



CITY COUNCIL REGULAR MEETING

St. Francis Area Schools District Office, 4115 Ambassador Blvd. NW

Monday, October 21, 2024 at 6:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
 - A. City Council Minutes - October 7, 2024
 - B. City Consent to Assignment of Towing Services
 - C. Accept Resignation of Captain Zach Goers and Authorization to Post for the Position of Training Captain (Part-time)
 - D. Stahl Construction – Pay Applications No. 13 – Labor & Material
 - E. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
 - A. Interim Ordinance Prohibiting the Operation of Cannabis Businesses within the City and Establishing a Study Period - Second Reading
Ordinance 334 - Emergency Interim Ordinance prohibiting the operation of cannabis businesses within the City and establishing a study period pursuant to Minnesota statutes section 342.13(e)
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - A. Code Enforcement Extension Request
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
 - A. Police Department - 3rd Quarter
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
 - October 24 - EDA Meeting - 6:00 pm
 - October 28 - City Council Work Session - 5:30 pm
 - October 29 - Public Works 2nd Annual Open House & Truck or Treat Event - 5:00 pm
 - October 30 - Parks Commission Meeting - 7:00 pm
 - November 4 - City Council Meeting - 6:00 pm
14. **ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW

October 7, 2024

6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The regular City Council meeting was called to order at 6:00 p.m. by Mayor Joe Muehlbauer.

2. ROLL CALL

Members Present: Mayor Joe Muehlbauer, Councilmembers Kevin Robinson, Crystal Kreklow, Sarah Udvig, and Mark Vogel.

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Finance Director Darcy Mulvihill, Liquor Store Manager Joe Pfeifer, City Engineer Craig Jochum (Hakanson Associates, Inc.), and City Planner Beth Richmond (HKGi).

3. APPROVAL OF AGENDA

MOTION BY: ROBINSON SECOND: VOGEL APPROVING THE REGULAR CITY COUNCIL AGENDA

Ayes: Kreklow, Udvig, Vogel, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

4. CONSENT AGENDA

A. City Council Minutes - September 16, 2024

B. Hiring Part-Time Firefighter- Contingent

C. Police Department Policy Manual

D. Change Orders – City Hall / Fire Station Project

E. Rivers Edge 5th Drainage and Utility Vacation

F. Bluffs of Rum River Final Plat Submittal Extension

G. Rivers Edge 7th Addition Financial Security Reduction

H. Appointment of Election Judges

Resolution 2024-37 Appointing election judges for the General Election on November 5, 2024

I. Towing Services RFP

J. Acknowledgement to Conduct Excluded Bingo

K. Payment of Claims

Vogel asked about item I and if there was a reason that they only do one year

RFPs. City Administrator Thunstrom explained that the length of RFPs are based on the types of services.

Police Chief Schwieger noted that this RFP is for a multi-year contract.

MOTION BY: KREKLOW SECOND: UDVIG APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA

Ayes: Kreklow, Udvig, Vogel, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

5. MEETING OPEN TO THE PUBLIC

Steve Kane, with the St. Francis Ambassadors, came forward and shared that this group is dedicated to the City and has done over 80 events this year representing the City. He shared that the young ladies in this group give a lot of time to this group to represent the City. He added that they also do a lot of community service. He stated that the St. Francis Ambassadors are here to help with Staff needs any assistance as they are here for the City. He shared their request for a donation of \$1,400, which would go towards storage for the parade float and gas.

Vogel asked how the Ambassadors are funded. Mr. Kane said they are funded through fundraisers.

Vogel asked who owns the parade float. Mr. Kane said the Ambassadors do.

Vogel asked if the City insures the float. Thunstrom said yes.

Robinson asked what the City is paying to insure the float and how much they donated to the Ambassadors last year. Thunstrom said she believes they donated \$1,400 last year. She added that Finance Director Mulvihill would be able to answer the question on what they pay to insure the float.

Mayor Muehlbauer asked this be moved to the upcoming Work Session to discuss giving this donation.

Joe Lawrence, 2208 135th Lane Northwest, came forward and reminded the Council that in regard to the THC and cannabis use moratorium and concerns, there is a City-sponsored liquor store that is about 300 feet from the middle school football field. He said he wants to make sure they are fair to all businesses. He noted that he listened to the last Council meeting and found Vogel's comments abrasive when it comes to Staff and other Councilmembers. He wanted to remind the Council that everything they do and say is not only going to impact outside developers' interest in the City, but also, employees. He shared his excitement for the new dog park.

Robinson asked if Mr. Lawrence had any examples of when the City had been

unfair to any businesses. Mr. Lawrence said he does not; however, he noted the Council seems very concerned with the THC and cannabis sales and did not want to see them be unfair to these business owners.

Mayor Muehlbauer shared that he was under the impression that State law was going to address a lot of the concerns that they had for these cannabis businesses, such as the distance requirements from schools so he did not see a need for the moratorium originally. He added that there was a concerned mother who was bringing attention to a cannabis business in the City on Facebook. He thanked Staff for their hard work on this after this mother reached out with concerns.

Vogel stated that his phone number is available on the City website and he would love to chat more with Mr. Lawrence.

6. **SPECIAL BUSINESS - NONE**

7. **PUBLIC HEARINGS - NONE**

8. **OLD BUSINESS - NONE**

9. **NEW BUSINESS**

A. **First Baptist Church Expansion – Site Plan**

Resolution 2024-35 Approving a site plan for First Baptist Church Expansion

City Planner Richmond reviewed the Staff report in regard to the First Baptist Church expansion site review.

Vogel asked how this will work with the future roundabouts on Highway 47. Richmond explained that the applicant and Staff had discussions about this and decided to leave the northern access drive as it is today as there are still questions on what the intersection of Pederson and Highway 47 will look like. She noted that they did not want to require something of the applicant that would then have to change.

Vogel asked if there is also a roundabout proposed at the southern entrance. Thunstrom said they are looking at a three-quarter intersection at 229th Avenue.

MOTION BY: UDVIG SECONDED: KREKLOW TO ADOPT RESOLUTION 2024-35 APPROVING A SITE PLAN FOR FIRST BAPTIST CHURCH EXPANSION.

Ayes: Kreklow, Udvig, Vogel, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

B. **Grading Interim Use Permit Amendment**

Resolution 2024-36 Approving an interim use permit amendment to allow site grading on the Richard D. Schroeder Advanced Ammunition Range

Richmond reviewed the Staff report concerning the interim use permit amendment

for Richard D. Schroeder Advanced Ammunition Range.

MOTION BY: ROBINSON SECONDED: VOGEL TO ADOPT RESOLUTION 2024-36 APPROVING AN INTERIM USE PERMIT AMENDMENT TO ALLOW SITE GRADING ON THE RICHARD D. SCHROEDER ADVANCED AMMUNITION RANGE.

Ayes: Kreklow, Udvig, Vogel, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

C. Work Session Request

Thunstrom shared the request for a Work Session meeting in the month of November.

The Council was in agreement to schedule the Work Session for November 12 at 5:30pm at the Community Center.

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. Fire Department Monthly Report- August

Fire Chief Schmidt reviewed the Fire Department report for August. He shared there was a decrease in response times for the month for an average of seven minutes and one second. He noted the calls for service for the month increased to 80 calls; however, this was due in part to the two large storm events that they had during the month. He shared his appreciation for his Staff that helped with these storm events. He said the average number of firefighters per call continues to increase to an average of seven per call. He noted there were 34 fire calls and 46 EMS calls for the month. He added that there was only one ambulance response time over 20 minutes for August. He shared there were a total of four inspections for the month, with two initial inspections and two reinspections.

Robinson thanked Schmidt for all of the work he has been doing behind the scenes with Nowthen.

The Council thanked Schmidt and his Staff for all of their hard work on a daily basis, as well as during the storm.

12. COUNCIL MEMBER REPORTS

The Council shared the meetings and events they attended in the past few weeks, as well as highlighting upcoming events.

Mayor Muehlbauer shared that he attended a meeting with the Anoka County Election Integrity Team along with Vogel and Robinson. He noted they will not be moving forward with anything with this group for now; however, they will continue to discuss this in the future. He added that he also has responded to some

complaints to people on Facebook and encouraged residents to contact Staff with any issues they may have. He said if people want things done, they should contact the City directly.

13. UPCOMING EVENTS

October 14 - City Offices Closed in Observance of Columbus/Indigenous Peoples' Day

October 16 - Planning Commission Meeting - 7:00 pm

October 19 - Household Hazardous Waste Drop-off Event (Free) - 9:00 am - 1:00 pm

October 21 - City Council Meeting - 6:00 pm

October 28 - City Council Work Session - 5:30 pm

October 29 - Public Works 2nd Annual Open House & Truck or Treat Event - 5:00 pm

October 30 - Parks Commission Meeting - 7:00 pm

14. ADJOURNMENT

MOTION BY: ROBINSON SECOND: UDVIG TO ADJOURN THE MEETING.

Ayes: Bauer, Kreklow, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:34 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: City Consent to Assignment of Towing Services
DATE: October 21, 2024

OVERVIEW:

The City of St. Francis is currently under a Memorandum of Understanding Agreement with Ark Towing and Recovery authorizing the company to tow motor vehicles for the City of St. Francis.

On October 4th, 2024 the City was advised that Ark Towing and Recovery had dissolved and has assigned its interests in the Towing Agreement to Twin Cities Transport and Recovery.

On October 7th, 2024 the City Council approved releasing a Towing Services Request For Proposal (RFP) to obtain future tow services for the City of St. Francis.

In the interim and until the RFP process is complete it's recommended that the City consents to the assignment of the Towing Agreement from Ark Towing to Twin Cities Transport and Recovery. The Agreement shall remain in effect until expressly modified by the parties in writing.

ACTION TO BE CONSIDERED:

City Council authorization for the City of St. Francis to consent to the assignment of the Towing Agreement from Ark Towing to Twin Cities Transport and Recovery until the RFP process is complete and a towing contract has been awarded. This approval is subject to City Attorney approval as to form.

BUDGET IMPLICATION:

With exception of a motor vehicle towed to the St. Francis Police Department for forfeiture or evidentiary procedures, the City of St. Francis is not responsible for the payment or collection of any towing or storage fees. Tow fees associated with vehicles held by the St. Francis Police Department are accounted for in the police department operating budget.

Attachments:

- Consent to Assignment and Assumption
- Amendment of Towing Agreement

CONSENT TO ASSIGNMENT AND ASSUMPTION, AND AMENDMENT OF TOWING AGREEMENT

THIS AGREEMENT, made this 11th day of October, 2024, consenting to the assignment and assumption of the Towing Agreement between City of St. Francis (“City”), and PTL Tire & Auto 2, LLC, d/b/a/ Ark Towing and Recovery, hereinafter referred to as (“Ark”) to Twin Cities Transport and Recovery, Inc., hereinafter referred to as (“Twin Cities”).

RECITALS

WHEREAS, the City of St. Francis and Ark have entered into a valid, binding memorandum of agreement for towing services on November 30, 2023; and

WHEREAS, Ark desires to assign all of its interests in the Towing Agreement to Twin Cities; and

WHEREAS, Twin Cities is willing to accept the transfer of such interest and to perform the services requested by the City in the Towing Agreement in accordance with all of the terms and conditions contained therein; and

WHEREAS, the City consents to the assignment of the Towing Agreement from Ark to Twin Cities and agrees to amend the notification information in the Towing Agreement;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements set forth herein, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed by Ark and Twin Cities, and consented to by the City as follows:

AGREEMENT

Section 1. Assignment. Ark hereby gifts, assigns and transfers to Twin Cities all of its interest in the Towing Contract with the City of St. Francis.

Section 2. Acceptance. Twin Cities hereby accepts the foregoing assignment and transfer of the interests in the Towing Agreement with the City of St. Francis, and expressly agrees to perform towing services in accordance with all of the terms and conditions outlined in the Towing Agreement.

Section 3. Consent. The City hereby consents to the assignment of the interest of the Towing Contract to Twin Cities.

Section 4. Notification Information. Section 11 of the Towing Agreement is hereby amended to state notification information to:

Twin Cities Transport and Recovery, Inc.
John Grindeland

1396 Concordia Avenue
St. Paul, MN 55104-5309

Section 5. Binding Effect. This Agreement shall be binding upon the successors and assigns of the parties, and the parties shall deliver such further and additional instruments, agreements and other documents as may be necessary to carry out the provisions of this Agreement.

Section 6. Full Force and Effect. Except as expressly amended by the provisions of this Consent to Assignment and Amendment, the terms and conditions contained in the Towing Agreement shall continue to govern the rights and obligations of the parties and the Towing Agreement shall remain in full force and effect until and unless expressly modified by the parties in writing.

Section 7. Entire Agreement. This Agreement supersedes all agreements previously made between the parties relating to this Consent to Assignment and Amendment. There are no other understandings or agreements between the parties which relate to the subject matter of this Consent to Assignment and Amendment.

Section 8. Governing Law. This Assignment shall be construed in accordance with and governed by the laws of the State of Minnesota.

(Intentionally Left Blank)

The parties have executed this Agreement on the date and year set forth in the first paragraph of this Agreement.

AS ASSIGNOR:

PTL TIRE & AUTO 2, LLC, D/B/A ARK TOWING AND RECOVERY

By: _____

Owner

STATE OF MINNESOTA)
COUNTY OF ANOKA) SS.

This instrument was acknowledged before me on _____, 2024 by
_____.

Notary Public

AS ASSIGNEE:

TWIN CITIES TRANSPORT AND RECOVERY, INC.

By: _____

Director of Operations

STATE OF MINNESOTA)
COUNTY OF _____) SS.

This instrument was acknowledged before me on _____, 2024 by
_____.

Notary Public

**CONSENT TO ASSIGNMENT AND AMENDMENT OF NOTIFICATION
INFORMATION**

CITY OF ST. FRANCIS

By: _____
Mayor, Joseph Muehlbauer

By: _____
City Administrator, Kate Thunstrom

STATE OF MINNESOTA)
COUNTY OF HENNEPIN) SS.

