



CITY COUNCIL REGULAR MEETING
City Hall: 3750 Bridge St NW
Monday, February 03, 2025 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 - January 21, 2025
 - B.** Payment of claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
 - A.** Solar Energy Systems Zoning Code Amendment – 1st Reading
Ordinance 344 - Amending the zoning code to modify the standards for the establishment of solar farms
 - B.** Pioneer Days Donation Request
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
 - A.** Community Development Annual Report 2024
- 12. COUNCIL MEMBER REPORTS**
- 13. UPCOMING EVENTS**
 - February 13 - Parks Commission - 7pm
 - February 18 - City Council Regular Meeting - 6pm
 - February 19 - Cancelled - Planning Commission Meeting
 - February 24 - City Council Work Session - 5:30pm
- 14. ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
January 21, 2025
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 Mark Vogel.

2. ROLL CALL

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

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, and City Engineer Craig Jochum (Hakanson Associates, Inc.).

3. APPROVAL OF AGENDA

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

Ayes: Faanes, Muehlbauer, Robinson, Udvig, and Mayor Vogel.
Nays: None
Motion carries: 5-0

4. CONSENT AGENDA

- A. City Council Minutes - January 6, 2025
- B. Pay Equity Report
- C. Police Department Policy Manual
- D. Resignation – Firefighter Jordan Preiss
- E. Authorization to Post for the Position of Training Lieutenant (Part-time)
- F. MMUA Safety Management Program Contract
- G. Stahl Construction – Pay Applications No. 16 – Labor & Material
- H. Acknowledgement for Exempt Permit - Raffle
- I. Animal Control
- J. Accept Donations to the Fire Department
- K. Acknowledgement/Approval of Premise Permit
- L. Payment of Claims

Udvig requested they remove item I for further discussion.

Robinson asked them to remove item B for further discussion.

MOTION BY: MUEHLBAUER SECOND: UDVIG APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA ITEMS A, C-H, and J-L.

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

Nays: None

Motion carries: 5-0

Robinson asked if the information that was gathered during the compensation study was beneficial for the pay equity report. Finance Director Mulvihill explained that what was done in the compensation study does not affect the pay equity report as this looks at male-classified jobs versus female-classified jobs.

Robinson asked what would happen if they would have found any discrepancy in the pay equity report. Mulvihill said they would need to make adjustments to the lower job classifications and pay them a higher wage. She noted the Council would have to implement a strategy to increase these wages.

MOTION BY: ROBINSON SECOND: UDVIG APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA ITEM B.

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

Nays: None

Motion carries: 5-0

Udvig shared that she was contacted by several residents who were not happy with the City's selection in Animal Control Officer. She said she would like additional language added to the contract to assure the residents that they will not go down the same path they have already been down with this individual. She added that she has spoken with Police Chief Schwieger and this is the only option for Animal Control in the City. She noted that the residents who contacted her said they do not care how much they would have to pay to have a better Animal Control system in place. She stated she would like language added about posting animals when they are found and the payment types that are accepted. She said if this is their only option for Animal Control then she wants to make sure they are giving their residents everything they need to feel comfortable with this.

Robinson asked what would happen if this temporary contract had to be extended. He said this is something that they could discuss further in a work session.

Faanes shared that she was also contacted by several residents regarding this. She agreed that she would like to see additional language in the contract surrounding the posting of lost animals and forms of payment accepted. She added that she would also like someone from the City to be notified anytime a pet goes to Gratitude Farms so they can keep a log of where these pets are at all times. She asked if they have an update as to when Online Retrievers will be able to

resume service. Schwieger shared that Online Retrievers went on leave for personal reasons and he has not inquired with them on when they will be able to resume services. He said they are hopeful it will only be 60 days as originally stated, which would have them resuming service at the end of February. He noted that the contract with Gratitude Farms will be reviewed every 30 days to ensure the services are abiding by the contract. He stated he will notify Staff and the Council of any communication he receives from Online Retrievers.

Robinson asked what would happen if Gratitude Farms disagreed with the contract amendments that are being suggested. Schwieger said in this case police officers would have to be the ones transporting the animals to a boarding facility.

Robinson asked what other cities Gratitude Farms serves. Schwieger said they serve the cities of Blaine, Linwood, and Isanti County.

Muehlbauer noted that this contract is between the City and the vendor and they are not barring anyone from doing business in the City and private individuals can call whoever they would like to pick up an animal. He explained that if someone calls the City and reports a dog loose, then they would contact Gratitude Farms or whoever they have a contract with. He noted that there are still responsibilities on the pet owner to begin with.

Udvig said she still thinks there should be additional language in the contract. She added that there are not a huge amount of animals that end up having Animal Control called on them; however, she wants to make sure that they have language in the contract that would give residents peace of mind.

Faanes stated there has always been a lot of confusion around where the dogs that are found will be posted and it takes people a few days to find them.

Muehlbauer asked if they are going to add new language to the contract, how this would affect things moving forward. Schwieger said they would amend the language in the contract and send it to the vendor to sign.

Faanes noted that their requests are ones that are common and reasonable for Animal Control practices and should not be an issue.

Robinson asked if there are other Animal Control Services in the area that they could look into. Schwieger explained that there are a number of boarding facilities in the area; however, they are either not taking new contracts for service or will come and pick up the animals.

Robinson asked if it is unusual for a City of this size to have their police officers pick up these animals. Schwieger said there are a few cities that do have their police officers pick up animals; however, most of them have Community Service Officers who do this.

Mayor Vogel said he does not want the police officers to be responsible for picking up and transporting these animals when there are other things they need to be doing. He suggested they add the suggested language to the contract and hope the vendor approves of these changes. He added that there are other things they can discuss in the future for the Animal Control contract.

MOTION BY: MUEHLBAUER SECOND: MAYOR VOGEL APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA ITEM I, WITH CONTRACT LANGUAGE ADDED TO REQUIRE CREDIT CARD AND CASH PAYMENTS AND PROVIDING A CLEAR POSTING REQUIREMENT TO BE SHARED WITH THE CITY.

Ayes: Muehlbauer, Robinson, and Mayor Vogel.

Nays: Faanes and Udvig

Motion carries: 3-2

5. MEETING OPEN TO THE PUBLIC

Liz Fairbanks, 24360 Yukon Street, came forward and shared her appreciation for the discussion in regard to animal control and the Council and Staff doing their due diligence; however, she is extremely disappointed in the situation. She said she does not want the owner of Gratitude Farms near her dog or her property whatsoever. She stated she fears for her dogs' health and safety. She noted that the language could be an oversight; however, things have been going downhill. She added that the owner of Gratitude Farm has inconvenienced a lot of residents in both St. Francis and East Bethel. She suggested they require there to be a paper trail for any holds and this should be reported to Staff. She added that they should also all for pickups of animals in St. Francis rather than at her boarding facility in East Bethel. She suggested the City look into adding their own Animal Control and asked what would be done if Gratitude Farms was not an option.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS

A. 2024 Code Revisions – 2nd Reading

Ordinance 339 - approving amendments to Chapter 4 Building Regulations and Permits in the City Code

Resolution 2025-04 authorizing summary publication of ordinance 339

Ordinance 340 - approving amendments to Chapter 7 Right-of-Way/Traffic/Parking/Streets in the City Code

Resolution 2025-05 authorizing summary publication of ordinance 340

Ordinance 341 - Chapter 8 Modifying Public Protection

Resolution 2025-06 authorizing summary publication of ordinance 341

Ordinance 342 - approving housekeeping amendments to Division 4, 6, and 7

of the Zoning Code
Resolution 2025-07 authorizing summary publication of ordinance 342

Thunstrom reviewed the Staff report in regard to the 2024 code revisions.

MOTION BY: MUEHLBAUER SECONDED: FAANES TO ADOPT ORDINANCE 339 APPROVING AMENDMENTS TO CHAPTER 4 BUILDING REGULATIONS AND PERMITS IN THE CITY CODE.

A roll call vote was performed:

- Mayor Vogel aye
- Councilmember Muehlbauer aye
- Councilmember Robinson aye
- Councilmember Faanes aye
- Councilmember Udvig aye

Motion carries: 5-0

MOTION BY: MUEHLBAUER SECONDED: UDVIG TO ADOPT RESOLUTION 2025-04 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 339.

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

Nays: None

Motion carries: 5-0

MOTION BY: UDVIG SECONDED: ROBINSON TO ADOPT ORDINANCE 340 APPROVING AMENDMENTS TO CHAPTER 7 RIGHT-OF-WAY/TRAFFIC/PARKING/STREETS IN THE CITY CODE.

A roll call vote was performed:

- Mayor Vogel aye
- Councilmember Muehlbauer aye
- Councilmember Robinson aye
- Councilmember Faanes aye
- Councilmember Udvig aye

Motion carries: 5-0

MOTION BY: ROBINSON SECONDED: MUEHLBAUER TO ADOPT RESOLUTION 2025-05 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 340.

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

Nays: None

Motion carries: 5-0

MOTION BY: MUEHLBAUER SECONDED: ROBINSON TO ADOPT ORDINANCE 341 - CHAPTER 8 PUBLIC PROTECTION.

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye
Councilmember Udvig	aye

Motion carries: 5-0

MOTION BY: UDVIG SECONDED: FAANES TO ADOPT RESOLUTION 2025-05 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 341.

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

Nays: None

Motion carries: 5-0

MOTION BY: ROBINSON SECONDED: UDVIG TO ADOPT ORDINANCE 342 APPROVING HOUSEKEEPING AMENDMENTS IN DIVISION 4, 6, AND 7 OF THE ZONING CODE.

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye
Councilmember Udvig	aye

Motion carries: 5-0

MOTION BY: MUEHLBAUER SECONDED: FAANES TO ADOPT RESOLUTION 2025-07 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 342.

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

Nays: None

Motion carries: 5-0

B. Cannabis Zoning Code Amendment – 2nd Reading

Ordinance 343 amending the zoning code to allow cannabis uses

Resolution 2025-08 authorizing summary publication of Ordinance 343

Thunstrom reviewed the Staff report concerning the cannabis zoning code amendments.

Mayor Vogel asked if they set the distance requirements from schools at the maximum distance that was allowed. Thunstrom said yes and explained that the distance requirement is 1000 feet from schools and 500 feet from daycares, treatment centers, and parks.

MOTION BY: MUEHLBAUER SECONDED: ROBINSON TO ADOPT THE ORDINANCE 343 AMENDING THE ZONING CODE TO ALLOW CANNABIS USE.

A roll call vote was performed:

Mayor Vogel	aye
Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Faanes	aye
Councilmember Udvig	aye

Motion carries: 5-0

MOTION BY: MUEHLBAUER SECONDED: FAANES TO ADOPT RESOLUTION 2025-08 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 343.

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

Nays: None

Motion carries: 5-0

9. **NEW BUSINESS**

A. Feasibility report for the 2025 Street Reconstruction Project
Resolution 2025-03 Receiving report and ordering plans and specifications for the 2025 street reconstruction project

City Engineer Jochum reviewed the Staff report in regard to the feasibility report for the 2025 street reconstruction project.

Faanes asked about the City parking lot that is a part of this project and noted that it does not seem to fit with the road improvements. She asked what the intended uses of the parking lot are. Thunstrom explained that the parking lot has been in discussion since the early 2000s. She noted that it was meant to support the businesses in the area and the park. She added that this is also a part of the greater downtown development plan which would support the walkability of downtown.

Robinson asked if there will be any other assessments that will be done. Jochum said no and explained that the City no longer assesses for street improvements.

Robinson asked if the whole City will be notified of this project or if it will just be

sent to those who are in the area. Jochum said the public hearing notices will only be sent to those properties that are being assessed; however, there would likely be more notices sent for the neighborhood meeting.

Robinson suggested having a general posting about these neighborhood meetings so anyone in the City can attend. Mayor Vogel agreed.

Thunstrom explained that they will be sending postcards directly to the affected properties and they would expand the notification to the surrounding areas. She noted that through the GIS system, they can drop a circle on the map around this project and target all of the neighborhoods in the area. She added that all public hearings will be posted in the newspaper and online.

