



CITY COUNCIL REGULAR MEETING
City Hall: 3750 Bridge St NW
Monday, March 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 - February 18, 2025
 - [B.](#) Code of Conduct
 - [C.](#) Rental License Approvals
 - [D.](#) Acknowledgement for Excluded Bingo Permit
 - [E.](#) Payment of Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
 - A. Fire Service Consolidation Presentation by Triad Paradigm
Presentation by Charlie Smith
- 7. PUBLIC HEARING**
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
 - [A.](#) Dangerous Dog Ordinance Amendment – First Reading
Ordinance 345 Amending the City Code Chapter 8 Section 3-1 Animals, Dog Licensing and Regulation
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
- 12. COUNCIL MEMBER REPORTS**
- 13. UPCOMING EVENTS**
 - March 10 - Charter Commission Meeting - 5:30 pm
 - March 17 - City Council Regular Meeting - 6:00 pm
 - March 19 - Planning Commission Meeting - CANCELLED
 - March 24 - City Council Work Session - 5:30 pm
- 14. ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
February 18, 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, Community Development Director Jessica Rieland, 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 - February 3, 2025

B. Approve Application for Off-Sale 3.2% Malt Liquor License for Speedway #4827

Resolution 2025-09 approving a 3.2% off-sale liquor license to River Country Cooperative, DBA Speedway #4827

C. Pioneer Days Fireworks Contract – Northern Lighter Pyrotechnics, Inc (NLP)

D. Woodbine North Tree Removal

E. 2025 Equipment Purchase Update

F. Diamond Drum Mulcher Purchase

G. Stahl Construction – Pay Applications No. 17 – Labor & Material and #18-Labor (Partial Retainage Payout)

H. Accepting Grant Award for Shared Services Study

Resolution 2025-10 authorizing the city of St. Francis to use funds awarded from the Minnesota Department of Public Safety for a shared services study with the cities of Bethel and St. Francis

I. Payment of Claims

Muehlbauer shared that he talked with Public Works Director Carpenter about the Woodbine North tree removal and while it seems like a high cost, he has an understanding of what this project includes and why. He added that Carpenter also shared that if they were to wait on this project then the cost could be much higher.

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

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

Nays: None

Motion carries: 5-0

5. **MEETING OPEN TO THE PUBLIC**

Andy Schreder, owner of Rum River Consultants and Baseline Technologies at 23306 Cree Street, came forward and shared that they assist cities and townships across the State with building code administration and community development software. He said they have been operating in St. Francis for the last six years and the space they are currently in is becoming an issue. He noted that they are interested in purchasing a new facility and they would like to enter into discussions with the City about the old City Hall building. He added that they would also be interested in helping the City's building department in the future.

Aaron Groshong, member of the Anoka County Election Integrity Team (ACEIT), came forward and shared the cost of the electronic poll pads that the City is using for a total of \$271,438 every five to seven years. He added that there are also annual fees, maintenance fees, data fees, and licensing fees that go along with these poll pads. He stated that the average annual cost for paper and ink would be a fraction of the cost if they switched to paper poll pads. He acknowledged that using paper poll pads would take more Staff time. He said the cellular networks that the electronic poll pads run off of are vulnerable, as well as the devices themselves and the cloud where the data is held can also be vulnerable. He added that it is possible to lose data through the electronic poll pads.

Muehlbauer asked if the cost of \$271,438 was the cost just to the City or to the whole County. Mr. Groshun said it was for the whole County.

Mr. Groshun continued his presentation and explained that Anoka County has an agreement with the School Board as well. He shared what would happen if they chose to terminate the existing agreement with Anoka County. He said that he wanted to bring all of this forward to the Council not only as a member of ACEIT, but as a concerned citizen.

Robinson said that he thinks about this from the Staff perspective and how much work this could put on City Clerk Wida. He noted that something like this would also need a lot of momentum before it is recognized by the County. He asked who

could stand in the way of this change. Mr. Groshun said a lot of people could stand in the way of this including the poll pad manufacturers, the County, and others. He stated that it ultimately comes down to the City.

Robinson said he is open to discussing this further as election integrity matters to him.

Muehlbauer asked if any members of ACEIT have looked at running for County Commission seats to try to help make a change at the County level. Mr. Groshun said he does not see any of the members running for the County Commission anytime soon.

Mayor Vogel shared that he has a lot of questions and concerns with the elections process. He said he wants to look into this further in the future. He asked if anyone from the County had responded to this presentation. Mr. Groshun said that he is not aware of any response from the County at this time.

House Representative Bryan Lawrence came forward and shared that he is available for any questions that residents may have. He shared an update on getting a bill sponsored for the Highway 47 road project. He noted that Representatives Peggy Scott and Harry Niska signed onto the bill as well. He explained that he dropped this bill on Monday, and it should start moving through the legislative process soon.

6. **SPECIAL BUSINESS**

A. Police Chief Todd Schwieger will be presenting a Life Saving Award to Officer Chanthapanya

Police Chief Schwieger recognized and presented Officer Chanthapanya with a Life Saving Award for his efforts on June 6, 2024, which saved the life of an Oak Grove woman. He thanked all first responders for all of their hard work that they put in to keep the City safe.

7. **PUBLIC HEARINGS**

A. Public Hearing for the 2025 Street Reconstruction Project

City Engineer Jochum reviewed the Staff report in regard to the 2025 street reconstruction projects.

Muehlbauer shared that there was a petition signed by seven out of the nine properties affected by this project.

Robinson asked how old the water main is that needs to be replaced. Jochum said it is 52 years old.

Robinson asked if this assessment amount was more or less than what the residents had paid in the past. Jochum explained that the amount significantly decreased from the old assessment policy which was changed in 2018 or 2019.

Robinson asked how long residents have to pay for assessments. Jochum said the Council would approve the timeline. He noted that the last one was a 15-year term at 5% interest.

Finance Director Mulvihill explained that the interest rate is typically 1% over the bond rate; however, since they are not bonding for this, they would have to calculate their own interest rate.

Robinson asked if they would still be doing this project if the new City Hall Fire Station had not been built. Jochum explained that these roads are reaching the end of their life and are on the CIP program.

Robinson asked if they would be able to move this to a Work Session to discuss the petition. City Administrator Thunstrom said they could; however, it would affect the timeline for getting approvals and going out for bids.

Mayor Vogel opened the Public Hearing at 6:41 p.m.

David Nutter came forward and asked if the assessments would not be approved until October and if they would be able to start the project before then. Jochum said yes and explained that the assessment amounts would be set in October; however, they will have a preliminary assessment amount to let the residents know how much they can expect.

Nutter shared that he had brought a handout to City Hall. He explained that he as well as other residents in the area think the sidewalks are a problem as they do not see the foot traffic in this area. He said he has lived in his home for a long time and they never see any foot traffic on this road. He noted they see this as an unnecessary expense. He added that a sidewalk would also be a burden for plowing purposes. He said that there are senior citizens who live in this area that do not want to be responsible for clearing the sidewalks when it snows. He asked if the water main will be expanded or just replaced with something of the same size that is there now. Jochum said the old water main is six inches and the new one will be 8 inches.

Nutter stated that this area of the City does not have room to expand so he does not see a need to expand the water main. He said it looks like the reason the water main is expanding is for the new City Hall Fire Station. He added that State law states that residents cannot be assessed for projects that do not improve the value of their property. He said that he does not see this project as providing any improvement to his property value. He stated if they do think this would improve the property values in the area, then proof needs to be provided. He shared that residents can appeal their assessments and he would like to know this process.

Sue Nutter, 22920 Rum River Boulevard, shared that this is the only historic area

of town left, and all of the homes are very old. She said no one in this area can afford the assessment. She stated she has lived in her home for 53 years and they have never had an issue with their water. She added that no one walks on this street, and they do not need a sidewalk in this area. She asked if this project could be put off for a while due to the current financial standing of the country. She said this is not fair to the residents.

Gail Somdahl, on the corner of Woodbine Street and Rum River Boulevard, came forward and shared that she understands the need for the resurfacing of this road and to install new pipes. She shared her concerns with the sidewalk as it would take away a lot of land for the homeowners in this area. She added that there is not a lot of traffic on Woodbine or 229th and having parking lots in this area is a concern. She said if they put a parking lot here, she is concerned that people will just park in this lot and could cause trouble.

Dawn Steinke, 22920 Woodbine Street, came forward and asked if the assessment amount could end up being higher than the preliminary amount they are given. Jochum said yes; however, they are typically fairly close with their preliminary amount.

Mrs. Steinke asked why they need curbs on this road. Jochum explained that most City roads now have curb and gutter which is the City's standard.

Heather Hagerman, 22866 Woodbine Street, came forward and shared that she has lived in her home for over 50 years and there has been no traffic the entirety of her time living here. She added that she has old mature trees across the front of her property that keeps her electric bill down in the summer because of the shade they provide. She noted that the proposed road would require all of these trees to be taken out. She said she has people who live in other parts of the City that come to her house to walk around the neighborhood because they love the old houses and the look of this area. She noted that this is what makes this area special. She stated this new road would take out all of the trees and allow cars to be parked right in front of their houses. She said this is not what she wants, nor it is what anyone wants. She stated that she understands the need to repave the road; however, they do not need a sidewalk or for the road to be widened for extra parking.

Mayor Vogel closed the Public Hearing at 6:56 p.m.

Muehlbauer asked if the proposed sidewalk is what is causing the trees to have to be removed. Jochum said some of the trees are where the new sidewalk would go.

Muehlbauer said he understands the complaints with the sidewalk as his fiancée lives in a home with sidewalks that need to be shoveled in the winter. He asked if the street parking is a requirement of the MSA. Jochum said it is not a requirement;

however, they need a certain width to have an option for street parking.

Muehlbauer asked for clarification on the law about assessments not being allowed unless it increases property values. Assistant City Attorney Schaps explained that the assessment process will be happening in October and through the feasibility and due diligence of the City, the property owners will be receiving the value of the improvement on this project. He said if the residents choose to challenge this, there is a process in State law that allows this.

Jochum added that they can also have an appraiser evaluate properties in the project to give the Council an idea of how much it would raise the property values.

Muehlbauer asked when the best time is to assess property owners for these things. He said he does not know when the economy will get better, and he does not know if anyone does. He explained that if they put this road construction off it could cause the road to break down even more and end up costing more to repair it. He added that replacing the water main is also more of a preventative measure due to the age of the system.

A resident said it does not make sense for the residents to be assessed for the water main improvements.

Faanes asked what the typical life expectancy is for a water main. Jochum said they are typically on the CIP after 50 years; however, they could last longer. He noted that the City has had a lot of issues with the services for this system and a lot of the saddles that connect the water to each home have been rusting and breaking off.

