMINDERS*

Planning & Zoning Commission Meeting – July 5, 2016, 6:30 p.m. (Council Chambers)

Parks & Recreation Committee Meeting – July 6, 2016, 6:30 p.m. (Council Chambers)

City Council Meeting – July 13, 2016, 6:30 p.m. (Council Chambers) – Work Session ULI

City Council Meeting – July 27, 6:30 p.m. (Council Chambers)

June 18, 2016 – Clean Up Day, 6970 LaMotte Drive (Park Parking Lot) – 8:00 a.m. - Noon

Music in the Park, Hidden Spring Park, 6:30 p.m.

June 14, 2016 – LaValle Jazz Cats Septet (Swing, Jazz) **Rescheduled to July 5, 2016**

June 21, 2016 – Mike Conlon & Geno (Acoustic Rock/Country)

June 28, 2016 – Maple Street Ramblers (Dixieland Band)

July 12, 2016 – Mean Gene & the Woodticks (Acoustic Folk, Rock & Blues)

July 19, 2016 – Aly Hanzal (Acoustic Pop)

July 26, 2016 – Dirt Road Dixie (Country)

Music in the Park-ing Lot, 1855 Main Street, August 6, 2016, 6:30 p.m. – Sound Fall

Garage Sale Days – June 10 & 11, 2016

City Wide Clean Up Day –, LaMotte Park Parking Lot, June 18, 2016, 8:00 a.m. – 12:00 p.m. (Noon)

Anoka County Radio Club Field Day Exercise, LaMotte Park Parking Lot – June 24, 25 & 26, 2016

Fete des Lacs – August 5, 6 & 7, 2016

Out Run Homelessness 5K, 8K & Kids Run/Walk – October 1, 2016, LaMotte Park, 7:00 a.m. – 9:30 a.m.

**CITY OF CENTERVILLE
CITY COUNCIL MEETING
June 8, 2016
6:30 p.m.**

Pursuant to due call and notice thereof, the City of Centerville held their regularly scheduled meeting of June 8, 2016 at City Hall, 1880 Main Street.

PRESENT: Mayor Tom Wilharber
Council Member Jeff Paar
Council Member Steve King
Council Member D. Love

ABSENT: Council Member Fehrenbacher

STAFF: City Administrator Mike Ericson
City Attorney Kurt Glaser
City Engineer Mark Statz
Finance Director Paulseth
George Eilertson, Northland Securities

Not Approved

I. CALL TO ORDER

Mayor Wilharber called the meeting to order at 6:30 p.m.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC HEARING/COMMENT

1. Mr. George Eilertson, Northland Securities, stated that the bond sale had been held earlier in the day and a total of three (3) bids were received with United Missouri Bank providing the lowest bid with 1.44% interest cost. Mr. Eilertson stated that the City downsized the issue by buying the bond down with funds from special assessments that were prepaid and stated that this was a good use of funds versus investing in CDs or money market with a savings of approximately \$141,700.

Mr. Eilertson reported that previously the City's Standard & Poors bond rating was a AA and prior to this bond sale, Staff and Mr. Eilertson submitted a rating request from them again and the City was again affirmed an AA rating. Mr. Eilertson thanked Staff for their work regarding financial reporting required for this rating review.

IV. APPOINTMENTS/PRESENTATIONS

1. None.

V. APPROVAL OF AGENDA

Mayor Wilharber added Checks #30270-30281 under Item #1, Consent Agenda, replacement pages 29-53 under Item #1, New Business added pages 58a-58c under Item #2, New Business and updated pages 60a-60b for Item #3, New Business.

Motion by Council Member King, seconded by Council Member Love to approve the Agenda as presented. All in favor. Motion carried.

VI. APPROVAL OF MINUTES

1. May 25, 2016 City Council Meeting Minutes

Mayor Wilharber provided an opportunity for Council Members to modify the minutes.

Council Member Paar requested that discussion was had regarding maintenance of cracked/deteriorated sidewalks and inclusion of solicitation of bids along with the Street Maintenance Plan.

Motion by Council Member Paar, seconded by Council Member Love to approve the May 25, 2016 City Council Meeting Minutes as presented. All in favor. Motion carried.

VII. CONSENT AGENDA

- 1. City of Centerville May 26, 2016 through June 8, 2016 Claims (Check #30250-30269) & (Check #30241-30249)**
- 2. Centennial Lakes Police Claims through June 1, 2016 (Check #10908-10921)**
- 3. Encroachment Agreement – 1685 Dupre Road, Fence**
- 4. Centerville Lion's Request for Temporary Charitable Gambling Permit (Raffle), Fete des Lacs (August 7, 2016)**
- 5. P & R Recommendation to Approve Quote from Aide Electric for Lighting on Warming House**

Mayor Wilharber provided an opportunity to Council Members for removal of any items of concern.

Mayor Wilharber requested that Item #3 be pulled for additional discussion.

Motion by Council Member Love, seconded by Council Member Paar to Approve Consent Agenda Items 1-2 & 4-5 as presented. All in favor. Motion carried.

Mayor Wilharber stated that he had concerns regarding the timing of the construction of the fence, the approval of the encroachment agreement and its recording. Attorney Glaser explained that a permit is first obtained and no construction can commence until that time. When the Building Official determines that there will be no negative effects and he authorizes the permit. The encroachment agreement is what is recorded on the homeowner's deed that allows the City

removal of the item at the homeowner's expense if access is needed into the drainage/utility easement area and does not allow the permit/construction of the fence.

Motion by Council Member King, seconded by Council Member Paar to Approve Consent Agenda Item 3 as presented. All in favor. Motion carried.

VIII. OLD BUSINESS

1. None.

IX. NEW BUSINESS

Mayor Wilharber moved New Business, Item #2 due to audience members in attendance for convenience.

2.1. Planning & Zoning Commission Recommendation – Preliminary/Final Plat, Centerville Elementary School Parking Lot Modification/Enlargement

Administrator Ericson reported that the Planning & Zoning Commission held a public hearing at their meeting last evening and Centennial School District #12's request for Preliminary/Final Plat was heard for their proposed parking lot modifications. He reported that the Commission approved the recommendation to the Council conditioned upon the recording of four (4) easements in concert with the plat (storm sewer, hammerhead/turn-around, water and sewer).

Administrator Ericson thanked Centennial School District Staff for working with the City and stated the project was a large significant asset to the community.

Engineer Statz explained the importance of the easements and responsibility of property owners associated with the ponding relieving the City of those duties unless the owner fails with their obligations. Engineer Statz stated that the District has a vested interest in the upkeep of their property while they are there.

Council Member Love stated that the easements and recording of them were the Commission's primary concern.

Motion by Council Member Love, seconded by Council Member King to Approve Preliminary/Final Plat, Centerville Elementary School Parking Lot Modification/Enlargement as Submitted Conditioned Upon the District's Filing of Easements with Anoka County.

Engineer Statz stated that Staff would be issuing a Grading Permit prior to the filing of the easements. ISD #12 officials noted they would record the easements with the County as soon as they were finalized.

All in favor. Motion carried.

2. **Res. #16-017 – Resolution Awarding the Sale of G.O. Improvement Crossover Refunding Bonds, Series 2016A; Fixing Their Form & Specifications; Directing Their Execution & Delivery; Providing for Their Payment; Providing for the Escrowing & Investment of the Proceeds Thereof; and Providing for the Redemption of Bonds Refunded Thereby.**

Mayor Wilharber stated that he felt that the Staff has utilized sound financial judgement when taking advantage of lowering interest rates on debt when having the ability to do so. He also stated that we have excellent professionals such as Ms. Paulseth and Mr. Eilertson to provide guidance and assistance.