Mayor, Joseph Muehlbauer, and City Administrator, Kate Thunstrom respectively of the
CITY OF ST. FRANCIS, acknowledged this instrument before me on _____, 2024.

Notary Public

4470596.1



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Accept Resignation of Captain Zach Goers and Authorization to Post for the Position of Training Captain (Part-time)
DATE: October 21, 2024

OVERVIEW:
Captain Zach Goers has requested to resign his position of Training Captain, but remain on the fire department as a Firefighter. Captain Goers will remain in his captain position until his replacement is selected. Captain Goers has cited personal life changes as the reason for this resignation. The fire department is also requesting to post the position of Training Captain for appointment.

ACTION TO BE CONSIDERED:
Accept Captain Zach Goer’s resignation as Training Captain and authorize the fire department to post the Training Captain position for appointment.

BUDGET IMPLICATION:
Existing Fire Department Budget



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Stahl Construction – Pay Applications No. 13 – Labor & Material
DATE: October 21, 2024

OVERVIEW:

Stahl has submitted Pay Application No. 13 for Labor and Material. Both applications have been reviewed by our Architect. The total payment will be for \$414,789.72. The breakdown is below.

- Labor - \$275,813.59
- Material - \$138,976.13

ACTION TO BE CONSIDERED:

Motion to approve Labor & Material Pay Applications No 13.

BUDGET IMPLICATION:

These will be paid out of the bond proceeds that were received in August 2023.

Attachments:

- Pay Application No. 13 Labor
- Pay Application No. 13 Material

Application and Certificate for Payment

Project: **St. Francis City Hall & Fire Station**
3740 Bridge Street NW St. Francis, MN 55070

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR

App. #: 13

App. Date: October 2, 2024

Month: September 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	5,309,997.00
Net Change by Change Order	45,834.33
Changes Approved Previously	28,074.63
Changes Approved this Month	17,759.70
Current Contract Price.....	5,355,831.33
Work Completed and Material Stored to Date.....	4,748,231.04
Retainage 5% of Completed Work.....	175,714.41
Total Earned Less Retainage.....	4,572,516.63
Less Previous Certificates for payment.....	4,296,703.04

Current Payment Due \$ **275,813.59**

Balance to Finish, Plus Retainage..... \$ **783,314.70**

The Contractor certifies that to the best of its knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown is now due.

CONTRACTOR

By: Debrah J. Aldrich Date: 10.2.2024

State: **Minnesota**
 County: **Hennepin**

Subscribed and sworn to before me this 2nd day of October, 2024

Notary Public: Kathryn R. Gleeson



Architect's Certificate for Payment

Based on on-site observations and the data comprising this Application for Payment, the Architect certifies that to the best of its knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

ARCHITECT

By: Virgin Sachdev Date: 10/3/24

This Certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Amount Certified \$ **275,813.59**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR
 App. #: 13
 App. Date: October 2, 2024
 Month: September 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		General Conditions	Stahl Construction	\$ 1,373,174.00	\$ (7,500.00)	\$ 1,356,227.00	\$ 1,019,513.43	64,816.49	\$ -	\$ 1,084,329.92	80%	\$ 271,897.08	\$ 0.00	0%
02 41 00		Demolition Mechanical	Purchase Order	\$ 900.00	\$ 0.00	900.00	900.00	-	-	900.00	100%	0.00	-	0%
02 41 16		Earthwork/Demo	D.W.	\$ 286,646.00	\$ 10,858.32	297,504.32	292,136.320	-	-	292,136.32	98%	5,368.00	14,606.82	5%
02 80 00		Demolition Electrical	Purchase Order	\$ 8,700.00	\$ 0.00	8,700.00	8,700.00	-	-	8,700.00	100%	0.00	-	0%
03 00 00		Cast-in-Place Concrete	Northland Concrete	\$ 401,515.00	\$ 0.00	401,515.00	401,515.000	-	-	401,515.00	100%	0.00	20,075.75	5%
03 41 00		Precast Concrete	Taracon	\$ 310,914.00	\$ 0.00	313,732.00	312,177.43	-	-	312,177.43	100%	1,554.57	15,608.87	5%
05 05 00		Erect Metals	Topline Steel	\$ 65,200.00	\$ 1,670.00	61,381.00	61,381.00	-	-	61,381.00	100%	0.00	3,069.05	5%
06 10 00		Rough Carpentry	Tekton	\$ 160,548.00	\$ 1,372.00	204,290.00	198,822.65	-	-	198,822.65	97%	5,467.35	9,941.13	5%
06 20 00		Finish Carpentry	Keystone	\$ 68,200.00	\$ 0.00	70,200.00	-	24,562.00	-	24,562.00	35%	45,638.00	1,228.10	5%
07 10 00		Damproofing/Waterproofing		\$ 0.00	\$ 0.00	3,999.00	3,999.00	-	-	3,999.00	100%	0.00	199.95	5%
07 40 00		Metal Panels	Progressive Building Systems	\$ 15,000.00	\$ 0.00	15,000.00	14,840.00	-	-	14,840.00	99%	160.00	742.00	5%
07 50 00		Roofing	Northern Exposure	\$ 75,991.00	\$ 836.00	76,827.00	76,827.00	-	-	76,827.00	100%	0.00	3,841.35	5%
07 60 00		Flashing / Sheetmetal	MoCorp	\$ 30,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%
07 92 00		Joint Sealants	TBD	\$ 23,352.00	\$ 0.00	23,352.00	5,838.00	-	-	5,838.00	25%	17,514.00	291.90	5%
08 36 00		Sectional Overhead Doors	TBD	\$ 33,702.00	\$ 0.00	24,951.00	24,500.00	-	-	24,500.00	98%	451.00	1,225.00	5%
08 40 00		Glass/Glazing	East Side Glass	\$ 81,900.00	\$ 600.00	82,500.00	35,190.00	40,630.00	-	75,820.00	92%	6,680.00	3,791.00	5%
09 20 00		Drywall	Prestige	\$ 371,939.00	\$ (1,500.00)	378,500.00	378,500.00	-	-	378,500.00	100%	0.00	18,925.00	5%
09 30 00		Tiling	Super Set Tile	\$ 33,901.00	\$ 0.00	33,901.00	28,584.28	5,316.71	-	33,900.99	100%	0.01	1,695.05	5%
09 50 00		Acoustical Ceilings	Minnesota Acoustics	\$ 26,200.00	\$ 0.00	26,200.00	23,500.00	2,700.00	-	26,200.00	100%	0.00	1,310.00	5%
09 62 00		Specialty Flooring	Concrete Treatments	\$ 16,863.00	\$ 0.00	16,863.00	-	-	-	-	0%	16,863.00	-	5%
09 68 00		Carpet	Multiple Concepts Interiors	\$ 22,160.00	\$ 0.00	22,160.00	4,432.00	9,929.50	-	14,361.50	65%	7,798.50	718.08	5%
09 90 00		Painting / VWC	Wasche	\$ 86,520.00	\$ 250.00	86,770.00	73,792.00	12,978.00	-	86,770.00	100%	0.00	4,338.50	5%
10 14 00		Signage	TBD	\$ 13,295.00	\$ (1,420.00)	11,875.00	-	-	-	-	0%	11,875.00	-	5%
10 22 26		Operable Partitions	Skold	\$ 16,300.00	\$ (9,100.00)	9,900.00	7,700.00	-	-	7,700.00	78%	2,200.00	385.00	5%
10 51 70		Security Lockers	Geargrid	\$ 5,880.00	\$ 0.00	5,880.00	5,880.00	-	-	5,880.00	100%	0.00	294.00	5%
11 99 00		Fire Pole	TBD	\$ 7,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%
12 20 00		Window Treatments	TBD	\$ 4,500.00	\$ 0.00	4,500.00	-	4,500.00	-	4,500.00	100%	0.00	225.00	5%
12 36 00		Solid Surface Countertops	Innovative Surfaces	\$ 32,512.00	\$ 0.00	32,512.00	11,949.00	8,596.42	-	20,545.42	63%	11,966.58	1,027.27	5%
13 24 00		Steam Showers	TBD	\$ 5,000.00	\$ 0.00	1,600.00	-	-	-	-	0%	1,600.00	-	5%
14 20 00		Elevators	Otis	\$ 37,164.00	\$ 0.00	37,164.00	-	37,164.00	-	37,164.00	100%	0.00	1,858.20	5%
14 60 00		Hoists and Cranes	Aero	\$ 3,000.00	\$ 0.00	3,000.00	-	-	-	-	0%	3,000.00	-	5%
21 00 00		Fire Suppression	Breth Zen Zen	\$ 73,000.00	\$ (200.00)	72,800.00	72,800.00	-	-	72,800.00	100%	0.00	3,640.00	5%
22 00 00		Plumbing	Falcon	\$ 402,000.00	\$ 41,948.00	448,787.00	415,500.00	-	-	415,500.00	93%	33,287.00	20,775.00	5%
23 00 00		HVAC	Sentra Sota	\$ 392,000.00	\$ 6,738.00	398,738.00	356,539.00	19,300.00	-	375,839.00	94%	22,899.00	18,791.95	5%
26 00 00		Electrical	AJ Moore	\$ 285,137.00	\$ 26,139.51	311,276.51	247,708.73	20,599.00	-	268,307.73	86%	42,968.78	13,415.39	5%
32 12 00		Asphalt Paving	Northwest Bituminous	\$ 34,700.00	\$ 0.00	34,700.00	20,750.00	-	-	20,750.00	60%	13,950.00	1,037.50	5%
32 16 00		Site Concrete	Crosstown Masonry	\$ 219,000.00	\$ 1,953.00	223,005.00	221,505.00	-	-	221,505.00	99%	1,500.00	11,075.25	5%
32 90 00		Landscaping	Springfall Landscaping	\$ 35,766.00	\$ (4,120.00)	31,646.00	-	31,646.00	-	31,646.00	100%	0.00	1,582.30	5%

Continuation Sheet



Agenda Item # 4D.

Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR
 App. #: 13
 App. Date: October 2, 2024
 Month: September 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		Allowances							-					
70 80 13		Allowance for Building Permit		110,000.00	\$ (27,006.44)	82,993.56	82,993.56	-	-	82,993.56	100%	0.00	-	0%
71 00 00		Contingency		80,418.00	\$ 0.00	75,666.00	-	-	-	-	0%	75,666.00	-	0%
Subtotals				\$ 5,249,997.00	\$ 41,518.39	\$ 5,291,515.39	\$ 4,408,473.40	\$ 282,738.12	\$ 0.00	\$ 4,691,211.52	89%	\$ 600,303.87	\$ 175,714.41	
90 00 00		Contractor Overhead / Profit	Stahl Construction	60,000.00	4,315.94	64,315.94	53,047.96	3,971.56	-	57,019.52	89%	7,296.42	0.00	0%
Totals				\$ 5,309,997.00	\$ 45,834.33	\$ 5,355,831.33	\$ 4,461,521.36	\$ 286,709.68	\$ 0.00	\$ 4,748,231.04	89%	\$ 607,600.29	\$ 175,714.41	

Application and Certificate for Payment

Project: **St. Francis City Hall & Fire Station**
3740 Bridge Street NW, St. Francis, MN 55070

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material

App. #: 13

App. Date: October 2, 2024

Month: September 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	6,531,580.00
Net Change by Change Order	62,549.63
Changes Approved Previously	47,670.31
Changes Approved this Month	14,879.32
Current Contract Price	6,594,129.63
Work Completed and Material Stored to Date	6,109,667.97
Retainage	-
Total Earned	6,109,667.97
Less Previous Certificates for payment	5,970,691.84

Current Payment Due \$ **138,976.13**

Balance to Finish, Including Retainage \$ **484,461.66**

The Contractor certifies that to the best of its knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown is now due.

