



**CITY COUNCIL REGULAR MEETING**  
City Hall: 3750 Bridge St NW  
Tuesday, February 18, 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 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
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
  - A. Police Chief Todd Schwieger will be presenting a Life Saving Award to Officer Chanthapanya
- 7. PUBLIC HEARING**
  - A. Public Hearing for the 2025 Street Reconstruction Project
- 8. OLD BUSINESS**
  - A. Solar Energy Systems Zoning Code Amendment – 2nd Reading  
*Ordinance 344 Amending the zoning code to modify the standards for the establishment of solar farms*  
*Resolution 2025-13 Summary Publication of Ordinance 344*
- 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*
  - B. Appointment Amendment for the URRWMO  
*Resolution 2025-11 approving the amendment of the appointments for 2025 for the URRWMO*
  - 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*
  - D. Professional Service Agreement with WSB for Hwy 47

**10. MEETING OPEN TO THE PUBLIC**

**11. REPORTS**

- [A.](#) Police Department Annual Report 2024
- [B.](#) Liquor Store Annual Report 2024
- [C.](#) Public Works Annual Report 2024
- [D.](#) Fire Department Monthly Report - January 2025

**12. COUNCIL MEMBER REPORTS**

**13. UPCOMING EVENTS**

- A. 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**

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
St. Francis City Hall 3750 Bridge Street NW  
February 3, 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, City Engineer Craig Jochum (Hakanson Associates, Inc.), and City Planner Jason Zimmerman (HKGi).

**3. APPROVAL OF AGENDA**

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

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

Nays: None

Motion carries: 5-0

**4. CONSENT AGENDA**

A. City Council Minutes - January 21, 2025

B. Payment of Claims

MOTION BY: ROBINSON SECOND: UDVIG 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**

Aaron R, 23514 Degardner Circle, came forward and said that he is with the Anoka County Elections Integrity Team (ACEIT) and they have been looking into the cost of the poll pads. He encouraged the City to keep looking into different kinds of poll

pads as the electronic ones are not as secure and accurate as they should be. He said he does not see where the controversy is with wanting election integrity. He stated that paper poll pads would take all of the guesswork out of the equation.

**6. SPECIAL BUSINESS - NONE**

**7. PUBLIC HEARINGS - NONE**

**8. OLD BUSINESS - NONE**

**9. NEW BUSINESS**

**A. Solar Energy Systems Zoning Code Amendment – 1st Reading**

**Ordinance 344 - Amending the zoning code to modify the standards for the establishment of solar farms**

Community Development Director Rieland reviewed the Staff report in regard to amendments to the solar energy systems zoning code. She shared the Planning Commission's recommendation of approval.

Mayor Vogel asked if the energy that is produced by the solar panels will go back to the grid. Rieland explained that they typically gain credits by the power generated by the solar panels.

Mayor Vogel stated there is a difference between a private solar farm for someone's home versus a public solar farm. He asked if Connexus came to the City to request this amendment. Rieland said yes and explained that Connexus was the applicant who proposed the amendment to fit their use.

**MOTION BY: UDVIG SECONDED: MUEHLBAUER TO ADOPT THE FIRST READING OF ORDINANCE 344 AMENDING THE ZONING CODE TO MODIFY THE STANDARDS FOR THE ESTABLISHMENT OF SOLAR FARMS.**

A roll call vote was performed:

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

Motion carried: 5-0

**B. Pioneer Days Donation Request**

Thunstrom reviewed the Staff report concerning a request from the Chamber of Commerce for a donation to Pioneer Days.

Michelle Anderson, President of the St. Francis Area Chamber of Commerce,

came forward and shared that they are requesting a donation of \$5,000 for Pioneer Days. She explained that this funding would be used towards keeping the City clean during the event and renting things like tents and chairs. She also asked if the City would entertain a contract for this donation on an every three-year basis.

Udvig shared that she is in favor of giving this donation as the Chamber of Commerce does a wonderful job with this event.

Mayor Vogel shared that he is a supporter of the Chamber of Commerce; however, he is concerned with the optics as the League of Minnesota City recommends cities to not make donations to private organizations. He stated he does think that Pioneer Days deserves the City's support. He explained that he spoke with Finance Director Mulvihill prior to the meeting and he was informed that the City billed the Chamber of Commerce last year for \$4,700 for putting up banners and picking up the trash for the event. He suggested that instead of giving a donation, the City just pick up the costs of these services. Ms. Anderson said she would love for the City to pick up the costs of these services.

Muehlbauer asked how this would be coordinated. Thunstrom shared that there is typically a meeting before the event where the Chamber will meet with department heads to go over the services and responsibilities. She said a lot of this coordination is already taking place.

Muehlbauer said he would support the City covering the services instead of giving a cash donation.

Faanes noted that she also would like to help the Chamber. She added that she needs to learn more about how donations are handled at the City level. She asked if some more information about donations could be added to an upcoming Work Session.

Udvig suggested they move this to a three-year contract for these services.

Robinson asked how this will be put into the budget. Mulvihill explained that there is already a budget line item for Pioneer Days that this can be added to.

**MOTION BY: MUEHLBAUER SECONDED: FAANES TO DIRECT STAFF TO MAKE THE IN-KIND DONATION OF \$5,000 A YEAR TO THE CHAMBER OF COMMERCE FOR SERVICES PROVIDED BY THE CITY FOR PIONEER DAYS FOR THE NEXT THREE YEARS.**

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

Nays: None

Motion carries: 5-0

## 10. MEETING OPEN TO THE PUBLIC - NONE

### 11. REPORTS

#### A. Community Development Annual Report 2024

Rieland reviewed the 2024 Community Development report. She reviewed the Community Development organization chart and highlighted each role and how they play into the organization. She shared that there were many new developments on Bridge Street, including the new City Hall Fire Station, the property located at 3731 which has a letter of intent from a developer for an apartment complex, the purchase of the Rum River Inn, the property at 3518 Bridge Street was listed for sale and 3503 Bridge Street was purchased in 2024 and the construction of commercial phases and an apartment complex will begin in the spring of 2025. She explained that Staff is continuing to work with various partners to enhance economic development in the City. She shared that they hosted an Anoka County regional economic development and ACRED meeting in November. She added that they were featured in *Business View Magazine* and the *Anoka Area Chamber Resource Guide*. She explained that in 2024 Midco had two large projects that expanded fiber optics throughout the City. She shared that the EDA held a lunch and learn event in December with guest speaker Shane Bader who is the VP of Marketing and Sales for Iceberg Web Design. She stated that he taught local business owners how to set up their digital presence for success and the event received very positive feedback. She noted the Farmers' Market finished its second season with record-setting attendance with 300 to 400 visitors each week. She shared there were 33 registered vendors, 10 registered food trucks, and seven community groups who participated. She added that they have already started planning for the 2025 Farmers' Market season. She shared that according to the St. Paul Area Association of Realtors, housing inventory remains constrained in most segments of the market due to low inventory of homes and high interest rates. She said they did see an increase in the median sale price of homes in St. Francis by 5.4% to an average sale price of \$350,000. She noted that surrounding communities also saw increases similar to St. Francis. She explained that Staff is continuing to provide technical assistance to housing developers including the Bluffs at Rum River, Eagle Point/Vista Prairie, Rivers Edge, Turtle Ponds, Serenity at Seelye Brook, and the development at 3731 Bridge Street. She shared that there were also many commercial developments in 2024 including AutoZone, the City Hall Fire Station, Select Urgent Care, and the Opp Medical Building expansion. She added that the Planning Commission met six times in 2024 and reviewed 11 code updates. She shared that there is a vacancy on the Planning Commission due to the sudden passing of Commissioner Daniel White. She noted that building permit revenue continues to fluctuate with the City's growth and development patterns. She stated 2024 was the City's largest year for the number of permits issued with a total of 659 building permits. She added that there were 26 new homes built in 2024. She explained that in 2024 the value of improvements made in the City increased significantly for commercial construction and new residential construction but

decreased slightly for residential improvement construction. She shared that Staff worked with 72 property owners on code enforcement concerns, only 15 of which received citations. She noted the top three code enforcement complaints that they received were vehicle parking issues, tall grass, and work without a permit. She reviewed the transition to BS&A, which took place in 2023; however, they are still in the final stages of implementing the online permitting system. She shared that there was an increase in rental housing licenses in 2024. She noted that there were five new registered vacant properties for 2024. She explained that after moving to the new City Hall, they had to update all of these forms to keep everything up to date for residents.

Robinson asked if the City will collaborate with Midco for any grant opportunities or if Midco will do this entirely on their own. Rieland explained that Midco will apply on their own and the City will not be involved in the grant process.

Robinson asked if there are areas that Midco wants to target with fiber optics. Rieland said they have not discussed areas of coverage; however, there is a map that shows areas that have already been completed and where they hope to lay fiber optics in the future.

Robinson asked if there are any people who are crying out for help in certain areas for fiber optics that they could use to help secure grant funding. Public Works Director Carpenter explained that Midco works with Anoka County on this as it would be more of a County project than a City project.

Robinson asked if they have received any concerns with internet access from the public since a lot more people are working from home now. Rieland said she has not received any feedback from residents on the internet.

Udvig noted that she sees people talking about internet concerns on Facebook. Muehlbauer noted that it is typically from people who live on the west side of the City.

Robinson asked if they have received any more complaints from the nuisance property on Patridge Street since it was cleaned up. Rieland said no.

Robinson asked about the status of the nuisance property at University Avenue. Rieland shared that they are still working on getting this property cleaned up. She explained that there was a lot of Staff time that went into working with this property owner last year to get him to clean up his property, which was only about 50% cleaned up.

Robinson asked how things are going with the 3731 Bridge Street property and if they are taking the wetlands into account for what can be built on this property. Thunstrom shared that there is some need to correct the right-of-way on the corner of this property. She added that they are working to get the road behind

the EDA lots to get the access out on top which would help with any future development along Ambassador. She said they have some initial designs for this road that they are working on the two outlets.

Robinson shared that his family has used the new urgent care and it has been great to have in the City.

Mayor Vogel asked about the property at 3518 Bridge Street and if they have had anyone interested in this property. Thunstrom shared that they have not been aggressively marketing this property; however, they did have some early conversations with a few housing developers although the property is not zoned for housing. She said they would be looking for something with a mixed use or commercial.

Mayor Vogel said he would like to have a map of all EDA and City-owned properties. Thunstrom said they have this map available and can share it.

The Council thanks Rieland and her Staff for their great work in 2024.

## **12. COUNCIL MEMBER REPORTS**

The Council shared the meetings and events they attended in the past few weeks, as well as highlighting upcoming events. They thanked Staff for all of their hard work in putting together the City Hall Fire Station Open House.

Muehlbauer shared that he wanted to address the complaints he has been seeing about the shared services agreement. He explained that while the taxes did go up due to the City Hall Fire Station, the shared services are for helping their neighbor cities in need of emergency services which generates revenue to compensate for these services. He encouraged residents to educate themselves on these things before complaining.

Mayor Vogel shared that he attended the Local Government Officials meeting hosted by Anoka County. He explained that a big topic of conversation were the voting poll pads. He said he has concerns with the poll pads. He shared that he was very disappointed with the County stating that they will not be asking the cities for any money for these poll pads when they get their dollars from taxes. He added that they were told the poll pads would cost under \$100,000; however, now he is being told that they will cost around \$271,000. He said there are a lot of unanswered questions about these poll pads. He noted he is still looking for answers to how long these poll pads will last when the last ones only last three years and if there will be more grant money available when they have to get new ones again. He added that the County is saying these poll pads are very secure when there is evidence that there is not. He said he imagines they will be talking about these poll pads a lot in the future.

Muehlbauer asked if they only use the poll pads for primary elections. City Clerk



Wida said no and explained that the poll pads are used during every election on election day.

Mayor Vogel shared that he attended a meeting in Oak Grove, and he is working on keeping a good relationship with them. He added that he also attended the Anoka County Protection Council meeting, and they will be voting on this budget in which all items increased significantly. He said if the budget is approved, they will see an increase in dues.

Fire Chief Schmidt shared that there are some initiatives that the Fire Protection Council is looking at, including the fire investigation trailer, amenities for the hazardous materials response team, and equipment for the special rescue team. He added that there will also be an automatic \$200 increase in due for 2026 and he is not sure how they came up with this cost allocation. He said they will continue to keep their eye on this budget.

Mayor Vogel recommended that at least one member of the Council attend the Local Government Officials meetings and will ask another Councilmember to attend if he is unable to make it so they can ensure the City is being recognized at these meetings. Thunstrom said she can send out a list of all of the dates for the 2025 meetings.

Mayor Vogel shared his deep appreciation for Staff and all the hard work that they put in every single day.

### **13. UPCOMING EVENTS**

February 13 - Parks Commission - 7pm

February 18 - City Council Regular Meeting - 6pm

February 19 - Cancelled - Planning Commission Meeting

February 24 - City Council Work Session - 5:30pm

### **14. ADJOURNMENT**

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

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

Nays: None

Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:53 p.m.

---

Jennifer Wida, City Clerk



## CITY COUNCIL AGENDA REPORT

---

**TO:** Mayor and Council  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Approve Application for Off-Sale 3.2% Malt Liquor License for Speedway #4827  
**DATE:** February 18, 2025

---

### **OVERVIEW:**

River Country Cooperative, DBA Speedway #4827 has applied to obtain an Off-Sale 3.2% Malt Liquor License.

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

Motion to adopt Resolution 2022-17 Approving an Off-Sale 3.2% Malt Liquor License to River Country Cooperative, DBA Speedway #4827. River Country Cooperative has paid the fees for the license in the total of \$50.00

### Attachments:

- Resolution 2025-09

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY**

**RESOLUTION NO. 2025-09**

**A RESOLUTION APPROVING A 3.2% OFF-SALE LIQUOR LICENSE TO  
RIVER COUNTRY COOPERATIVE, DBA SPEEDWAY #4827**

**WHEREAS**, River Country Cooperative, DBA Speedway #4827 submitted an application on February 4, 2025 to obtain a 3.2% Off-Sale Liquor License for River Country Cooperative, DBA Speedway #4827 located at 22945 Lake George Blvd, St. Francis, MN 55070

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of St. Francis, Minnesota, that:

1. To grant and approve an 3.2% Off-Sale Liquor License to River Country Cooperative, DBA Speedway #4827 for the premises located at 22945 Lake George Blvd, St. Francis, MN 55070

**APPROVED AND ADOPTED** by the City Council of the City of St. Francis, Minnesota this 18<sup>th</sup> day of February 2025.

\_\_\_\_\_  
Mark Vogel, Mayor

\_\_\_\_\_  
Attest: Jennifer Wida, City Clerk



**CITY COUNCIL AGENDA  
REPORT**

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, Deputy Administrator-City Clerk  
**SUBJECT:** Pioneer Days Fireworks Contract – Northern Lighter Pyrotechnics, Inc (NLP)  
**DATE:** February 18, 2025

---

**OVERVIEW:**

Northern Lighter Pyrotechnics, Inc submitted their contract for the Pioneer Days Fireworks Display to take place on May 31<sup>st</sup>, 2025. The fireworks display will be located at the St. Francis High School where is has been in the past years.

The cost for the display is \$15,000.00.

**ACTION TO BE CONSIDERED:**

Motion to approve the agreement with Northern Lighter Pyrotechnics, Inc for the May 31<sup>st</sup>, 2025 Pioneer Days Fireworks Display.

**BUDGET IMPLICATION:**

The Bottle Shop sponsors the fireworks - \$15,000.00  
Cost of the additional insurance for the fireworks - \$250.00

Attachments:

- Northern Lighter Pyrotechnics Contract

**AGREEMENT**

This Agreement is made as of the 4TH DAY of FEBRUARY in the year 2025, by and between Northern Lighter Pyrotechnics, Inc. (“NLP”) and City of St Francis (Pioneer Days) (the “Client”):

**WHEREAS** NLP is a nonprofit corporation engaged in the activity of producing firework displays; and

**WHEREAS** Client desires to utilize the services of NLP for its event; and

**WHEREAS** NLP and Client desire to enter into this Agreement to more fully set forth and describe the duties and obligations of the parties to this Agreement; and

**NOW, THEREFORE**, in consideration of the mutual promises of the parties hereto and the mutual benefits to be gained by the performance hereof, the parties hereto agree as follows:

**1. Description of Project.** On Saturday MAY 31<sup>ST</sup> 2025 NLP shall provide for Client a fireworks display, as set forth on the permit (the “Permit”) completed by NLP describing the proposed fireworks display (the “Display”) at the location described as ST FRANCIS HIGH SCHOOL (the “Display Site”). In the event of inclement weather or other conditions that, in the sole judgment of NLP, make conducting the Display unsafe or more hazardous than otherwise agreed to by NLP, the back-up date for conducting the Display shall be AS NEEDED JUNE 1 ST 2025

**2. Payment.** For and in total consideration for NLP’s performance of the Display, Client agrees to pay to NLP the sum of \$15,000 (city no tax) (the “Display Fee”). The Display Fee shall be paid in full by Client to NLP on or before Day of Display with due upon execution of this Agreement to hold Date and ensure product availability.

**3. Representations of Parties**

3.1 NLP represents that the Display will be performed by its member volunteers whose qualifications and training is supervised and approved by NLP. NLP represents that it is fully experienced and properly qualified to perform the Display described herein and that it is properly licensed, equipped, organized and financed to perform such work.

3.2 NLP shall supply a sufficient number of properly skilled staff and all tools, equipment, materials and facilities and perform all functions necessary to perform the Display.

3.3 NLP shall perform the Display in accordance with all applicable local, state and federal rules, regulations and laws.

3.4 NLP shall take all reasonable safety precautions with respect to its work, shall comply with all safety measures initiated by the authority(s) having jurisdiction at the Display Site and with all applicable laws, ordinances, rules, regulations and orders of any public authority for the safety of persons or property in accordance with the requirements of the Display.

3.5 NLP shall be at all times an independent contractor and shall not be deemed an employee, agent, partner, joint venture or otherwise of Client.

3.6 It is the intention of the parties that the entire control of the Display Site be and remain the responsibility of NLP, and that any representative of Client who may be present, will be present only in a consulting capacity. NLP shall be solely responsible for the means, methods, techniques, sequences and procedures of the Display.

3.7 The Client shall determine, coordinate and provide the proper police and fire protection necessary to allow NLP to conduct the Display as described hereunder. The Client shall bear all costs related to providing proper police and fire protection for the Display and the Display Site. In the event NLP determines, in its sole discretion, that additional police and/or fire protection is necessary to allow NLP to conduct the Display as described hereunder, the Client agrees that it shall cooperate with such requests by NLP.

3.8 In order to ensure a safe Display site and the orderly progress of the Display, NLP shall have full and final control of all personnel, other contractors, or other individuals present on the Display site.

3.9 The Client waives all claims against NLP for loss or damage to Client's real property, personal property and fixtures arising out of or reasonably related to NLP conducting the Display.

3.10 Except as required by law, NLP shall not be required to directly correspond, communicate or interact in any way with any third parties, except with the prior consent of NLP.

**4. Permits, Fees And Notices.** NLP shall secure and pay for all permits. All further governmental fees, licenses and inspections necessary for the proper execution and completion of the Display shall be the responsibility and expense of Client.

**5. Standard Of Care.** NLP warrants that all services performed or furnished by NLP under this Agreement in relation to the Display will be performed with the care and skill ordinarily used by members of NLP's profession practicing under similar circumstances at the same time and in the same locality.

**6. Indemnification.** To the fullest extent permitted by law, the Client shall indemnify and hold harmless NLP, its agents, officers, employees and volunteers from and against claims, damages, losses and expenses, including claims for bodily injury, sickness, death, or to injury to or destruction of tangible property, and including, but not limited to attorneys' fees, arising out of or resulting from NLP conducting the Display, but only to the extent caused by the negligent acts or omissions of the Client, anyone directly or indirectly controlled or employed by Client or anyone for whose acts the Client may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

**7. Insurance.** NLP shall secure commercial general liability/public liability insurance in an amount not less than \$2,000,000 naming Client as an additional insured. To the fullest extent permitted by law, and notwithstanding any other provision of this Agreement, the total liability, in the aggregate, of NLP and NLP's officers, directors, employees, and agents to Client and anyone claiming by, through, or under Client for any and all claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to the Display or this Agreement from any cause or causes, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract, or warranty express or implied of NLP or NLP's officers, directors, employees, agents, or any of them, shall not exceed the policy limits of the CGL/Public Liability insurance provided by NLP under this Agreement.

**8. Cancellation.** In the event Client cancels the Display, NLP shall be reimbursed for all direct expenses incurred by NLP in preparing for the Display, including, but not limited to, the cost of obtaining the insurance described in Section 7 hereof.

**9. Suspension** Either party hereunder reserves the right, at any time to suspend the Display (until such time that the default described hereunder is cured to the satisfaction of the non-defaulting party), in whole or in part, upon written notice thereof to the other party if:

9.1 a party hereto persistently or repeatedly refuses or fails to supply enough properly skilled staff (including police and fire protection) or proper materials for the conduct the Display;

9.2 a party hereto fails to make payment required hereunder;

9.3 a party hereto persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction; or

9.4 a party hereto is otherwise is guilty of substantial breach of a provision of this Agreement.

9.5 In the event of a suspension hereunder that results in the cancellation of the Display, NLP shall be reimbursed for all direct expenses incurred by NLP in preparing for the Display, including, but not limited to, the cost of obtaining the insurance described in Section 7 hereof.

**10. Dispute Resolution**

10.1 All claims, controversies, disputes and other matters in question between the parties to this Agreement arising out of or relating to this Agreement or the breach thereof, shall be decided by arbitration in Hennepin County, Minnesota, in accordance with Commercial Arbitration Rules of the American Arbitration Association then in place.

10.2 If arbitration is invoked, then notice of demand for arbitration shall be filed in writing with the other party to this Agreement and with the American Arbitration Association. The demand shall be made within a reasonable time after the claim, controversy, dispute or other matter in question has arisen. In no event shall the demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim, dispute or other matter in question would be barred by the applicable statute of limitations.

10.3 An award rendered by the arbitrators shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

**11. No Waiver** Any failure by either party to enforce at any time any terms and conditions of this Agreement shall not be considered a waiver of that party's right thereafter to enforce each and every term and condition of this Agreement.

**12. Severability** The invalidity of any provision or obligation hereunder or the contravention thereby of any law, rule or regulation shall not relieve a party to this agreement from its obligation under, nor deprive a party to this agreement of the advantages of any other provisions of this Agreement.

**13. Entire Agreement** The foregoing contains the entire agreement of the parties hereto, and no modification thereof shall be binding upon the parties unless the same is in writing signed by the respective parties hereto.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement as of the day and year above written.

**NORTHERN LIGHTER PYROTECHNICS, INC.**

By: PAUL MARCHIO  
Date: 4 FEB 2025

**CLIENT: CITY OF ST. FRANCIS**

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Paul D. Marchio  
JLPI President  
1/6/2009







# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** Woodbine North Tree Removal  
**DATE:** February 18, 2025

**OVERVIEW:**

The upcoming road project, Woodbine North, needs to have trees removed on the City property. Tree clearing is recommended between November to the end of March by the DNR due to the northern long-eared bat pupping season. Staff has ascertained two bids from competent contractors to have this job completed before the end of March. If this window is missed it could potentially delay the entire project.

The bid includes chipping the trees and piling the material onsite. Public Works will haul the chips away saving cost. The City can then utilize these chips for re-use and composting.

**ACTION TO BE CONSIDERED:**

Council to accept the low bid from Rivard Contracting in the amount of \$25,000 to complete the tree removal.

**BUDGET IMPLICATION:**

The expense will be taken out of the Street Maintenance CIP.

Attachments:

- Rivard Contracting Proposal
- Allstate Tree Service



Rivard Contracting  
19801 Highway 65 NE  
East Bethel, MN 55011  
Phone: (763) 753-7888  
Fax: (763) 753-1314  
www.rivardcompanies.com

PROPOSAL / WORK ORDER

No. \_\_\_\_\_  
Date: 2/6/2025

Proposal Submitted To:

Company City of St. Francis  
Street 23340 Cree Street NW  
City St. Francis State MN 55070  
Phone 763-753-2630 Fax \_\_\_\_\_  
Contact Name Paul Carpenter Cell 651-350-8434

Work to be Performed At:

Project Title City Property Development  
Street \_\_\_\_\_  
City St. Francis State MN  
Bid Number \_\_\_\_\_

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Description	Qty.	Unit Price	Total
Tree removal & clearing of approx 5 acres of trees. Behind Subway North of Bridge Street & East of Ambassador Blvd, leaving approx a 50'+ buffer along adjacent properties.			25,000.00
Bid does not include Stump Grinding			
Note: All mulch will be left onsite for the city/residents			

Payment Terms: Upon Completion of Net 30 Days (with account approval).  
All accounts not paid within the terms will have a 1.5% finance charge added monthly.

Sub Total \_\_\_\_\_  
Sales Tax \_\_\_\_\_  
TOTAL \$25,000.00

PROPOSAL TERMS & CONDITIONS:

All material is guaranteed to be as specified, and the above work to be performed in accordance with drawings and specifications submitted. Before any work commences, Rivard Contracting needs a signed Contract Agreement (upon awarding of project) from an authorized project representative. Site must be clearly staked and marked before commencing work. Any delays due to incomplete and/or improper surveying/markings may result in additional charges. Unit prices are based on volume. If acreage to clear and grub or scope of work changes so may the unit price, acreage price or lump sum bid price. Any trees, stumps or tree debris which is found to have been previously buried or dumped onsite may be subject to additional charges. If Rivard Contracting finds it necessary to take legal action in order to collect past due payment(s) and if the court awards such payments, all legal fees including attorney fees and associated court costs shall be paid by the client.

Respectfully submitted by Mike Rivard Title Owner

ACCEPTANCE OF PROPOSAL:

This proposal may be withdrawn by us if not accepted within 30 days. The above prices, specifications, and conditions satisfactory and are hereby accepted. You are authorized to do the work as specified. We agree to the payment terms as are outlined above.

PRE-LIEN NOTICE / MECHANICS LIEN

THE FOLLOWING NOTICE IS PROVIDED TO YOU AS PROVIDED BY LAW;

ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS

UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



Mat Martin  
Owner

# ALLSTATE TREE SERVICE

"If A Tree Is Worth Having - It Is Worth Taking Care Of"  
Serving The Metro for Over 60 Years

- TRIMMING • TOPPING • REMOVING • SNOW FLOWING • STORM DAMAGE
- CRANE REMOVAL • STUMP GRINDING • LANDSCAPING • ICE DAM REMOVAL

23214 Baltimore Street NE • East Bethel, MN 55005  
Info@allstatetreeMN.com • (763) 479-9091



Date: 02/06/2015

## GENERAL CONTRACT / WORKING AGREEMENT / FINAL BILL No. 1474

We, ALLSTATE TREE SERVICE, agree that we are fully insured and responsible for any damages due to our negligence that might occur while working for you. All work will be paid for upon completion of work unless otherwise specified.

We agree to LAND LOT CLEARING SHADED AREA PER SITE MAP.

CLEAR CUT PROPOSED TREES ; CHIP ALL WINTERKILL TO BE LEFT ON SITE.

5-7 DAYS

50% Down  
50% upon completion

MUNICIPAL / LAND CLEAR  
NON-TAXABLE

THANK YOU !!

Name CITY OF SAINT FRANCIS  
 Address 4058 SAINT FRANCIS BLVD.  
 City, State & Zip SAINT FRANCIS, MN 55070  
 Phone PAUL CAMPBELL 651-350-8434  
 Confirmation Date \_\_\_\_\_  
 Foreman JOHN "BJ" NORSTEN

Total Amount of Contract \$ 35,000<sup>00</sup>  
 Tax Rate % \$ 0  
 Tax \$ 0  
 Amount Due Upon Completion \$ 35,000<sup>00</sup>  
 Customer Signature \_\_\_\_\_



# CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** 2025 Equipment Purchase Update  
**DATE:** February 18, 2025

---

**OVERVIEW:**

Staff discussed equipment efficiency options and decided to implement the following changes for 2025. Public Works will not be purchasing a Tool Cat as previously planned. PW will purchase a compact loader in its place to satisfy trail plowing and rink maintenance. The compact loader is an excellent shoe-in for our sidewalk machine, purchased in 2008 and needs replacement. It is also capable doing similar work the Tool Cat can perform.

The cost savings of purchasing the compact loader vs. the Tool Cat is approximately \$28,000 to the Capital Equipment Plan.

**ACTION TO BE CONSIDERED:**

Council to authorize the purchase of the Compact Loader from Crawford Equipment.

**BUDGET IMPLICATION:**

No budget implication to purchase the compact loader from Crawford's Equipment after trade-in of Tool Cat. The attached invoice shows that we have a credit of \$828.35.

Attachments:

- Crawford Equipment Quote



\*Plus applicable taxes. IF Tax Exempt, please include Tax Exempt Certificate with the order.

\*Prices per the Sourcwell Contract #020223-CEC

\*Sourcwell Member Number (if applicable): \_\_\_\_\_

\*All orders should include 1) Accounts Payable Contact and email address, 2) W9 with correct legal entity name, and 3) Bill to Address.

\*Orders may be placed with the contract holder or authorized dealer as allowed by the terms and conditions of the contract. \*A Copy of all orders must be provided to Heather.Messmer@Doosan.com.

\*Contact Holder Information: Doosan Bobcat North America, Inc. Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078. TID# 38-0425350.

\*Payment Terms: Net 60 Days. Credit cards accepted.

\*Remittance address: Doosan Bobcat North America, Inc. P. O. Box 74007382, Chicago, IL 60674-7382

**Customer acceptance:**  
 Quotation Number: MB992515                      Purchase Order: \_\_\_\_\_

**Authorized Signature:**  
 Print: \_\_\_\_\_ Sign: \_\_\_\_\_  
 Date: \_\_\_\_\_ Email: \_\_\_\_\_

---

**Addresses**  
 Delivery Address \_\_\_\_\_  
 Billing Address (if different from ship to): \_\_\_\_\_

**Tax Exempt:** Y  / N   
 Exempt in the State of: \_\_\_\_\_

**Tax Exempt ID:**  
 Federal: \_\_\_\_\_  
 State: \_\_\_\_\_



## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** Diamond Drum Mulcher Purchase  
**DATE:** February 18, 2025

---

### **OVERVIEW:**

One of the MS4 maintenance items on the permit is the cleaning of the storm water drainage basins in the city. Public Works hired a contractor to spend one day cleaning so the City could receive an accurate price per day. The department also rented a drum mulcher to get an idea of how much it would cost and what amount of cleaning could get done. Attached is a list of basins in the city and the approximate time and money to clean them. Staff then priced out what a drum mulcher would cost. It is clear the City can save some money if the Public Works Staff can clean these basins in the winter when the opportunity arises. The mulcher would help staff with maintenance in the parks and trails year around as well.

The quote is also attached and it should be noted that there will be three pieces of equipment traded in on this purchase, totaling \$7,000. The traded in equipment items are a ballfield drag, a Toro mower deck, and the 2008 side walk machine that are all being updated per Staff equipment efficiency discussion this winter.

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

Council to authorize the purchase of the forestry mulcher from Minnesota Equipment in the amount of \$18,999.00, the State bid price.

### **BUDGET IMPLICATION:**

Money is budgeted in the CIP for this purchase.

### Attachments:

- Drum Mulcher Cost Sheet
- Minnesota Equipment Quote

# Storm Pond/Right-of-Way Maintenance List

## Storm Ponds

Hwy 47 Storm Pond-	20-hrs
Water Plant Storm Pond-	16-hrs
Arrowhead Storm Ponds-	6-hrs
233 <sup>rd</sup> Ln "Ponds Cart Crossing"-	6-hrs
229 <sup>th</sup> Ln/Quay Storm Pond-	7-hrs
Dellwood Trail Ponds-	10-hrs
Highland Woods Storm Pond-	5-hrs
233 <sup>rd</sup> Ln + Kerry St Storm Pond-	6-hrs
Kerry St Nw + 231 <sup>st</sup> Storm Pond-	4-hrs
235 <sup>th</sup> Ave Nw + Marigold St Storm Pond-	6-hrs
235 <sup>th</sup> Ave Nw Storm Pond "South Side"-	8-hrs
235 <sup>th</sup> Ln + Quay St Storm pond-	6-hrs
Sywek Park Storm Pond-	10-hrs
235 <sup>th</sup> Ln NW Storm Pond "North Side"-	7-hrs

**Estimated 2025 Storm Pond Maintenance Time= 117 hrs**

## Road Right-of-Way + Trails

Pederson Corner Road ROW-	12-hrs
Neon St Road ROW-	10-hrs
Seeley Brooke Park Trail	8-hrs
Seeley Sledding Hill	10-15-hrs
Dellwood Trail-	25-35-hrs
Oreillys Cul-De-Sac	6-hrs
245th Ave NW	14-hrs
Community Park	24-hrs

**Estimated First Year ROW + Trail Maintenance Time= 124 hrs**

**Daily Machine Rental (8hrs)** (Machine + Attachment) **\$1,000/Day**

**Rental Days needed to complete** **31-Days**

**Rental Cost Total 2025 Est= \$31,000**

**Contractor Rate** **\$3,500-\$5,000/Day**

**Contractor Cost Est=\$108,500**



## Completed Projects With 2 Day Rental

Crocus Ponds	8 Hours/\$1,000
Deer Creek Park	8 Hours/\$1,000
<b>Total Rental this year/\$2,000</b>	

## Future Projects

"Trail to Knowhere" Extension –Oak Grove Trail	1-Week/\$5,000
Dellwood Trails Additions	1-Week/\$5,000
<b>Total Estimated=\$10,000</b>	

Quote Id: 32206921

---

Prepared For:  
**CITY OF ST FRANCIS**



Prepared By: **Shane Fisher**

Minnesota Equipment, Inc.  
13725 Main Street  
Rogers, MN 55374

Tel: 763-428-4107  
Mobile Phone: 763-204-1171  
Fax: 763-428-2700  
Email: shanefisher@mnequip.com

### Quote Summary

**Prepared For:**  
 CITY OF ST FRANCIS  
 PO BOX 728  
 SAINT FRANCIS, MN 55070  
 Business: 509-687-3271

**Prepared By:**  
 Shane Fisher  
 Minnesota Equipment, Inc.  
 13725 Main Street  
 Rogers, MN 55374  
 Phone: 763-428-4107  
 Mobile: 763-204-1171  
 shanefisher@mnequip.com

**Quote Id:** 32206921  
**Created On:** 13 January 2025  
**Last Modified On:** 05 February 2025  
**Expiration Date:** 31 January 2025

Equipment Summary	Selling Price	Qty	Extended
DIAMOND 50" SKID STEER DRUM MULCHER DC PRO MN STATE CONTRACT # 246980	\$ 26,077.00 X	1 =	\$ 26,077.00

**Equipment Total** **\$ 26,077.00**

Trade In Summary	Qty	Each	Extended
BB BALLFIELD DRAG	1	\$ 1,078.00	\$ 1,078.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 1,078.00
TORO 4100 HYD MOWER DECK	1	\$ 1,000.00	\$ 1,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 1,000.00
BELOS SIDEWALK MACHINE WITH PLOW	1	\$ 5,000.00	\$ 5,000.00
PayOff			\$ 0.00
Total Trade Allowance			\$ 5,000.00
<b>Trade In Total</b>			<b>\$ 7,078.00</b>

<b>Quote Summary</b>	
Equipment Total	\$ 26,077.00
Trade In	\$ (7,078.00)
SubTotal	\$ 18,999.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 18,999.00
<b>Balance Due</b>	<b>\$ 18,999.00</b>

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

# Selling Equipment

Quote Id: 32206921

Customer: CITY OF ST FRANCIS

<b>DIAMOND 50" SKID STEER DRUM MULCHER DC PRO</b>				<b>MN STATE</b>	
<b>CONTRACT # 246980</b>					
Hours:		0			
Stock Number:					
				<b>Selling Price</b>	
				\$ 26,077.00	
Code	Description	Qty	Unit	<b>Extended</b>	
1		1	\$ 25,677.00	\$ 25,677.00	
<b>Other Charges</b>					
	Freight	1	\$ 400.00	\$ 400.00	
	<b>Other Charges Total</b>			<b>\$ 400.00</b>	
	<b>Suggested Price</b>			<b>\$ 26,077.00</b>	
<b>Customer Discounts</b>					
	<b>Customer Discounts Total</b>		<b>\$ 0.00</b>	<b>\$ 0.00</b>	
<b>Total Selling Price</b>				<b>\$ 26,077.00</b>	



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance  
**SUBJECT:** Stahl Construction – Pay Applications No. 17 – Labor & Material and #18-Labor (Partial Retainage Payout)  
**DATE:** February 18, 2025

**OVERVIEW:**

Stahl has submitted Pay Application No. 17 for Labor and Material and #18-Labor (partial retainage payout). All applications have been reviewed by our Architect. The total payment will be for \$364,927.14. The breakdown is below.

- Labor-#17 - \$56,230.07
- Material-#17 - \$144,703.83
- Labor-#18-\$163,993.24

**ACTION TO BE CONSIDERED:**

Motion to approve Labor & Material Pay Applications #17 & #18.

**BUDGET IMPLICATION:**

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

Attachments:

- Pay Application No. 17 Labor
- Pay Application No. 17 Material
- Pay Application No. 18 Labor

# Application and Certificate for Payment

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

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR

App. #: 17  
 App. Date: February 3, 2025  
 Month: January 2025

Continuation Sheet is attached

## Contractor's Application for Payment

Original Contract Price	5,309,997.00
Net Change by Change Order	45,834.33
Changes Approved Previously	45,834.33
Changes Approved this Month	0.00
Current Contract Price	5,355,831.33
Work Completed and Material Stored to Date	5,210,523.86
Retainage 5% of Completed Work	187,104.63
Total Earned Less Retainage	5,023,419.23
Less Previous Certificates for payment	4,967,189.16

**Current Payment Due** ..... \$ **56,230.07**

**Balance to Finish, Plus Retainage** ..... \$ **332,412.10**

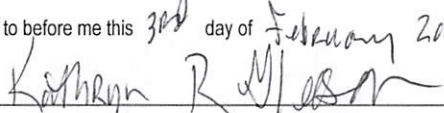
The Contractor certifies that to the best of its knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued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

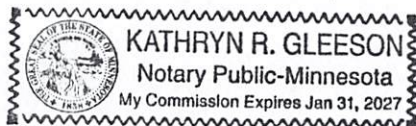
### CONTRACTOR

By:  Date: 2.3.25

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

Subscribed and sworn to before me this 3rd day of February 2025

Notary Public: 



## Architect's Certificate for Payment

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

### ARCHITECT

By:  Date: 02/06/2025

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

**Amount Certified** ..... \$ **56,230.07**

### Approved by OWNER

By: \_\_\_\_\_ Date: \_\_\_\_\_

# Continuation Sheet



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

Stahl Job #: 4020 LABOR  
 App. #: 17  
 App. Date: February 3, 2025  
 Month: January 2025

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Materials Stored		Balance		Retainage	
							Previous	This Period		Total	%	Total	%		
		General Conditions	Stahl Construction	\$ 1,373,174.00	\$ (7,500.00)	\$ 1,350,737.35	\$ 1,257,712.03	53,809.88	\$ -	\$ 1,311,521.91	97%	\$ 39,215.44	\$ 0.00	0%	
02 41 00		Demolition Mechanical	Purchase Order	\$ 900.00	\$ 0.00	900.00	900.00	-	-	900.00	100%	0.00	-	0%	
02 41 16		Earthwork/Demo	D.W.	\$ 286,646.00	\$ 10,858.32	297,504.32	297,504.32	-	-	297,504.32	100%	0.00	14,875.22	5%	
02 80 00		Demolition Electrical	Purchase Order	\$ 8,700.00	\$ 0.00	8,700.00	8,700.00	-	-	8,700.00	100%	0.00	-	0%	
03 00 00		Cast-in-Place Concrete	Northland Concrete	\$ 401,515.00	\$ 0.00	401,515.00	401,515.00	-	-	401,515.00	100%	0.00	20,075.75	5%	
03 41 00		Precast Concrete	Taracon	\$ 310,914.00	\$ 0.00	313,732.00	313,732.00	-	-	313,732.00	100%	0.00	15,686.60	5%	
05 05 00		Erect Metals	Topline Steel	\$ 65,200.00	\$ 1,670.00	61,381.00	61,381.00	-	-	61,381.00	100%	0.00	3,069.05	5%	
06 10 00		Rough Carpentry	Tekton	\$ 160,548.00	\$ 1,372.00	204,290.00	204,290.00	-	-	204,290.00	100%	0.00	10,214.50	5%	
06 20 00		Finish Carpentry	Keystone	\$ 68,200.00	\$ 0.00	49,975.00	49,975.00	-	-	49,975.00	100%	0.00	2,498.75	5%	
07 10 00		Damproofing/Waterproofing		\$ 0.00	\$ 0.00	3,999.00	3,999.00	-	-	3,999.00	100%	0.00	199.95	5%	
07 40 00		Metal Panels	Progressive Building Systems	\$ 15,000.00	\$ 0.00	15,000.00	15,000.00	-	-	15,000.00	100%	0.00	750.00	5%	
07 50 00		Roofing	Northern Exposure	\$ 75,991.00	\$ 836.00	76,827.00	76,827.00	-	-	76,827.00	100%	0.00	3,841.35	5%	
07 60 00		Flashing / Sheetmetal	MoCorp	\$ 30,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%	
07 92 00		Joint Sealants	Right Way	\$ 23,352.00	\$ 0.00	23,352.00	23,352.00	-	-	23,352.00	100%	0.00	1,167.60	5%	
08 36 00		Sectional Overhead Doors	TBD	\$ 33,702.00	\$ 0.00	24,951.00	24,500.00	-	-	24,500.00	98%	451.00	1,225.00	5%	
08 40 00		Glass/Glazing	East Side Glass	\$ 81,900.00	\$ 600.00	82,880.00	82,880.00	-	-	82,880.00	100%	0.00	4,144.00	5%	
09 20 00		Drywall	Prestige	\$ 371,939.00	\$ (1,500.00)	378,500.00	378,500.00	-	-	378,500.00	100%	0.00	18,925.00	5%	
09 30 00		Tiling	Super Set Tile	\$ 33,901.00	\$ 0.00	33,901.00	33,900.99	0.01	-	33,901.00	100%	0.00	1,695.05	5%	
09 50 00		Acoustical Ceilings	Minnesota Acoustics	\$ 26,200.00	\$ 0.00	26,200.00	26,200.00	-	-	26,200.00	100%	0.00	1,310.00	5%	
09 62 00		Specialty Flooring	Concrete Treatments	\$ 16,863.00	\$ 0.00	16,863.00	16,863.00	-	-	16,863.00	100%	0.00	843.15	5%	
09 68 00		Carpet	Multiple Concepts Interiors	\$ 22,160.00	\$ 0.00	22,160.00	22,160.00	-	-	22,160.00	100%	0.00	1,108.00	5%	
09 90 00		Painting / VWC	Wasche	\$ 86,520.00	\$ 250.00	86,770.00	86,770.00	-	-	86,770.00	100%	0.00	4,338.50	5%	
10 14 00		Signage	Signation	\$ 13,295.00	\$ (1,420.00)	11,875.00	11,875.00	-	-	11,875.00	100%	0.00	593.75	5%	
10 22 26		Operable Partitions	Skold	\$ 16,300.00	\$ (9,100.00)	9,900.00	9,900.00	-	-	9,900.00	100%	0.00	495.00	5%	
10 51 70		Security Lockers	Geargrid	\$ 5,880.00	\$ 0.00	5,880.00	5,880.00	-	-	5,880.00	100%	0.00	294.00	5%	
11 99 00		Fire Pole	TBD	\$ 7,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%	
12 20 00		Window Treatments	TBD	\$ 4,500.00	\$ 0.00	4,500.00	4,500.00	-	-	4,500.00	100%	0.00	225.00	5%	
12 36 00		Solid Surface Countertops	Innovative Surfaces	\$ 32,512.00	\$ 0.00	32,512.00	32,512.00	-	-	32,512.00	100%	0.00	1,625.60	5%	
13 24 00		Steam Showers	TBD	\$ 5,000.00	\$ 0.00	1,600.00	-	-	-	-	0%	1,600.00	-	5%	
14 20 00		Elevators	Otis	\$ 37,164.00	\$ 0.00	37,164.00	37,164.00	-	-	37,164.00	100%	0.00	1,858.20	5%	
14 60 00		Holists and Cranes	Aero	\$ 3,000.00	\$ 0.00	3,000.00	3,000.00	-	-	3,000.00	100%	0.00	150.00	5%	
21 00 00		Fire Suppression	Breth Zen Zen	\$ 73,000.00	\$ (200.00)	72,800.00	72,800.00	-	-	72,800.00	100%	0.00	3,640.00	5%	
22 00 00		Plumbing	Falcon	\$ 402,000.00	\$ 41,948.00	448,787.00	448,787.00	-	-	448,787.00	100%	0.00	22,439.35	5%	
23 00 00		HVAC	Sentra Sota	\$ 392,000.00	\$ 6,738.00	406,626.00	406,626.00	-	-	406,626.00	100%	0.00	20,331.30	5%	
26 00 00		Electrical	AJ Moore	\$ 285,137.00	\$ 26,139.51	312,776.51	300,156.73	-	-	300,156.73	96%	12,619.78	15,007.84	5%	
32 12 00		Asphalt Paving	Northwest Bituminous	\$ 34,700.00	\$ 0.00	34,891.40	34,891.40	-	-	34,891.40	100%	0.00	1,744.57	5%	
32 16 00		Site Concrete	Crosstown Masonry	\$ 219,000.00	\$ 1,953.00	223,005.00	223,005.00	-	-	223,005.00	100%	0.00	11,150.25	5%	
32 90 00		Landscaping	Springfall Landscaping	\$ 35,766.00	\$ (4,120.00)	31,646.00	31,646.00	-	-	31,646.00	100%	0.00	1,582.30	5%	

# Continuation Sheet



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

Stahl Job #: 4020 LABOR  
 App. #: 17  
 App. Date: February 3, 2025  
 Month: January 2025

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		Allowances												
70 80 13		Allowance for Building Permit		110,000.00	\$ (27,006.44)	82,993.56	82,993.56	-	-	82,993.56	100%	0.00	-	0%
71 00 00		Contingency		80,418.00	\$ 0.00	91,421.25	-	-	-	-	0%	91,421.25	-	0%
		<b>Subtotals</b>		<b>\$ 5,249,997.00</b>	<b>\$ 41,518.39</b>	<b>\$ 5,291,515.39</b>	<b>\$ 5,092,398.03</b>	<b>\$ 53,809.89</b>	<b>\$ 0.00</b>	<b>\$ 5,146,207.92</b>	<b>97%</b>	<b>\$ 145,307.47</b>	<b>\$ 187,104.63</b>	
90 00 00		Contractor Overhead / Profit	Stahl Construction	60,000.00	4,315.94	64,315.94	61,895.76	2,420.18	-	64,315.94		0.00	0.00	0%
		<b>Totals</b>		<b>\$ 5,309,997.00</b>	<b>\$ 45,834.33</b>	<b>\$ 5,355,831.33</b>	<b>\$ 5,154,293.79</b>	<b>\$ 56,230.07</b>	<b>\$ 0.00</b>	<b>\$ 5,210,523.86</b>	<b>97%</b>	<b>\$ 145,307.47</b>	<b>\$ 187,104.63</b>	



# Application and Certificate for Payment

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

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material

App. #: 17  
 App. Date: February 3, 2025  
 Month: January 2025

Continuation Sheet is attached

## Contractor's Application for Payment

Original Contract Price .....	6,531,580.00
Net Change by Change Order .....	62,549.63
Changes Approved Previously .....	62,549.63
Changes Approved this Month .....	0.00
Current Contract Price .....	6,594,129.63
Work Completed and Material Stored to Date .....	6,451,194.97
Retainage .....	-
Total Earned .....	6,451,194.97
Less Previous Certificates for payment .....	6,306,491.14