Council Member King questioned a weak rating in the area of budgetary performance given by Standard & Poors and Mr. Eilertson stated that it was due to the usage of reserves for the CSAH21/Centerville Road project been that funds were utilized from the General Fund and not a budgeted line item. Mr. Eilertson stated that this comment did not affect the City's rating.

Motion by Council Member Paar, seconded by Council Member Love to Adopt Res. #16-017 – Resolution Awarding the Sale of G.O. Improvement Crossover Refunding Bonds, Series 2016A; Fixing Their Form & Specifications; Directing Their Execution & Delivery; Providing for Their Payment; Providing for the Escrowing & Investment of the Proceeds Thereof; and Providing for the redemption of Bonds Refunded Thereby as presented. All in favor. Motion carried.

1. **Northeast Metro Water Summit – June 23, 2016, 6:30 p.m. Hugo City Hall – *This meeting has been cancelled and rescheduled for July 14, 2016***

Administrator Ericson stated that the scheduled meeting had been cancelled due to scheduling conflicts and rescheduled for July 14, 2016. He also stated that this item was informational only and no action was required by Council.

2. **State of Minnesota Historical Society Legacy Grant – Dupre Family Artifacts**

Administrator Ericson stated that City Staff has been working with the Dupre family, the Anoka County Parks and the Anoka County Historical Society to explore a MN Historical Society grant funding program for cataloging, displaying and archiving items that have historical value, Staff is seeking permission to submit a grant funding request to partner with Anoka County Parks and the Anoka County Historical Society to preserve the Dupre family's antiques and artifacts. The collection would be displayed at the Anoka County Historical Society, Wargo Nature Center and City Hall. Administrator Ericson stated that he is familiar with the process as he is a volunteer board member on the Maplewood Historical Society and they have been through the process several times.

Motion by Council Member Paar, seconded by Council Member King to Authorize Staff to Work With the Anoka County Historical Society to Submit a Grant to the State of Minnesota Historical Society for Funding Associated with the Dupre Family Artifacts. All in favor. Motion carried.

3. Bosco – Potentially Dangerous Dog Appeal, 7255 Brian Drive

Administrator Ericson stated that he and City Attorney Glaser held an Appeal Hearing associated with the Centennial Lakes Police Department's deeming of Bosco as Potentially Dangerous several weeks ago and Attorney Glaser provided a memo to Council regarding our findings. Attorney Glaser stated that Bosco had bit another dog without provocation, the owner has removed Bosco from the community and that community has no knowledge of Bosco's history. Attorney Glaser stated that the dog owner has been informed that he must provide the City with proof of annual public liability insurance in a minimum amount of \$300,000 and annual registration of Bosco as Potentially Dangerous. Attorney Glaser also informed the owner of his right to re-appeal the designation in six (6) months.

Mayor Wilharber stated that dogs must be either on a leash or under the voice control of an owner who is at least 16 years of age at all times. This is the second designation this year by the City. He also stated that pet owners appear to need frequent reminding of picking up deposits made by their animals in the park.

Motion by Council Member Love, seconded by Council Member Paar to Affirm the Centennial Lakes Police Department's Designation of Bosco, 7255 Brian Drive, as Potentially Dangerous.

Council Member Love stated that there seems to be some confusion surrounding the name of the dog and Attorney Glaser reassured Council that Bosco has been microchipped and that is on file with the Police Department along with the City so no confusion can be made as to the dog's identity. Council Member Love questioned the responsibility of the City to notify the community about Bosco's designation and Attorney Glaser stated that he would be following up with the animal owner to ensure that this is handled and if he fails to do so, he will.

All in favor. Motion carried.

X. COUNCIL & ADMINISTRATION ANNOUNCEMENT

a. ULI MN Work Session on July 13, 2016

Administrator Ericson stated he has confirmed the attendance of Mr. John Shardlow and Mr. Brandon Champeau at the ULI MN Work Session scheduled for July 13, 2016. Other professionals will be invited by ULI Staff and residential developers along with the Planning & Zoning Commission and Parks & Recreation Committee. Administrator Ericson stated that Staff will ensure a short regular Council meeting and anticipates it to be a tremendous work session.

b. May 26, 2016 Six (6) City Met. Council Water Report - Update

Administrator Ericson stated that he attended the six (6) city meeting with other City representatives and noted the lack of support from Lino Lakes and that it is not economically feasible. He also stated that representatives from Hugo and Lexington were on hand.

c. 2016 Fete des Lacs Festival Committee

Administrator Ericson gave a brief update subsequent to the last meeting of the Committee stating that obtaining sponsorships is in full swing, confirmation of a marching band and obtaining volunteers from the school district have either commenced, secured and ongoing. He noted that a petting zoo has been obtained, discussions of a skate board demonstration, a band has been secured for music in the park-ing lot and the parade will end in Laurie LaMotte Memorial Park.

Council Member Paar questioned whether all past participants of the parade have been notified of the parade and Administrator Ericson stated yes along with some new ones.

Mayor Wilharber questioned the timeframe for milling and final layer of asphalt for the 2016 Mill & Overlay project. Engineer Statz stated that the contractor will finish milling on Thursday and allow City Staff/contractors a month to make repairs to substantially damaged curb/gutters, manhole covers, etc. Mayor Wilharber stated that he and Staff have received several complaints regarding timing and City Wide Garage Sale Days. Engineer Statz stated that a thin layer of the original asphalt has been ground up, street sweeping has occurred immediately following that process and no damage should be received by any vehicle due to the process as tack oil is not used and the roadway remains passable. Council Member Paar felt that the roadways were cleaner than previous but now have groves in them. Engineer Statz stated that residents just need to be informed of the process and reassured that the roadways remain passable.

Council Member King stated that he voted in favor of grant funding associated with the MN State Historical Society Legacy Funding because he believes strongly in preservation of the Dupre Family artifacts. Attorney Glaser stated that the grant funding is made possible due to gambling proceeds and not necessarily a tax.

Council Member Paar encouraged individuals and businesses to register for the parade along with encouraging participation in the Music in the Park series'. Mayor Wilharber stated that Music in the Park takes place at Hidden Spring Park every Tuesday evening at 6:30 p.m. June through August 2, 2016 weather permitting.

Council Member Love stated that Ms. Kimberly Ganzel took her oath of office at the P & Z meeting and they discussed the City's Code regarding tobacco licensing and possible regulations regarding hookahs and hookah bars along with the Centennial School District's public hearing for Preliminary/Final plat for parking lot enlargement.

Mayor Wilharber reported that Ms. Mary Wells from the City Assessor's office has met with several commercial property owners who appealed their valuations of their properties and has lowered some of them. Garage Sale Days is June 10 & 11, 2016. A tobacco compliance check

was just completed by the Centennial Lakes Police Department and all licensed businesses successfully passed. He also reported that he had received an email regarding the faded crosswalk markings for the trail that crosses CSAH21/Centerville Road. He stated that he has forwarded the information to Administrator Ericson for his forwarding to Anoka County.

XIII. ADJOURNMENT

Motion by Council Member Paar, seconded by Council Member King, to Adjourn the Council meeting of June 8, 2016 at 7:10 p.m. All in favor. Motion carried.