CONTRACTOR

By: *Deborah J. Aldrich* Date: 10.2.2024

State: Minnesota
 County: Hennepin

Subscribed and sworn to before me this 2nd day of October 2024

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

Based on on-site observations and the data comprising this Application for Payment, the Architect certifies that to the best of its knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

ARCHITECT

By: *Vijai Sachdev* Date: 10/3/24

This Certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Amount Certified \$ **138,976.13**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material
 App. #: 13
 App. Date: October 2, 2024
 Month: September 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
01 80 19	Insurance	Stahl Construction	\$ 40,000.00	\$ 0.00	40,000.00	40,000.00	-	-	40,000.00	100%	0.00	-	0%	
03 30 00	Concrete	Northland Concrete	\$ 223,085.00	\$ 0.00	223,085.00	223,085.00	-	-	223,085.00	100%	0.00	-	0%	
03 41 00	Precast Concrete	Taracon	\$ 1,981,079.00	\$ 0.00	1,981,079.00	1,981,079.00	-	-	1,981,079.00	100%	0.00	-	0%	
05 10 00	Furnish Metals	Ben's Structural	\$ 200,657.00	\$ 6,529.00	207,781.00	207,781.00	-	-	207,781.00	100%	0.00	-	0%	
06 10 00	Rough Carpentry	Tekton	\$ 38,775.00	\$ 0.00	38,775.00	38,775.00	-	-	38,775.00	100%	0.00	-	0%	
06 40 00	Architectural Woodwork	Distinctive Cabinets	\$ 101,940.00	\$ 0.00	101,940.00	99,179.50	2,760.50	-	101,940.00	100%	0.00	-	0%	
06 60 00	Solid Surface / Stainless Fabrications	MoCorp	\$ 1,745.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	0%	
07 01 00	Dampproofing/Waterproofing		\$ 0.00	\$ 0.00	2,751.00	2,751.00	-	-	2,751.00	100%	0.00	-	0%	
07 40 00	Metal Panels	Progressive Building Systems	\$ 9,277.00	\$ 0.00	9,277.00	9,277.00	-	-	9,277.00	100%	0.00	-	0%	
07 50 00	Roofing	Northern Exposure	\$ 260,548.00	\$ 293.00	260,841.00	260,841.00	-	-	260,841.00	100%	0.00	-	0%	
07 60 00	Flashing / Sheet Metal	MoCorp	\$ 25,000.00	\$ 0.00	25,717.90	15,307.11	-	-	15,307.11	60%	10,410.79	-	0%	
07 92 00	Joint Sealants		\$ 8,000.00	\$ 0.00	8,000.00	2,000.00	-	-	2,000.00	25%	6,000.00	-	0%	
08 10 00	Doors / Frames / Hardware	Contract Hardware	\$ 188,200.00	\$ (35.00)	188,165.00	181,785.00	-	-	181,785.00	92%	14,977.00	-	0%	
08 36 00	Sectional OH Doors	TBD	\$ 190,981.00	\$ 0.00	181,945.00	181,945.00	-	-	181,945.00	100%	0.00	-	0%	
08 40 00	Glass/Glazing	East Side Glass	\$ 210,200.00	\$ 0.00	210,200.00	197,750.00	8,040.00	-	205,790.00	98%	4,410.00	-	0%	
09 20 00	Drywall	Prestige	\$ 145,000.00	\$ 300.00	145,300.00	145,300.00	-	-	145,300.00	100%	0.00	-	0%	
09 30 00	Tiling	Super Set Tile	\$ 34,536.00	\$ 0.00	34,536.00	33,575.81	960.19	-	34,536.00	100%	0.00	-	0%	
09 50 00	Acoustical Ceilings	Minnesota Acoustics	\$ 40,300.00	\$ 0.00	40,300.00	40,300.00	-	-	40,300.00	100%	0.00	-	0%	
09 62 00	Specialty Flooring	Concrete Treatments	\$ 9,080.00	\$ 0.00	9,080.00	-	-	-	-	0%	9,080.00	-	0%	
09 68 00	Carpet	Multiple Concepts Interiors	\$ 75,640.00	\$ 0.00	75,640.00	68,375.27	7,264.73	-	75,640.00	100%	0.00	-	0%	
09 90 00	Painting / VWC	Wasche	\$ 14,700.00	\$ 40.00	14,740.00	14,005.00	735.00	-	14,740.00	100%	0.00	-	0%	
10 14 00	Signage	TBD	\$ 62,396.00	\$ (9,529.00)	52,867.00	-	-	-	-	0%	52,867.00	-	0%	
10 22 26	Operable Partitions	Skold	\$ 7,200.00	\$ 9,100.00	16,300.00	2,000.00	-	-	2,000.00	12%	14,300.00	-	0%	
10 51 70	Security Lockers	Geargrid	\$ 22,370.00	\$ 0.00	22,370.00	22,370.00	-	-	22,370.00	100%	0.00	-	0%	
10 75 00	Light Poles	Construction Supply	\$ 44,955.00	\$ 5,947.55	50,902.55	38,015.55	-	-	38,015.55	75%	12,887.00	-	0%	
11 99 00	Fire Pole	McIntire Brass Works	\$ 50,000.00	\$ 0.00	50,000.00	48,477.00	-	-	48,477.00	97%	1,523.00	-	0%	
12 20 00	Window Treatments	TBD	\$ 35,530.00	\$ 0.00	35,530.00	-	35,530.00	-	35,530.00	100%	0.00	-	0%	
12 36 00	Solid Surface Countertops	Innovative Surfaces	\$ 76,135.00	\$ 0.00	76,135.00	27,699.00	19,051.58	-	46,750.58	61%	29,384.42	-	0%	
13 24 00	Steam Bath	TBD	\$ 13,447.00	\$ 0.00	7,609.00	3,800.00	-	-	3,800.00	50%	3,809.00	-	0%	
14 20 00	Elevators	Otis	\$ 55,748.00	\$ 0.00	55,748.00	37,165.00	18,583.00	-	55,748.00	100%	0.00	-	0%	
14 60 00	Hoist and Cranes	Aero	\$ 7,250.00	\$ 0.00	6,850.00	-	-	-	-	0%	6,850.00	-	0%	
21 00 00	Fire Suppression	Breth Zen Zen	\$ 58,800.00	\$ (2,000.00)	56,800.00	56,800.00	-	-	56,800.00	100%	0.00	-	0%	
22 00 00	Plumbing	Falcon	\$ 565,000.00	\$ 44,374.10	629,841.20	608,507.30	-	-	608,507.30	97%	21,333.90	-	0%	
23 00 00	HVAC	Sentra Sota	\$ 436,000.00	\$ 10,207.00	446,207.00	441,489.00	3,500.00	-	444,989.00	100%	1,218.00	-	0%	
26 00 00	Electrical	AJ Moore	\$ 844,523.00	\$ 858.93	845,381.93	599,671.27	3,250.00	-	602,921.27	71%	242,460.66	-	0%	
31 00 00	Earthwork	D.W.	\$ 99,500.00	\$ 0.00	99,500.00	98,000.00	-	-	98,000.00	98%	1,500.00	-	0%	
32 12 00	Asphalt Paving	Northwest Bituminous	\$ 48,800.00	\$ 0.00	48,800.00	26,500.00	-	-	26,500.00	54%	22,300.00	-	0%	
32 16 00	Site Concrete	Crosstown Masonry	\$ 152,000.00	\$ 2,983.00	157,535.00	157,535.00	-	-	157,535.00	100%	0.00	-	0%	
32 90 00	Landscaping	Springfall Landscaping	\$ 45,203.00	\$ (7,287.00)	37,916.00	-	37,916.00	-	37,916.00	100%	0.00	-	0%	

Continuation Sheet



Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material
 App. #: 13
 App. Date: October 2, 2024
 Month: September 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
71 00 10		Unallocated		2,980.00		-		-				0.00		
71 00 00		Contingency		40,000.00	\$ 0.00	24,319.00	-	-	-	-	0%	24,319.00	-	0%
Subtotals				\$ 6,466,580.00	\$ 61,781.58	\$ 6,528,361.58	\$ 5,911,140.81	\$ 137,591.00	\$ 0.00	\$ 6,048,731.81	93%	\$ 479,629.77	\$ 0.00	
90 00 00		Contractor Overhead / Profit	Stahl Construction	65,000.00	768.05	65,768.05	59,551.03	1,385.13	-	60,936.16	93%	4,831.89	0.00	0%
Totals				\$ 6,531,580.00	\$ 62,549.63	\$ 6,594,129.63	\$ 5,970,691.84	\$ 138,976.13	\$ 0.00	\$ 6,109,667.97	93%	\$ 484,461.66	\$ 0.00	



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
 Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: October 21, 2024

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$239,770.63 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-N/A

Credit Card Payment- N/A

Manual Checks- N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 10-21-2024 Packet List-\$239,770.63

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/22/2024 - 10/22/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 15 - AIRGAS NORTH CENTRAL							
5510999534 00037748	AIRGAS NORTH CENTRAL	09/30/2024		99.68	99.68	Open	N
	ACETYLENE, ARGON, AND OXYGEN	DROBERTSON					10/21/2024
	101-43100-40217	OTHER OPERATING SUPPLIES		19.94		1.00	19.94
	101-43210-40217	OTHER OPERATING SUPPLIES		19.94		1.00	19.94
	101-45200-40217	OTHER OPERATING SUPPLIES		19.94		1.00	19.94
	601-49440-40217	OTHER OPERATING SUPPLIES		19.94		1.00	19.94
	602-49490-40217	OTHER OPERATING SUPPLIES		19.92		1.00	19.92
Total Vendor 15 - AIRGAS NORTH CENTRAL				99.68	99.68		
Vendor 6592 - ALLINA HEALTH							
329009691 00037729	ALLINA HEALTH	10/03/2024		398.50	398.50	Open	N
	JAMES CURRAN EXAM	DROBERTSON					10/21/2024
	101-42210-40305	MEDICAL FEES		398.50		1.00	398.50
Total Vendor 6592 - ALLINA HEALTH				398.50	398.50		
Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD							
1087 00037719	ALWAYS BRIGHT LIGHTS LTD	10/11/2024		650.00	650.00	Open	N
	FALL BANNERS	DROBERTSON					10/21/2024
	101-43100-40311	CONTRACT		650.00		1.00	650.00
Total Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD				650.00	650.00		
Vendor 6364 - ARTISAN BEER COMPANY							
3718574 00037701	ARTISAN BEER COMPANY	10/10/2024		69.20	69.20	Open	N
	BEER	CBUSKEY					10/10/2024
	609-49751-40252	BEER		69.20		1.00	69.20
Total Vendor 6364 - ARTISAN BEER COMPANY				69.20	69.20		
Vendor 2591 - ASPEN MILLS							
340390 00037667	ASPEN MILLS	10/03/2024		65.70	65.70	Open	N
	NAME TAGS	DROBERTSON					10/21/2024

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/22/2024 - 10/22/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 2591 - ASPEN MILLS							
341059							
00037745	ASPEN MILLS UNIFORM - HOM	10/15/2024 DROBERTSON		105.25	105.25	Open	N 10/21/2024
Total Vendor 2591 - ASPEN MILLS				170.95	170.95		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0108974000							
00037655	BELLBOY CORPORATION BAR SUPPLY MISC	10/08/2024 CBUSKEY		144.21	144.21	Open	N 10/08/2024
	609-49751-40206	FREIGHT		3.21		1.00	3.21
	609-49751-40254	MISCELLANEOUS MERCHANDISE		141.00		1.00	141.00
0205312900							
00037656	BELLBOY CORPORATION BAR SUPPLY LIQUOR/WINE	10/08/2024 CBUSKEY		4,503.00	4,503.00	Open	N 10/08/2024
	609-49751-40206	FREIGHT		44.55		1.00	44.55
	609-49751-40253	WINE		600.00		1.00	600.00
	609-49751-40251	LIQUOR		3,858.45		1.00	3,858.45
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				4,647.21	4,647.21		
Vendor 10711 - BJORKLUND COMPANIES, LLC							
100430							
00037657	BJORKLUND COMPANIES, LLC BLACK DIRT 113715	09/25/2024 DROBERTSON		1,065.00	1,065.00	Open	N 10/21/2024
	101-45200-40229	PROJECT MAINTENANCE		1,065.00		1.00	1,065.00
100420							
00037658	BJORKLUND COMPANIES, LLC BLACK DIRT 112285	09/30/2024 DROBERTSON		497.00	497.00	Open	N 10/21/2024
	101-45200-40229	PROJECT MAINTENANCE		497.00		1.00	497.00
Total Vendor 10711 - BJORKLUND COMPANIES, LLC				1,562.00	1,562.00		
Vendor 7244 - BREAKTHRU BEVERAGE							
118134690							
00037715	BREAKTHRU BEVERAGE LIQUOR	10/11/2024 CBUSKEY		801.60	801.60	Open	N 10/11/2024
	609-49751-40206	FREIGHT		11.60		1.00	11.60
	609-49751-40251	LIQUOR		790.00		1.00	790.00
Total Vendor 7244 - BREAKTHRU BEVERAGE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/22/2024 - 10/22/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 7244 - BREAKTHRU BEVERAGE							
				801.60	801.60		
Vendor 5474 - BUREAU OF CRIM APPREHENSION							
00000823366							
00037676	BUREAU OF CRIM APPREHENSION	09/30/2024		1,080.00	1,080.00	Open	N
	STATE GF AND BCA ACCESS FEE		DROBERTSON				10/21/2024
	101-42110-40311	CONTRACT		1,080.00		1.00	1,080.00
37466							
00037713	BUREAU OF CRIM APPREHENSION	10/09/2024		390.00	390.00	Open	N
	PRACTICAL WISDOM TRAINING - THUNSTROM		DROBERTSON				10/21/2024
	101-41400-40208	TRAINING		390.00		1.00	390.00
Total Vendor 5474 - BUREAU OF CRIM APPREHENSION							
				1,470.00	1,470.00		
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
3048621							
00037720	CAPITOL BEVERAGE SALES, L.P	10/15/2024		543.00	543.00	Open	N
	BEER		CBUSKEY				10/15/2024
	609-49751-40252	BEER		543.00		1.00	543.00
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
				543.00	543.00		
Vendor UB-REFUND - CHRISTOPHER JOHNSON							
1167							
00037733	CHRISTOPHER JOHNSON	10/16/2024		25.02	25.02	Open	N
	CREDIT REFUND		DROBERTSON				10/21/2024
Total Vendor UB-REFUND - CHRISTOPHER JOHNSON							
				25.02	25.02		
Vendor 4854 - CRYSTAL SPRINGS ICE							
4010290							
00037648	CRYSTAL SPRINGS ICE	10/08/2024		58.24	58.24	Open	N
	MISC		CBUSKEY				10/08/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		54.24		1.00	54.24
Total Vendor 4854 - CRYSTAL SPRINGS ICE							
				58.24	58.24		
Vendor 91 - DAHLHEIMER DIST. CO. INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/22/2024 - 10/22/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2300493							
00037670	DAHLHEIMER DIST. CO. INC	10/09/2024		(34.25)	(34.25)	Open	N
	BEER	CBUSKEY					10/09/2024
	609-49751-40252	BEER		(34.25)		1.00	(34.25)
2304669							
00037671	DAHLHEIMER DIST. CO. INC	10/09/2024		(152.00)	(152.00)	Open	N
	BEER	CBUSKEY					10/09/2024
	609-49751-40252	BEER		(152.00)		1.00	(152.00)
23300407							
00037672	DAHLHEIMER DIST. CO. INC	10/09/2024		11,182.07	11,182.07	Open	N
	BEER/NA/MISC	CBUSKEY					10/09/2024
	609-49751-40252	BEER		10,870.07		1.00	10,870.07
	609-49751-40255	N/A PRODUCTS		108.00		1.00	108.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		204.00		1.00	204.00
2310023							
00037750	DAHLHEIMER DIST. CO. INC	10/16/2024		13,004.55	13,004.55	Open	N
	BEER/THC	CBUSKEY					10/16/2024
	609-49751-40252	BEER		11,635.55		1.00	11,635.55
	609-49751-40257	THC		1,369.00		1.00	1,369.00
.10012024							
00037751	DAHLHEIMER DIST. CO. INC	10/01/2024		(922.80)	(922.80)	Open	N
	CREDITS	DROBERTSON					10/22/2024
	609-49751-40251	LIQUOR		(922.80)		1.00	(922.80)
Total Vendor 91 - DAHLHEIMER DIST. CO. INC					<u>23,077.57</u>	<u>23,077.57</u>	
Vendor 6658 - DAVIDS HYDRO VAC, INC							
240055712							
00037680	DAVIDS HYDRO VAC, INC	10/04/2024		4,220.00	4,220.00	open	N
	HYDRO EXCAVATION	DROBERTSON					10/21/2024
	602-49490-40400	SYSTEM JETTING		4,220.00		1.00	4,220.00
Total Vendor 6658 - DAVIDS HYDRO VAC, INC					<u>4,220.00</u>	<u>4,220.00</u>	
Vendor 293 - EAGLE GARAGE DOOR CO							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/22/2024 - 10/22/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 293 - EAGLE GARAGE DOOR CO							
10165 00037663	EAGLE GARAGE DOOR CO	09/30/2024		905.00	905.00	Open	N
	BI-ANNUAL SERVICE; ADJUST 6 DOORS AND OP DROBERTSON						10/21/2024
	101-45200-40401	BUILDINGS MAINTENANCE		181.00		1.00	181.00
	101-43100-40401	BUILDINGS MAINTENANCE		181.00		1.00	181.00
	601-49440-40401	BUILDINGS MAINTENANCE		181.00		1.00	181.00
	602-49490-40401	BUILDINGS MAINTENANCE		181.00		1.00	181.00
	101-42110-40401	BUILDINGS MAINTENANCE		181.00		1.00	181.00
10166 00037665	EAGLE GARAGE DOOR CO	09/30/2024		785.50	785.50	Open	N
	BI-ANNUAL SERVICE; ADJUST 3 DOORS AND OP DROBERTSON						10/21/2024
	101-43100-40401	BUILDINGS MAINTENANCE		157.10		1.00	157.10
	101-45200-40401	BUILDINGS MAINTENANCE		157.10		1.00	157.10
	601-49440-40401	BUILDINGS MAINTENANCE		157.10		1.00	157.10
	602-49490-40401	BUILDINGS MAINTENANCE		157.10		1.00	157.10
	101-43210-40401	BUILDINGS MAINTENANCE		157.10		1.00	157.10
10183 00037711	EAGLE GARAGE DOOR CO	10/24/2024		596.80	596.80	Open	N
	REPLACE CABLES ON TWO SOUTH FACING EXIT DROBERTSON						10/21/2024
	101-43100-40401	BUILDINGS MAINTENANCE		200.00		1.00	200.00
	101-43210-40401	BUILDINGS MAINTENANCE		200.00		1.00	200.00
	101-45200-40401	BUILDINGS MAINTENANCE		196.80		1.00	196.80
Total Vendor 293 - EAGLE GARAGE DOOR CO				2,287.30	2,287.30		
Vendor 107 - ECM PUBLISHERS, INC							
1425244 00037684	ECM PUBLISHERS, INC	10/04/2024		59.12	59.12	Open	N
	ANOKA COUNTY UNION HERALD OCT 16 MIXED U DROBERTSON						10/21/2024
	101-41400-40352	GENERAL PUBLISHING		59.12		1.00	59.12
1425321 00037685	ECM PUBLISHERS, INC	10/04/2024		32.25	32.25	Open	N
	ANOKA COUNTY UNION HERALD PAT GENERAL EL DROBERTSON						10/21/2024
	101-41400-40352	GENERAL PUBLISHING		32.25		1.00	32.25
1019376 00037747	ECM PUBLISHERS, INC	10/11/2024		53.75	53.75	Open	N
	INTERIM ORD. DROBERTSON						10/21/2024
	101-41400-40351	LEGAL NOTICES PUBLISHING		53.75		1.00	53.75
Total Vendor 107 - ECM PUBLISHERS, INC							