Faanes asked if they did not replace the water main and just resurfacing the street if there was a water main break if the responsibility would be on the homeowner for the repairs. Jochum explained that if there is an issue with the water main itself then it would be the City's responsibility but if the service breaks anywhere from the water main to the homes, then it would be the responsibility of the property owner.

Faanes noted that all of the residents who came forward said they do not need curbs or sidewalks in this area. She asked if taking this part of the project out would save some of the trees. Jochum said yes.

Faanes stated that the trees are a big concern as this is an older neighborhood with traditional homes. She added that she is an advocate of trying to keep St. Francis rural and these homes are most of the historic buildings that they have left. She said she would like to see a way that they can save the trees in this area and hear the residents' concerns around sidewalks and parking. She explained that no one likes assessments and there will never be a good time for them. She asked if all roads in the City will have curbs installed when they are reconstructed. Jochum

explained that they have been installing curbs on most roads that they are reconstructing unless they are in the rural areas.

Faanes added that it seems coincidental that this was happening around the same time that the City Hall Fire Station was being built, and the residents are likely already feeling the effects of these changes. She noted that if they needed more parking for the City Hall Fire Station then it should have been included in the construction of the building and not in this street project.

Muehlbauer explained that there was some history with the parking lot in this area. He clarified that they will not be assessing residents for this parking lot.

Udvig shared that she used to live on 229th and it needs to be reconstructed. She noted that when there are things going on at the gazebo, parking can sometimes go down these roads. She shared that one of the complaints she gets a lot from residents is that there are no sidewalks. She stated that while there is not a lot of foot traffic through this area now, that does not mean it will always be that way. She explained that if they are already going to be working on the road then it makes sense to also make the needed improvements to the water main. She said if they put the water main improvements out but still reconstruct the road, it is likely that the water main will need to be worked on before the road needs to be so they would be digging up this new road to access the water main, which would not be cost effective. She stated she can support this project moving forward without a sidewalk. She noted that since they are consistently installing curbs throughout the City then it would make sense to also install it in this area; however, if the residents are opposed to it then the Council needs to consider this.

A resident asked how much the water service assessment is. Jochum said it was \$2,478 per homeowner.

Robinson shared that he is also in support of saving the trees in this area. He said there is a lot of heritage in this older area of the City. He noted that if the project is not a necessity, then he would support removing this from the project. He added that curb helps steer stormwater and the State has been cracking down on stormwater. He shared that it would also be prudent to upgrade the water main now since they will already be working on this road. He said this upgrade is not needed for the City Hall Fire Station but due to the age of the system. He noted that the parking lot would be beneficial to City Hall, the Post Office, and the community. He shared that he has been on the Council for six years and they have always done things very frugally and this project is no different. He said the time has come that this area needs to be dealt with. He asked what would happen if the residents decided that they do not agree that these improvements increased their property values. Schaps explained that the residents would be responsible for their own court fees to challenge the assessment.

Mayor Vogel asked about the current width of these roads. Jochum said they are

Councilmember Muehlbauer aye
 Councilmember Robinson aye
 Councilmember Faanes aye
 Councilmember Udvig aye

Motion carries: 5-0

MOTION BY: ROBINSON SECONDED: UDVIG TO ADOPT RESOLUTION
 2025-13 SUMMARY PUBLICATION OF ORDINANCE 344.

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

Nays: None

Motion carries: 5-0

9. **NEW BUSINESS**

A. Approval of Plans and Specifications and Ordering Bids for the 2025 Street Reconstruction Project

Resolution 2025-14 approving plans and specifications and ordering advertisement for bids for the 2025 street reconstruction project

Jochum reviewed the Staff report in regard to approving the plans and specifications and ordering bids for the 2025 street reconstruction project. He shared that they can make amendments to the project as discussed during the Public Hearing.

Udvig said she would like to keep Woodbine narrower, get rid of the sidewalks as part of the project, complete the water main upgrades, and add curb and gutters to the roads.

Robinson agreed and added that he would like to see the trees in this area preserved.

Muehlbauer agreed.

Faanes agreed and reiterated that she would like to see the trees saved. She said that she will vote in favor of including the parking lot in this project; however, she feels as though it should have been included in the City Hall Fire Station project budget. She added that this parking lot will also make it so there is not a need for parking on Woodbine.

Mayor Vogel agreed with the Council.

Jochum asked if they wanted to go to the minimum road width on Woodbine. Udvig said she would like to see the roads at 28 feet widths.

Jochum said he would suggest 28-foot width on 229th but would like to see 32-foot width on Woodbine. The Council was in agreement with this.

MOTION BY: MUEHLBAUER SECONDED: UDVIG TO ADOPT RESOLUTION 2025-14 APPROVING PLANS AND SPECIFICATIONS AND ORDERING BIDS ADVERTISEMENT BIDS FOR THE 2025 STREET RECONSTRUCTION PROJECT AND DIRECTING STAFF TO MAKE THE CHANGES DISCUSSED BY COUNCIL.

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

Nays: None

Motion carries: 5-0

B. Appointment Amendment for the URRWMO

Resolution 2025-11 approving the amendment of the appointments for 2025 for the URRWMO

Carpenter reviewed the Staff report concerning amending the appointment to the Upper Rum River Watershed Management Organization.

Mayor Vogel asked if anyone is particularly interested in this role.

Muehlbauer asked about the requirements for the position. Carpenter shared that whoever holds this role would have a lot of input into the storm water discussions. He stated the meetings are fairly quick, but they have a lot of information. He added that whoever holds the role could also steer dollars towards the City. He shared that they meet quarterly on Tuesdays.

Faanes asked who has represented the City in the past on this board. Carpenter said there are currently two residents who are representing the City.

Udvig said she would be willing to take on this role.

MOTION BY: FAANES SECOND: MAYOR VOGEL TO ADOPT RESOLUTION 2025-11 APPROVING THE AMENDMENT OF THE APPOINTMENTS FOR 2025 FOR THE URRWMO APPOINTING SARAH UDVIG AS THE PRIMARY REPRESENTATIVE WITH ANDREW WOOD AS THE ALTERNATE.

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

Nays: None

Motion carries: 5-0

C. Hwy 47 Reconstruction – Fund, Pre-Design and Environmental

Resolution 2025-12 authorizing State of Minnesota Agency Agreement #1058906 between the Department of Transportation, Anoka County, and the City of St. Francis

Thunstrom reviewed the Staff report concerning a JPA between the State, Anoka County, and the City for the Highway 47 reconstruction funding, pre-design, and environmental review.

Robinson asked about the \$7,000,000 that they applied for last year and got and

if this will still be able to go towards this project. Thunstrom said it is federal money so they are watching it closely and they have not heard anything that this money will be removed from the City. She noted that this JPA is just an agreement to take the next step in this process. She added that they just received communication suggesting that they apply for additional appropriations on the federal level.

MOTION BY: MUEHLBAUER SECOND: ROBINSON TO ADOPT RESOLUTION 2025-12 AUTHORIZING STATE OF MINNESOTA AGENCY AGREEMENT #1058906 BETWEEN THE DEPARTMENT OF TRANSPORTATION, ANOKA COUNTY, AND THE CITY OF ST. FRANCIS.

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

Nays: None

Motion carries: 5-0

D. Professional Service Agreement with WSB for Hwy 47

Thunstrom reviewed the Staff report in regard to the professional services agreement with WSB for the Highway 47 project.

MOTION BY: UDVIG SECOND: ROBINSON TO APPROVE THE PROFESSIONAL SERVICE AGREEMENT WITH WSB FOR HIGHWAY 47.

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

Nays: None

Motion carries: 5-0

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. Police Department Annual Report 2024

Schwieger reviewed the 2024 Police Department report. He shared that they finally got back to full staffing levels in 2024. He highlighted the Police Reserve unit and thanked them for their efforts and support. He also thanked the chaplains for their work. He shared that there were 7,566 incidents in 2024 with an average response time of 4.28 minutes for high-priority calls and 5.10 minutes for low-priority calls. He reviewed the crime statistics and traffic activity for the year. He noted that there were 172 arrests made in 2024. He discussed the UAV deployments with 23 for the year. He reviewed the investigations unit, which was assigned 136 cases in 2024. He shared that St. Francis police officers put 257 hours into the Towards Zero Deaths program. He added that officers put in 636 hours of training in 2024. He explained that they were able to purchase some new equipment in 2024 including firearms and other public safety equipment with the funding that was awarded by the State in 2023. He reviewed other services offered by the department included firearm permitting, dog licensing, and fingerprinting, as well as the events that officers participated in throughout the year including Winning with Cops, the Citizen's Academy, Cone with a Cop, Safe at Home, the Bike Rodeo, National Night Out, the Trick or Treating event, and

Santa Claus at the Police Department. He thanked the Council for their continued support of the Police Department and they look forward to another busy year ahead.

Robinson asked if the residents will have the ability to view this report. Schwieger said the report will be posted on the website and can be posted on Facebook as well.

Robinson shared his appreciation for the bios of each officer and police Staff member. He thanked Schwieger for all that he and the Police Department do for the City.

Udvig stated it is phenomenal to see how many events the Police Department has throughout the year. She noted it is a huge service to the residents to get to have these kinds of interactions with the officers, so they feel more comfortable calling for help when it is needed.

Faanes agreed about the importance of the officers having these interactions with the residents, especially children, to help them feel less scared in emergency situations. She said the more they can do to help people see police officers in a positive light the better.

Muehlbauer noted the Police Department does a great job all year. He asked how having Investigator Hearn in his new role will affect the Citizen's Academy. Schwieger said Hearn will still be planning this event.

Mayor Vogel shared his appreciation for all of the work that the Police Department does day in and day out.

B. Liquor Store Annual Report 2024

Liquor Store Manager Pfeifer reviewed the 2024 Municipal Liquor Store report. He shared that they have great employee retention at the store and hired one new part-time employee in 2024. He stated their total gross sales was \$3,263,225, which is an increase over 2023. He added that the cash balance is at \$1,230,298, which is also an increase over 2023. He noted THC sales were huge in 2024 and was the fourth largest sales category behind beer, liquor, and wine. He reviewed sales by month and product. He shared that the cost of goods sold also increased in 2024. He added that the profit margin increased by 2%, largely due to THC sales. He discussed the operating expenses which slightly increased in 2024, due to the hiring of a new manager and increased hours. He explained that the net operating income had an increase of \$81,000 over 2023. He reviewed the trends that were observed in 2024, including THC products and premixed cocktails. He discussed some of the changes that were made to the store in 2024, including rearranging the store, adjusting hours, and increasing their Facebook page presence. He added that they have an app where people can look at everything that is available in store or can place a curbside pickup order. He added that they are also having

monthly sales. He noted that he helped out with the Farmer's Markets on Wednesdays over the summer and had tastings with food trucks most Fridays over the summer. He reviewed other events such as the Oktoberfest event, Friday wine tastings in October, and a Bourbon Endcap in November. He shared that they had a few different fundraisers for the year benefiting the Humane Society, the Fire Department, and the Vikings Foundation.