**Current Payment Due** ..... \$ **144,703.83**

**Balance to Finish, Including Retainage** ..... \$ **142,934.66**

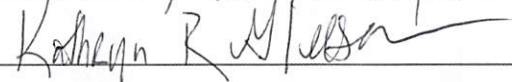
The Contractor certifies that to the best of its knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued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

### CONTRACTOR

By:  Date: 2.3.25

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

Subscribed and sworn to before me this 3rd day of February 2025

Notary Public: 



## Architect's Certificate for Payment

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

### ARCHITECT

By:  Date: 02/06/2025

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

**Amount Certified** ..... \$ **144,703.83**

### Approved by OWNER

By: \_\_\_\_\_ Date: \_\_\_\_\_

# Continuation Sheet



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

Stahl Job #: 4020-10 Material  
 App. #: 17  
 App. Date: February 3, 2025  
 Month: January 2025

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
01 80 19	Insurance	Stahl Construction	\$ 40,000.00	\$ 0.00	40,000.00	40,000.00	-	-	40,000.00	100%	0.00	-	0%	
03 30 00	Concrete	Northland Concrete	\$ 223,085.00	\$ 0.00	223,085.00	223,085.00	-	-	223,085.00	100%	0.00	-	0%	
03 41 00	Precast Concrete	Taracon	\$ 1,981,079.00	\$ 0.00	1,981,079.00	1,981,079.00	-	-	1,981,079.00	100%	0.00	-	0%	
05 10 00	Furnish Metals	Ben's Structural	\$ 200,657.00	\$ 6,529.00	207,781.00	207,781.00	-	-	207,781.00	100%	0.00	-	0%	
06 10 00	Rough Carpentry	Tekton	\$ 38,775.00	\$ 0.00	38,775.00	38,775.00	-	-	38,775.00	100%	0.00	-	0%	
06 40 00	Architectural Woodwork	Distinctive Cabinets	\$ 101,940.00	\$ 0.00	104,613.00	104,613.00	-	-	104,613.00	100%	0.00	-	0%	
06 60 00	Solid Surface / Stainless Fabrications	MoCorp	\$ 1,745.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	0%	
07 01 00	Dampproofing/Waterproofing		\$ 0.00	\$ 0.00	2,751.00	2,751.00	-	-	2,751.00	100%	0.00	-	0%	
07 40 00	Metal Panels	Progressive Building Systems	\$ 9,277.00	\$ 0.00	9,277.00	9,277.00	-	-	9,277.00	100%	0.00	-	0%	
07 50 00	Roofing	Northern Exposure	\$ 260,548.00	\$ 293.00	260,841.00	260,841.00	-	-	260,841.00	100%	0.00	-	0%	
07 60 00	Flashing / Sheet Metal	MoCorp	\$ 25,000.00	\$ 0.00	25,717.90	15,785.00	-	-	15,785.00	61%	9,932.90	-	0%	
07 92 00	Joint Sealants	Right Way	\$ 8,000.00	\$ 0.00	8,000.00	8,000.00	-	-	8,000.00	100%	0.00	-	0%	
08 10 00	Doors / Frames / Hardware	Contract Hardware	\$ 188,200.00	\$ (35.00)	200,147.00	200,147.00	-	-	200,147.00	100%	0.00	-	0%	
08 36 00	Sectional OH Doors	TBD	\$ 190,981.00	\$ 0.00	181,945.00	181,945.00	-	-	181,945.00	100%	0.00	-	0%	
08 40 00	Glass/Glazing	East Side Glass	\$ 210,200.00	\$ 0.00	210,375.00	210,375.00	-	-	210,375.00	100%	0.00	-	0%	
09 20 00	Drywall	Prestige	\$ 145,000.00	\$ 300.00	145,300.00	145,300.00	-	-	145,300.00	100%	0.00	-	0%	
09 30 00	Tiling	Super Set Tile	\$ 34,536.00	\$ 0.00	34,536.00	34,536.00	-	-	34,536.00	100%	0.00	-	0%	
09 50 00	Acoustical Ceilings	Minnesota Acoustics	\$ 40,300.00	\$ 0.00	40,300.00	40,300.00	-	-	40,300.00	100%	0.00	-	0%	
09 62 00	Specialty Flooring	Concrete Treatments	\$ 9,080.00	\$ 0.00	9,080.00	9,080.00	-	-	9,080.00	100%	0.00	-	0%	
09 68 00	Carpet	Multiple Concepts Interiors	\$ 75,640.00	\$ 0.00	75,640.00	75,640.00	-	-	75,640.00	100%	0.00	-	0%	
09 90 00	Painting / VWC	Wasche	\$ 14,700.00	\$ 40.00	14,740.00	14,740.00	-	-	14,740.00	100%	0.00	-	0%	
10 14 00	Signage	Signation	\$ 62,396.00	\$ (9,529.00)	52,867.00	52,867.00	-	-	52,867.00	100%	0.00	-	0%	
10 22 26	Operable Partitions	Skold	\$ 7,200.00	\$ 9,100.00	16,300.00	16,300.00	-	-	16,300.00	100%	0.00	-	0%	
10 51 70	Security Lockers	Geargrid	\$ 22,370.00	\$ 0.00	22,370.00	22,370.00	-	-	22,370.00	100%	0.00	-	0%	
10 75 00	Light Poles	Construction Supply	\$ 44,955.00	\$ 5,947.55	50,902.55	38,015.55	-	-	38,015.55	75%	12,887.00	-	0%	
11 99 00	Fire Pole	McIntire Brass Works	\$ 50,000.00	\$ 0.00	50,000.00	48,477.00	-	-	48,477.00	97%	1,523.00	-	0%	
12 20 00	Window Treatments	TBD	\$ 35,530.00	\$ 0.00	35,530.00	35,530.00	-	-	35,530.00	100%	0.00	-	0%	
12 36 00	Solid Surface Countertops	Innovative Surfaces	\$ 76,135.00	\$ 0.00	76,135.00	76,135.00	-	-	76,135.00	100%	0.00	-	0%	
13 24 00	Steam Bath	TBD	\$ 13,447.00	\$ 0.00	7,609.00	3,800.00	-	-	3,800.00	50%	3,809.00	-	0%	
14 20 00	Elevators	Otis	\$ 55,748.00	\$ 0.00	55,748.00	55,748.00	-	-	55,748.00	100%	0.00	-	0%	
14 60 00	Hoist and Cranes	Aero	\$ 7,250.00	\$ 0.00	6,850.00	4,100.00	1,897.00	-	5,997.00	88%	853.00	-	0%	
21 00 00	Fire Suppression	Breth Zen Zen	\$ 58,800.00	\$ (2,000.00)	56,800.00	56,800.00	-	-	56,800.00	100%	0.00	-	0%	
22 00 00	Plumbing	Falcon	\$ 565,000.00	\$ 44,374.10	633,177.10	633,177.10	-	-	633,177.10	100%	0.00	-	0%	
23 00 00	HVAC	Sentra Sola	\$ 436,000.00	\$ 10,207.00	446,207.00	445,489.00	-	-	445,489.00	100%	718.00	-	0%	
26 00 00	Electrical	AJ Moore	\$ 844,523.00	\$ 858.93	845,381.93	606,982.27	139,938.00	-	746,920.27	88%	98,461.66	-	0%	
31 00 00	Earthwork	D.W.	\$ 99,500.00	\$ 0.00	99,500.00	99,500.00	-	-	99,500.00	100%	0.00	-	0%	
32 12 00	Asphalt Paving	Northwest Bituminous	\$ 48,800.00	\$ 0.00	48,800.00	48,800.00	-	-	48,800.00	100%	0.00	-	0%	
32 16 00	Site Concrete	Crosstown Masonry	\$ 152,000.00	\$ 2,983.00	157,535.00	157,535.00	-	-	157,535.00	100%	0.00	-	0%	
32 90 00	Landscaping	Springfall Landscaping	\$ 45,203.00	\$ (7,287.00)	37,916.00	37,916.00	-	-	37,916.00	100%	0.00	-	0%	

# Continuation Sheet



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

Stahl Job #: 4020-10 Material  
 App. #: 17  
 App. Date: February 3, 2025  
 Month: January 2025

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
71 00 10	Unallocated			2,980.00		-		-				0.00		
71 00 00	Contingency			40,000.00	\$ 0.00	14,750.10	-	-	-	-	0%	14,750.10	-	0%
<b>Subtotals</b>				<b>\$ 6,466,580.00</b>	<b>\$ 61,781.58</b>	<b>\$ 6,528,361.58</b>	<b>\$ 6,243,591.92</b>	<b>\$ 141,835.00</b>	<b>\$ 0.00</b>	<b>\$ 6,385,426.92</b>	<b>98%</b>	<b>\$ 142,934.66</b>	<b>\$ 0.00</b>	
e														
90 00 00	Contractor Overhead / Profit		Stahl Construction	65,000.00	768.05	65,768.05	62,899.22	2,868.83	-	65,768.05		0.00	0.00	0%
<b>Totals</b>				<b>\$ 6,531,580.00</b>	<b>\$ 62,549.63</b>	<b>\$ 6,594,129.63</b>	<b>\$ 6,306,491.14</b>	<b>\$ 144,703.83</b>	<b>\$ 0.00</b>	<b>\$ 6,451,194.97</b>	<b>98%</b>	<b>\$ 142,934.66</b>	<b>\$ 0.00</b>	

# Application and Certificate for Payment

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

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR

App. #: 18 Partial Retainage

App. Date: February 4, 2025

Month: January 2025

Continuation Sheet is attached

## Contractor's Application for Payment

Original Contract Price	5,309,997.00
Net Change by Change Order	45,834.33
Changes Approved Previously	45,834.33
Changes Approved this Month	0.00
Current Contract Price.....	5,355,831.33
Work Completed and Material Stored to Date.....	5,210,523.86
Retainage .....	23,111.39
Total Earned Less Retainage.....	5,187,412.47
Less Previous Certificates for payment.....	5,023,419.23

**Current Payment Due** ..... \$ **163,993.24**

**Balance to Finish, Plus Retainage**..... \$ **168,418.86**

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

## CONTRACTOR

By: *Dan Aldrich* Date: 2.4.25

State: Minnesota

County: Hennepin

Subscribed and sworn to before me this 4th day of February 2025

Notary Public: *Kathryn R Gleeson*



## Architect's Certificate for Payment

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

## ARCHITECT

By: *Vijai Sachdev* Date: 02/10/2025

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

**Amount Certified**..... \$ **163,993.24**

## Approved by OWNER

By: \_\_\_\_\_ Date: \_\_\_\_\_

# Continuation Sheet



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

Stahl Job #: 4020 LABOR  
 App. #: 18 Partial Retainage  
 App. Date: February 4, 2025  
 Month: January 2025

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		General Conditions	Stahl Construction	\$ 1,373,174.00	\$ (7,500.00)	\$ 1,350,737.35	\$ 1,311,521.91	-	\$ -	\$ 1,311,521.91	97%	\$ 39,215.44	\$ 0.00	0%
02 41 00		Demolition Mechanical	Purchase Order	\$ 900.00	\$ 0.00	900.00	900.00	-	\$ -	900.00	100%	0.00	-	0%
02 41 16		Earthwork/Demo	D.W.	\$ 286,646.00	\$ 10,858.32	297,504.32	297,504.32	-	\$ -	297,504.32	100%	0.00	-	0%
02 80 00		Demolition Electrical	Purchase Order	\$ 8,700.00	\$ 0.00	8,700.00	8,700.00	-	\$ -	8,700.00	100%	0.00	-	0%
03 00 00		Cast-in-Place Concrete	Northland Concrete	\$ 401,515.00	\$ 0.00	401,515.00	401,515.00	-	\$ -	401,515.00	100%	0.00	-	0%
03 41 00		Precast Concrete	Taracon	\$ 310,914.00	\$ 0.00	313,732.00	313,732.00	-	\$ -	313,732.00	100%	0.00	-	0%
05 05 00		Erect Metals	Topline Steel	\$ 65,200.00	\$ 1,670.00	61,381.00	61,381.00	-	\$ -	61,381.00	100%	0.00	-	0%
06 10 00		Rough Carpentry	Tekton	\$ 160,548.00	\$ 1,372.00	204,290.00	204,290.00	-	\$ -	204,290.00	100%	0.00	-	0%
06 20 00		Finish Carpentry	Keystone	\$ 68,200.00	\$ 0.00	49,975.00	49,975.00	-	\$ -	49,975.00	100%	0.00	-	0%
07 10 00		Damproofing/Waterproofing		\$ 0.00	\$ 0.00	3,999.00	3,999.00	-	\$ -	3,999.00	100%	0.00	-	0%
07 40 00		Metal Panels	Progressive Building Systems	\$ 15,000.00	\$ 0.00	15,000.00	15,000.00	-	\$ -	15,000.00	100%	0.00	-	0%
07 50 00		Roofing	Northern Exposure	\$ 75,991.00	\$ 836.00	76,827.00	76,827.00	-	\$ -	76,827.00	100%	0.00	-	0%
07 60 00		Flashing / Sheetmetal	MoCorp	\$ 30,000.00	\$ 0.00	-	-	-	\$ -	-	#DIV/0!	0.00	-	0%
07 92 00		Joint Sealants	Right Way	\$ 23,352.00	\$ 0.00	23,352.00	23,352.00	-	\$ -	23,352.00	100%	0.00	-	0%
08 36 00		Sectional Overhead Doors	TBD	\$ 33,702.00	\$ 0.00	24,951.00	24,500.00	-	\$ -	24,500.00	98%	451.00	-	0%
08 40 00		Glass/Glazing	East Side Glass	\$ 81,900.00	\$ 600.00	82,880.00	82,880.00	-	\$ -	82,880.00	100%	0.00	-	0%
09 20 00		Drywall	Prestige	\$ 371,939.00	\$ (1,500.00)	378,500.00	378,500.00	-	\$ -	378,500.00	100%	0.00	-	0%
09 30 00		Tiling	Super Set Tile	\$ 33,901.00	\$ 0.00	33,901.00	33,901.00	-	\$ -	33,901.00	100%	0.00	-	0%
09 50 00		Acoustical Ceilings	Minnesota Acoustics	\$ 26,200.00	\$ 0.00	26,200.00	26,200.00	-	\$ -	26,200.00	100%	0.00	-	0%
09 62 00		Specialty Flooring	Concrete Treatments	\$ 16,863.00	\$ 0.00	16,863.00	16,863.00	-	\$ -	16,863.00	100%	0.00	-	0%
09 68 00		Carpet	Multiple Concepts Interiors	\$ 22,160.00	\$ 0.00	22,160.00	22,160.00	-	\$ -	22,160.00	100%	0.00	-	0%
09 90 00		Painting / VWC	Wasche	\$ 86,520.00	\$ 250.00	86,770.00	86,770.00	-	\$ -	86,770.00	100%	0.00	-	0%
10 14 00		Signage	Signation	\$ 13,295.00	\$ (1,420.00)	11,875.00	11,875.00	-	\$ -	11,875.00	100%	0.00	-	0%
10 22 26		Operable Partitions	Skold	\$ 16,300.00	\$ (9,100.00)	9,900.00	9,900.00	-	\$ -	9,900.00	100%	0.00	-	0%
10 51 70		Security Lockers	Geargrid	\$ 5,880.00	\$ 0.00	5,880.00	5,880.00	-	\$ -	5,880.00	100%	0.00	-	0%
11 99 00		Fire Pole	TBD	\$ 7,000.00	\$ 0.00	-	-	-	\$ -	-	#DIV/0!	0.00	-	0%
12 20 00		Window Treatments	TBD	\$ 4,500.00	\$ 0.00	4,500.00	4,500.00	-	\$ -	4,500.00	100%	0.00	-	0%
12 36 00		Solid Surface Countertops	Innovative Surfaces	\$ 32,512.00	\$ 0.00	32,512.00	32,512.00	-	\$ -	32,512.00	100%	0.00	-	0%
13 24 00		Steam Showers	TBD	\$ 5,000.00	\$ 0.00	1,600.00	-	-	\$ -	-	0%	1,600.00	-	0%
14 20 00		Elevators	Otis	\$ 37,164.00	\$ 0.00	37,164.00	37,164.00	-	\$ -	37,164.00	100%	0.00	-	0%
14 60 00		Hoists and Cranes	Aero	\$ 3,000.00	\$ 0.00	3,000.00	3,000.00	-	\$ -	3,000.00	100%	0.00	-	0%
21 00 00		Fire Suppression	Breth Zen Zen	\$ 73,000.00	\$ (200.00)	72,800.00	72,800.00	-	\$ -	72,800.00	100%	0.00	-	0%
22 00 00		Plumbing	Falcon	\$ 402,000.00	\$ 41,948.00	448,787.00	448,787.00	-	\$ -	448,787.00	100%	0.00	8,975.74	2%
23 00 00		HVAC	Sentra Sola	\$ 392,000.00	\$ 6,738.00	406,626.00	406,626.00	-	\$ -	406,626.00	100%	0.00	8,132.52	2%
26 00 00		Electrical	AJ Moore	\$ 285,137.00	\$ 26,139.51	312,776.51	300,156.73	-	\$ -	300,156.73	96%	12,619.78	6,003.13	2%
32 12 00		Asphalt Paving	Northwest Bituminous	\$ 34,700.00	\$ 0.00	34,891.40	34,891.40	-	\$ -	34,891.40	100%	0.00	-	0%
32 16 00		Site Concrete	Crosstown Masonry	\$ 219,000.00	\$ 1,953.00	223,005.00	223,005.00	-	\$ -	223,005.00	100%	0.00	-	0%
32 90 00		Landscaping	Springfall Landscaping	\$ 35,766.00	\$ (4,120.00)	31,646.00	31,646.00	-	\$ -	31,646.00	100%	0.00	-	0%

**Continuation Sheet**



Agenda Item # 4G.

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

Stahl Job #: 4020 LABOR  
 App. #: 18 Partial Retainage  
 App. Date: February 4, 2025  
 Month: January 2025

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		Allowances												
70 80 13		Allowance for Building Permit		110,000.00	\$ (27,006.44)	82,993.56	82,993.56	-	-	82,993.56	100%	0.00	-	0%
71 00 00		Contingency		80,418.00	\$ 0.00	91,421.25	-	-	-	-	0%	91,421.25	-	0%
		<b>Subtotals</b>		<b>\$ 5,249,997.00</b>	<b>\$ 41,518.39</b>	<b>\$ 5,291,515.39</b>	<b>\$ 5,146,207.92</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 5,146,207.92</b>	<b>97%</b>	<b>\$ 145,307.47</b>	<b>\$ 23,111.39</b>	
90 00 00		Contractor Overhead / Profit	Stahl Construction	60,000.00	4,315.94	64,315.94	64,315.94	-	-	64,315.94		0.00	0.00	0%
		<b>Totals</b>		<b>\$ 5,309,997.00</b>	<b>\$ 45,834.33</b>	<b>\$ 5,355,831.33</b>	<b>\$ 5,210,523.86</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 5,210,523.86</b>	<b>97%</b>	<b>\$ 145,307.47</b>	<b>\$ 23,111.39</b>	



# CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom- City Administrator  
**FROM:** Dave Schmidt- Fire Chief  
**SUBJECT:** Resolution- Accepting Grant Award for Shared Services Study  
**DATE:** February 18, 2025

---

**OVERVIEW:**

The fire department applied for a Shared Services Grant through the State of Minnesota and the Department of Public Safety to study the viability of a Shared Services Study with the City of Bethel. We are very excited to report that we were successful in obtaining a grant in the amount of \$40,000 dollars for this study, this requires a match of funds from the city in the amount of \$4,000. As required by the State of Minnesota, to move forward with the study and to accept the funds of the grant, the Council is required to a pass a resolution authorizing staff to move forward.

**ACTION TO BE CONSIDERED:**

Motion to approve a Resolution accepting a Shared Services Study Grant from the State of Minnesota, Department of Public Safety.

**BUDGET IMPLICATION:**

Attachments:

- Resolution
- Grant Contract



<b>Minnesota Department of Public Safety (“State”)</b> State Fire Marshal Division 445 Minnesota Street, Suite 145 St. Paul, MN 55101-2190	<b>Grant Program:</b> 2024 Fire Service Planning Grant <b>Grant Contract Agreement No.:</b> A-SFM-FSPG-2024-STFRANCI-002
<b>Grantee:</b> City of St. Francis 3750 Bridge Street NW St. Francis, MN 55070	<b>Grant Contract Agreement Term:</b>  <b>Effective Date:</b> 03/13/2024 <b>Expiration Date:</b> 06/30/2025
<b>Grantee’s Authorized Representative:</b> City of St. Francis Fire Department ATTN: Tim Kizer, Captain 3750 Bridge Street NW St. Francis, MN 55070 Phone: 763-753-2630 E-mail: tkizer@stfrancismn.org	<b>Grant Contract Agreement Amount:</b> Original Agreement \$ 40,000.00 Matching Requirement \$ 4,000.00
<b>State’s Authorized Representative:</b> MN State Fire Marshal Division ATTN: Sonya Borgeson-Bethke 445 Minnesota Street, Suite 145 St. Paul, MN 55101-2190 Phone: 651-201-7206 E-mail: sonya.borgeson-bethke@state.mn.us	<b>Federal Funding:</b> None  <b>FAIN:</b> None  <b>State Funding:</b> Minn. Stat. §299F.012, Subd. 2 (3)  <b>Special Conditions:</b> None

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract agreement.

**Term:** Per Minn.Stat. §16B.98 Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed. Once this grant contract agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant contract agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant contract agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee, will:  
Perform and accomplish such purposes and activities as specified herein and in the Grantee’s approved 2024 Fire Service Planning Grant Application (“Application”), which is incorporated by reference into this grant contract agreement and on file with the State at 445 Minnesota Street, Suite 145, St. Paul, MN 55101. The Grantee shall also comply with all requirements referenced in the 2024 Fire Service Planning Grant Guidelines and Application, which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant contract agreement.

**Budget Revisions:** The breakdown of costs of the Grantee’s Budget is contained in Exhibit A, which is attached and incorporated into this grant contract agreement. As stated in the Grantee’s Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

**Matching Requirements:** (If applicable.) As stated in the Grantee’s Application, the Grantee certifies that the matching requirement will be met by the Grantee.





**Payment:** As stated in the Grantee’s Application and Grant Program Guidance, the State will promptly pay the Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

**Certification Regarding Lobbying:** (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

**1. ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**3. STATE AGENCY**

Signed: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Grant Contract Agreement No. A-SFM-FSPG-2024-STFRANCI-002 / P.O. No. 3000100275

Project No.: N/A

**2. GRANTEE**

*The Grantee certifies that the appropriate person(s) have executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Distribution: DPS/FAS  
Grantee  
State’s Authorized Representative

Organization: St Francis, City of

A-SFM-FSPG-2024-STFRANCI-002

**2024 (SFM) FSPG Fire Service Planning Grant**

**Budget Summary (Report)**

<b>Planning: St. Francis/Bethel Joint Powers Service Planning</b>		
<b>Budget Category</b>	<b>Award</b>	<b>Match</b>
(PLNG) Fees Associated With 3rd Party Consulting Bethel/St. Francis shared services agreement	\$40,000.00	\$4,000.00
<b>Total</b>	<b>\$40,000.00</b>	<b>\$4,000.00</b>

**CITY OF ST FRANCIS  
ST FRANCIS, MINNESOTA**

**RESOLUTION NO. 2025-10**

**RESOLUTION 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.**

**WHEREAS**, the authorizing authority hereby agrees to accept funding for a shared services study as approved by the Minnesota Department of Public safety; and

**WHEREAS**, upon approval of its application by the State of Minnesota, the City of St. Francis may enter into an agreement with the Minnesota Department of Public Safety for the Shared Services Study, and the City of St Francis agrees it will comply with all applicable laws and regulations as stated in the grant agreement; and

**WHEREAS**, the City of St. Francis will use the awarded Shared Services Study Planning Grant solely for the funding of a third-party feasibility study regarding shared services.

**NOW BE IT RESOLVED** that the authorizing authority of the City of St. Francis does adopt this resolution.

Upon vote taken, the following voted:

For:

Against:

Adopted this 18<sup>th</sup> day of February, 2025 by the City Council of St. Francis.

CITY OF ST FRANCIS

\_\_\_\_\_

Mark Vogel, Mayor

ATTEST:

\_\_\_\_\_

Jenni Wida, City Clerk



## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
Danielle Robertson, Accounting Clerk  
**SUBJECT:** Payment of Claims  
**DATE:** February 18, 2025

---

**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$122,032.77 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-N/A

Credit Card Payment- N/A

Manual Checks- N/A

**ACTION TO BE CONSIDERED:**

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

**BUDGET IMPLICATION:**

City bills

Attachments:

- 02-18-2025 Packet List-\$122,032.77

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

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
<b>Vendor 15 - AIRGAS NORTH CENTRAL</b>							
5513807384							
00039258	AIRGAS NORTH CENTRAL	01/31/2025		126.92	126.92	Open	N
	CYLINDER RENTAL		DROBERTSON				02/18/2025
	101-43100-40217		OTHER OPERATING SUPPLIES	25.38		1.00	25.38
	101-43210-40217		OTHER OPERATING SUPPLIES	25.38		1.00	25.38
	101-45200-40217		OTHER OPERATING SUPPLIES	25.38		1.00	25.38
	601-49440-40217		OTHER OPERATING SUPPLIES	25.38		1.00	25.38
	602-49490-40217		OTHER OPERATING SUPPLIES	25.40		1.00	25.40
Total Vendor 15 - AIRGAS NORTH CENTRAL				126.92	126.92		
<b>Vendor 1097 - ANOKA COUNTY PROPERTY RECORDS</b>							
.01312025							
00039261	ANOKA COUNTY PROPERTY RECORDS	01/31/2025		2,662.99	2,662.99	Open	N
	TRUTH IN TAXATION AND SPECIAL ASSESSMENT		DMULVIHILL				12/31/2024
	101-41400-40352		GENERAL PUBLISHING	1,030.39		1.00	1,030.39
	405-43100-40441		MISCELLANEOUS	165.65		1.00	165.65
	601-49440-40441		MISCELLANEOUS	325.30		1.00	325.30
	602-49490-40441		MISCELLANEOUS	174.00		1.00	174.00
	603-49500-40418		STORM WATER MANAGEMENT	967.65		1.00	967.65
Total Vendor 1097 - ANOKA COUNTY PROPERTY RECORDS				2,662.99	2,662.99		
<b>Vendor 3811 - ANOKA COUNTY TREASURY</b>							
EC02032521							
00039260	ANOKA COUNTY TREASURY	02/04/2025		13.00	13.00	Open	N
	MEAL THUNSTROM MEETING		DMULVIHILL				02/18/2025
	101-41400-40331		TRAVEL EXPENSES	13.00		1.00	13.00
Total Vendor 3811 - ANOKA COUNTY TREASURY				13.00	13.00		
<b>Vendor 2591 - ASPEN MILLS</b>							
347993							
00039201	ASPEN MILLS	02/03/2025		45.00	45.00	Open	N
	UNIFORM - JOHNSON		DROBERTSON				02/18/2025
	101-42110-40437		UNIFORMS	45.00		1.00	45.00
348089							
00039203	ASPEN MILLS	02/04/2025		18.85	18.85	Open	N
	UNIFORM - HENNES		DROBERTSON				02/18/2025
	101-42210-40437		UNIFORMS	18.85		1.00	18.85

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 2591 - ASPEN MILLS</b>							
348122							
00039211	ASPEN MILLS UNIFORM - PANELS FOR DEPARTMENT 101-42110-40437	02/04/2025 DROBERTSON UNIFORMS		228.00	228.00	Open	N 02/18/2025 228.00
348469							
00039250	ASPEN MILLS UNIFORM - SCHMIDT	02/10/2025 DROBERTSON		623.51	623.51	Open	N 02/18/2025
Total Vendor 2591 - ASPEN MILLS				915.36	915.36		
<b>Vendor 53 - BELLBOY CORPORATION BAR SUPPLY</b>							
0206615100							
00039194	BELLBOY CORPORATION BAR SUPPLY THC 609-49751-40257	01/31/2025 CBUSKEY THC		(192.00)	(192.00)	Open	N 02/04/2025 (192.00)
0206634100							
00039199	BELLBOY CORPORATION BAR SUPPLY LIQUOR 609-49751-40206 609-49751-40251	02/04/2025 CBUSKEY FREIGHT LIQUOR		872.25 13.50 858.75	872.25	Open	N 02/04/2025 13.50 858.75
0206699500							
00039251	BELLBOY CORPORATION BAR SUPPLY THC 609-49751-40257	02/11/2025 CBUSKEY THC		1,291.35 1,291.35	1,291.35	Open	N 02/11/2025 1,291.35
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				1,971.60	1,971.60		
<b>Vendor 10751 - BLUE AND BROWN BACKGROUNDS LLC</b>							
.02112025							
00039249	BLUE AND BROWN BACKGROUNDS LLC BACKGROUND CLASS 101-42110-40208	02/11/2025 DROBERTSON TRAINING		300.00 300.00	300.00	Open	N 02/18/2025 300.00
Total Vendor 10751 - BLUE AND BROWN BACKGROUNDS LLC				300.00	300.00		
<b>Vendor 10723 - BOURGET IMPORTS</b>							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

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
<b>Vendor 10723 - BOURGET IMPORTS</b>							
214612							
00039240	BOURGET IMPORTS	02/07/2025		722.00	722.00	Open	N
	WINE		CBUSKEY				02/08/2025
	609-49751-40206	FREIGHT		27.00		1.00	27.00
	609-49751-40253	WINE		695.00		1.00	695.00
Total Vendor 10723 - BOURGET IMPORTS					<u>722.00</u>	<u>722.00</u>	
<b>Vendor 7244 - BREAKTHRU BEVERAGE</b>							
119845042							
00039195	BREAKTHRU BEVERAGE	01/31/2025		2,869.55	2,869.55	Open	N
	LIQUOR/WINE		CBUSKEY				02/04/2025
	609-49751-40206	FREIGHT		37.70		1.00	37.70
	609-49751-40251	LIQUOR		2,015.85		1.00	2,015.85
	609-49751-40253	WINE		816.00		1.00	816.00
413207319							
00039196	BREAKTHRU BEVERAGE	01/30/2025		(596.90)	(596.90)	Open	N
	LIQUOR		CBUSKEY				02/04/2025
	609-49751-40206	FREIGHT		(2.90)		1.00	(2.90)
	609-49751-40251	LIQUOR		(594.00)		1.00	(594.00)
119955612							
00039238	BREAKTHRU BEVERAGE	02/07/2025		2,048.65	2,048.65	Open	N
	LIQUOR/WINE		CBUSKEY				02/07/2025
	609-49751-40206	FREIGHT		15.95		1.00	15.95
	609-49751-40253	WINE		231.00		1.00	231.00
	609-49751-40251	LIQUOR		1,801.70		1.00	1,801.70
Total Vendor 7244 - BREAKTHRU BEVERAGE					<u>4,321.30</u>	<u>4,321.30</u>	
<b>Vendor 91 - DAHLHEIMER DIST. CO. INC</b>							
2392244							
00039231	DAHLHEIMER DIST. CO. INC	02/05/2025		16,781.30	16,781.30	Open	N
	BEER/NA/MISC		CBUSKEY				02/06/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		204.00		1.00	204.00
	609-49751-40255	N/A PRODUCTS		92.00		1.00	92.00
	609-49751-40252	BEER		16,485.30		1.00	16,485.30

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
Inventory					Units	Quantity	
<b>Vendor 91 - DAHLHEIMER DIST. CO. INC</b>							
2397391							
00039433	DAHLHEIMER DIST. CO. INC BEER 609-49751-40252	02/12/2025 CBUSKEY		6,698.63	6,698.63	Open	N 02/12/2025 6,698.63
		BEER		6,698.63		1.00	
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				23,479.93	23,479.93		
<b>Vendor UB-REFUND - DAN OR DOROTHY DUTCHER</b>							
.020520252							
00039206	DAN OR DOROTHY DUTCHER CREDIT REFUND 601-49440-40444	02/05/2025 DROBERTSON		97.38	97.38	Open	N 02/18/2025 97.38
		REFUND & REIMBURSEMENT		97.38		1.00	
Total Vendor UB-REFUND - DAN OR DOROTHY DUTCHER				97.38	97.38		
<b>Vendor UB-REFUND - DEBBIE JOHNSON</b>							
.020520253							
00039207	DEBBIE JOHNSON CREDIT REFUND 601-49440-40444	02/05/2025 DROBERTSON		69.84	69.84	Open	N 02/18/2025 69.84
		REFUND & REIMBURSEMENT		69.84		1.00	
Total Vendor UB-REFUND - DEBBIE JOHNSON				69.84	69.84		
<b>Vendor 107 - ECM PUBLISHERS, INC</b>							
1035309							
00039252	ECM PUBLISHERS, INC FEB 19 PH LAND SALE COMMENTS 101-41400-40351	02/07/2025 DROBERTSON		55.00	55.00	Open	N 02/18/2025 55.00
		LEGAL NOTICES PUBLISHING		55.00		1.00	
1035308							
00039253	ECM PUBLISHERS, INC FEB 18 PH IMPROVEMENTS	02/07/2025 DROBERTSON		121.00	121.00	Open	N 02/18/2025
Total Vendor 107 - ECM PUBLISHERS, INC				176.00	176.00		
<b>Vendor 5429 - FIRE SAFETY USA, INC</b>							
197073							
00039257	FIRE SAFETY USA, INC AMERICAN AIRWORKS COMPRESSOR LABOR	01/29/2025 DROBERTSON		568.75	568.75	Open	N 02/18/2025
Total Vendor 5429 - FIRE SAFETY USA, INC				568.75	568.75		



INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 41.

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
<b>Vendor 5429 - FIRE SAFETY USA, INC</b>							
<b>Vendor 10659 - GLOBAL RESERVE DISTRIBUTION</b>							
ORD-14888							
00039434	GLOBAL RESERVE DISTRIBUTION	02/12/2025		3,061.82	3,061.82	Open	N
	THC		CBUSKEY				02/12/2025
	609-49751-40257	THC		3,061.82		1.00	3,061.82
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				3,061.82	3,061.82		
<b>Vendor 130 - GOPHER STATE ONE-CALL, INC</b>							
5010769							
00039198	GOPHER STATE ONE-CALL, INC	01/31/2025		58.10	58.10	Open	N
	ANNUAL FEE AND 6 EMAIL TICKETS		DROBERTSON				02/18/2025
	601-49440-40442	GOPHER STATE		29.05		1.00	29.05
	602-49490-40442	GOPHER STATE		29.05		1.00	29.05
Total Vendor 130 - GOPHER STATE ONE-CALL, INC				58.10	58.10		
<b>Vendor 7512 - GREAT LAKES COCA-COLA</b>							
45536656018							
00039237	GREAT LAKES COCA-COLA	02/07/2025		1,551.65	1,551.65	Open	N
	MISC		CBUSKEY				02/07/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		1,551.65		1.00	1,551.65
Total Vendor 7512 - GREAT LAKES COCA-COLA				1,551.65	1,551.65		
<b>Vendor 10750 - HAMMERHEART LLC</b>							
6429							
00039242	HAMMERHEART LLC	02/07/2025		138.00	138.00	Open	N
	BEER		DROBERTSON				02/18/2025
	609-49751-40252	BEER		138.00		1.00	138.00
Total Vendor 10750 - HAMMERHEART LLC				138.00	138.00		
<b>Vendor 1175 - HAWKINS, INC</b>							
6975377							
00039193	HAWKINS, INC	01/28/2025		8,723.13	8,723.13	Open	N
	FERRIC CHLORIDE		DROBERTSON				02/18/2025
	602-49490-40216	CHEMICALS		8,723.13		1.00	8,723.13

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

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
<b>Vendor 1175 - HAWKINS, INC</b>							
Total Vendor 1175 - HAWKINS, INC				8,723.13	8,723.13		
<b>Vendor 7513 - HOISINGTON KOEGLER GROUP, INC</b>							
018-041 - 77							
00039422							
	HOISINGTON KOEGLER GROUP, INC	02/11/2025		2,236.33	2,236.33	Open	N
	PLANNING SERVICES-JANUARY	DMULVIHILL					02/18/2025
	101-41910-40311	CONTRACT		2,236.33		1.00	2,236.33
Total Vendor 7513 - HOISINGTON KOEGLER GROUP, INC				2,236.33	2,236.33		
<b>Vendor 10739 - IHEALTH</b>							
IHEAINV00689							
00039421							
	IHEALTH	01/31/2025		7,100.00	7,100.00	Open	N
	SCREENINGS	DMULVIHILL					02/18/2025
	103-42110-40300	PROFESSIONAL SERVICES		2,366.67		1.00	2,366.67
	103-42210-40441	MISCELLANEOUS		2,366.66		1.00	2,366.66
	101-41400-40441	MISCELLANEOUS		2,366.67		1.00	2,366.67
Total Vendor 10739 - IHEALTH				7,100.00	7,100.00		
<b>Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC</b>							
IN4765904							
00039430							
	INNOVATIVE OFFICE SOLUTIONS, LLC	02/12/2025		140.18	140.18	Open	N
	OFFICE SUPPLIES	DROBERTSON					02/18/2025
	101-41400-40200	OFFICE SUPPLIES		140.18		1.00	140.18
Total Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC				140.18	140.18		
<b>Vendor 154 - JOHNSON BROTHERS</b>							
2719437							
00039197							
	JOHNSON BROTHERS	01/31/2025		2,527.68	2,527.68	Open	N
	LIQUOR	CBUSKEY					02/04/2025
	609-49751-40206	FREIGHT		43.68		1.00	43.68
	609-49751-40251	LIQUOR		2,484.00		1.00	2,484.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
<b>Vendor 154 - JOHNSON BROTHERS</b>							
2723689 00039226	JOHNSON BROTHERS MISC 609-49751-40206 609-49751-40254	02/06/2025 CBUSKEY		390.02	390.02	Open	N 02/06/2025
		FREIGHT		20.02		1.00	20.02
		MISCELLANEOUS MERCHANDISE		370.00		1.00	370.00
2723688 00039227	JOHNSON BROTHERS WINE 609-49751-40206 609-49751-40253	02/06/2025 CBUSKEY		179.64	179.64	Open	N 02/06/2025
		FREIGHT		3.64		1.00	3.64
		WINE		176.00		1.00	176.00
2723687 00039228	JOHNSON BROTHERS LIQUOR 609-49751-40206 609-49751-40251	02/06/2025 CBUSKEY		2,125.63	2,125.63	Open	N 02/06/2025
		FREIGHT		52.78		1.00	52.78
		LIQUOR		2,072.85		1.00	2,072.85
Total Vendor 154 - JOHNSON BROTHERS					<u>5,222.97</u>	<u>5,222.97</u>	
<b>Vendor UB-REFUND - LAURA ZAUNER</b>							
.020520256 00039210	LAURA ZAUNER CREDIT REFUND 601-49440-40444	02/05/2025 DROBERTSON		90.69	90.69	Open	N 02/18/2025
		REFUND & REIMBURSEMENT		90.69		1.00	90.69
Total Vendor UB-REFUND - LAURA ZAUNER					<u>90.69</u>	<u>90.69</u>	
<b>Vendor 561 - LEAGUE OF MN CITIES</b>							
422378 00039219	LEAGUE OF MN CITIES 2025 ELECTED LEADERS INSTITUTE - FAANES 101-41110-40208	01/29/2025 DROBERTSON		350.00	350.00	Open	N 02/18/2025
		TRAINING		350.00		1.00	350.00
Total Vendor 561 - LEAGUE OF MN CITIES					<u>350.00</u>	<u>350.00</u>	
<b>Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP</b>							
118179 00039423	LOCKRIDGE GRINDAL NAUEN PLLP FEBRUARY SERVICES 101-41400-40311	02/01/2025 DMULVIHILL		3,333.33	3,333.33	Open	N 02/18/2025
		CONTRACT		3,333.33		1.00	3,333.33

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
<b>Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP</b>							
Total Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP				3,333.33	3,333.33		
<b>Vendor 202 - MCDONALD DIST CO</b>							
790969							
00039229	MCDONALD DIST CO BEER/MISC 609-49751-40254	02/05/2025 CBUSKEY		1,350.90	1,350.90	Open	N 02/06/2025
	609-49751-40252	MISCELLANEOUS MERCHANDISE BEER		78.00 1,272.90		1.00 1.00	78.00 1,272.90
790968							
00039230	MCDONALD DIST CO LIQUOR 609-49751-40251	02/05/2025 CBUSKEY		1,768.50	1,768.50	Open	N 02/06/2025
		LIQUOR		1,768.50		1.00	1,768.50
792181							
00039431	MCDONALD DIST CO THC 609-49751-40257	02/12/2025 CBUSKEY		(180.36)	(180.36)	Open	N 02/12/2025
		THC		(180.36)		1.00	(180.36)
792103							
00039432	MCDONALD DIST CO BEER/NA 609-49751-40255	02/12/2025 CBUSKEY		8,580.50	8,580.50	Open	N 02/12/2025
	609-49751-40252	N/A PRODUCTS BEER		107.00 8,473.50		1.00 1.00	107.00 8,473.50
Total Vendor 202 - MCDONALD DIST CO				11,519.54	11,519.54		
<b>Vendor UB-REFUND - MEGHAN BURNEVIK</b>							
.02052025							
00039204	MEGHAN BURNEVIK CREDIT REFUND 601-49440-40444	02/05/2025 DROBERTSON		211.49	211.49	Open	N 02/18/2025
		REFUND & REIMBURSEMENT		211.49		1.00	211.49
Total Vendor UB-REFUND - MEGHAN BURNEVIK				211.49	211.49		
<b>Vendor 3689 - METRO SALES, INC</b>							

**INVOICE REGISTER FOR CITY OF ST. FRANCIS**

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

**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
<b>Vendor 3689 - METRO SALES, INC</b>							
INV2709854 00039241	METRO SALES, INC	02/07/2025		242.00	242.00	Open	N
	COPIES-PW	DMULVIHILL					02/18/2025
	602-49490-40200	OFFICE SUPPLIES		60.50		1.00	60.50
	601-49440-40200	OFFICE SUPPLIES		60.50		1.00	60.50
	101-45200-40200	OFFICE SUPPLIES		60.50		1.00	60.50
	101-43100-40200	OFFICE SUPPLIES		60.50		1.00	60.50
Total Vendor 3689 - METRO SALES, INC				242.00	242.00		
<b>Vendor 181 - METRO WEST INSPECTIONS SERVICE</b>							
4464 00039254	METRO WEST INSPECTIONS SERVICE	01/27/2025		3,991.00	3,991.00	Open	N
	FINALIZED PERMITS JANUARY 2025	DROBERTSON					02/18/2025
	101-41910-40311	CONTRACT		3,991.00		1.00	3,991.00
Total Vendor 181 - METRO WEST INSPECTIONS SERVICE				3,991.00	3,991.00		
<b>Vendor 10337 - METRO-INET</b>							
2440 00039212	METRO-INET	02/01/2025		17,685.00	17,685.00	Open	N
	FEBRUARY IT SERVICES	DMULVIHILL					02/18/2025
	101-41110-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	101-41400-40310	COMPUTER CONSULTING FEES		2,475.90		1.00	2,475.90
	101-41910-40310	COMPUTER CONSULTING FEES		353.70		1.00	353.70
	101-42110-40310	COMPUTER CONSULTING FEES		8,665.65		1.00	8,665.65
	101-42210-40310	COMPUTER CONSULTING FEES		1,591.65		1.00	1,591.65
	101-42400-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	101-43100-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	101-45200-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	601-49440-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	602-49490-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	609-49750-40310	COMPUTER CONSULTING FEES		353.70		1.00	353.70
Total Vendor 10337 - METRO-INET				17,685.00	17,685.00		
<b>Vendor 5371 - MIDCONTINENT COMMUNICATIONS</b>							
13332710114537 00039255	MIDCONTINENT COMMUNICATIONS	02/02/2025		45.40	45.40	Open	N
	FEBRUARY BILLING 2025	DROBERTSON					02/18/2025
	601-49440-40321	TELEPHONE		45.40		1.00	45.40

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4I.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 5371 - MIDCONTINENT COMMUNICATIONS</b>							
13334860114537							
00039256	MIDCONTINENT COMMUNICATIONS	02/02/2025		158.39	158.39	Open	N
	FEBRUARY BILLING 2025		DROBERTSON				02/18/2025
	101-42110-40321	TELEPHONE		158.39		1.00	158.39
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS				203.79	203.79		
<b>Vendor 10744 - MINNESOTA FIRE SERVICE CERTIFI</b>							
13433							
00039215	MINNESOTA FIRE SERVICE CERTIFI	01/07/2025		371.50	371.50	Open	N
	HAZ MAT OPERATIONS - TAKEN BY HENNES AND DROBERTSON						02/18/2025
	101-42210-40208	TRAINING		371.50		1.00	371.50
Total Vendor 10744 - MINNESOTA FIRE SERVICE CERTIFI				371.50	371.50		
<b>Vendor 10729 - MOOERS, JEREMY</b>							
.02062025							
00039217	MOOERS, JEREMY	01/29/2025		200.00	200.00	Open	N
	ALUMINUM MATERIAL - RECEIPT 069882		DROBERTSON				02/18/2025
	602-49490-40229	PROJECT MAINTENANCE		200.00		1.00	200.00
Total Vendor 10729 - MOOERS, JEREMY				200.00	200.00		
<b>Vendor UB-REFUND - NICHOLAS DUREN</b>							
.020520251							
00039205	NICHOLAS DUREN	02/05/2025		223.15	223.15	Open	N
	CREDIT REFUND		DROBERTSON				02/18/2025
	601-49440-40444	REFUND & REIMBURSEMENT		223.15		1.00	223.15
Total Vendor UB-REFUND - NICHOLAS DUREN				223.15	223.15		
<b>Vendor 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							
6918189							
00039096	PHILLIPS WINE & SPIRITS CO	01/24/2025		684.32	684.32	Open	N
	LIQUOR		CBUSKEY				01/24/2025
	609-49751-40206	FREIGHT		10.47		1.00	10.47
	609-49751-40251	LIQUOR		673.85		1.00	673.85

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
<b>Vendor 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							
6925234 00039223	PHILLIPS WINE & SPIRITS CO WINE	02/06/2025 CBUSKEY		1,037.60	1,037.60	Open	N 02/06/2025
	609-49751-40206	FREIGHT		18.20		1.00	18.20
	609-49751-40253	WINE		1,019.40		1.00	1,019.40
<b>6925235</b>							
00039224	PHILLIPS WINE & SPIRITS CO MISC	02/06/2025 CBUSKEY		53.97	53.97	Open	N 02/06/2025
	609-49751-40206	FREIGHT		1.82		1.00	1.82
	609-49751-40254	MISCELLANEOUS MERCHANDISE		52.15		1.00	52.15
<b>6925233</b>							
00039225	PHILLIPS WINE & SPIRITS CO LIQUOR	02/06/2025 CBUSKEY		2,228.22	2,228.22	Open	N 02/06/2025
	609-49751-40206	FREIGHT		30.94		1.00	30.94
	609-49751-40251	LIQUOR		2,197.28		1.00	2,197.28
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				4,004.11	4,004.11		
<b>Vendor 10745 - PREMIUM WATERS, INC</b>							
310610498 00039213	PREMIUM WATERS, INC MONTHLY FEE	01/31/2025 DMULVIHILL		22.41	22.41	Open	N 02/18/2025
	101-42210-40401	BUILDINGS MAINTENANCE		22.41		1.00	22.41
Total Vendor 10745 - PREMIUM WATERS, INC				22.41	22.41		
<b>Vendor UB-REFUND - PROGRESSIVE BUILDERS</b>							
.020520254 00039208	PROGRESSIVE BUILDERS CREDIT REFUND	02/05/2025 DROBERTSON		2,488.63	2,488.63	Open	N 02/18/2025
	601-49440-40444	REFUND & REIMBURSEMENT		2,488.63		1.00	2,488.63
Total Vendor UB-REFUND - PROGRESSIVE BUILDERS				2,488.63	2,488.63		
<b>Vendor 458 - QUILL CORPORATION</b>							
42550815 00039214	QUILL CORPORATION NAME TAGS	01/24/2025 DROBERTSON		38.32	38.32	Open	N 02/18/2025
	101-41400-40200	OFFICE SUPPLIES		38.32		1.00	38.32