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 107 - ECM PUBLISHERS, INC							
				145.12	145.12		
Vendor 10731 - ELECTRIC PUMP							
025863							
00037659	ELECTRIC PUMP	09/11/2024		3,096.93	3,096.93	Open	N
	SUBMERSIBLE REPAIR SUPPLIES		DROBERTSON				10/21/2024
	601-49440-40229		PROJECT MAINTENANCE	1,548.46		1.00	1,548.46
	602-49490-40229		PROJECT MAINTENANCE	1,548.47		1.00	1,548.47
Total Vendor 10731 - ELECTRIC PUMP				3,096.93	3,096.93		
Vendor 545 - ELITE SANITATION							
31118							
00037730	ELITE SANITATION	10/08/2024		1,082.00	1,082.00	Open	N
	PORTABLE TOILET		DROBERTSON				10/21/2024
	101-45200-40402		JANITORIAL SERVICE	1,082.00		1.00	1,082.00
Total Vendor 545 - ELITE SANITATION				1,082.00	1,082.00		
Vendor 4691 - GRANITE CITY JOBBING CO							
416769							
00037646	GRANITE CITY JOBBING CO	10/08/2024		6,871.22	6,871.22	Open	N
	TOBACCO/MISC		CBUSKEY				10/08/2024
	609-49751-40206		FREIGHT	10.00		1.00	10.00
	609-49751-40256		TOBACCO PRODUCTS	6,791.22		1.00	6,791.22
	609-49751-40254		MISCELLANEOUS MERCHANDISE	70.00		1.00	70.00
Total Vendor 4691 - GRANITE CITY JOBBING CO				6,871.22	6,871.22		
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
53760							
00037686	HAKANSON ANDERSON ASSOC., INC	09/26/2024		2,002.29	2,002.29	Open	N
	SF239-2024 MISC SITE PLAN REVIEWS		DROBERTSON				10/21/2024
	101-41910-40303		ENGINEERING FEES	142.50		1.00	142.50
	803-00000-22005		AUTO ZONE #5100 ST. FRANCIS	126.44		1.00	126.44
	101-41910-40303		ENGINEERING FEES	688.75		1.00	688.75
	404-41400-40589		CITY HALL/FIRE STATION	860.10		1.00	860.10
	101-41910-40303		ENGINEERING FEES	184.50		1.00	184.50

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Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
53761 00037687	HAKANSON ANDERSON ASSOC., INC SF255 VISTA PRAIRIE 803-00000-22179	09/26/2024 DROBERTSON VISTA PRAIRIE-SITE PLAN		866.80 866.80	866.80	Open 1.00	N 10/21/2024 866.80
53762 00037688	HAKANSON ANDERSON ASSOC., INC SF257 RIVERS EDGE 7TH ADDITION 803-00000-22105	09/26/2024 DROBERTSON RIVER'S EDGE 7TH ADDITION		634.50 634.50	634.50	Open 1.00	N 10/21/2024 634.50
53763 00037689	HAKANSON ANDERSON ASSOC., INC SF263 RIVERS EDGE 7TH ADDITION 803-00000-22105	09/26/2024 DROBERTSON RIVER'S EDGE 7TH ADDITION		1,326.80 1,326.80	1,326.80	Open 1.00	N 10/21/2024 1,326.80
53764 00037690	HAKANSON ANDERSON ASSOC., INC SF322 POPPY ST & 229TH LN RECONSTRUCTION 405-43100-40303	09/26/2024 DROBERTSON ENGINEERING FEES		192.00 192.00	192.00	Open 1.00	N 10/21/2024 192.00
53765 00037691	HAKANSON ANDERSON ASSOC., INC SF325 QUICK SILVER ST NW 101-43100-40303	09/26/2024 DROBERTSON ENGINEERING FEES		22.25 22.25	22.25	Open 1.00	N 10/21/2024 22.25
53766 00037694	HAKANSON ANDERSON ASSOC., INC SF326 WOODBINE EXTENSION 405-43100-40303	09/26/2024 DROBERTSON ENGINEERING FEES		514.30 514.30	514.30	Open 1.00	N 10/21/2024 514.30
53767 00037695	HAKANSON ANDERSON ASSOC., INC SF327 2025 STREET RECONSTRUCTION PROJECT 405-43100-40303	09/26/2024 DROBERTSON ENGINEERING FEES		1,856.00 1,856.00	1,856.00	Open 1.00	N 10/21/2024 1,856.00
53768 00037696	HAKANSON ANDERSON ASSOC., INC SF603 TRUNK HIGHWAY 47 UTILITY IMPROVEME 601-49440-40303	09/26/2024 DROBERTSON ENGINEERING FEES		1,995.00 1,995.00	1,995.00	Open 1.00	N 10/21/2024 1,995.00

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
53769							
00037697	HAKANSON ANDERSON ASSOC., INC	09/26/2024		753.00	753.00	Open	N
	SF901-2024 GENERAL ENGINEERING FOR CITY DROBERTSON						10/21/2024
	101-43100-40303	ENGINEERING FEES		376.50		1.00	376.50
	101-45200-40303	ENGINEERING FEES		376.50		1.00	376.50
53770							
00037698	HAKANSON ANDERSON ASSOC., INC	09/26/2024		800.00	800.00	open	N
	SF905-2024 ROUTINE RETAINER SERVICES FOR DROBERTSON						10/21/2024
	405-43100-40303	ENGINEERING FEES		800.00		1.00	800.00
53771							
00037699	HAKANSON ANDERSON ASSOC., INC	09/26/2024		735.00	735.00	Open	N
	SF906-2024 BUILDING PERMIT REVIEWS FOR C DROBERTSON						10/21/2024
	101-42400-40303	ENGINEERING FEES		735.00		1.00	735.00
53772							
00037700	HAKANSON ANDERSON ASSOC., INC	09/26/2024		240.00	240.00	Open	N
	SF909 COMPREHENSIVE SEWER AND WATER PLAN DROBERTSON						10/21/2024
	601-49440-40303	ENGINEERING FEES		240.00		1.00	240.00
Total Vendor 1645 - HAKANSON ANDERSON ASSOC., INC				11,937.94	11,937.94		
Vendor 1175 - HAWKINS, INC							
6888782							
00037731	HAWKINS, INC	10/15/2024		20.00	20.00	Open	N
	CHLORINE CYLINDER	DROBERTSON					10/21/2024
	601-49440-40216	CHEMICALS		20.00		1.00	20.00
6889244							
00037732	HAWKINS, INC	10/15/2024		10.00	10.00	open	N
	CHLORINE CYLINDER	DROBERTSON					10/21/2024
	601-49440-40216	CHEMICALS		10.00		1.00	10.00
Total Vendor 1175 - HAWKINS, INC				30.00	30.00		
Vendor 3539 - INTEREUM							
99280							
00037737	INTEREUM	10/16/2024		68,736.45	68,736.45	Open	N
	DOWNPAYMENT AUDIO VISUAL	DMULVIHILL					10/21/2024
	404-41400-40589	CITY HALL/FIRE STATION		68,736.45		1.00	68,736.45
Total Vendor 3539 - INTEREUM							

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 3539 - INTEREUM				68,736.45	68,736.45		
Vendor 154 - JOHNSON BROTHERS							
2642885 00037702	JOHNSON BROTHERS WINE	10/10/2024		163.46	163.46	Open	N 10/10/2024
	609-49751-40206	FREIGHT		5.46		1.00	5.46
	609-49751-40253	WINE		158.00		1.00	158.00
2642884 00037703	JOHNSON BROTHERS LIQUOR	10/10/2024		514.78	514.78	Open	N 10/10/2024
	609-49751-40206	FREIGHT		7.28		1.00	7.28
	609-49751-40251	LIQUOR		507.50		1.00	507.50
.10112024 00037749	JOHNSON BROTHERS CREDITS	10/11/2024		(229.80)	(229.80)	Open	N 10/21/2024
	609-49751-40251	LIQUOR		(229.80)		1.00	(229.80)
Total Vendor 154 - JOHNSON BROTHERS				448.44	448.44		
Vendor 4926 - JRS APPLIANCE							
114141 00037727	JRS APPLIANCE RECYCLING EVENT	10/09/2024		330.00	330.00	Open	N 10/21/2024
	101-43210-40439	RECYCLING DAYS		330.00		1.00	330.00
Total Vendor 4926 - JRS APPLIANCE				330.00	330.00		
Vendor UB-REFUND - KATHRYN STANGLER							
6682 00037736	KATHRYN STANGLER CREDIT REFUND	10/16/2024		70.75	70.75	Open	N 10/21/2024
	601-49440-40444	REFUND & REIMBURSEMENT		70.75		1.00	70.75
Total Vendor UB-REFUND - KATHRYN STANGLER				70.75	70.75		
Vendor UB-REFUND - KEN VEIL							