Muehlbauer said it is great to see the numbers increasing.

Faanes thanked Pfeifer for all that he did this year.

Udvig noted that the issue that she used to see at the Liquor Store was walking in and seeing employees sitting down on their computers. She said this does not happen anymore and the employees are all very helpful and attentive. He added that the tasting events over the summer were incredible. He noted the store layout is also very much improved and makes it easier to find products.

Robinson said the store is looking great inside and out. He asked Pfeifer if there are any changes that he wished he had not made in 2024. Pfeifer said there is nothing he can think of but there are always things he can do better.

Robinson asked if they were able to address the issue with credit card fees. Pfeifer said they did not make any changes as the changes being presented were very extreme.

Mayor Vogel shared his appreciation for Pfeifer, his expertise, and his ability to constantly adjust things for the better.

C. Public Works Annual Report 2024

Carpenter reviewed the 2024 Public Works report. He shared that St. Francis worked together with Stanford Township again in 2024 to complete the resurfacing of 245th and looks forward to continuing to work with them in the future. He added that they completed the Bark Park in 2024 and every member of the department had a hand in the construction of the park. He shared that the park continues to grow in popularity. He discussed the Releaf grant work with the DNR and shared that they removed 117 ash trees, and 135 trees were planted. He explained that Staff will continue to water these trees in 2025 to complete the grant requirements. He shared that recycling continues to be very popular and they have added a waste oil dump and a compost bin at Public Works for these recycling events. He added that they were awarded the Municipal Waste Prevention and Recycling grant and they used these funds to add four more recycling sites in parks. He reviewed the partnership with the Anoka Conservation District for the rain garden on 225th and the riverbank stabilization project in Rum River Park. He shared that they had perfect compliance with their annual water plant sanitary inspection. He added that zero contaminants were found in the City's well samples. He explained that the Neptune 260 Water Monitoring System

has helped residents be more aware of their water usage and be on the lookout for leaks. He discussed 2024 utility projects including the Ambassador water main improvement, wastewater treatment plant facility service leak, the Pederson water service connection, and the Royal Oaks lift station landscape improvements. He shared there were two engineering projects that they worked on in 2024, the sanitary sewer municipal water plan and wastewater treatment plant capacity review.

Muehlbauer shared that he had a resident ask him about the changing administration at the federal level and if there have been any updates to regulations around fluoride in water. Carpenter said nothing has changed and he is not aware of any changes that will be happening in the near future. He said he will keep them up to date as they find out more information.

Muehlbauer thanked Staff in every department for all of their work.

Faanes said she would love to stop by Public Works and see the equipment they use.

Udvig shared that Public Works Staff always does a great job and thanked them for their work and community outreach.

Robinson shared his appreciation for them working smarter and being able to condense some of their equipment for cost savings. He asked if they are making any adjustments ahead of Vista Prairie coming online. Carpenter said they will be able to handle adding Vista Prairie to the water system with no problems.

Robinson asked if they have any plans to make the oil recycling more convenient to access. Carpenter said this is a work in progress and they are working to find a cost-effective way to do this.

Mayor Vogel shared his appreciation for Carpenter and his Staff's hard work.

D. Fire Department Monthly Report - January 2025

Schmidt reviewed the Fire Department report for the month of January. He explained that they are using a new software that will help them pull more granular data. He noted that this software updates in real time and can be used to track goals. He shared the average dispatch time to enroute for the month was seven minutes and 25 seconds, and the average dispatch time to arrive at the scene was 12 minutes and eight seconds; however, he does believe that there may be a glitch with this metric and this data may not be completely accurate. He noted that there were 79 calls for service with 58 EMS calls and 21 fire calls. He reviewed the dispatch code data for each call over the month. He shared their projections for the year that would put them at 908 calls for service which would be a 12% increase over 2024. He added that they are averaging 2.63 calls per day. He explained that this software will allow them to look at the times of day and days of the week when

calls are coming in as well as the firefighters responses by hour and day of the week. He said this will help them address any staffing challenges they may have. He shared that they responded to four mutual aid calls for the month. He noted their average on scene time was 26 minutes and 22 seconds for the month.

Faanes asked if the Fire Department called any mutual aid from other cities during the month. Schmidt said no.

Mayor Vogel asked for the new software name. Schmidt said it is called Echo and it is designed by firefighters for firefighters.

Muehlbauer asked if there was an update to the shared services. Schmidt said that Charlie Smith will be here on March 3 to do an initial draft of the study. He added that they will also be presenting this to Bethel that same week.

Robinson asked about the relationship with Nowthen. Schmidt said they call when they need help. He shared that their new Fire Chief is getting settled in and they are seeing a decrease in the amount of consultation time being requested. He said their door is always open to help when needed.

The Council thanked Schmidt and his team for their hard work.

12. COUNCIL MEMBER REPORTS

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

Udvig shared that they are still looking for another member for the Park Commission. She added that as of March 1, Online Retrievers will be the City's animal control again.

Mayor Vogel shared that the MS4 situation is going to be very big. He explained that they will need to start clearing these pond areas which residents may be upset by. He shared that a resident had emailed him about pushing Bridge Street through to Highway 47. He noted that he has had an informal conversation with the superintendent who is open to this idea. He added that the Mayor of Anoka had reached out to him about drafting a letter of support for realigning Highway 47 with the fairgrounds. The Council was in agreement with Mayor Vogel signing the letter of support.

13. UPCOMING EVENTS

February 19 - Economic Development Authority Meeting - 5:30 pm

February 19 - Cancelled - Planning Commission Meeting

February 24 - City Council Work Session

March 3 - City Council Regular Meeting

14. ADJOURNMENT

MOTION BY: MUEHLBAUER SECOND: UDVIG 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 8:55 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Code of Conduct
DATE: March 3, 2025

OVERVIEW:

As the personnel policy holds staff accountable with Codes of Conduct, the City is lacking clear path for conduct for Council, Charter and Commissioners. A code of conduct is used to establish expectations for how members conduct themselves while carrying out their responsibilities in their work as a collective decision-making body for the community.

Key points about a code of conduct include:

- Sets clear guidelines – defines behavior in terms of honesty, integrity and professional decorum.
- Builds public confidence – demonstrates a commitment to transparency and accountability to the community.
- Provides a framework on expectations – allows for addressing potential misconduct
- Protects against conflicts of interest – requires members to disclose potential conflicts and recuse themselves when necessary.
- Comply with the law – identifies how members will handle open meeting law, gifts and conflicts.

The attached Code of Conduct is proposed as new business in 2025 to establish it into our existing policies. If adopted, staff will add the document annually in Consent on the first meeting of the year.

ACTION TO BE CONSIDERED:

Staff recommends Council review and adopt a Code of Conduct for Members of the City Council and City Commissions.

Attachments:

- City of St. Francis Code of Conduct for Members of City Council and City Commissions



**City of St. Francis
Code of Conduct for Members of City Council
and
City Commissions**

Preamble

The residents and businesses of St. Francis are entitled to have fair, ethical and accountable local government, which has earned the public’s full confidence for integrity. The effective functioning of democratic government therefore requires that:

- Public officials, both elected and appointed, comply with both the letter and spirit of the laws and politics affecting the operations of government.
- Public officials be independent, impartial and fair in their judgment and actions.
- Public office be used for the public good, not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the St. Francis City Council has adopted a Code of Conduct for members of the City Council to assure public confidence in the integrity of local government and its effective and fair operation.

This Code of Conduct describes the manner in which Councilmembers should treat one another, city staff, constituents, and others with which they encounter in representing the City of St. Francis.

City of St. Francis Code of Conduct

1. Acts in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of St. Francis and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the City Council and the City’s commissions.

2. Comply with the Law

Members shall comply with the applicable federal laws, state laws, and city ordinances in the performance of their public duties. In statutory cities, powers are granted to the Council as a whole, and not to individual members.

Mayoral Role

According to **MN Statute 412.191** the Mayor is a full member of the council in addition to:

- Act as presiding officer of meetings
- Represent the City ceremoniously

- Execute official documents

3. Open Meeting Law (OML)

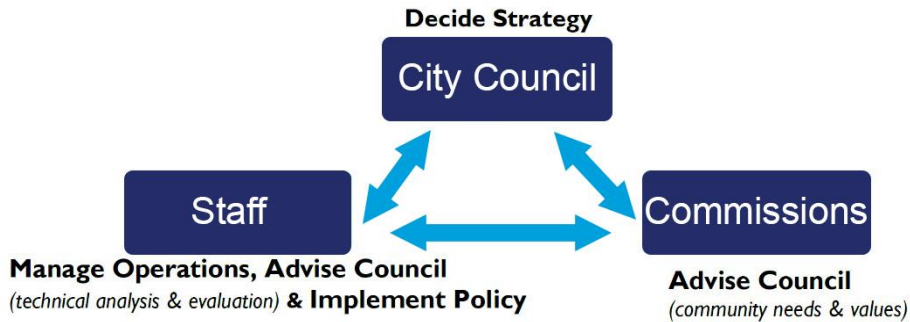
Public deliberations and processes shall be conducted openly and in a transparent manner. The Minnesota Open Meeting Law (*Chapter 13D*) requires that meetings of governmental bodies generally be open to the public in order to:

Prohibit actions being taken at a secret meeting where it is impossible for the interested public to become fully informed about a public board’s decisions or to detect improper influences

Assure the public’s right to be informed and observe public meetings:
The Minnesota Supreme Court has noted that meetings of less than a quorum of a public body held serially to avoid a public meeting or to fashion agreement on an issue of public business may violate the open meeting law.

4. Roles of Council, Staff and Commissions

We are all part of a team committed to the residents of St. Francis both today and in the future. To be effective we must come to meetings with an open mind, think strategically about City issues and delegate details of implementations to staff. We will strive to maintain a culture of trust, respect, and candor as a Council and when working with staff and Boards/Commissions.