Deputy Administrator-Public Works Director Carpenter added that before the work begins they send out notifications of any construction or road closures to properties in the surrounding area.

Faanes asked about the cost of the parking lot itself. Carpenter stated this cost is \$158,000.

Muehlbauer noted that it is nice that they will get State aid for about half of the cost of the project.

MOTION BY: MUEHLBAUER SECONDED: ROBINSON TO ADOPT
RESOLUTION 2025-03 RECEIVING REPORT AND ORDERING PLANS AND
SPECIFICATIONS FOR THE 2025 STREET RECONSTRUCTION PROJECT.

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

Nays: None

Motion carries: 5-0

B. Work Session Request

Thunstrom reviewed the Staff report and requested the Council schedule a Work Session on March 24 at 5:30 p.m.

The Council was in agreement to schedule a Work Session meeting for March 24 at 5:30 p.m.

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. Community Development Annual Report

Mayor Vogel requested this item be moved to the next Council meeting when Community Development Director Rieland will be in attendance.

MOTION BY: MUEHLBAUER SECOND: UDVIG TO CONTINUE THE
COMMUNITY DEVELOPMENT ANNUAL REPORT TO THE NEXT COUNCIL

MEETING.

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

Nays: None

Motion carries: 5-0

12. COUNCIL MEMBER REPORTS

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

Robinson shared that there is an informational booth for Vista Prairie at County Market.

Udvig thanked residents for calling and contacting her when they have concerns of any kind and encouraged them to keep this up if they ever have questions or concerns for the Council. She added that the Chamber of Commerce will be having their annual Casino Night on January 31.

Faanes shared that she attended a speed puzzling event in Anoka and noted that it would be a good event for St. Francis in the future.

Mayor Vogel shared that he attended a Staff meeting and noted how wonderful City Staff is.

13. UPCOMING EVENTS

February 1 - City Hall Fire Station Open House 9:00 am - 12:00 pm

February 3 - City Council Meeting 6:00 pm

February 13 - Parks Commission 7:00 pm

February 18 - City Council Meeting 6:00 pm

February 19 - Planning Commission 7:00 pm

February 24 - City Council Work Session 5:30 pm

14. ADJOURNMENT

MOTION BY: MUEHLBAUER SECOND: FAANES TO ADJOURN THE MEETING.

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

Nays: None

Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 7:05 p.m.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
 Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: February 3, 2025

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$160,408.71 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:

- 02-03-2025 Packet List-\$160,408.71

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/04/2025 - 02/04/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4B.

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 6592 - ALLINA HEALTH							
329660130 00039123	ALLINA HEALTH DAVIS - PATIENT VISIT 10/24/2024 101-42210-40305	01/03/2025 DROBERTSON MEDICAL FEES		58.40 58.40		Open 1.00	N 12/31/2024 58.40
Total Vendor 6592 - ALLINA HEALTH				58.40	58.40		
Vendor 5496 - ANOKA COUNTY FIRE PROTECTION COUNCIL							
387 00039155	ANOKA COUNTY FIRE PROTECTION COUNCI PSDS ANNUAL COST ALLOCATION 101-42210-40433	01/28/2025 DROBERTSON DUES AND SUBSCRIPTIONS		4,326.00 4,326.00		Open 1.00	N 02/03/2025 4,326.00
Total Vendor 5496 - ANOKA COUNTY FIRE PROTECTION COUNCIL				4,326.00	4,326.00		
Vendor 23 - ANOKA COUNTY							
B250113P 00039131	ANOKA COUNTY JANUARY 2025 - FIBER 101-42110-40321 101-42210-40321 101-43100-40321 101-45200-40321 601-49440-40321 602-49490-40321	01/14/2025 DROBERTSON TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE		225.00 37.50 37.50 37.50 37.50 37.50 37.50		Open 1.00 1.00 1.00 1.00 1.00 1.00	N 02/03/2025 37.50 37.50 37.50 37.50 37.50 37.50
Total Vendor 23 - ANOKA COUNTY				225.00	225.00		
Vendor 2591 - ASPEN MILLS							
347209 00039077	ASPEN MILLS UNIFORM - N. SHWIEGER 101-42110-40437	01/22/2025 DROBERTSON UNIFORMS		501.80 501.80		Open 1.00	N 02/03/2025 501.80
347234 00039085	ASPEN MILLS UNIFORM - DEPARTMENT WINTER CAPS 101-42110-40437	01/22/2025 DROBERTSON UNIFORMS		246.00 246.00		Open 1.00	N 02/03/2025 246.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/04/2025 - 02/04/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4B.

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 2591 - ASPEN MILLS							
347615							
00039156	ASPEN MILLS	01/28/2025		549.35	549.35	Open	N
	UNIFORM - CURRAN		DROBERTSON				02/03/2025
	101-42210-40437	UNIFORMS		549.35		1.00	549.35
Total Vendor 2591 - ASPEN MILLS				1,297.15	1,297.15		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0109418600							
00039129	BELLBOY CORPORATION BAR SUPPLY	01/28/2025		26.67	26.67	Open	N
	MISC		CBUSKEY				01/28/2025
	609-49751-40206	FREIGHT		2.67		1.00	2.67
	609-49751-40254	MISCELLANEOUS MERCHANDISE		24.00		1.00	24.00
0206547800							
00039130	BELLBOY CORPORATION BAR SUPPLY	01/28/2025		688.00	688.00	Open	N
	LIQUOR		CBUSKEY				01/28/2025
	609-49751-40206	FREIGHT		11.55		1.00	11.55
	609-49751-40251	LIQUOR		676.45		1.00	676.45
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				714.67	714.67		
Vendor 7244 - BREAKTHRU BEVERAGE							
119741946							
00039089	BREAKTHRU BEVERAGE	01/24/2025		3,870.00	3,870.00	Open	N
	LIQUOR		CBUSKEY				01/24/2025
	609-49751-40206	FREIGHT		21.75		1.00	21.75
	609-49751-40251	LIQUOR		3,848.25		1.00	3,848.25
Total Vendor 7244 - BREAKTHRU BEVERAGE				3,870.00	3,870.00		
Vendor 4854 - CRYSTAL SPRINGS ICE							
02-500404							
00039163	CRYSTAL SPRINGS ICE	01/29/2025		93.27	93.27	Open	N
	MISC		CBUSKEY				01/29/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		89.27		1.00	89.27
Total Vendor 4854 - CRYSTAL SPRINGS ICE				93.27	93.27		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/04/2025 - 02/04/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4B.

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 91 - DAHLHEIMER DIST. CO. INC							
2382238							
00039076	DAHLHEIMER DIST. CO. INC BEER 609-49751-40252	01/22/2025 CBUSKEY		(219.20)	(219.20)	Open	N 01/22/2025
		BEER		(219.20)		1.00	(219.20)
2381210							
00039078	DAHLHEIMER DIST. CO. INC BEER 609-49751-40252	01/22/2025 CBUSKEY		15,359.05	15,359.05	Open	N 01/22/2025
		BEER		15,359.05		1.00	15,359.05
2371725							
00039086	DAHLHEIMER DIST. CO. INC BEER 609-49751-40252	01/24/2025 CBUSKEY		(35.20)	(35.20)	Open	N 01/24/2025
		BEER		(35.20)		1.00	(35.20)
2384850							
00039093	DAHLHEIMER DIST. CO. INC BEER 609-49751-40252	01/24/2025 CBUSKEY		(357.90)	(357.90)	Open	N 01/24/2025
		BEER		(357.90)		1.00	(357.90)
2386884							
00039164	DAHLHEIMER DIST. CO. INC BEER/LIQUOR 609-49751-40251 609-49751-40252	01/29/2025 CBUSKEY		13,308.85	13,308.85	Open	N 01/29/2025
		LIQUOR		1,175.00		1.00	1,175.00
		BEER		12,133.85		1.00	12,133.85
Total Vendor 91 - DAHLHEIMER DIST. CO. INC					28,055.60	28,055.60	
Vendor 107 - ECM PUBLISHERS, INC							
1032833							
00039132	ECM PUBLISHERS, INC RESOLUTION 2025-06	01/24/2025 DROBERTSON		93.50	93.50	Open	N 02/03/2025
1032834							
00039133	ECM PUBLISHERS, INC RESOLUTION 2025-05	01/24/2025 DROBERTSON		88.00	88.00	Open	N 02/03/2025
1032835							
00039134	ECM PUBLISHERS, INC RESOLUTION 2025-04	01/24/2025 DROBERTSON		88.00	88.00	Open	N 02/03/2025
1032836							
00039135	ECM PUBLISHERS, INC RESOLUTION 2025-07	01/24/2025 DROBERTSON		132.00	132.00	Open	N 02/03/2025
Total Vendor 107 - ECM PUBLISHERS, INC					401.50	401.50	

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/04/2025 - 02/04/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4B.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 545 - ELITE SANITATION							
31240							
00039121	ELITE SANITATION PORTABLE TOILET RENTAL 11/3-11/30	11/19/2024 DROBERTSON		1,082.00	1,082.00	Open	N 12/31/2024
31241							
00039122	ELITE SANITATION PORTABLE TOILET RENTAL 11/16	11/19/2024 DROBERTSON		130.50	130.50	Open	N 12/31/2024
Total Vendor 545 - ELITE SANITATION					<u>1,212.50</u>	<u>1,212.50</u>	
Vendor 3447 - FERGUSON WATERWORKS							
0540580-1							
00039080	FERGUSON WATERWORKS SUPPLIES 601-49440-40259	12/03/2024 DMULVIHILL WATER METERS		184.32	184.32	Open	N 12/31/2024 184.32
Total Vendor 3447 - FERGUSON WATERWORKS					<u>184.32</u>	<u>184.32</u>	
Vendor 5429 - FIRE SAFETY USA, INC							
196126							
00039126	FIRE SAFETY USA, INC TANKER 2 LABOR AND ECM PROGRAMMING 101-42210-40221	01/13/2025 DROBERTSON VEHICLE MAINTENANCE		12,336.00	12,336.00	Open	N 02/03/2025 12,336.00
Total Vendor 5429 - FIRE SAFETY USA, INC					<u>12,336.00</u>	<u>12,336.00</u>	
Vendor 4691 - GRANITE CITY JOBBING CO							
436411							
00039125	GRANITE CITY JOBBING CO TOBACCO/MISC 609-49751-40206 609-49751-40254 609-49751-40256	01/28/2025 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE TOBACCO PRODUCTS		3,671.03 10.00 136.78 3,524.25	3,671.03	Open	N 01/28/2025 10.00 136.78 3,524.25
Total Vendor 4691 - GRANITE CITY JOBBING CO					<u>3,671.03</u>	<u>3,671.03</u>	
Vendor 1145 - HACH COMPANY							
14337472							
00039062	HACH COMPANY FILTERS 602-49490-40235	01/21/2025 DROBERTSON LAB SUPPLIES		220.77 220.77	220.77	Open	N 02/03/2025 220.77