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor UB-REFUND - KEN VEIL							
2813							
00037742	KEN VEIL	10/16/2024		109.91	109.91	Open	N
	CREDIT REFUND		DROBERTSON				10/21/2024
	601-49440-40444		REFUND & REIMBURSEMENT	109.91		1.00	109.91
Total Vendor UB-REFUND - KEN VEIL					109.91		
Vendor UB-REFUND - KYLE KRAGE							
2075							
00037734	KYLE KRAGE	10/16/2024		149.19	149.19	Open	N
	CREDIT REFUND		DROBERTSON				10/21/2024
	601-49440-40444		REFUND & REIMBURSEMENT	149.19		1.00	149.19
Total Vendor UB-REFUND - KYLE KRAGE					149.19		
Vendor 10403 - LANGUAGE LINE SERVICES, INC							
11410144							
00037666	LANGUAGE LINE SERVICES, INC	09/30/2024		54.00	54.00	Open	N
	OVER THE PHONE INTERPRETATION		DROBERTSON				10/21/2024
	101-42110-40311		CONTRACT	54.00		1.00	54.00
Total Vendor 10403 - LANGUAGE LINE SERVICES, INC					54.00		
Vendor UB-REFUND - LEEANN ROBERTSON							
1293							
00037735	LEEANN ROBERTSON	10/16/2024		48.05	48.05	Open	N
	CREDIT REFUND		DROBERTSON				10/21/2024
	601-49440-40444		REFUND & REIMBURSEMENT	48.05		1.00	48.05
Total Vendor UB-REFUND - LEEANN ROBERTSON					48.05		
Vendor 9469 - LEXIPOL, LLC							
INVLEX11240504							
00037673	LEXIPOL, LLC	08/31/2024		4,974.30	4,974.30	open	N
	FIRE TIER IMPLEMENTATION		DROBERTSON				10/21/2024
INVLEX11240503							
00037674	LEXIPOL, LLC	09/01/2024		6,453.90	6,453.90	open	N
	FIRE LEARNING PLATFORM AND TRAINING MISC		DROBERTSON				10/21/2024
	103-42110-40441		MISCELLANEOUS	6,453.90		1.00	6,453.90

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 9469 - LEXIPOL, LLC							
Total Vendor 9469 - LEXIPOL, LLC				11,428.20	11,428.20		
Vendor UB-REFUND - MATTHEW ZEECE							
1920							
00037741	MATTHEW ZEECE	10/16/2024		60.76	60.76	Open	N
	CREDIT REFUND		DROBERTSON				10/21/2024
	601-49440-40444	REFUND & REIMBURSEMENT		60.76		1.00	60.76
Total Vendor UB-REFUND - MATTHEW ZEECE				60.76	60.76		
Vendor 202 - MCDONALD DIST CO							
772160							
00037668	MCDONALD DIST CO	10/09/2024		(76.30)	(76.30)	Open	N
	BEER		CBUSKEY				10/09/2024
	609-49751-40252	BEER		(76.30)		1.00	(76.30)
772153							
00037669	MCDONALD DIST CO	10/09/2024		5,152.85	5,152.85	Open	N
	BEER/MISC/NA		CBUSKEY				10/09/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		19.50		1.00	19.50
	609-49751-40255	N/A PRODUCTS		204.00		1.00	204.00
	609-49751-40252	BEER		4,929.35		1.00	4,929.35
773235							
00037738	MCDONALD DIST CO	10/16/2024		5,204.50	5,204.50	Open	N
	BEER		CBUSKEY				10/16/2024
	609-49751-40252	BEER		5,204.50		1.00	5,204.50
773234							
00037739	MCDONALD DIST CO	10/16/2024		(16.10)	(16.10)	Open	N
	BEER		CBUSKEY				10/16/2024
	609-49751-40252	BEER		(16.10)		1.00	(16.10)
Total Vendor 202 - MCDONALD DIST CO				10,264.95	10,264.95		
Vendor 3689 - METRO SALES, INC							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 3689 - METRO SALES, INC							
INV2620950 00037675	METRO SALES, INC	10/08/2024		242.00	242.00	Open	N
	CONTRACT RATE FOR RICOH PRINTER	DROBERTSON					10/21/2024
	101-43100-40240	OFFICE EQUIP		60.50		1.00	60.50
	101-45200-40240	OFFICE EQUIP		60.50		1.00	60.50
	601-49440-40240	OFFICE EQUIP		60.50		1.00	60.50
	602-49490-40240	OFFICE EQUIP		60.50		1.00	60.50
INV2621348 00037682	METRO SALES, INC	10/09/2024		199.77	199.77	Open	N
	COPIES	DMULVIHILL					10/21/2024
	101-41400-40200	OFFICE SUPPLIES		199.77		1.00	199.77
INV2625091 00037744	METRO SALES, INC	10/16/2024		544.30	544.30	Open	N
	CONTRACT	DROBERTSON					10/21/2024
Total Vendor 3689 - METRO SALES, INC				986.07	986.07		
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13334860114308 00037660	MIDCONTINENT COMMUNICATIONS	10/02/2024		158.39	158.39	Open	N
	CABLE AND INTERNET	DROBERTSON					10/21/2024
	601-49440-40321	TELEPHONE		158.39		1.00	158.39
13332710114308 00037661	MIDCONTINENT COMMUNICATIONS	10/02/2024		45.36	45.36	Open	N
	CABLE AND INTERNET	DROBERTSON					10/21/2024
	101-42110-40321	TELEPHONE		45.36		1.00	45.36
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS				203.75	203.75		
Vendor 6094 - MN DEPT OF LABOR & INDUSTRY							
0000036447 00037647	MN DEPT OF LABOR & INDUSTRY	09/28/2024		10.00	10.00	Open	N
	3921 STARK DR PRESSURE VESSEL	DROBERTSON					10/21/2024
	601-49440-40233	WATER PLANT MAINT		10.00		1.00	10.00
Total Vendor 6094 - MN DEPT OF LABOR & INDUSTRY				10.00	10.00		
Vendor 4745 - MN NCPERS LIFE INSURANCE							

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Vendor 4745 - MN NCPERS LIFE INSURANCE							
733400112024 00037746	MN NCPERS LIFE INSURANCE NOVEMBER PREMIUM 101-00000-21713	10/01/2024 DROBERTSON MN LIFE		112.00 112.00	112.00	Open 1.00	N 10/21/2024 112.00
Total Vendor 4745 - MN NCPERS LIFE INSURANCE				112.00	112.00		
Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH							
23354 00037740	NORTHLAND OCCUPATIONAL HEALTH DUES 101-43100-40441 101-45200-40441 601-49440-40441 602-49490-40441	10/10/2024 DMULVIHILL MISCELLANEOUS MISCELLANEOUS MISCELLANEOUS MISCELLANEOUS		250.00 62.50 62.50 62.50 62.50	250.00	Open 1.00 1.00 1.00 1.00	N 10/21/2024 62.50 62.50 62.50 62.50
Total Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH				250.00	250.00		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
6862023 00037704	PHILLIPS WINE & SPIRITS CO MISC 609-49751-40206 609-49751-40254	10/10/2024 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		59.74 3.64 56.10	59.74	Open 1.00 1.00	N 10/10/2024 3.64 56.10
6862022 00037705	PHILLIPS WINE & SPIRITS CO WINE 609-49751-40206 609-49751-40253	10/10/2024 CBUSKEY FREIGHT WINE		197.46 5.46 192.00	197.46	Open 1.00 1.00	N 10/10/2024 5.46 192.00
6862021 00037706	PHILLIPS WINE & SPIRITS CO LIQUOR 609-49751-40206 609-49751-40251	10/10/2024 CBUSKEY FREIGHT LIQUOR		3,952.74 43.68 3,909.06	3,952.74	Open 1.00 1.00	N 10/10/2024 43.68 3,909.06
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				4,209.94	4,209.94		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B014864 00037677	RMB ENVIRONMENTAL LABORATORIES, INC	10/09/2024		332.31	332.31	Open	N
	LOW LEVEL MERCURY	DROBERTSON					10/21/2024
	602-49490-40313	SAMPLE TESTING		332.31		1.00	332.31
B015064							
B015064 00037679	RMB ENVIRONMENTAL LABORATORIES, INC	10/08/2024		469.21	469.21	Open	N
	WEEK 1 COOLER 1	DROBERTSON					10/21/2024
	602-49490-40313	SAMPLE TESTING		469.21		1.00	469.21
B015125							
B015125 00037681	RMB ENVIRONMENTAL LABORATORIES, INC	10/09/2024		182.88	182.88	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					10/21/2024
	602-49490-40313	SAMPLE TESTING		182.88		1.00	182.88
B015153							
B015153 00037718	RMB ENVIRONMENTAL LABORATORIES, INC	10/14/2024		233.04	233.04	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					10/21/2024
	602-49490-40313	SAMPLE TESTING		233.04		1.00	233.04
D066694							
D066694 00037743	RMB ENVIRONMENTAL LABORATORIES, INC	10/16/2024		1,017.83	1,017.83	Open	N
	BIOSOLIDS	DROBERTSON					10/21/2024
	602-49490-40313	SAMPLE TESTING		1,017.83		1.00	1,017.83
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC					<u>2,235.27</u>	<u>2,235.27</u>	
Vendor 6072 - ROYAL SUPPLY							
B6906 00037678	ROYAL SUPPLY	10/09/2024		123.00	123.00	Open	N
	SUPPLIES	DMULVIHILL					10/21/2024
	101-41940-40210	OPERATING SUPPLIES		20.50		1.00	20.50
	101-42110-40217	OTHER OPERATING SUPPLIES		20.50		1.00	20.50
	101-43100-40217	OTHER OPERATING SUPPLIES		20.50		1.00	20.50
	101-45200-40217	OTHER OPERATING SUPPLIES		20.50		1.00	20.50
	601-49440-40217	OTHER OPERATING SUPPLIES		20.50		1.00	20.50
	602-49490-40217	OTHER OPERATING SUPPLIES		20.50		1.00	20.50
Total Vendor 6072 - ROYAL SUPPLY					<u>123.00</u>	<u>123.00</u>	
Vendor 8827 - SEH							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/22/2024 - 10/22/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 8827 - SEH							
475667 00037721	SEH PARK PLANNING 101-45200-40303	10/09/2024 PCARPENTER ENGINEERING FEES		772.10 772.10	772.10	Open	N 10/21/2024 772.10
Total Vendor 8827 - SEH				772.10	772.10		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
5116644 00037707	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206	10/10/2024 CBUSKEY FREIGHT		1.28 1.28	1.28	Open	N 10/10/2024 1.28
5116645 00037708	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40251	10/10/2024 CBUSKEY FREIGHT LIQUOR		331.28 1.28 330.00	331.28	Open	N 10/10/2024 1.28 330.00
2539550 00037709	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40253	10/10/2024 CBUSKEY FREIGHT WINE		183.36 3.84 179.52	183.36	Open	N 10/10/2024 3.84 179.52
2539549 00037710	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40251	10/10/2024 CBUSKEY FREIGHT LIQUOR		1,333.26 38.40 1,294.86	1,333.26	Open	N 10/10/2024 38.40 1,294.86
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				1,849.18	1,849.18		
Vendor 7693 - SPOT ON							
2023173 00037712	SPOT ON TRUCK OR TREAT 101-45200-40319	10/10/2024 DROBERTSON EVENTS		143.10 143.10	143.10	Open	N 10/21/2024 143.10
Total Vendor 7693 - SPOT ON				143.10	143.10		
Vendor 10660 - STANFORD TOWNSHIP							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/22/2024 - 10/22/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 10660 - STANFORD TOWNSHIP							
.00250							
00037728	STANFORD TOWNSHIP	10/11/2024		62,715.25	62,715.25	Open	N
	PAVING 245TH AVENUE COST SHARE	DMULVIHILL					10/21/2024
	405-43100-40803	SEALCOATING		62,715.25		1.00	62,715.25
Total Vendor 10660 - STANFORD TOWNSHIP				62,715.25	62,715.25		
Vendor 4534 - SUBURBAN UTILITIES SUPT. ASSOC							
.10102024							
00037683	SUBURBAN UTILITIES SUPT. ASSOC	10/10/2024		75.00	75.00	Open	N
	TRAINING-KOEP	DMULVIHILL					10/21/2024
	101-43210-40208	TRAINING		75.00		1.00	75.00
Total Vendor 4534 - SUBURBAN UTILITIES SUPT. ASSOC				75.00	75.00		
Vendor 863 - THE BERNICK COMPANIES							
10275378							
00037692	THE BERNICK COMPANIES	10/10/2024		(118.24)	(118.24)	Open	N
	BEER	CBUSKEY					10/10/2024
	609-49751-40252	BEER		(118.24)		1.00	(118.24)
10275377							
00037693	THE BERNICK COMPANIES	10/10/2024		858.60	858.60	Open	N
	BEER	CBUSKEY					10/10/2024
	609-49751-40252	BEER		858.60		1.00	858.60
Total Vendor 863 - THE BERNICK COMPANIES				740.36	740.36		
Vendor 4491 - TOM LYNCH ELECTRIC LLC							
3092							
00037714	TOM LYNCH ELECTRIC LLC	10/11/2024		3,092.00	3,092.00	Open	N
	WATER TREATMENT PLANT FIXTURES AND COMMU JSHOOK						10/21/2024
	601-49440-40229	PROJECT MAINTENANCE		2,017.00		1.00	2,017.00
	101-45200-40229	PROJECT MAINTENANCE		1,075.00		1.00	1,075.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/22/2024 - 10/22/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4E.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 4491 - TOM LYNCH ELECTRIC LLC							
2582							
00037716	TOM LYNCH ELECTRIC LLC	10/10/2024		2,585.00	2,585.00	Open	N
	POLICE AND PUBLIC WORKS	JSHOOK					10/21/2024
	101-43100-40401	BUILDINGS MAINTENANCE		347.00		1.00	347.00
	101-45200-40401	BUILDINGS MAINTENANCE		347.00		1.00	347.00
	101-42110-40401	BUILDINGS MAINTENANCE		347.00		1.00	347.00
	602-49490-40229	PROJECT MAINTENANCE		850.00		1.00	850.00
	601-49440-40401	BUILDINGS MAINTENANCE		347.00		1.00	347.00
	602-49490-40401	BUILDINGS MAINTENANCE		347.00		1.00	347.00
Total Vendor 4491 - TOM LYNCH ELECTRIC LLC				<u>5,677.00</u>	<u>5,677.00</u>		
Vendor 4482 - TOTAL CONTROL SYSTEMS, INC							
11387							
00037662	TOTAL CONTROL SYSTEMS, INC	10/07/2024		3,993.93	3,993.93	Open	N
	MICROSOFT SURFACE PRO FOR WWTP LAB	DROBERTSON					10/21/2024
	601-49440-40228	EQUIPMENT MAINTENANCE		1,996.97		1.00	1,996.97
	602-49490-40229	PROJECT MAINTENANCE		1,996.96		1.00	1,996.96
Total Vendor 4482 - TOTAL CONTROL SYSTEMS, INC				<u>3,993.93</u>	<u>3,993.93</u>		
Vendor 4344 - VINOCOPIA, INC							
0360003							
00037717	VINOCOPIA, INC	10/11/2024		730.50	730.50	Open	N
	LIQUOR	CBUSKEY					10/11/2024
	609-49751-40206	FREIGHT		14.00		1.00	14.00
	609-49751-40251	LIQUOR		716.50		1.00	716.50
Total Vendor 4344 - VINOCOPIA, INC				<u>730.50</u>	<u>730.50</u>		