City Council	City Administrator & Staff	Advisory Boards
Make policy level decisions	Provide best efforts and technical advice to Council	Provide community perspective
Approve: Budget & Long Term Plan, Contracts, Ordinances & Polices	Provide a full range of policy options and practicalities along with their recommendation and ground council discussions in the operational impacts of policy options.	Propose work -plan items
Approve: Development Proposals, Rezoning, variances, etc.	Implement policy decisions professionally even if they are not the staff recommendation.	Advise council on work plan items
Approve: Strategic Plan, goals, policies and action plan for council and staff (implement)	Carry out City Council directives	Hold hearings as required by council or law
Hire and supervise City Administrator	Manage operations, staff and work load	
Appoint Representatives of advisory commissions	Propose budget and polices	
	Deliver services	
	Enforce codes and policies	

Conduct at City Council meetings. work sessions and commissions meeting applies to City Council members, commission members, and staff unless noted otherwise:

- City Council will use (and has historically) Roberts Rules of Order as rules of order to govern meetings.
- We will refrain from private conversations while in the council chamber that interrupts the proceedings of the council
- We will practice professionalism by being respectful to all, and by being prepared for meetings.
- We will limit speech to subject of current debate
- We will encourage everyone to speak. Allow for discussions to be candid while also being diplomatic. Uphold and respect the dignity of all.
- Council Members will attempt to provide city staff sufficient time in advance of a meeting to answer questions you have about an agenda item. We will not intentionally surprise staff with questions or issues at the meeting.
- Council Members will attempt to let the city administrator know ahead of time if we want something pulled off the consent agenda. The city administrator will then inform the council in an appropriate manner.
- City staff will acknowledge the council as policymakers and the city council shall acknowledge staff as administering the council's policies
- City staff will strive to provide a full range of policy options and practicalities along with their recommendation and guide council discussions in the operational impacts of policy options.
- City staff will provide answers to council members questions as timely and thoroughly as possible
- City staff will provide staff reports on all agenda items with clear recommendation and options for council consideration.

5. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, which are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

6. Use of Public Resources

Members shall not use public resources that are not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

7. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of the Council shall not appear on behalf of the private interests of third parties before the Council or any commissions or proceedings of the City, nor shall members of commissions appear before their own bodies or before the Council on behalf of the private interests of the third parties on matters related to the areas of service of their bodies.

8. Advocacy

Members shall represent the official policies of positions of the City Council or commissions to the best of their ability when designated as delegates. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of St. Francis, nor will they allow the inference that they do.

9. Policy Role of Members

Members shall respect and adhere to the structure of city government as provided by state law and City Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, commissions, and City Staff. Members therefore shall not interfere with the administrative functions of the City or the professional duties of the City Staff nor shall they impair the ability of staff to implement Council policy decisions. Members will notify City Staff of interest in attending staff meetings before attending. Members should refrain from:

- Disrupting staff from the conduct of their jobs
- Involvement in administrative functions
- Audio or video tape conversations between staff and Councilmembers other than Council meetings.
- Establish and maintain relationships with City Staff that do not contribute to an open, honest and team-oriented environment and recognizes the appropriate chain of authority.

10. Positive Workplace Environment

Members shall support the maintenance of a positive and constructive workplace environment for City employees and for residents and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff or exhibit behavior that is demeaning or threatening or behavior that is directly or indirectly meant to intimidate, belittle or otherwise create a hostile work environment.

11. Implementation & Enforcement

As an expression of the standards of conduct for members expected by the City, this Code of Conduct is intended to be self-enforcing. It, therefore, becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientation for candidates for City Council. Members entering office shall adopt, at the first meeting of the year, a statement affirming that they read and understand the City of St. Francis Code of Conduct.

This Code shall be reviewed annually by the City Council and City commissions at the first meeting of each year.

The St. Francis Code of Conduct expresses standards of ethical conduct expected for members of the City Council and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Council Members and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Conduct are brought to their attention.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jodie Steffes, Community Development Specialist
SUBJECT: Rental License Approvals
DATE: March 3, 2025

OVERVIEW:

The City created rental codes in 2014 to work with property owners on registration and expectations. In 2019, codes were updated to address a number of issues that Community Development and the Police Department faced when working with rental properties.

As part of the update, Code was changed to create a process in which Council approves, suspends or revokes Rental Licenses.

The tentative timeline of the City rental program will be as follows:

- November, letter to applicable rental properties
- January 15th, rental applications due
- Completed applicants move to Council
- February 1st – second letter with late fee to missing applications
- March 16th – third letter with late fees to missing applications
- First week of May – first citation notice to be sent on missing applications
-

As rental property applications are received, inspections are conducted on select properties. The attached property units with addresses ending in the even numbers have been inspected and are ready for Council approval. The properties to be considered have been shown to meet all of the requirements in City Code Chapter 4, Section 6.

ACTION TO BE CONSIDERED:

Approval of Rental Licenses for properties:

2769 230 th LN NW	GREENLEE MARTIN	3/3/2025
2719 230 th CT NW	REALTY ONE GROUP CHOICE	3/3/2025
3853 232 nd AVE NW #102	DONNAY HOMES INC	3/3/2025
3905 233 RD AVE NW	ABBAY FIELD	3/3/2025
3459 228 TH AVE NW	MUEHLBAUER JOSEPH	3/3/2025
3925 233 RD AVE NW	ABBAY FIELD	3/3/2025
23065 GUARANI ST NW	BURY PROPERTIES LLC	3/3/2025
22835 RUM RIVER BLVD NW	NEW BEGINNINGS REAL ESTATE LLC	3/3/2025
3853 232 ND AVE NW #106	DONNAY HOMES INC	3/3/2025
3853 232 ND AVE NW #105	FUSSY SARA & ADAM	3/3/2025
23010 KERRY ST NW	NORTHERN CAPITAL INVESTMENTS	3/3/2025
22857 DAKOTAH ST NW	COOPER TIFFANY	3/3/2025



**CITY COUNCIL AGENDA
REPORT**

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Acknowledgement for Excluded Bingo Permit
DATE: March 3, 2025

OVERVIEW:

Saint Francis Lions Club submitted an application to Conduct Excluded Bingo on April 5, 2025.

For a nonprofit to conduct a lawful gambling activity, they must apply through the State, and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

A motion would be to acknowledge the permit application the Saint Francis Lions Club to Conduct Excluded Bingo at the St. Francis American Legion on April 5, 2025.

MINNESOTA LAWFUL GAMBLING

LG240B Application to Conduct Excluded Bingo

No Fee

5/24 Page 1 of 2

ORGANIZATION INFORMATION

Organization Name: Saint Francis Lions Club Previous Gambling Permit Number: xb-02688-23-024
Minnesota Tax ID Number, if any: 2738531 Federal Employer ID Number (FEIN), if any: 93-4267096
Mailing Address: PO Box 173
City: St. Francis State: MN Zip: 55070 County: Anoka
Name of Chief Executive Officer (CEO): Milissa Schrunk
CEO Daytime Phone: CEO Email: melissahairchair@gmail.com
Email permit to (if other than the CEO): timholen@ymail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[] Fraternal [] Religious [] Veterans [x] Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
[x] Current calendar year Certificate of Good Standing
Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? [] Yes [x] No
If yes, list the dates when bingo was conducted:
The proposed bingo event will be:
[x] one of four or fewer bingo events held this year. Dates: April 5 2025
-OR-
[] conducted on up to 12 consecutive days in connection with a:
[] county fair Dates:
[] civic celebration Dates:
[] Minnesota State Fair Dates:
Person in charge of bingo event: Melissa Schrunk Daytime Phone: 763-238-0650
Name of premises where bingo will be conducted: St. Francis American Legion
Premises street address: 3073 Bridge St. NW
City: St. Francis If township, township name: County: Anoka

LG240B Application to Conduct Excluded Bingo

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p>
<div style="border: 1px solid black; padding: 10px; text-align: center; margin: 10px auto; width: 80%;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

MAIL OR FAX APPLICATION & ATTACHMENTS

<p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 20px;">Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p>Questions? Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
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<p><small>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board</small></p>	<p><small>will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board</small></p>	<p><small>members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</small></p>
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Business Record Search »

Business Name

St Francis LIONS Club

Search Scope:

Begins With

Filing Status:

Active

Include Prior Names:

Exclude

Please see search results below. For best results, type only a portion of the business name. You may change the search criteria with the options above.

Search Results

Business Name

St. Francis Lions Club

Details

Business Status:

Active

Business Type:

Nonprofit Corporation (Domestic)

Name Type:

Minnesota Business Name

Business Record Details »

Minnesota Business Name
St. Francis Lions Club

Business Type
Nonprofit Corporation (Domestic)

MN Statute
317A

File Number
I-898

Home Jurisdiction
Minnesota

Filing Date
12/29/1970

Status
Active / In Good Standing

Renewal Due Date
12/31/2025

Registered Office Address
3726 Bridge Street NW
PO 173
St Francis, MN 55070-0173
USA

Number of Shares
NONE

Registered Agent(s)
Darlene P Behnke

President
Rex A Larson
PO BOX 173
SAINT FRANCIS, MN 55070-0173
USA

Filing History

Filing History

Select the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	12/29/1970	Original Filing - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	12/29/1970	Nonprofit Corporation (Domestic) Business Name (Business Name: St. Francis Lions Club)	
<input type="checkbox"/>	12/31/1997	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	11/16/1998	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	11/16/1998	Nonprofit Corporation (Domestic) Other	
<input type="checkbox"/>	11/16/1998	Nonprofit Corporation (Domestic) Mailing Address	
<input type="checkbox"/>	01/31/2002	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	01/16/2007	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	09/24/2007	Annual Reinstatement - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	12/2/2018	Registered Office - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	12/3/2018	Registered Office - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	12/7/2019	Registered Office - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	12/7/2019	Registered Office - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	2/22/2024	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	3/19/2024	Annual Reinstatement - Nonprofit Corporation (Domestic)	



CITY COUNCIL AGENDA REPORT

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

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$120,322.42 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:

- 03-03-2025 Packet List-\$120,322.42

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/04/2025 - 03/04/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
					Units	Quantity	
Vendor 19 - ANOKA AREA CHAMBER OF COMMERCE							
34209							
00039489	ANOKA AREA CHAMBER OF COMMERCE	02/12/2025		60.00	60.00	Open	N
	MONTHLY CHAMBER LUNCHEON	DROBERTSON					03/03/2025
	101-41400-40331	TRAVEL EXPENSES		60.00		1.00	60.00
Total Vendor 19 - ANOKA AREA CHAMBER OF COMMERCE				60.00	60.00		
Vendor 3811 - ANOKA COUNTY TREASURY							
B250210P							
00039485	ANOKA COUNTY TREASURY	02/11/2025		225.00	225.00	Open	N
	FEBRUARY 2025 - FIBER	DROBERTSON					03/03/2025
	101-42110-40321	TELEPHONE		37.50		1.00	37.50
	101-42210-40321	TELEPHONE		37.50		1.00	37.50
	101-43100-40321	TELEPHONE		37.50		1.00	37.50
	101-45200-40321	TELEPHONE		37.50		1.00	37.50
	601-49440-40321	TELEPHONE		37.50		1.00	37.50
	602-49490-40321	TELEPHONE		37.50		1.00	37.50
ELEC12262421							
00039490	ANOKA COUNTY TREASURY	12/27/2024		141.28	141.28	Open	N
	POSTAGE AND BALLOTS	DROBERTSON					12/31/2024
	101-41410-40441	MISCELLANEOUS		141.28		1.00	141.28
AR022885							
00039503	ANOKA COUNTY TREASURY	02/21/2025		319.50	319.50	Open	N
	3-APX BATTERIES	DROBERTSON					03/03/2025
	101-42110-40218	EQUIPMENT MAINTENANCE		319.50		1.00	319.50
Total Vendor 3811 - ANOKA COUNTY TREASURY				685.78	685.78		
Vendor 2591 - ASPEN MILLS							
349144							
00039504	ASPEN MILLS	02/20/2025		71.55	71.55	Open	N
	UNIFORM - NAME TAGS	DROBERTSON					03/03/2025
349353							
00039514	ASPEN MILLS	02/24/2025		314.16	314.16	Open	N
	UNIFORM - HEARN	DROBERTSON					03/03/2025
	101-42110-40437	UNIFORMS		314.16		1.00	314.16
Total Vendor 2591 - ASPEN MILLS				385.71	385.71		
Vendor 42 - BARNA, GUZY & STEFFEN							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/04/2025 - 03/04/2025