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 1145 - HACH COMPANY							
14345424							
00039120	HACH COMPANY	01/27/2025		47.45	47.45	Open	N
	GLASS FIBER FILTER		DROBERTSON				02/03/2025
	602-49490-40235	LAB SUPPLIES		47.45		1.00	47.45
Total Vendor 1145 - HACH COMPANY							
				268.22	268.22		
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
54133							
00039101	HAKANSON ANDERSON ASSOC., INC	11/26/2024		1,595.87	1,595.87	Open	N
	SF239-2024 MISC SITW PLAN REVIEWS		DROBERTSON				12/31/2024
	101-41910-40303	ENGINEERING FEES		1,595.87		1.00	1,595.87
54134							
00039102	HAKANSON ANDERSON ASSOC., INC	11/26/2024		92.25	92.25	Open	N
	SF257 RIVERS EDGE 7TH ADDITION		DROBERTSON				12/31/2024
	803-00000-22105	RIVER'S EDGE 7TH ADDITION		92.25		1.00	92.25
54135							
00039103	HAKANSON ANDERSON ASSOC., INC	11/26/2024		738.00	738.00	Open	N
	SF263 RIVERS EDGE 7TH ADDITION		DROBERTSON				12/31/2024
	803-00000-22105	RIVER'S EDGE 7TH ADDITION		738.00		1.00	738.00
54136							
00039104	HAKANSON ANDERSON ASSOC., INC	11/26/2024		1,905.00	1,905.00	Open	N
	SF326 WOODBINE EXTENSION		DROBERTSON				12/31/2024
	405-43100-40813	2025 STREETS		1,905.00		1.00	1,905.00
54137							
00039105	HAKANSON ANDERSON ASSOC., INC	11/26/2024		1,414.50	1,414.50	Open	N
	SF327 2025 STREET RECONSTRUCTION PROJECT		DROBERTSON				12/31/2024
	405-43100-40813	2025 STREETS		1,414.50		1.00	1,414.50
54138							
00039106	HAKANSON ANDERSON ASSOC., INC	11/26/2024		95.00	95.00	Open	N
	SF403-2024 MS4 PERMIT		DROBERTSON				12/31/2024
	603-49500-40303	ENGINEERING FEES		95.00		1.00	95.00
54139							
00039107	HAKANSON ANDERSON ASSOC., INC	11/26/2024		256.00	256.00	Open	N
	SF603 TRUNK HWY 47 UTILITY IMPROVEMENTS		DROBERTSON				12/31/2024
	405-43100-40810	HWY 47		256.00		1.00	256.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
54140							
00039108	HAKANSON ANDERSON ASSOC., INC	11/26/2024		688.62	688.62	Open	N
	SF901-2024 GENERAL ENGINEERING	DROBERTSON					12/31/2024
	101-43100-40303	ENGINEERING FEES		688.62		1.00	688.62
54141							
00039109	HAKANSON ANDERSON ASSOC., INC	11/26/2024		800.00	800.00	Open	N
	SF905-2024 ROUTINE RETAINER SERVICES	DROBERTSON					12/31/2024
	101-43100-40303	ENGINEERING FEES		200.00		1.00	200.00
	601-49440-40303	ENGINEERING FEES		200.00		1.00	200.00
	602-49490-40303	ENGINEERING FEES		200.00		1.00	200.00
	603-49500-40303	ENGINEERING FEES		200.00		1.00	200.00
54142							
00039110	HAKANSON ANDERSON ASSOC., INC	11/26/2024		336.44	336.44	Open	N
	SF906-2024 BUILDING PERMIT REVIEWS	DROBERTSON					12/31/2024
	101-42400-40303	ENGINEERING FEES		336.44		1.00	336.44
54143							
00039111	HAKANSON ANDERSON ASSOC., INC	11/26/2024		570.00	570.00	Open	N
	SF909 COMPREHENSIVE SEWER AND WATER PLAN	DROBERTSON					12/31/2024
	601-49440-40303	ENGINEERING FEES		285.00		1.00	285.00
	602-49490-40303	ENGINEERING FEES		285.00		1.00	285.00
54509							
00039139	HAKANSON ANDERSON ASSOC., INC	01/21/2025		1,229.55	1,229.55	Open	N
	SF239-2024 MISC SITE PLAN REVIEWS	DROBERTSON					12/31/2024
	101-41910-40303	ENGINEERING FEES		931.10		1.00	931.10
	404-41400-40589	CITY HALL/FIRE STATION		298.45		1.00	298.45
54510							
00039140	HAKANSON ANDERSON ASSOC., INC	01/21/2025		291.75	291.75	Open	N
	SF255 VISTA PRAIRIE	DROBERTSON					12/31/2024
	803-00000-22179	VISTA PRAIRIE-SITE PLAN		291.75		1.00	291.75
54511							
00039141	HAKANSON ANDERSON ASSOC., INC	01/21/2025		236.75	236.75	Open	N
	SF256 RIVERS EDGE 6TH ADDITION	DROBERTSON					12/31/2024
	803-00000-22105	RIVER'S EDGE 7TH ADDITION		236.75		1.00	236.75
54512							
00039142	HAKANSON ANDERSON ASSOC., INC	01/21/2025		1,952.40	1,952.40	Open	N
	SF263 RIVERS EDGE 7TH ADDITION (2024)	DROBERTSON					12/31/2024
	803-00000-22105	RIVER'S EDGE 7TH ADDITION		1,952.40		1.00	1,952.40

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date Unit Price
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
54513							
00039143	HAKANSON ANDERSON ASSOC., INC	01/21/2025		2,118.40	2,118.40	Open	N
	SF302-2024 MUNICIPAL STATE AID	DROBERTSON					12/31/2024
	101-43100-40303	ENGINEERING FEES		2,118.40		1.00	2,118.40
54514							
00039144	HAKANSON ANDERSON ASSOC., INC	01/21/2025		739.75	739.75	Open	N
	SF325 QUICK SILVER ST NW	DROBERTSON					12/31/2024
	405-43100-40813	2025 STREETS		739.75		1.00	739.75
54540							
00039145	HAKANSON ANDERSON ASSOC., INC	01/21/2025		7,788.50	7,788.50	Open	N
	SF326 WOODBINE EXTENSION	DROBERTSON					12/31/2024
	405-43100-40813	2025 STREETS		7,788.50		1.00	7,788.50
54538							
00039146	HAKANSON ANDERSON ASSOC., INC	01/21/2025		18,535.87	18,535.87	Open	N
	SF327 2025 STREET RECONSTRUCTION PROJECT	DROBERTSON					12/31/2024
	405-43100-40813	2025 STREETS		18,535.87		1.00	18,535.87
54517							
00039147	HAKANSON ANDERSON ASSOC., INC	01/21/2025		4,816.25	4,816.25	Open	N
	SF603 TRUNK HIGHWAY 47 UTILITY IMPROVEME	DROBERTSON					12/31/2024
	405-43100-40810	HWY 47		4,816.25		1.00	4,816.25
54518							
00039148	HAKANSON ANDERSON ASSOC., INC	01/21/2025		1,394.25	1,394.25	Open	N
	SF901-2024 GENERAL ENGINEERING FOR CITY	DROBERTSON					12/31/2024
	101-43100-40303	ENGINEERING FEES		1,394.25		1.00	1,394.25
54519							
00039149	HAKANSON ANDERSON ASSOC., INC	01/21/2025		1,600.00	1,600.00	Open	N
	SF905-2024 ROUTINE RETAINER SERVICES	DROBERTSON					12/31/2024
	101-41910-40303	ENGINEERING FEES		266.66		1.00	266.66
	101-43100-40303	ENGINEERING FEES		266.66		1.00	266.66
	101-45200-40303	ENGINEERING FEES		266.66		1.00	266.66
	601-49440-40303	ENGINEERING FEES		266.66		1.00	266.66
	602-49490-40303	ENGINEERING FEES		266.66		1.00	266.66
	603-49500-40303	ENGINEERING FEES		266.70		1.00	266.70
54520							
00039150	HAKANSON ANDERSON ASSOC., INC	01/21/2025		262.50	262.50	Open	N
	SF906-2024 BUILDING PERMIT REVIEWS	DROBERTSON					12/31/2024
	101-42400-40303	ENGINEERING FEES		262.50		1.00	262.50

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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 1645 - HAKANSON ANDERSON ASSOC., INC							
Total Vendor 1645 - HAKANSON ANDERSON ASSOC., INC				49,457.65	49,457.65		
Vendor 10476 - IUOE LOCAL #49							
.01222025							
00039060	IUOE LOCAL #49	01/22/2025		306.00	306.00	Open	N
	IUOE #49 DUES FEBRUARY 2025		DROBERTSON				02/03/2025
	101-00000-21707		UNION DUES	306.00		1.00	306.00
Total Vendor 10476 - IUOE LOCAL #49				306.00	306.00		
Vendor 4919 - JEFFERSON FIRE & SAFETY, INC.							
IN323219							
00039159	JEFFERSON FIRE & SAFETY, INC.	01/29/2025		597.55	597.55	Open	N
	UNIFORM		DROBERTSON				02/03/2025
	101-42210-40437		UNIFORMS	597.55		1.00	597.55
Total Vendor 4919 - JEFFERSON FIRE & SAFETY, INC.				597.55	597.55		
Vendor 10748 - JOHN HENRY FOSTER MN, INC							
10744971-00							
00039084	JOHN HENRY FOSTER MN, INC	01/22/2025		1,660.00	1,660.00	Open	N
	NON-CYCLING DRYER		DMULVIHILL				02/03/2025
	601-49440-40233		WATER PLANT MAINT	1,660.00		1.00	1,660.00
Total Vendor 10748 - JOHN HENRY FOSTER MN, INC				1,660.00	1,660.00		
Vendor 154 - JOHNSON BROTHERS							
2714671							
00039097	JOHNSON BROTHERS	01/24/2025		460.44	460.44	Open	N
	LIQUOR		CBUSKEY				01/24/2025
	609-49751-40206		FREIGHT	7.28		1.00	7.28
	609-49751-40251		LIQUOR	453.16		1.00	453.16
2714672							
00039098	JOHNSON BROTHERS	01/24/2025		49.82	49.82	Open	N
	WINE		CBUSKEY				01/24/2025
	609-49751-40206		FREIGHT	1.82		1.00	1.82
	609-49751-40253		WINE	48.00		1.00	48.00

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 154 - JOHNSON BROTHERS							
110792-2							
00039165	JOHNSON BROTHERS	10/04/2024		54.00	54.00	Open	N
	CREDIT ERROR PAYBACK	DROBERTSON					12/31/2024
110793-2							
00039166	JOHNSON BROTHERS	10/04/2024		179.44	179.44	Open	N
	CREDIT ERROR PAYBACK	DROBERTSON					12/31/2024
Total Vendor 154 - JOHNSON BROTHERS							
				743.70	743.70		
Vendor 4926 - JRS APPLIANCE, INC							
114426							
00038883	JRS APPLIANCE, INC	11/19/2024		200.00	200.00	Open	N
	RECYCLING EVENT 11/19/2024	JSHOOK					12/31/2024
	101-43210-40439	RECYCLING DAYS		200.00		1.00	200.00
Total Vendor 4926 - JRS APPLIANCE, INC							
				200.00	200.00		
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.01222025							
00039058	LAW ENFORCEMENT LABOR SVCS.	01/22/2025		657.00	657.00	Open	N
	POLICE DUES FEBRUARY 2025	DROBERTSON					02/03/2025
	101-00000-21707	UNION DUES		657.00		1.00	657.00
.012220251							
00039059	LAW ENFORCEMENT LABOR SVCS.	01/22/2025		73.00	73.00	Open	N
	SERGEANTS DUES FEBRUARY 2025	DROBERTSON					02/03/2025
	101-00000-21707	UNION DUES		73.00		1.00	73.00
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
				730.00	730.00		
Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP							
118065							
00039099	LOCKRIDGE GRINDAL NAUEN PLLP	01/01/2025		3,333.33	3,333.33	Open	N
	JANUARY SERVICES	DMULVIHILL					02/03/2025
	101-41400-40311	CONTRACT		3,333.33		1.00	3,333.33
Total Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP							
				3,333.33	3,333.33		
Vendor 202 - MCDONALD DIST CO							