# of Invoices:	87	# Due: 87	Totals:	241,320.12	241,320.12
# of Credit Memos:	7	# Due: 7	Totals:	(1,549.49)	(1,549.49)
Net of Invoices and Credit Memos:				239,770.63	239,770.63

--- TOTALS BY GL BANK ---

GNCKG	239,770.63
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--- TOTALS BY GL DISTRIBUTIONS ---

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/22/2024 - 10/22/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
	101-00000-21713			112.00			
	101-41400-40200			199.77			
	101-41400-40208			390.00			
	101-41400-40351			53.75			
	101-41400-40352			91.37			
	101-41910-40303			1,015.75			
	101-41940-40210			20.50			
	101-42110-40217			20.50			
	101-42110-40311			1,134.00			
	101-42110-40321			45.36			
	101-42110-40401			528.00			
	101-42210-40305			398.50			
	101-42400-40303			735.00			
	101-43100-40217			40.44			
	101-43100-40240			60.50			
	101-43100-40303			398.75			
	101-43100-40311			650.00			
	101-43100-40401			885.10			
	101-43100-40441			62.50			
	101-43210-40208			75.00			
	101-43210-40217			19.94			
	101-43210-40401			357.10			
	101-43210-40439			330.00			
	101-45200-40217			40.44			
	101-45200-40229			2,637.00			
	101-45200-40240			60.50			
	101-45200-40303			1,148.60			
	101-45200-40319			143.10			
	101-45200-40401			881.90			
	101-45200-40402			1,082.00			
	101-45200-40441			62.50			
	103-42110-40441			6,453.90			
	404-41400-40589			69,596.55			
	405-43100-40303			3,362.30			
	405-43100-40803			62,715.25			
	601-49440-40216			30.00			
	601-49440-40217			40.44			
	601-49440-40228			1,996.97			
	601-49440-40229			3,565.46			
	601-49440-40233			10.00			
	601-49440-40240			60.50			
	601-49440-40303			2,235.00			
	601-49440-40321			158.39			
	601-49440-40401			685.10			
	601-49440-40441			62.50			
	601-49440-40444			438.66			
	602-49490-40217			40.42			
	602-49490-40229			4,395.43			
	602-49490-40240			60.50			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/22/2024 - 10/22/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4E.

Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By				Post Date
Inventory	GL Distribution			Units	Quantity	Unit Price
	602-49490-40313		2,235.27			
	602-49490-40400		4,220.00			
	602-49490-40401		685.10			
	602-49490-40441		62.50			
	609-49751-40206		197.68			
	609-49751-40251		10,253.77			
	609-49751-40252		33,713.38			
	609-49751-40253		1,129.52			
	609-49751-40254		544.84			
	609-49751-40255		312.00			
	609-49751-40256		6,791.22			
	609-49751-40257		1,369.00			
	803-00000-22005		126.44			
	803-00000-22105		1,961.30			
	803-00000-22179		866.80			
--- TOTALS BY FUND ---						
	101 GENERAL FUND		13,679.87	13,679.87		
	103 PUBLIC SAFETY FUNDS		6,453.90	6,453.90		
	404 BUILDING IMPROVEMENT FUND		69,596.55	69,596.55		
	405 STREET IMPROVEMENT FUND		66,077.55	66,077.55		
	601 WATER FUND		9,283.02	9,283.02		
	602 SEWER FUND		11,699.22	11,699.22		
	609 LIQUOR FUND		54,311.41	54,311.41		
	803 ESCROW		2,954.54	2,954.54		
--- TOTALS BY DEPT/ACTIVITY ---						
	00000 UNASSIGNED		3,066.54	3,066.54		
	41400 ADMINISTRATION		70,331.44	70,331.44		
	41910 COMMUNITY DEVELOPMENT		1,015.75	1,015.75		
	41940 BUILDINGS		20.50	20.50		
	42110 POLICE		8,181.76	8,181.76		
	42210 FIRE		398.50	398.50		
	42400 BUILDING INSPECTIONS		735.00	735.00		
	43100 STREETS		68,174.84	68,174.84		
	43210 RECYCLING		782.04	782.04		
	45200 PARKS		6,056.04	6,056.04		
	49440 WATER DEPT		9,283.02	9,283.02		
	49490 SEWER DEPT		11,699.22	11,699.22		
	49751 MERCHANDISE PURCHASES		54,311.41	54,311.41		



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Interim Ordinance Prohibiting the Operation of Cannabis Businesses within the City and Establishing a Study Period
DATE: October 21, 2024

OVERVIEW:

At the September 3rd Staff brought to Council a community issue in which residents are reaching out regarding the placement of a cannabis operation. One of the challenges on this issue is that the city currently does not have any ordinances in place to guide a business prior to their locating the stores.

With a temporary ordinance in place the city will create the permanent ordinance that will support the state licensing guidelines. Once the state receives an application, they are required to reach out to the municipality. The City has already identified expectations from Anoka County and the School District and as part of the work session will work with Council on expectations of any local businesses.

The Moratorium will be lifted on January 1, 2025. Prior to that date, staff has scheduled a work session with council, it will need to go through the Planning Commission and two reading with Council in December.

ACTION TO BE CONSIDERED:

Council to review and consider placing an Interim Ordinance on the Operation of Cannabis Businesses

Attachments:

- Ordinance 334, SS - An Emergency Interim Ordinance Prohibiting the Operation of Cannabis Businesses within the City and Establishing a Study Period Pursuant to State Statutes.

ORDINANCE NO. 334

**SECOND SERIES
ST. FRANCIS, MN
ANOKA COUNTY**

**AN EMERGENCY INTERIM ORDINANCE PROHIBITING THE OPERATION OF
CANNABIS BUSINESSES WITHIN THE CITY AND ESTABLISHING A STUDY
PERIOD PURSUANT TO MINNESOTA STATUTES SECTION 342.13(e)**

Preamble: The Minnesota Legislature enacted 2023 Session Laws, Chapter 63, including Minnesota Statutes Chapter 342, entitled “Regulation of Adult-Use Cannabis”, which became generally effective July 1, 2023, and subsequently enacted 2024 Session Laws, Chapter 121, amending Minnesota Statutes, Chapter 342, (together hereinafter, the “Cannabis Law”), thereby, among many other provisions, regulating the retail sale of cannabis, cannabis products, and certain hemp products, and establishing the Office of Cannabis Management.

The Cannabis Law provides that local units of government: (1) shall register certain cannabis businesses making retail sales to customers or patients; (2) may adopt reasonable restrictions on the time, place, and manner of the operation of cannabis businesses; (3) may prohibit the operation of a cannabis business within 1,000 feet of a school, or 500 feet of a day care, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field; and (4) may by ordinance limit the number of certain licensed cannabis businesses based on the population of the local unit of government.

The Cannabis Law directs the Office of Cannabis Management to work with local units of government to: (1) develop model ordinances for reasonable restrictions on the time, place, and manner of the operation of a cannabis business; (2) develop standardized forms and procedures for the issuance of a retail registration; and (3) develop model policies and procedures for the performance of compliance checks local units of government are required to conduct.

The Cannabis Law authorizes local units of government to adopt an interim ordinance, which may regulate, restrict, or prohibit the operation of a cannabis business within its jurisdiction until January 1, 2025, if the local unit of government is conducting studies or has authorized a study or has held or has scheduled a hearing for the purpose of considering adoption or amendment of reasonable restrictions on the time, place, and manner of the operation of a cannabis business.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF ST. FRANCIS DOES ORDAIN:

SECTION 1. Findings.

1. The City Council of the City of St. Francis (the “City”) finds there is a need to study the adoption of reasonable restrictions on the time, place, and manner of the operation of cannabis businesses in the City, including through zoning ordinances.
2. The City Council further finds that the City must consider future recommendations of the Office of Cannabis Management that are not yet available regarding licensing, registration, and reasonable restrictions to be imposed on cannabis businesses in the City, and the model ordinances and polices to be developed by the Office of Cannabis Management.
3. The City Council finds that this interim ordinance prohibiting the operation of cannabis businesses in the City will ensure that any ordinance changes and adoption of reasonable restrictions on the time, place, and manner of the operation of cannabis businesses will be carefully considered and evaluated while protecting the public health, safety and welfare during the moratorium period defined and established herein.
4. The City Council finds that the City, as a local unit of government, may adopt this interim ordinance only after holding a public hearing prior to final adoption. The City held a public hearing on September 16, 2024, after providing written and posted notice.

SECTION 3. Definitions. For purposes of this Ordinance, the following terms have the meaning given to them in this section:

Cannabis Businesses means any of the businesses as provided under Minn. Stat. § 342.01, subd. 14, as amended by 2024 Session Laws, Chapter 121, Article 2.

Cannabis Law means 2023 Session Laws, Chapter 63, Article 1, enacting Minnesota Statutes, Chapter 342, entitled “Regulation of Adult-Use Cannabis,” Minnesota Statutes, Chapter 342, as enacted, and 2024 Session Laws, Chapter 121, Article 2, entitled “Cannabis Policy,” amending Minnesota Statutes, Chapter 342.

City means the City of St. Francis.

Edible cannabinoid product means any “edible cannabinoid product” as defined under Minn. Stat. § 151.72, subd. 1, and which conforms to all other requirements for retail and consumption of such products under Minn. Stat. § 151.72.

Ordinance means this interim ordinance, which is adopted pursuant to Minn. Stat. § 342.13(e).

SECTION 3. Purpose and Intent. The purpose and intent of this Ordinance is to prohibit the registration and operation of Cannabis Businesses within the City for the purpose of researching, studying, and considering the impacts and potential impacts of the above-referenced

Cannabis Businesses in order to determine the necessary or appropriate reasonable restrictions and/or regulations in City Code on the time, place, and manner of the operation of Cannabis Businesses in the City, as well as to consult with the newly established Office of Cannabis Management on a model ordinance, policies, and standardized forms for the registration of Cannabis Businesses.

SECTION 4. Moratorium Declaration. For the duration stated herein and until the City has studied and adopted any reasonable restrictions and/or regulations in City Code on the time, place, and manner of the operation of Cannabis Businesses, the City shall not register any Cannabis Businesses in the City and no business, person, or entity may operate a Cannabis Business within the City. The City shall not accept, process, or act on any license application or registration request, site plan, building permit, zoning request, or other approval, including any requested confirmation, certification, approval, or other request from the Office of Cannabis Management or other governmental entity requesting City review of any application or proposal for a Cannabis Business.

SECTION 5. Study Authorized. The Council hereby authorizes and directs City staff to study the need for reasonable restrictions and/or regulations in City Code on the time, place, and manner of the operation of Cannabis Businesses that may need to be adopted as authorized under Minn. Stat. § 342.13(e) to protect the public’s health, safety and welfare. The Council hereby directs City staff to study the impacts and effects of the operation of Cannabis Businesses within the City for the purpose of determining the adequacy and effectiveness of current regulations and to study and consider the model ordinances and policies promulgated by the Office of Cannabis Management for possible inclusion in City Code. Upon completion of the study, the Council, together with such boards and commissions as the Council deems appropriate, or as may be required by law or City Code, will consider the advisability of adopting new ordinances or amending its current ordinances, and the Council hereby authorizes and directs City staff to draft such ordinances if determined necessary based on the study of the same for future Council consideration.

SECTION 6. Duration. This Ordinance shall expire, without further City Council action, on January 1, 2025; or it may be repealed earlier if the Council determines that no further study is necessary, that no further action is necessary, and/or any reasonable restrictions and/or regulations in City Code on the time, place, and manner of the operation of Cannabis Businesses within the City have been adopted by the City Council and are effective.

SECTION 7. Violation and Penalty. During the term of this moratorium, it is a violation of this Ordinance for any business, person, or entity to operate a Cannabis Business within the City. A violation of this Ordinance shall be deemed a misdemeanor pursuant to St. Francis City Code Section 1-1-9.

SECTION 8. Enforcement. Any business, person, or entity in violation of this Ordinance shall be subject to any enforcement actions authorized in City Code, including without limitation, criminal prosecution and/or civil penalties and fines. The City may also enforce this Ordinance by mandamus, injunctive relief, or other appropriate civil remedy. A violation of this Ordinance may result in the City reporting the violation to the Office of Cannabis Management if such violation is relevant to Office of Cannabis Management licensing. The City Council hereby authorizes the City Administrator, in consultation with the City Attorney, to initiate any legal action deemed necessary to secure compliance with this Ordinance.

SECTION 9. Exceptions. The moratorium imposed by this Ordinance does not apply to: (1) the continued operation of a business as part of the Medical Cannabis Program administered by the Minnesota Department of Health that was lawfully operating within the City prior to July 1, 2023; (2) the lawful sale of edible cannabinoid products in compliance with Minn. Stat. § 151.72; or (3) sales of edible cannabinoid products at an exclusive liquor store in accordance with Minn. Stat. § 340A.412, subdivision 14. Nothing in this Ordinance exempts a business, person, or entity that is selling edible cannabinoid products from having to comply with all requirements and prohibitions of applicable laws and ordinances.