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 Units	Status Quantity	Posted Post Date Unit Price
Vendor 42 - BARNA, GUZY & STEFFEN							
293357 00039512	BARNA, GUZY & STEFFEN 3731 BRIDGE STREET PURCHASE 101-41600-40304	01/31/2025 DROBERTSON		2,280.00	2,280.00	Open	N 03/03/2025
		CIVIL LEGAL FEES		2,280.00		1.00	2,280.00
293057 00039521	BARNA, GUZY & STEFFEN MISCELLANEOUS/NON-RETAINER	01/31/2025 DROBERTSON		300.00	300.00	Open	N 03/03/2025
293056 00039522	BARNA, GUZY & STEFFEN COMMUNITY DEVELOPMENT	01/31/2025 DROBERTSON		1,275.00	1,275.00	Open	N 03/03/2025
293055 00039523	BARNA, GUZY & STEFFEN GENERAL LABOR	01/31/2025 DROBERTSON		336.00	336.00	Open	N 03/03/2025
293054 00039524	BARNA, GUZY & STEFFEN PROSECUTION/RETAINER FILE	01/31/2025 DROBERTSON		5,300.00	5,300.00	Open	N 03/03/2025
293049 00039525	BARNA, GUZY & STEFFEN CHARTER COMMISSION/MUNICIPAL	01/31/2025 DROBERTSON		171.00	171.00	Open	N 03/03/2025
Total Vendor 42 - BARNA, GUZY & STEFFEN					<u>9,662.00</u>	<u>9,662.00</u>	
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0206856500 00039526	BELLBOY CORPORATION BAR SUPPLY THC 609-49751-40206	02/25/2025 CBUSKEY		651.55	651.55	Open	N 02/25/2025
	609-49751-40257	FREIGHT THC		11.55 640.00		1.00 1.00	11.55 640.00
0206850400 00039527	BELLBOY CORPORATION BAR SUPPLY LIQUOR/THC/WINE 609-49751-40206	02/25/2025 CBUSKEY		1,464.15	1,464.15	Open	N 02/25/2025
	609-49751-40253	FREIGHT WINE		21.45 130.00		1.00 1.00	21.45 130.00
	609-49751-40257	THC		168.00		1.00	168.00
	609-49751-40251	LIQUOR		1,144.70		1.00	1,144.70
0109522500 00039528	BELLBOY CORPORATION BAR SUPPLY OPERATING/MISC 609-49751-40206	02/25/2025 CBUSKEY		252.65	252.65	Open	N 02/25/2025
	609-49751-40254	FREIGHT MISCELLANEOUS MERCHANDISE		7.15 49.00		1.00 1.00	7.15 49.00
	609-49750-40210	OPERATING SUPPLIES		196.50		1.00	196.50

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/04/2025 - 03/04/2025

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 53 - BELLBOY CORPORATION BAR SUPPLY							
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				2,368.35	2,368.35		
Vendor 9051 - C. EMERY NELSON, INC							
43495							
00039520	C. EMERY NELSON, INC	02/19/2025		559.81	559.81	Open	N
	OIL		DMULVIHILL				03/03/2025
	602-49490-40228		EQUIPMENT MAINTENANCE	559.81		1.00	559.81
Total Vendor 9051 - C. EMERY NELSON, INC				559.81	559.81		
Vendor 2218 - CRAWFORDS EQUIPMENT							
01-102262							
00039540	CRAWFORDS EQUIPMENT	02/27/2025		236.77	236.77	Open	N
	SNOW BLOWER REPAIR		DROBERTSON				03/03/2025
Total Vendor 2218 - CRAWFORDS EQUIPMENT				236.77	236.77		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2401020							
00039472	DAHLHEIMER DIST. CO. INC	02/19/2025		14,168.67	14,168.67	Open	N
	BEER/NA		CBUSKEY				02/19/2025
	609-49751-40252		BEER	14,108.67		1.00	14,108.67
	609-49751-40255		N/A PRODUCTS	60.00		1.00	60.00
2405226							
00039500	DAHLHEIMER DIST. CO. INC	02/21/2025		132.00	132.00	Open	N
	BEER		CBUSKEY				02/21/2025
	609-49751-40252		BEER	132.00		1.00	132.00
2407776							
00039536	DAHLHEIMER DIST. CO. INC	02/26/2025		10,923.92	10,923.92	Open	N
	BEER		CBUSKEY				02/26/2025
	609-49751-40252		BEER	10,923.92		1.00	10,923.92
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				25,224.59	25,224.59		
Vendor 107 - ECM PUBLISHERS, INC							
1036966							
00039531	ECM PUBLISHERS, INC	02/21/2025		99.00	99.00	Open	N
	RESOLUTION 2025-13		DROBERTSON				03/03/2025
Total Vendor 107 - ECM PUBLISHERS, INC				99.00	99.00		

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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 107 - ECM PUBLISHERS, INC							
				99.00	99.00		
Vendor 545 - ELITE SANITATION							
31359							
00039481	ELITE SANITATION PORTABLE TOILET 1/26-2/22/2025 101-43100-40311	02/11/2025 DROBERTSON CONTRACT		984.90	984.90	Open	N 03/03/2025 984.90
				984.90		1.00	984.90
31281							
00039482	ELITE SANITATION PORTABLE TOILET 12/1-12/30/2024 101-43100-40311	01/07/2025 DROBERTSON CONTRACT		984.90	984.90	Open	N 03/03/2025 984.90
				984.90		1.00	984.90
Total Vendor 545 - ELITE SANITATION				1,969.80	1,969.80		
Vendor 10704 - EMERALD ELEMENTS							
3056							
00039501	EMERALD ELEMENTS THC 609-49751-40257	02/21/2025 CBUSKEY THC		360.00	360.00	Open	N 02/21/2025 360.00
				360.00		1.00	360.00
Total Vendor 10704 - EMERALD ELEMENTS				360.00	360.00		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-15007							
00039473	GLOBAL RESERVE DISTRIBUTION THC 609-49751-40257	02/19/2025 CBUSKEY THC		240.00	240.00	Open	N 02/19/2025 240.00
				240.00		1.00	240.00
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				240.00	240.00		
Vendor 132 - GRAINGER, INC							
9421279440							
00039537	GRAINGER, INC CHLORINE ROOM PIPING	02/26/2025 DROBERTSON		124.49	124.49	Open	N 03/03/2025
9420992183							
00039538	GRAINGER, INC CHLORINE ROOM PIPING	02/26/2025 DROBERTSON		14.89	14.89	Open	N 03/03/2025
Total Vendor 132 - GRAINGER, INC				139.38	139.38		

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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 4691 - GRANITE CITY JOBBING CO							
441305							
00039513	GRANITE CITY JOBBING CO	02/25/2003		5,520.71	5,520.71	Open	N
	TOBACC/MISC		CBUSKEY				02/25/2025
	609-49751-40206		FREIGHT	10.00		1.00	10.00
	609-49751-40254		MISCELLANEOUS MERCHANDISE	80.62		1.00	80.62
	609-49751-40256		TOBACCO PRODUCTS	5,430.09		1.00	5,430.09
Total Vendor 4691 - GRANITE CITY JOBBING CO				5,520.71	5,520.71		
Vendor 3831 - ISANTI COUNTY TREASURER							
2025-041							
00039486	ISANTI COUNTY TREASURER	02/11/2025		276.13	276.13	Open	N
	2024 GENERAL ELECTION COSTS		DMULVIHILL				12/31/2024
	101-41410-40441		MISCELLANEOUS	276.13		1.00	276.13
Total Vendor 3831 - ISANTI COUNTY TREASURER				276.13	276.13		
Vendor 10476 - IUOE LOCAL #49							
.02202025							
00039477	IUOE LOCAL #49	02/20/2025		210.00	210.00	open	N
	IUOE #49 DUES MARCH 2025		DROBERTSON				03/03/2025
	101-00000-21707		UNION DUES	210.00		1.00	210.00
Total Vendor 10476 - IUOE LOCAL #49				210.00	210.00		
Vendor 154 - JOHNSON BROTHERS							
2732488							
00039491	JOHNSON BROTHERS	02/21/2025		8,857.04	8,857.04	Open	N
	LIQUOR		CBUSKEY				02/21/2025
	609-49751-40206		FREIGHT	218.40		1.00	218.40
	609-49751-40251		LIQUOR	8,638.64		1.00	8,638.64
2732489							
00039492	JOHNSON BROTHERS	02/21/2025		874.12	874.12	Open	N
	WINE		CBUSKEY				02/21/2025
	609-49751-40206		FREIGHT	29.12		1.00	29.12
	609-49751-40253		WINE	845.00		1.00	845.00
Total Vendor 154 - JOHNSON BROTHERS				9,731.16	9,731.16		

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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 3135 - LAW ENFORCEMENT LABOR SVCS.							
.02202025 00039478	LAW ENFORCEMENT LABOR SVCS. POLICE DUES MARCH 2025 101-00000-21707	02/20/2025 DROBERTSON UNION DUES		657.00	657.00	Open	N 03/03/2025
				657.00		1.00	657.00
.022020251 00039479	LAW ENFORCEMENT LABOR SVCS. SERGEANTS DUES MARCH 2025 101-00000-21707	02/20/2025 DROBERTSON UNION DUES		73.00	73.00	Open	N 03/03/2025
				73.00		1.00	73.00
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.				730.00	730.00		
Vendor 173 - MARTIN-MCALLISTER							
16688 00039470	MARTIN-MCALLISTER PUBLIC SAFETY ASSESSMENT - TISCHER 101-42210-40305	01/31/2025 DROBERTSON MEDICAL FEES		650.00	650.00	Open	N 03/03/2025
				650.00		1.00	650.00
Total Vendor 173 - MARTIN-MCALLISTER				650.00	650.00		
Vendor 202 - MCDONALD DIST CO							
792941 00039474	MCDONALD DIST CO BEER 609-49751-40252	02/19/2025 CBUSKEY BEER		(30.40)	(30.40)	Open	N 02/19/2025
				(30.40)		1.00	(30.40)
792942 00039475	MCDONALD DIST CO BEER/MISC/NA 609-49751-40255 609-49751-40254 609-49751-40252	02/19/2025 CBUSKEY N/A PRODUCTS MISCELLANEOUS MERCHANDISE BEER		8,620.10	8,620.10	Open	N 02/19/2025
				214.00		1.00	214.00
				136.50		1.00	136.50
				8,269.60		1.00	8,269.60
794260 00039533	MCDONALD DIST CO LIQUOR 609-49751-40251	02/26/2025 CBUSKEY LIQUOR		500.00	500.00	Open	N 02/26/2025
				500.00		1.00	500.00
794267 00039534	MCDONALD DIST CO BEER 609-49751-40252	02/26/2025 CBUSKEY BEER		(69.90)	(69.90)	Open	N 02/26/2025
				(69.90)		1.00	(69.90)