Transcribed by Staff Member Teresa Bender, City Clerk

Check Detail – June 22, 2016

Check Date	Check #	Vender Name	Comments	Amount
6/16/2016	000894E	WELLS FARGO	H.S.A. W/H - PAY PERIOD 12	
Check Nbr 000894 WELLS FARGO				\$1,045.82
6/16/2016	000895E	PERA	PERA W/H - PAY PERIOD 12	
Check Nbr 000895 PERA				\$2,771.10
6/16/2016	000896E	IRS/EFTPS	FED W/H - PAY PERIOD 12	\$2,212.81
6/16/2016	000896E	IRS/EFTPS	MED/SS W/H - PAY PERIOD 12	\$3,379.36
Check Nbr 000896 IRS/EFTPS				\$5,592.17
6/16/2016	000897E	MINNESOTA DEPT OF REVENUE	STATE W/H - PAY PERIOD 12	
Check Nbr 000897 MINNESOTA DEPT OF REVENUE				\$935.71
6/15/2016	000898E	PSN	PSN - CHARGES - MISC.	\$237.24
6/15/2016	000898E	PSN	PSN - CHARGES - UTILITIES	\$155.25
6/15/2016	000898E	PSN	PSN - CHARGES - UTILITIES	\$155.26
6/15/2016	000898E	PSN	PSN - CHARGES - 8K RUN	\$0.50
6/15/2016	000898E	PSN	PSN - CHARGES - PERMITS & FEES	\$22.50
Check Nbr 000898 PSN				\$570.75
6/22/2016	030282	ALY HANZAL	7-19-16 - MUSIC IN PARKS - ACOUSTIC POP	
Check Nbr 030282 ALY HANZAL				\$100.00
6/22/2016	030283	DIRT ROAD PRODUCTIONS	7-26-16 - MUSIC IN PARK - COUNTRY	
Check Nbr 030283 DIRT ROAD PRODUCTIONS				\$300.00
6/22/2016	030284	EUGENE SHEDIVY	7-12-16 - MUSIC IN PARK - ACOUSTIC ROCK/COUNTRY	
Check Nbr 030284 EUGENE SHEDIVY				\$300.00
6/22/2016	030285	FRED BAILEY	6-28-16 - MUSIC IN PARK - DIXIELAND BAND	
Check Nbr 030285 FRED BAILEY				\$200.00
6/22/2016	030286	HD SUPPLY WATERWORKS LTD	PARTS FOR WATER METERS	\$66.05
6/22/2016	030286	HD SUPPLY WATERWORKS LTD	REMOTE WIRE	5
6/22/2016	030286	HD SUPPLY WATERWORKS LTD	WATER METERS & PARTS	\$9
Check Nbr 030286 HD SUPPLY WATERWORKS LTD				\$4,049.09
6/22/2016	030287	HEALTH PARTNERS	JULY 2016 HEALTH INS.	\$3,763.12
6/22/2016	030287	HEALTH PARTNERS	JULY 2016 COBRA - D LARSON	\$732.10
Check Nbr 030287 HEALTH PARTNERS				\$4,495.22
6/22/2016	030288	IMAGE PRINTING & GRAPHICS	DOOR HANGERS - INFORMATION WARNING - GRASS CLIPPINGS	
Check Nbr 030288 IMAGE PRINTING & GRAPHICS				\$229.65
6/22/2016	030289	LEAGUE OF MN CITIES INS TRUST	STATEMENT OF PREMIUM AUDIT ADJUSTMENT - AGREEMENT	\$42.72
6/22/2016	030289	LEAGUE OF MN CITIES INS TRUST	STATEMENT OF PREMIUM AUDIT ADJUSTMENT - AGREEMENT	\$12.62
6/22/2016	030289	LEAGUE OF MN CITIES INS TRUST	STATEMENT OF PREMIUM AUDIT ADJUSTMENT - AGREEMENT	\$5.73
6/22/2016	030289	LEAGUE OF MN CITIES INS TRUST	STATEMENT OF PREMIUM AUDIT ADJUSTMENT - AGREEMENT	\$5.73
6/22/2016	030289	LEAGUE OF MN CITIES INS TRUST	STATEMENT OF PREMIUM AUDIT ADJUSTMENT - AGREEMENT	\$61.90
6/22/2016	030289	LEAGUE OF MN CITIES INS TRUST	STATEMENT OF PREMIUM AUDIT ADJUSTMENT - AGREEMENT	\$7.22
6/22/2016	030289	LEAGUE OF MN CITIES INS TRUST	STATEMENT OF PREMIUM AUDIT ADJUSTMENT - AGREEMENT	\$68.88
6/22/2016	030289	LEAGUE OF MN CITIES INS TRUST	STATEMENT OF PREMIUM AUDIT ADJUSTMENT - AGREEMENT	\$101.84
6/22/2016	030289	LEAGUE OF MN CITIES INS TRUST	STATEMENT OF PREMIUM AUDIT ADJUSTMENT - AGREEMENT	\$1,090.16
6/22/2016	030289	LEAGUE OF MN CITIES INS TRUST	STATEMENT OF PREMIUM AUDIT ADJUSTMENT - AGREEMENT	\$10.20
Check Nbr 030289 LEAGUE OF MN CITIES INS TRUST				\$1,407.00
6/22/2016	030290	MARCO, INC.	KONICA MINOLTA AGREEMENT	
Check Nbr 030290 MARCO, INC.				\$382.75
6/22/2016	030291	MET. COUNCIL ENV. SERV. (SDS)	JULY 2016 WASTEWATER SERVICE	
Check Nbr 030291 MET. COUNCIL ENV. SERV. (SDS)				\$17,101.14
6/22/2016	030292	METRO SALES INCORPORATED	BLACK TONER	\$212.64
6/22/2016	030292	METRO SALES INCORPORATED	MAINT. ON COPIER - FAX WASN'T WORKING - CLEAN AND	\$329.70
Check Nbr 030292 METRO SALES INCORPORATED				\$542.34
6/22/2016	030293	MIKES COLLISION & TIRE	16FT TRAILER - FELLING UTILITY	
Check Nbr 030293 MIKES COLLISION & TIRE				\$2,049.32

CITY OF CENTERVILLE

06/16/16 1:07 PM

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Check Detail – June 22, 2016

Check Date	Check #	Vender Name	Comments	Amount
6/22/2016	030294	MINN. DEPT. OF HEALTH	2ND QTR WATER TEST FEES	
Check Nbr 030294 MINN. DEPT. OF HEALTH				\$1,973.19
6/22/2016	030295	NATIONWIDE RETIREMENT SOLUTION	DEF. COMP W/H - PAY PERIOD 12	
Check Nbr 030295 NATIONWIDE RETIREMENT SOLUTION				\$100.28
6/22/2016	030296	PALZER, PAUL	MILEAGE REIMBURSEMENT FOR BUILDING TRAINING	
Check Nbr 030296 PALZER, PAUL				\$36.72
6/22/2016	030297	TOM SORENSEN	8-6-16 - MUSIC IN PARK - ACOUSTIC POP/ROCK	
Check Nbr 030297 TOM SORENSEN				\$400.00
6/22/2016	030298	VANTAGEPOINTTRANSFER AGENT	DEF. COMP W/H - PAY PERIOD 12	
Check Nbr 030298 VANTAGEPOINTTRANSFER AGENT				\$400.00
6/22/2016	030299	XCEL ENERGY	1889 CENTER ST - SERV THRU 6-6-16	\$27.87
6/22/2016	030299	XCEL ENERGY	STREET LIGHTS - SERV THRU 6-6-16	\$2,179.53
6/22/2016	030299	XCEL ENERGY	7098 CENTERVILLE RD - SERV THRU 6-6-16	\$19.75
6/22/2016	030299	XCEL ENERGY	1875 FOX RUN - SERV THRU 6-6-16	\$208.14
6/22/2016	030299	XCEL ENERGY	1600 LAMOTTE DR - SERV THRU 6-6-16	\$11.75
6/22/2016	030299	XCEL ENERGY	7300 MILL RD - SERV THRU 6-6-16	\$163.31
6/22/2016	030299	XCEL ENERGY	1600 LAMOTTE DR - BALLFIELD LIGHTS - SERV THRU 6-6-16	\$177.34
6/22/2016	030299	XCEL ENERGY	7285 MAIN STREET - SERV THRU 6-6-16	\$53.28
6/22/2016	030299	XCEL ENERGY	6970 LAMOTTE DR - SERV THRU 6-6-16	\$489.79
6/22/2016	030299	XCEL ENERGY	1601 LAMOTTE DR - SERV THRU 6-6-16	\$33.37
6/22/2016	030299	XCEL ENERGY	1682 MAIN STREET - SERV THRU 6-6-16	\$39.55
6/22/2016	030299	XCEL ENERGY	1737 MAIN STREET - SERV THRU 6-6-16	\$14.95
6/22/2016	030299	XCEL ENERGY	1745 MAIN STREET - SERV THRU 6-6-16	\$19.75
Check Nbr 030299 XCEL ENERGY				\$3,438.38