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Inventory					Units	Quantity	Unit Price
Vendor 202 - MCDONALD DIST CO							
788706 00039071	MCDONALD DIST CO BEER 609-49751-40252	01/22/2025 CBUSKEY		(46.91)	(46.91)	Open	N 01/22/2025
		BEER		(46.91)		1.00	(46.91)
788701 00039073	MCDONALD DIST CO BEER/NA 609-49751-40255 609-49751-40252	01/22/2025 CBUSKEY		9,123.50	9,123.50	Open	N 01/22/2025
		N/A PRODUCTS		144.00		1.00	144.00
		BEER		8,979.50		1.00	8,979.50
789796 00039160	MCDONALD DIST CO BEER/NA 609-49751-40255 609-49751-40252	01/29/2025 CBUSKEY		6,487.25	6,487.25	Open	N 01/29/2025
		N/A PRODUCTS		408.00		1.00	408.00
		BEER		6,079.25		1.00	6,079.25
789967 00039161	MCDONALD DIST CO LIQUOR 609-49751-40251	01/29/2025 CBUSKEY		(336.00)	(336.00)	Open	N 01/29/2025
		LIQUOR		(336.00)		1.00	(336.00)
789795 00039162	MCDONALD DIST CO LIQUOR 609-49751-40251	01/29/2025 CBUSKEY		1,050.00	1,050.00	Open	N 01/29/2025
		LIQUOR		1,050.00		1.00	1,050.00
Total Vendor 202 - MCDONALD DIST CO				16,277.84	16,277.84		
Vendor 181 - METRO WEST INSPECTIONS SERVICE							
4422 00039112	METRO WEST INSPECTIONS SERVICE FINALIZED PERMITS DECEMBER 2024 101-42400-40311	01/01/2025 DROBERTSON		7,129.24	7,129.24	Open	N 12/31/2024
		CONTRACT		7,129.24		1.00	7,129.24
Total Vendor 181 - METRO WEST INSPECTIONS SERVICE				7,129.24	7,129.24		
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13334860114480 00039137	MIDCONTINENT COMMUNICATIONS JANUARY BILLING 2025 101-42110-40321	01/02/2025 DROBERTSON		158.39	158.39	Open	N 02/03/2025
		TELEPHONE		158.39		1.00	158.39

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13332710114480							
00039138	MIDCONTINENT COMMUNICATIONS	01/02/2025		45.40		45.40	Open N
	JANUARY BILLING 2025		DROBERTSON				02/03/2025
	601-49440-40321	TELEPHONE		45.40		1.00	45.40
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
				203.79		203.79	
Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION							
65463							
00039082	MN MUNICIPAL UTILITIES ASSOCIATION	01/17/2025		7,069.00		7,069.00	Open N
	1 QTR SAFETY		DMULVIHILL				02/03/2025
	101-41400-40311	CONTRACT		589.09		1.00	589.09
	101-42110-40311	CONTRACT		589.09		1.00	589.09
	101-42210-40311	CONTRACT		589.09		1.00	589.09
	101-43100-40311	CONTRACT		1,178.17		1.00	1,178.17
	101-45200-40311	CONTRACT		1,178.17		1.00	1,178.17
	601-49440-40311	CONTRACT		1,178.17		1.00	1,178.17
	602-49490-40311	CONTRACT		1,178.17		1.00	1,178.17
	609-49750-40311	CONTRACT		589.05		1.00	589.05
Total Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION							
				7,069.00		7,069.00	
Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH							
24191							
00039100	NORTHLAND OCCUPATIONAL HEALTH	01/22/2025		100.00		100.00	open N
	TESTING		DMULVIHILL				02/03/2025
	101-43100-40441	MISCELLANEOUS		25.00		1.00	25.00
	101-45200-40441	MISCELLANEOUS		25.00		1.00	25.00
	601-49440-40441	MISCELLANEOUS		25.00		1.00	25.00
	602-49490-40441	MISCELLANEOUS		25.00		1.00	25.00
Total Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH							
				100.00		100.00	
Vendor 10719 - OFFICE ENVIRONMENT BROKERS INC							
28011							
00039081	OFFICE ENVIRONMENT BROKERS INC	01/21/2025		900.00		900.00	Open N
	4 CHAIRS		DMULVIHILL				02/03/2025
	404-41400-40589	CITY HALL/FIRE STATION		900.00		1.00	900.00
Total Vendor 10719 - OFFICE ENVIRONMENT BROKERS INC							
				900.00		900.00	

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 4605 - OPUS 21							
241203							
00039127	OPUS 21	01/04/2025		3,241.46	3,241.46	Open	N
	DECEMBER 2024 SERVICES		DROBERTSON				12/31/2024
	601-49440-40382		UTILITY BILLING	1,620.73		1.00	1,620.73
	602-49490-40382		UTILITY BILLING	1,620.73		1.00	1,620.73
Total Vendor 4605 - OPUS 21					<u>3,241.46</u>	<u>3,241.46</u>	
Vendor 3753 - PAUSTIS WINE COMPANY							
257320							
00039124	PAUSTIS WINE COMPANY	01/28/2025		295.50	295.50	Open	N
	WINE		CBUSKEY				01/28/2025
	609-49751-40206		FREIGHT	7.50		1.00	7.50
	609-49751-40253		WINE	288.00		1.00	288.00
Total Vendor 3753 - PAUSTIS WINE COMPANY					<u>295.50</u>	<u>295.50</u>	
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
6918190							
00039094	PHILLIPS WINE & SPIRITS CO	01/24/2025		407.64	407.64	Open	N
	WINE		CBUSKEY				01/24/2025
	609-49751-40206		FREIGHT	3.64		1.00	3.64
	609-49751-40253		WINE	404.00		1.00	404.00
6918191							
00039095	PHILLIPS WINE & SPIRITS CO	01/24/2025		217.11	217.11	Open	N
	MISC		CBUSKEY				01/24/2025
	609-49751-40206		FREIGHT	5.46		1.00	5.46
	609-49751-40254		MISCELLANEOUS MERCHANDISE	211.65		1.00	211.65
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO					<u>624.75</u>	<u>624.75</u>	
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B016102							
00039083	RMB ENVIRONMENTAL LABORATORIES, INC	01/22/2025		156.75	156.75	Open	N
	ALL WEEKS COOLER 2		DROBERTSON				02/03/2025
	601-49440-40259		WATER METERS	156.75		1.00	156.75

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Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B016136 00039157	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1 602-49490-40313	01/29/2025 DROBERTSON SAMPLE TESTING		206.91 206.91	206.91	Open 1.00	N 02/03/2025 206.91
B016159 00039168	RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2 602-49490-40313	01/30/2025 DROBERTSON SAMPLE TESTING		135.85 135.85	135.85	Open 1.00	N 02/03/2025 135.85
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				499.51	499.51		
Vendor 10707 - SAVE A LIFE CORPORATION							
6682 00039079	SAVE A LIFE CORPORATION EMT COURSE-CHAD S 101-42210-40208	01/15/2025 DMULVIHILL TRAINING		1,000.00 1,000.00	1,000.00	Open 1.00	N 02/03/2025 1,000.00
Total Vendor 10707 - SAVE A LIFE CORPORATION				1,000.00	1,000.00		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2581064 00039087	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40251	01/24/2025 CBUSKEY FREIGHT LIQUOR		1,994.52 24.53 1,969.99	1,994.52	Open 1.00 1.00	N 01/24/2025 24.53 1,969.99
2581065 00039088	SOUTHERN GLAZERS OF MN WINE 609-49751-40206 609-49751-40253	01/24/2025 CBUSKEY FREIGHT WINE		390.24 8.96 381.28	390.24	Open 1.00 1.00	N 01/24/2025 8.96 381.28
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				2,384.76	2,384.76		
Vendor 255 - STREICHER'S							
I1741875 00039158	STREICHER'S AMMUNITION 101-42110-40237	01/24/2025 DROBERTSON SMALL EQUIPMENT		1,664.00 1,664.00	1,664.00	Open 1.00	N 02/03/2025 1,664.00
Total Vendor 255 - STREICHER'S							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/04/2025 - 02/04/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4B.

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 255 - STREICHER'S							
				1,664.00	1,664.00		
Vendor 863 - THE BERNICK COMPANIES							
10313221 00039090	THE BERNICK COMPANIES BEER/NA 609-49751-40255 609-49751-40252	01/24/2025 CBUSKEY N/A PRODUCTS BEER		1,996.30	1,996.30	Open	N 01/24/2025
				26.20		1.00	26.20
				1,970.10		1.00	1,970.10
10313220 00039091	THE BERNICK COMPANIES THC 609-49751-40257	01/24/2025 CBUSKEY THC		264.00	264.00	Open	N 01/24/2025
				264.00		1.00	264.00
10313222 00039092	THE BERNICK COMPANIES BEER 609-49751-40252	01/24/2025 CBUSKEY BEER		(12.00)	(12.00)	Open	N 01/24/2025
				(12.00)		1.00	(12.00)
Total Vendor 863 - THE BERNICK COMPANIES				2,248.30	2,248.30		
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
M29785 00039074	TIMESAVER OFF SITE SEC. INC PLANNING COMMISSION MEETING DEC 18, 2024 101-41910-40311	12/18/2025 DROBERTSON CONTRACT		167.00	167.00	Open	N 12/31/2024
				167.00		1.00	167.00
M29816 00039075	TIMESAVER OFF SITE SEC. INC CITY COUNCIL MEETING JAN 6, 2025 101-41400-40311	01/15/2025 DROBERTSON CONTRACT		172.00	172.00	Open	N 02/03/2025
				172.00		1.00	172.00
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				339.00	339.00		
Vendor 10749 - T-MOBILE USA, INC							
9592637431 00039113	T-MOBILE USA, INC INFO REQUESTED 101-42110-40441	01/16/2025 DMULVIHILL MISCELLANEOUS		350.00	350.00	Open	N 12/31/2024
				350.00		1.00	350.00
Total Vendor 10749 - T-MOBILE USA, INC				350.00	350.00		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/04/2025 - 02/04/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4B.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 10749 - T-MOBILE USA, INC							
Vendor 263 - TOTAL REGISTER SYSTEM, INC							
2726							
00039167	TOTAL REGISTER SYSTEM, INC SUPPORT AND SOFTWARE UPDATE	01/27/2025 DROBERTSON		1,827.31	1,827.31	Open	N 02/03/2025
Total Vendor 263 - TOTAL REGISTER SYSTEM, INC				1,827.31	1,827.31		
Vendor 10641 - UNION HERALD							
45095							
00039128	UNION HERALD DECEMBER 31, 2024 DAILY/ANOKA COUNTY UNI	12/31/2024 DROBERTSON		22.50	22.50	Open	N 12/31/2024
Total Vendor 10641 - UNION HERALD				22.50	22.50		
Vendor 4867 - VESSCO, INC							
096532							
00039136	VESSCO, INC MARLOW LOADSURE ELEMENT MARPRENE 602-49490-40237	01/28/2025 DROBERTSON SMALL EQUIPMENT		489.86	489.86	Open	N 02/03/2025
Total Vendor 4867 - VESSCO, INC				489.86	489.86		
--- TOTALS BY GL BANK ---							
GNCKG					160,408.71		
--- TOTALS BY GL DISTRIBUTIONS ---							
101-00000-21707					1,036.00		
101-41400-40311					4,094.42		
101-41910-40303					2,793.63		
101-41910-40311					167.00		
101-42110-40237					1,664.00		
101-42110-40311					589.09		
101-42110-40321					195.89		
101-42110-40437					747.80		
101-42110-40441					350.00		

of Invoices: 85 # Due: 85
 # of Credit Memos: 6 # Due: 6
 Net of Invoices and Credit Memos:

Totals: 161,415.92 161,415.92
 Totals: (1,007.21) (1,007.21)
 Totals: 160,408.71 160,408.71