SECTION 7. Severability. Should any section, subdivision, clause, or other provision of this Ordinance be held to be invalid by any court of competent jurisdiction, such decision shall not affect the validity of the Ordinance as a whole, or of any part thereof, other than the part held to be invalid

SECTION 8. Effective Date. This Ordinance shall become effective 24 hours after its adoption and posted in three (3) conspicuous places in the newspaper, or until the Ordinance has been published in the official newspaper.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21st DAY OF OCTOBER 2024.

APPROVED:

Joseph Muehlbauer
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jessica Rieland, Community Development Director
SUBJECT: Code Enforcement Extension Request
DATE: October 21, 2024

OVERVIEW

When code enforcement actions begin, staff issues an Administrative Notice, not to exceed 20 days. Rules further establish the ability for staff to grant an extension of no more than 30 additional days. Extensions granted must be requested by the property owner in writing. If an extension is granted a new compliance deadline is established. If the code offense is not corrected or abated, as outlined within the prescribed time, staff would then issue a citation.

The property owner has come forward requesting an extension beyond the 30 days as set by City Code.

Property: 2127 243rd Ave NW

Noticed for:

- Illegal outdoor storage, inoperable vehicles, and junk/refuse

Property owner is requesting an extension to address the issues by: January 10, 2025.

History:

The property most recently came to the attention of staff in April 2024 after receiving a complaint of a possible unlicensed rental, a large number of inoperable vehicles being moved on-site and outdoor storage issues. The property is 4.47 acres and is located in the Rural Residential (RR) zoning district.

A notice was sent for the property in April. Representatives of the property owner came forward quickly to request a 30-day extension. They have cooperated with staff by applying for a demo permit for a fire-damaged building, applied for and completed an inspection for a rental license, and also performed some general clean-up of the property. Given the size of the property, the significant amount of clean-up, and other family-related circumstances, they will need another extension to clean up the property and bring it into compliance.

During the site inspection on October 2, staff created an action plan with the representative of the property owner to determine when areas of the property will be cleaned. The action plan can be found in the attachments. The property owner understands that the cleanup needs to be completed in this order, and the interim deadlines need to be met. If these interim deadlines are not met and/or previously cleaned areas have returned to storage areas, then a citation will be issued and abatement proceedings may commence.

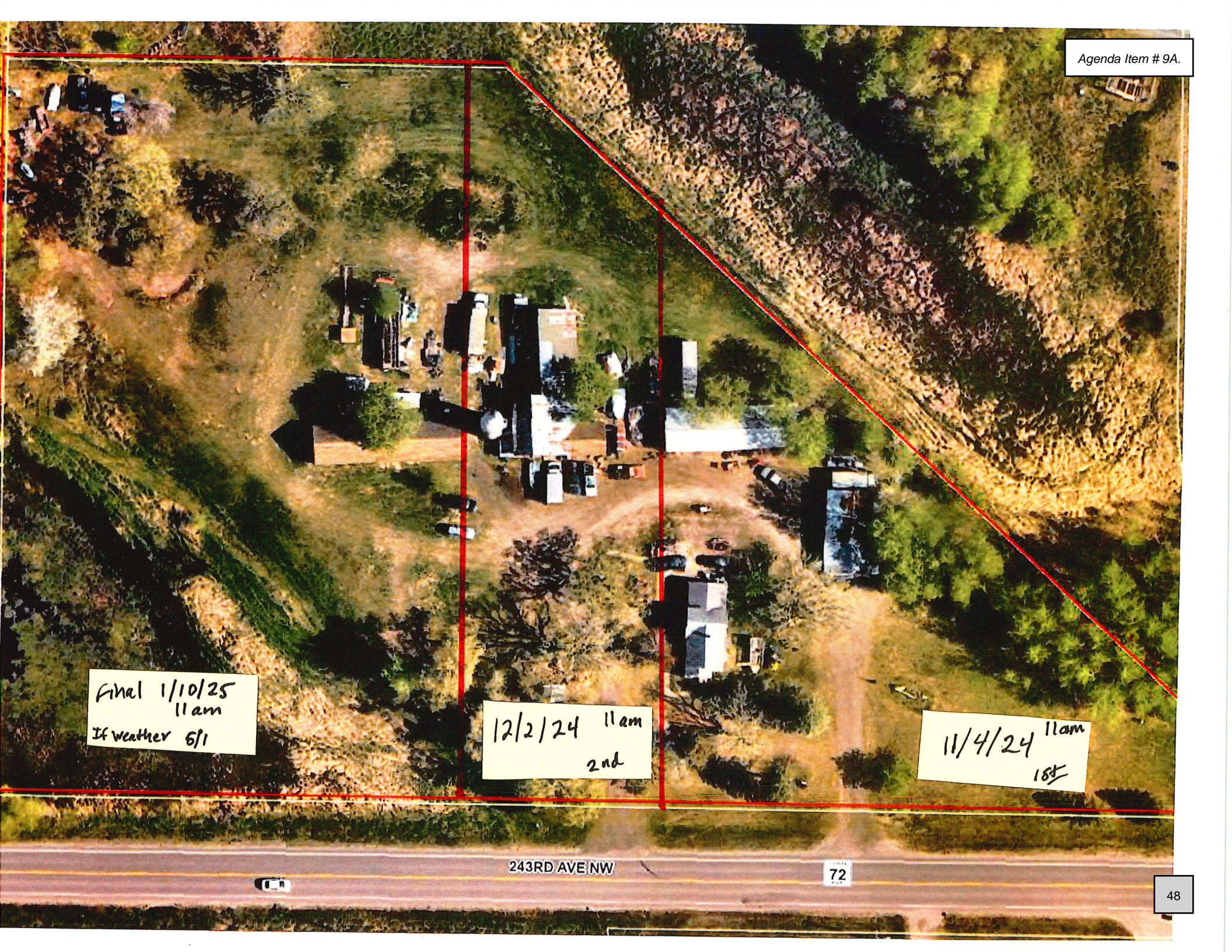
As can be seen in the photos in the attachments, the property has significant outdoor clean-up necessary. The January 10, 2025 extension seems reasonable to Staff given the work that needs to be completed. However, the limitations of progress are dependent on the weather, so an alternate final date is May 1, 2025.

ACTION TO BE CONSIDERED

Move to approve the extension request for code compliance until January 10, 2025 with an alternate date of May 1, 2025 for weather related delays.

ATTACHMENTS:

- 1. Extension Request
- 2. Proposed Clean Up Schedule
- 3. Administrative Notice
- 4. Photos of Existing Property



Final 1/10/25
11am
If weather 6/1

12/2/24 11am
2nd

11/4/24 11am
1st

243RD AVE NW

72

ADMINISTRATIVE NOTICE

10/2/2024

OPEN IMMEDIATELY
COOK DANIEL
2127 243RD AVE NW
ST FRANCIS, MN 55070

Regarding Address: 2127 243RD AVE NW
St. Francis, MN 55070

This is an **Administrative Notice** issued under St. Francis City Code Chapter 2-11. We recognize the progress that has been made on these violations and the city would like to encourage you to continue. If you correct the conditions leading to this **Notice** before the compliance date there will be no further action. If the conditions are not corrected as of the compliance date, another **Administrative Citation** may be issued.

The following violation(s) of St. Francis City Code were documented:

Junk Storage 8-2-1

It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises. Junk means and includes all: Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; Used lumber or waste demolition; or Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

Refuse Storage 8-2-1

It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days. Refuse means and includes all organic and inorganic: Material resulting from the manufacture, preparation of serving of food or food products; Spoiled, decayed or waste food from any source; Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing; Tree, lawn or bush clippings and weeds; Furniture, household furnishings or appliances, or parts or components thereof; or Human or household waste of all kinds not included in any other portion of this definition.

Parking on unapproved surface 10-72-02

It is unlawful to park a vehicle in the yard of any property in the RR, R1, R2, and R3 Districts except on an approved parking surface adjacent to a driveway. The parking surface shall be constructed of bituminous, concrete, or pavers.

ADMINISTRATIVE NOTICE

Recreational Vehicle Parking 10-68-20 It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property. Properties which are less than nine (9) acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage. All such vehicles must be parked on an approved parking & surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable). The total outside storage area for the permitted recreational vehicles shall be limited to a maximum of 500 square feet in size. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10-72-02.

8-2-6. - Public nuisances

Maintaining or permitting the existence of any structure or part of any structure which due to fire, wind, or other natural disaster, physical deterioration, or any other cause, is no longer habitable as a dwelling or is no longer useful for any other purpose for which it may have been intended.

Actions Required:

Excessive amount of auto parts and building materials must be stored inside of an enclosed building or removed from property. All operable(one unlicensed allowed) vehicles must be parked on an approved driveway surface, or stored within an enclosed building. All inoperable vehicles and all but 1 unlicensed vehicles must be stored in enclosed building or removed from property.

The property is limited to 3 recreation camping vehicles, trailers boats and unlicensed vehicles parked outside. All others must be parked in an enclosed building or removed from the property.

Compliance Date: 10/22/2024

Potential Initial Fine: \$100

1st Offense: \$100

2nd Offense: \$200

3rd Offense: \$500

4th Offense: \$1500

5th Offense & Beyond: \$2000

Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary. You can view the full city code online at: www.stfrancismn.org or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall location at 23340 Cree Street NW, St. Francis, MN 55070.

Please note that if your property is not brought into compliance by the date listed above, the City may issue and **Administrative Citation** and /or access your property to abate or remedy the situation. If the City abates the violation, the penalty and all additional costs are immediately due. If unpaid, the penalty and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Contact the Community Development Department with questions at (763) 235-2309.





Third Quarter Report 2024

St. Francis Police Department



It was a busy and active summer for the police department. Officers and staff hosted and/or participated in a number of summer events including National Night Out, Cone with a Cop, and Stay Home Safe For Kids Program. These events help the police department maintain great relationships with the public which is vital to keeping St. Francis a safe and enjoyable place to live and visit. Thank you to all the officers and staff who contribute and to all the community members for attending.

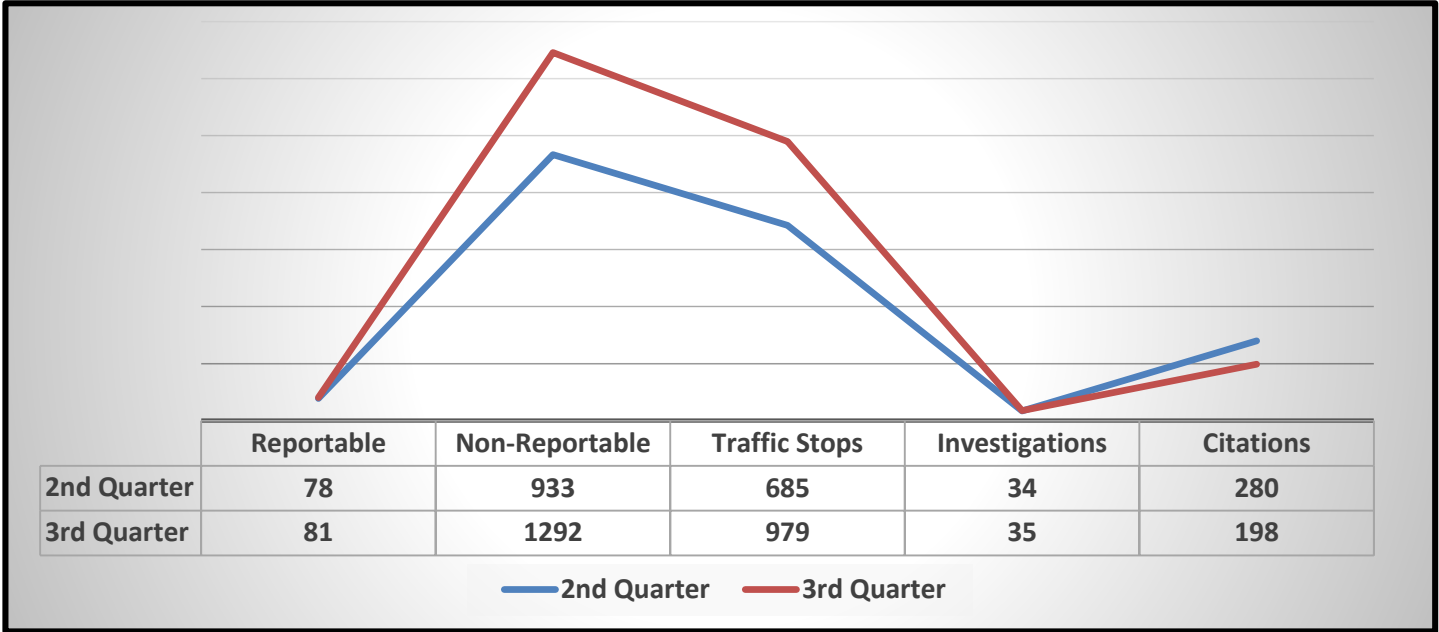
Overall, there was an increase in calls for service during the 3rd quarter compared to that of the 2nd quarter in both reportable and non-reportable offenses. Some reportable offenses which increased were thefts and disorderly related offenses. Non-reportable offenses that increased were medicals, welfare checks, vehicle accidents, and ordinance related calls. Offenses referred to investigations also increased during the 3rd quarter.

Over summer officers participated in numerous Toward Zero Deaths (TZD) initiatives within St. Francis in efforts to reduce traffic crashes, injuries, and deaths on Minnesota roads. These initiatives included speed, DWI, Move Over Law, and seatbelt enforcement waves. When not participating in TZD initiatives officers are staying very proactive in enforcing traffic laws within the city. In total officers stopped 979 vehicles during the third quarter and issued 198 citations.

The dedicated professionals of the St. Francis Police Department work hard to serve the St. Francis Community and as always want to thank the City Council for their continued support.