Total checks \$48,400.63

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Ck No	Payee	Description	Check Amount
06/16	06/14/2016	10922	VERIZON WIRELESS	MAY CELL PHONES	552.50
06/16	06/14/2016	10923	ANOKA COUNTY	APRIL INTERNET ACCESS	455.13
06/16	06/14/2016	10924	ANOKA CO TREASURY DEPT.	JULY BROADBAND	75.00
06/16	06/14/2016	10925	BARNUM GATE SERVICES, INC	BLDG GATE REPAIR	378.30
06/16	06/14/2016	10926	RUSSELL A BLANCK	FIREARM GLOCK	374.94
06/16	06/14/2016	10927	CENTENNIAL UTILITIES	MAY UTILITIES	535.91
06/16	06/14/2016	10928	CENTURY LINK	COMMUNICATIONS	121.18
06/16	06/14/2016	10929	CONNEXUS ENERGY	MAY ELECTRIC	2,196.97
06/16	06/14/2016	10930	CONSOLIDATED COMMUNICATIONS	PHONES	409.99
06/16	06/14/2016	10931	COVERALL OF THE TWIN CITIES INC	JUNE CLEANING SERVICE	796.22
06/16	06/14/2016	10932	DELL MARKETING L.P.	COMPUTER	793.22
06/16	06/14/2016	10933	DELTA DENTAL	JULY COBRA NN	1,831.60
06/16	06/14/2016	10934	DEPUTY REGISTRAR #150	TAHOE RENEWAL	32.75
06/16	06/14/2016	10935	DON'S CIRCLE SERVICE, INC	VEH MTC & REPAIRS	139.17
06/16	06/14/2016	10936	EMERGENCY AUTO TECH ,INC	SWITCH INSTALL SUV #114	127.50
06/16	06/14/2016	10937	4IMPRINT, INC	JR OFFICER BADGES	241.10
06/16	06/14/2016	10938	JENNIFER GRUBBS	REIMB EVIDENCE BAGS	25.01
06/16	06/14/2016	10939	HEALTH PARTNERS	JULY COBRA HEALTH INS NN	9,640.21
06/16	06/14/2016	10940	HOLIDAY FLEET	MAY FUEL	2,204.64
06/16	06/14/2016	10941	IMAGE PRINTING & GRAPHICS, INC	BUSINESS CARDS N WAHLBERG	127.08
06/16	06/14/2016	10942	NEAL A. NOREN	BLDG MTC HOURS MAY	105.00
06/16	06/14/2016	10943	NAC	AIR COND REPAIR	1,320.21
06/16	06/14/2016	10944	PLUNKETT'S PEST CONTROL INC	BLDG INSP FOR PESTS	308.87
06/16	06/14/2016	10945	SIGNS NOW	NEW VEH 216 GRAPHICS	525.02
06/16	06/14/2016	10946	TELECIDE PRODUCTIONS, INC	COMPUTER MTC/SUPPORT	1,870.53
06/16	06/14/2016	10947	TOP GREEN	JUNE GROUNDS MTC	671.98
Grand Totals:					<u>25,860.03</u>

Report Criteria:

Report type: Summary

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Description	Check Amount
05/16	05/18/2016	7469	120443	THE LINCOLN NATL LIFE INS C	FEMA-JUNE LIFE/DISAB INS	452.17
05/16	05/18/2016	7470	40045	DELTA DENTAL	EMS JUNE DENTAL KP	237.15
06/16	06/06/2016	7471	10765	ANOKA COUNTY FAIR	FEMA-2016 BOOTH SPACE	750.00
06/16	06/06/2016	7472	10850	ANOKA COUNTY TREASURY D	JULY BROADBAND	113.00
06/16	06/06/2016	7473	50135	EMERGENCY RESPONSE SOL	FIRE TRUCK PART-REPL SENS	501.53
06/16	06/06/2016	7474	60025	F.I.R.E., INC	TRAINING LIVE HOUSE BURN	1,500.00
06/16	06/06/2016	7475	60650	FRATTALLONE'S HARDWARE S	MISC SUPPLIES PADLOCK	13.67
06/16	06/06/2016	7476	130020	MARCO	COPIER MTC CONTRACT	208.80
06/16	06/06/2016	7477	130205	MMKR, INC	FINAL 2015 AUDIT BILLING	1,580.00
06/16	06/06/2016	7478	130850	MN STATE FIRE CHIEFS ASSO	MEMBERSHIP DUES DB	114.00
06/16	06/06/2016	7479	140450	NORTH MEMORIAL AMBULANC	BLS COVERAGE FOR FIRE EVE	705.75
06/16	06/06/2016	7480	150145	OFFICE MAX	STAPLES	193.31
06/16	06/06/2016	7481	160050	PAETEC, INC	PHONE FINAL PMT	5.68
06/16	06/06/2016	7482	180063	RAMSEY FIRE DEPARTMENT	FEMA-EMPLOYEE EXAMS	14,350.00
06/16	06/06/2016	7483	180600	CITY OF ROSEVILLE	MAY PHONE	1,021.20
06/16	06/06/2016	7484	220200	VERIZON WIRELESS	COMMUNICATIONS	105.03
06/16	06/06/2016	7485	230325	WEX BANK	FUEL MAY	370.10
06/16	06/06/2016	7486	1000041	KEVIN KOSCHAK	REFERRAL BONUS	100.00
05/16	05/31/2016	2016008	210300	US BANK	VISA-ACH TRAINING VALVES/P	1,265.27
Grand Totals:						23,586.66



Dead Broke Saddle Club

P.O. BOX 441
HUGO, MINNESOTA 55038

June 7, 2016

City of Centerville
Attn: Mr. Michael Ericson
City Administrator
1880 Main Street
Centerville, MN 55038

Dear Mr. Michael Ericson,

Enclosed is our check to assist in the funding of the Sledding Hill Project in the Laurie LaMotte Memorial Park.

We appreciate that a plaque or sign giving credit for our Clubs' donation will be placed at the project.

Happy Trails,

Trish Votel
DBSC Donation Committee
Dead Broke Saddle Club



RECEIVED OF	13123		AMOUNT
Dead Broke Saddle Club			\$3,500.00
FOR:			
Sledding Hill Donation	Check #	15765	
	Surcharge	N/A	
June 16, 2016	BY	T. Bender	

Teresa Bender

From: Mike Ericson
Sent: Monday, June 13, 2016 2:49 PM
To: Paul Palzer; Greg Burmeister; Dan Schmitz; Tedd Peterson
Cc: Kris Sweeney; Teresa Bender
Subject: FW: Stakeholder meeting - Peltier Lake drawdown

FYI....