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
<b>Vendor 458 - QUILL CORPORATION</b>							
Total Vendor 458 - QUILL CORPORATION				38.32	38.32		
<b>Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC</b>							
B016177 00039200	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1 602-49490-40313	01/31/2025 DROBERTSON SAMPLE TESTING		206.91 206.91	206.91	Open 1.00	N 02/18/2025 206.91
B016230 00039216	RMB ENVIRONMENTAL LABORATORIES, INC PROJECT 99 602-49490-40313	02/05/2025 DROBERTSON SAMPLE TESTING		188.10 188.10	188.10	Open 1.00	N 02/18/2025 188.10
B016207 00039218	RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2 602-49490-40313	01/31/2025 DROBERTSON SAMPLE TESTING		156.75 156.75	156.75	Open 1.00	N 02/18/2025 156.75
B016219 00039259	RMB ENVIRONMENTAL LABORATORIES, INC WEEK 1 COOLER 1 602-49490-40313	02/11/2025 DROBERTSON SAMPLE TESTING		443.08 443.08	443.08	Open 1.00	N 02/18/2025 443.08
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				994.84	994.84		
<b>Vendor UB-REFUND - SCOTT SCHEIFELBEIN</b>							
.020520255 00039209	SCOTT SCHEIFELBEIN CREDIT REFUND 601-49440-40444	02/05/2025 DROBERTSON REFUND & REIMBURSEMENT		99.30 99.30	99.30	Open 1.00	N 02/18/2025 99.30
Total Vendor UB-REFUND - SCOTT SCHEIFELBEIN				99.30	99.30		
<b>Vendor 7455 - SOUTHERN GLAZERS OF MN</b>							
2586248 00039232	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40251	02/06/2025 CBUSKEY FREIGHT LIQUOR		7,553.19 57.90 7,495.29	7,553.19	Open 1.00 1.00	N 02/06/2025 57.90 7,495.29



INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
<b>Vendor 7455 - SOUTHERN GLAZERS OF MN</b>							
2586249							
00039233	SOUTHERN GLAZERS OF MN	02/06/2025		223.57	223.57	Open	N
	WINE		CBUSKEY				02/06/2025
	609-49751-40206		FREIGHT	3.00		1.00	3.00
	609-49751-40253		WINE	220.57		1.00	220.57
Total Vendor 7455 - SOUTHERN GLAZERS OF MN					<u>7,776.76</u>	<u>7,776.76</u>	
<b>Vendor 4940 - THE AMERICAN BOTTLING COMPANY</b>							
4847902878							
00039234	THE AMERICAN BOTTLING COMPANY	02/06/2025		(1.80)	(1.80)	open	N
	MISC		CBUSKEY				02/06/2025
	609-49751-40254		MISCELLANEOUS MERCHANDISE	(1.80)		1.00	(1.80)
4847902877							
00039235	THE AMERICAN BOTTLING COMPANY	02/06/2025		669.00	669.00	Open	N
	MISC		CBUSKEY				02/06/2025
	609-49751-40254		MISCELLANEOUS MERCHANDISE	669.00		1.00	669.00
Total Vendor 4940 - THE AMERICAN BOTTLING COMPANY					<u>667.20</u>	<u>667.20</u>	
<b>Vendor 863 - THE BERNICK COMPANIES</b>							
10318717							
00039220	THE BERNICK COMPANIES	02/06/2025		718.35	718.35	open	N
	BEER/NA		CBUSKEY				02/06/2025
	609-49751-40255		N/A PRODUCTS	30.00		1.00	30.00
	609-49751-40252		BEER	688.35		1.00	688.35
10318716							
00039221	THE BERNICK COMPANIES	02/06/2025		167.00	167.00	open	N
	THC		CBUSKEY				02/06/2025
	609-49751-40257		THC	167.00		1.00	167.00
10318715							
00039222	THE BERNICK COMPANIES	02/06/2025		(54.72)	(54.72)	Open	N
	BEER		CBUSKEY				02/06/2025
	609-49751-40252		BEER	(54.72)		1.00	(54.72)
Total Vendor 863 - THE BERNICK COMPANIES					<u>830.63</u>	<u>830.63</u>	
<b>Vendor 8546 - THOMSON REUTERS-WEST</b>							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 8546 - THOMSON REUTERS-WEST</b>							
6165541648 00039435	THOMSON REUTERS-WEST MN CRIMINAL LAW FULL SET 101-42110-40200	02/13/2025 DROBERTSON OFFICE SUPPLIES		527.43 527.43	527.43	Open	N 02/18/2025 527.43
Total Vendor 8546 - THOMSON REUTERS-WEST				527.43	527.43		
<b>Vendor 4491 - TOM LYNCH ELECTRIC LLC</b>							
02052025 00039239	TOM LYNCH ELECTRIC LLC ELECTRICAL WORK 601-49440-40401 602-49490-40401 101-43100-40401 101-45200-40401	02/05/2025 JSHOOK BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE		2,210.00 552.50 552.50 552.50 552.50	2,210.00	Open	N 02/18/2025 552.50 552.50 552.50 552.50
Total Vendor 4491 - TOM LYNCH ELECTRIC LLC				2,210.00	2,210.00		
<b>Vendor 4482 - TOTAL CONTROL SYSTEMS, INC</b>							
11533 00039236	TOTAL CONTROL SYSTEMS, INC RIVERS EDGE SLS FAULT 602-49490-40229	02/06/2025 DROBERTSON PROJECT MAINTENANCE		294.40 294.40	294.40	Open	N 02/18/2025 294.40
Total Vendor 4482 - TOTAL CONTROL SYSTEMS, INC				294.40	294.40		
# of Invoices: 67 # Due: 67 # of Credit Memos: 5 # Due: 5 Net of Invoices and Credit Memos:				Totals: Totals: Totals:	123,058.55 (1,025.78) 122,032.77	123,058.55 (1,025.78) 122,032.77	
--- TOTALS BY GL BANK ---							
	GNCKG			122,032.77			
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-41110-40208			350.00			
	101-41110-40310			707.40			
	101-41400-40200			178.50			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
	101-41400-40310			2,475.90			
	101-41400-40311			3,333.33			
	101-41400-40331			13.00			
	101-41400-40351			55.00			
	101-41400-40352			1,030.39			
	101-41400-40441			2,366.67			
	101-41910-40310			353.70			
	101-41910-40311			6,227.33			
	101-42110-40200			527.43			
	101-42110-40208			300.00			
	101-42110-40310			8,665.65			
	101-42110-40321			158.39			
	101-42110-40437			273.00			
	101-42210-40208			371.50			
	101-42210-40310			1,591.65			
	101-42210-40401			22.41			
	101-42210-40437			18.85			
	101-42400-40310			707.40			
	101-43100-40200			60.50			
	101-43100-40217			25.38			
	101-43100-40310			707.40			
	101-43100-40401			552.50			
	101-43210-40217			25.38			
	101-45200-40200			60.50			
	101-45200-40217			25.38			
	101-45200-40310			707.40			
	101-45200-40401			552.50			
	103-42110-40300			2,366.67			
	103-42210-40441			2,366.66			
	405-43100-40441			165.65			
	601-49440-40200			60.50			
	601-49440-40217			25.38			
	601-49440-40310			707.40			
	601-49440-40321			45.40			
	601-49440-40401			552.50			
	601-49440-40441			325.30			
	601-49440-40442			29.05			
	601-49440-40444			3,280.48			
	602-49490-40200			60.50			
	602-49490-40216			8,723.13			
	602-49490-40217			25.40			
	602-49490-40229			494.40			
	602-49490-40310			707.40			
	602-49490-40313			994.84			
	602-49490-40401			552.50			
	602-49490-40441			174.00			
	602-49490-40442			29.05			
	603-49500-40418			967.65			
	609-49750-40310			353.70			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/19/2025 - 02/19/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
	609-49751-40206			333.70			
	609-49751-40251			20,774.07			
	609-49751-40252			33,701.96			
	609-49751-40253			3,157.97			
	609-49751-40254			2,923.00			
	609-49751-40255			229.00			
	609-49751-40257			4,147.81			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			32,444.44	32,444.44		
	103 PUBLIC SAFETY FUNDS			4,733.33	4,733.33		
	405 STREET IMPROVEMENT FUND			165.65	165.65		
	601 WATER FUND			5,026.01	5,026.01		
	602 SEWER FUND			11,761.22	11,761.22		
	603 STORM WATER FUND			967.65	967.65		
	609 LIQUOR FUND			65,621.21	65,621.21		
--- TOTALS BY DEPT/ACTIVITY ---							
	41110 CITY COUNCIL			1,057.40	1,057.40		
	41400 ADMINISTRATION			9,452.79	9,452.79		
	41910 COMMUNITY DEVELOPMENT			6,581.03	6,581.03		
	42110 POLICE			12,291.14	12,291.14		
	42210 FIRE			4,371.07	4,371.07		
	42400 BUILDING INSPECTIONS			707.40	707.40		
	43100 STREETS			1,511.43	1,511.43		
	43210 RECYCLING			25.38	25.38		
	45200 PARKS			1,345.78	1,345.78		
	49440 WATER DEPT			5,026.01	5,026.01		
	49490 SEWER DEPT			11,761.22	11,761.22		
	49500 STORM WATER DEPT			967.65	967.65		
	49750 LIQUOR STORE			353.70	353.70		
	49751 MERCHANDISE PURCHASES			65,267.51	65,267.51		



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Craig Jochum, City Engineer  
**SUBJECT:** Public Hearing for the 2025 Street Reconstruction Project  
**DATE:** February 18, 2025

**OVERVIEW:**

The 2025 Street Reconstruction Project includes three separate project areas as shown on Exhibit A. Each area has different reasons for improvements, which are described below.

**Project Area 1:** Project Area 1 includes the reconstruction of Woodbine Street from Bridge Street and Rum River Boulevard and 229<sup>th</sup> Lane from Ambassador Boulevard to Rum River Boulevard. Woodbine Street and 229<sup>th</sup> Lane are being reconstructed due to poor street and storm sewer conditions as well as the outdated watermain on Woodbine Street. The watermain replacement will include replacing the 1973 thin wall PVC watermain with a new 8-inch C-900 PVC watermain and replacing the individual water services from the mains to the street right-of-way. These streets are on the City’s Municipal State Aid system.

**Project Area 2:** Project Area 2 will include the construction of a new 37 stall city owned parking lot off Woodbine Street. The new parking lot will be across from the new City Hall. The purpose of the new lot includes additional parking for the area, additional parking for larger public meetings at city hall, as well as an opportunity for neighboring properties to lease parking spaces if needed.

**Project Area 3:** Project Area 3 will consist of street surface improvements on 233<sup>rd</sup> Avenue from Highway 47 to Ambassador Boulevard and 229<sup>th</sup> Avenue from Highway 47 to Ambassador Boulevard. This project will also include reconstructing the pedestrian ramps to current ADA standards. These streets are also on the City’s Municipal State Aid system.

The feasibility report, approved by City Council on January 21, 2025, provides detail on the proposed assessments and funding sources for this project. The feasibility report estimated the construction for this project to be \$1,546,000. The project will be financed with the Municipal State Aid (MSA) Fund, Stormwater Fund, Water & Sewer Fund, Street Capital Fund and Assessment Funds. The funding is summarized below:

Funding Source	Funding Source Amount
MSA Funds	\$774,070
Water & Sewer Fund	\$279,000
Stormwater Fund	\$223,000
Assessment Funds	\$111,930
Street Capital Fund	\$158,000
<b>Total</b>	<b>\$1,546,000</b>

A portion of the cost of this project is proposed to be assessed to the benefitting property owners that abut (and address) on 229<sup>th</sup> Lane and Woodbine Street. The public improvement and property assessment process will be carried out in accordance with Minnesota Statutes Chapter 429. The assessments will be calculated in accordance with the current City assessment policy. The assessments include the following components:

1. Water service assessments shall be 100% Property Owner.
2. Watermains shall be 40% Property Owner and 60% City.
3. Storm sewer shall be 40% Property Owner and 60% City.

Any assessment not paid in full when initially due will be certified to Anoka County for collection over a fifteen (15) year period. Interest on the amount assessed will be determined and set by the City Council at the assessment hearing. Per MN Statue 429 a Public Improvement Hearing must be conducted prior to considering a contract award for this project. Resolution 2025-03 which was approved by City Council on January 21, 2025 set the Public Improvement Hearing for February 18, 2025 at the regular scheduled City Council Meeting. As required by Statue, hearing notices were mailed to all benefited property owners. The notices included the proposed assessment for each property. The proposed assessments for each parcel are attached.

If this project moves forward the anticipated schedule is as follows:

Tuesday	February 18 <sup>th</sup>	City Council Holds Public Improvement Hearing, Approves Plans and Specifications, and Authorizes Advertisement for bids
Wednesday	March 26 <sup>th</sup>	Open Bids
Monday	April 21 <sup>st</sup>	City Council Approves Bids and Awards Construction Contract
Monday	May 12 <sup>th</sup>	Start Construction
Friday	September 12 <sup>th</sup>	Construction Substantial Completion
Friday	September 26 <sup>th</sup>	Construction Final Completion
Monday	October 6 <sup>th</sup>	City Council Holds Assessment Hearing and Adopts the Assessment Roll

**ACTION TO BE CONSIDERED:**

Consider Conducting the Public Hearing for the 2025 Street Reconstruction Project. The purpose of the hearing is for the council to discuss the improvement before awarding a bid and ordering it done. A summary of the neighborhood meeting

**BUDGET IMPLICATION:**

As noted above.

**Attachments:**

- Exhibit A – Project Location Map
- Preliminary Assessment Roll
- Summary of the Neighborhood Meeting

## MEMORANDUM

**TO:** Kate Thunstrom, City Administrator

**CC:** Paul Carpenter, Public Works Director

**FROM:** Craig Jochum, City Engineer

**DATE:** February 12, 2025

**RE:** Neighborhood Meeting Summary – 2025 Street Reconstruction Project

---

This memorandum summarizes the neighborhood meeting that was held at the City Hall on February 5, 2025 for the 2025 Street Reconstruction Project. Staff members in attendance included Paul Carpenter, Parish Barten, and Jeremy Shook. A total of 11 people attended the meeting. The attached project summary was provided to all people that attended. The following were the main items of discussion:

- **Sidewalks** - The exhibits presented at the meeting included constructing a new sidewalk on one side of the street for both Woodbine Street and 229<sup>th</sup> Lane. Approximately half of the people in attendance indicated they were not in favor of the proposed sidewalks. This item was discussed further after the meeting by myself and staff. It was agreed that only the sidewalk on Woodbine Street would be included on the draft plans presented to council. If a sidewalk was constructed on 229<sup>th</sup> Lane at this time pedestrians would need to cross Ambassador Boulevard since there is no north/south trail on the east side of Ambassador Boulevard.
- **Assessments** – There were some concerns about the proposed assessments. Only 3 property owners that are being assessed attended the meeting. They were provided with an estimate of their proposed assessment. One letter was received from a property owner that could not attend the meeting. The individual owns the property at 22910 Woodbine Street. A copy of the letter is attached.
- **Trees** – There were some concerns about tree removal along Woodbine Street. Several mature trees need to be removed to construct the proposed street and sidewalk. All the trees proposed to be removed are in the City’s right-of-way.
- **New Parking Lot** – There wasn’t much discussion on the proposed parking lot. The property owner of the clinic did ask if the lot was for public use.
- **Lot Split** – The property owner at 22920 Woodbine asked about splitting their lot. They were advised to talk to the Community Development Director. I also advised the owner that they should consider requesting sewer and water services for the new lot if they split their property. I informed them that the cost of the new services would be their expense.



# PROJECT SUMMARY

## 2025 STREET RECONSTRUCTION PROJECT

### A. Project Highlights

- Construction Includes
  - New curb and gutter
  - New street surface
  - New watermain and services on Woodbine Street
  - New storm sewer
  - New Sidewalks on one side of the street
- Driveway Replacement
  - Concrete aprons for all driveways
  - Replace in kind beyond concrete apron

### B. Assessment Rates

- Water services      100% property owner
- Watermain            40% property owner
- Storm sewer         40% property owner

### C. Project Funding

- Total Project Cost .....\$ 1,546,000
- Project Assessment .....\$ 111,930

### D. Project Schedule

<b>2025</b>	<b>February 5</b>	<b>Neighborhood Meeting</b>
	<b>February 18</b>	<b>City Council Holds Public Improvement Hearing</b>
	<b>February 18</b>	<b>Council Approves Plans and Specifications and Authorizes Advertisement for Bid</b>
	<b>March 25</b>	<b>Open Bids</b>
	<b>April 7</b>	<b>Council Approves Bid and Awards Contract</b>
	<b>April / May</b>	<b>Start Construction</b>
	<b>September</b>	<b>Project Completion</b>
	<b>October</b>	<b>City Council Holds Assessment Hearing</b>

To the City Engineer, City Council, and whomever it may concern,

My wife and I have lived in St Francis for over three years now, and my wife grew up in Oak Grove. We have a deep love and appreciation for this area and are happy to call St Francis home. I share in my neighbors' concern about the huge cost that this reconstruction project will be for us residents who live off 229<sup>th</sup> Lane and Woodbine Street, some of whom live off both. I am a full-time pastor at a small church, and is true for many pastors, the job does not pay much. My wife and I are also expecting our first child and so will be down to one income. We have already had to work hard to maintain financial stability where we live, and I know that many of my neighbors are in a similar or perhaps even more difficult financial situation than we are. We feel, as do our neighbors, that it would be in the city's best interest to not move forward with this reconstruction project due to the financial strain and hardship it would bring to the residents who live on these streets.

Due to my pastoral responsibilities, I am unable to attend tonight's meeting, and so I am handing off this letter to my neighbor Sue Nutter to present it in my absence.

Brett Carey

02/05/2025



Agenda Item # 7A.

0 125 250 500 Feet



### Legend

- Complete Reconstruction
- Mill and Overlay
- New City Parking Lot

## EXHIBIT A PROJECT LOCATIONS

**Property List and Assessment Summary  
2025 Street Reconstruction Project**

Residential Water Service Assessment  
 Multi-Family/Commercial Water Service Assessment  
 Watermain Lateral Assessment  
 Storm Sewer Assessment  
 M MUNICIPAL  
 C COMMERCIAL  
 R RESIDENTIAL

\$2,478.00 Each  
 \$4,956.00 Each  
 \$107.42 per foot  
 \$70.63 per foot

PID	PROPERTY ADDRESS	OWNER/TAXPAYER	OWNER ADDRESS	FRONT FOOTAGE ON WOODBINE STREET	FRONT FOOTAGE ON 229TH LANE	TOTAL FRONT FOOTAGE	ASSESSED FRONTAGE (FEET)	PROPERTY TYPE	WATERMAIN LATERAL ASSESSMENT		WATER SERVICE ASSESSMENT	STORM SEWER ASSESSMENT		TOTAL OWNER ASSESSMENT	TOTAL CITY COST
									OWNER (40%)	CITY (60%)		OWNER (40%)	CITY (60%)		
<b>WOODBINE STREET: RUM RIVER BLVD TO BRIDGE STREET</b>															
32-34-24-34-0074	3750 BRIDGE ST NW	CITY OF ST FRANCIS	3750 BRIDGE ST NW ST FRANCIS, MN 55070	225	0	225	225	M	\$9,668	\$14,502		\$6,357	\$9,535	\$16,025	\$24,037
32-34-24-34-0018	22950 WOODBINE ST NW	PETER YOVETICH	22950 WOODBINE ST NW ST FRANCIS, MN 55070	128	0	128	128	R	\$5,500	\$8,250	\$2,478	\$3,616	\$5,424	\$11,594	\$13,674
32-34-24-34-0017	22940 WOODBINE ST NW	PAUL PIERCE & MARY PIERCE IN CARE OF: PIERCE HOTEL, MOTEL AND APARTMENTS	1500 S FERRY RD ANOKA, MN 55303	70	165	235	85	R	\$3,008	\$4,512	\$2,478	\$2,401	\$3,602	\$7,887	\$8,114
32-34-24-34-0004	22920 WOODBINE ST NW	RAYMOND E & DAWN C STEINKE	BOX 635 ST FRANCIS, MN 55070	132	165	297	147	R	\$5,672	\$8,508	\$2,478	\$4,153	\$6,230	\$12,303	\$14,738
32-34-24-34-0005	22910 WOODBINE ST NW	BRETT JAMES CAREY ELISE KINSEY CAREY	22910 WOODBINE ST NW ST FRANCIS, MN 55070	66	0	66	66	R	\$2,836	\$4,254	\$2,478	\$1,865	\$2,797	\$7,179	\$7,051
32-34-24-34-0006	22904 WOODBINE ST NW	IMMO SPID USA LLC IN CARE OF: MICHIGAN ENTITY SERVICES	2836 W. JEFFERSON STE 110 TRENTON, MI 48183	66	0	66	66	R	\$2,836	\$4,254	\$2,478	\$1,865	\$2,797	\$7,179	\$7,051
05-33-24-21-0004	22866 WOODBINE ST NW	JENNIFER HAGERMAN	22866 WOODBINE ST NW PO BOX 674 ST FRANCIS, MN 55070	72	0	72	72	R	\$3,094	\$4,641	\$2,478	\$2,034	\$3,051	\$7,606	\$7,692
32-34-24-34-0025	22961 WOODBINE ST NW	CITY OF ST FRANCIS	3750 BRIDGE ST NW ST FRANCIS, MN 55070	106	0	106	106	M	\$4,555	\$6,832		\$2,995	\$4,492	\$7,550	\$11,324
32-34-24-34-0070	3726 BRIDGE ST NW	ST FRANCIS PROPERTIES LLC	3726 BRIDGE ST NW PO BOX 457 ST FRANCIS, MN 55070	116	0	116	116	C	\$4,984	\$7,476	\$4,956	\$3,277	\$4,916	\$13,217	\$12,392
<b>229TH LANE NW: AMBASSADOR BLVD NW TO RUM RIVER BLVD NW</b>															
32-34-24-34-0019	UNASSIGNED	PAUL & MARY PIERCE	1500 S FERRY RD ANOKA, MN 55303	0	60	60	60	R				\$1,695	\$2,543	\$1,695	\$2,543
32-34-24-34-0072	3709 229TH LANE NW	ABILITY INVESTMENTS I LLC	14018 PIERCE ST NE HAM LAKE, MN 55304	201	165	366	216	R	\$8,637	\$12,955	\$4,956	\$6,102	\$9,154	\$19,695	\$22,109
				<b>1,506.00</b>	<b>1,256.00</b>	<b>2,762.00</b>	<b>1,287.00</b>		<b>\$50,790</b>	<b>\$76,184</b>	<b>\$24,780</b>	<b>\$36,360</b>	<b>\$54,541</b>	<b>\$111,930</b>	<b>\$130,725</b>



# CITY COUNCIL AGENDA REPORT

**TO:** St. Francis City Council

**FROM:** Jason Zimmerman, Planner

**SUBJECT:** Solar Energy Systems Zoning Code Amendment – 2<sup>nd</sup> Reading

**DATE:** February 18, 2025

**OVERVIEW:**

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

**ACTION TO BE CONSIDERED:**

The City Council reviewed and approved the 1<sup>st</sup> reading of Ordinance 344 at their February 3, 2025 meeting. Based on this approval, Staff has prepared a 2<sup>nd</sup> reading of Ordinance 344 and a summary resolution allowing for publication by summary for Council’s review. The following timeline will apply:

- February 3 – 1<sup>st</sup> Reading
- February 18 – 2<sup>nd</sup> Reading
- February 21 – Published for Comment
- March 21 – Effective

**Suggested Motions:**

1. Move to approve the 2<sup>nd</sup> reading of Ordinance 344 approving the Zoning Code amendments pertaining to solar energy systems as presented by Staff.
2. Move to approve Summary Resolution 2025-13 authorizing publication of Ordinance 344 by summary.

**ATTACHMENTS:**

1. Draft Solar Energy System Ordinance 344 – 2<sup>nd</sup> Reading
2. Draft Resolution 2025-13 authorizing publication by summary

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

**RESOLUTION 2025-13**

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE  
344, SECOND SERIES AMENDING THE ZONING CODE TO MODIFY THE  
STANDARDS FOR THE ESTABLISHMENT OF SOLAR FARMS – 2<sup>nd</sup> READING**

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 344, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

**WHEREAS**, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk and a digital copy of the Ordinance is available for inspection on the City’s website.

**NOW THEREFORE, BE IT RESOLVED** that the following summary of Ordinance 344 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA  
ORDINANCE 344, SECOND SERIES**

Section 1. Ordinance 344, as adopted, amends the City Zoning Code as follows:

1. Details around the collection of securities for ongoing maintenance and eventual decommissioning and reclamation of the CSES or Solar Farm were expanded.
2. Standards for vegetated ground cover to be established at CSESs and Solar Farms were added.

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18<sup>th</sup> DAY OF FEBRUARY, 2025.

APPROVED:

\_\_\_\_\_  
Mark Vogel, Mayor

Attest:

\_\_\_\_\_  
Jenni Wida, City Clerk

*Published in the Anoka County Union Herald the \_\_ day of February, 2025.*

DRAFTED BY:  
**HKGi**  
800 Washington Ave. N., Suite 207  
Minneapolis, MN 55401

**ORDINANCE NO. 344**

**CITY OF ST. FRANCIS  
ANOKA COUNTY**

**AN ORDINANCE AMENDING THE ZONING CODE TO MODIFY THE STANDARDS  
FOR THE ESTABLISHMENT OF SOLAR FARMS– 2<sup>nd</sup> READING**

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

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

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

**10-67-04 - Solar energy system.**

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



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

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

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

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

d. Decommissioning must occur within 180 days of abandonment.

13. Easements: Solar energy systems shall not encroach on public drainage, utility, roadway, or trail easements.

14. Glare: No solar energy equipment or solar electric systems shall create or cause unreasonable glare on other property or public roadways. Unreasonable glare shall mean a public safety hazard as determined by the City Council or the appropriate roadway authority.

15. Ground Cover: The following provisions shall be met for all ground-mounted CSEs and Solar Farms related to the establishment of vegetated ground cover:

a. The project site design shall include the installation and establishment of ground cover that provides native perennial vegetation and foraging habitat beneficial to game birds, songbirds, and pollinators. A minimum of 85% of the land area shall be planted with a native seed mix. This ground cover shall be maintained on the site for the duration of operation, until the site is decommissioned.

b. At the applicant’s request, they may take the additional steps necessary to meet the beneficial habitat standard for solar sites consistent with Minnesota Statutes, section 216B.1642, or successor statutes and guidance as set by the Minnesota Board of Water and Soil Resources (BWSR).

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

Approved and adopted by the City Council of the City of St. Francis this 18<sup>th</sup> day of February, 2025.

SEAL

CITY OF ST. FRANCIS

By: \_\_\_\_\_  
Mark Vogel, Mayor

\_\_\_\_\_  
Attest: Jenni Wida, City Clerk

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



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Craig Jochum, City Engineer  
**SUBJECT:** Approval of Plans and Specifications and Ordering Bids for the 2025 Street Reconstruction Project – Resolution 2025 - 14  
**DATE:** February 18, 2025

**OVERVIEW:**

Hakanson Anderson has prepared draft plans and specifications for the 2025 Street Reconstruction Project. The project includes three separate project areas. Each area has different reasons for improvements, which are described below.

**Project Area 1:** Project Area 1 includes the reconstruction of Woodbine Street from Bridge Street and Rum River Boulevard and 229<sup>th</sup> Lane from Ambassador Boulevard to Rum River Boulevard. Woodbine Street and 229<sup>th</sup> Lane are being reconstructed due to poor street and storm sewer conditions as well as the outdated watermain on Woodbine Street. The watermain replacement will include replacing the 1973 thin wall PVC watermain with a new 8-inch C-900 PVC watermain and replacing the individual water services from the mains to the street right-of-way. These streets are on the City’s Municipal State Aid system.

**Project Area 2:** Project Area 2 will include the construction of a new 37 stall city owned parking lot off Woodbine Street. The new parking lot will be across from the new City Hall. The purpose of the new lot includes additional parking for the area, additional parking for larger public meetings at city hall, as well as an opportunity for neighboring properties to lease parking spaces if needed.

**Project Area 3:** Project Area 3 will consist of street surface improvements on 233<sup>rd</sup> Avenue from Highway 47 to Ambassador Boulevard and 229<sup>th</sup> Avenue from Highway 47 to Ambassador Boulevard. This project will also include reconstructing the pedestrian ramps to current ADA standards. These streets are also on the City’s Municipal State Aid system.

The feasibility report, approved by City Council on January 21, 2025, provides detail on the proposed assessments and funding sources for this project. The feasibility report estimated the construction for this project to be \$1,546,000. The project will be financed with the Municipal State Aid (MSA) Fund, Stormwater Fund, Water & Sewer Fund, Street Capital Fund and Assessment Funds. The funding is summarized below:

Funding Source	Funding Source Amount
MSA Funds	\$774,070
Water & Sewer Fund	\$279,000
Stormwater Fund	\$223,000
Assessment Funds	\$111,930
Street Capital Fund	\$158,000
<b>Total</b>	<b>\$1,546,000</b>

If this project moves forward the anticipated schedule is as follows:

- |           |                            |   |
|-----------|----------------------------|---|
| Tuesday   | February 18 <sup>th</sup>  | City Council Holds Public Improvement Hearing, Approves Plans and Specifications, and Authorizes Advertisement for bids |
| Wednesday | March 26 <sup>th</sup>     | Open Bids   |
| Monday    | April 21 <sup>st</sup>     | City Council Approves Bids and Awards Construction Contract   |
| Monday    | May 12 <sup>th</sup>       | Start Construction  |
| Friday    | September 12 <sup>th</sup> | Construction Substantial Completion   |
| Friday    | September 26 <sup>th</sup> | Construction Final Completion   |
| Monday    | October 6 <sup>th</sup>    | City Council Holds Assessment Hearing and Adopts the Assessment Roll  |

**ACTION TO BE CONSIDERED:**

Consideration to adopt Resolution 2025-14 – Approving Plans and Specifications and Ordering Advertisement for Bids for the 2025 Street Reconstruction Project.

**BUDGET IMPLICATION:**

As noted above.

**Attachments:**

- Draft Plans
- Resolution 2025 - 14

# MINNESOTA DEPARTMENT OF TRANSPORTATION

## CONSTRUCTION PLANS FOR BITUMINOUS PAVEMENT RECLAMATION AND MILLING, BITUMINOUS SURFACING, AGGREGATE BASE, PUBLIC UTILITES, SIGNING, STRIPING, EROSION CONTROL, AND RESTORATION 2025 STREET RECONSTRUCTION PROJECT ST. FRANCIS, MINNESOTA

S.A.P. 235-156-001 LOCATED ON WOODBINE STREET FROM RUM RIVER BOULEVARD TO BRIDGE STREET  
 S.A.P. 235-101-003 LOCATED ON 233RD AVENUE FROM TRUNK HIGHWAY 47 TO AMBASSADOR BOULEVARD  
 S.A.P. 235-102-002 LOCATED ON 229TH AVENUE FROM TRUNK HIGHWAY 47 TO AMBASSADOR BOULEVARD  
 S.A.P. 235-121-001 LOCATED ON 229TH LANE FROM AMBASSADOR BOULEVARD TO RUM RIVER BOULEVARD  
 SECTIONS 5 & 32 - TOWNSHIPS 33 & 34 - RANGE 24

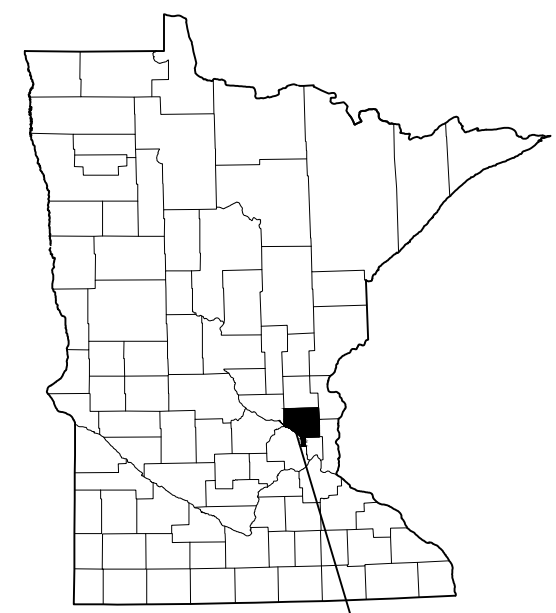
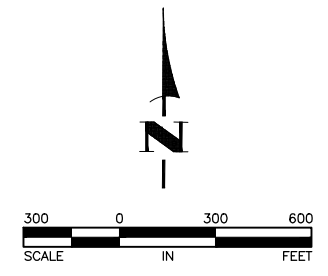
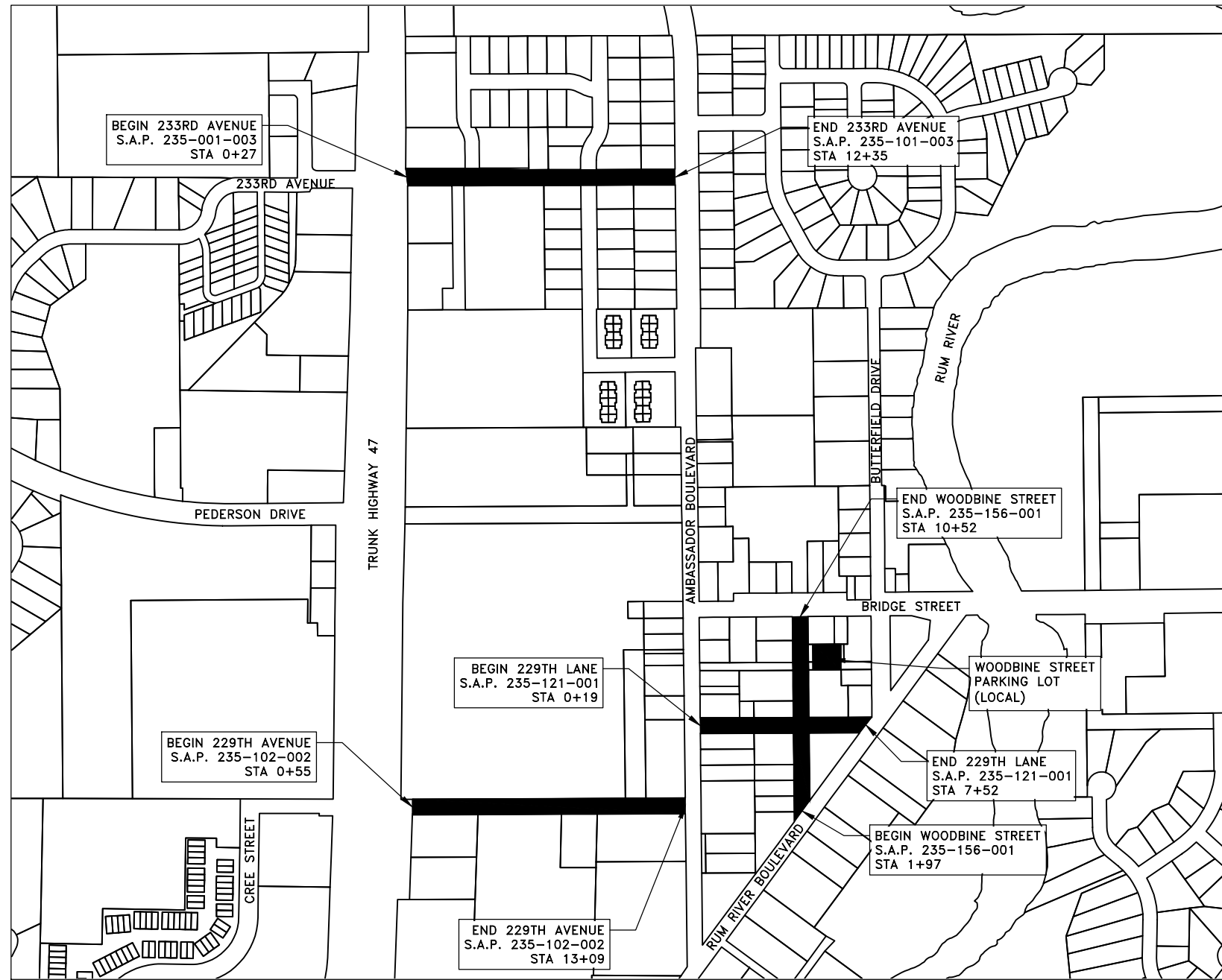
### GOVERNING SPECIFIC Agenda Item # 9A.

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL APPLY.  
 ALL FEDERAL, STATE AND LOCAL LAWS, REGULATIONS, AND ORDINANCES SHALL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.  
 ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.  
 ALL REQUIREMENTS OF THE PROJECT MANUAL FOR THE 2025 STREET RECONSTRUCTION PROJECT.

### SHEET INDEX

THIS PLAN CONTAINS 37 SHEETS

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	ESTIMATED QUANTITIES, CONSTRUCTION NOTES, AND PROJECT LEGEND
3	TYPICAL SECTIONS
4-8	DETAILS
9-14	MNDOT PEDESTRIAN RAMP DETAILS
15-17	EXISTING CONDITIONS AND REMOVALS
18-26	CONSTRUCTION PLANS
27-32	SIGNAGE AND STRIPING PLANS
X1-X5	CROSS SECTIONS



CITY OF ST. FRANCIS,  
ANOKA COUNTY,  
MINNESOTA

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001

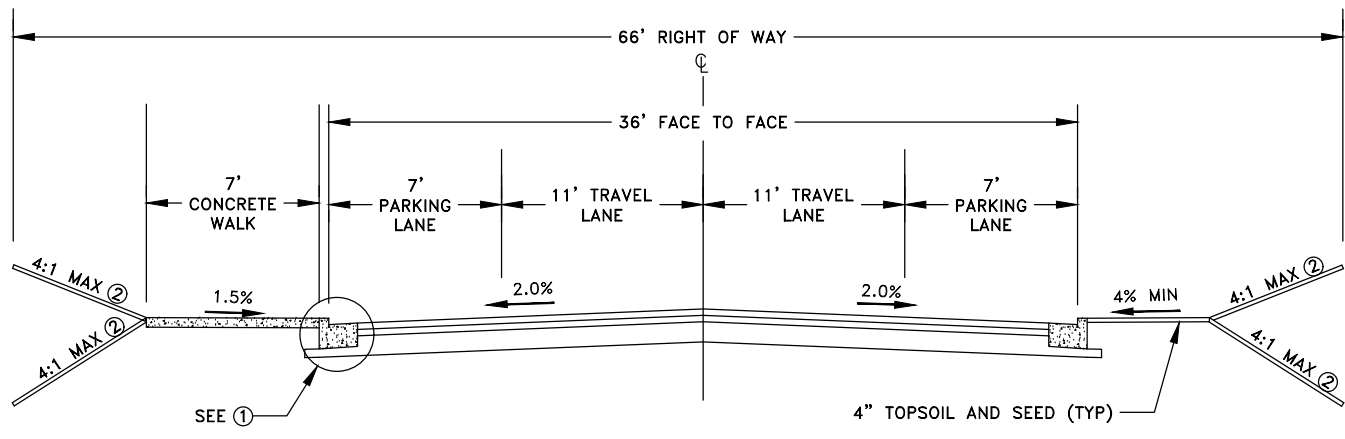
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jochem*  
 CRAIG J. JOCHUM, P.E.  
 HAKANSON ANDERSON  
 DESIGN ENGINEER  
 23461 LIC. NO. DATE 2/12/25

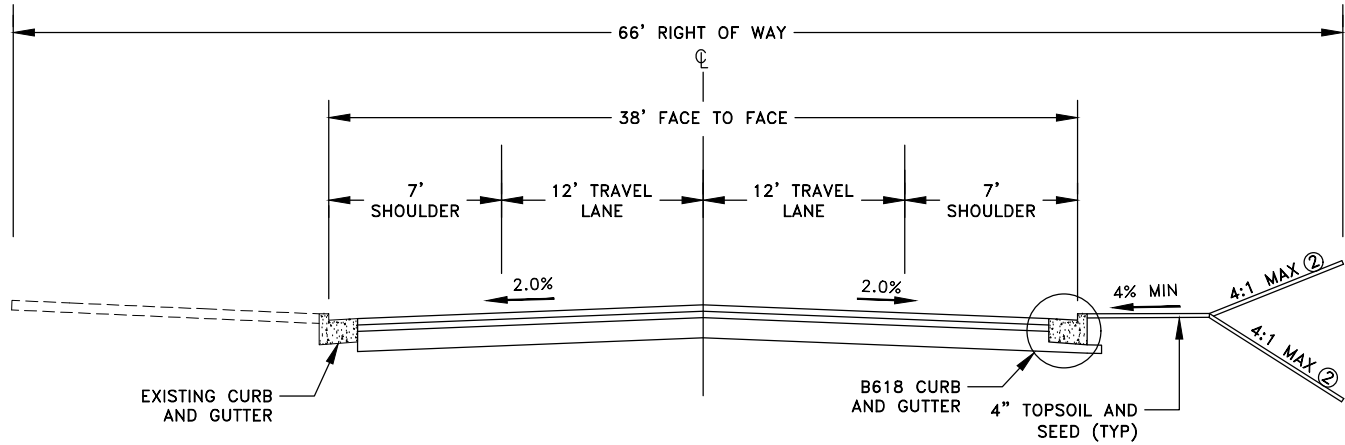
DATE	REVISION

Feb. 12, 2025 - 2:33pm  
 K:\MUNICIPAL\SF326\ENGINEERING\PLAN\_DWG\SF326\_TITLE.dwg

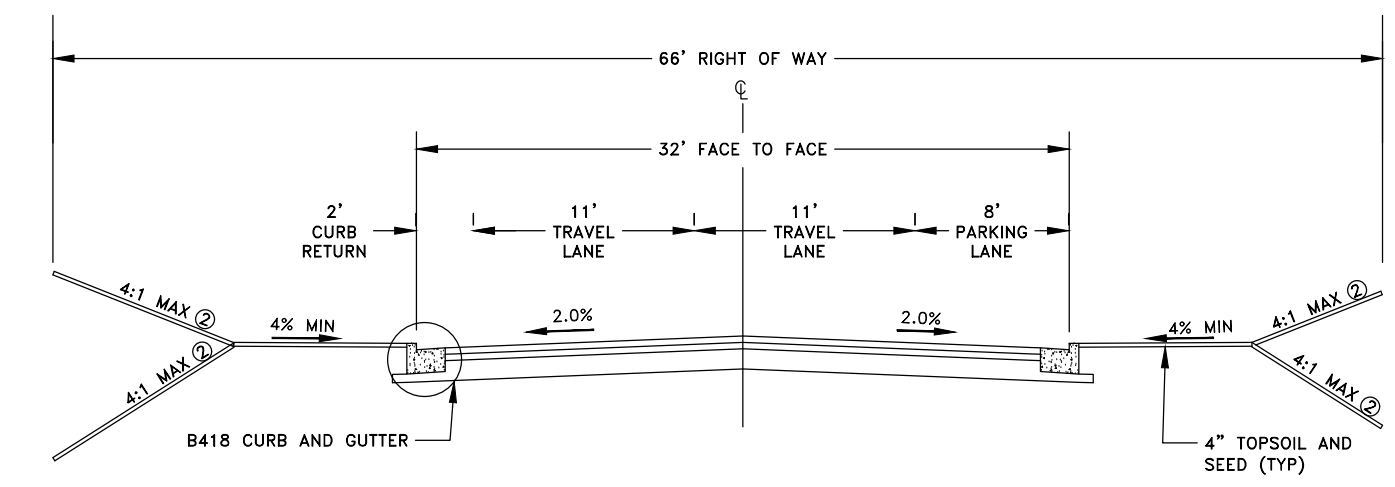




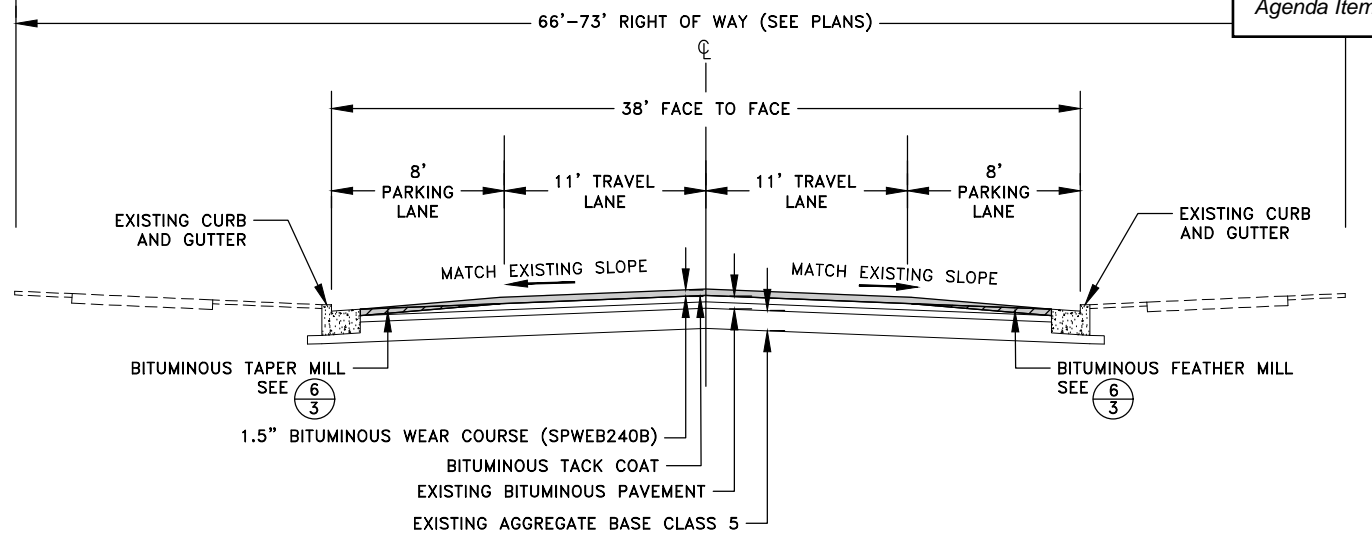
1  
3 TYPICAL SECTION - WOODBINE STREET STA 1+97 TO 7+82



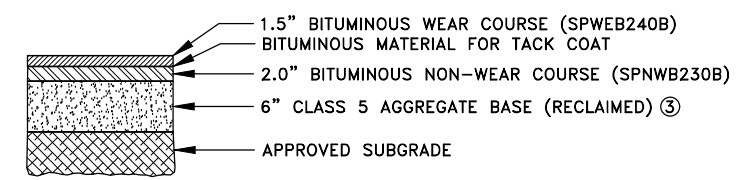
2  
3 TYPICAL SECTION - WOODBINE STREET STA 7+82 TO 10+52



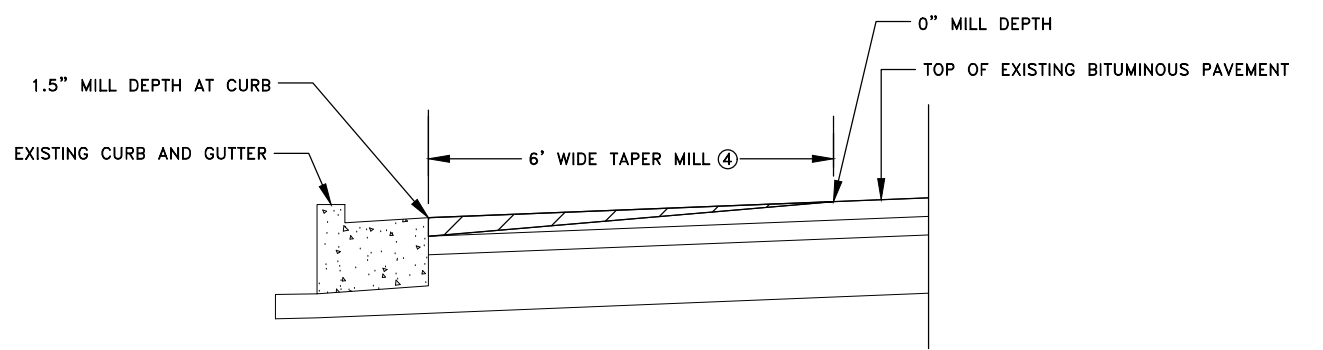
3  
3 TYPICAL SECTION - 229TH LANE



4  
3 TYPICAL SECTION - 229TH AVENUE AND 233RD AVENUE



5  
3 TYPICAL SECTION



6  
3 TAPER MILL

- REFERENCE NOTES:
- ① CURB AND GUTTER WILL BE B418 FROM STA 1+97 TO 6+00 AND B618 FROM STA 6+00 TO 7+82.
  - ② BOULEVARD SLOPE VARIES. SEE CROSS SECTIONS FOR ADDITIONAL DETAILS.
  - ③ CONTRACTOR SHALL USE RECLAIM MATERIAL FOR CLASS 5 AGGREGATE BASE. CONTRACTOR SHALL IMPORT CLASS 5 WHEN QUANTITIES OF RECLAIM ARE NOT ADEQUATE.
  - ④ TAPER SHALL BE PAID PER ITEM 2232-MILL BITUMINOUS PAVEMENT (SPECIAL).