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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 202 - MCDONALD DIST CO							
794261							
00039535	MCDONALD DIST CO	02/26/2025		8,042.25	8,042.25	Open	N
	BEER/THC/MISC/NA	CBUSKEY					02/26/2025
	609-49751-40257	THC		198.00		1.00	198.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		97.50		1.00	97.50
	609-49751-40255	N/A PRODUCTS		214.00		1.00	214.00
	609-49751-40252	BEER		7,532.75		1.00	7,532.75
Total Vendor 202 - MCDONALD DIST CO					17,062.05	17,062.05	
Vendor 3689 - METRO SALES, INC							
INV2719825							
00039519	METRO SALES, INC	02/20/2025		199.00	199.00	Open	N
	COPIES	DMULVIHILL					03/03/2025
	101-41400-40200	OFFICE SUPPLIES		199.00		1.00	199.00
Total Vendor 3689 - METRO SALES, INC					199.00	199.00	
Vendor 6269 - MHSRC/RANGE							
337900-11547							
00039511	MHSRC/RANGE	02/24/2025		1,290.00	1,290.00	Open	N
	PIT HYBRID CLASS - BOLTE AND N. SCHWIEGE DROBERTSON	TRAINING		1,290.00		1.00	03/03/2025
	101-42110-40208						1,290.00
Total Vendor 6269 - MHSRC/RANGE					1,290.00	1,290.00	
Vendor 4745 - MN NCPERS LIFE INSURANCE							
73340003205							
00039480	MN NCPERS LIFE INSURANCE	02/01/2025		448.00	448.00	Open	N
	DECEMBER THRU MARCH	DMULVIHILL					03/03/2025
	101-00000-21713	MN LIFE		448.00		1.00	448.00
Total Vendor 4745 - MN NCPERS LIFE INSURANCE					448.00	448.00	
Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC							
48729							
00039539	NYSTROM PUBLISHING COMPANY, INC	02/27/2025		2,775.41	2,775.41	Open	N
	SPRING 2025 NEWSLETTER	DROBERTSON					03/03/2025
Total Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC					2,775.41	2,775.41	

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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 10369 - NYSTROM PUBLISHING COMPANY, INC							
Vendor 4605 - OPUS 21							
250151							
00039532	OPUS 21	02/18/2025		3,256.05	3,256.05	open	N
	JANUARY 2025 SERVICES		DROBERTSON				03/03/2025
	601-49440-40382	UTILITY BILLING		1,628.03		1.00	1,628.03
	602-49490-40382	UTILITY BILLING		1,628.02		1.00	1,628.02
Total Vendor 4605 - OPUS 21					<u>3,256.05</u>	<u>3,256.05</u>	
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
6932276							
00039493	PHILLIPS WINE & SPIRITS CO	02/21/2025		251.67	251.67	open	N
	MISC		CBUSKEY				02/21/2025
	609-49751-40206	FREIGHT		10.92		1.00	10.92
	609-49751-40254	MISCELLANEOUS MERCHANDISE		240.75		1.00	240.75
6932274							
00039494	PHILLIPS WINE & SPIRITS CO	02/21/2025		3,202.04	3,202.04	open	N
	LIQUOR		CBUSKEY				02/21/2025
	609-49751-40206	FREIGHT		53.69		1.00	53.69
	609-49751-40251	LIQUOR		3,148.35		1.00	3,148.35
6932275							
00039495	PHILLIPS WINE & SPIRITS CO	02/21/2025		1,147.32	1,147.32	open	N
	WINE		CBUSKEY				02/21/2025
	609-49751-40206	FREIGHT		47.32		1.00	47.32
	609-49751-40253	WINE		1,100.00		1.00	1,100.00
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO					<u>4,601.03</u>	<u>4,601.03</u>	
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B016312							
00039476	RMB ENVIRONMENTAL LABORATORIES, INC	02/20/2025		156.75	156.75	open	N
	ALL WEEKS COOLER 2		DROBERTSON				03/03/2025
	602-49490-40313	SAMPLE TESTING		156.75		1.00	156.75
B016342							
00039530	RMB ENVIRONMENTAL LABORATORIES, INC	02/26/2025		206.91	206.91	open	N
	WEEKS 2-4 COOLER 1		DROBERTSON				03/03/2025
	602-49490-40313	SAMPLE TESTING		206.91		1.00	206.91
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							

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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 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
				363.66	363.66		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2591491							
00039498	SOUTHERN GLAZERS OF MN LIQUOR	02/21/2025		5,813.63	5,813.63	Open	N
	609-49751-40206		CBUSKEY				02/21/2025
	609-49751-40251	FREIGHT		34.13		1.00	34.13
		LIQUOR		5,779.50		1.00	5,779.50
2591492							
00039499	SOUTHERN GLAZERS OF MN WINE	02/21/2025		235.08	235.08	Open	N
	609-49751-40206		CBUSKEY				02/21/2025
	609-49751-40253	FREIGHT		5.12		1.00	5.12
		WINE		229.96		1.00	229.96
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				6,048.71	6,048.71		
Vendor 5526 - ST. FRANCIS HOME RUN CLUB							
2192025							
00039471	ST. FRANCIS HOME RUN CLUB WARMING HOUSE CONTRACT	02/19/2025		6,888.00	6,888.00	Open	N
	101-45200-40311		JSHOOK				03/03/2025
		CONTRACT		6,888.00		1.00	6,888.00
Total Vendor 5526 - ST. FRANCIS HOME RUN CLUB				6,888.00	6,888.00		
Vendor 863 - THE BERNICK COMPANIES							
10323777							
00039496	THE BERNICK COMPANIES BEER	02/21/2025		(52.42)	(52.42)	Open	N
	609-49751-40252		CBUSKEY				02/21/2025
		BEER		(52.42)		1.00	(52.42)
10323776							
00039497	THE BERNICK COMPANIES BEER	02/21/2025		726.60	726.60	Open	N
	609-49751-40252		CBUSKEY				02/21/2025
		BEER		726.60		1.00	726.60
Total Vendor 863 - THE BERNICK COMPANIES				674.18	674.18		
Vendor 10641 - UNION HERALD							

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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 10641 - UNION HERALD							
45636							
00039488	UNION HERALD	01/31/2025		22.50	22.50	Open	N
	ANOKA COUNTY UNION HERALD JAN 2025	DROBERTSON					03/03/2025
	101-41400-40441	MISCELLANEOUS		22.50		1.00	22.50
Total Vendor 10641 - UNION HERALD					<u>22.50</u>	<u>22.50</u>	
Vendor 4556 - UTILITY SERVICE CO., INC							
619993							
00039487	UTILITY SERVICE CO., INC	02/01/2025		12,038.57	12,038.57	Open	N
	HYDROPILLAR NEW TOWER	DROBERTSON					03/03/2025
	601-49440-40311	CONTRACT		12,038.57		1.00	12,038.57
Total Vendor 4556 - UTILITY SERVICE CO., INC					<u>12,038.57</u>	<u>12,038.57</u>	
Vendor 9543 - UTILITYLOGIC							
15091							
00039483	UTILITYLOGIC	11/20/2024		69.00	69.00	Open	N
	PAINT	DMULVIHILL					12/31/2024
	601-49440-40237	SMALL EQUIPMENT		69.00		1.00	69.00
Total Vendor 9543 - UTILITYLOGIC					<u>69.00</u>	<u>69.00</u>	
Vendor 4867 - VESCO, INC							
096741							
00039484	VESCO, INC	02/20/2025		648.82	648.82	Open	N
	REGULATOR REBUILD	DMULVIHILL					03/03/2025
	601-49440-40233	WATER PLANT MAINT		648.82		1.00	648.82
096778							
00039529	VESCO, INC	02/24/2025		2,055.00	2,055.00	Open	N
	IWAKI TRANSFER PUMP	DROBERTSON					03/03/2025
	601-49440-40233	WATER PLANT MAINT		2,055.00		1.00	2,055.00
Total Vendor 4867 - VESCO, INC					<u>2,703.82</u>	<u>2,703.82</u>	
Vendor 4344 - VINOPIA, INC							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 4344 - VINOPIA, INC							
0368673							
00039502	VINOPIA, INC	02/21/2025		1,305.25	1,305.25	Open	N
	LIQUOR/WINE		CBUSKEY				02/21/2025
	609-49751-40206		FREIGHT	20.00		1.00	20.00
	609-49751-40251		LIQUOR	685.25		1.00	685.25
	609-49751-40253		WINE	600.00		1.00	600.00
Total Vendor 4344 - VINOPIA, INC					<u>1,305.25</u>	<u>1,305.25</u>	
Vendor 3742 - YALE MECHANICAL							
265732							
00039515	YALE MECHANICAL	02/24/2025		737.00	737.00	Open	N
	MID SEASON HVAC MAINTENANCE - CITY HALL		DROBERTSON				03/03/2025
	101-41940-40401		BUILDINGS MAINTENANCE	368.50		1.00	368.50
	101-42210-40401		BUILDINGS MAINTENANCE	368.50		1.00	368.50
265769							
00039516	YALE MECHANICAL	02/24/2025		514.50	514.50	Open	N
	MID SEASON HVAC MAINTENANCE - PW		DROBERTSON				03/03/2025
	602-49490-40401		BUILDINGS MAINTENANCE	514.50		1.00	514.50
265772							
00039517	YALE MECHANICAL	02/24/2025		108.25	108.25	Open	N
	MID SEASON HVAC MAINTENANCE - WARM HOUSE		DROBERTSON				03/03/2025
	602-49490-40401		BUILDINGS MAINTENANCE	108.25		1.00	108.25
265785							
00039518	YALE MECHANICAL	02/24/2025		108.25	108.25	Open	N
	MID SEASON HVAC MAINTENANCE - BOTTLE SHO		DROBERTSON				03/03/2025
	609-49750-40401		BUILDINGS MAINTENANCE	108.25		1.00	108.25
Total Vendor 3742 - YALE MECHANICAL					<u>1,468.00</u>	<u>1,468.00</u>	