THIRD QUARTER CALLS FOR SERVICE

July -Sept

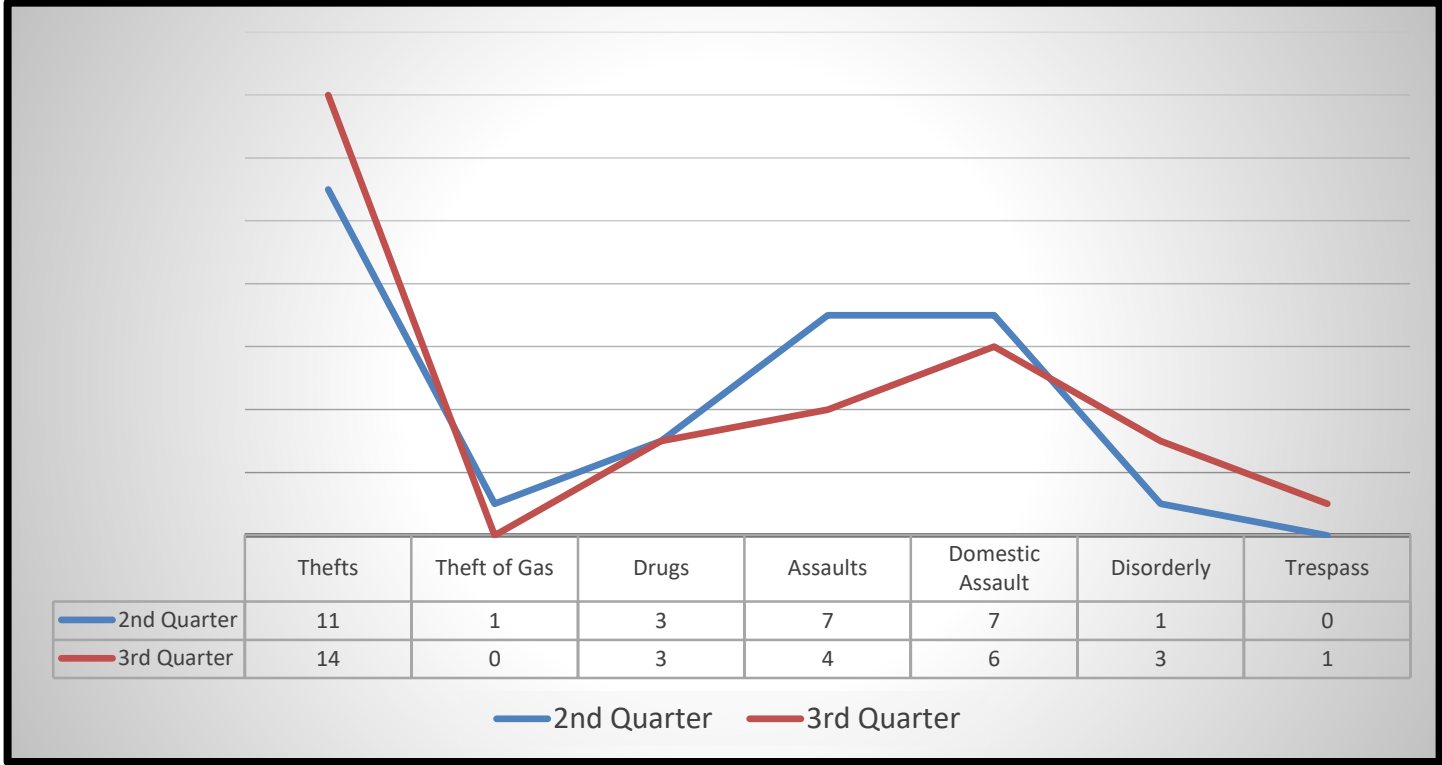


DESCRIPTION EXAMPLES

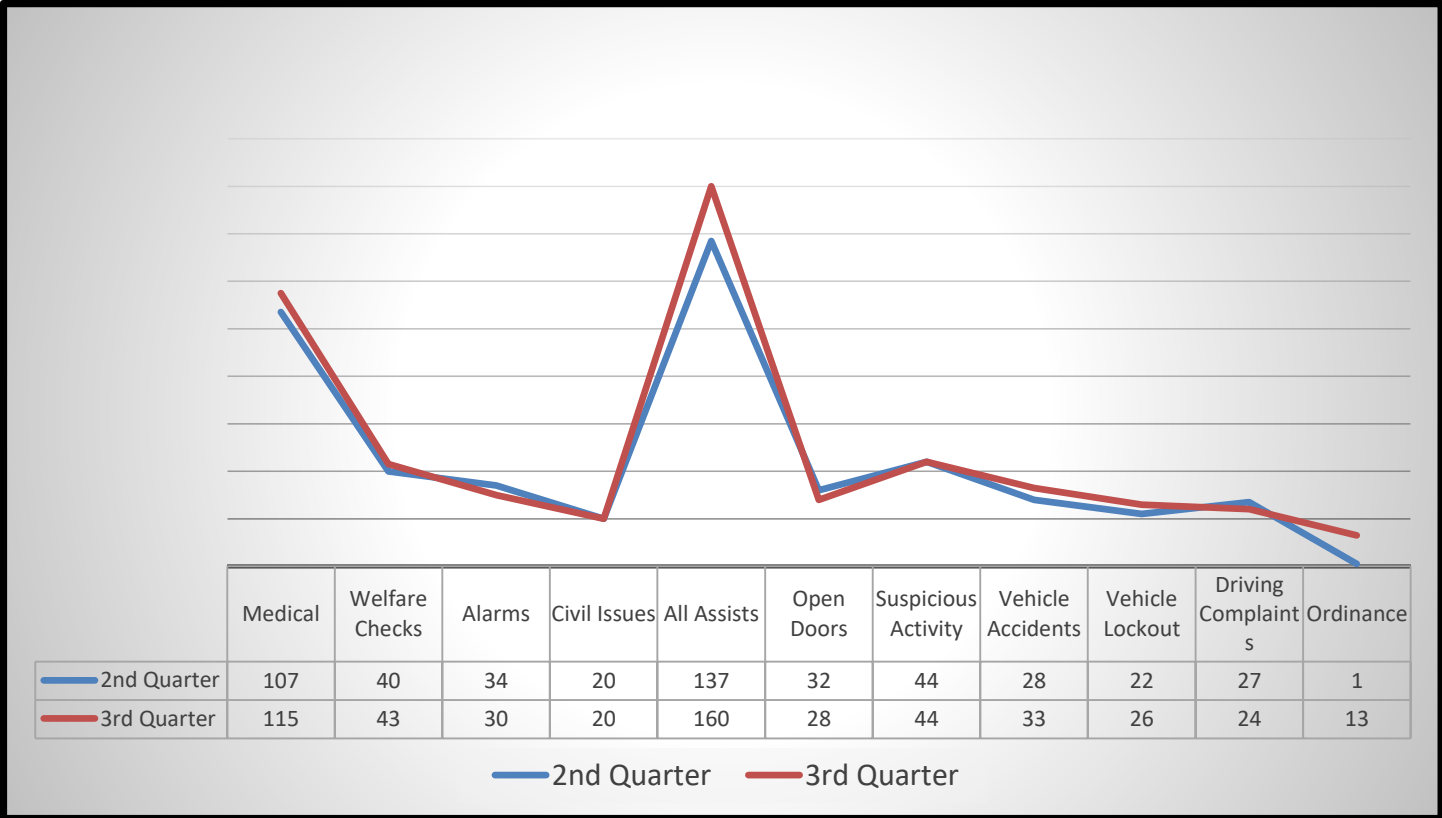
Reportable (GROUP A, B): Theft, Fraud, Damage to Property, Burglary, DWI, Drug offenses, Disorderly Conduct, and Assaults etc.

Non-Reportable: Suspicious Activity, Vehicle Lockouts, Animal Complaints, Welfare Checks, Accidents, Alarms, Medical, Parking Complaints, MV Complaints, Warrant Arrests, Neighborhood Disputes, Extra Patrol Requests etc.

CALLS FOR SERVICE BREAK DOWN REPORTABLE OFFENSES (GROUP A, B)



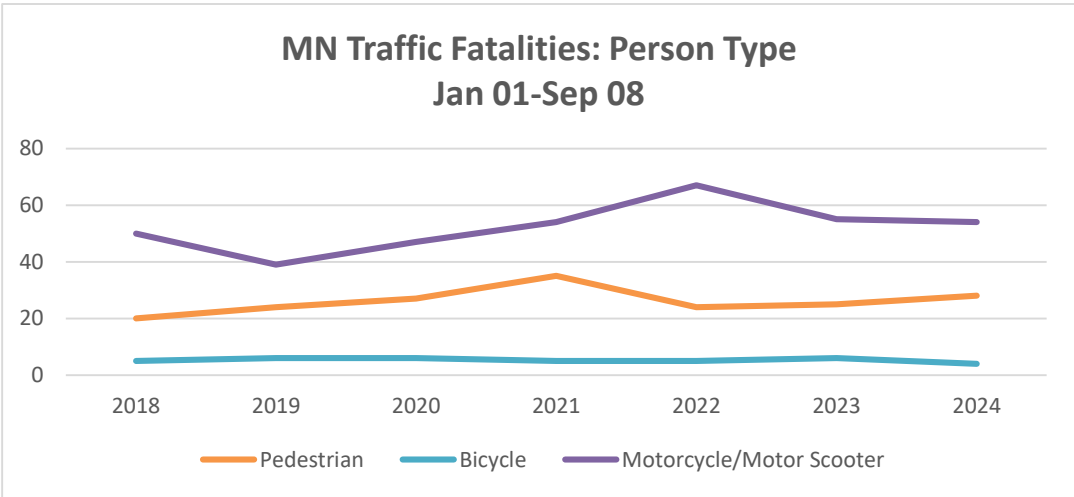
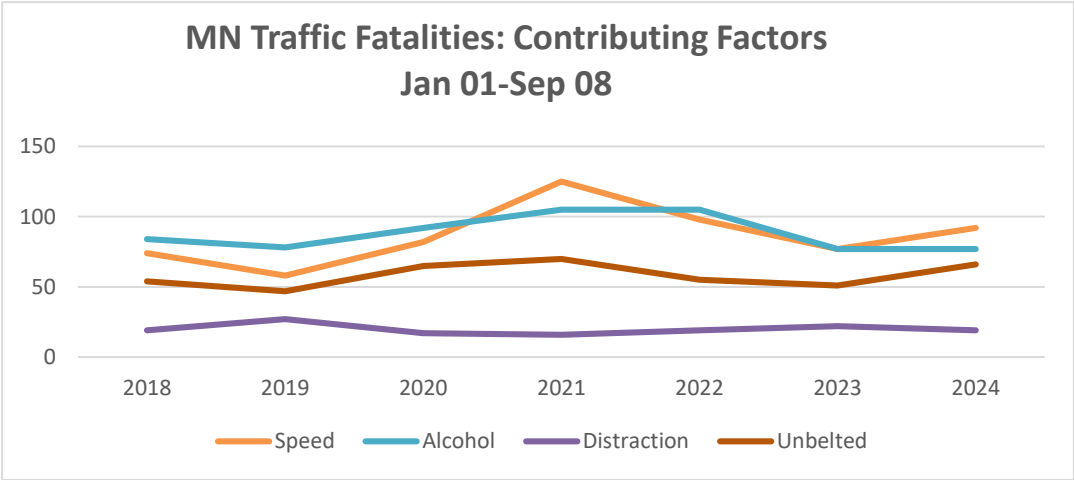
CALLS FOR SERVICE BREAK DOWN NON-REPORTABLE OFFENSES





Weekly Traffic Fatality Update (Year-to-Date Counts through September 8)

- In 2024 through September 8, there were 303 traffic-related deaths on Minnesota roadways. This is 12 percent more than at this time last year (270), one more than in 2022 (302) and 6 percent less than in 2021 (321).
- Unbelted fatalities (66) are 29 percent more than this time last year (51), 20 percent higher than in 2022 (55), four less than in 2021 (70) and 40 percent higher than in 2019 (47).

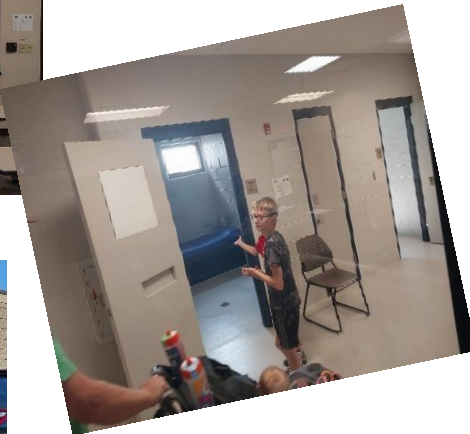


THIRD QUARTER COMMUNITY CONNECTIONS

NATIONAL NIGHT OUT



STAY HOME SAFE FOR KIDS



CONE WITH A COP



UPCOMING EVENTS:



**Saturday, October 26
10am – 2pm**



SANTA



**Thursday, December 12
5pm – 7pm**

SERVICES

PRESCRIPTION DRUG DISPOSAL

The St. Francis Police Department is one of many sites that unused prescription drugs can be dropped off as part of the “Prescription Drug Take Back Program”. This gives community members an opportunity to bring unwanted or expired prescription medications to be disposed of in a way that is safer for the environment. The department aims to provide a safe means of disposing of prescription drugs, while also educating the public about the potential for abuse of medications.



AMMUNITION DISPOSAL

The St. Francis Police Department also continues to accept unwanted ammunition from the public for disposal. Many residents have ammunition that they no longer wish to keep and are often unsure how to dispose of it. Sometimes people encounter ammunition while assisting a family member move or while just cleaning out the garage or basement. Whatever the case may be, the police department can assist with the safe disposal of the unwanted ammunition.



EMERGENCY RESPONSE STICKER PROGRAM



We have an Emergency Response Decal Program. The reason behind the program is to assist police in responding to certain calls for service. These decals will help officers know who they may be interacting with to assist them in providing the correct treatment or care. This will also help officers pass along useful information to the responding paramedics and fire departments.