June 22 city council agenda please .

Thanks.

From: Matthew Kocian [<mailto:MKocian@ricecreek.org>]
Sent: Thursday, June 09, 2016 5:03 PM
To: Schoenebeck, Casey (DNR) <Casey.Schoenebeck@state.mn.us>; 'T. J. DeBates (timothy.debates@state.mn.us)' <timothy.debates@state.mn.us>; 'Jim Bode (james.bode@ci.stpaul.mn.us)' <james.bode@ci.stpaul.mn.us>; Knutson, Mike (CI-StPaul) <mike.knutson@ci.stpaul.mn.us>; Mike Ericson <MEricson@CENTERVILLEMN.com>; jeff.karlson@ci.lino-lakes.mn.us; Marty Asleson <marty.asleson@ci.lino-lakes.mn.us>; 'Jeff Perry' <Jeff.Perry@co.anoka.mn.us>; Glenn Fuchs <Glenn.Fuchs@co.anoka.mn.us>; 'Jamie Schurbon' <jamie.schurbon@anokawcd.org>; Heiskary, Steven (MPCA) <steven.heiskary@state.mn.us>; Paul Palzer <PPalzer@CENTERVILLEMN.com>
Cc: Phil Belfiori <PBelfiori@ricecreek.org>; Jeremiah Jazdzewski <jjazdzewski@houstoneng.com>; Mark Deutschman <mdeutschman@houstoneng.com>; 'Chris Otterness' <cotterness@houstoneng.com>; Larry Kramka <lkramka@houstoneng.com>
Subject: Stakeholder meeting - Peltier Lake drawdown

Greetings,

You are invited to attend a stakeholder meeting for the proposed Peltier Lake drawdown project. The meeting will be held on **Thursday, July 7 at 3:30 pm** at **Wargo Nature Center** in Lino Lakes. The venue address is 7701 Main Street, Lino Lakes.

Background:

The Rice Creek Watershed District is proposing to temporarily drawdown Peltier Lake by approximately 3 feet. The drawdown would occur during the fall and winter of 2016/17. The lake will be allowed to refill during the spring of 2017. The goals of the project are to reduce occurrence of invasive curlyleaf pondweed and improve water clarity. Peltier Lake is listed as impaired by the MPCA for excess nutrients (phosphorus). The proposed project is identified in the approved Peltier Lake Total Maximum Daily Load study.

Additional details will be provided at the meeting. Feel free to contact me if you have questions.

A public landowner meeting is currently being planned for July 7th in the evening. Details forthcoming.

Thank you for your time,

Matt Kocian
Lake and Stream Specialist
Rice Creek Watershed District
4325 Pheasant Ridge Dr. NE, Suite 611
Blaine, MN 55449-4539
Voice: 763.398.3075
Fax: 763.398.3088



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Mike Ericson

From: Gitzlaff, Andrew J <andrew.gitzlaff@CO.RAMSEY.MN.US>
Sent: Thursday, June 09, 2016 1:36 PM
To: Bell, Brandon W.; Mike Ericson; Waldron, Craig A.
Cc: agitzlaff01@hamline.edu
Subject: Centerville EDA Capstone Project Proposal
Attachments: Centerville EDA Capstone Project Proposal.docx

Mike,

As discussed, here is a one page proposal for the Capstone project to get the process started. Let me know what you think. We can continue to flesh this out as needed. Brandon and I are both have two weeks left of another class. Afterwards, we will have more time freed up to get rolling on this project. Maybe a conference call to discuss the scope and schedule soon would be a good first step.

Craig,

Let us know your thoughts on the scope of work We will definitely want to tap some of your knowledge on the subject as well. In addition to the project, Brandon and I would propose that we each write a reflection paper on how the skills learned through the MPA program have helped us complete this project and prepare us for future career opportunities.

Thanks everyone, we look forward to getting started!

Andrew J. Gitzlaff | ACP, LEED AP
Senior Transportation Planner
Ramsey County Regional Railroad Authority
Union Depot, Suite 200
214 4th St. E
Saint Paul, MN 55101
(651) 266-2772

andrew.gitzlaff@co.ramsey.mn.us

www.ramseycounty.us

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Capstone Project Proposal

Centerville - Economic Development Authority Structure and Core Functions

Project Team

Andrew Gitzlaff and Brandon Bell, MPA Graduate Students

Client

City of Centerville

Client Lead

Michael Ericson, Centerville City Administrator

Faculty Support

Dr. Craig Waldron

Project Overview

The City of Centerville recently created an Economic Development Authority (EDA) to replace its former Economic Development Committee (EDC). The general purpose of an EDA is to attract and retain businesses, assist businesses with expansion, and enable the rehabilitation and/or redevelopment of areas within the community. The EDA in Centerville consists of the full council (four city council members and the Mayor). An EDA, under Minnesota State Statute gives the City greater powers to undertake economic development initiatives than the EDC it replaced which was only advisory in nature. However, the former EDC did have some advantages over the EDA structure. Most notably, it was more inclusive by including other local business representatives as a part of the committee. This direct involvement from the business community is especially important to Centerville because they do not have their own City Chamber of Commerce and need to collaborate with multiple area chambers that have a presence in the community.

Project Description

This project will examine the current governance structure and core functions of the EDA, research other jurisdictions both locally and nationally, complete a literature review to identify best practices, interview key stakeholders and make recommendations for potential changes to both the structure and core functions of the EDA as applicable. At a minimum, options explored will include going back to the EDC model, keeping the same structure or modifying the structure of the existing EDA. The results will be presented to city staff and the Council for their consideration. These tasks are described in more detail in the section below.

Project Tasks

Project Management (Ongoing)

Every other week check-in conference calls between the student team and the Client. Dr. Craig Waldron may participate from time to time on an as needed basis.

Issue Identification (Week 1)

The student team will review all City documents, meeting minutes and reports relevant to the issue. It is expected that the Client will provide the student team with this information.

Stakeholder Interviews (Week 2)

The student team will complete a series of interviews with key City Staff, elected officials and business representatives from the community. It is the expectation that the City Administrator will assist in making the initial contacts. Scheduling multiple interviews on the same day is preferred. Interviews will be held in person or via phone.

Precedence Research (Week 3 through 5)

The student team will research what other similar sized Cities both locally and nationally are doing to identify best practices and lessons learned.

Literature Review (Week 3 through 5)

The student team will complete a literature review to identify best practices for how to structure an EDA to carry out its mission.

Presentation of Findings (Week 6 through 7)

Student team will present findings in a PPT presentation to the City Council or other body as determined by Client Lead. The client will have an opportunity to review the PPT ahead of time and request revisions to be made as necessary

Preparation and Delivery of Final Report (week 7 through 8)

The student team will prepare a final summary report. The faculty advisor will provide a quality control and assurance review of the document before delivery to the client. The client will have an opportunity to review the report and provide a set of comments before it is finalized. The final report will be emailed to the client as a PDF document.

Timeline

The duration of the project is expected to be 8 weeks from the notice to proceed



June 17, 2016

TO: NMTC OPERATIONS COMMITTEE

**RE: APPROVAL OF 2017 NORTH METRO TELECOMMUNICATIONS
COMMISSION BUDGET**

Enclosed, please find for the council's review and approval the 2017 North Metro Telecommunications Commission Budget and support materials.