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/04/2025 - 02/04/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4B.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
	101-42210-40208			1,000.00			
	101-42210-40221			12,336.00			
	101-42210-40305			58.40			
	101-42210-40311			589.09			
	101-42210-40321			37.50			
	101-42210-40433			4,326.00			
	101-42210-40437			1,146.90			
	101-42400-40303			598.94			
	101-42400-40311			7,129.24			
	101-43100-40303			4,667.93			
	101-43100-40311			1,178.17			
	101-43100-40321			37.50			
	101-43100-40441			25.00			
	101-43210-40439			200.00			
	101-45200-40303			266.66			
	101-45200-40311			1,178.17			
	101-45200-40321			37.50			
	101-45200-40441			25.00			
	404-41400-40589			1,198.45			
	405-43100-40810			5,072.25			
	405-43100-40813			30,383.62			
	601-49440-40233			1,660.00			
	601-49440-40259			341.07			
	601-49440-40303			751.66			
	601-49440-40311			1,178.17			
	601-49440-40321			82.90			
	601-49440-40382			1,620.73			
	601-49440-40441			25.00			
	602-49490-40235			268.22			
	602-49490-40237			489.86			
	602-49490-40303			751.66			
	602-49490-40311			1,178.17			
	602-49490-40313			342.76			
	602-49490-40321			37.50			
	602-49490-40382			1,620.73			
	602-49490-40441			25.00			
	603-49500-40303			561.70			
	609-49750-40311			589.05			
	609-49751-40206			109.16			
	609-49751-40251			8,836.85			
	609-49751-40252			43,850.54			
	609-49751-40253			1,121.28			
	609-49751-40254			461.70			
	609-49751-40255			578.20			
	609-49751-40256			3,524.25			
	609-49751-40257			264.00			
	803-00000-22105			3,019.40			
	803-00000-22179			291.75			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/04/2025 - 02/04/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4B.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
--- TOTALS BY FUND ---							
	101 GENERAL FUND			46,475.83			
	404 BUILDING IMPROVEMENT FUND			1,198.45			
	405 STREET IMPROVEMENT FUND			35,455.87			
	601 WATER FUND			5,659.53			
	602 SEWER FUND			4,713.90			
	603 STORM WATER FUND			561.70			
	609 LIQUOR FUND			59,335.03			
	803 ESCROW			3,311.15			
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			4,347.15			
	41400 ADMINISTRATION			5,292.87			
	41910 COMMUNITY DEVELOPMENT			2,960.63			
	42110 POLICE			3,546.78			
	42210 FIRE			19,493.89			
	42400 BUILDING INSPECTIONS			7,728.18			
	43100 STREETS			41,364.47			
	43210 RECYCLING			200.00			
	45200 PARKS			1,507.33			
	49440 WATER DEPT			5,659.53			
	49490 SEWER DEPT			4,713.90			
	49500 STORM WATER DEPT			561.70			
	49750 LIQUOR STORE			589.05			
	49751 MERCHANDISE PURCHASES			58,745.98			



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council

FROM: Jason Zimmerman, Planner

SUBJECT: Solar Energy Systems Zoning Code Amendment – 1st Reading

DATE: February 3, 2025

OVERVIEW:

In anticipation of a permit application for a solar farm, staff reviewed the zoning requirements for Solar Energy Systems. Two areas were identified as potentially requiring updates to better position the City to manage solar farms. These include requirements for ground cover under and around the solar panels, as well as the process for collecting securities to cover the cost of eventual decommissioning.

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission reviewed the proposed Zoning Code amendments at their meeting on January 15, 2025 and held a public hearing. No members of the public spoke for or against the proposed amendments. Commissioners discussed the anticipated lifespan of a solar farm (approximately 25 years). Following the public hearing and discussion, Commissioners unanimously recommended approval of the Zoning Code amendments as presented by Staff.

ACTION TO BE CONSIDERED:

Given the Planning Commission’s recommendation for approval, a draft approval document has been prepared for your consideration.

Suggested Motion:

Move to approve the 1st reading of Ordinance 344 approving the Zoning Code amendments pertaining to solar energy systems as presented by Staff.

ATTACHMENT:

1. Draft Solar Energy System Ordinance 344 – 1st Reading
2. Planning Commission Memo for January 15, 2025

ORDINANCE NO. 344

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE AMENDING THE ZONING CODE TO MODIFY THE STANDARDS
FOR THE ESTABLISHMENT OF SOLAR FARMS – 1ST READING**

THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA,
ORDAINS:

Changes in the following sections are denoted with an underline for new text or a ~~strikethrough for deleted language~~. Renumbering shall occur as needed when sections are added or deleted.

Section 1. Section 10-67-04 Solar Energy System of the St Francis Code of Ordinances is hereby amended to read as follows:

10-67-04 - Solar energy system.

- A. The following standards shall apply to all solar energy systems:
- B. Site Design Standards.
 - 1. Compliance with Building Code: All SESs shall require a building permit, shall be subject to approval of the City Zoning Administrator and Building Official, and shall be consistent with the State of Minnesota Building Code.
 - 2. Compliance with State Electric Code: All photovoltaic systems shall comply with the Minnesota State Electrical Code.
 - 3. Compliance with State Plumbing Code: Solar thermal systems shall comply with applicable Minnesota State Plumbing Code requirements.
 - 4. Compliance with MN Energy Code: All SESs shall comply with HVAC-related requirements of the Energy Code.
 - 5. Utility Notification: No grid-intertied photovoltaic system shall be installed until the owner has submitted notification to the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.
 - 6. Permitting Deadlines: Solar Energy Systems must complete work outlined within the Building Permit within six (6) months of the date the Building Permit was issued. All requests for an extension to this deadline must be made prior to the deadline, and must be made in writing to the City Building Official. The City Building Official shall issue an extension within seven (7) days of receiving the request if the party making the request provides good cause, which shall be broadly interpreted, for the request.

7. Installation: Installation of a solar system shall not constitute a right to sunlight from any adjoining property, nor does the city assure access to sunlight.
8. Security and Equipment buildings: Security and equipment building(s) on the site of solar farms shall be permitted uses accessory to the solar farm.
9. Landscaping: Buffer screening from routine view of the public right-of-way and immediate adjacent residences shall be required in an attempt to minimize the visual impact of above grade site improvements and any extensive or imposing perimeter securing fencing that is proposed. Low lying screening, shrubbery or other native vegetation shall be required around site perimeter security fencing.
10. Controlled Access: The owner or operator shall contain all unenclosed electrical conducts located above ground within a structure (or structures) with controlled access.
11. All CSESs and Solar Farms—Power and communication lines: All on-site power and communication lines running between banks of solar panels and buildings shall be buried underground on premise. The Zoning Administrator may grant exemptions to this requirement in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines.
12. ~~All CSESs and Solar Farm—Decommissioning Plan: A decommissioning plan with cost estimates shall be required to ensure that CSESs and Solar Farms are properly removed after their useful life. Decommissioning must occur within 180 days of abandonment. Five (5) years after commencement of the use, the owner or operator shall post a bond, letter of credit, or establish an escrow account. This security shall be in an amount equal to the estimated decommissioning cost.~~

All CSESs and Solar Farms—Agreement for Decommissioning and Public Infrastructure:

- (a) As part of the permitting for all CSESs and Solar Farms, the City shall require all applicants and property owners to enter into an agreement with the City for protection from the developer and property owner of all public infrastructure and to require security for the ongoing maintenance of the site during the permit, and for the decommissioning and reclaiming of the property.
- (b) Prior to receiving an application for a building permit or making any improvements to the property, the applicant and property owner shall enter into a contract in writing with the City requiring the applicant to indemnify the City for damage to any public improvements or infrastructure at the applicant's sole cost and in accordance with the City's specifications and usual contract conditions.
- (c) The agreement shall require the applicant to create an escrow deposit or furnish an irrevocable letter of credit or a certified check as is determined by the City Attorney, City Engineer, and City Administration. The amount of the deposit or security is to be based upon the estimate of the total cost to remove any infrastructure and reclaim the property to its original condition at the conclusion of the CSES or Solar Farm. The deposit or security shall equal one hundred fifty percent (150%) of the estimate of all costs to remove any infrastructure and reclaim the property, plus any amount deemed necessary by the City Engineer to

protect any public infrastructure during the construction or decommissioning of this project. This amount may be reduced or increased upon approval of a City Council resolution based upon such consideration as the size of the project, past performance by the applicant and/or financial credibility of the applicant, but in no case shall the amount be less than fifty percent (50%) of the estimate. On request of the applicant, if evidence is presented that the described work and improvements have been paid for, the amount of the deposit may be reduced in a sum equal to the estimated cost of the reclamation work so completed.

(d) Decommissioning must occur within 180 days of abandonment.

- 13. Easements: Solar energy systems shall not encroach on public drainage, utility, roadway, or trail easements.
- 14. Glare: No solar energy equipment or solar electric systems shall create or cause unreasonable glare on other property or public roadways. Unreasonable glare shall mean a public safety hazard as determined by the City Council or the appropriate roadway authority.
- 15. Ground Cover: The following provisions shall be met for all ground-mounted CSESs and Solar Farms related to the establishment of vegetated ground cover:
 - (a) The project site design shall include the installation and establishment of ground cover that provides native perennial vegetation and foraging habitat beneficial to game birds, songbirds, and pollinators. A minimum of 85% of the land area shall be planted with a native seed mix. This ground cover shall be maintained on the site for the duration of operation, until the site is decommissioned.
 - (b) At the applicant’s request, they may take the additional steps necessary to meet the beneficial habitat standard for solar sites consistent with Minnesota Statutes, section 216B.1642, or successor statutes and guidance as set by the Minnesota Board of Water and Soil Resources (BWSR).

Section 2. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 3rd day of February, 2025.

SEAL

CITY OF ST. FRANCIS

By: _____
Mark Vogel, Mayor

Attest: Jenni Wida, City Clerk

DRAFTED BY:
HKGi
800 Washington Ave. N., Suite 103
Minneapolis, MN 55401



PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Jason Zimmerman and Kendra Ellner, Planners
SUBJECT: Code Revisions – Solar Energy Systems
DATE: 1-7-2025 for 01-15-2025 meeting

OVERVIEW

In anticipation of a permit application for a solar farm, staff reviewed the zoning requirements for Solar Energy Systems. Two areas were identified as potentially requiring updates to better position the City to manage solar farms. These include requirements for ground cover under and around the solar panels, as well as the process for collecting securities to cover the cost of eventual decommissioning. The revisions are explained in more detail below. Proposed Code additions are underlined and in **red**. Proposed Code deletions are ~~struck through~~ and in **red**.

CODE REVISIONS

Ground Cover

While landscaping that provides a screen for adjacent properties and the public rights-of-way is required, there are currently no standards in the Code for how the ground under and around ground-mounted solar panels must be utilized.

Minnesota has created a “beneficial habitat” certification, administered by the Board of Soil and Water Resources (BWSR), to enable local governments to certify solar installations are meeting the standards of the Habitat Friendly Solar program. Establishing and maintaining native ground cover creates important co-benefits to the community and to the property owner, including providing pollinator and bird habitat, reducing soil erosion, sequestering carbon, capturing stormwater runoff, and building soils that can be turned back to agricultural use once the solar panels are removed.

MN Statute 216B.1642 addresses the establishment and ongoing maintenance of the habitat until eventual decommissioning. Steps involved include submitting a planting plan for review and approval by the BSWR or the County Conservation District, undergoing yearly inspections to identify any maintenance needs, and completing a site assessment form every three years. Communities have the ability to collect securities to ensure the plantings are established.

As of October, 2024, there were four verified Habitat Friendly Solar installations in Anoka County.

Staff recommends that all Community Solar Energy Systems (CSEs) and Solar Farms constructed in St. Francis be required to establish ground cover consistent with the standards for Habitat Friendly Solar projects and maintain it for the duration of operations, though participation in the official program would not be required. An owner may choose to take the extra steps of verification and regular assessment to be listed as a Habitat Friendly Solar installation.

Decommissioning Plans

Current Code requires all CSESs and Solar Farms to submit a decommissioning plan with cost estimates to ensure that all elements of the utilities are removed after their useful life is complete. A security – in the form of a bond, letter of credit, or escrow – must be established five years after commencement of use and be equal to the amount of the estimated decommissioning cost.

Staff believes the five year delay in collecting the security creates a gap that may pose challenging for tracking or enforcement. A preferred approach would be to collect the security at the time the decommissioning plan is submitted and approved, and prior to the issuance of any permits. The City Attorney has provided draft language that outlines a required agreement with the applicant that ensures the collection of securities sufficient to cover the cost of decommissioning as well as any potential damage to public improvements or infrastructure.

Proposed language to capture these revisions is shown below.

10-67-04 - Solar energy system.