S.A.P. 235-101-003  
S.A.P. 235-102-002  
S.A.P. 235-121-001  
S.A.P. 235-156-001

Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326-DETAILS.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jochem*  
CRAIG J. JOCHUM, P.E.  
Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
DRAWN BY: SGJ  
CHECKED BY: TAE

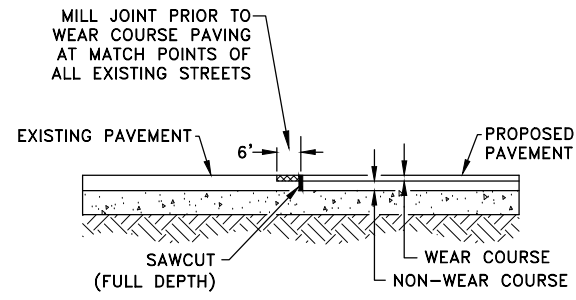


**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

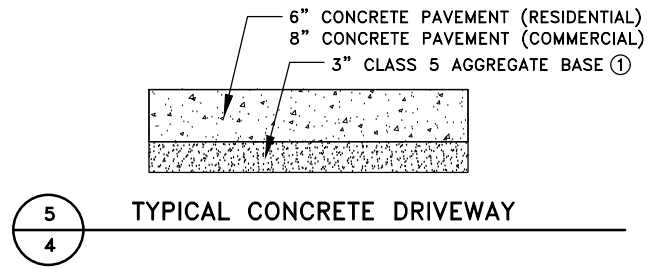
2025 STREET RECONSTRUCTION PROJECT

TYPICAL SECTIONS  
CITY OF ST. FRANCIS, MINNESOTA

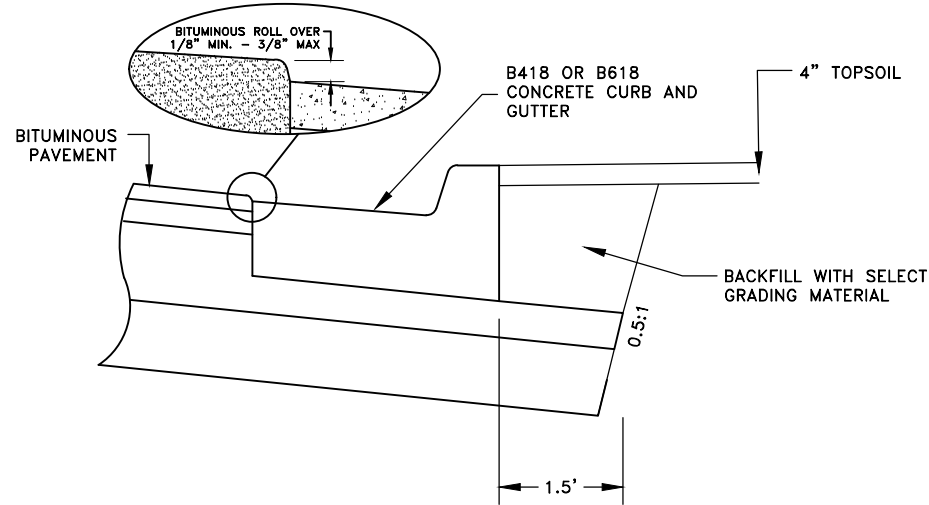
SHEET 3 OF 79



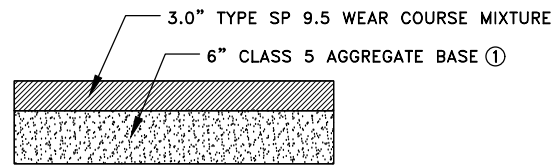
1  
4  
MILL DETAIL



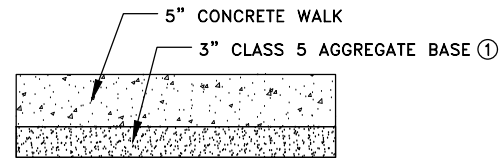
5  
4  
TYPICAL CONCRETE DRIVEWAY



2  
4  
PAVING AT CURB



3  
4  
TYPICAL BITUMINOUS DRIVEWAY



4  
4  
TYPICAL CONCRETE WALK

S.A.P. 235-101-003  
S.A.P. 235-102-002  
S.A.P. 235-121-001  
S.A.P. 235-156-001

REFERENCE NOTES:  
① CONTRACTOR SHALL USE RECLAIM MATERIAL FOR CLASS 5 AGGREGATE BASE. CONTRACTOR SHALL IMPORT CLASS 5 WHEN QUANTITIES OF RECLAIM ARE NOT ADEQUATE.

Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_DETAILS.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jochum*  
CRAIG J. JOCHUM, P.E.  
Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
DRAWN BY: SGJ  
CHECKED BY: TAE



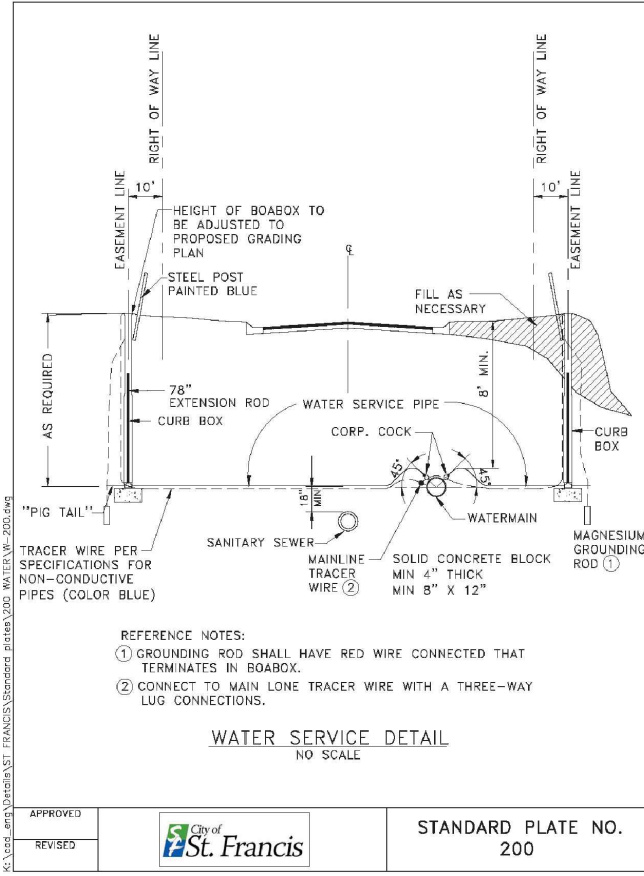
**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

DETAILS  
CITY OF ST. FRANCIS, MINNESOTA

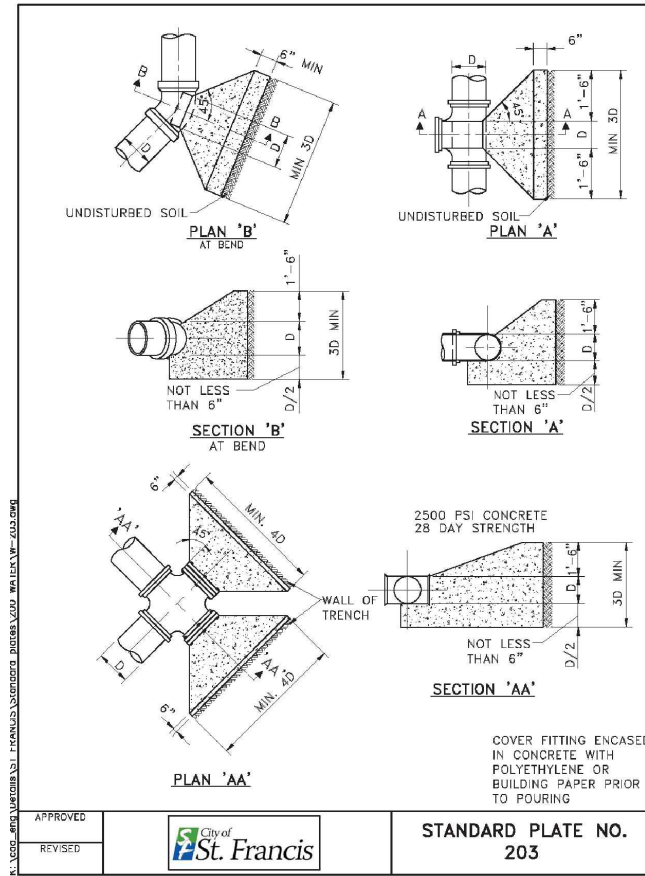
SHEET 4 OF 80





APPROVED: [City of St. Francis Logo] STANDARD PLATE NO. 200

REVISION: [City of St. Francis Logo]



APPROVED: [City of St. Francis Logo] STANDARD PLATE NO. 203

REVISION: [City of St. Francis Logo]

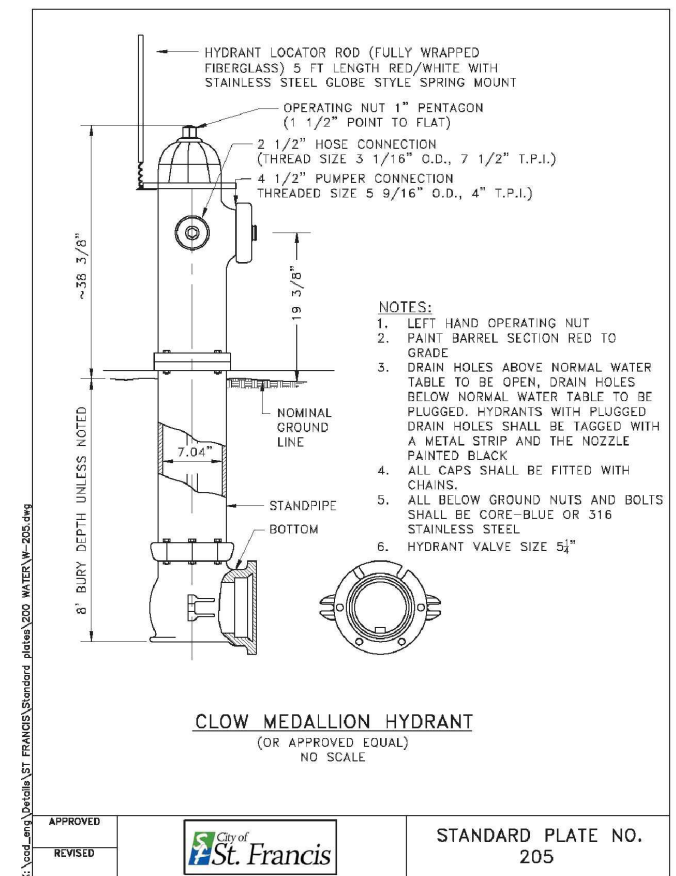
WATERMAIN CONCRETE BLOCKING QUANTITIES

PIPE SIZE	TEE or PLUG	CROSS W/ 2 PLUGS (i.e. 90° BEND)	1/8 BEND (45° BEND) AND 1/16 BEND (22.5°)
6"	0.22 CuYds	0.15 CuYds	0.05 CuYds
8"	0.27 CuYds	0.29 CuYds	0.08 CuYds
10"	0.32 CuYds	0.48 CuYds	0.14 CuYds
12"	0.37 CuYds	0.75 CuYds	0.21 CuYds
16"	0.53 CuYds	1.73 CuYds	0.49 CuYds
20"	0.82 CuYds	3.36 CuYds	0.95 CuYds
24"	1.34 CuYds	5.77 CuYds	1.63 CuYds

NOTE:  
 1. COVER FITTINGS ENCASED IN CONCRETE WITH POLYETHYLENE OR BUILDING PAPER PRIOR TO POURING.  
 2. CONCRETE BLOCKING SHALL BE POURED AGAINST FIRM, UNDISTURBED GROUND.  
 3. CONCRETE SHALL MEET THE REQUIREMENTS FOR GRADE B CONCRETE IN CONFORMANCE WITH Mn/DOT 2461.  
 4. ALL METAL PARTS OF TIE ROD OR STRAP TYPE RESTRAINTS SHALL BE GALVANIZED OR COATED WITH ASPHALTIC TYPE RUSTPROOFING.

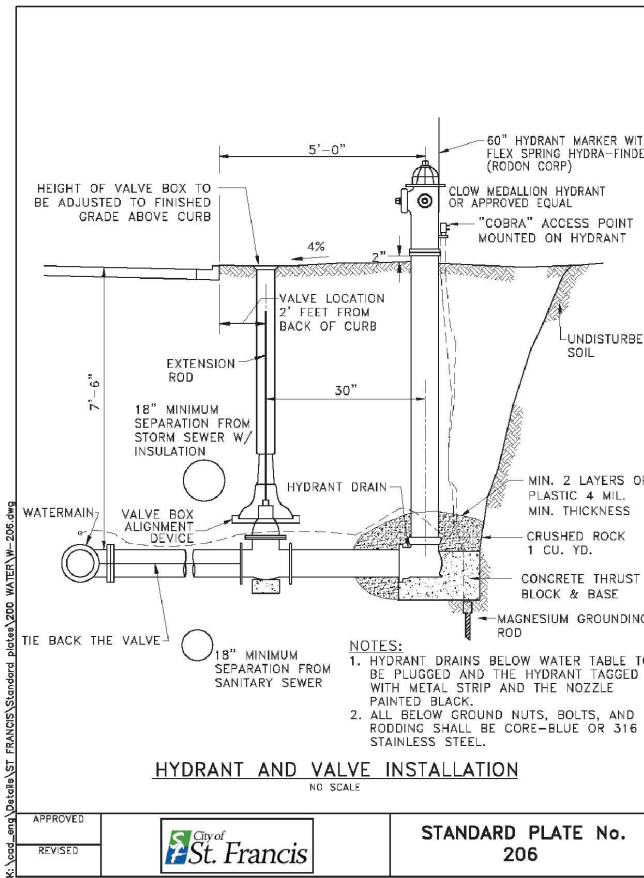
APPROVED: [City of St. Francis Logo] STANDARD PLATE NO. 204

REVISION: [City of St. Francis Logo]



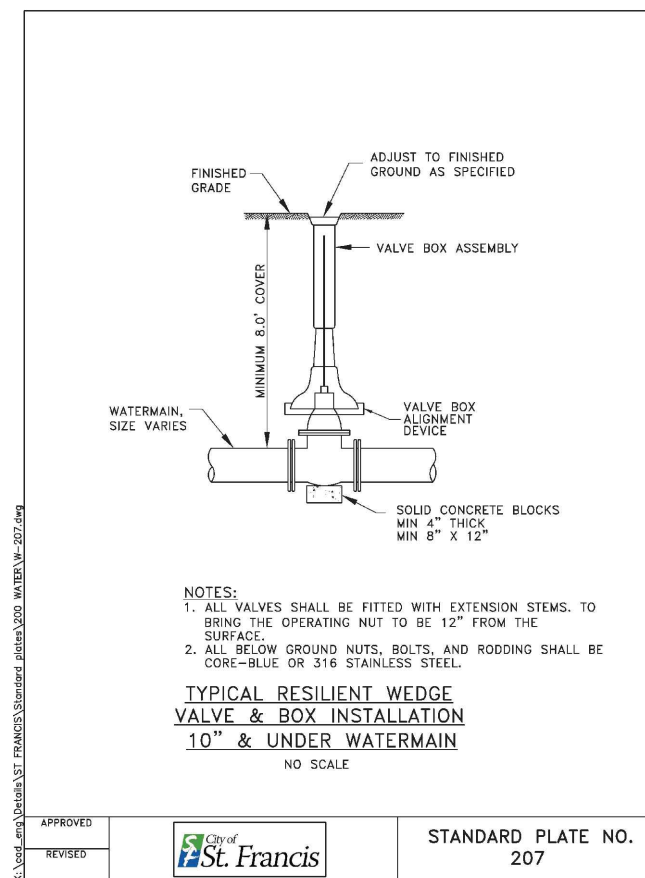
APPROVED: [City of St. Francis Logo] STANDARD PLATE NO. 205

REVISION: [City of St. Francis Logo]



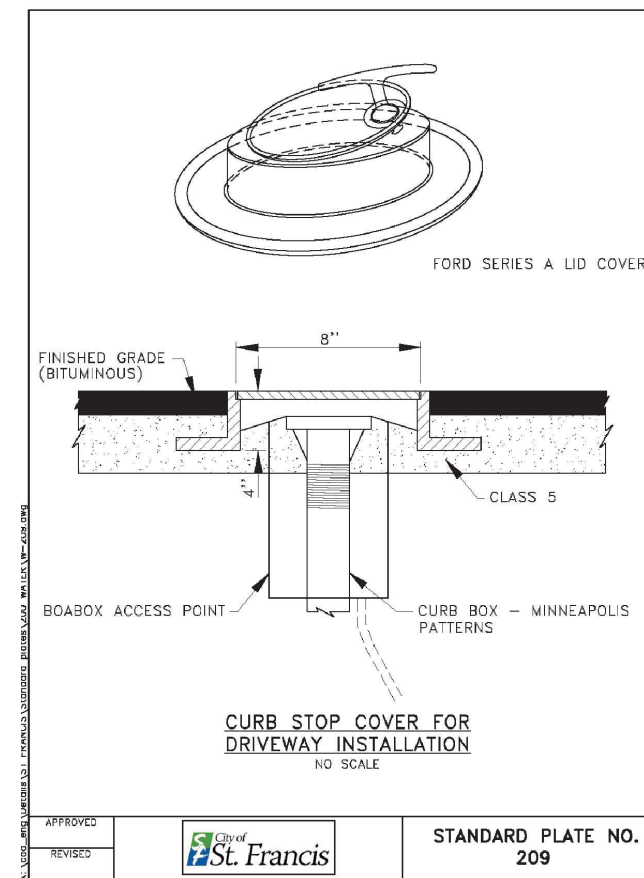
APPROVED: [City of St. Francis Logo] STANDARD PLATE No. 206

REVISION: [City of St. Francis Logo]



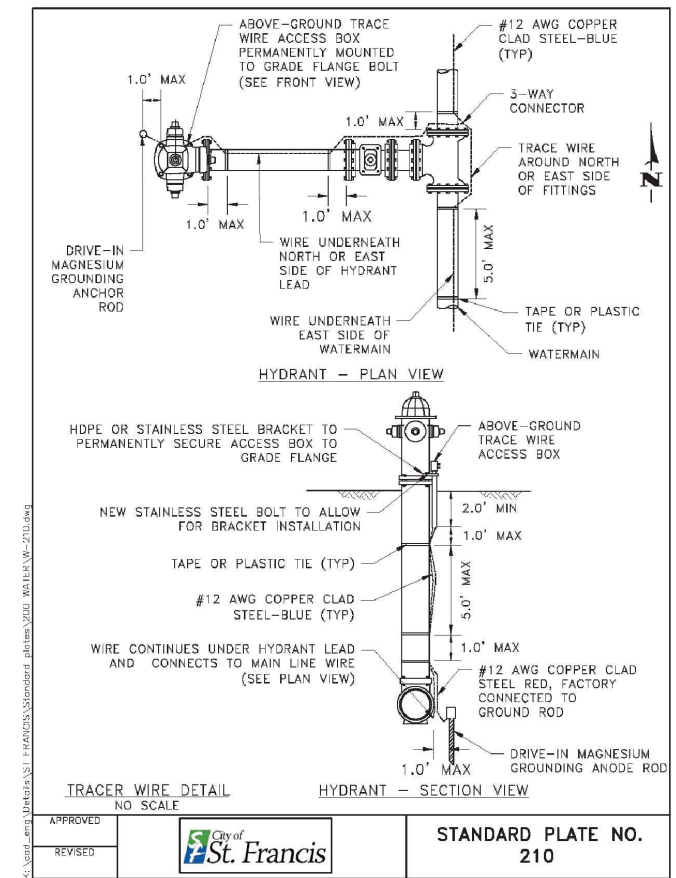
APPROVED: [City of St. Francis Logo] STANDARD PLATE NO. 207

REVISION: [City of St. Francis Logo]



APPROVED: [City of St. Francis Logo] STANDARD PLATE NO. 209

REVISION: [City of St. Francis Logo]



APPROVED: [City of St. Francis Logo] STANDARD PLATE NO. 210

REVISION: [City of St. Francis Logo]

Feb 12, 2025 - 2:33pm  
 K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_DETAILS.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jochum*  
 CRAIG J. JOCHUM, P.E.  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE

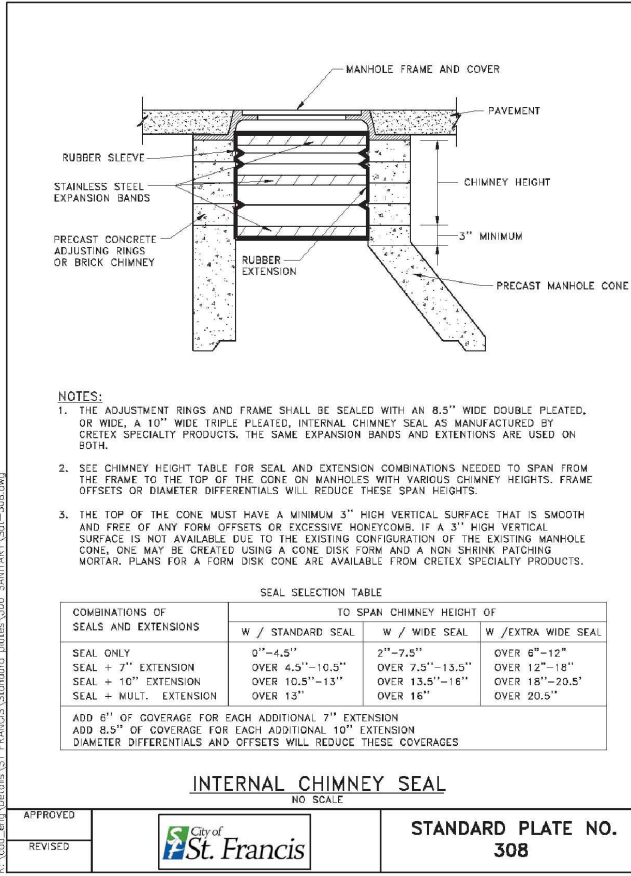
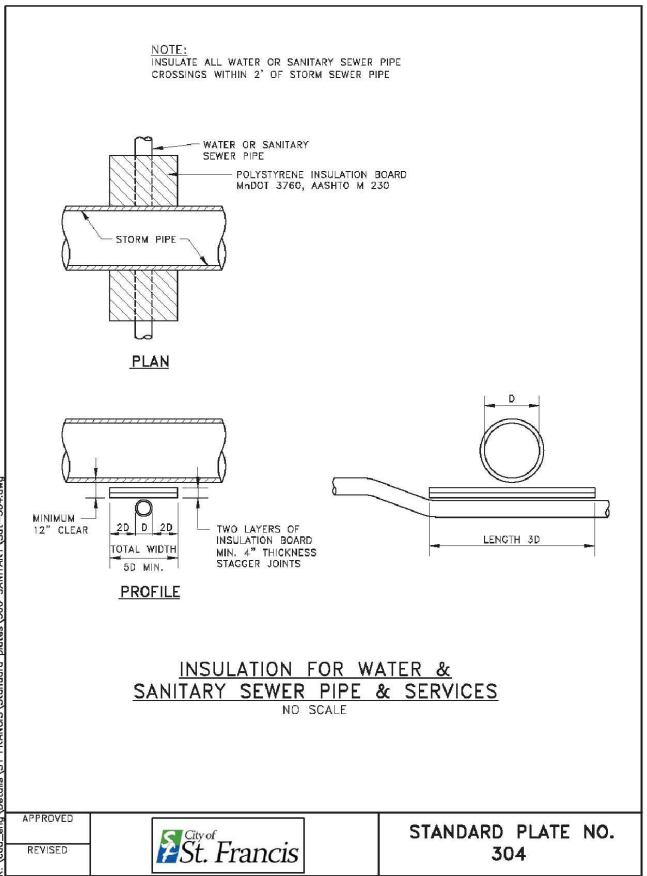
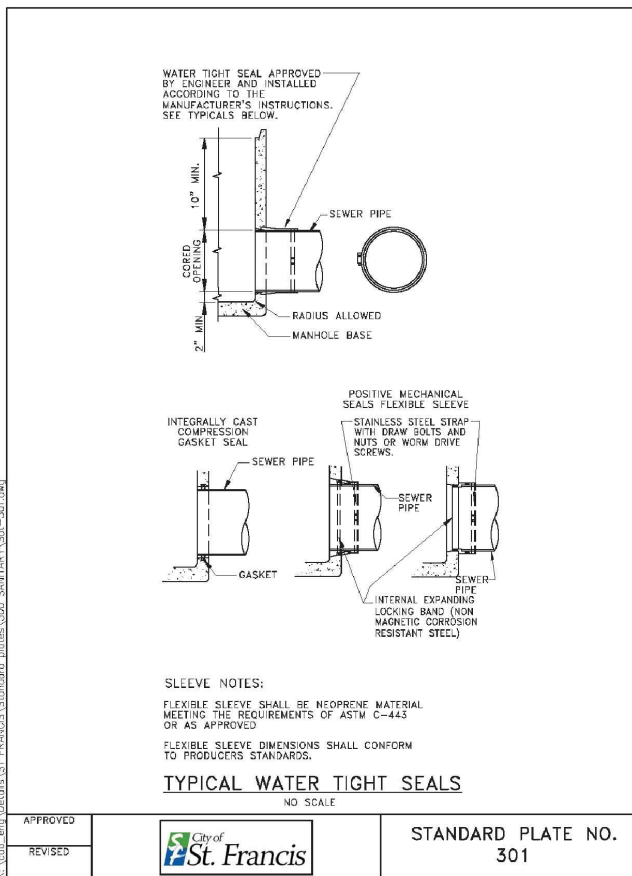
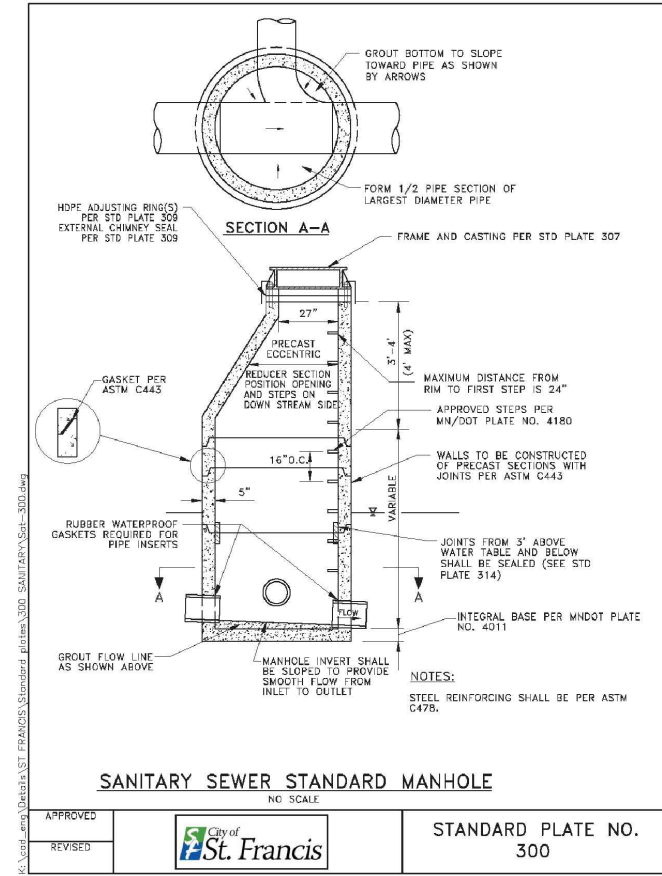
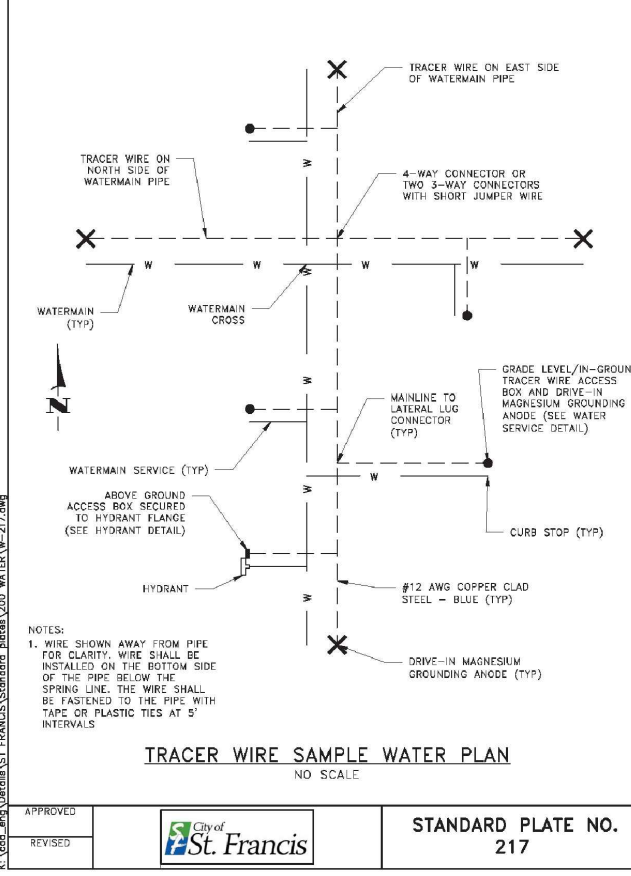
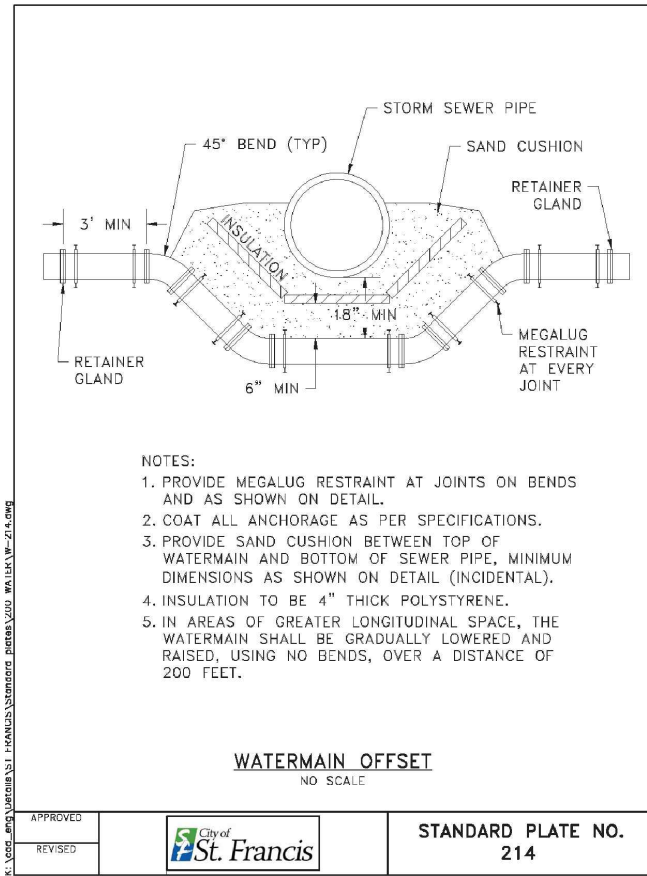
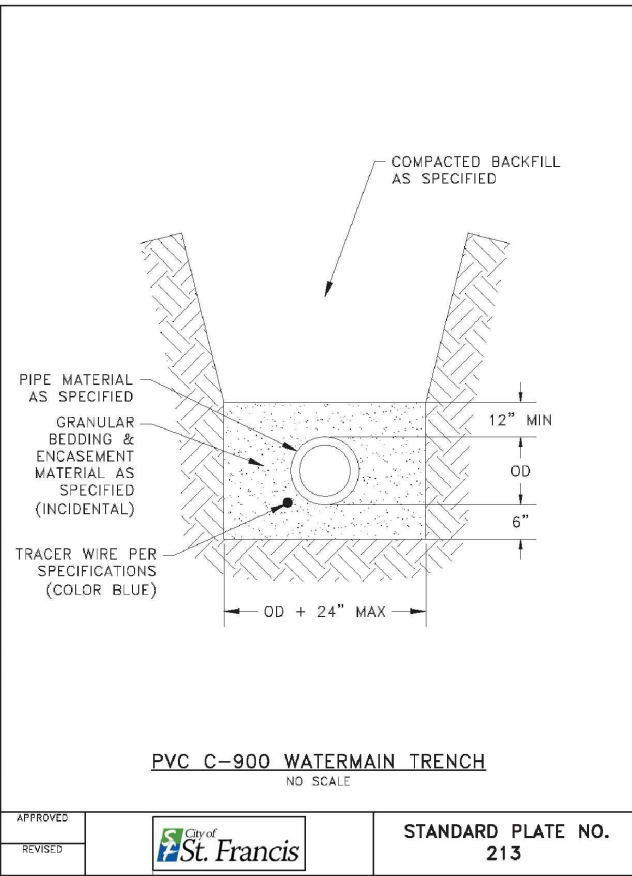
**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

DETAILS  
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 5 OF 81

S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001



Feb 12, 2025 - 2:33pm

K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_DETAILS.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jochim*  
**CRAIG J. JOCHIM, P.E.**  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE

**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

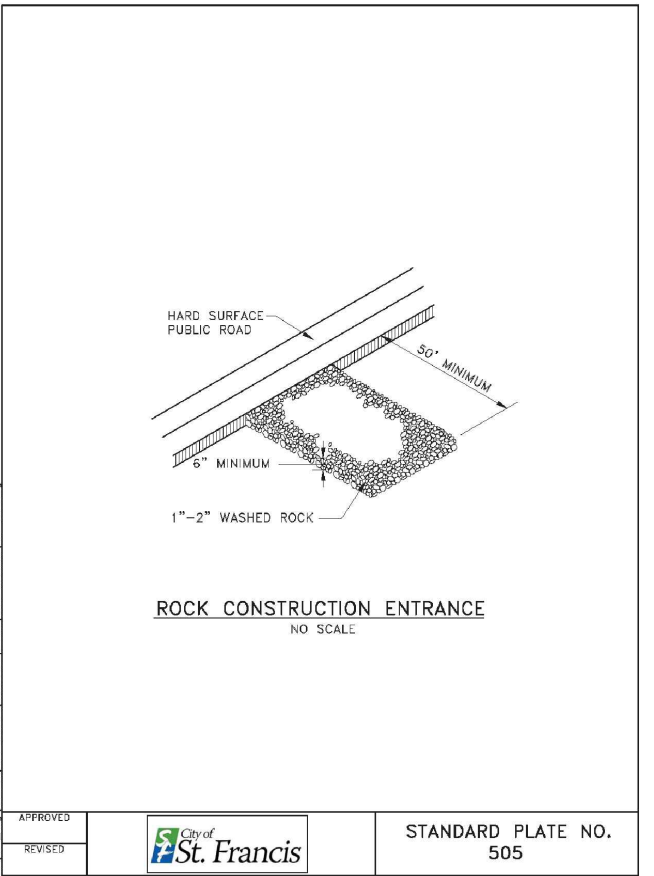
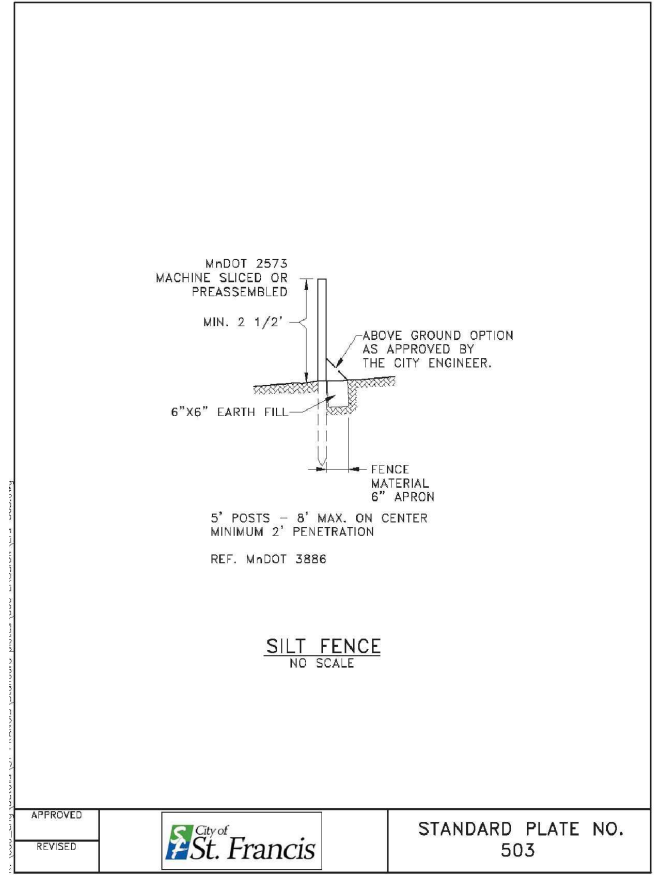
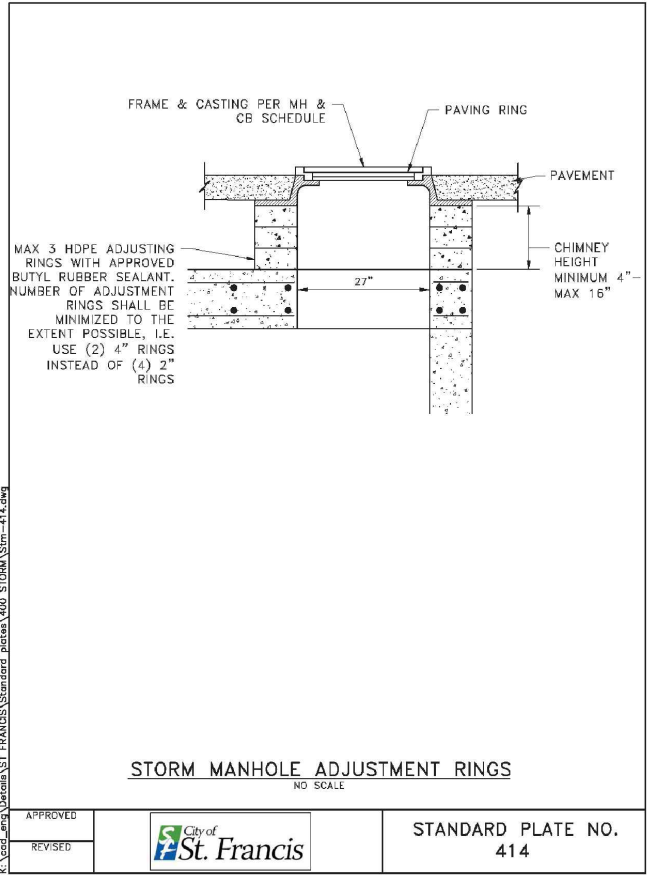
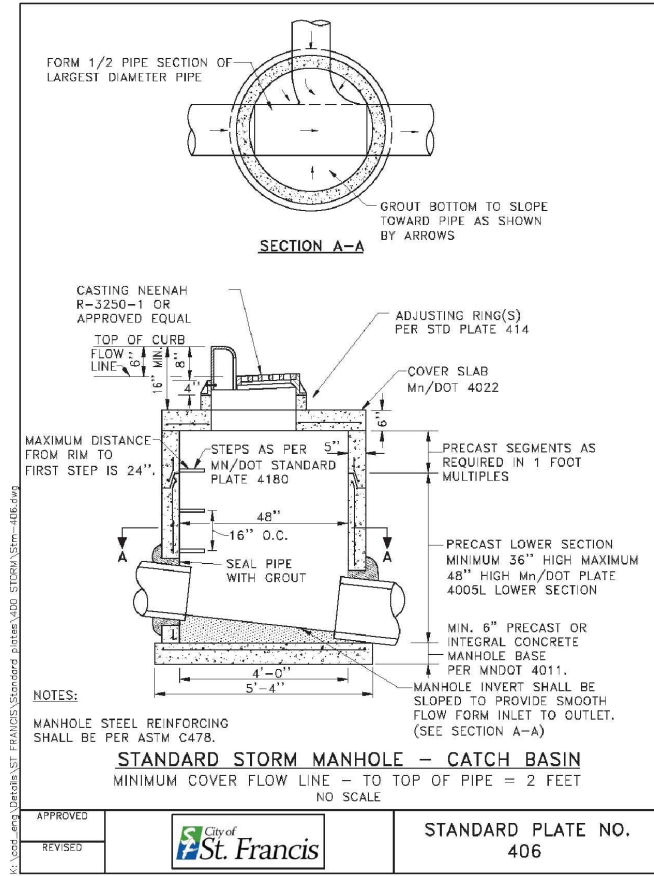
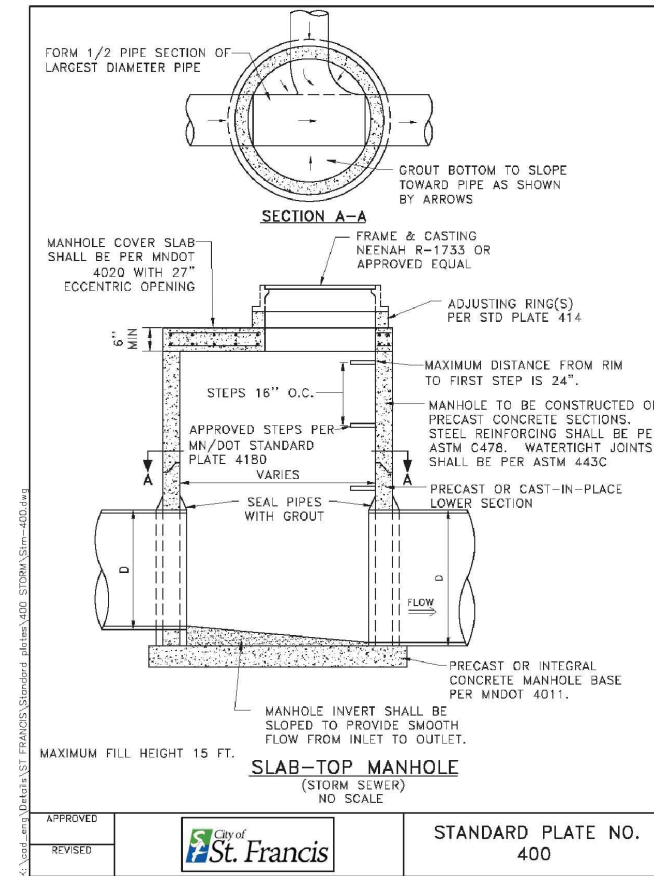
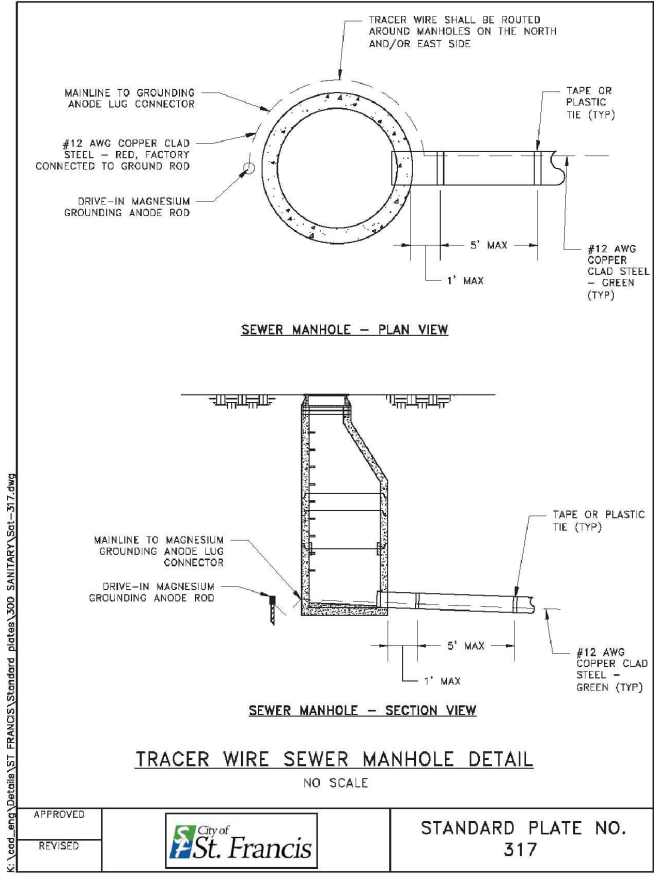
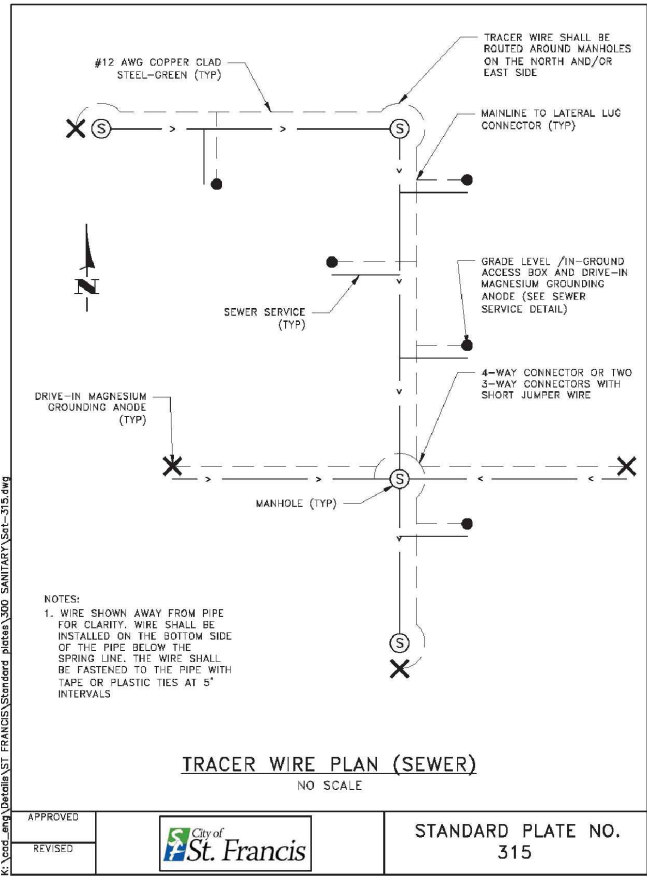
**2025 STREET RECONSTRUCTION PROJECT**