The Commission's operating budget for 2017 is proposed at \$1,220,464. This number represents a \$31,180 increase over last year's operating budget. This is due entirely to salary and benefits adjustments, primarily the recommended and approved step-pay-plan revisions for several staff positions. The remainder of the Operations Budget decreased by \$6,500 over the previous year.

Budgeted capital costs for 2017 are \$339,836. The majority of this amount is dedicated to the HD bond payment of \$227,850. The remainder is for field equipment upgrades, office computers, software, software licenses, and building signage changes.

Franchise fees paid back to the Member Cities are budgeted at \$345,000. This is \$25,000 more than last year's franchise fee payment.

Recommendation: That the Member Cities approve the 2017 Commission Budget as recommended by the Telecommunications Commission and the Operations Committee.

The Joint Powers Agreement states, "submitted budgets shall be deemed approved by a Member City unless, prior to October 15 preceding the effective date of the proposed budget, the Member City gives notice in writing to the Commission that it is withdrawing from the Commission."

I want to thank the Commission directors, staff, and the Operations Committee for their efforts in preparing these budgets. If you have any questions about either budget please consult with your Commission director or City Administrator.

Page 2

I look forward to working with all parties, throughout the remainder of 2016, toward reaching the full potential of North Metro TV and to increase both the quality and quantity of community programming and services in 2017.

Sincerely,

A handwritten signature in black ink, appearing to read "Matthew M. Percy". The signature is fluid and cursive, with the first name "Matthew" being more prominent.

Matthew Percy
Chair, North Metro Telecommunications Commission

Enc.

North Metro Telecommunications Commission Budget Line Item Supporting Information

Personnel

- The Personnel line-item increased by \$29,347. The additional expense can be attributed to the recommended and approved step-pay-plan revisions to the compensation levels for Part-Time Production Assistants, Technicians and the Executive Director. According to the 2015 Salary Study, the increases will bring these positions to the average market rate. An up-to 2.5% cost of living increase is also included in the above total.
- The "limited" part-time production assistant positions earn up to \$420 per month (up to 42 hours per month at \$10 per hour) and are not eligible for health benefits. Payroll taxes apply.

Benefits

- The NMTC employee benefits package is based on the benefits packages offered by the Member Cities to their employees. It is budgeted at \$1085.00.
- The NMTC's contribution to PERA will remain at 7.5% in 2017.

Administrative Expenses

- Budgeted administrative expenses are \$2,500 less than 2016. The decrease is due to a reduction in the membership line-item. We do not expect any unusual legal expenses in 2017, so that line-item remains at its 2016 level. The franchise renewal process will not begin until January 2018.
- Tuition and training expenses comply with the revised employee handbook designating \$500 per employee per year for training purposes and to cover the expenses for IT staff's Microsoft and SCALA certification classes.

Production Expenses

- Budgeted production expenses decreased by \$2,000. The decrease is due to anticipated lower maintenance costs for Commission vehicles. The production truck will be new.
- All other production expenses remain at the 2016 level.

Office Expenses

- Office expenses are budgeted \$2,000 lower than the 2016 level.
- Building maintenance includes the furnace/AC maintenance contract, lawn care, snow removal, carpet and window cleaning, fire inspection, and landscaping and building mechanical services.
- Building utilities include sewer, water, gas, and electric.

- Insurance includes all property, liability, crime, volunteer, vehicle, and monument sign coverage.
- Office supply line item includes all office supplies, and maintenance contracts on printers and copiers.
- The Telephone/Internet/Web Hosting line-item continues to reflect additional costs. NMTV now pays a fee to house video-on-demand content on a remote server. This allows for unlimited simultaneous viewing, without a reduction in speed. We have also incurred more costs with our wireless live transmission of sporting events. This line-item also includes the website maintenance contract, web hosting, telephone costs, and the annual phone software upgrade.
- Postage and subscriptions covers the cost of mailing dubs, equipment for contract maintenance, magazines, newspapers, and other postage for the NMTC.
- Property tax is for the recycling assessment.
- The Commission no longer utilizes the Senior Community Service Employment program for our cleaning service. As such, funds for a cleaning service are included.

Capital Expenditures

- The 2017 capital budget is set at \$339,836. The majority of this amount is dedicated to the HD bond payment of \$227,850. While the majority of our equipment systems will be upgraded to the HD format in 2016, those upgrades do not include the editing facilities, field equipment, and miscellaneous items such as microphones, tripods, and lights that require replacing on a more frequent basis. The 2017 capital equipment budget is set at \$81,486. Budgeted items include field cameras, several editing computers, lights, microphones and a drone package more suited for commercial purposes.
- Office equipment includes routine computer and software upgrades for office computers. It also includes software licensing fees.
- With the addition of the CenturyLink service, the channel number on the building no longer represents the correct channel for community programming to all subscribers. Money was budgeted to replace the "channel 15" sign with TV or Television on the exterior of the building, and on the sign behind the receptionist desk in the lobby. This would change both signs from North Metro Channel 15, to North Metro TV or Television.

Summary

- Operating expenses have been budgeted at \$31,180 more than in 2016. The salary adjustments and benefits increases account for the entire increase in the budget. The staff salary changes include recommended adjustments for several positions and an up-to 2.5% salary increase. Benefits were adjusted to reflect average increases for City benefits packages.
- Some field production equipment and edit suites should be replaced in 2017. We have not upgraded these systems at all for two years. Expenditures had been put on hold for 2015 and 2016 until the HD upgrade was approved and we had a better idea of the funds required to do so. The office computer and software line-item remains at \$28,000. The bond payment is set at \$227,850.
- Franchise fees back to Cities are budgeted at \$345,000. This is a \$25,000 increase over the previous year.

North Metro Telecommunications Commission
2017 FINANCIAL SUMMARY
Estimated Fund Balances/Revenues/Expenditures.

BEGINNING FUND BALANCES

Operating Reserve	\$297,321
Accrued Vac, Sick, Comp	\$121,000
Capital Equip. Fund	\$195,795
Truck Replacement Fund	\$103,000
Bldg Repair Reserve	\$120,000
Franchise Renewal Fund	\$200,000
Bond Reserve	\$0

TOTAL: \$1,037,116

ESTIMATED REVENUES

Franchise Fees	\$1,140,000
PEG Fees	\$745,000
Other Income	\$20,000
Interest Income	\$300
Income From Reserve Funds	\$0

TOTAL: \$1,905,300

ESTIMATED EXPENDITURES

Operating Expenses	\$1,220,464
Capital Expenses	\$339,836
Franchise Fees Back to Cities	\$345,000

TOTAL: \$1,905,300

YEAR END FUND BALANCES

		Increase(Decrease)
Operating Reserve	\$305,116	\$7,795
Accrued Vac, Sick, Comp	\$121,000	\$0
Capital Equip. Fund	\$188,000	-\$7,795
Truck Replacement Fund	\$103,000	\$0
Bldg Repair Reserve	\$120,000	\$0
Franchise Renewal Fund	\$200,000	\$0
Bond Reserve	\$0	\$0

TOTAL: \$1,037,116 \$0

[illegible]