- A. The following standards shall apply to all solar energy systems:
- B. Site Design Standards.
 - 1. Compliance with Building Code: All SESs shall require a building permit, shall be subject to approval of the City Zoning Administrator and Building Official, and shall be consistent with the State of Minnesota Building Code.
 - 2. Compliance with State Electric Code: All photovoltaic systems shall comply with the Minnesota State Electrical Code.
 - 3. Compliance with State Plumbing Code: Solar thermal systems shall comply with applicable Minnesota State Plumbing Code requirements.
 - 4. Compliance with MN Energy Code: All SESs shall comply with HVAC-related requirements of the Energy Code.
 - 5. Utility Notification: No grid-intertied photovoltaic system shall be installed until the owner has submitted notification to the utility company of the customer's intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.
 - 6. Permitting Deadlines: Solar Energy Systems must complete work outlined within the Building Permit within six (6) months of the date the Building Permit was issued. All requests for an extension to this deadline must be made prior to the deadline, and must be made in writing to the City Building Official. The City Building Official shall issue an extension within seven (7) days of receiving the request if the party making the request provides good cause, which shall be broadly interpreted, for the request.
 - 7. Installation: Installation of a solar system shall not constitute a right to sunlight from any adjoining property, nor does the city assure access to sunlight.
 - 8. Security and Equipment buildings: Security and equipment building(s) on the site of solar farms shall be permitted uses accessory to the solar farm.
 - 9. Landscaping: Buffer screening from routine view of the public right-of-way and immediate adjacent residences shall be required in an attempt to minimize the visual impact of above grade site improvements and any extensive or imposing perimeter securing fencing that is proposed. Low

lying screening, shrubbery or other native vegetation shall be required around site perimeter security fencing.

- 10. Controlled Access: The owner or operator shall contain all unenclosed electrical conducts located above ground within a structure (or structures) with controlled access.
- 11. All CSEs and Solar Farms—Power and communication lines: All on-site power and communication lines running between banks of solar panels and buildings shall be buried underground on premise. The Zoning Administrator may grant exemptions to this requirement in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines.
- 12. ~~All CSEs and Solar Farm—Decommissioning Plan: A decommissioning plan with cost estimates shall be required to ensure that CSEs and Solar Farms are properly removed after their useful life. Decommissioning must occur within 180 days of abandonment. Five (5) years after commencement of the use, the owner or operator shall post a bond, letter of credit, or establish an escrow account. This security shall be in an amount equal to the estimated decommissioning cost.~~

All CSEs and Solar Farms—Agreement for Decommissioning and Public Infrastructure:

- (a) As part of the permitting for all CSEs and Solar Farms, the City shall require all applicants and property owners to enter into an agreement with the City for protection from the developer and property owner of all public infrastructure and to require security for the ongoing maintenance of the site during the permit, and for the decommissioning and reclaiming of the property.
 - (b) Prior to receiving an application for a building permit or making any improvements to the property, the applicant and property owner shall enter into a contract in writing with the City requiring the applicant to indemnify the City for damage to any public improvements or infrastructure at the applicant's sole cost and in accordance with the City's specifications and usual contract conditions.
 - (c) The agreement shall require the applicant to create an escrow deposit or furnish an irrevocable letter of credit or a certified check as is determined by the City Attorney, City Engineer, and City Administration. The amount of the deposit or security is to be based upon the estimate of the total cost to remove any infrastructure and reclaim the property to its original condition at the conclusion of the CSEs or Solar Farm. The deposit or security shall equal one hundred fifty percent (150%) of the estimate of all costs to remove any infrastructure and reclaim the property, plus any amount deemed necessary by the City Engineer to protect any public infrastructure during the construction or decommissioning of this project. This amount may be reduced or increased upon approval of a City Council resolution based upon such consideration as the size of the project, past performance by the applicant and/or financial credibility of the applicant, but in no case shall the amount be less than fifty percent (50%) of the estimate. On request of the applicant, if evidence is presented that the described work and improvements have been paid for, the amount of the deposit may be reduced in a sum equal to the estimated cost of the reclamation work so completed.
 - (d) Decommissioning must occur within 180 days of abandonment.
- 13. Easements: Solar energy systems shall not encroach on public drainage, utility, roadway, or trail easements.
 - 14. Glare: No solar energy equipment or solar electric systems shall create or cause unreasonable glare on other property or public roadways. Unreasonable glare shall mean a public safety hazard as determined by the City Council or the appropriate roadway authority.
 - 15. Ground Cover: The following provisions shall be met for all ground-mounted CSEs and Solar Farms related to the establishment of vegetated ground cover:

- a. The project site design shall include the installation and establishment of ground cover that provides native perennial vegetation and foraging habitat beneficial to game birds, songbirds, and pollinators. A minimum of 85% of the land area shall be planted with a native seed mix. This ground cover shall be maintained on the site for the duration of operation, until the site is decommissioned.
- b. At the applicant's request, they may take the additional steps necessary to meet the beneficial habitat standard for solar sites consistent with Minnesota Statutes, section 216B.1642, or successor statutes and guidance as set by the Minnesota Board of Water and Soil Resources (BWSR).

ACTION TO BE CONSIDERED

Staff is requesting that the Planning Commission hold a public hearing and review the proposed text amendments to the Zoning Code. Staff recommends that the Planning Commission act to recommend approval of the changes to the City Council.

Suggested Motion:

- 1. Move to recommend approval of the proposed amendments to Section 10-67-04 of the Zoning Code as presented by Staff.



CITY COUNCIL AGENDA REPORT

TO: Mayor & City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Pioneer Days Donation Request
DATE: February 3, 2025

OVERVIEW:

Staff received a donation request form from the St. Francis Area Chamber of Commerce to help cover some of the costs incurred by the community event "Pioneer Days". The Chamber is requesting a donation of \$5,000.00 from the City.

ACTION TO BE CONSIDERED:

Approve the donation request of \$5,000.00.

BUDGET IMPLICATION:

This is not budgeted and would come out of the General Fund.

Attachments:

- Donation Request Form



Date: 1/21/2009 Agenda Item # 9B.

DONATION REQUEST FORM

Organization Name	St. Francis Chamber
Address	PO Box 655
City, State, Zip	St. Francis, MN 55070
Contact Person	Michelle Anderson
Email	michelle.anderson@results.net
Telephone Number	763-568-0038

Amount of Request: \$5000.-

Does your request service a public purpose: YES or NO

Please describe your request:

THIS money to be used towards Pioneer Days.
 These funds will go towards garbage removed,
 proper signage, rental fees towards tents,
 chairs, tables and electrician.

Approved by City Council: Yes _____ No _____

Date approved: _____

Return Completed form to Jenni Wida, City Clerk:
jwida@stfrancismn.org
 23340 Cree St NW
 St. Francis, MN 55070



Community Development

Annual Report

2024

Respectfully Submitted by:

Jessica Rieland

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January 21, 2025

Mayor and City Council:

The Community Development Department has experienced significant transitions in 2024 with the onboarding of a new Community Development Director. Various staff have had to fill in gaps with staff shortages and onboarding new roles. Through this, the Community Development Department continued to support its mission of promoting and growing economic and housing development through building, marketing, and community engagement.

The core functions of Community Development include Building Code and Inspections, Planning and Zoning, Economic Development, Communications, Code Enforcement, and Rental and Vacant Housing programs. Although these functions are related, they each have a separate responsibility for the city as a whole. The department has four positions that administer and complete the responsibilities of all programs and work closely together to keep St. Francis competitive and successful in its development needs. The department also relies on the support and efforts of the City's consultants, including planning, engineering, and legal.

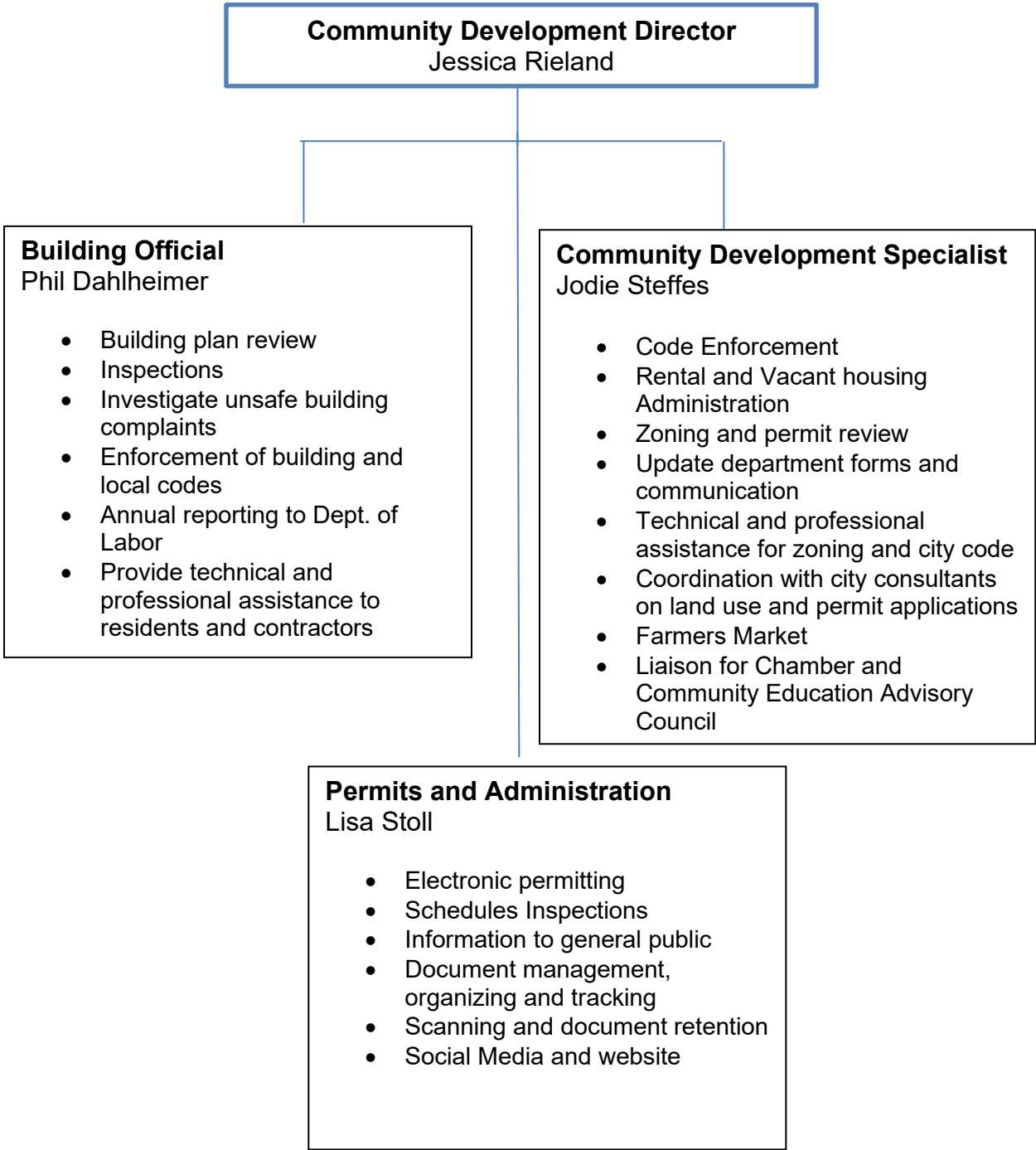
Many accomplishments were achieved and work continues on redevelopment to encourage activity and growth that aligns with the City's goals and vision.

I am pleased to provide this report to you about the activities performed in the Community Development Department in 2024.

Regards,

Jessica Rieland

COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



Economic Development

The department continues to work with project concepts and property sales for economic growth and opportunities. Here is an update on the status of the following projects:

Downtown Redevelopment - Bridge Street

- 3750 Bridge St – The City Hall/Fire Station completed construction in 2024 and Staff moved into the new building in December. This building will hopefully serve as a catalyst for development on the corridor.
- 3731 Bridge Street – This property is still under review of the legal team to finalize the property boundaries. The property cannot be sold until this is complete. In 2024, the EDA accepted a Letter of Intent (LOI) for Purchase of Property from North Shore Development Partners. They plan to build a 120-unit apartment building at 3731 Bridge Street. An apartment building would provide much needed high-quality rental housing to the city, and an influx of residents to support the Bridge Street commercial district.