# of Invoices:	62	# Due: 62	Totals:	120,475.14	120,475.14
# of Credit Memos:	3	# Due: 3	Totals:	(152.72)	(152.72)
Net of Invoices and Credit Memos:				120,322.42	120,322.42

--- TOTALS BY GL BANK ---

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Inv Ref #	Description	Entered By		Units	Quantity	Post Date
Inventory	GL Distribution					Unit Price
	GNCKG		120,322.42			
--- TOTALS BY GL DISTRIBUTIONS ---						
	101-00000-21707		940.00			
	101-00000-21713		448.00			
	101-41400-40200		199.00			
	101-41400-40331		60.00			
	101-41400-40441		22.50			
	101-41410-40441		417.41			
	101-41600-40304		2,280.00			
	101-41940-40401		368.50			
	101-42110-40208		1,290.00			
	101-42110-40218		319.50			
	101-42110-40321		37.50			
	101-42110-40437		314.16			
	101-42210-40305		650.00			
	101-42210-40321		37.50			
	101-42210-40401		368.50			
	101-43100-40311		1,969.80			
	101-43100-40321		37.50			
	101-45200-40311		6,888.00			
	101-45200-40321		37.50			
	601-49440-40233		2,703.82			
	601-49440-40237		69.00			
	601-49440-40311		12,038.57			
	601-49440-40321		37.50			
	601-49440-40382		1,628.03			
	602-49490-40228		559.81			
	602-49490-40313		363.66			
	602-49490-40321		37.50			
	602-49490-40382		1,628.02			
	602-49490-40401		622.75			
	609-49750-40210		196.50			
	609-49750-40401		108.25			
	609-49751-40206		468.85			
	609-49751-40251		19,896.44			
	609-49751-40252		41,540.82			
	609-49751-40253		2,904.96			
	609-49751-40254		604.37			
	609-49751-40255		488.00			
	609-49751-40256		5,430.09			
	609-49751-40257		1,606.00			
--- TOTALS BY FUND ---						
	101 GENERAL FUND		16,685.37	16,685.37		
	601 WATER FUND		16,476.92	16,476.92		
	602 SEWER FUND		3,211.74	3,211.74		
	609 LIQUOR FUND		73,244.28	73,244.28		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/04/2025 - 03/04/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4E.

Invoice Number	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By					Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			1,388.00		1,388.00	
	41400 ADMINISTRATION			281.50		281.50	
	41410 ELECTIONS			417.41		417.41	
	41600 LEGAL			2,280.00		2,280.00	
	41940 BUILDINGS			368.50		368.50	
	42110 POLICE			1,961.16		1,961.16	
	42210 FIRE			1,056.00		1,056.00	
	43100 STREETS			2,007.30		2,007.30	
	45200 PARKS			6,925.50		6,925.50	
	49440 WATER DEPT			16,476.92		16,476.92	
	49490 SEWER DEPT			3,211.74		3,211.74	
	49750 LIQUOR STORE			304.75		304.75	
	49751 MERCHANDISE PURCHASES			72,939.53		72,939.53	



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, Deputy Administrator-City Clerk
SUBJECT: Dangerous Dog Ordinance Amendment – First Reading
DATE: March 3, 2025

OVERVIEW:

City code states that an appeal of a dog ordered to be potentially dangerous or dangerous should be brought before City Council by the dog owner and to have Council decide whether a dog is potentially dangerous or dangerous.

The current process of an appeal of a dog ordered by the Chief of Police to be potentially dangerous or dangerous is to bring in an administrative hearing officer. The administrative hearing officer will meet with the Police Chief, City Clerk and owner of the dog and will then determine if the dog is potentially dangerous or dangerous or none of these.

If the dog is ordered to be potentially dangerous or dangerous, the owner must register the dog with the city with a license fee. The current fees are \$250.00 per year for a potentially dangerous dog and \$500.00 per year for a dangerous dog. The owner has specific requirements to keep this registration. The Police Department will do check-ins with the owner to make sure they are following the requirements set by city code.

ACTION TO BE CONSIDERED:

Approve the amendment to the dangerous dog code to be in line with the current process.

Attachments:

- Ordinance 345 – amendment to Chapter 8 Section 3 Animals

**ORDINANCE 345
CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE AMENDING THE CITY CODE CHAPTER 8 SECTION 3-1
ANIMALS, DOG LICENSING AND REGULATION – 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 ~~striketrough for deleted language~~. Renumbering and updated references shall occur throughout the Code as needed when sections or subsections are added or deleted.

8-3-1. Dog licensing and regulation.

A. *Definition.* For the purpose of this Section:

1. **Owner** means the license holder or any other person or persons, firm, association, or organization or corporation owning, keeping, possessing, having an interest in, having care custody or control of or harboring a dog. Any person keeping or harboring a dog for five (5) consecutive days shall for the purposes of this Section be deemed an owner thereof.
2. **Own** means to have a property interest in, or to, harbor, feed, board, keep or possess.
3. **Dangerous Animal** means a dog which has caused damage to property or injury to a person, or which animal, by its actions, exhibits a propensity for causing imminent danger to persons.
 - a. Without provocation, inflicted substantial bodily harm on a human being on public or private property;
 - b. Killed a domestic animal without provocation while off the owner's property; or
 - c. Been found to be a potentially dangerous, and after the owner was noticed that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals.
4. **Dog** means both male and female and includes any animal of the dog kind.
5. **Potentially Dangerous Dog** shall mean any dog that:
 - a. When unprovoked, inflicts bites on a human or domestic animal on public or private property;
 - b. When unprovoked, chases or approaches a person upon the streets, sidewalks, or any public property in an apparent attitude of attack; or,
 - c. Has a known propensity, tendency or disposition to attack unprovoked, causing injury, or otherwise threatening the safety of humans or domestic animals.
6. **Proper Enclosure** shall mean securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping and providing protection from the elements for the dog. A proper enclosure does not include a porch, patio, or any part of a house, garage or other structure that would allow the dog to exit of its own violation, or any house or structure in which windows are open or in which doors or window screens are the only obstacles that prevent the dog from exiting.

- 7. **Substantial Bodily Harm** shall mean bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily member or organ, or which causes a fracture of any bodily member.
- B. *Running at Large Prohibited.* It is unlawful for the owner of any dog to permit such animal to run at large. Any dog shall be deemed to be running at large with the permission of the owner if off the property of its owner and not under restraint. For the purposes of this Section, "under restraint" means the animal is controlled by a leash not exceeding six (6) feet in length, or at heel beside a person of suitable age and discretion, and obedient to that person's commands, or effectively confined within a motor vehicle, building or enclosure. A dog shall not be deemed to be running at large if engaged in wild game or animal hunting, or when engaged in obedience training, and under the control of its owner or a responsible person.
- C. *License Required and Number of Dogs Restricted.*
 - 1. *Licenses.* It is unlawful for the owner of any dog, six (6) months of age or more, to fail to obtain a license therefore from the City. All dogs kept, harbored, or maintained in the City of St. Francis shall be licensed and registered. Applications for licenses shall be made to the Police Department upon forms provided by the Police Department. Said application shall require the owner, among the other information required by the Police Department, to supply the name, age, predominant breed, sex, color and markings of each dog sought to be licensed. In addition, when the applicant or owner has been convicted of a violation to Section 8-3-1.L of this Code relative to the dog sought to be licensed, the application shall require proof of public liability insurance as set forth in Section 8-3-1.S of this Code. Upon submission of the application and a certificate of evidencing compliance with the terms and provisions of the license fee, the Police Department shall issue a license, which license shall be effective until the rabies vaccination has expired.
 - 2. *Number of Dogs Allowed.*
 - a. Three dogs over the age of three (3) months on properties less than 5 acres.
 - b. Four dogs over the age of three (3) months on properties 5 acres or greater.
 - c. Properties located within the Urban Service Area of the City shall be limited to a maximum of two dogs housed outside of the principle structure.
 - d. Additional dogs with an approved Kennel License in accordance with standards in Chapter 6 and Chapter 10.
- D. *License Issuance, Term and Renewal.* Every owner or keeper of a dog shall cause the same to be vaccinated by a licensed veterinarian with anti-rabies vaccine at least once in every twenty-four (24) month period prior to the time such dog shall reach the age of six (6) months and at least once every twenty-four (24) months thereafter.
- E. *Adoption of Fees.* All fees for the impounding and maintenance of a dog, including penalties for the late application, may be fixed and determined by the Council, adopted by resolution, and uniformly enforced. Such fees may from time to time be amended by the Council by Resolution. A copy of the resolution setting forth currently effective fees shall be kept on file in the office of the City Clerk/Treasurer and open to investigation during regular business hours.
- F. *Tag Required.* All licensed dog owners shall provide proof of a tag thereto evidencing a current license. Upon application, a duplicate for a lost tag will be issued by the City. Tags shall not be transferable from one dog to another and no refunds shall be made on any dog license fee because of death of the dog or the owners leaving the City prior to expiration of the license period.
- G. *Dog Pound.* Any dog found in the City without a license tag, running at large, or otherwise in violation of this Section, shall be placed in the Dog Pound, and an accurate record of the time of such placement shall be kept on each dog. Every dog so placed in the Dog Pound shall be held for redemption under Section 8-3-1.I of this

Code by the owner for at least five (5) regular business days. A "regular business day" is one during which the pound is open for business to the public for at least four (4) hours between 8:00 AM and 7:00 PM. Impoundment records shall be preserved for at least six (6) months and shall show: (1) the description of the dog by specie, breed, sex, approximate age, and other distinguishing traits; (2) the location at which the dog was seized; (3) the date of seizure; (4) the name and address of the person from whom any dog three (3) months of age or over was received; and (5) the name and address of the person to whom any dog three months of age or over was transferred. If unclaimed, such dog shall be humanely destroyed and the carcass disposed of, unless it is requested by a licensed educational or scientific institution under authority of Minnesota Statutes, Section 35.71. Provided, however, that if a tag affixed to the dog, or a statement by the dog's owner after seizure specifies that the dog should not be used for research, such dog shall not be made available to any such institution but may be destroyed after the expiration of the five (5) day period.