2017 North Metro Telecommunications Commission Budget					
	2015 ACTUAL	2016 BUDGET		2017 BUDGET	NOTES
		Budget	April Act.		
ADMINISTRATIVE EXPENSES					
Audit: Commission	12,350	12,500	9,400	13,000	Annual audit of Commission finances
Audit: Company	0	0		0	Audit of Comcast FF payment accuracy
Conferences	640	2,000	220	2,000	NATOA & MACTA conferences
Consultants	0	0		0	
General/Special Meeting Expenses	2,773	3,000	580	3,000	
Government/Legislative Affairs	0	0		0	
Legal Fees	41,900	35,000	8,803	35,000	Franchising related issues
Membership Dues	2,608	8,000	2,435	5,000	NATOA, MACTA, Sams Club, Arts All.
Mileage Reimbursement	1,528	2,000	286	2,000	
Personnel Recruitment	0	0		0	
Tuition and Training	1,828	7,500	1,255	7,500	IT Cert./Equipment & software usage
Contingency Expenses	0	0		0	
ADMINISTRATIVE EX. TOTAL:	63,627	70,000	22,979	67,500	
PRODUCTION EXPENSES					
Advertising/Marketing	4,925	8,000	2,152	8,000	New channel, Cable spots, flyers, supplies
Awards Ceremony/ Entry Fees	7,040	6,000	1,300	6,000	Trophies, Entry Fees, Ceremony
Bulbs/Batteries/Other Prod. Costs	5,082	5,000	34	5,000	Bulbs, Camera Batt. Duct tape
Interns	6,900	10,000	1,412	10,000	\$500 stipend for 100 hours of work for 20
Truck/Fleet Vehicle Gas/Oil	2,529	4,500	521	4,500	Prod. Van & fleet vehicles
Truck/Fleet Vehicle Maint./Lic.	1,538	5,000	631	3,000	Prod. Van & fleet vehicles
Video Equipment/Parts/Maint.	6,655	6,000	1,187	6,000	Parts and Maintenance for video equip.
DVDs/Flash Drives/Cases	4,597	7,000	2,356	7,000	DVDs, flash drives
PRODUCTION EX. TOTAL:	39,266	51,500	9,593	49,500	
OFFICE EXPENSES					
Building Maintenance	18,713	25,000	5,049	23,000	Bldg & Prop./Fire Insp./Furn. Contract
Building Security	524	600	136	600	
Building Utilities	22,254	25,000	9,564	25,000	Sewer, Water, Gas & Electric
Insurance	12,072	13,000	10,500	13,000	Liability/property/vehicle/volunteer
Office Supp./Office Equip. Maint.	16,215	16,500	2,550	16,500	Copier & Fax maint. contracts, Supplies
Phone/Internet Service/Web Hosting	20,729	24,000	10,590	24,000	VOD, Live Streaming, web maint.
Postage/Subscriptions	3,034	3,000	1,050	3,000	Local papers, dub/packet postage
Property Tax	389	400	0	400	Recycling assessment
Trash/Recycling/Janitorial	4,799	6,500	2,104	6,500	
OFFICE EXPENSES TOTAL:	98,729	114,000	41,543	112,000	
OPERATIONS TOTAL:	1,001,453	1,189,284	442,832	1,220,464	

2017 North Metro Telecommunications Commission Budget					
	2015 ACTUAL	2016 BUDGET		2017 BUDGET	NOTES
		Budget	April Act.		
CAPITAL EXPENDITURES					
Video Equipment	75,278	273,016	3,336	81,486	Drone, edit computers, field cameras
Computer/Office Equipment/Sftwre	25,795	28,000	4,316	28,000	office systems, software licenses
Vehicles	0	0	0	0	
Building Expenditures	0	0	0	2,500	Interior and Exterior building signage
Bond Payment	356,545	0	0	227,850	HD Upgrade
CAPITAL EXP. TOTAL:	457,618	301,016	7,652	339,836	
GRAND TOTAL:	1,459,071	1,490,300	450,484	1,560,300	

NORTH METRO FRANCHISE FEE HISTORY

	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Blaine	\$ 263,753.93	\$ 279,208.95	\$319,025.00	\$372,357.22	\$418,605.63	\$451,142.07	\$489,867.99	\$489,867.99	\$507,790.06	\$503,339.13	\$533,294.81	\$567,390.18	\$585,645.69	\$619,449.94
Centerville	\$ 17,019.97	\$ 17,335.34	\$20,586.00	\$24,471.73	\$27,708.99	\$30,394.00	\$33,396.69	\$33,396.69	\$34,466.27	\$32,296.67	\$33,949.63	\$35,408.93	\$37,140.41	\$38,397.37
Circle Pines	\$ 24,038.71	\$ 26,111.31	\$32,761.00	\$37,791.19	\$42,127.90	\$44,077.04	\$48,214.82	\$48,214.82	\$51,160.77	\$51,388.95	\$52,777.06	\$54,350.50	\$54,304.86	\$55,068.52
Ham Lake	\$ 58,094.40	\$ 61,562.41	\$72,454.00	\$89,622.56	\$101,055.23	\$110,300.91	\$120,788.01	\$120,788.01	\$126,979.69	\$131,446.66	\$139,834.48	\$147,412.39	\$152,919.27	\$160,540.12
Lexington	\$ 12,215.15	\$ 12,467.38	\$13,358.00	\$14,226.57	\$15,843.48	\$16,149.47	\$17,332.08	\$17,332.08	\$17,229.92	\$16,913.54	\$17,630.79	\$19,045.04	\$19,361.48	\$20,666.91
Lino Lakes	\$ 78,388.13	\$ 78,656.36	\$91,430.00	\$108,733.61	\$124,734.06	\$138,088.24	\$154,839.41	\$154,839.41	\$164,197.27	\$164,334.42	\$170,600.73	\$177,278.96	\$182,147.16	\$189,802.00
Spring Lake Park	\$ 41,874.85	\$ 41,883.42	\$45,333.00	\$48,737.21	\$52,724.02	\$55,191.43	\$58,168.63	\$58,168.63	\$57,343.08	\$58,600.64	\$61,520.23	\$63,916.34	\$65,641.10	\$66,231.13
Total Franchise Fee:	\$ 495,385.14	\$ 517,225.17	\$594,947.00	\$695,940.09	\$783,800.31	\$845,343.16	\$922,607.63	\$930,414.06	\$959,167.06	\$958,320.01	\$1,009,607.73	\$1,064,802.34	\$1,097,159.97	\$1,150,155.99
Increase Over Past Year	\$ 17,758.43	\$ 21,840.03	\$77,721.83	\$100,993.09	\$87,860.22	\$61,542.85	\$77,264.47	\$7,806.43	\$28,753.00	(\$847.05)	\$51,287.72	\$55,194.61	\$32,357.63	\$52,996.02
Budget/Other:	\$ 358,410.00	\$ 420,319.00	\$474,719.00	\$522,855.00	\$583,800.31	\$645,343.16	\$722,607.63	\$595,029.06	\$620,851.06	\$673,600.01	\$724,608.00	\$744,802.00	\$777,159.90	\$830,156.00
Back to Cities:	\$ 136,975.14	\$ 96,906.17	\$120,228.00	\$173,085.09	\$200,000.00	\$200,000.00	\$200,000.00	\$335,385.00	\$338,316.00	\$284,720.00	\$284,999.73	\$320,000.34	\$320,000.00	\$320,000.00

Subscriber Calculaton Based on PEG Fee Paid

Time Frame	Total PEG Fee Paid	Fee Paid/ months/Peg Fee=Paying Subs	# Increase
2015	\$748,088.00	19,728	-187
2014	\$755,158.56	19,915	473
2013	\$737,277.00	19,442	245
2012	\$704,905.00	19,197	-265
2011	\$702,950.00	19,462	-794
2010	\$731,776.00	20,256	-222
2009	\$712,660.00	20,478	741
2008	\$686,850.00	19,737	-158
2007	\$651,760.00	19,895	-7
2006	\$630,493.00	19,902	658
2005	\$591,190.00	19,244	1,140
2004	\$545,292.00	18,104	1,055
2003	\$501,238.00	17,049	-142
2002	\$490,996.00	17,191	-2
2nd Qtr 2002	\$245,519.00	17,193	-913
2001	\$499,742.00	18,106	1,106
2000	\$459,004.50	17,000	-528
1999	\$420,666.00	17,528	1,883
1998	\$375,468.00	15,645	1,027
3 Quarters 1997	\$230,237.00	14,618	