**DETAILS**

CITY OF ST. FRANCIS, MINNESOTA

SHEET 6 OF 82

S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001



Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_DETAILS.dwg

K:\Users\jchum\OneDrive\Documents\Projects\SANITARY\Set-317.dwg

K:\Users\jchum\OneDrive\Documents\Projects\SANITARY\Set-315.dwg

K:\Users\jchum\OneDrive\Documents\Projects\SANITARY\Set-317.dwg

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

**CRAIG J. JOCHUM, P.E.**  
Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
DRAWN BY: SGJ  
CHECKED BY: TAE



**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

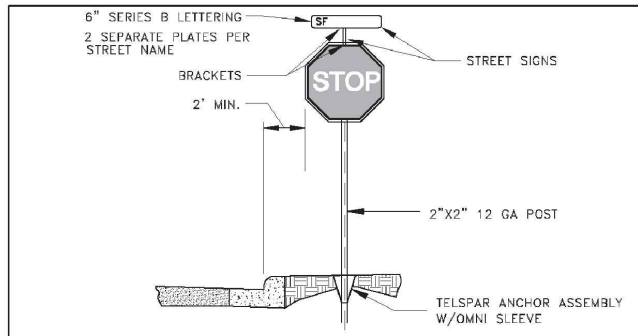
2025 STREET RECONSTRUCTION PROJECT

CITY OF ST. FRANCIS, MINNESOTA

DETAILS

S.A.P. 235-101-003  
S.A.P. 235-102-002  
S.A.P. 235-121-001  
S.A.P. 235-156-001

SHEET 7 OF 83



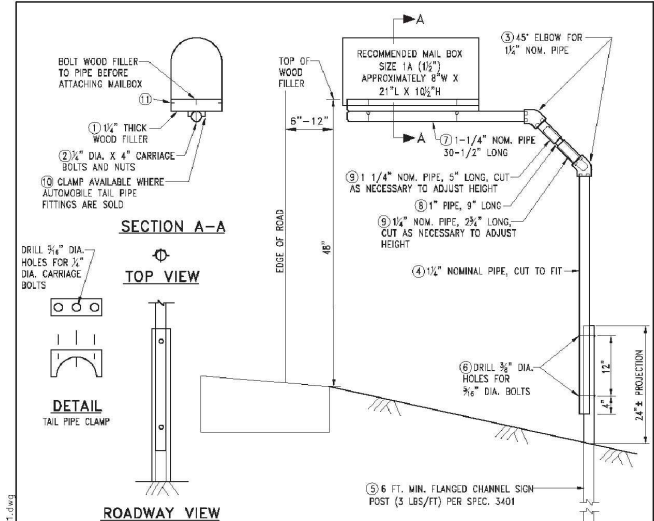
FURNISH AND INSTALL NEW SIGNS

SIGN NUMBER	SIGN	COLOR	SIZE	COMMENTS
R1-1	STOP	WHITE ON RED	30" x 30"	
	SF STREET NAME	WHITE ON GREEN	9" PLATES	ALL INTERSECTIONS

**NOTES:**  
 POSTS SHALL BE CYLINDRICAL TUBE STEEL POSTS, THE POST SHALL BE 12' LONG, WITH 2-3/8" OD, 12 GAUGE COLD ROLLED GALVANIZED STEEL MEETING ASTM A-446 GRADE A.  
 SIGN BASE MATERIAL SHALL BE ALUMINUM, THICKNESS OF THE PLATE SHALL BE 0.06".  
 THE STREET NAME SIGNS SHALL BE NOTCHED AND MOUNTED IN AN E450 BRACKET AND PLACED ABOVE THE STOP SIGN.  
 STREET NAME SIGNS SHALL HAVE HIGH INTENSITY PRISMATIC RETROREFLECTIVE SHEETING (ASTM TYPE IV).  
 STOP SIGNS SHALL HAVE DIAMOND GRADE VIP RETROREFLECTIVE SHEETING (ASTM TYPE IX).  
 SIGNS AND INSTALLATION OF SIGNS SHALL BE IN ACCORDANCE WITH THE "MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES"

**STOP SIGN AND STREET NAME SIGN DETAIL**  
NO SCALE

APPROVED		STANDARD PLATE NO. 805
REVISED		

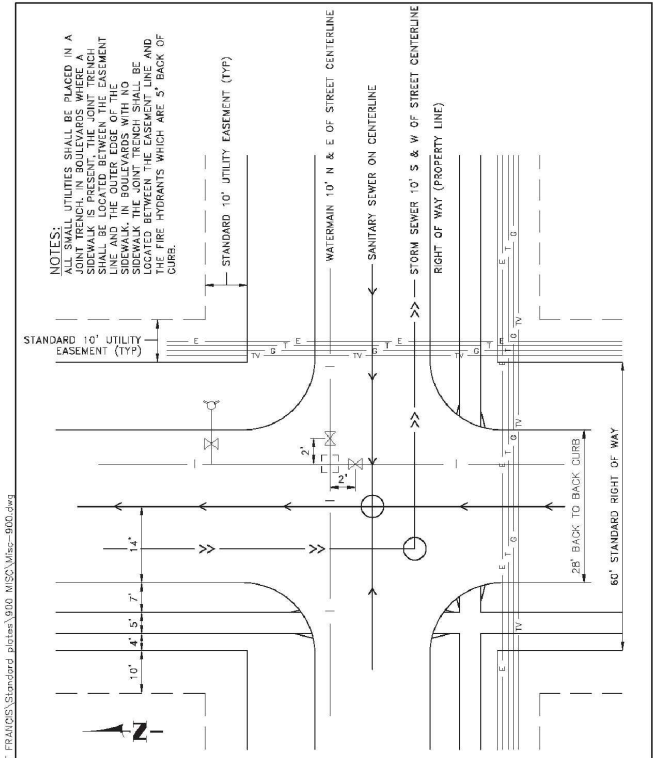


**MAILBOX SUPPORT**  
STEEL PIPE WITH FITTINGS AND STEEL FENCE POST (SINGLE SUPPORT)  
NO SCALE

ITEM NO.	NUMBER REQUIRED	DESCRIPTION
1	1	1-1/2" THICK WOOD FILLER CUT TO FIT SIGN UNDER MAILBOX
2	2	1/4" DIA. X 4" LONG CARRIAGE BOLTS AND NUTS
3	2	45° ELBOW FOR 1-1/4" NOMINAL PIPE
4	1	1-1/4" NOMINAL PIPE, CUT TO FIT
5	1	6 FT. MIN. SIGN POST (SUBS. 7FT.)
6	2	5/16" DIA. BOLT, NUT & LOCKWASHER
7	1	1-1/2" NOMINAL PIPE, 30-17 1/2" LONG
8	1	1" PIPE, 9" LONG
9	1	1-1/4" NOMINAL PIPE, 5' LONG
10	2	1-1/4" NOMINAL PIPE, 2-3/4" LONG
11	9	NO. 10 X 1" SHEET METAL SCREWS

**NOTES:**  
 ALL PIPE AND PIPE FITTINGS SHALL CONFORM TO SPEC. 3382.  
 ALL FASTENERS SHALL CONFORM TO SPEC. 3391.  
 ALL MATERIALS SHALL BE GALVANIZED PER SPEC. 3382.  
 MAILBOX LOCATIONS SHOULD BE STAKED BEFORE INSTALLATION FOR PROPER HEIGHT AND DISTANCE FROM THE ROADWAY. ONCE STAKED, THE INSTALLER MUST NOTIFY THE ENGINEER. THE ENGINEER WILL BE ALLOWED 48 HOURS TO REVIEW AND MODIFY THE STAKED LOCATIONS PRIOR TO FINAL INSTALLATION.  
 OTHER MAY/DOY APPROVED MAILBOX SUPPORTS MAY ALSO BE USED.  
 A MINIMUM 30" CLEARANCE FROM THE GROUND MUST BE MAINTAINED FOR SNOW REMOVAL. CITY WILL NOT REPLACE DAMAGES CAUSED BY SNOW REMOVAL IF 30" OF CLEARANCE IS NOT PROVIDED.

APPROVED		STANDARD PLATE NO. 901
REVISED		



**LOCATION OF PUBLIC UTILITIES**  
NO SCALE

APPROVED		STANDARD PLATE NO. 900
REVISED		

Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326-DETAILS.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

**CRAIG J. JOCHUM, P.E.**  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE



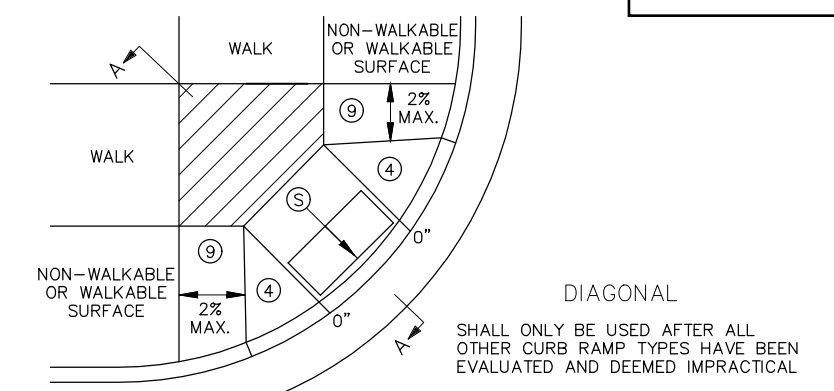
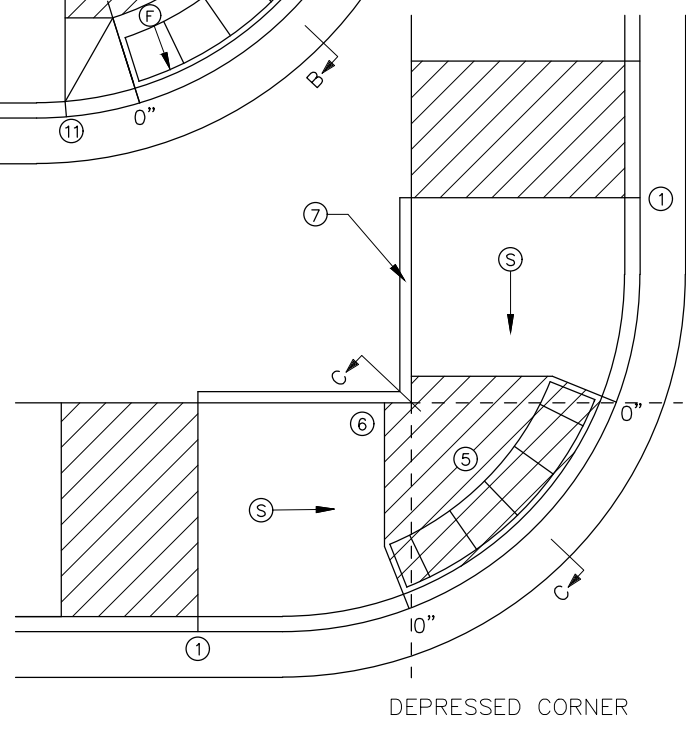
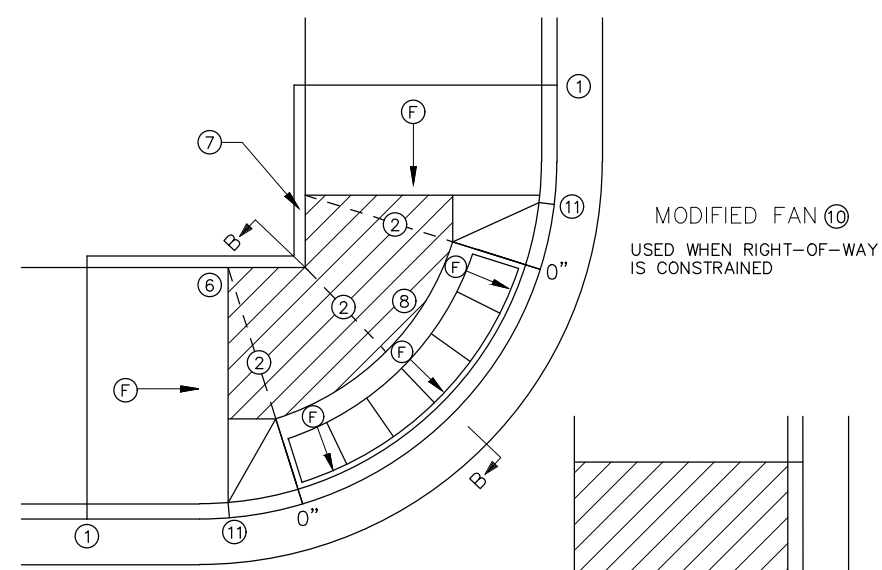
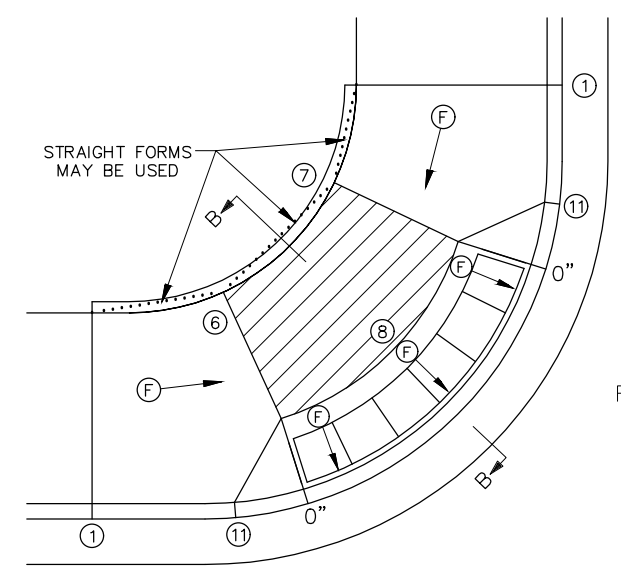
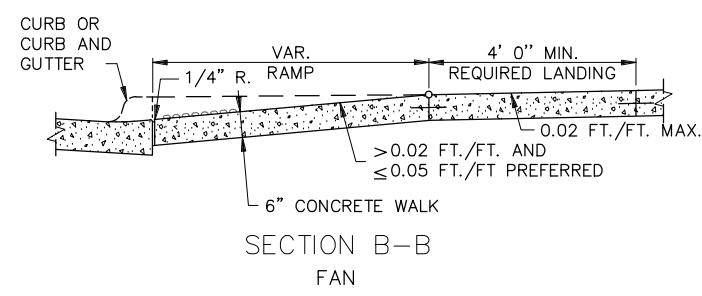
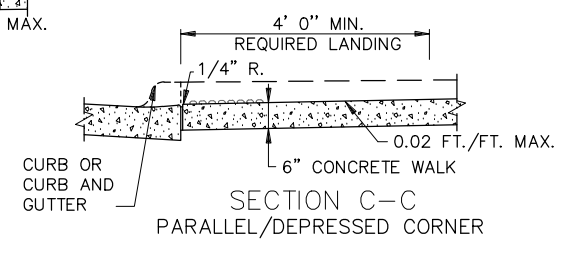
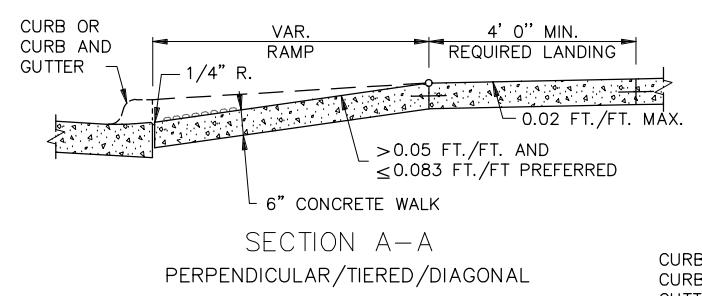
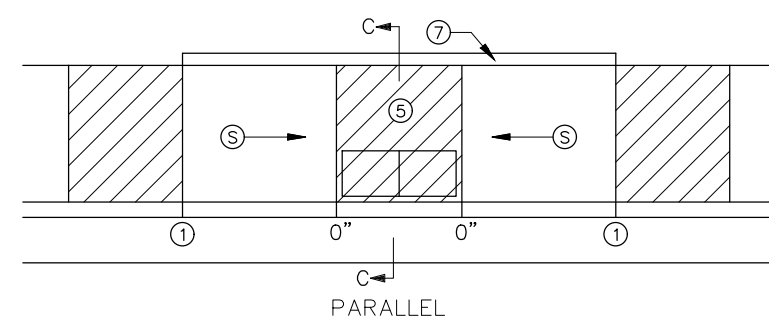
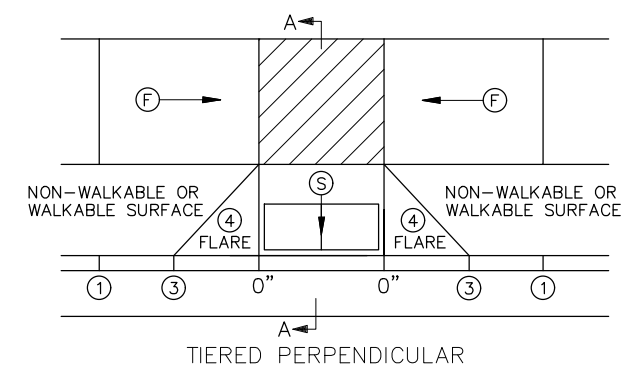
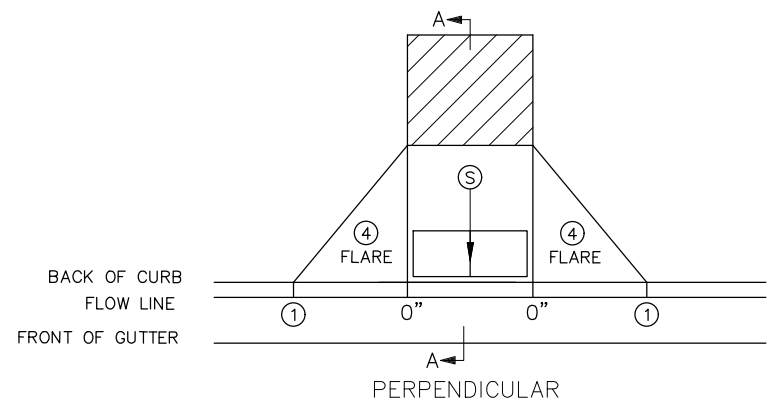
**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

DETAILS  
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 8 OF 84

S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001



NOTES:

- LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE GREATER THAN 2%.
  - INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6" FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.
  - SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30" OF VERTICAL RISE WHEN THE LONGITUDINAL RUNNING SLOPE IS GREATER THAN 5.0%.
  - CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOPS OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.
  - ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL, THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH. (EXCEPT AS STATED IN 6) BELOW.
  - TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 OF 6 FOR ALL SEPARATELY POURED INITIAL LANDINGS.
  - WHEN SIDEWALK IS AT BACK OF CURB, TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE. MAINTAIN POSITIVE BOULEVARD DRAINAGE TO TOP OF CURB.
  - ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.
  - 4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER THE ENTIRE PAR WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK WITH THE EXCEPTION OF 3" MAXIMUM ON EACH OUTSIDE EDGE WHICH ENSURES THE DETECTABLE WARNINGS ARE ENCASED IN CONCRETE WHEN ADJACENT TO TURF. WHEN ADJACENT TO CONCRETE FLARES 0" - 3" OFFSET IS ALLOWED.
  - WHEN DESIGNING OR ORDERING RECTANGULAR DETECTABLE WARNING SURFACES SHOULD BE 6" LESS THAN THE INCOMING PAR. ARC LENGTH OF THE RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.
  - RECTANGULAR DETECTABLE WARNINGS SHALL BE SETBACK 3" FROM THE BACK OF CURB. RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB.
- 1 MATCH FULL HEIGHT CURB.
  - 2 4' MINIMUM DEPTH LANDING REQUIRED ACROSS TOP OF RAMP.
  - 3 3" HIGH CURB WHEN USING A 3' LONG RAMP, 4" HIGH CURB WHEN USING A 4' LONG RAMP.
  - 4 SEE SHEET 4 OF 6, TYPICAL SIDE TREATMENT OPTIONS, FOR DETAILS ON FLARES AND RETURNED CURBS.
  - 5 DETECTABLE WARNINGS MAY BE PART OF THE 4' X 4' MIN. LANDING AREA IF IT IS NOT FEASIBLE TO CONSTRUCT THE LANDING OUTSIDE OF THE DETECTABLE WARNING AREA.
  - 6 THE GRADE BREAK SHALL BE PERPENDICULAR TO THE BACK OF WALK. THIS WILL ENSURE THAT THE GRADE BREAK IS PERPENDICULAR TO THE DIRECTION OF TRAVEL. (TYPICAL FOR ALL)
  - 7 WHEN ADJACENT TO GRASS, GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS LESS THAN 5% RUNNING SLOPE SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
  - 8 A 7' MIN TOP RADIUS GRADE BREAK IS REQUIRED TO BE CONSTRUCTIBLE.
  - 9 PAVE FULL WALK WIDTH.
  - 10 "S" SLOPES ON FANS SHALL ONLY BE USED WHEN ALL OTHER FEASIBLE OPTIONS HAVE BEEN EVALUATED AND DEEMED IMPRACTICAL.
  - 11 INTERMEDIATE CURB HEIGHTS TAPER SHALL RISE AT 8-10% TO A MINIMUM 3" CURB HEIGHT. REDUCE INTERMEDIATE CURB HEIGHT TO 2+ INCHES IF NECESSARY TO MATCH ADJACENT BOULEVARD OR SIDEWALK GRADES.

LEGEND	
(S)	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
(F)	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
[Hatched Box]	LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.
X"	CURB HEIGHT

Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF520\ENGINEERING\PLAN DWG\SF520\_MNDOT\_PED\_RAMP\_DETAILS.dwg

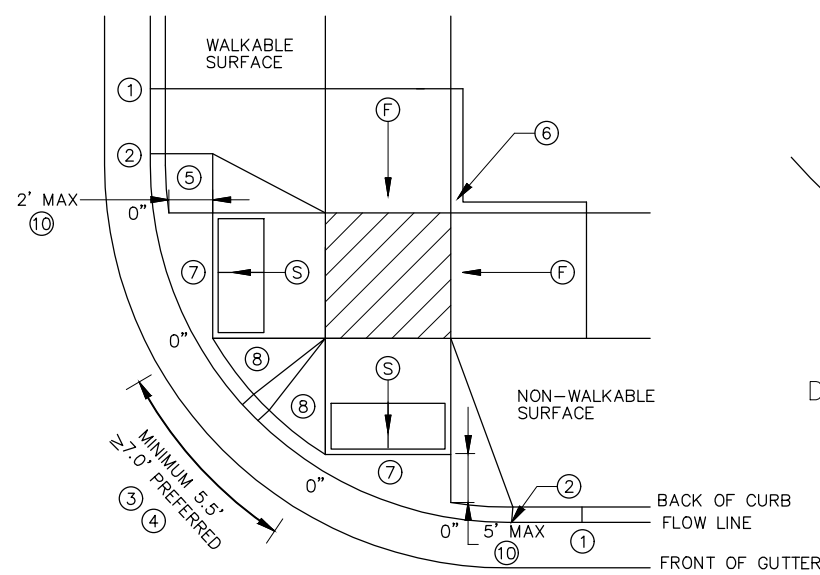
REVISION:  
APPROVED: 11-04-2021  
*Jeff J. Perkins*  
JEFFREY PERKINS  
OPERATIONS DIVISION

S.A.P. 235-101-003  
S.A.P. 235-102-002  
S.A.P. 235-121-001  
S.A.P. 235-156-001

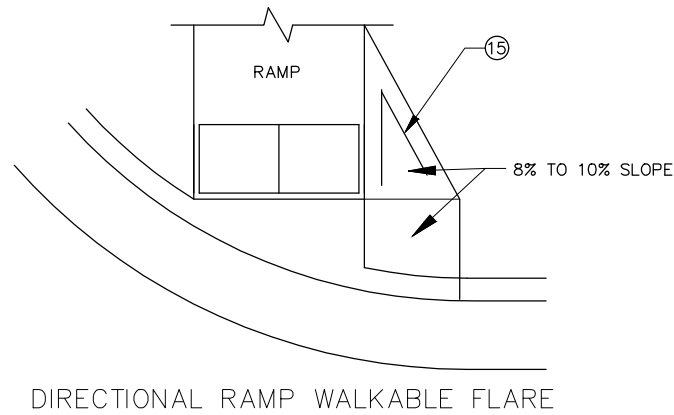


STANDARD PLAN 5-297.250 1 OF 6  
APPROVED: 11-04-2021  
REVISOR:  
*Tom Styrbicki*  
THOMAS STYRBICKI  
STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

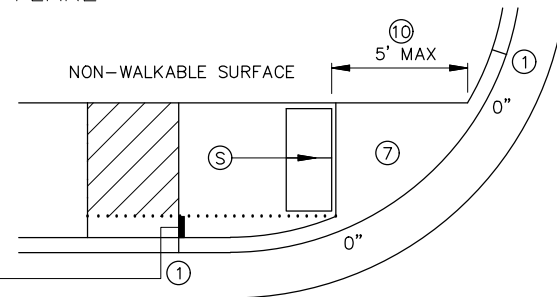


COMBINED DIRECTIONAL

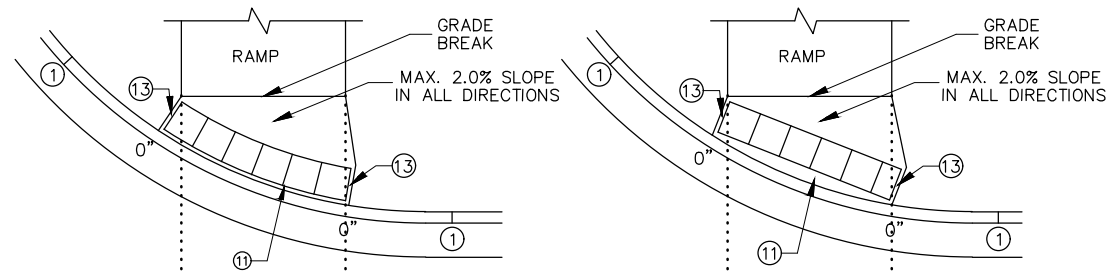


DIRECTIONAL RAMP WALKABLE FLARE

IF NON-CONCRETE BLVD. IS CONSTRUCTED AND IS LESS THAN 2' IN WIDTH AT TOP OF CURB TRANSITION, PAVE CONCRETE RAMP WIDTH TO ADJACENT BACK OF CURB.

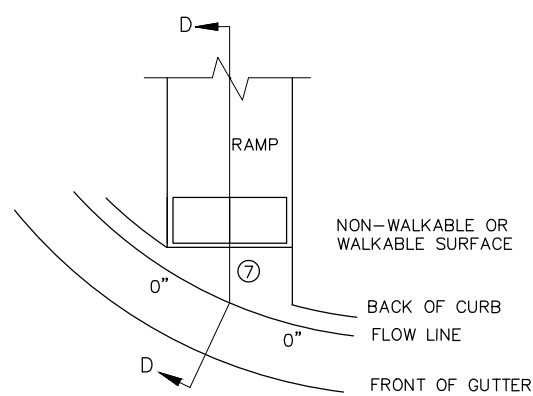


STANDARD ONE-WAY DIRECTIONAL ⑨

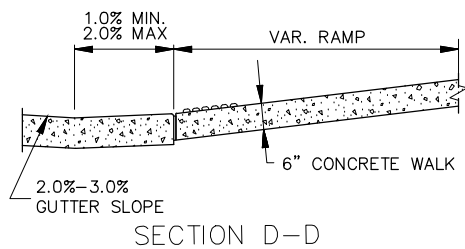


DETECTABLE WARNING PLACEMENT WHEN SETBACK CRITERIA IS EXCEEDED ⑫

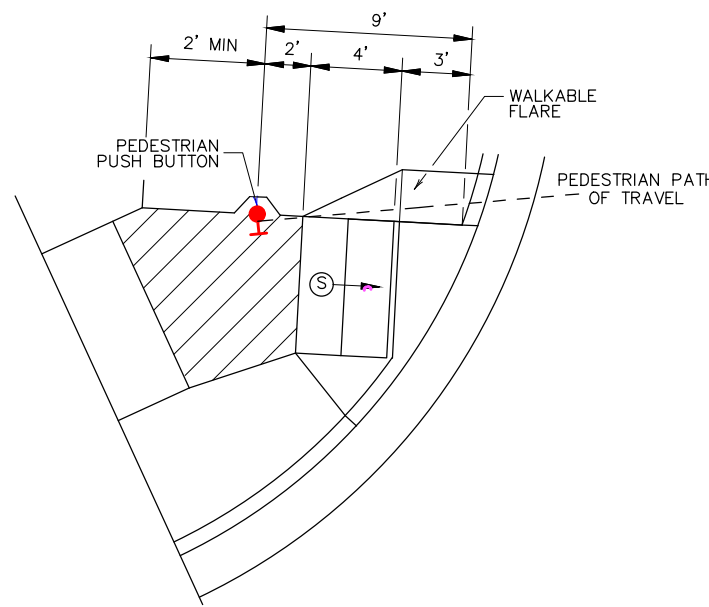
ONE-WAY DIRECTIONAL WITH DETECTABLE WARNING AT BACK OF CURB



CURB FOR DIRECTIONAL RAMPS ⑭



SECTION D-D



SEMI-DIRECTIONAL RAMP ③④⑨

3' DOME SETBACK, 4' LONG RAMP AND PUSH BUTTON 9' FROM THE BACK OF CURB  
 PRIMARILY USED FOR APS APPLICATIONS WHERE THE PAR DOES NOT CONTINUE PAST THE PUSH BUTTON (DEAD-END SIDEWALK)

NOTES:

LANDINGS SHALL BE LOCATED ANYWHERE THE PEDESTRIAN ACCESS ROUTE (PAR) CHANGES DIRECTION, AT THE TOP OF RAMPS THAT HAVE RUNNING SLOPES GREATER THAN 5.0%, AND IF THE APPROACHING WALK IS INVERSE GRADE.

INITIAL CURB RAMP LANDINGS SHALL BE CONSTRUCTED WITHIN 15' FROM THE BACK OF CURB, WITH 6' FROM THE BACK OF CURB BEING THE PREFERRED DISTANCE, ONLY APPLICABLE WHEN THE INITIAL RAMP RUNNING SLOPE IS OVER 5.0%.

SECONDARY CURB RAMP LANDINGS ARE REQUIRED FOR EVERY 30' OF VERTICAL RISE WHEN THE LONGITUDINAL SLOPE IS GREATER THAN 5.0%.

CONTRACTION JOINTS SHALL BE CONSTRUCTED ALONG ALL GRADE BREAKS WITHIN THE PAR. 1/4" DEEP VISUAL JOINTS SHALL BE USED AT THE TOP GRADE BREAK OF CONCRETE FLARES ADJACENT TO WALKABLE SURFACES.

ALL GRADE BREAKS WITHIN THE PAR SHALL BE PERPENDICULAR TO THE PATH OF TRAVEL. THUS BOTH SIDES OF A SLOPED WALKING SURFACE MUST BE EQUAL LENGTH.

TO ENSURE INITIAL RAMPS AND INITIAL LANDINGS ARE PROPERLY CONSTRUCTED, LANDINGS SHALL BE CAST SEPARATELY. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON SHEET 6 AND THE ADA SPECIAL PROVISION (PROSECUTION OF WORK).

TOP OF CURB SHALL MATCH PROPOSED ADJACENT WALK GRADE.

WHEN THE BOULEVARD IS 4' WIDE OR LESS, THE TOP OF CURB TAPER SHALL MATCH THE RAMP SLOPES TO REDUCE NEGATIVE BOULEVARD SLOPES FROM THE TOP BACK OF CURB TO THE PAR.

ALL RAMP TYPES SHOULD HAVE A MINIMUM 3' LONG RAMP LENGTH.

4' MINIMUM WIDTH OF DETECTABLE WARNING IS REQUIRED FOR ALL RAMPS. DETECTABLE WARNINGS SHALL CONTINUOUSLY EXTEND FOR A MIN. OF 24" IN THE PATH OF TRAVEL. DETECTABLE WARNING TO COVER THE ENTIRE PAR WIDTH OF SHARED-USE PATHS AND THE ENTIRE PAR WIDTH OF THE WALK WITH THE EXCEPTION OF 3" MAXIMUM ON EACH OUTSIDE EDGE WHICH ENSURES THE DETECTABLE WARNINGS ARE ENCASED IN CONCRETE WHEN ADJACENT TO TURF. WHEN ADJACENT TO CONCRETE FLARES 0' - 3' OFFSET IS ALLOWED.

WHEN DESIGNING OR ORDERING RECTANGULAR DETECTABLE WARNING SURFACES SHOULD BE 6" LESS THAN THE INCOMING PAR. ARC LENGTH OF THE RADIAL DETECTABLE WARNINGS SHOULD NOT BE GREATER THAN 20 FEET.

RADIAL DETECTABLE WARNINGS SHALL BE SETBACK 3" MINIMUM TO 6" MAXIMUM FROM THE BACK OF CURB. SEE NOTES ⑩ & ⑪ FOR INFORMATION REGARDING RECTANGULAR DETECTABLE WARNING PLACEMENT.

- ① MATCH FULL CURB HEIGHT.
- ② 3" HIGH CURB WHEN USING A 3' LONG RAMP  
4" HIGH CURB WHEN USING A 4' LONG RAMP.
- ③ 3" MINIMUM CURB HEIGHT (5.5' MIN. DISTANCE REQUIRED BETWEEN DOMES)  
4" PREFERRED (7' MIN. DISTANCE REQUIRED BETWEEN DOMES).
- ④ THE "BUMP" IN BETWEEN THE RAMPS SHOULD NOT BE IN THE PATH OF TRAVEL FOR COMBINED DIRECTIONAL RAMPS. IF THIS OCCURS MODIFY THE RAMP LOCATION OR SWITCH RAMP TO A FAN/DEPRESSED CORNER.
- ⑤ WHEN USING CONCRETE PAVED FLARES ON THE OUTSIDE OF DIRECTIONAL RAMPS, AND ADJACENT TO A WALKABLE SURFACE, DIRECTIONAL RAMP FLARES SHALL BE USED. SEE THE DETAIL ON THIS SHEET.
- ⑥ GRADING SHALL ALWAYS BE USED WHEN FEASIBLE. V CURB, IF USED, SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS. WHEN ADJACENT TO PARKING LOTS, CONCRETE OR BITUMINOUS TAPERS SHOULD BE USED OVER V CURB TO REDUCE TRIPPING HAZARDS AND FACILITATE SNOW & ICE REMOVAL.
- ⑦ MAX. 2.0% SLOPE IN ALL DIRECTIONS IN FRONT OF GRADE BREAK AND DRAIN TO FLOW LINE. SHALL BE CONSTRUCTED INTEGRAL WITH CURB AND GUTTER.
- ⑧ 8% TO 10% WALKABLE FLARE.
- ⑨ PLACE DOMES AT THE BACK OF CURB WHEN ALLOWABLE SETBACK CRITERIA IS EXCEEDED.
- ⑩ FRONT EDGE OF DETECTABLE WARNING SHALL BE SET BACK 2' MAXIMUM WHEN ADJACENT TO WALKABLE SURFACE, AND 5' MAXIMUM WHEN ADJACENT TO NON-WALKABLE SURFACE WITH ONE CORNER SET 3' FROM BACK OF CURB. A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
- ⑪ RECTANGULAR DETECTABLE WARNINGS MAY BE SETBACK UP TO 9" FROM THE BACK OF CURB WITH CORNERS SET 3" FROM BACK OF CURB. IF 9" SETBACK IS EXCEEDED USE RADIAL DETECTABLE WARNINGS.
- ⑫ FOR DIRECTIONAL RAMPS WITH THE DETECTABLE WARNINGS PLACED AT THE BACK OF CURB, THE DETECTABLE WARNINGS SHALL COVER THE ENTIRE WIDTH OF THE WALK/PATH. THIS ENSURES A DETECTABLE EDGE AND HELPS ELIMINATE THE CURB TAPER OBSTRUCTING THE PATH OF PEDESTRIAN TRAVEL.
- ⑬ THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE BACK OF CURB. MAINTAIN 3" BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
- ⑭ TO BE USED FOR ALL DIRECTIONAL RAMPS, EXCEPT WHERE DOMES ARE PLACED ALONG THE BACK OF CURB.
- ⑮ PLACE 2 NO. 4 BARS 4 INCHES FROM SIDE OF FORMS WITH A MINIMUM 2 INCHES OF CONCRETE COVER ALONG EACH SIDE OF FLARE (INCIDENTAL).

LEGEND	
THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.	
Ⓢ	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
Ⓣ	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE GREATER THAN 2.0% AND LESS THAN 5.0% IN THE DIRECTION SHOWN AND CROSS SLOPE SHALL NOT EXCEED 2.0%.
▨	LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PAR.
x"	CURB HEIGHT

Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF520\ENGINEERING\PLAN DWG\SF520\_MNDOT\_PED\_RAMP\_DETAIL.dwg

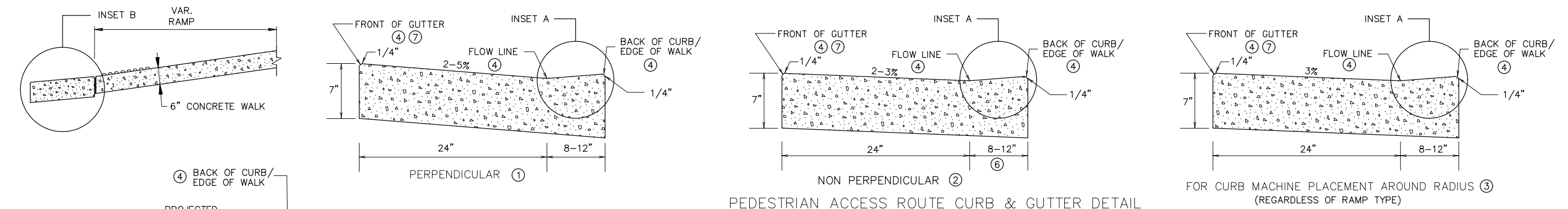
REVISION:  
 APPROVED: 11-04-2021  
*Jeff J. Perkins*  
 JEFFREY PERKINS  
 OPERATIONS DIVISION

S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001

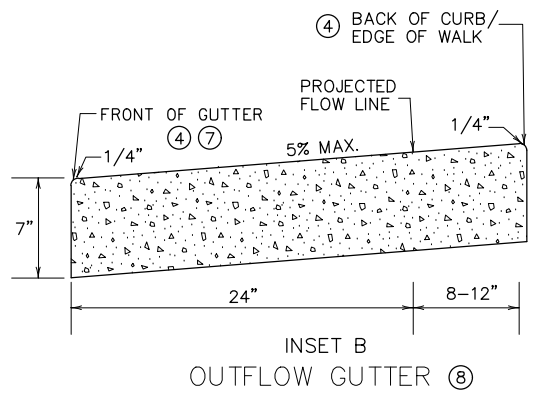


STANDARD PLAN 5-297.250 | 2 OF 6  
 APPROVED: 11-04-2021  
 REVISED:  
*Tom Styrbicki*  
 THOMAS STYRBICKI  
 STATE DESIGN ENGINEER

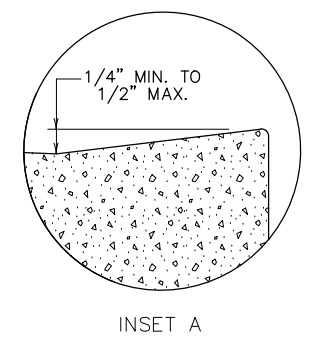
PEDESTRIAN CURB RAMP DETAILS



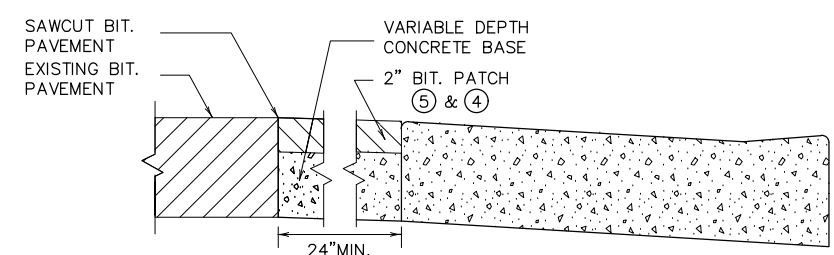
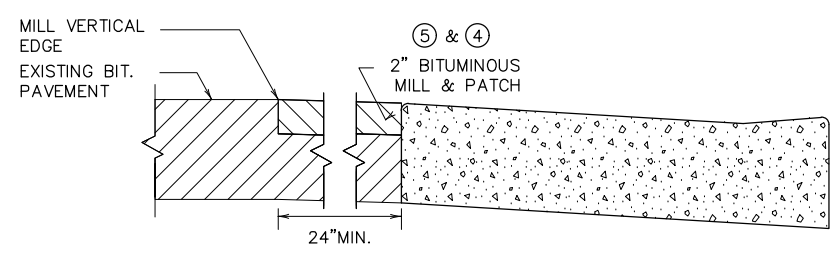
PEDESTRIAN ACCESS ROUTE CURB & GUTTER DETAIL



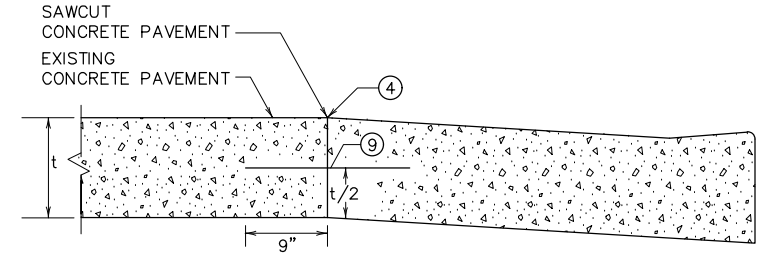
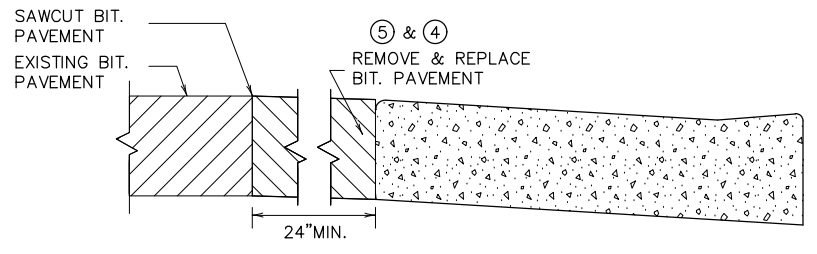
INSET B  
OUTFLOW GUTTER 8



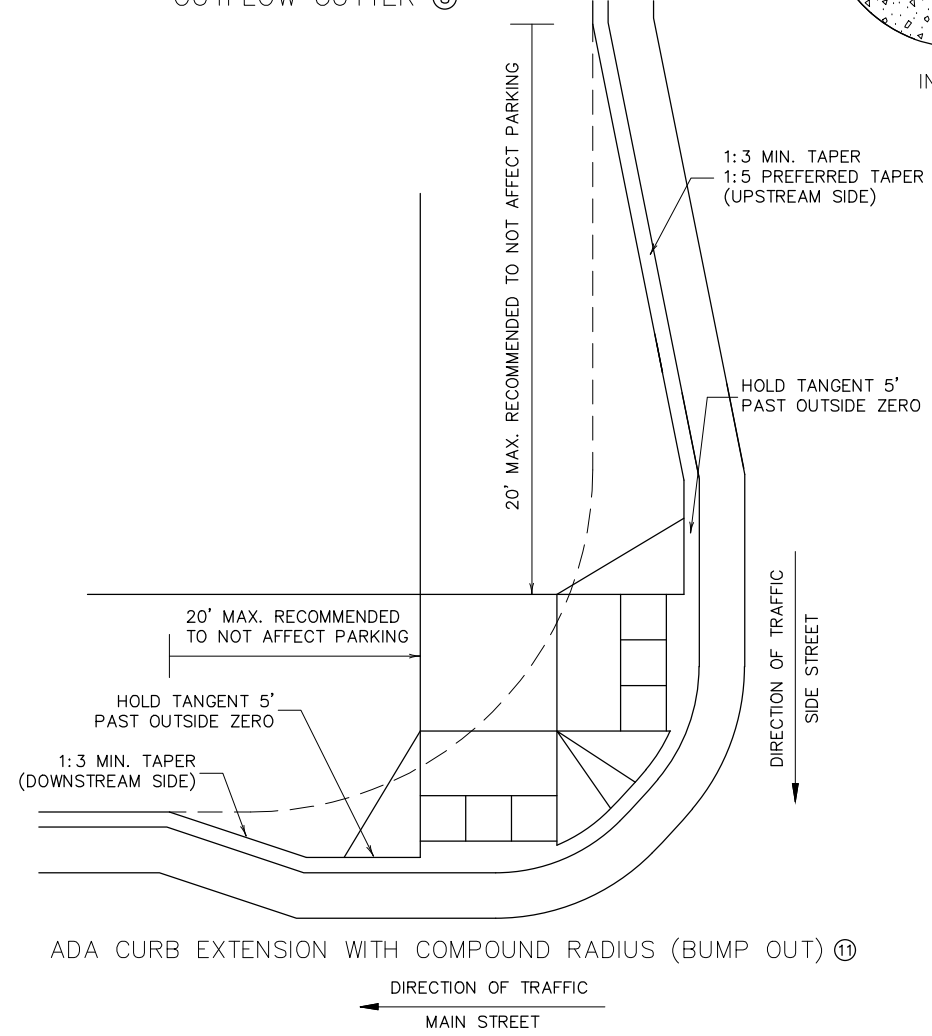
INSET A



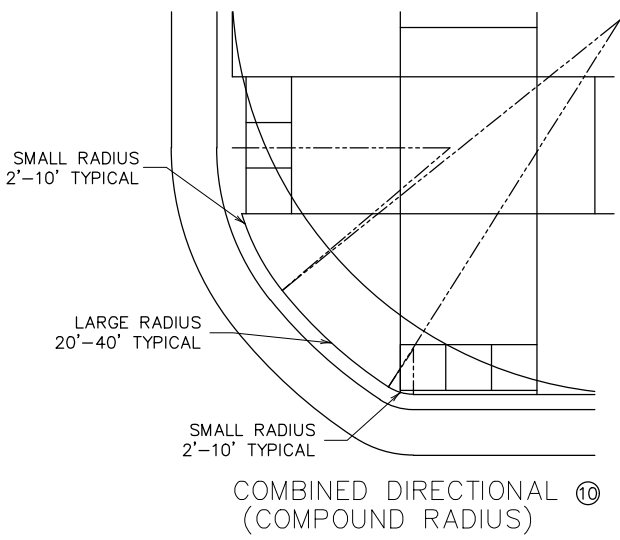
ONLY ALLOWED PER ENGINEER'S APPROVAL



PAVEMENT TREATMENT OPTIONS IN FRONT OF CURB & GUTTER  
FOR USE ON CURB RAMP RETROFITS



ADA CURB EXTENSION WITH COMPOUND RADIUS (BUMP OUT) 11



COMBINED DIRECTIONAL 10  
(COMPOUND RADIUS)

- NOTES:
- POSITIVE FLOW LINE DRAINAGE SHALL BE MAINTAINED THROUGH THE PEDESTRIAN ACCESS ROUTE (PAR) AT A 2% MAXIMUM. NO PONDING SHALL BE PRESENT IN THE PAR.
  - ANY VERTICAL LIP THAT OCCURS AT THE FLOW LINE SHALL NOT BE GREATER THAN 1/4 INCH.
  - 1 FOR USE AT CURB CUTS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: PERPENDICULAR, TIERED PERPENDICULAR, PARALLEL, AND DIAGONAL RAMPS.
  - 2 FOR USE AT CURB RAMPS WHERE THE PEDESTRIAN'S PATH OF TRAVEL IS ASSUMED NON PERPENDICULAR TO THE GUTTER FLOW LINE. RAMP TYPES INCLUDE: FANS & DEPRESSED CORNERS.
  - 3 BEGIN GUTTER SLOPE TRANSITION 10' OUTSIDE OF ALL CURB RAMPS.
  - 4 THERE SHALL BE NO VERTICAL DISCONTINUITIES GREATER THAN 1/4".
  - 5 ELEVATION CHANGE TAKES PLACE FROM THE EXISTING TO NEW FRONT OF GUTTER. PATCH IS USED TO MATCH THE NEW GUTTER FACE INTO THE EXISTING ROADWAY.
  - 6 VARIABLE WIDTH FOR DIRECTIONAL CURB APPLICATIONS. SEE SHEET 2 FOR DIRECTIONAL CURB SLOPE REQUIREMENTS.
  - 7 TOP FRONT OF GUTTER SHALL BE CONSTRUCTED FLUSH WITH PROPOSED ADJACENT PAVEMENT ELEVATION. TOP 1.5" OF THE GUTTER FACE MUST BE A FORMED EDGE. PAR GUTTER SHALL NOT BE OVERLAID.
  - 8 SHOULD BE USED AT VERTICALLY CONSTRAINED AREAS WHEN AT A DRAINAGE HIGH POINT OR SUPER ELEVATED ROADWAY SEGMENTS.
  - 9 DRILL AND GROUT NO. 4 EPOXY-COATED 18" LONG TIE BARS AT 30" CENTER TO CENTER INTO EXISTING CONCRETE PAVEMENT 1' MINIMUM FROM ALL JOINTS.
  - 10 HELPS PROVIDE TWO SEPARATE RAMPS, REDUCES THE DOME SETBACK LENGTH AND MINIMIZES DIRECTIONAL CURB. THIS RADIUS DESIGN CLOSELY FOLLOWS THE TURNING VEHICLE PATH WHILE OPTIMIZING CURB RAMP LENGTH.
  - 11 CURB EXTENSIONS SHOULD BE USED IN VERTICALLY CONSTRAINED AREAS, USUALLY IN DOWNTOWN ROADWAY SEGMENTS WHERE ON-STREET PARKING IS AVAILABLE. CURB EXTENSIONS SHOULD BE CONSIDERED FOR APS INTERSECTIONS WHERE SPACE IS LIMITED. PUSH BUTTONS MUST MEET APS CRITERIA AS DESCRIBED IN THE PUSH BUTTON LOCATION DETAIL SHEET.

Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF520\ENGINEERING\PLAN DWG\SF520\_ENGINEERING\PLAN DWG\SF520\_MNDOT\_PED\_RAMP\_DETAILS.dwg

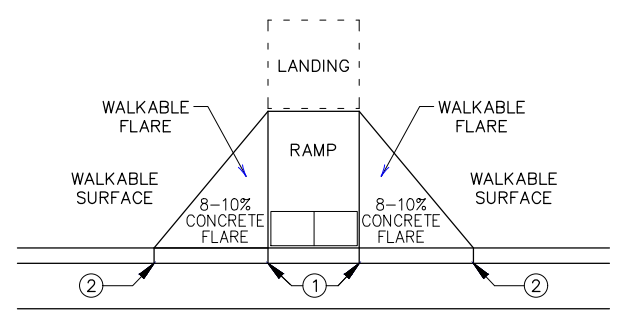
REVISION:  
APPROVED: 11-04-2021  
*Jeff J. Perkins*  
JEFFREY PERKINS  
OPERATIONS DIVISION

S.A.P. 235-101-003  
S.A.P. 235-102-002  
S.A.P. 235-121-001  
S.A.P. 235-156-001

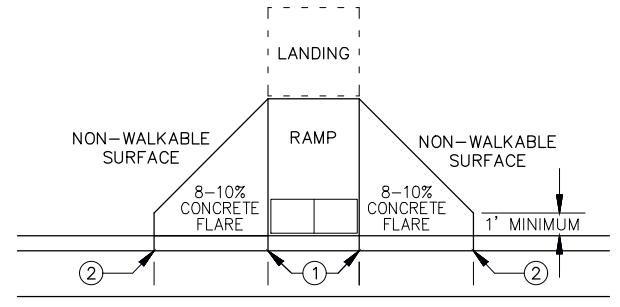
**m**  
MINNESOTA  
DEPARTMENT  
OF  
TRANSPORTATION

STANDARD PLAN 5-297.250 | 3 OF 6  
*Tom Styrbicki*  
THOMAS STYRBICKI  
STATE DESIGN ENGINEER  
APPROVED: 11-04-2021  
REVISED:

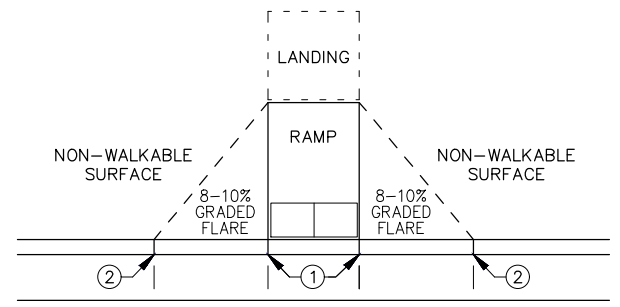
PEDESTRIAN CURB RAMP DETAILS



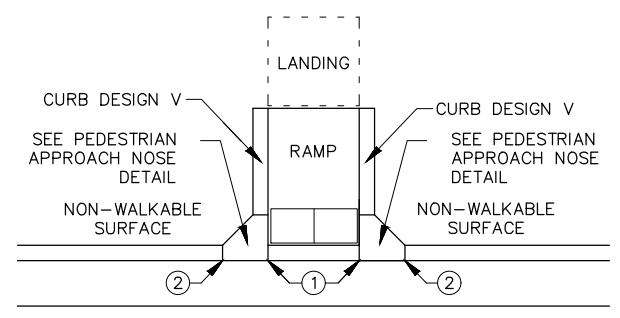
PAVED FLARES ADJACENT TO WALKABLE SURFACE



PAVED FLARES ADJACENT TO NON-WALKABLE SURFACE

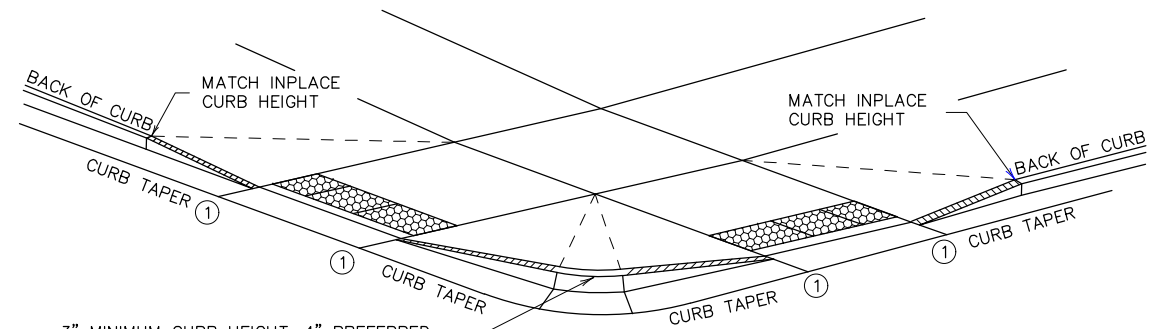


GRADED FLARES



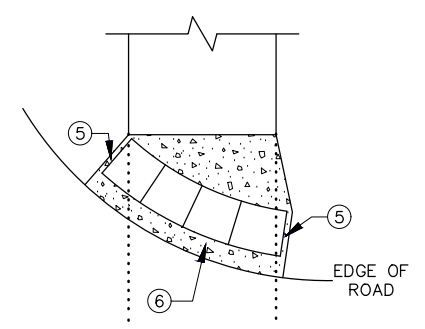
RETURNED CURB ④

TYPICAL SIDE TREATMENT OPTIONS ③ ⑩

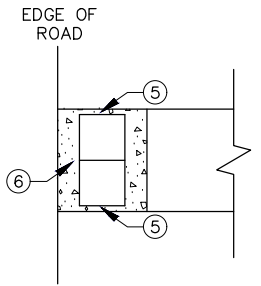


3" MINIMUM CURB HEIGHT, 4" PREFERRED (MEASURED AT FRONT FACE OF CURB) FOR A MIN. 6" LENGTH (MEASURED ALONG FLOW LINE)

DETECTABLE EDGE WITH CURB AND GUTTER ⑦

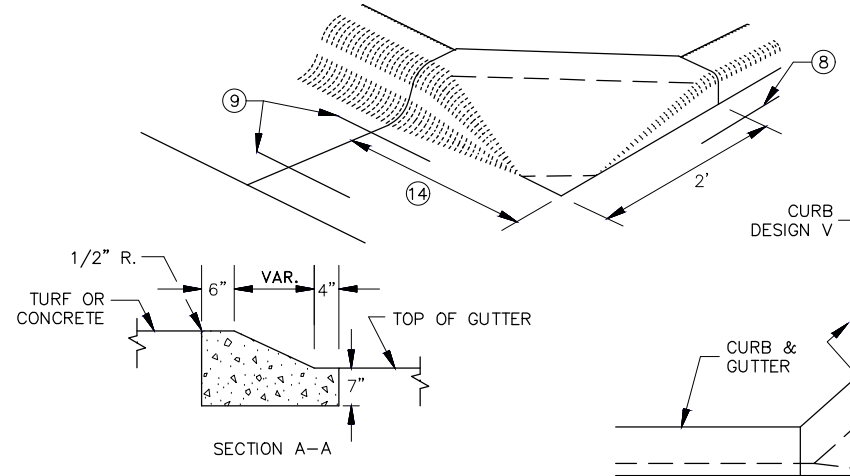


RADIAL DETECTABLE WARNING

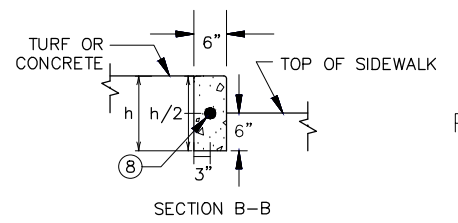


RECTANGULAR DETECTABLE WARNING

DETECTABLE EDGE WITHOUT CURB AND GUTTER

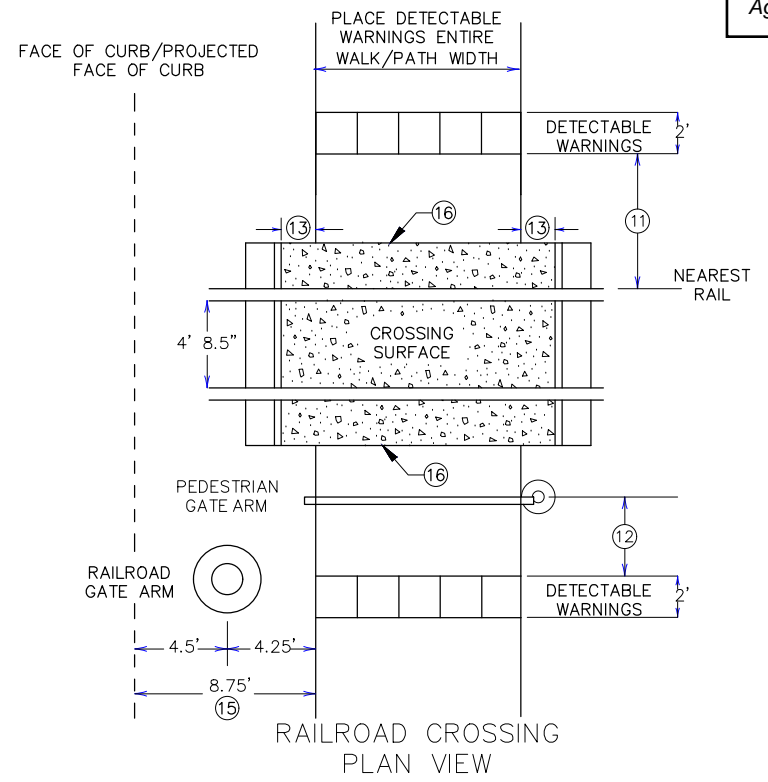


SECTION A-A



SECTION B-B

PEDESTRIAN APPROACH NOSE DETAIL (FOR RETURNED CURB SIDE TREATMENT)



RAILROAD CROSSING PLAN VIEW

- NOTES:
- INTERMEDIATE CURB HEIGHTS TAPER SHALL RISE AT 8-10% TO A MINIMUM 3 INCH CURB HEIGHT. INCREASE CURB TAPER LENGTH AT LESS THAN 8% OR REDUCE INTERMEDIATE CURB HEIGHT TO 2+ INCHES IF NECESSARY TO MATCH ADJACENT BOULEVARD OR SIDEWALK GRADES.
  - SEE STANDARD PLATE 7038 AND THIS SHEET FOR ADDITIONAL DETAILS ON DETECTABLE WARNING.
  - A WALKABLE SURFACE IS DEFINED AS A PAVED SURFACE ADJACENT TO A CURB RAMP WITHOUT RAISED OBSTACLES THAT COULD MISTAKENLY BE TRAVERSED BY A USER WHO IS VISUALLY IMPAIRED.
  - CONCRETE FLARE LENGTHS ADJACENT TO NON-WALKABLE SURFACES SHOULD BE LESS THAN 8' LONG MEASURED ALONG THE RAMPS FROM THE BACK OF CURB.
  - ① 0" CURB HEIGHT. SEE INSET A ON SHEET 3 OF 6.
  - ② FULL CURB HEIGHT.
  - ③ SIDE TREATMENTS ARE APPLICABLE TO ALL RAMP TYPES AND SHOULD BE IMPLEMENTED AS NEEDED AS FIELD CONDITIONS DICTATE. THE ENGINEER SHALL DETERMINE THE RAMP SIDE TREATMENTS BASED ON MAINTENANCE OF BOTH ROADWAY AND SIDEWALK, ADJACENT PROPERTY CONSIDERATIONS, AND MITIGATING CONSTRUCTION IMPACTS.
  - ④ TYPICALLY USED FOR MEDIANS AND ISLANDS.
  - ⑤ WHEN NO CONCRETE FLARES ARE PROPOSED, THE CONCRETE WALK SHALL BE FORMED AND CONSTRUCTED PERPENDICULAR TO THE EDGE OF ROADWAY. MAINTAIN 3" MAX. BETWEEN EDGE OF DOMES AND EDGE OF CONCRETE.
  - ⑥ IF NO CURB AND GUTTER IS PLACED IN RURAL SECTIONS, DETECTABLE WARNINGS SHALL BE PLACED 1' FROM THE EDGE OF BITUMINOUS ROADWAY AND/OR BITUMINOUS SHARED-USE PATH TO PROVIDE VISUAL CONTRAST.
  - ⑦ ALL CONSTRUCTED CURBS MUST HAVE A CONTINUOUS DETECTABLE EDGE FOR THE VISUALLY IMPAIRED. THIS DETECTABLE EDGE REQUIRES DETECTABLE WARNINGS WHEREVER THERE IS ZERO-INCH HIGH CURB. CURB TAPERS ARE CONSIDERED A DETECTABLE EDGE WHEN THE TAPER STARTS WITHIN 3" OF THE EDGE OF THE DETECTABLE WARNINGS AND UNIFORMLY RISES TO A 3-INCH MINIMUM CURB HEIGHT. ANY CURB NOT PART OF A CURB TAPER AND LESS THAN 3 INCHES IN HEIGHT IS NOT CONSIDERED A DETECTABLE EDGE AND THEREFORE IS NOT COMPLIANT WITH ACCESSIBILITY STANDARDS.
  - ⑧ DRILL AND GROUT 1 - NO. 4 12" LONG REINFORCEMENT BAR (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE V CURB.
  - ⑨ DRILL AND GROUT 2 - NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) WITH 3" MIN. COVER. REINFORCEMENT BARS ARE NOT NEEDED IF THE APPROACH NOSE IS POURED INTEGRAL WITH THE CURB AND GUTTER.
  - ⑩ SIDE TREATMENT EXAMPLES SHOWN ARE WHEN THE INITIAL LANDING IS APPROXIMATELY LEVEL WITH THE FULL HEIGHT CURB (I.E. 6' LONG RAMP FOR 6" HIGH CURB). WHEN THE INITIAL LANDING IS MORE THAN 1" BELOW FULL HEIGHT CURB REFER TO SHEETS 1 & 2 TO MODIFY THE CURB HEIGHT TAPERS AND MAINTAIN POSITIVE BOULEVARD DRAINAGE. CONSTRUCT THESE TAPER AT 0"-3" AT 8-10%, THEN LESS THAN 5% FROM 3" CURB TO FULL CURB HEIGHT.
  - ⑪ NEAREST EDGE OF DETECTABLE WARNING SURFACES SHALL BE PLACED 12' MINIMUM TO 15' MAXIMUM FROM THE NEAREST RAIL. FOR SKEWED RAILWAYS IN NO INSTANCE SHALL THE DETECTABLE WARNING BE CLOSER THAN 12' MEASURED PERPENDICULAR TO THE NEAREST RAIL.
  - ⑫ WHEN PEDESTRIAN GATES ARE PROVIDED, DETECTABLE WARNING SURFACES SHALL BE PLACED ON THE SIDE OF THE GATES OPPOSITE THE RAIL, 2' FROM THE APPROACHING SIDE OF THE GATE ARM. THIS CRITERIA GOVERNS OVER NOTE ⑪.
  - ⑬ CROSSING SURFACE SHALL EXTEND 2' MINIMUM PAST THE OUTSIDE EDGE OF WALK OR SHARED-USE PATH.
  - ⑭ 3' FOR MEDIANS AND SPLITTER ISLANDS. NOSE CAN BE REDUCED TO 2' ON FREE RIGHT ISLANDS.
  - ⑮ SIDEWALK TO BE PLACED 8.75' MIN. FROM THE FACE OF CURB/PROJECTED FACE OF CURB. THIS ENSURES MIN. CLEARANCE BETWEEN THE SIDEWALK AND GATE ARM COUNTERWEIGHT SUPPORTS.
  - ⑯ CONSTRUCT WITH EXPANSION MATERIAL PER MNDOT SPECIFICATION 3702 TYPES A-E. EXPANSION MATERIAL SHALL MATCH FULL HEIGHT OF ADJACENT CONCRETE.

Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF520\ENGINEERING\PLAN DWG\SF520\_MNDOT\_PED\_RAMP\_DETAILS.dwg

REVISION:

APPROVED: 11-04-2021

*Jeff J. Perkins*

JEFFREY PERKINS  
OPERATIONS DIVISION

S.A.P. 235-101-003  
S.A.P. 235-102-002  
S.A.P. 235-121-001  
S.A.P. 235-156-001



STANDARD PLAN 5-297.250 4 OF 6

APPROVED: 11-04-2021

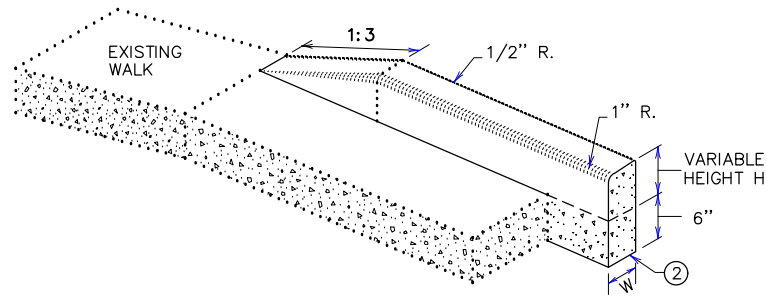
REVISOR:

*Tom Styrbicki*

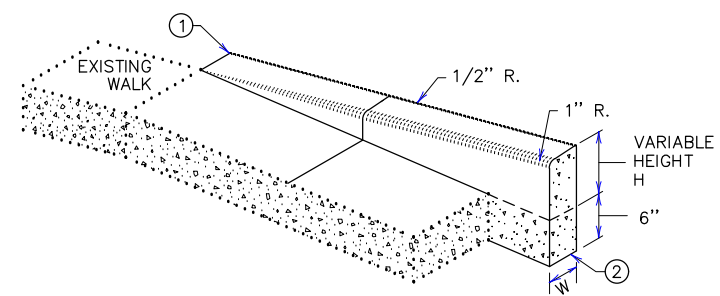
THOMAS STYRBICKI  
STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS

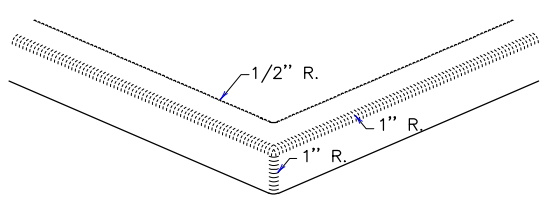




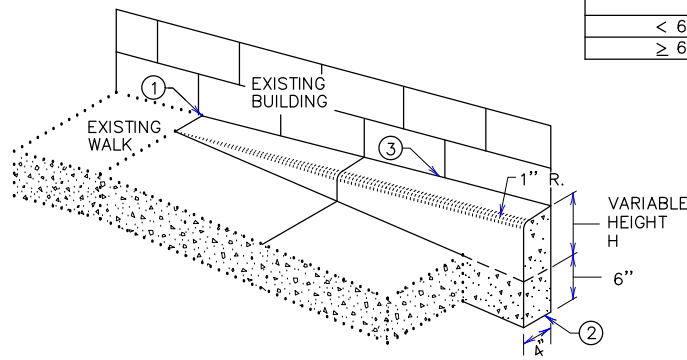
V CURB ADJACENT TO LANDSCAPE  
CURB WITHIN SIDEWALK LIMITS



V CURB ADJACENT TO LANDSCAPE  
CURB OUTSIDE SIDEWALK LIMITS

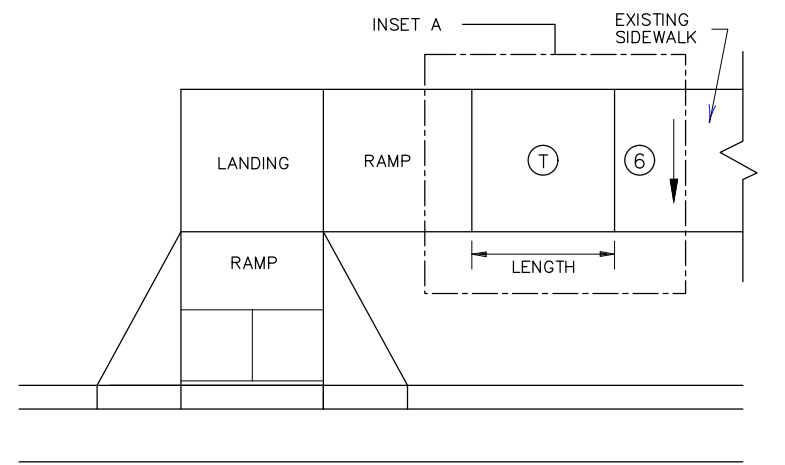


V CURB INTERSECTION

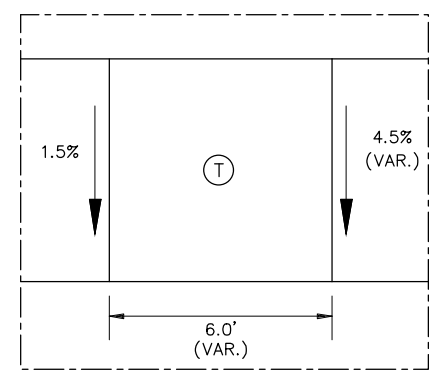


V CURB ADJACENT TO BUILDING  
OR BARRIER

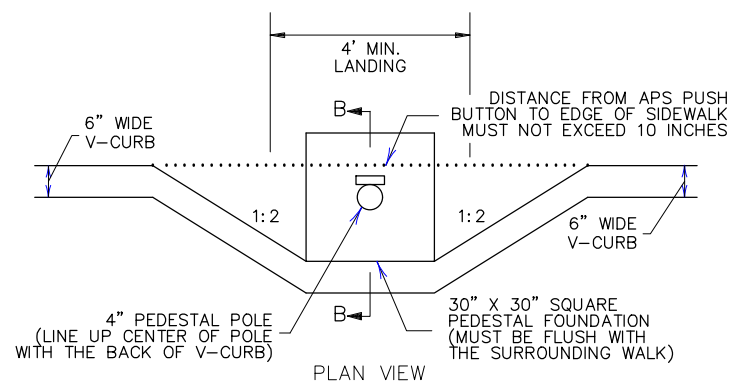
CONCRETE CURB DESIGN V	
CURB HEIGHT H	CURB WIDTH W
< 6"	4"
≥ 6"	6"



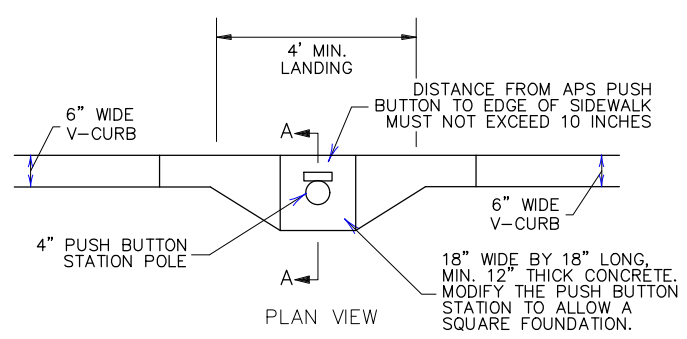
TRANSITION PANEL ④ ⑤



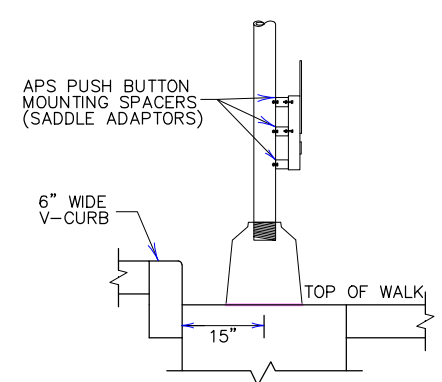
INSET A



PLAN VIEW

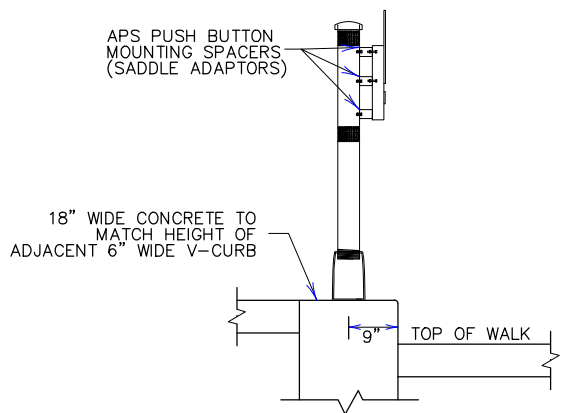


PLAN VIEW



SECTION B-B

SIGNAL PEDESTAL & PUSH BUTTON (V-CURB)



SECTION A-A

PUSH BUTTON STATION (V-CURB)

NOTES:

- A WALKABLE FLARE IS AN 8-10% CONCRETE FLARE THAT IS REQUIRED WHEN THE FLARE IS ADJACENT TO A WALKABLE SURFACE, OR WHEN THE PEDESTRIAN PATH OF TRAVEL OF A PUSH BUTTON TRAVERSES THE FLARE.
- ALL V CURB CONTRACTION JOINTS SHALL MATCH CONCRETE WALK JOINTS.
- WHERE RIGHT-OF-WAY ALLOWS, USE OF V CURB SHOULD BE MINIMIZED. GRADING ADJACENT TURF OR SLOPING ADJACENT PAVEMENT IS PREFERRED.
- V CURB SHALL BE PLACED OUTSIDE THE SIDEWALK LIMITS WHEN RIGHT OF WAY ALLOWS.
- V CURB NEXT TO BUILDING SHALL BE A 4" WIDTH AND SHALL MATCH PREVIOUS TOP OF SIDEWALK ELEVATIONS.
- ① END TAPERS AT TRANSITION SECTION SHALL MATCH INPLACE SIDEWALK GRADES.
- ② ALL V CURB SHALL MATCH BOTTOM OF ADJACENT WALK.
- ③ CONSTRUCT USING APPROVED EXPANSION MATERIAL PER MNDOT TYPE A-E EXPANSION. LEAVE A MINIMUM 1/2" TOP GAP AND SEAL WITH MNDOT APPROVED SILICONE PER MNDOT SPEC 3722.
- ④ THE MAX. RATE OF CROSS SLOPE TRANSITIONING IS 1' LINEAR FOOT OF SIDEWALK PER HALF PERCENT CROSS SLOPE. WHEN PAR WIDTH IS GREATER THAN 6' OR THE RUNNING SLOPE IS GREATER THAN 5%, DOUBLE THE CALCULATED TRANSITION LENGTH.
- ⑤ TRANSITION PANELS ARE TO ONLY BE USED AFTER THE RAMP, OR IF NEEDED, LANDING ARE AT THE FULL CURB HEIGHT (TYPICAL SECTION).
- ⑥ EXISTING CROSS SLOPE GREATER THAN 2.0%.

LEGEND	
↓	THESE LONGITUDINAL SLOPE RANGES SHALL BE THE STARTING POINT. IF SITE CONDITIONS WARRANT, LONGITUDINAL SLOPES UP TO 8.3% OR FLATTER ARE ALLOWED.
Ⓢ	INDICATES PEDESTRIAN RAMP - SLOPE SHALL BE BETWEEN 5.0% MINIMUM AND 8.3% MAXIMUM IN THE DIRECTION SHOWN AND THE CROSS SLOPE SHALL NOT EXCEED 2.0%.
▨	LANDING AREA - 4' X 4' MIN. (5' X 5' MIN. PREFERRED) DIMENSIONS AND MAX 2.0% SLOPE IN ALL DIRECTIONS. LANDING SHALL BE FULL WIDTH OF INCOMING PARS.
Ⓣ	TRANSITION PANEL(S) - TO BE USED FOR TRANSITIONING THE CROSS-SLOPE OF A RAMP TO THE EXISTING WALK CROSS-SLOPE. RATE OF TRANSITION SHOULD BE 0.5% PER 1 LINEAR FOOT OF WALK. SEE THIS SHEET FOR ADDITIONAL INFORMATION.

Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF520\ENGINEERING\PLAN DWG\SF520\_MNDOT\_PED\_RAMP\_DETAILS.dwg

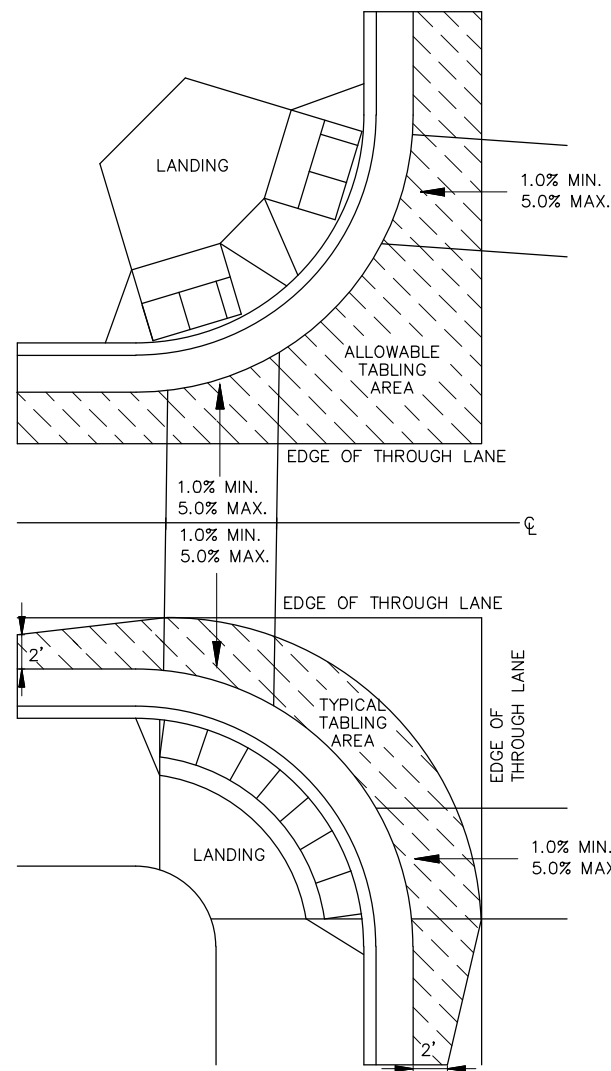
REVISION:  
APPROVED: 11-04-2021  
*Jeff J. Perkins*  
JEFFREY PERKINS  
OPERATIONS DIVISION

S.A.P. 235-101-003  
S.A.P. 235-102-002  
S.A.P. 235-121-001  
S.A.P. 235-156-001

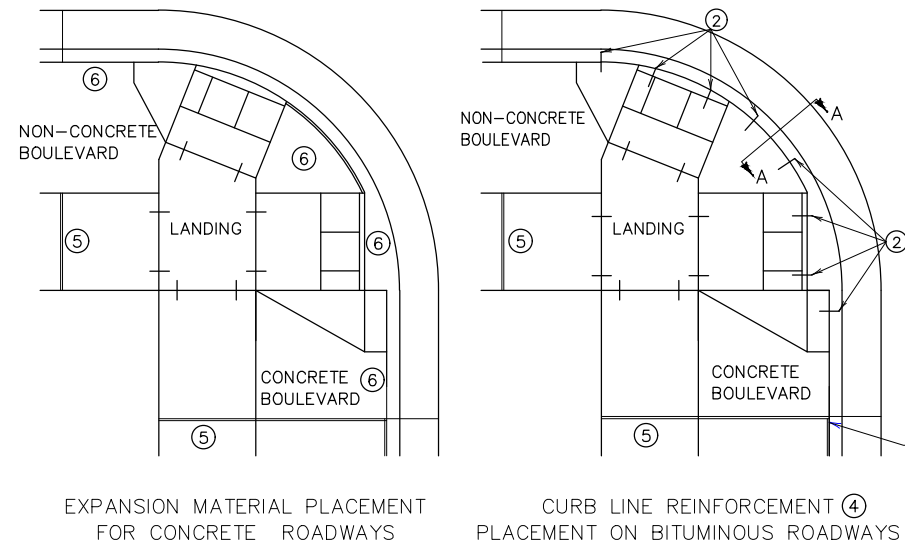


STANDARD PLAN 5-297.250 5 OF 6  
APPROVED: 11-04-2021  
REVISOR:  
*Tom Styrbicki*  
THOMAS STYRBICKI  
STATE DESIGN ENGINEER

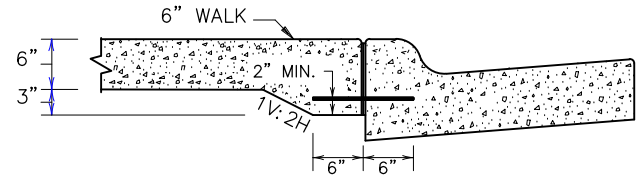
PEDESTRIAN CURB RAMP DETAILS



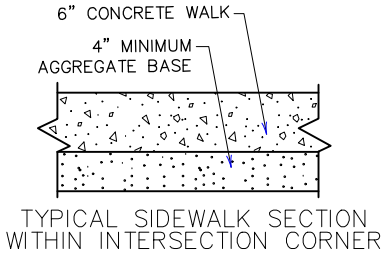
CURB LINE AND ROAD CROSSING ADJUSTMENTS



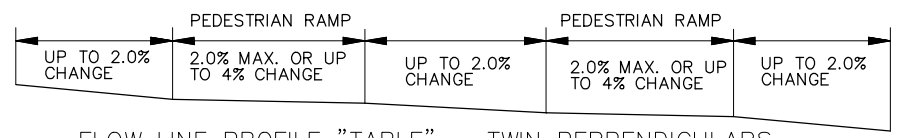
EXPANSION MATERIAL PLACEMENT FOR CONCRETE ROADWAYS CURB LINE REINFORCEMENT ④ PLACEMENT ON BITUMINOUS ROADWAYS



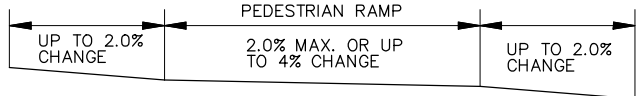
SECTION VIEW A-A THICKENED SECTION THROUGH CURB RAMP FLARES



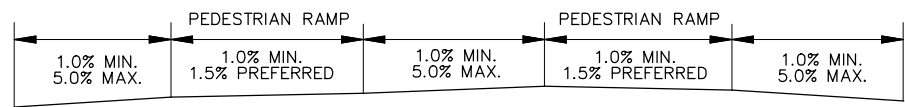
TYPICAL SIDEWALK SECTION WITHIN INTERSECTION CORNER



FLOW LINE PROFILE "TABLE" - TWIN PERPENDICULARS



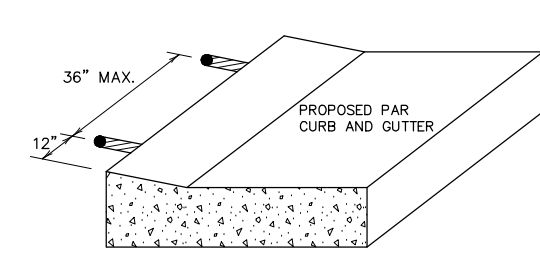
FLOW LINE PROFILE "TABLE" - FAN



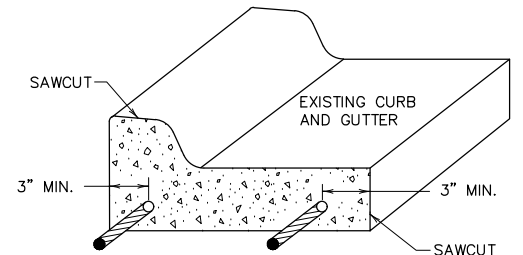
FLOW LINE PROFILE RAISE - TWIN PERPENDICULARS



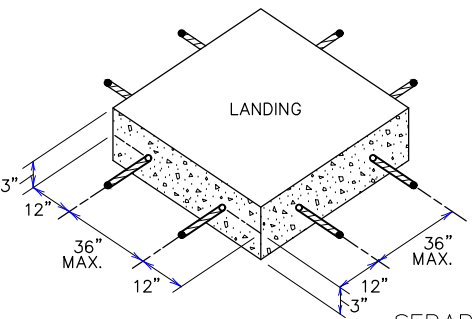
FLOW LINE PROFILE RAISE - FAN



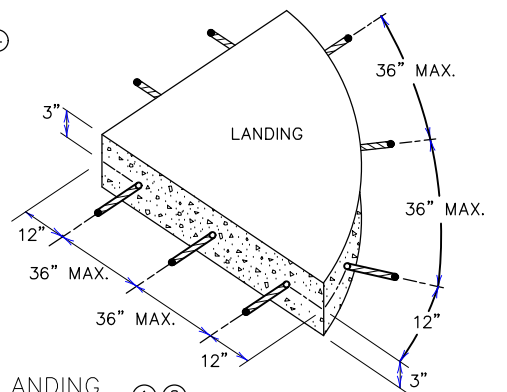
CURB RAMP REINFORCEMENT DETAILS ② ④



CURB AND GUTTER REINFORCEMENT ③



SEPARATE LANDING POUR REINFORCEMENT ① ②



GENERAL NOTES:

- "TABLING" OF CROSSWALKS MEANS MAINTAINING LESS THAN 2% CROSS SLOPE WITHIN A CROSSWALK, IS REQUIRED WHEN A ROADWAY IS IN A STOP OR YIELD CONDITION AND THE PROJECT SCOPE ALLOWS.
- RECONSTRUCTION PROJECTS: ON FULL PAVEMENT REPLACEMENT PROJECTS "TABLING" OF ENTIRE CROSSWALK SHALL OCCUR WHEN FEASIBLE.
- MILL & OVERLAY PROJECTS: "TABLING" OF FLOW LINES, IN FRONT OF THE PEDESTRIAN RAMP, IS REQUIRED WHEN THE EXISTING FLOW LINE IS GREATER THAN 2%. WARPING OF THE BITUMINOUS PAVEMENT CAN NOT EXTEND INTO THE THROUGH LANE. TABLE THE FLOW LINE TO 2% OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:
  - 1) 1.0% MIN. CROSS-SLOPE OF THE ROAD
  - 2) 5.0% MAX. CROSS-SLOPE OF THE ROAD
  - 3) "TABLE" FLOW LINE UP TO 4% CHANGE FROM EXISTING SLOPE IN FRONT OF PEDESTRIAN RAMP
  - 4) UP TO 2% CHANGE IN FLOW LINE FROM EXISTING SLOPE BEYOND THE PEDESTRIAN CURB RAMP
- STAND-ALONE ADA RETROFITS: FOLLOW MILL & OVERLAY CRITERIA ABOVE HOWEVER ALL PAVEMENT WARPING IS DONE WITH BITUMINOUS PATCHING ON BITUMINOUS ROADWAYS AND FULL-DEPTH APRON REPLACEMENT ON CONCRETE ROADWAYS.
- RAISING OF CURB LINES SHOULD OCCUR IN VERTICALLY CONSTRAINED AREAS. RAISE THE CURB LINES ENOUGH TO ALLOW COMPLIANT RAMPS OR AS MUCH AS POSSIBLE WHILE ADHERING TO THE FOLLOWING CRITERIA:
  - 1) 1.0% MIN. AND 5.0% MAXIMUM CROSS-SLOPE OF THE ROAD
  - 2) 1.0% MIN. FLOW LINE (ON EITHER SIDE OF PEDESTRIAN RAMP) TO MAINTAIN POSITIVE DRAINAGE
  - 3) 5.0% RECOMMENDED MAX. FLOW LINE
  - 4) LONGITUDINAL THROUGH LANE ROADWAY TAPERS SHOULD BE 1" VERTICAL PER 15' HORIZONTAL

NOTES:

- ① TO ENSURE RAMPS AND LANDINGS ARE PROPERLY CONSTRUCTED, ALL INITIAL LANDINGS AT A TOP OF A RAMPED SURFACE (RUNNING SLOPE GREATER THAN 2%) SHALL BE FORMED AND PLACED SEPARATELY IN AN INDEPENDENT CONCRETE POUR. FOLLOW SIDEWALK REINFORCEMENT DETAILS ON THIS SHEET FOR ALL SEPARATELY POURED INITIAL LANDINGS.
- ② DRILL AND GROUT NO. 4 12" LONG REINFORCEMENT BARS (EPOXY COATED) AT 36" MAXIMUM CENTER TO CENTER MINIMUM 12" SPACING FROM CONSTRUCTION JOINTS. BARS TO BE ADJUSTED TO MATCH RAMP GRADE. BARS TO BE PAID BY EACH.
- ③ DRILL AND GROUT 2 - NO. 4 X 12" LONG (6" EMBEDDED) REINFORCEMENT BARS (EPOXY COATED). REINFORCEMENT REQUIRED FOR ALL CONSTRUCTION JOINTS. BARS TO BE PAID BY EACH.
- ④ THIS CURB LINE REINFORCEMENT DETAIL SHALL BE USED ON BITUMINOUS ROADWAYS. FOR CONCRETE ROADWAYS, SEE NOTE 6.
- ⑤ CONSTRUCT WITH EXPANSION MATERIAL PER MNDOT SPECIFICATION 3702 TYPES A-E. EXPANSION MATERIAL SHALL MATCH FULL HEIGHT OF ADJACENT CONCRETE.
- ⑥ USE AN APPROVED TYPE F (1/4 INCH THICK) SEPARATION MATERIAL. SEPARATION MATERIAL SHALL MATCH FULL HEIGHT DIMENSION OF ADJACENT CONCRETE.

Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF320\ENGINEERING\PLAN DWG\SF320\_MNDOT\_PED\_RAMP\_DETAILS.dwg

REVISION:

APPROVED: 11-04-2021

*Jeff J. Perkins*

JEFFREY PERKINS  
OPERATIONS DIVISION

S.A.P. 235-101-003  
S.A.P. 235-102-002  
S.A.P. 235-121-001  
S.A.P. 235-156-001



STANDARD PLAN 5-297.250 6 OF 6

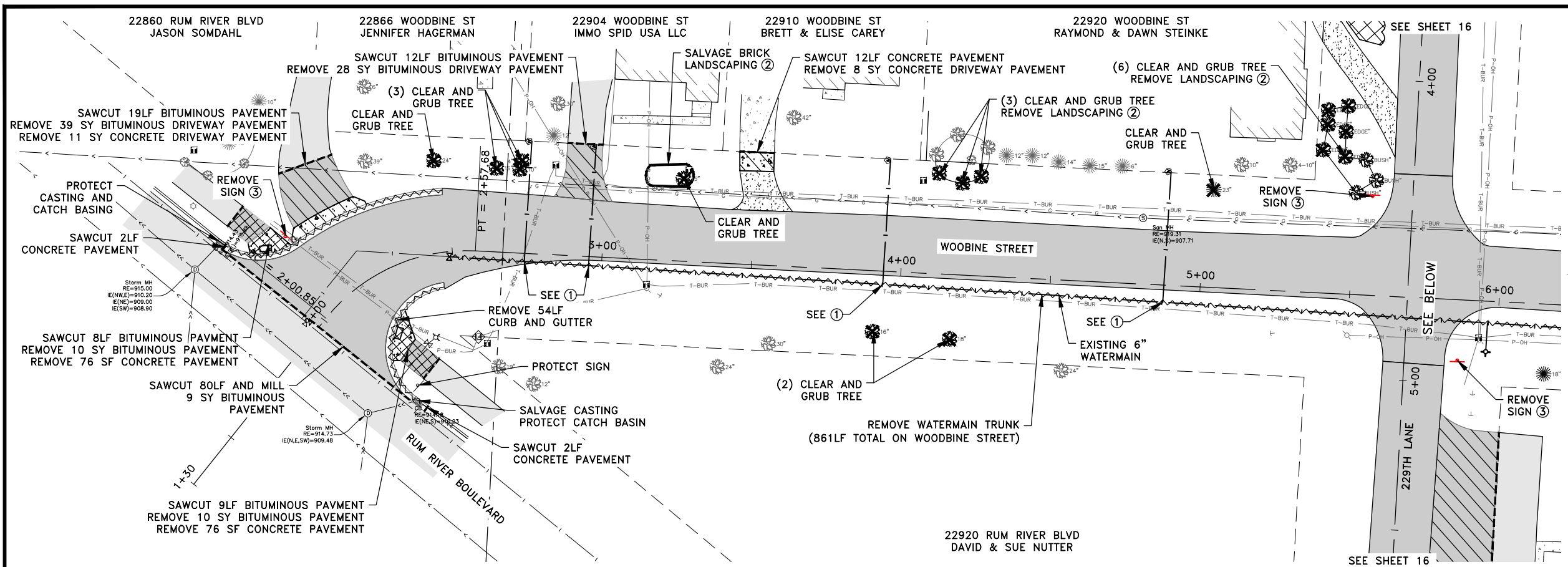
APPROVED: 11-04-2021

REVISOR:

*Tom Styrbicki*

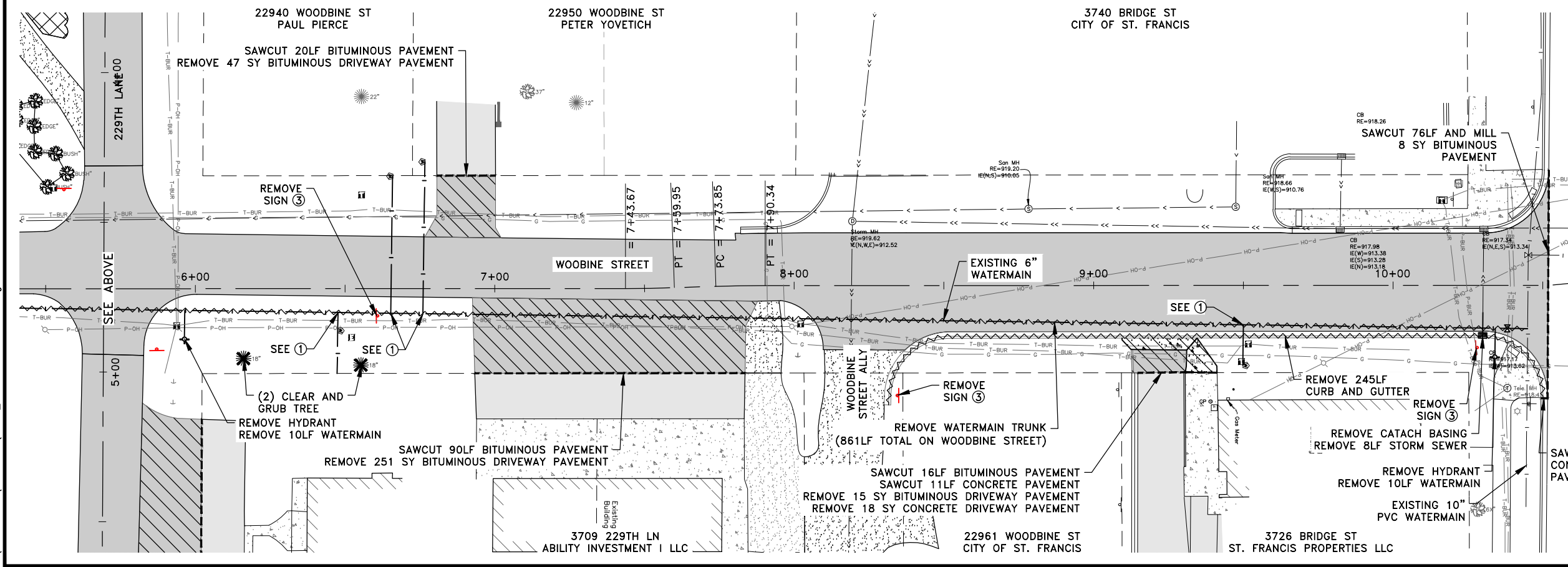
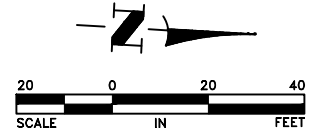
THOMAS STYRBICKI  
STATE DESIGN ENGINEER

PEDESTRIAN CURB RAMP DETAILS



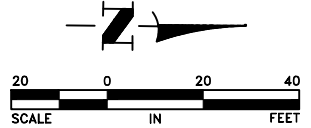
**LEGEND**

[Pattern]	BITUMINOUS RECLAMATION
[Pattern]	REMOVE BITUMINOUS PAVEMENT
[Pattern]	REMOVE CONCRETE SIDEWALK
[Pattern]	REMOVE BITUMINOUS DRIVEWAY PAVEMENT
[Pattern]	REMOVE CONCRETE DRIVEWAY PAVEMENT
[Pattern]	EXISTING BITUMINOUS PAVEMENT
[Pattern]	EXISTING CONCRETE PAVEMENT
[Pattern]	GRAVEL SURFACE
[Pattern]	CURB AND WATERMAIN TRUNK REMOVAL
[Pattern]	SAWCUT BITUMINOUS OR CONCRETE



- GENERAL NOTES:**
- CONTRACTOR SHALL RECLAIM THE EXISTING STREET TO A DEPTH OF "X" INCLUDING THE AGGREGATE BASE. THIS WORK SHALL BE PAID PER ITEM 2215-FULL DEPTH RECLAMATION. THE CONTRACTOR SHALL THEN SALVAGE AND STOCKPILE THE RECLAIM MATERIAL TO BE REUSED AS CLASS 5 AGGREGATE BASE. THE WORK TO SALVAGE AND PLACE THE SALVAGED RECLAIM SHALL BE PAID PER ITEM 2215-HAUL FULL DEPTH RECLAMATION.
- REFERENCE NOTES:**
- CONTRACTOR SHALL REMOVE ALL WATER SERVICES AND CURB STOPS FROM THE WATERMAIN TRUNK IN THE STREET TO THE CURB STOP. REMOVAL OF ALL SERVICES SHALL BE INCIDENTAL. CONTRACTOR SHALL PROTECT EXISTING SANITARY SEWER SERVICES DURING CONSTRUCTION.
  - ALL LANDSCAPE REMOVALS AND SALVAGING SHALL BE INCIDENTAL. ANY LANDSCAPE MATERIAL SALVAGED SHALL BE RETURNED TO THE PROPERTY OWNER.
  - THIS ITEM SHALL BE PAID PER ITEM 2104-REMOVE SIGN WHICH INCLUDES REMOVING THE SIGN POST REGARDLESS OF THE NUMBER OF SIGN PANELS ATTACHED TO THE POST.