- H. *Notice of Impounding.* Upon the impounding of any dog, the owner shall be notified by the most expedient means, or if the owner is unknown, written notice shall be posted for five (5) days at the City Hall describing the dog and place and time of taking.
- I. *Redemption of Dog Release from Dog Pound.* Dogs shall be released to their owners, as follows:
 - 1. If such dog is owned by a resident of the City, after a license is obtained, if unlicensed, and payment of the impounding fee, maintenance, and immunization fee and proof of ownership.
 - 2. If such dog is owned by a person not a resident of the City, after immunization of any such animal for rabies, and payment of the immunization fee, impounding fee and maintenance.
- J. *Seizure by a Citizen.* It is lawful for any person to seize and impound a dog so found running at large and shall within six (6) hours thereafter notify the Police Department of said seizure. It shall be the duty of the Police Department to place said dog in the City Pound. If the name of the owner of such dog so seized is known to the person who first takes such dog into custody, he or she shall inform the Police Department of the name of the owner, and the address if known.
- K. *Immobilization of Dogs.* For the purpose of enforcement of this Section any peace officer, or person whose duty is animal control, may use a so-called tranquilizer gun or other instrument for the purpose of immobilizing and catching a dog.
- L. *Disturbing the Peace/Other Unlawful Acts.* It is unlawful for the owner of any dog to:
 - 1. Fail to have the license tag issued by the City; or
 - 2. Own a dangerous dog, or
 - 3. Interfere with any police officer, or other City employee, in the performance of their duty to enforce this Section; or
 - 4. Own, keep, have in possession, or harbor any an animal that causes annoyance or disturbance to persons or the neighborhood by yapping, wailing, barking, howling, or crying for a continuous period of 30 minutes or longer. Such yapping, wailing, barking, howling, or crying must also be audible off of the owner's or caretaker's premises. Any person violating this subdivision, who upon first requested by a police officer or the animal control officer to stop or prevent the annoyance, and refuses to comply with the request maybe issued a citation or arrested in accordance with Minnesota Rules of Criminal Procedure.
- M. *Rabies Control—Generally.*
 - 1. Every Animal which bites a person shall be promptly reported to the Chief of Police and shall thereupon be securely quarantined at the direction of the Chief of Police for a period of fourteen (14) days, and shall not be released from such quarantine except by written permission of the City. In the discretion of the Chief of Police, such quarantine may be on the premises of the owner or at the

- veterinary hospital of their choice. If the animal is quarantined on the premises of the owner, the City shall have access to the animal at any reasonable time of study and observation of rabies symptoms. In the case of the stray animal or in the case of an animal whose ownership is not known, such quarantine shall be at the animal pound, or at the discretion of the Chief of Police the animal may be confined in a veterinary hospital designated by him. The owner of the animal shall be responsible for all costs associated with the quarantine of the animal.
2. The owners, upon demand made by the Chief of Police or by any other City Employee empowered by the Council to enforce this Section, shall forthwith surrender any animal which has bitten a human, or which is suspected as having been exposed to rabies, for the purpose of supervised quarantine. The expenses of the quarantine shall be borne by the owner and the animal may be reclaimed by the owner if adjudged free of rabies upon payment of fees set forth in this Section and upon compliance with licensing provisions set forth in this Section.
 3. When an animal under quarantine and diagnosed as being rabid or suspected by a licensed veterinarian as being rabid dies or is killed, the City shall immediately send the head of such animal and rabies data report to the State Health Department for pathological examination and shall notify all persons concerned of the results of such examination.
 4. The City shall issue such proclamation and take such action when rabies is suspected or exists as is required by Minnesota Statutes.
- N. *Reports of Bite Cases.* It is the duty of every physician, or other practitioner, to report to the Chief of Police the names and addresses or persons treated for bites inflicted by animals, together with such other information as will be helpful in rabies control.
- O. *Animals in Heat.* Except for controlled breeding purposes, every female animal in heat shall be kept confined in a building or secure enclosure, or in a veterinary hospital or boarding kennel, in such manner that such female cannot come in contact with other animals.
- P. *Nuisances.* Keeping, maintaining, or harboring a dog that has been permitted to run loose or has caused damage to or loss of private property belonging to a person other than the thereof and members of the owners household on three (3) or more occasions within a period of twelve (12) consecutive months constitutes a nuisance. The following events shall be considered in determining whether or not there has been a violation of this Section which constitutes a nuisance:
1. Conviction under Section 8.05, Subd. 2, involving the permitting of a dog to run loose.
 2. Payment to a person by or on behalf of the owner for damages to or destruction of private property or for personal injury.
 3. An acknowledgement by the owner or keeper of an animal that it has caused such damage or personal injury.
 4. Records of the City of St. Francis or any other City which show impoundment of the dog for the immediate preceding twelve (12) month period.
- Q. *Abatement.* Such nuisance shall be abated by the owner or keeper of such animal by the disposition of the animal within fourteen (14) days after receipt of notice to the owner or keeper thereof. "Disposition" shall mean the destruction of the animal or its permanent removal from the City. Said notice shall be sent by the Chief of Police or his designate by registered mail. If the owner or keeper of the animal fails to comply within the above-specified period, the animal control office is authorized and directed to capture and immediately dispose of such animal. The owner or keeper of the dog shall immediately make the animal available to the animal control officer.
- R. *Appeals.* Any owner who feels aggrieved by the order of the Chief of Police may request a hearing before ~~the an City Council~~ [administrative hearing officer](#) by filing an appeal with the City Clerk within fourteen (14) days

after receipt of the notice. The appeal shall be filed in such form as the City shall provide. On the filing of such appeal, no further action shall be taken until the matter has been heard. Upon receipt of the request, the City Clerk shall ~~place the matter before the Council at its next regular meeting notify the Chief of Police~~. The owner may appear, with counsel if he/she chooses, and present evidence in opposition to the order. Following such hearing ~~the Council an administrative hearing officer~~ shall make a determination of facts and shall, based upon such determination, affirm, repeal, or modify the Chief's order. The ~~Council administrative hearing officer~~ shall also establish a date for compliance with the order as affirmed or modified, which date shall be not less than five (5) days thereafter. Upon expiration of the time limit, the animal control officer shall abate the nuisance.

- S. *Insurance Required.* Evidence of a surety bond issued by a surety company authorized to conduct business in the State of Minnesota in a form acceptable to the City in the sum of at least \$50,000.00, payable to any person injured by the dangerous dog, or a policy of liability insurance issued by an insurance company authorized to conduct business in the State of Minnesota in the amount of at least \$50,000.00, insuring the owner for any personal injuries inflicted by the dangerous dog must be filed with the City Clerk each year upon renewal of the dog license in the following instances:
 - 1. Nuisance Abatement. For a period of two (2) years after having been ordered to abate any nuisance pursuant to this Section.
 - 2. Conviction of failure to restrain an attack by a dog pursuant to this Section, where the Court failed to order destruction of the dog.
 - 3. Where the dog has been declared dangerous pursuant to this chapter.

- T. *Failure to Restrain an Attack by an Animal.* It shall be unlawful for an owner to fail to restrain an animal from inflicting or attempting to inflict bodily injury to any person or other domestic animal. Violation of this Section shall be a misdemeanor. The Court upon a finding of the defendant's guilt hereunder, is authorized to order, as part of the disposition of the case, that the animal be destroyed based on written order containing one or more of the following findings of fact:
 - 1. The animal is dangerous as defined in the Subd. 1; or,
 - 2. The owner of the animal has demonstrated an inability or unwillingness to control the animal in order to prevent unprovoked injury to persons or other domestic animals. If the Court does not order the destruction of the dog, the Court shall, as an alternative, order the defendant to provide, and show proof to the Court of insurance as set forth in the Subd.

- U. *Destruction of Dangerous Animals.* The Chief of Police or his designate shall have authority to order the destruction of dangerous dogs as defined in Section 8-3-1.A of this Code.

- V. *Appeals.* If an owner requests a hearing within five (5) days of the receipt of the Declaration of Dangerous Dog classification for determination as to the dangerous nature of the dog, the City Clerk shall ~~place the matter before the City Council at its next meeting notify the Chief of Police~~. Notice of the Declaration of Dangerous Dog classification shall be sent by certified mail or posting of such notice on owner's last known residence if the owner(s) cannot be found. The owner may appear with counsel if he/she chooses, and present evidence in opposition of the designation of the animal as dangerous. Following the hearing, ~~the Council an administrative hearing officer~~ shall make a determination of facts and shall make such order as it deems proper. If such hearing cannot be held within the statutory fourteen (14) days, the owner must either comply with the terms of the Statute Section 347.50-347.54 or keep the dog at a licensed kennel in a confined pen until the hearing is held. If the Declaration of Dangerous Dog is upheld, the dog shall remain at a licensed kennel in a secured, confined pen until the dog is either destroyed or all of the dangerous dog requirements of the state statute and local ordinances are complied with and a license is issued by the Police Department. If ~~the Council an administrative hearing officer~~ concludes that the dog is dangerous and the owner does not immediately comply with the requirements of the dangerous dog statute, the ~~Council Police~~

Chief -may order the animal control officer to take the dog into custody for destruction. If the dog is ordered into custody for destruction, the owner shall immediately make the dog available to the animal control officer and failure to do so shall be a misdemeanor.

- W. *Harboring a Dangerous Animal.* Any person who harbors an animal after it has been found to be dangerous and ordered into custody for destruction pursuant to this Subd. shall be guilty of a misdemeanor.
- X. *Stopping an Attack.* If any Police Officer or animal control officer is witness to an attack by an animal upon a person or another animal, the officer may take whatever means he/she deems appropriate to bring the attack to an end and prevent further injury to the victim.
- Y. *Removal of Excrement.* It is unlawful for any person who owns or had custody of a dog to cause or permit such animal to defecate on any private property without the consent of the property owner or on any public property unless such person immediately removed the excrement and places it in a proper receptacle. The provisions of this Section shall not apply to seeing-eye dogs under control of a blind person or dogs while being used in City Police activity.
- Z. *Animal Control Officer.* There is hereby established the position of Animal Control Officer. He/She shall be appointed by the City Council. Nothing contained herein shall prevent the City Council from contracting with a person to provide such services.

- AA. *Duties of Animal Control Officer.* The Animal Control Officer shall perform the following duties:
 1. Capture, seize and deliver to any designated pound any dog found: running at large within the City; unlicensed; or not wearing the metal tag provided for in this chapter.
 2. Pick-up and dispose of the carcasses of every dead animal.
 3. Investigate all cases of animal bites reported to him/her and supervise the quarantine of any such animal to assure that it is kept under observation for a period of ten (10) days.
 4. Investigate all reports of dangerous or potentially dangerous dogs referred to him/her, complete the dangerous/potentially dangerous animal form and refer the same to the County Auditor, report to the Chief of Police weekly on the activities of the Animal Control Officer within the City.

BB. *No Interference with Officer.* It shall be unlawful for any person to molest or in any way interfere with any peace officer, animal control officer, or any of their duly authorized assistants, or with any duly authorized agent while engaged in performing work under the provisions of this chapter.

(Ord. 17, SS, 5-3-1993; Ord. 99-43, 9-7-1999; Ord. 160, SS, 8-10-2011; Ord. 229, SS, 6-19-2017; Ord. 276, SS, 5-17-2021)

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 March, 2025.

SEAL:

CITY OF ST. FRANCIS
By: _____
Mark Vogel, Mayor

ATTEST: Jennifer Wida, City, Clerk