2017 North Metro Telecommunications Commission

Budget

Talking Points

Overall Organizational Goals

- Complete the HD upgrade and begin programming all CenturyLink channels in HD, and up to two Comcast channel in HD.
- To monitor the effects of competitive cable franchises in the North Metro.
- To develop a profitable commercial drone/video service and provide expanded free drone/video services to our member Cities.
- To continue developing high quality channel and web friendly programming that can be viewed using any device.
- To balance the integrity of the production equipment and the productivity of staff and the public, with the financial needs of the Cities.
- Continue to provide program playback and channel management services, computer and video equipment maintenance and consulting services, internet streaming services for city meetings including meeting management software licenses, program production and event coverage services, and public access to television production for our cities, schools and general public.

Estimated Fund Balance/Revenues/Expenses

- The beginning fund balances for 2017 are estimates based on previous allocations, planned spending for 2016, and estimated income.
- Estimated revenues include: Franchise fees based on the actual first quarter franchise fee payment. PEG fees are based on the actual first quarter PEG fee payment. Because of a franchise fee review settlement with Comcast, PEG funding through 2020 is no longer threatened by recent FCC orders. Other income includes dub fees, sponsorship spots, and production services such as tape transfers and drone services. Interest income is estimated based on the first quarter interest earnings of this year.
- Estimated expenditures include the operating expenses, capital expenses, the bond payment and the franchise fee payment to the cities. Franchise fees back to cities are budgeted at \$345,000. This \$25,000 more than was budgeted last year.
- The year end fund balances include:
 - The **Operating reserve** at 25% of the operating budget.
 - **Accrued vacation, sick and comp time.** The total value of owed vacation, sick, and comp time to employees.
 - The **Capital equipment fund** is intended for emergency replacement of unplanned equipment failures.

- The **truck replacement fund** may be needed if the HD upgrade exceeds the bonded amount of \$2,000,000. Otherwise it will be zeroed out as the truck will be replaced in 2016.
- The **building repair fund** is to cover major costs related to the building such as windows, roof, furnace, AC replacement and painting, carpet replacement etc.
- The **bond reserve** is currently closed out, as the building was paid off in 2015.
- The **franchise renewal fund** is a reserve fund for the NMTC's upcoming franchise renewal process. Franchise renewal can be very expensive, with the informal negotiation process costing approximately \$200,000 across a three year period. Moving to a formal negotiation process is more expensive. These costs include needs assessments, consulting, and legal fees.

Budget

- The recommended operating budget for the organization totals \$1,220,464. This number represents a \$31,180 increase over last year's operating budget. The increase is due entirely to salary and benefits adjustments. The final step increases, that were approved after the 2015 salary study, will be implemented in 2017, along with a 2.5% COLA increase.
- Budgeted capital purchases for 2017 are set at \$339,836. The majority of this amount is dedicated to the HD bond payment of \$227,850. While most of our equipment systems will be upgraded in 2016, those upgrades do not include the editing facilities, field equipment, and miscellaneous items such as microphones, tripods and lights, which require replacing on a more frequent basis. We have not replaced any of this equipment for two years. Expenditures had been put on hold for 2015 and 2016 until the HD upgrade was approved and we had a better idea of the funds required to do so. Budgeted items for 2017 include field cameras, several editing computers, lights, microphones and a drone package more suited for commercial purposes. The total budgeted for video equipment replacement is \$81,486. The capital budget also includes routine computer/software upgrades, software licenses, and building signage changes.
- Franchise fees paid to the cities are budgeted at \$345,000. This is \$25,000 more than last year.

Closing Points

- We have created a thriving and dynamic service for our cities, schools, producers, and viewers. Through program playback and channel management, internet streaming of city meetings including an agenda bookmarking tool, computer and network consulting, video equipment consulting, drone services, and video production services, our cities are seeing real benefits from their investment of franchise fees and PEG fees. Our cable subscribers are benefiting from this

investment with educational opportunities, tape and film transfer services, and varied, informative and interesting programming regarding their communities.

- We are taking important steps to remain relevant in a media viewing world that expects high quality programming provided in a format that can be utilized on any device.
- 2017 will be a pivotal year for the Commission, as the possibility of subscriber growth, due to competition from CenturyLink, may become a reality .



Leaders at the Core of Better Communities

FOR IMMEDIATE RELEASE

CONTACT:

**Michael A. Ericson Credentialed by
International Local Government Management Organization**

WASHINGTON, D.C.—Michael A. Ericson, City Administrator of the City of Centerville, recently received the Credentialed Manager designation from ICMA, the International City/County Management Association. Mr. Ericson is one of over 1,300 local government management professionals currently credentialed through the ICMA Voluntary Credentialing Program.

ICMA's mission is to create excellence in local governance by promoting professional management worldwide and increasing the proficiency of appointed chief administrative officers, assistant administrators, and other employees who serve local governments and regional entities around the world. The organization's nearly 9,000 members in 27 countries also include educators, students, and other local government employees.

To receive the prestigious ICMA credential, a member must have significant experience as a senior management executive in local government; have earned a degree, preferably in public administration or a related field; and demonstrated a commitment to high standards of integrity and to lifelong learning and professional development.

Michael A. Ericson is qualified by 27 years of professional local government executive experience. Prior to his appointment in 2014 as City Administrator of the City of Centerville, he served as City Administrator/HRA Executive Director for the City of Landfall Village; Interim City Administrator for the City of Maple Plain, Economic Development Consultant for the City of Maplewood; City Administrator/EDA Secretary for the City of Hugo; Assistant to the City Manager for the City of Maplewood; City Administrator/EDA Executive Director for the City of

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202/289-ICMA • FAX 202/962-3500 • <http://icma.org>

Watertown; Administrative Assistant for St. Louis County; and Administrative Intern for the City of Woodbury.

Highlights of Michael Ericson's ICMA membership include serving on the ICMA Annual Conference Planning Committee.

Michael A. Ericson has also made significant contributions to a number of other State organizations, including: Minnesota City/County Management Association (MCMA), Board Member from 1994-2001 and President in 2002; MCMA Conference Planning Committee and Chair in 1995; Metropolitan Area Management Association (MAMA) serving as a Board Member and President in 2010, Minnesota Association of Urban Management Assistants (MAUMA) serving as Treasurer in 1991-1992; League of Minnesota Cities serving on the Improving Local Economies Committee; League of Minnesota Cities serving on the Conference Planning Committee and Chair in 1998 and Metro Cities Board of Directors in 2011 and 2016.

For more information regarding the ICMA Voluntary Credentialing Program, contact Jenese Jackson at ICMA, 777 North Capitol Street, N.E., #500, Washington, D.C. 20002-4201; jjackson@icma.org; 202-962-3556.

About ICMA

ICMA, the International City/County Management Association, advances professional local government worldwide. The organization's mission is to create excellence in local governance by developing and fostering professional management to build sustainable communities that improve people's lives. ICMA provides member support; publications; data and information; peer and results-oriented assistance; and training and professional development to 9,000 city, town, and county experts and other individuals and organizations throughout the world. The management decisions made by ICMA's members affect millions of people in thousands of communities, from small villages and towns to large metropolitan areas.

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