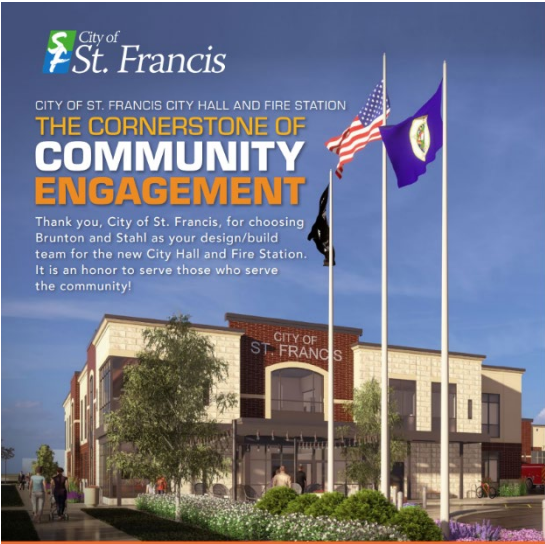
- 3631 Bridge Street – The Rum River Inn was purchased in 2024 and the new owners are in search of a development partner. Staff has created a guide to help navigate the layers of city and state code that regulate the site. The property is listed on the National Registry of Historic places and an Environmental Assessment Worksheet needs to be completed before they can move forward with a site plan.
- 3518 Bridge Street – Property is listed for sale and is a premier opportunity for commercial development that has views of the Rum River.
- 3503 Bridge St – This is a privately owned parcel that sold in 2024. The existing buildings were demolished in December and the new owner/developer plans to break ground in the spring of 2025. It is a Planned Unit Development (PUD) that will be developed in four phases that include two commercial buildings and two apartment buildings.



Initiatives and Marketing:

Staff continues to work with various partners to enhance economic development in the city. Efforts include:

- Work with the Anoka County Regional Economic Development (ACRED) partnership including Connexus Energy, Metro North Chamber and cities participating to improve economic development as a region.
- Hosting an ACRED meeting in November where partners got a sneak peak of the new City Hall, followed by a round of golf on the golf simulator at The Ponds.
- Partnering with the St. Francis Chamber of Commerce by providing logistical, strategic, and practical support for their efforts.
- A feature in Business View Magazine and in the Anoka Area Chamber Resource Guide.



Broadband and Internet:

In 2024, Midco had two projects that expanded fiber optic cable in the St. Francis area.
Project 1: 239th, 242nd, 243rd Ave NW, 244th Ct NW, Xavis, Martin, Jay, Hummingbird Streets
Project 2: 241st Ave NW, 241st Ct NW, Dysprosium, Erkiem, Cobalt, Yakima, Roanoke Streets

Utility and Street Expansions for Growth:

During the past year, Public Works completed the following maintenance projects:

- Paved a cul-de-sac on Quicksilver St NW.
- Replaced four valves on a water main and two fire hydrants along Ambassador Blvd.

St. Francis Economic Development Authority

The EDA held one meeting in October of 2024. City Administrator Thunstrom reviewed the Letter of Intent (LOI) agreement with North Shore Development and the Annual Report for 2023.

The EDA also hosted a Lunch and Learn event in December. The guest speaker was Shane Bader, VP of Marketing and Sales for Iceberg Web Design. He taught local business owners how to set up their digital presence for success. The event was open to all businesses in the community, and it received very positive feedback.



Farmers Market

- The Farmers Market finished out its second season with record setting attendance. During the season we saw 300-400 visitors each week. In total, 33 vendors registered with an average of 15 vendors being present each week. Of the 33 registered vendors, 7 of them live in St. Francis, and this market is the first place they've sold their products. There were also 7 community groups that took advantage of being able to connect with the market visitors. From turf grass questions to Early Childhood Education questions, the community stopped to learn more about them. In addition, there were 10 food trucks who registered and served their street food to all who stopped on one of the 16 market days this season.



Land Use Development

The city continued to utilize HKGi for planning services in 2024 to support land use development working primarily with Beth Richmond. This partnership has worked well, and staff are happy with their consultation services. Jodie Steffes continued to learn more about this process and helped to walk through the process with applicants, especially in the early stages. She also provided coverage while the department onboarded a new Community Development Director.

Residential Development

According to the St. Paul Area Association of Realtors, housing inventory remains constrained in most segments of the market. The median sales prices in St. Francis increased by 5.0% over the past year to a sales price of \$358,000. This is a larger increase than was seen in between 2022 and 2023. The surrounding communities saw increases as well, with the exception of Bethel and Isanti.

City of St. Francis Median Home Price Since 2020

2020	2021	2022	2023	2024	YOY	Since 2020
\$255,000	\$301,000	\$330,000	\$340,000	\$358,000	+ 5.4%	+ 40.4%

Surrounding Communities

YOY Change in Median Home Price

Community	Change From 2023 in Median Home Price
Bethel	-28.8%
East Bethel	+9.7%
Ham Lake	+13.3%
Isanti	0.0%
Nowthen	+13.5%
Oak Grove	+6.3%
Ramsey	+2.6%

Staff continues to provide technical assistance to housing developers. The following projects were continued or reviewed in 2024.

- **Bluffs of Rum River** – A one-year extension was requested for the final plat submittal deadline for the Bluffs of Rum River project. The owners are negotiating with new financial backers that would like to review current market demands against the product mix in the present plan.
- **Eagle Point/Vista Prairie - Senior Living Project** – Vista Prairie broke ground in 2024. They had a ribbon cutting ceremony in September followed by an open house at the School District Building. They are currently pre-qualifying tenants for lease agreements.

- **3731 Bridge Street** – This is an EDA owned infill housing site that is being considered for an apartment building by North Shore Development Partners. The city accepted a LOI in 2024 and the legal department is currently finalizing the property boundaries so that the city can move forward with a purchase agreement.
- **Rivers Edge Development** – In 2024, an amendment was made to the Rivers Edge PUD to expand the boundary to incorporate 2.5 acres along Rum River Blvd NW and to reduce side yard setbacks for villa lots. A drainage and utility easement was vacated and the 7th Addition Final Plat was approved. The final plat includes 23 villa lots on the east end of the development and an extension of Lily St.
- **Turtle Ponds** – In 2023, the City Council approved the preliminary plat, rezoning, and comprehensive plan amendment for Turtle Ponds 6th that will create a 7-unit subdivision of detached townhomes to serve as a continuation of the Turtles Ponds 4th Addition. However, in 2024 the applicant/developer withdrew the Final Plat application.
- **Serenity at Seelye Brook** – The final plat was approved for a four-lot subdivision between Bridgestone Rd NW and Seelye Brook. The lots are staked and ready to be sold.

Commercial Development

Commercial development is a critical component of a healthy community and local economy. Commercial development creates local job opportunities and allows for residents to meet the needs of their daily life within the city.

- **Autozone** – Autozone completed construction in 2024 and opened for business in August.
- **City Hall/Fire Station** – Construction of the City Hall/Fire Station was completed and Staff moved in the first week of December. This site is the first, new construction project to use the design standards for Bridge Street.
- **Select Urgent Care** – Select Urgent Care celebrated their ribbon cutting ceremony and opened their doors to the public in July of 2024.
- **Opp Medical Building Expansion** – Opp Family Chiropractic expanded their medical building and are in the process of completing construction and relocating their practice to the lower level of the building.

Planning Commission

The Planning Commission met 6 times in 2024 working its way through roughly 11 code updates and developments. Many items required a public hearing which they are responsible for in the land use process.

The Planning Commission had one vacancy in 2024 due to the sudden passing of Commissioner Daniel White in August. The vacant seat has not been filled yet.

During the year they collected input from the public and made recommendations to Council on the following items:

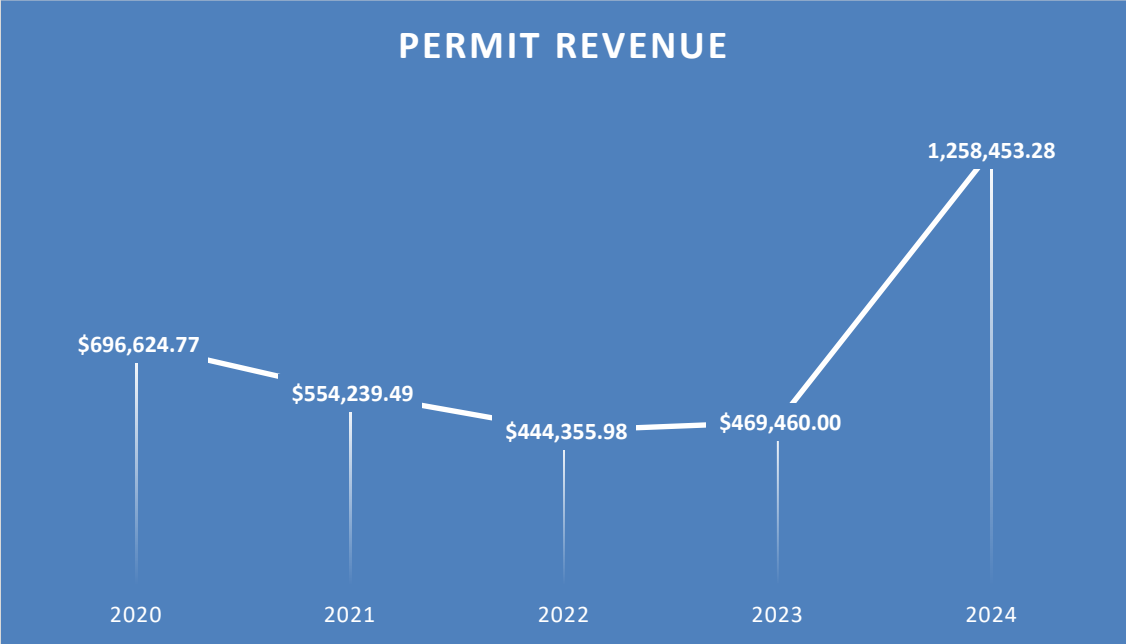
- Developments: Patriot Parkway Preliminary Plat, Rivers Edge PUD, and Rum River Preserve of St. Francis PUD
- Site Plan: First Baptist Church Expansion
- CUP/IUP: Northrup Grumman Grading IUP amendment
- Ordinance Amendments: Housekeeping updates, amendment to allow solar farms in the I-2 District, amendment to allow clinics in the I-1 District, and an amendment to the cannabis zoning code



In Loving Memory of Daniel White

Building Department

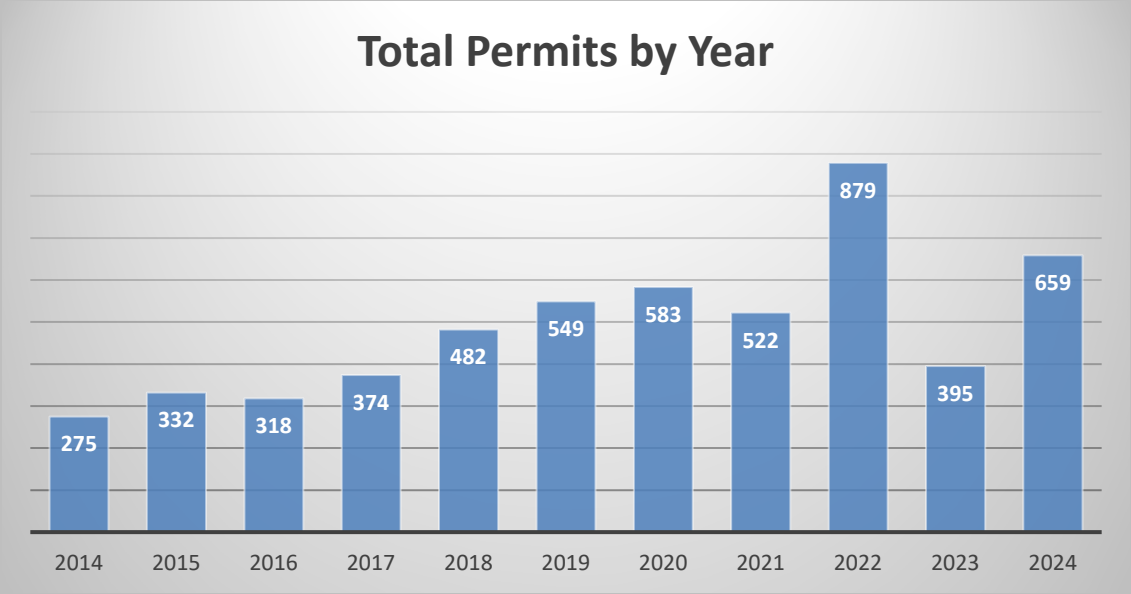
Building permit revenue continues to fluctuate with the city growth and development patterns in new housing units, residential remodeling and commercial construction. Building and zoning fees are set through the Fee Schedule. The graph below shows how permit revenues have changed over the past five years.