S.A.P. 235-101-003  
S.A.P. 235-102-002  
S.A.P. 235-121-001  
S.A.P. 235-156-001



Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_WB SOUTH REMOVALS.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jochem*  
Date 2/12/25 CRAIG J. JOCHEM, P.E.  
Lic. No. 23461

DESIGNED BY: CJJ  
DRAWN BY: SGJ  
CHECKED BY: TAE



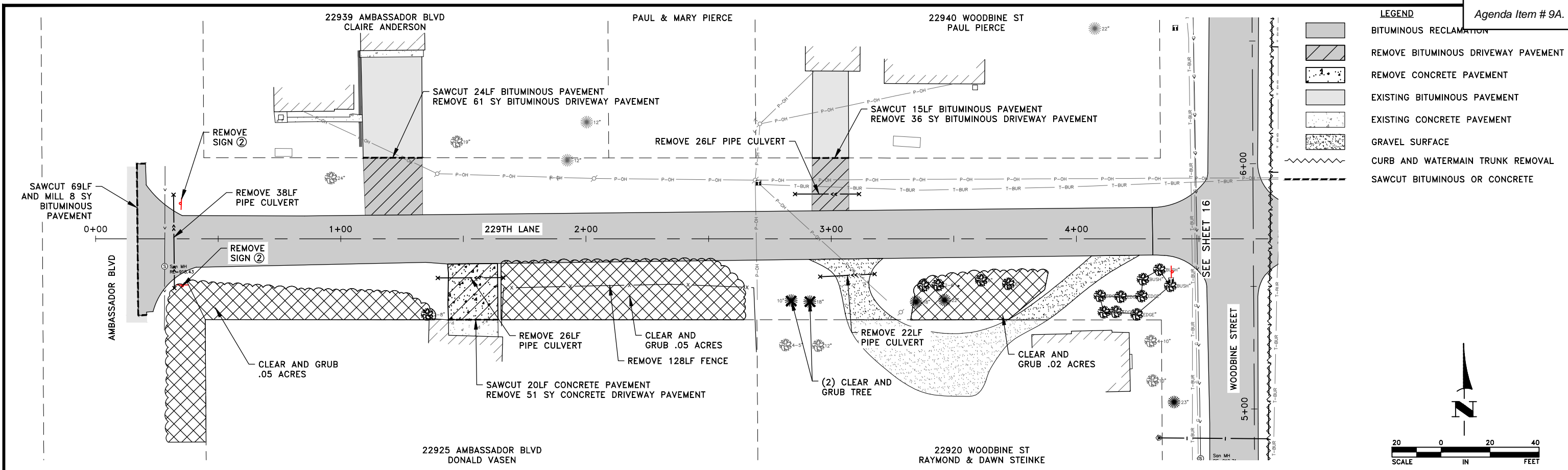
**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

**2025 STREET RECONSTRUCTION PROJECT**

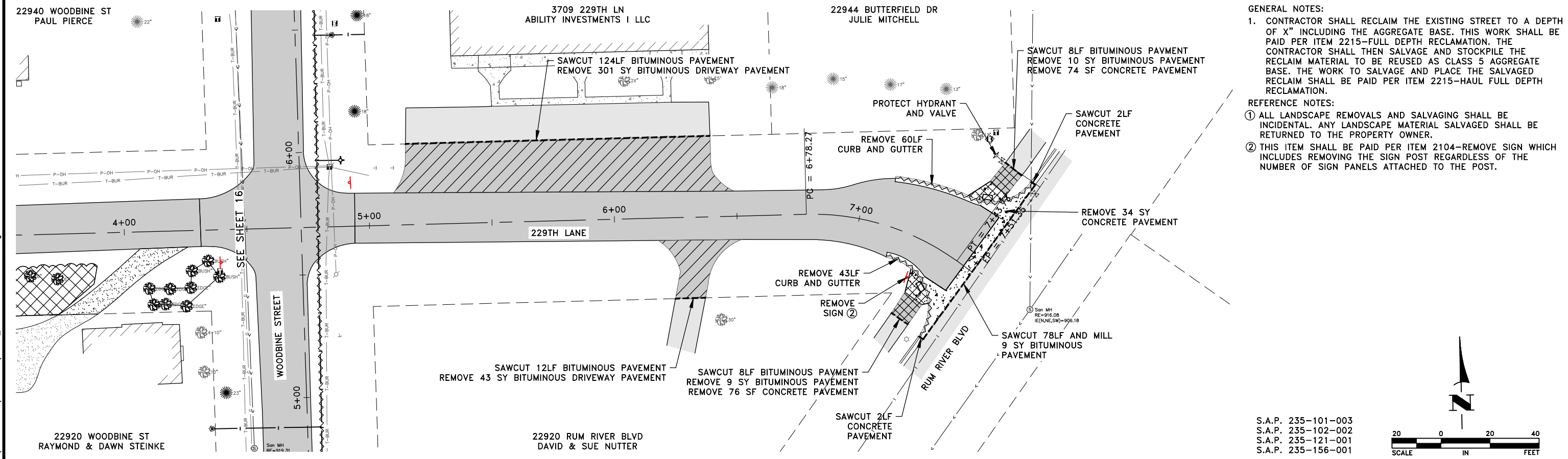
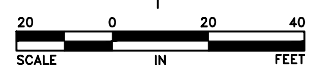
**EXISTING CONDITIONS AND REMOVALS PLAN**

**WOODBINE STREET**  
CITY OF ST. FRANCIS, MINNESOTA

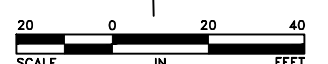
SHEET 15 OF 91



- LEGEND**
- BITUMINOUS RECLAMATION
  - REMOVE BITUMINOUS DRIVEWAY PAVEMENT
  - REMOVE CONCRETE PAVEMENT
  - EXISTING BITUMINOUS PAVEMENT
  - EXISTING CONCRETE PAVEMENT
  - GRAVEL SURFACE
  - CURB AND WATERMAIN TRUNK REMOVAL
  - SAWCUT BITUMINOUS OR CONCRETE



- GENERAL NOTES:**
1. CONTRACTOR SHALL RECLAIM THE EXISTING STREET TO A DEPTH OF "X" INCLUDING THE AGGREGATE BASE. THIS WORK SHALL BE PAID PER ITEM 2215-FULL DEPTH RECLAMATION. THE CONTRACTOR SHALL THEN SALVAGE AND STOCKPILE THE RECLAIM MATERIAL TO BE REUSED AS CLASS 5 AGGREGATE BASE. THE WORK TO SALVAGE AND PLACE THE SALVAGED RECLAIM SHALL BE PAID PER ITEM 2215-HAUL FULL DEPTH RECLAMATION.
- REFERENCE NOTES:**
- ① ALL LANDSCAPE REMOVALS AND SALVAGING SHALL BE INCIDENTAL. ANY LANDSCAPE MATERIAL SALVAGED SHALL BE RETURNED TO THE PROPERTY OWNER.
  - ② THIS ITEM SHALL BE PAID PER ITEM 2104-REMOVE SIGN WHICH INCLUDES REMOVING THE SIGN POST REGARDLESS OF THE NUMBER OF SIGN PANELS ATTACHED TO THE POST.



Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_MB SOUTH REMOVALS.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jochem*  
CRAIG J. JOCHEM, P.E.  
Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
DRAWN BY: SGJ  
CHECKED BY: TAE



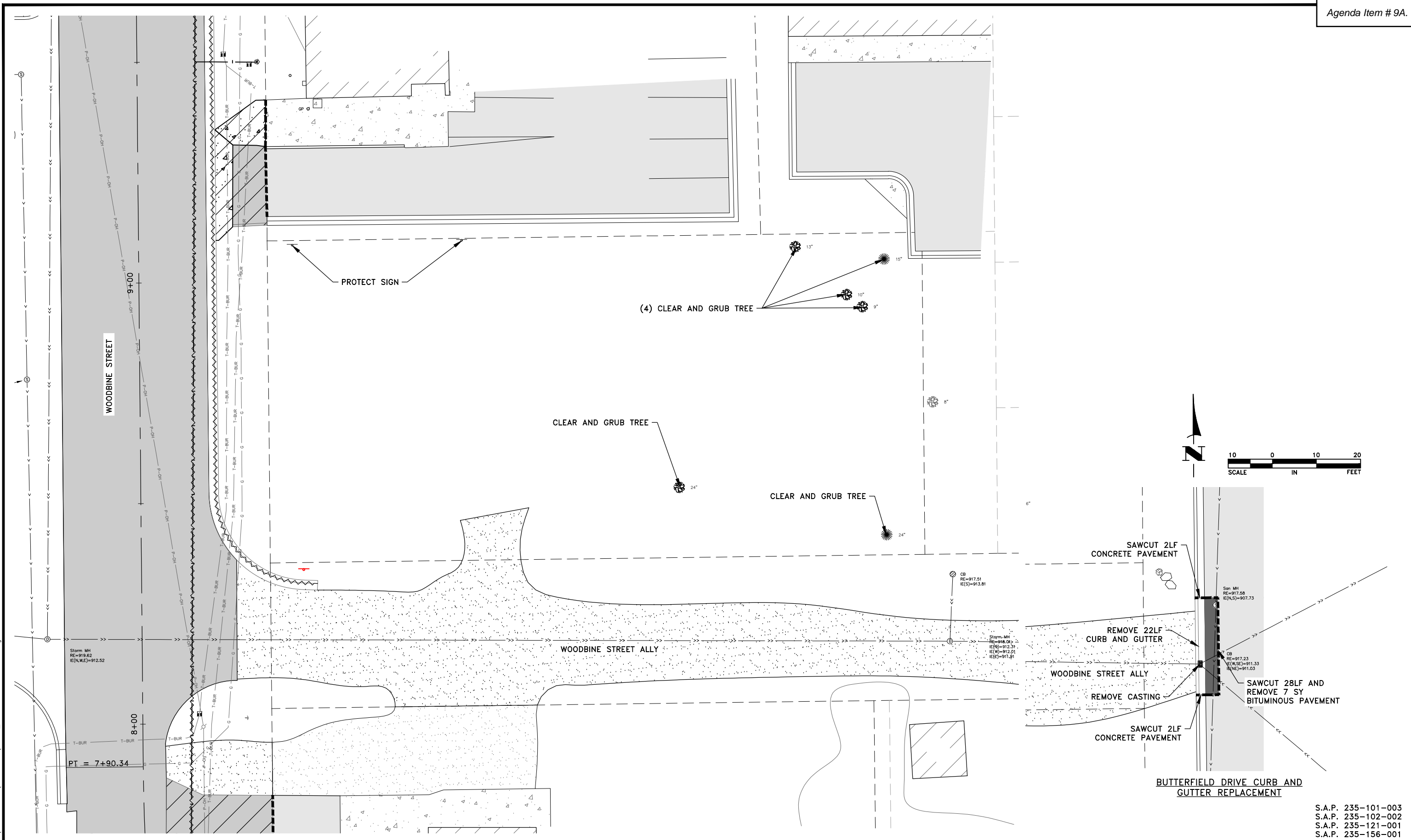
**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

**2025 STREET RECONSTRUCTION PROJECT**

**EXISTING CONDITIONS AND REMOVALS PLAN**

229TH LANE  
CITY OF ST. FRANCIS, MINNESOTA

SHEET 16 OF 92



Feb 12, 2025 - 2:33pm  
K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_MB SOUTH REMOVALS.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jochum*  
CRAIG J. JOCHUM, P.E.  
Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
DRAWN BY: SGJ  
CHECKED BY: TAE



**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

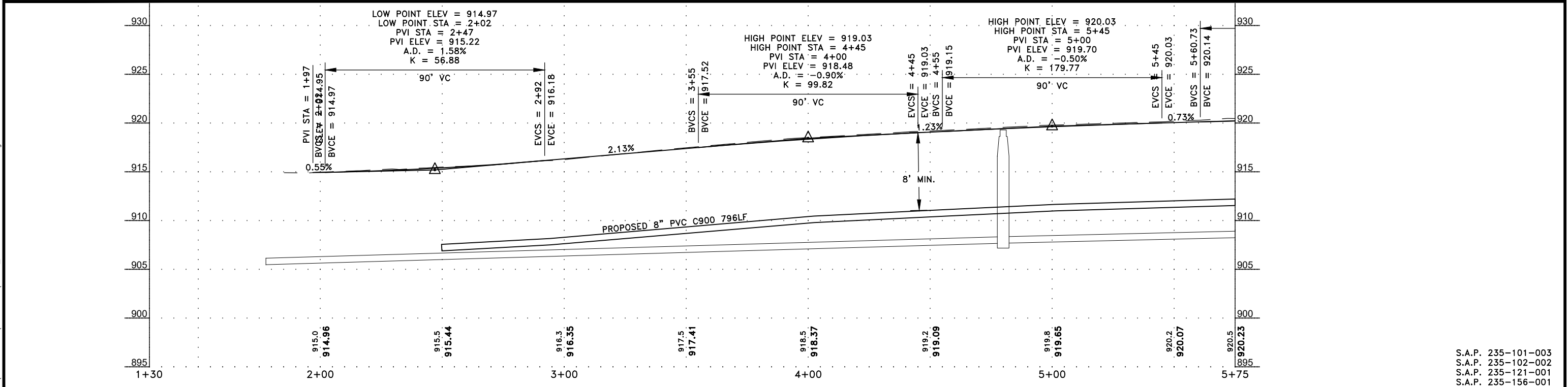
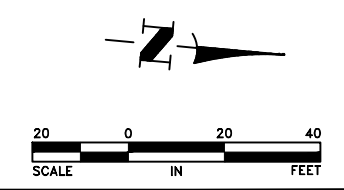
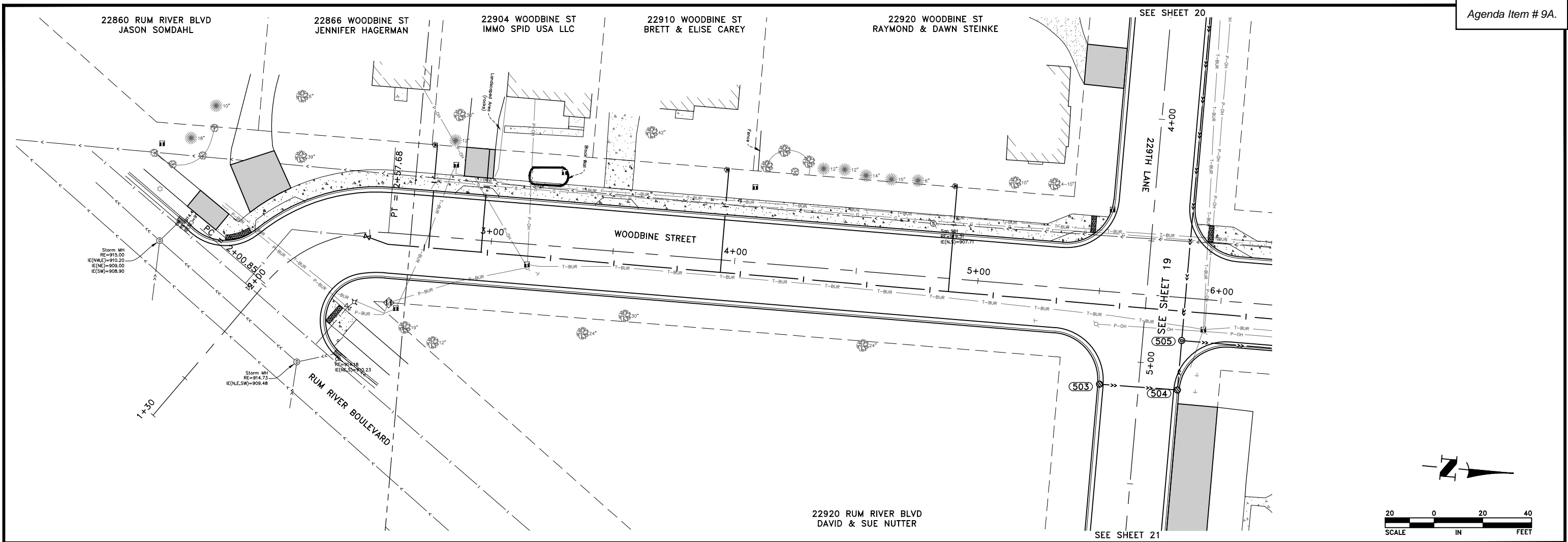
2025 STREET RECONSTRUCTION PROJECT

EXISTING CONDITIONS AND REMOVALS PLAN

WOODBINE STREET PARKING LOT  
CITY OF ST. FRANCIS, MINNESOTA

SHEET 17 OF 93

S.A.P. 235-101-003  
S.A.P. 235-102-002  
S.A.P. 235-121-001  
S.A.P. 235-156-001



Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_MB\_SOUTH\_STRM & STREET.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jochum*  
**CRAIG J. JOCHUM, P.E.**  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE



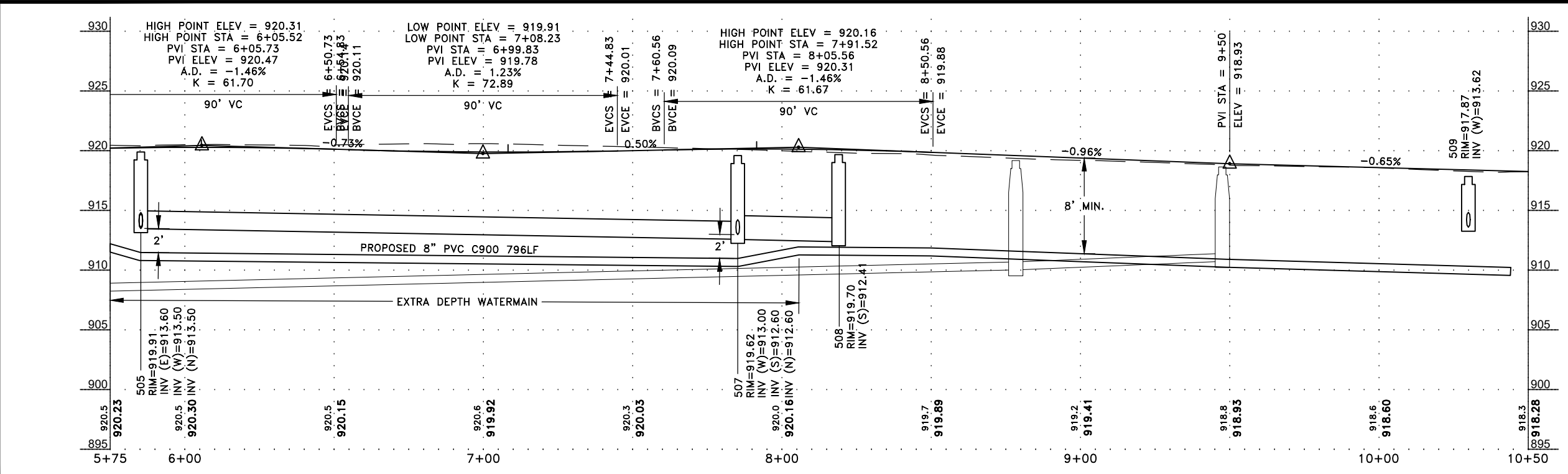
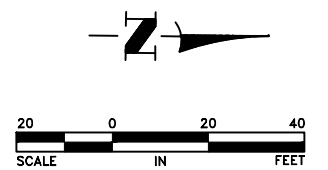
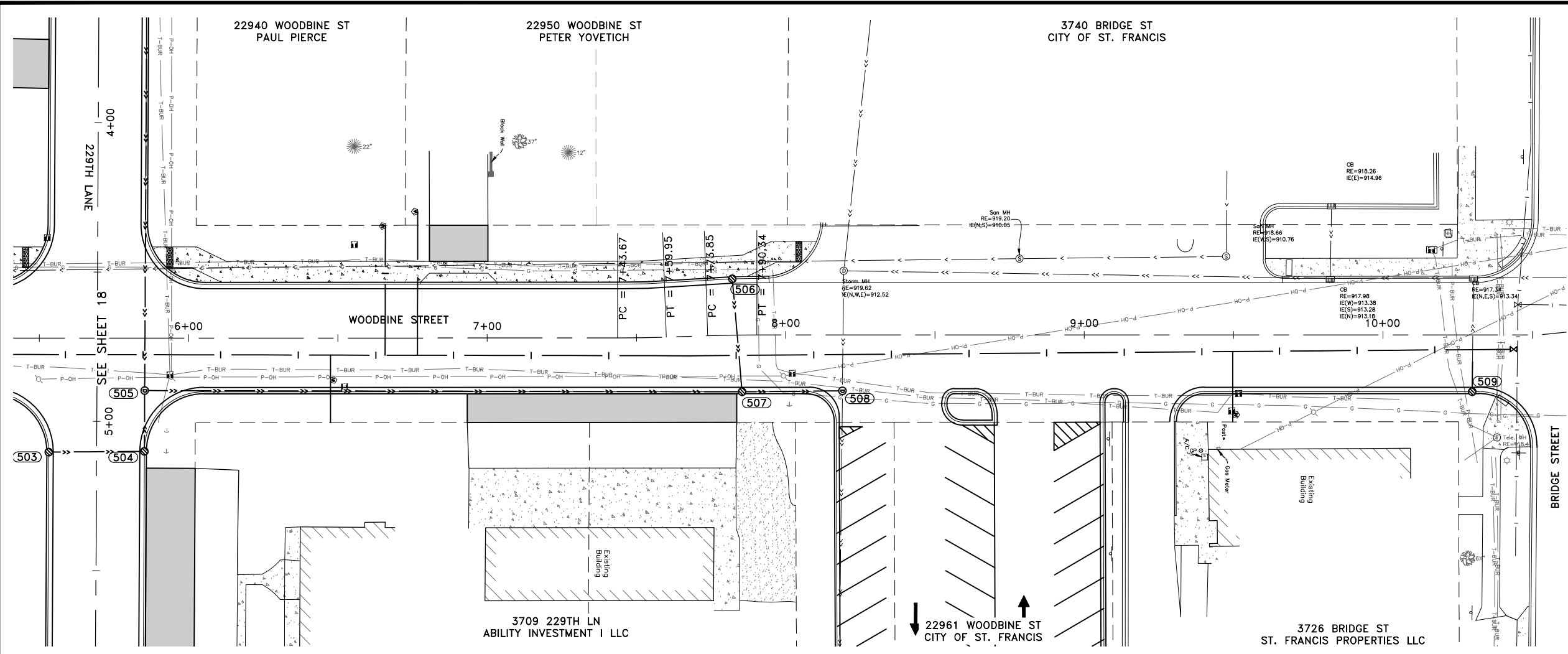
**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

**2025 STREET RECONSTRUCTION PROJECT**

**CONSTRUCTION PLANS**  
**WOODBINE STREET**  
**CITY OF ST. FRANCIS, MINNESOTA**

S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001

SHEET 18 OF 94



S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001

Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_MB\_SOUTH\_STRM & STREET.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jochum*  
 CRAIG J. JOCHUM, P.E.  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE

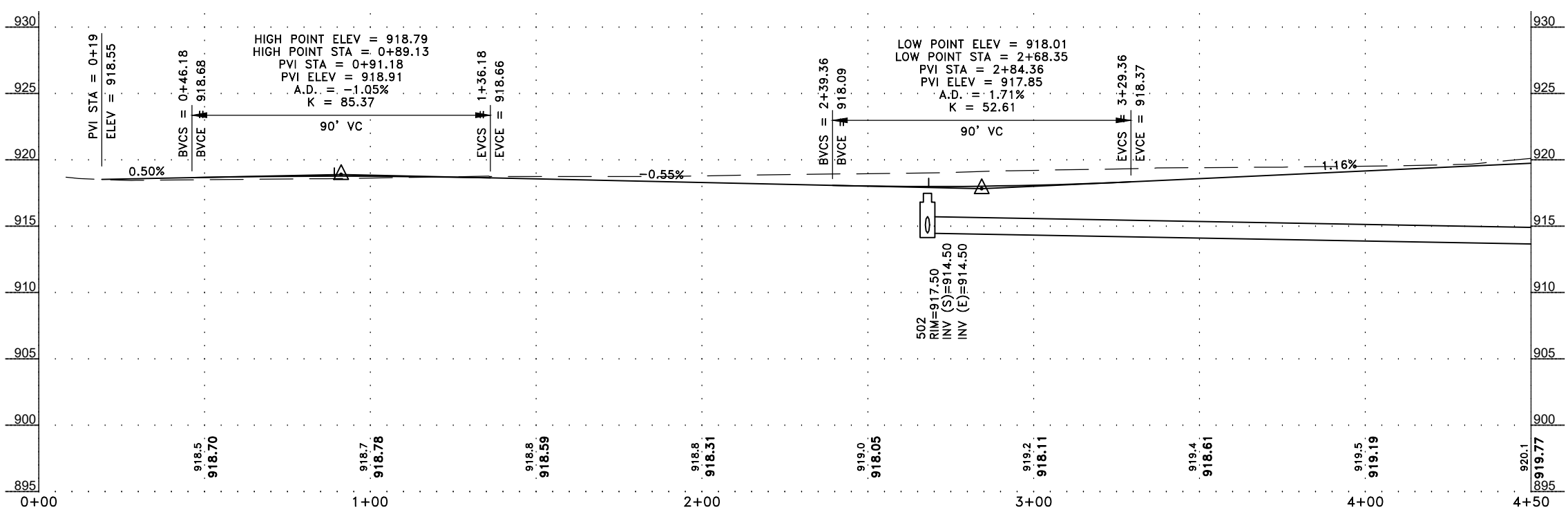
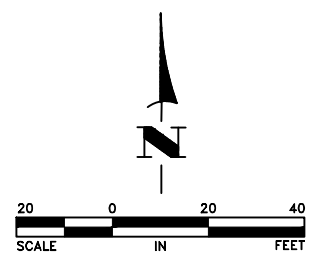
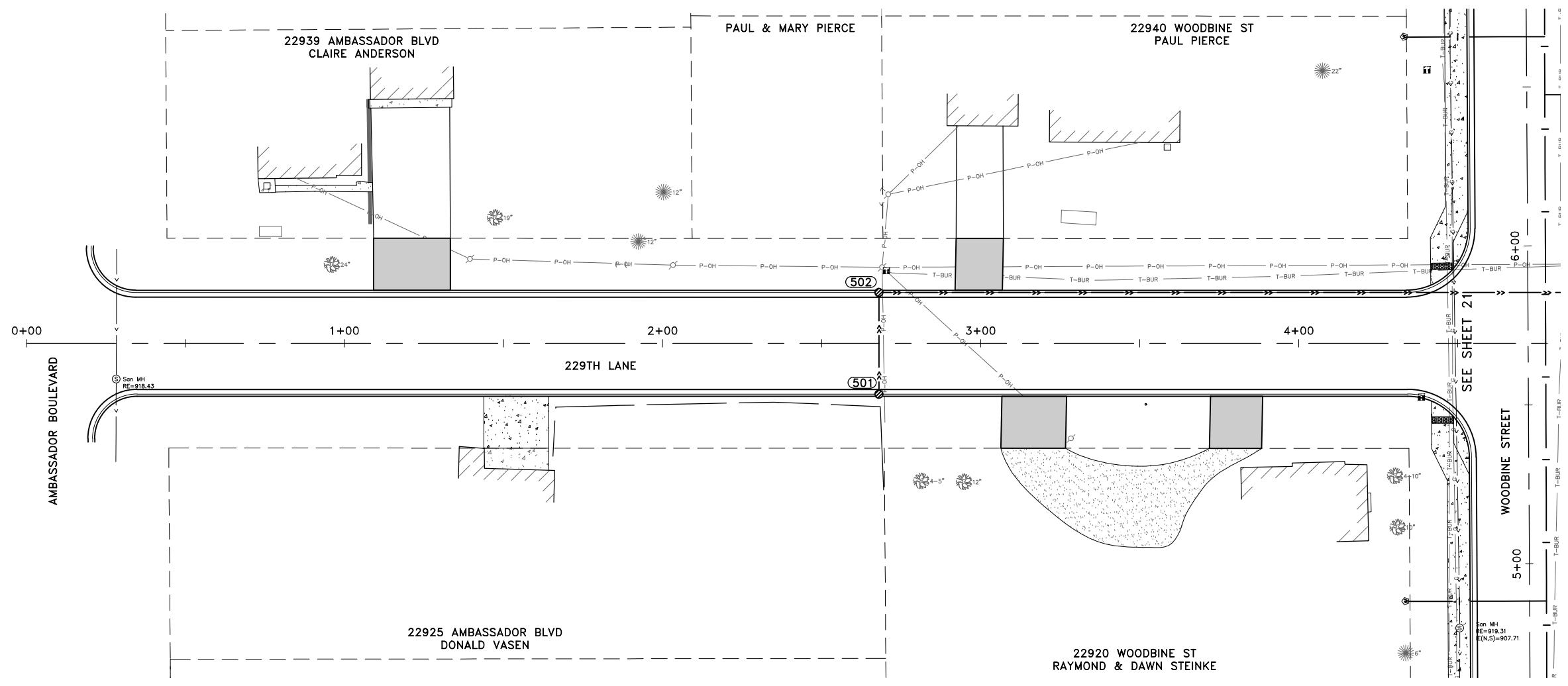


**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

CONSTRUCTION PLANS  
 WOODBINE STREET  
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 19 OF 95



S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001

Feb 12, 2025 - 2:33pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_MB\_SOUTH\_STRM & STREET.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jochum*  
 CRAIG J. JOCHUM, P.E.  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE



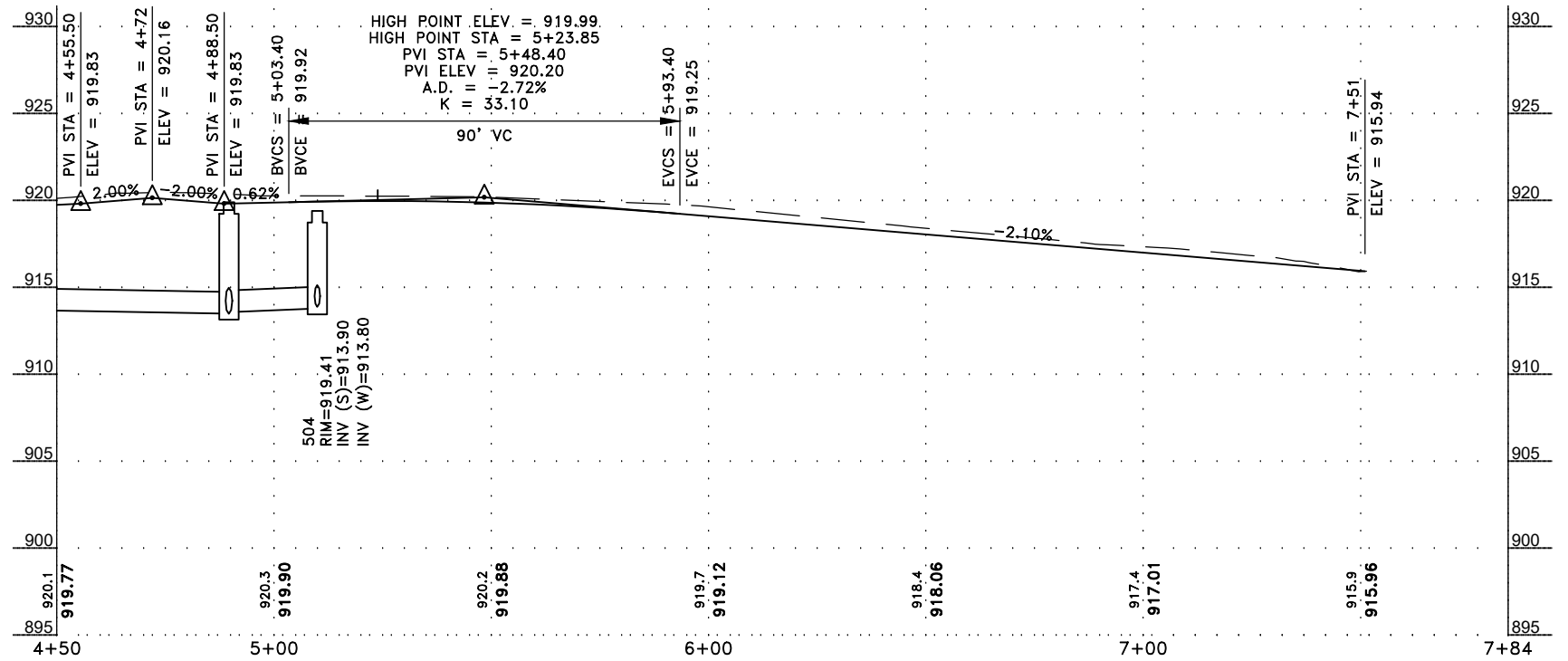
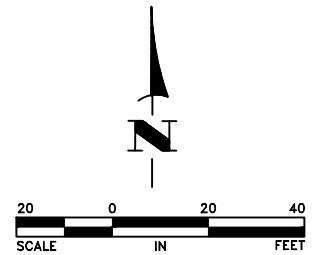
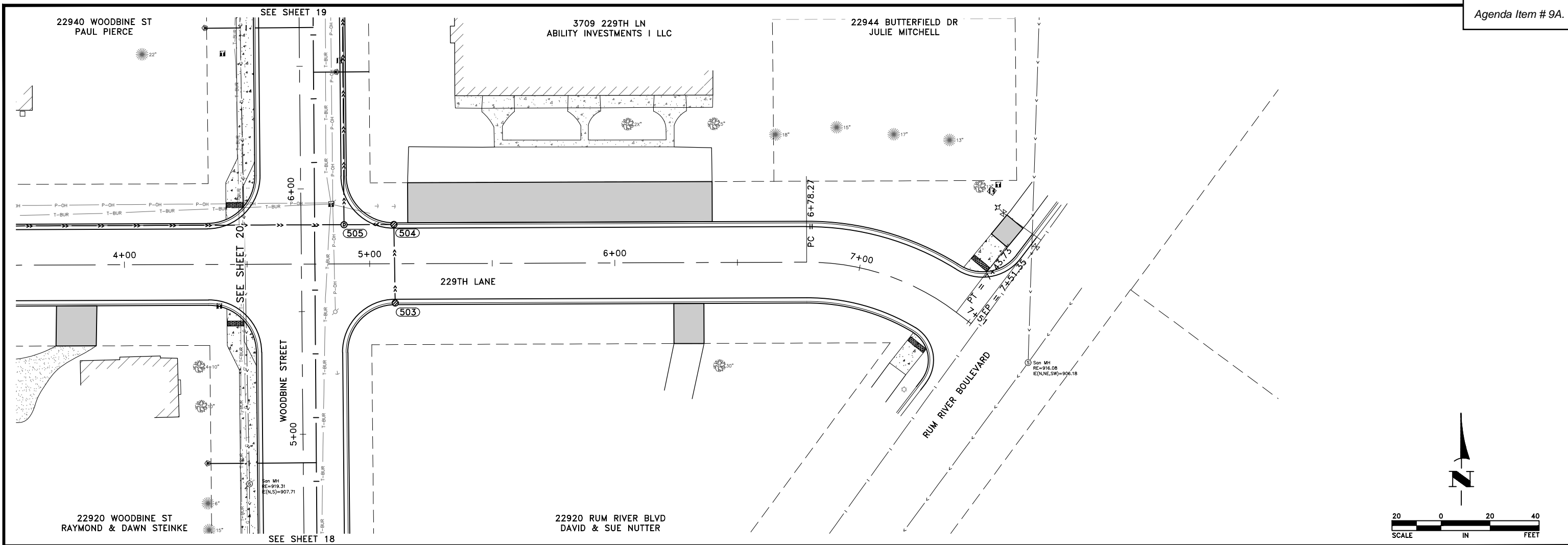
**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

CONSTRUCTION PLANS  
 229TH LANE  
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 20 OF 96





S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001

Feb 12, 2025 - 2:34pm  
 K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_MB SOUTH STRM & STREET.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.  
 Date 2/12/25 CRAIG J. JOCHUM, P.E.  
 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE

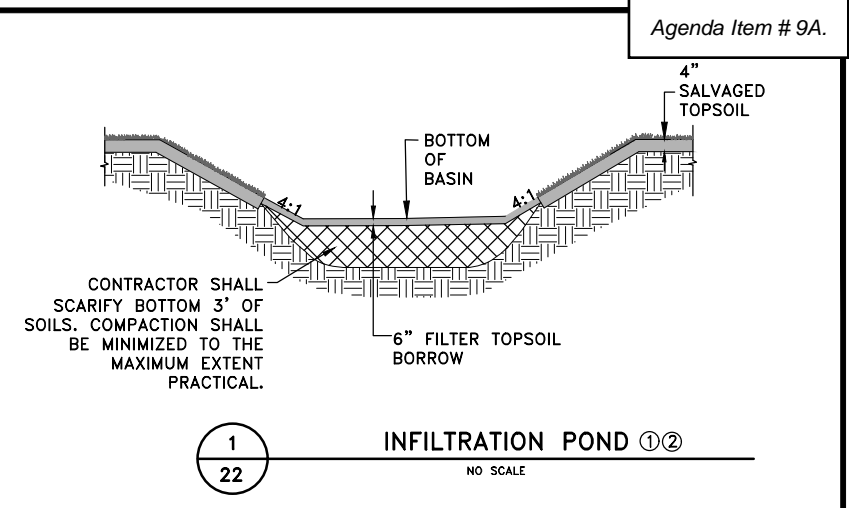
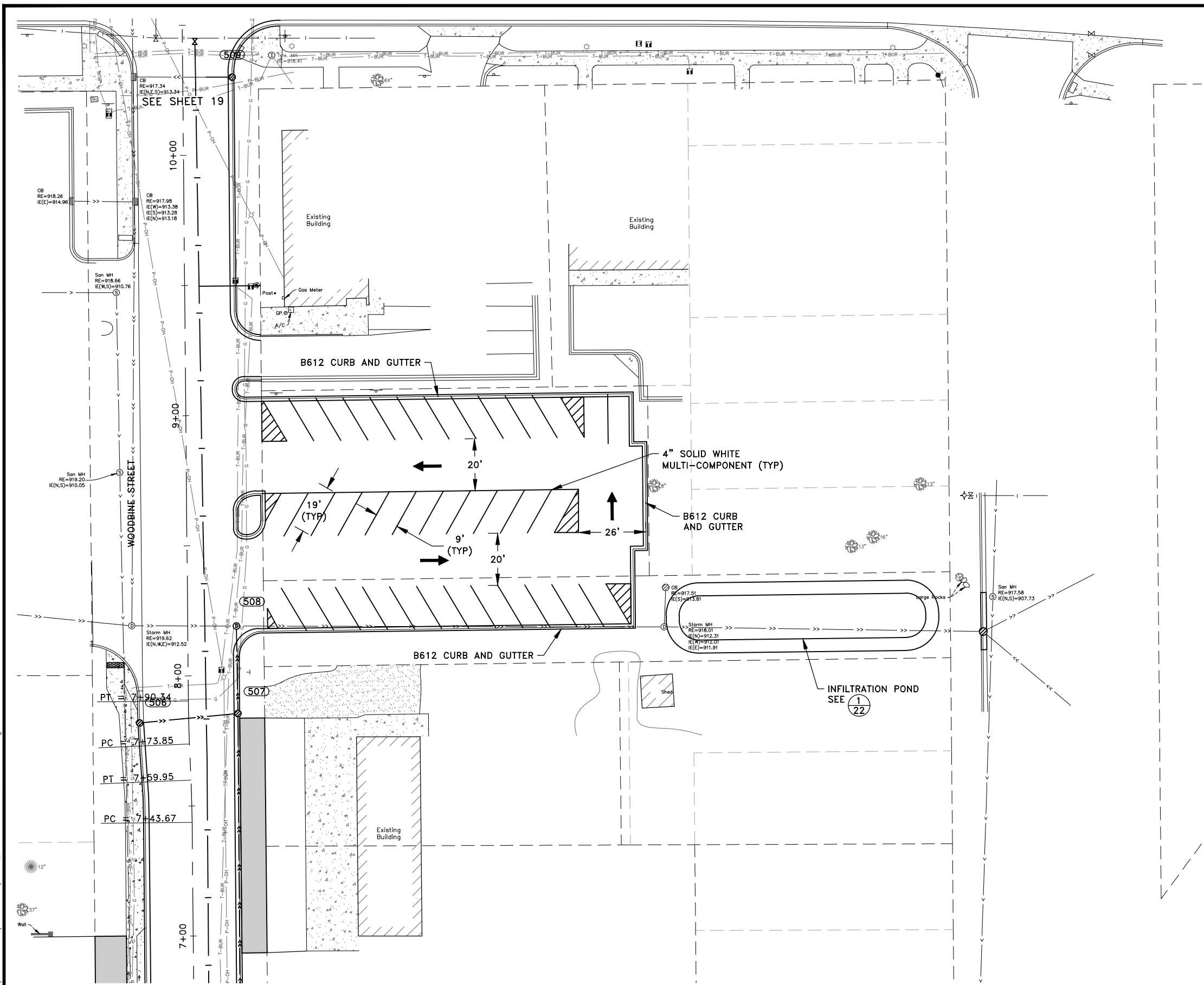


**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

CONSTRUCTION PLANS  
 229TH LANE  
 CITY OF ST. FRANCIS, MINNESOTA

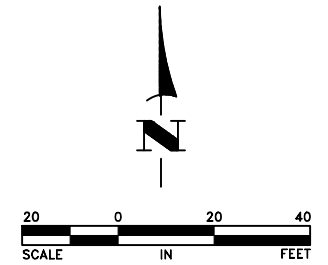
SHEET 21 OF 97



1  
22  
**INFILTRATION POND ①②**  
NO SCALE

- REFERENCE NOTES:
- ① CONSTRUCTION EQUIPMENT SHALL BE MINIMIZED OVER THE FOOTPRINT OF THE BASIN. ONLY LOW PRESSURE, WIDE TRACKED EQUIPMENT SHALL BE USED FOR CONSTRUCTION.
  - ② INFILTRATION BASINS SHALL NOT BE GRADED TO WITHIN THREE FEET OF THE FINAL GRADES UNTIL THE CONTRIBUTING DRAINAGE AREA HAS BEEN CONSTRUCTED AND FULLY STABILIZED OR RIGOROUS EROSION PREVENTION AND SEDIMENT CONTROLS, SUCH AS DIVERSION BERMS, TO KEEP SEDIMENT AND RUNOFF COMPLETELY AWAY FROM THE INFILTRATION AREAS HAVE BEEN PROVIDED.