Revenue from building permit fees collected support stormwater, planning, and engineering reviews, in addition to inspections. Commercial and septic permits are received and processed through a contract with Metro West Inspection Services in which the City pays a percentage of fees back to their organization. Metro West is also utilized when the city Building Official is out for any extended period of time.

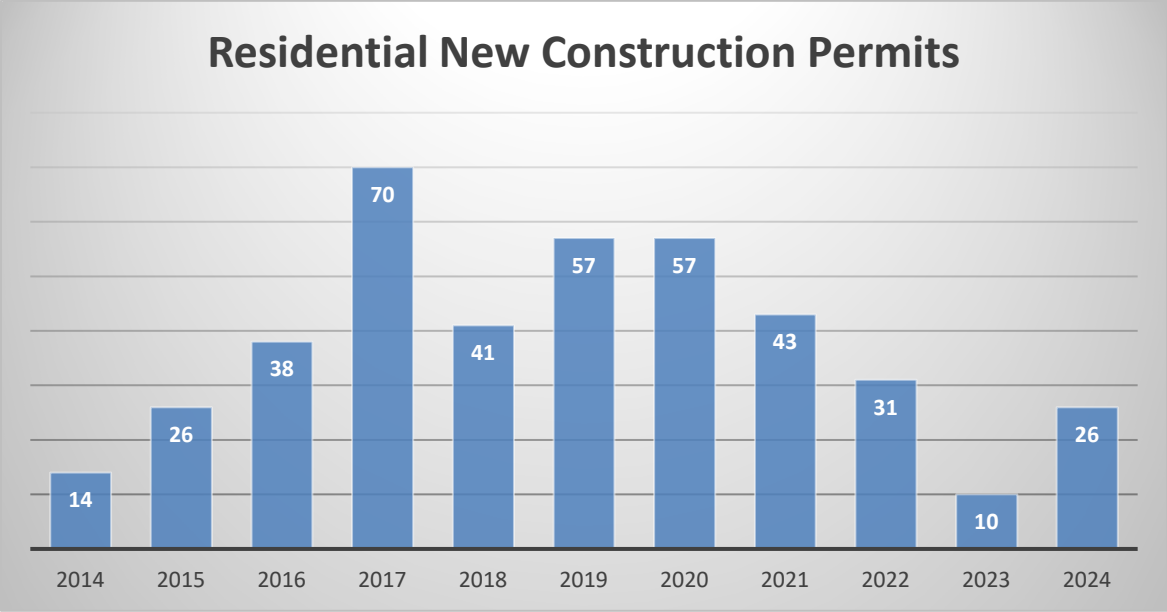
However, permit revenue does not necessarily correlate with the number of permits and workload required by staff. In 2024, 85% of the City’s permits were flat fee permits, which typically do not require a review and only require one inspection. These permits require almost as much administrative time, primarily completed by Lisa Stoll, to process as permits that require a valuation.

In 2024, the City had its second largest year for number of permits issued with a total of 659 permits. Most notably, Vista Prairie began construction on a \$29,000,000 building which brought in \$779,848.47 in permit revenue.

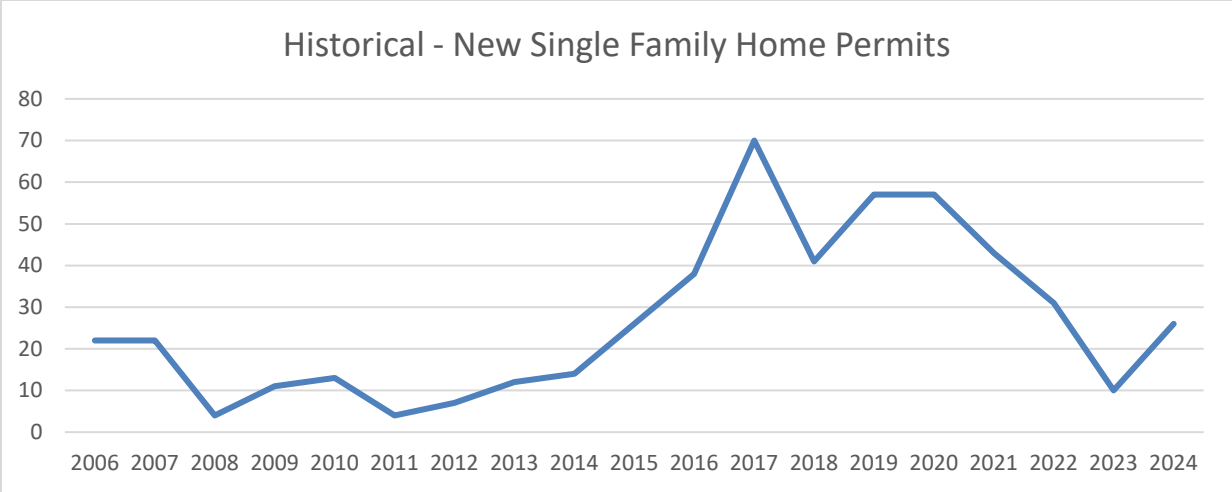


Growth

The leading indicator of growth in a city is new construction permits. In 2024, the city had 26 new homes built in the form of single units. Builders expressed additional caution due to increased interest rates.

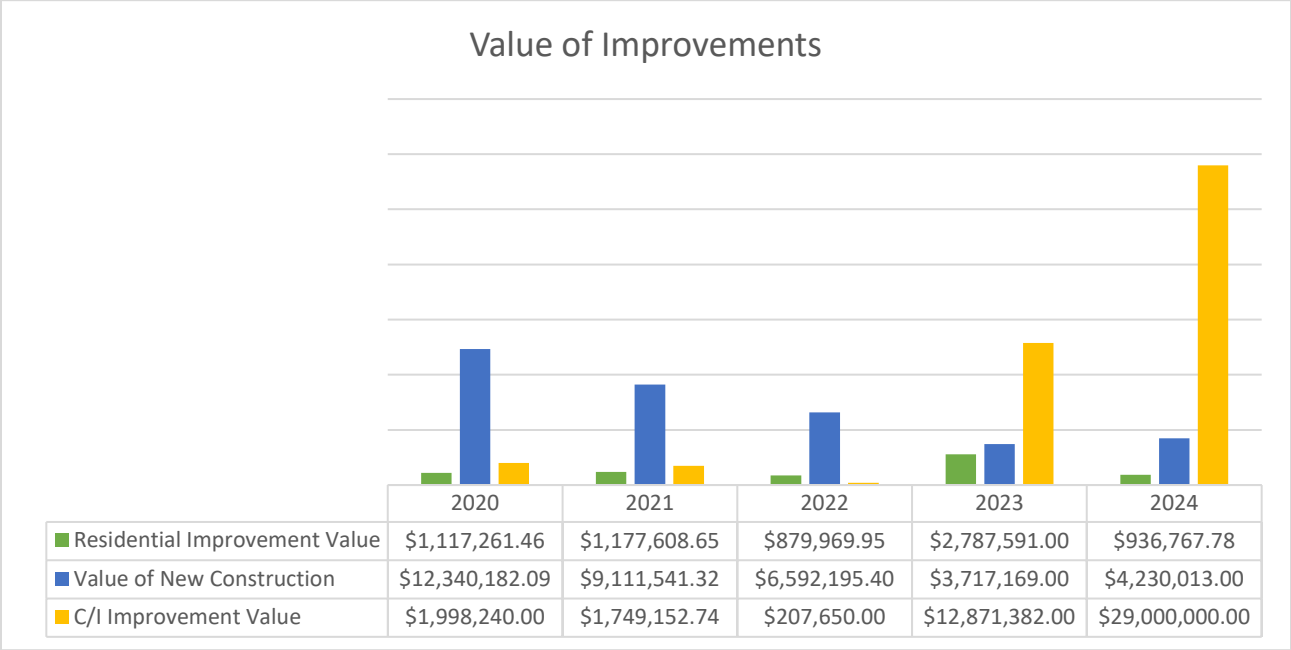


Below is the historical data of all new single-family construction permits. The highest year of tracked new construction permits was in 2017 with a total of 70 new homes in a single year from a low of four new homes in 2008 and 2011. The last large growth of subdivisions in the city was between 1998 through 2005. Manufactured Homes are not included.



Investment

Investment in our building stock comes from new construction and building improvements. Every permit brings a value to the community through improvement supporting sustainability and the ongoing value of the improved structure. In 2024, the value of improvements increased significantly for commercial construction. The valuation includes Vista Prairie, which is valued at \$29 million. Residential improvement value saw a decrease of 66% year-over-year and the value of new construction increased by 14% since 2023.



Code Enforcement

Enforcement is an ongoing function of staff, and it is primarily managed by Jodie Steffes with inspection support from Phil Dahlheimer. Most of the code enforcement is administered on a community complaint basis with some staff-initiated outreach and corrections. After a complaint is received, staff sends an Administrative Notice to the property owner to inform them of the violation. Most issues are resolved with this notice. Typically, the property owner creates a resolution plan with Jodie, and then she schedules a follow-up inspection.

During 2024, staff worked with over 72 properties to address complaints that required an Administrative Notice be sent. Of the notices issued, 15 properties received citations. The top three complaints were vehicle parking issues, tall grass, and work without a permit.

Properties contacted with Code enforcement concerns:

Year	Number of Notices:	Number of Citations:
2017	49	16
2018	58	22
2019	57	16
2020	120	10
2021	165	12
2022	88	10
2023	66	7
2024	72	15

There were two large code enforcement cases that required City Council review in 2024.

- **Partridge Street** – The property has significant City Code violations regarding outdoor storage and junk/debris. This property owner worked with staff to create a clean-up plan and received an extension from City Council. To date, the property has met the requirements of each interim checkpoint and is considered a code enforcement success.
- **23462 University Ave** – In 2023, the property was cited for violations for parking, junk/debris, rental, home occupation, and unfit living quarters. The violations were not resolved and the fines were not paid, which lead to a special assessment. The full assessment amount was \$9,000 or a total of \$1,800 per violation listed in the citations. A clean-up plan was established and the special assessment was reduced to \$3,900. The property was granted an extension through June 2024 with photos required for compliance in the interim. As of November 2024, the property had not been brought into compliance and received another special assessment in the amount of \$6,600. Staff continues to work with the property owner on a clean-up plan.

Administrative Projects:

- **BS&A Transition** – Staff transitioned to the BS&A software system in 2023. Nearly all aspects of the Community Development teams’ work changed dramatically with the new system. The BS&A software now manages permits, inspections, plan review, code enforcement, rental/vacant registration, land use applications, and payment processing. In 2024, Staff continued to work on implementing the online permitting system and the city will have all building permits available on the online portal by the end of Q1 2025.

- **Rental Housing Licensing** – The rental license program helps to ensure that all residents are living in safe and decent housing that is being properly maintained. The properties are inspected every few years to ensure they are safe. There are currently 114 rental properties registered in the City and this is an increase from 2023 when we had 92.

- **Vacant Property Registration** –The vacant registration program helps to ward off blight and uphold quality buildings in the City. In 2023, there were two known vacant properties being tracked – the Rum River Inn and the Hiller property located at 3508 Bridge St NW. In 2024, both properties were purchased and are being redeveloped.

In 2024, there were five new properties registered:

1. 23478 Arrowhead St NW
2. 24133 Verdin St NW
3. 5261 238th Ave NW
4. 2790 232nd Ln NW
5. 3503 Bridge St NW

- **Website and Department forms/applications** – Keeping the website up-to-date is an on-going activity. Staff values the website being up-to-date for transparency with the public and easy reference for the status of projects. It is also important to ensure that all of our informational handouts and documents are aligned with current codes and procedures. In 2024, the city moved to a new location which required all city forms to be updated with the new address and website information.