S.A.P. 235-101-003  
S.A.P. 235-102-002  
S.A.P. 235-121-001  
S.A.P. 235-156-001



Feb 12, 2025 - 2:34pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_MB\_SOUTH\_STRM & STREET.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Joqhum*  
CRAIG J. JOQHUM, P.E.  
Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
DRAWN BY: SGJ  
CHECKED BY: TAE

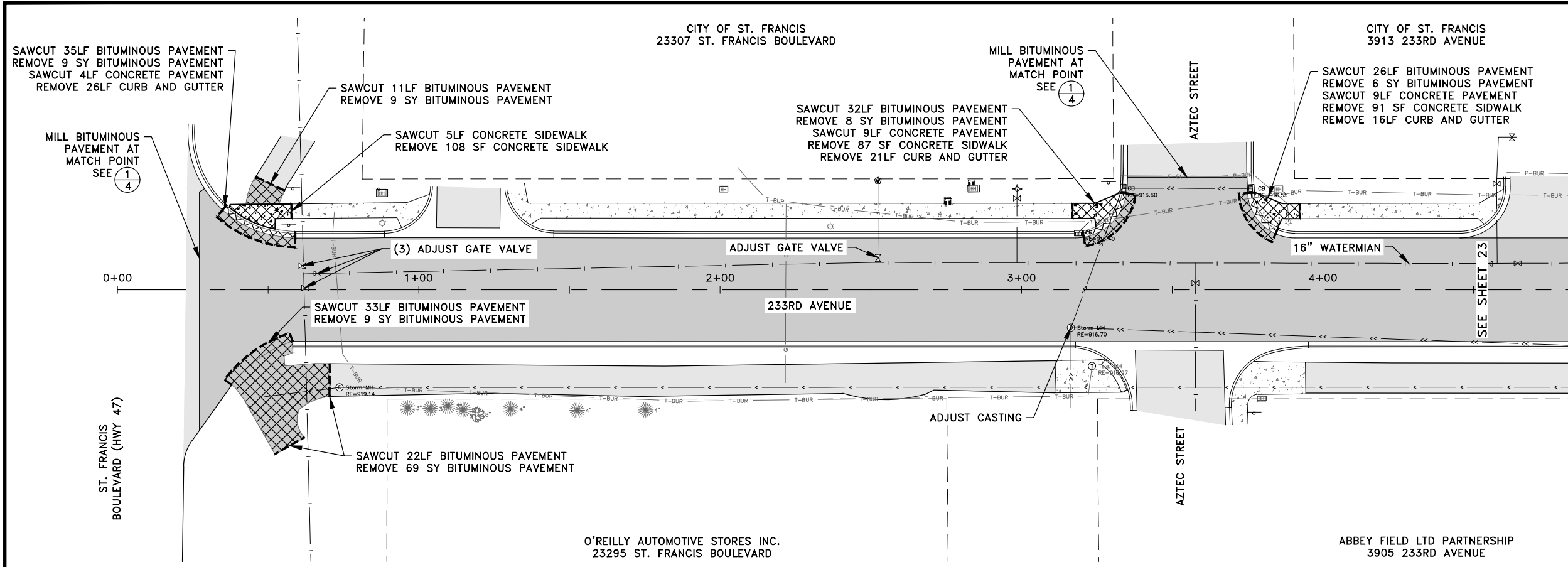


**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

CONSTRUCTION PLANS  
WOODBINE STREET PARKING LOT  
CITY OF ST. FRANCIS, MINNESOTA

SHEET 22 OF 98

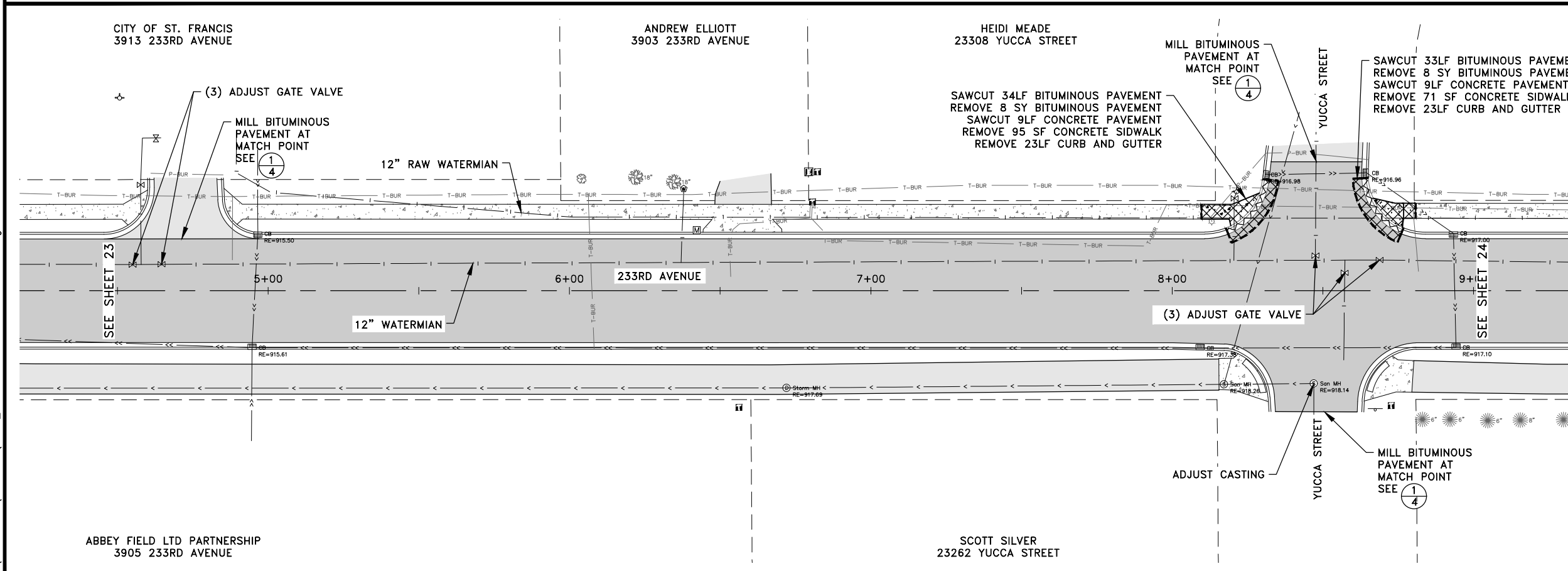
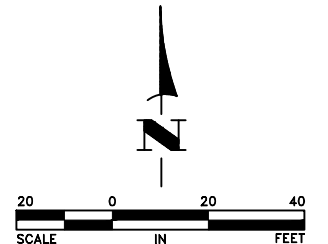


**LEGEND**

- REMOVE BITUMINOUS PAVEMENT
- REMOVE CONCRETE SIDEWALK
- EXISTING BITUMINOUS PAVEMENT
- EXISTING CONCRETE PAVEMENT
- PROPOSED BITUMINOUS MILL AND OVERLAY SEE (4/3)
- CURB AND WATERMAIN TRUNK REMOVAL
- SAWCUT BITUMINOUS OR CONCRETE

**GENERAL NOTES:**

- SEE SHEET 2 FOR GENERAL CONSTRUCTION NOTES.
- SEE SHEETS 29-30 FOR SIGNAGE AND STRIPING.



S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001

Feb 12, 2025 - 2:34pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_233RD AVE AND 229TH AVE CONST.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jophum*  
 CRAIG J. JOPHUM, P.E.  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE






**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

**2025 STREET RECONSTRUCTION PROJECT**

**CONSTRUCTION PLANS**  
 233RD AVENUE  
 CITY OF ST. FRANCIS, MINNESOTA

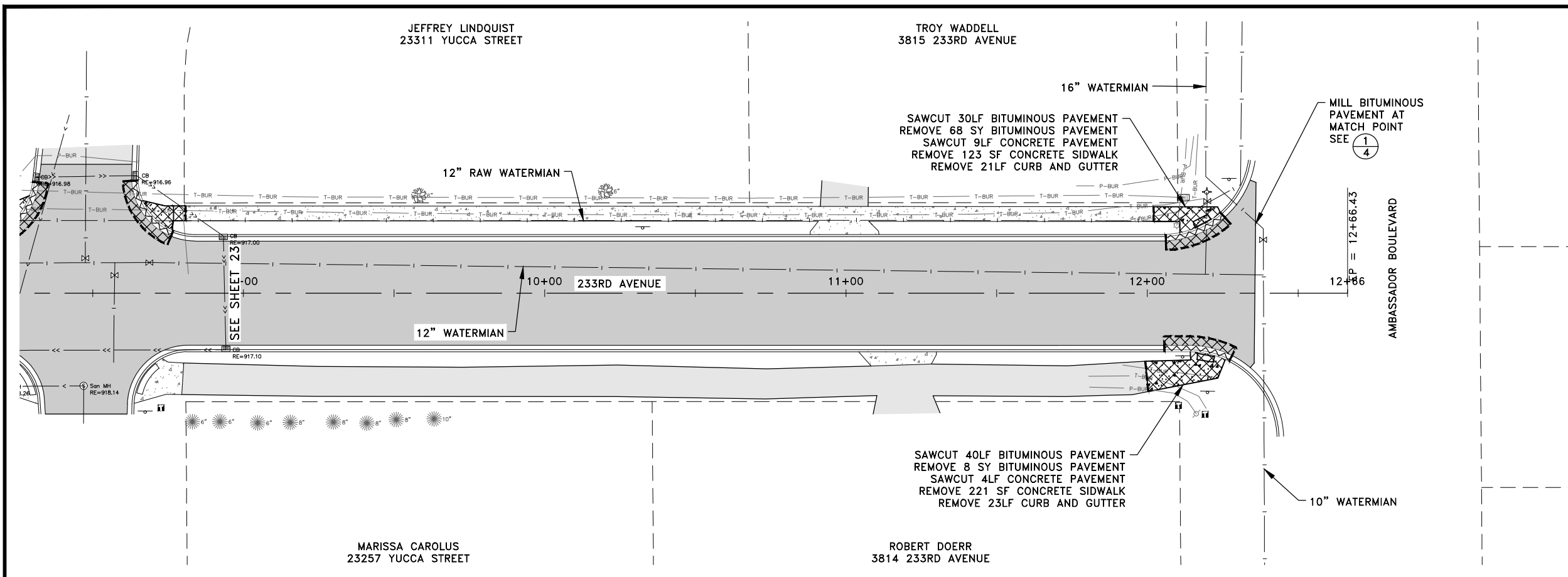
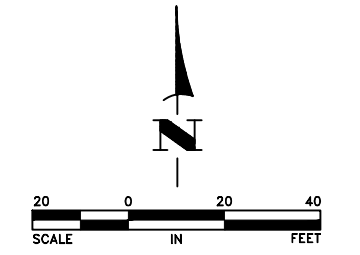
SHEET 23 OF 99

**LEGEND**

-  EXISTING BITUMINOUS PAVEMENT
-  EXISTING CONCRETE PAVEMENT
-  PROPOSED BITUMINOUS MILL AND OVERLAY SEE 4  
3

**GENERAL NOTES:**

1. SEE SHEET 2 FOR GENERAL CONSTRUCTION NOTES.
2. SEE SHEETS 29-30 FOR SIGNAGE AND STRIPING.



Feb 12, 2025 - 2:34pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_233RD AVE AND 229TH AVE CONST.dwg

S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jophum*  
 CRAIG J. JOPHUM, P.E.  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE






**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

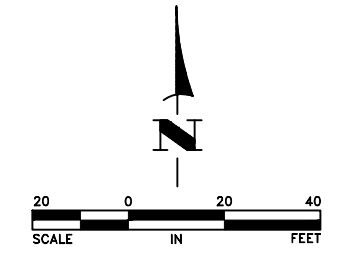
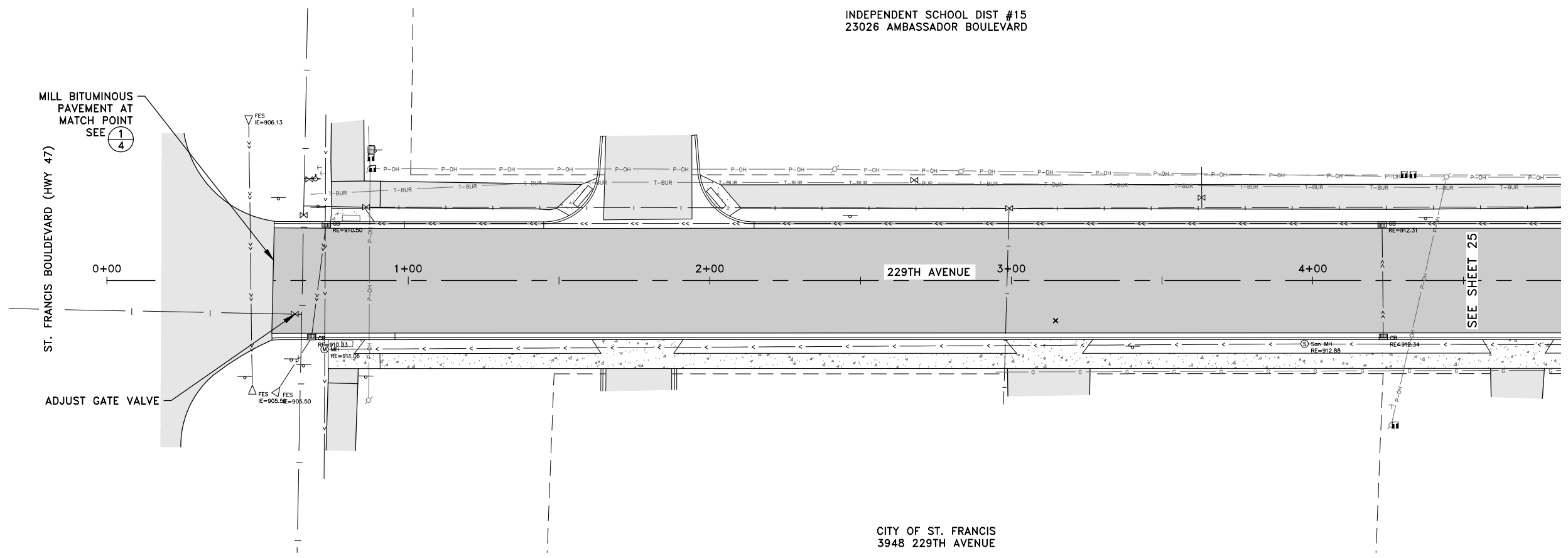
CONSTRUCTION PLANS  
 233RD AVENUE  
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 24 OF 100  
 SF326

INDEPENDENT SCHOOL DIST #15  
23026 AMBASSADOR BOULEVARD

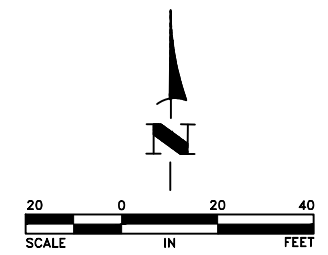
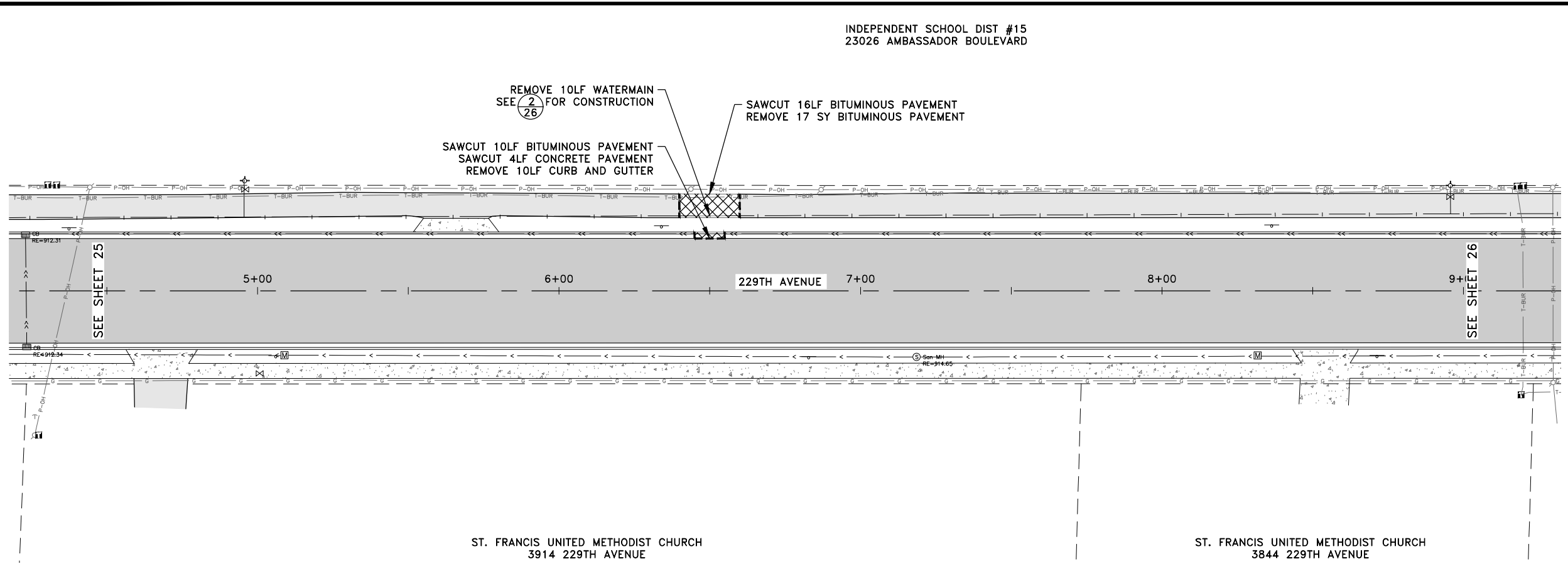
- LEGEND**
-  EXISTING BITUMINOUS PAVEMENT
  -  EXISTING CONCRETE PAVEMENT
  -  PROPOSED BITUMINOUS MILL AND OVERLAY SEE  $\frac{4}{3}$

- GENERAL NOTES:**
1. SEE SHEET 2 FOR GENERAL CONSTRUCTION NOTES.
  2. SEE SHEETS 31-32 FOR SIGNAGE AND STRIPING.



INDEPENDENT SCHOOL DIST #15  
23026 AMBASSADOR BOULEVARD

- REMOVE 10LF WATERMAIN SEE  $\frac{2}{26}$  FOR CONSTRUCTION
- SAWCUT 16LF BITUMINOUS PAVEMENT REMOVE 17 SY BITUMINOUS PAVEMENT
- SAWCUT 10LF BITUMINOUS PAVEMENT SAWCUT 4LF CONCRETE PAVEMENT REMOVE 10LF CURB AND GUTTER



- S.A.P. 235-101-003
- S.A.P. 235-102-002
- S.A.P. 235-121-001
- S.A.P. 235-156-001

Feb 12, 2025 - 2:34pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_233RD AVE AND 229TH AVE CONST.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jophum*  
CRAIG J. JOPHUM, P.E.  
Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
DRAWN BY: SGJ  
CHECKED BY: TAE



**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

CONSTRUCTION PLANS  
229TH AVENUE  
CITY OF ST. FRANCIS, MINNESOTA

SHEET 25 OF 101




INDEPENDENT SCHOOL DIST #15  
23026 AMBASSADOR BOULEVARD

ANOKA ISANTI S.D. NO 15

TRINITY LUTHERAN CHURCH  
22918 AMBASSADOR BOULEVARD

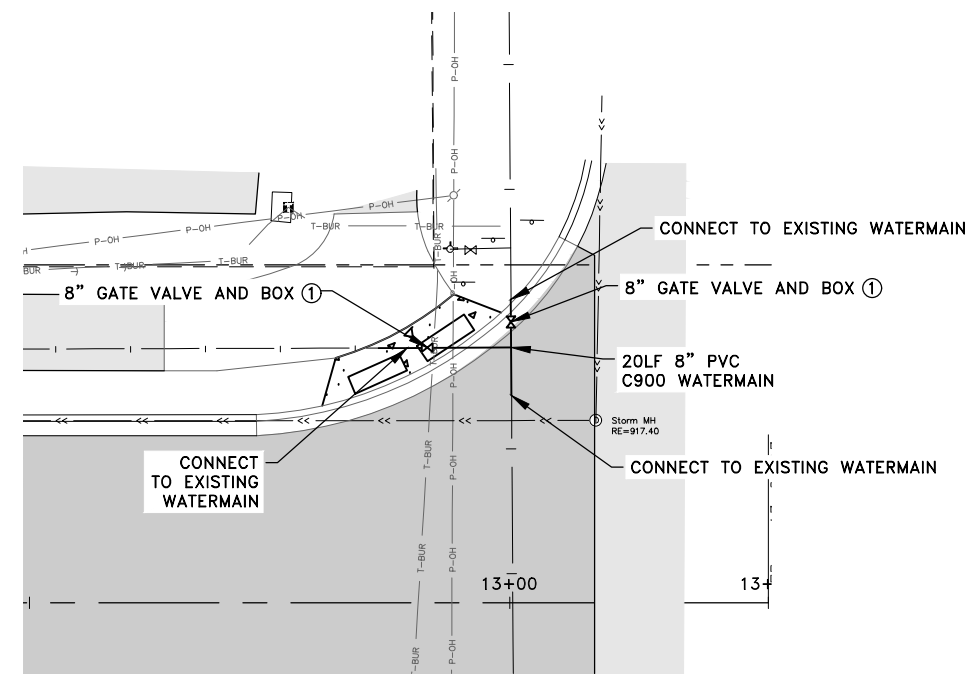
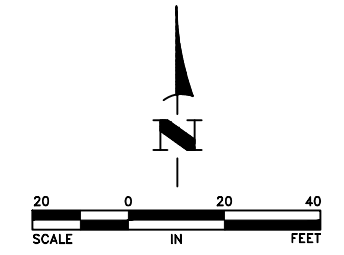
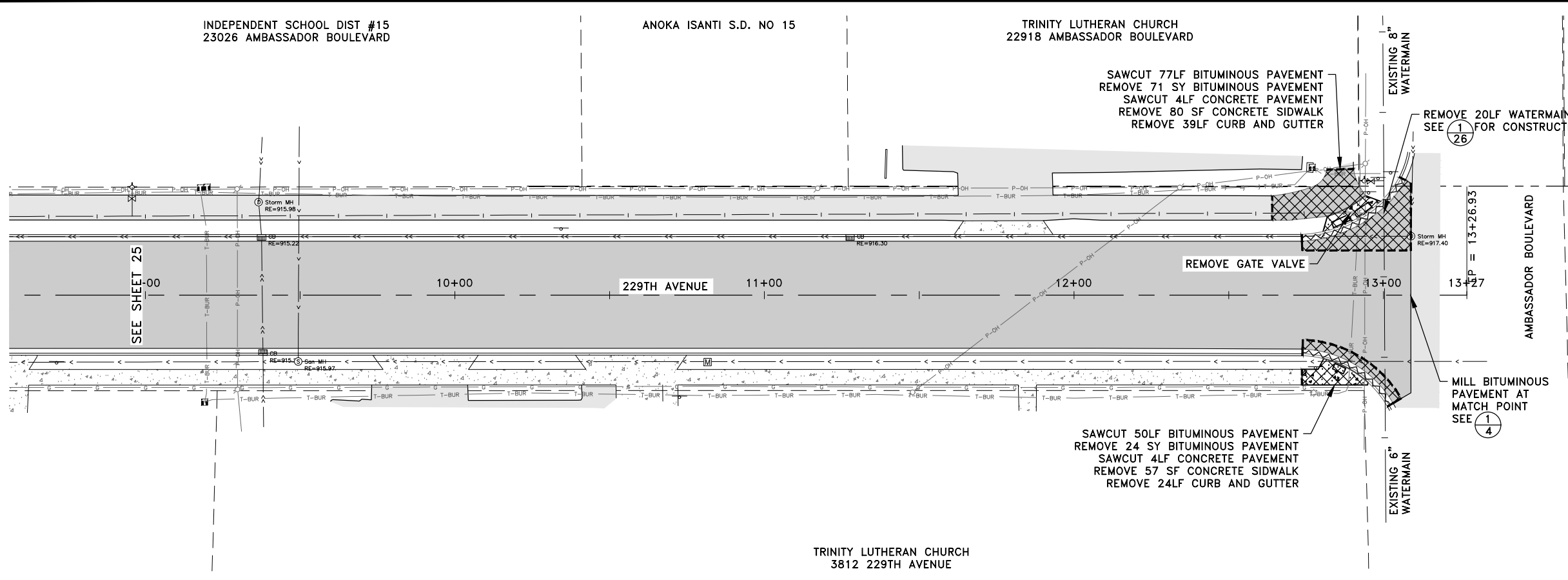
TRINITY LUTHERAN CHURCH  
3812 229TH AVENUE

**LEGEND**

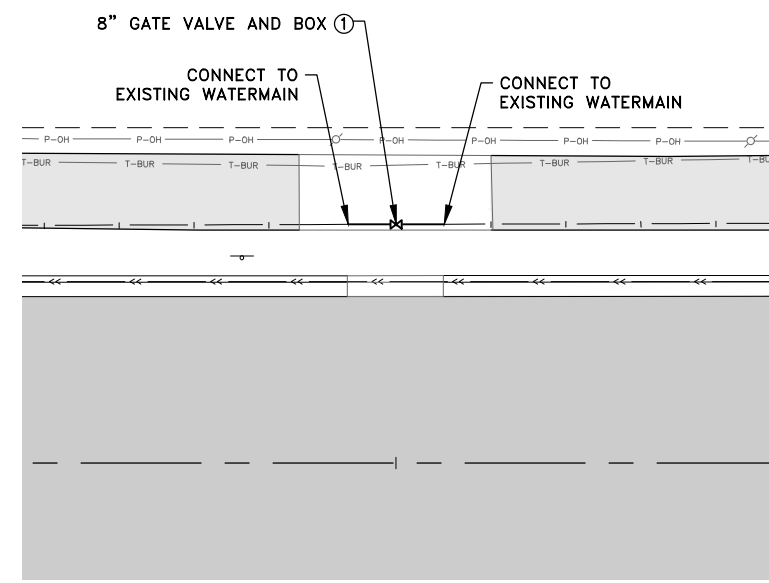
-  EXISTING BITUMINOUS PAVEMENT
-  EXISTING CONCRETE PAVEMENT
-  PROPOSED BITUMINOUS MILL AND OVERLAY SEE ④

**GENERAL NOTES:**  
1. SEE SHEET 2 FOR GENERAL CONSTRUCTION NOTES.  
2. SEE SHEETS 31-32 FOR SIGNAGE AND STRIPING.

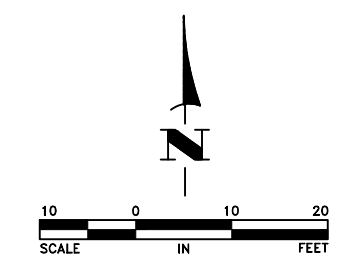
**REFERENCE NOTES:**  
① SEE CITY STANDARD PLATE 207.



① 229TH LANE AND AMBASSADOR BOULEVARD  
GATE VALVE REPLACEMENT



② 229TH LANE MID-GATE VALVE CONSTRUCTION



S.A.P. 235-101-003  
S.A.P. 235-102-002  
S.A.P. 235-121-001  
S.A.P. 235-156-001

Feb 12, 2025 - 2:34pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_233RD AVE AND 229TH AVE CONST.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jophum*  
Date 2/12/25 **CRAIG J. JOPHUM, P.E.**  
Lic. No. 23461

DESIGNED BY: CJJ  
DRAWN BY: SGJ  
CHECKED BY: TAE

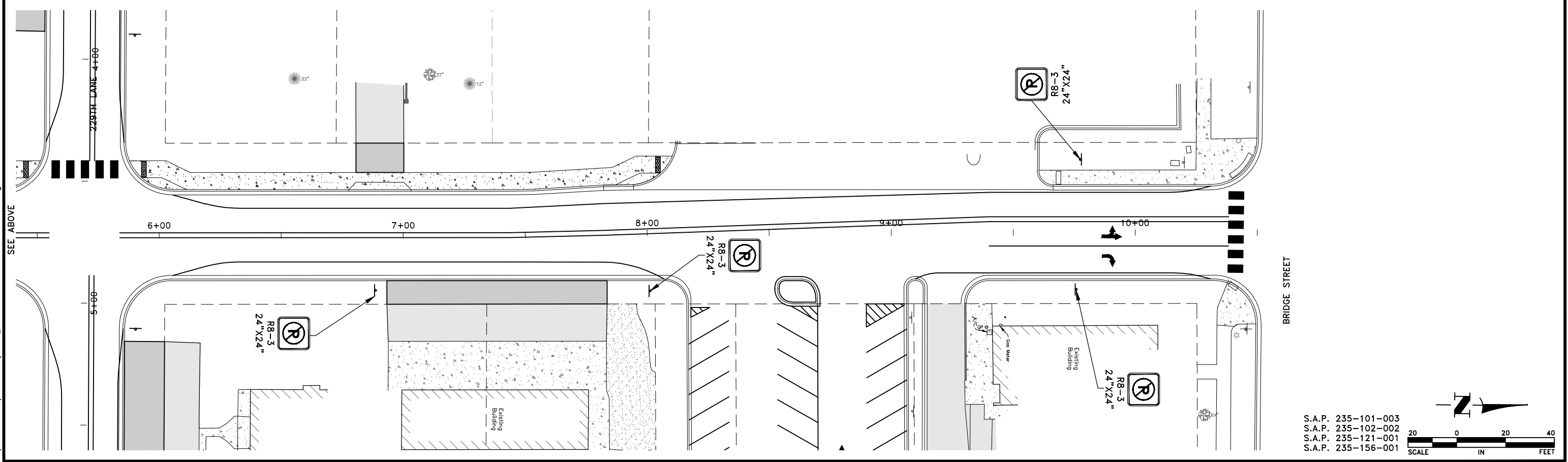
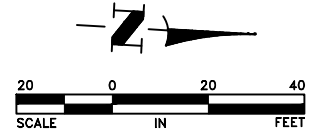
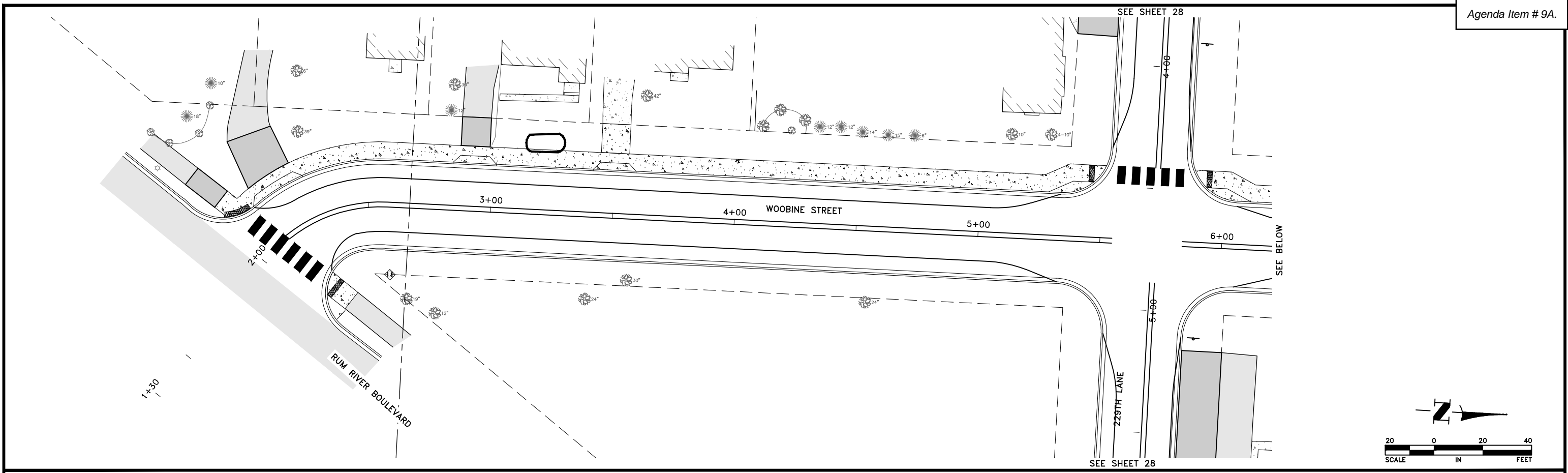


**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

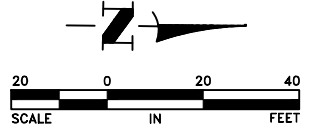
2025 STREET RECONSTRUCTION PROJECT

CONSTRUCTION PLANS  
229TH AVENUE  
CITY OF ST. FRANCIS, MINNESOTA

SHEET 26 OF 102



S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001



Feb 12, 2025 - 2:34pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_MB\_SOUTH\_SIGNAGE\_AND\_STRIPING.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig U. Jochum*  
 CRAIG U. JOCHUM, P.E.  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE

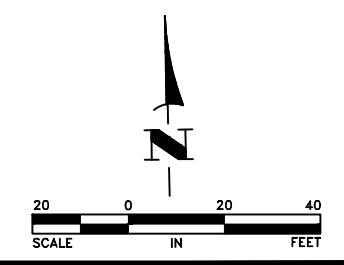
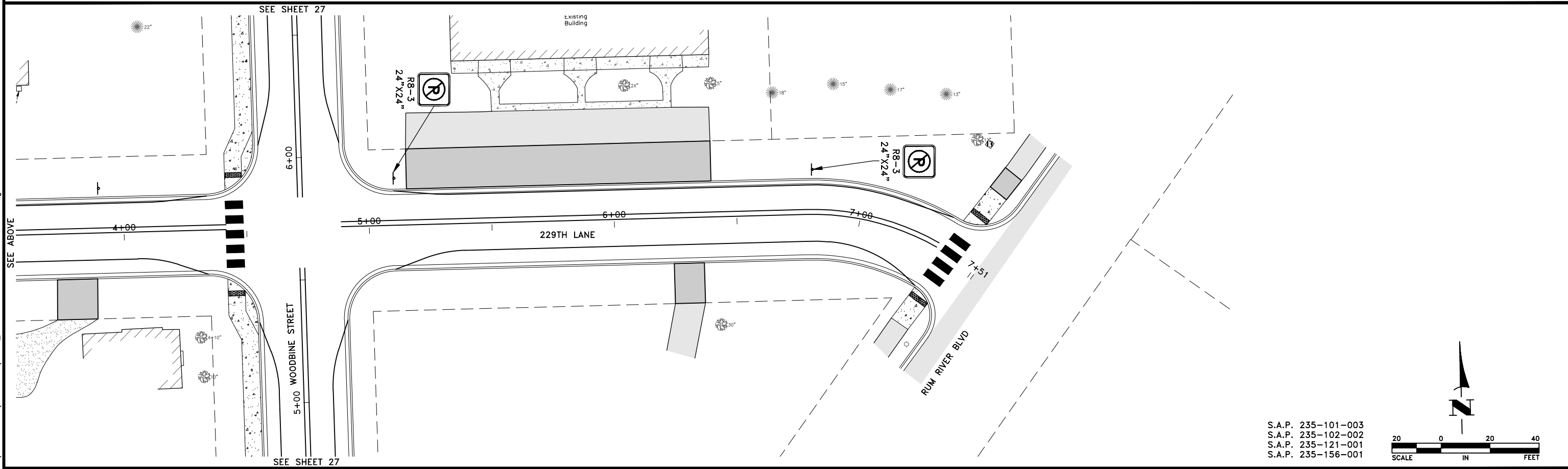
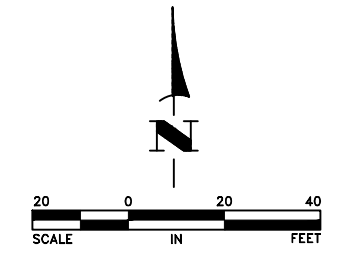
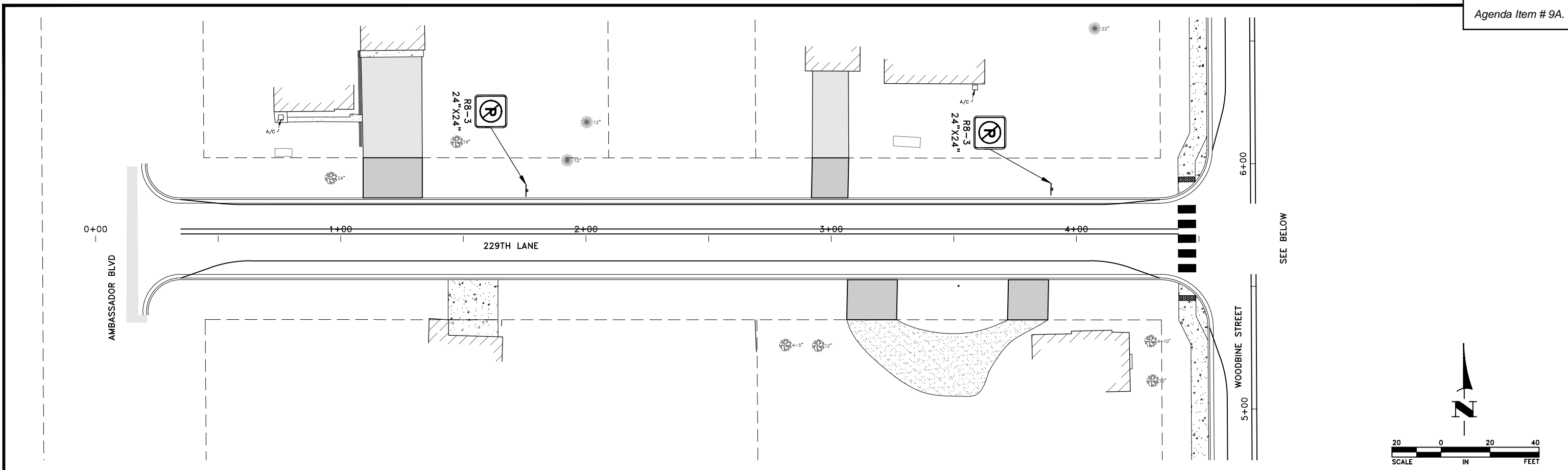


**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

SIGNAGE AND STRIPING PLANS  
 WOOBINE STREET  
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 27 OF 103  
 SF326



S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001

Feb 12, 2025 - 2:34pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_MB SOUTH SIGNAGE AND STRIPING.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig U. Jochum*  
 CRAIG U. JOCHUM, P.E.  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE



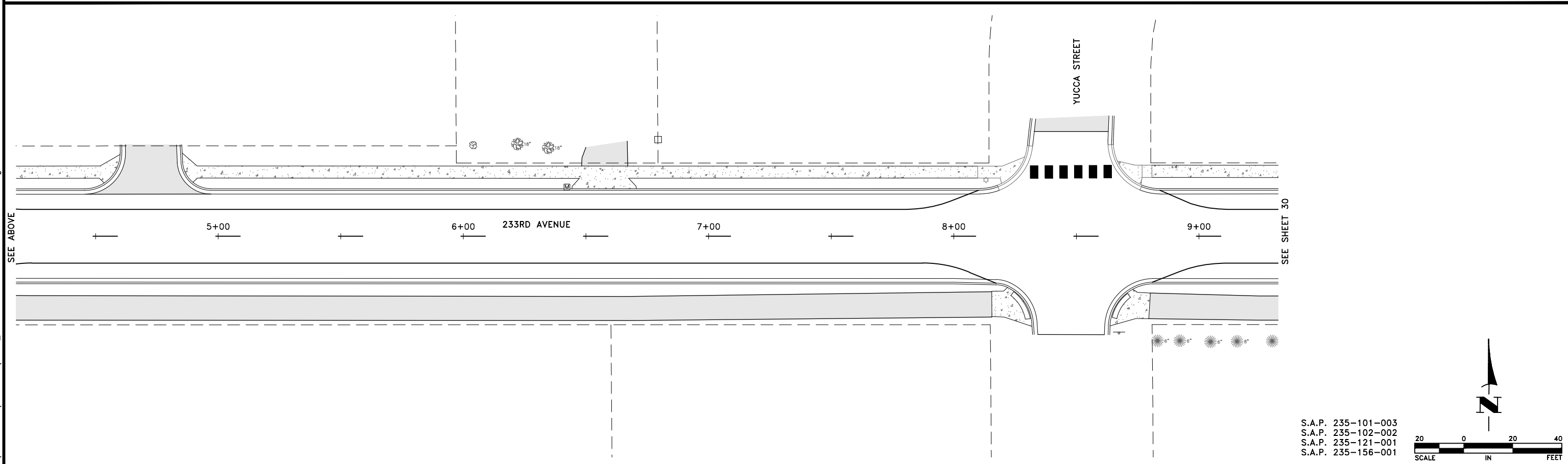
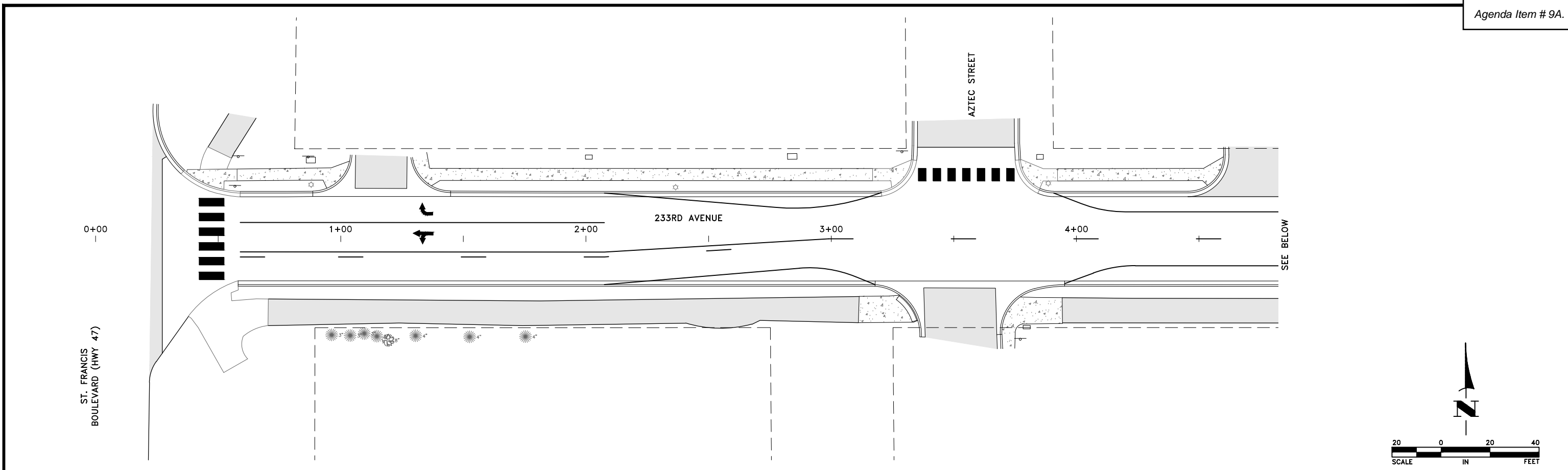
**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

SIGNAGE AND STRIPING PLANS  
 229TH LANE  
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 28 OF 104  
 SF326





Feb 12, 2025 - 2:34pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_229TH & 233RD SIGNAGE AND STRIPING.dwg

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Johum*  
**CRAIG J. JOHUM, P.E.**  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE



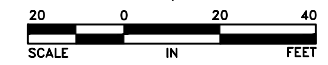
**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

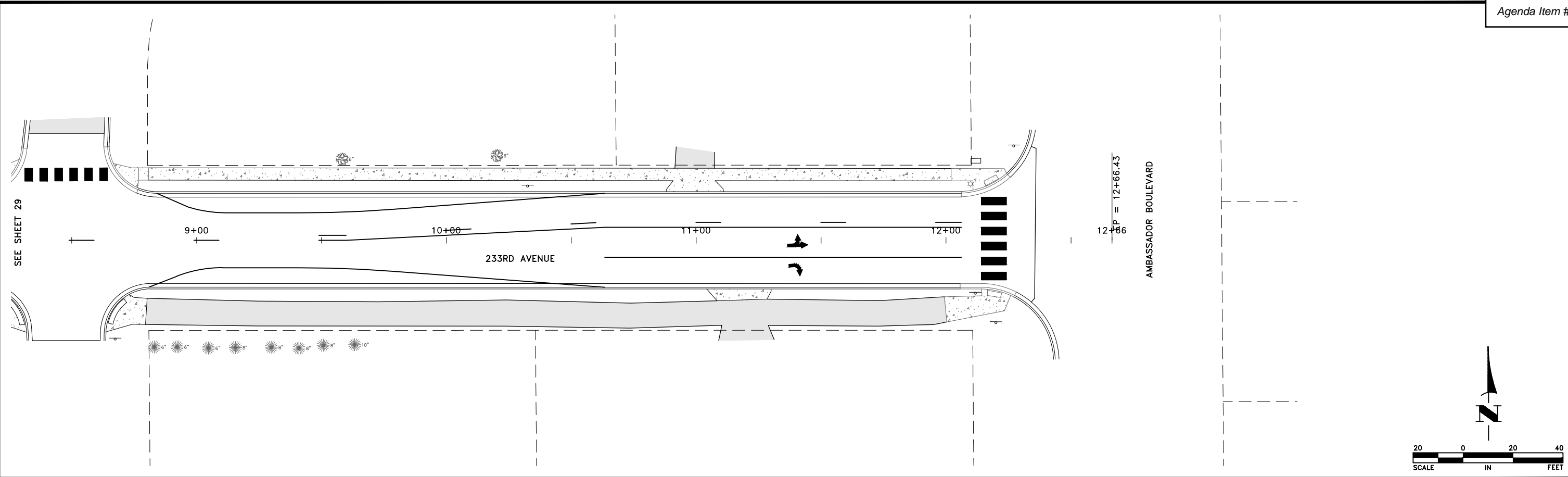
**2025 STREET RECONSTRUCTION PROJECT**

**SIGNAGE AND STRIPING PLANS**  
**233RD AVENUE**  
**CITY OF ST. FRANCIS, MINNESOTA**

SHEET **29** OF **105**  
 SF326

S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001





Feb 12, 2025 - 2:34pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_229TH & 233RD SIGNAGE AND STRIPING.dwg

S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Johum*  
 CRAIG J. JOHUM, P.E.  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE



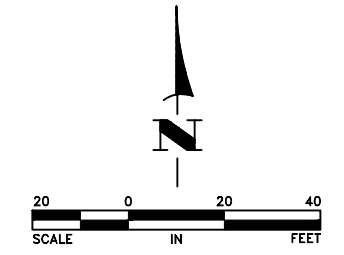
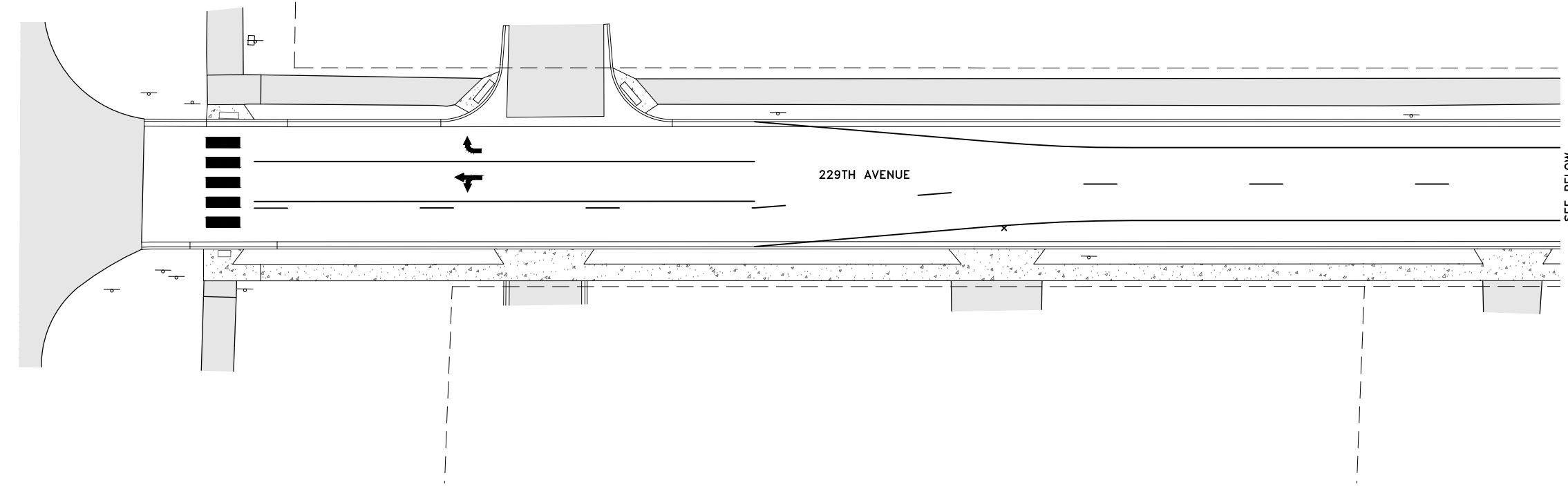
**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

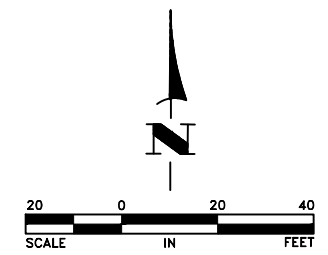
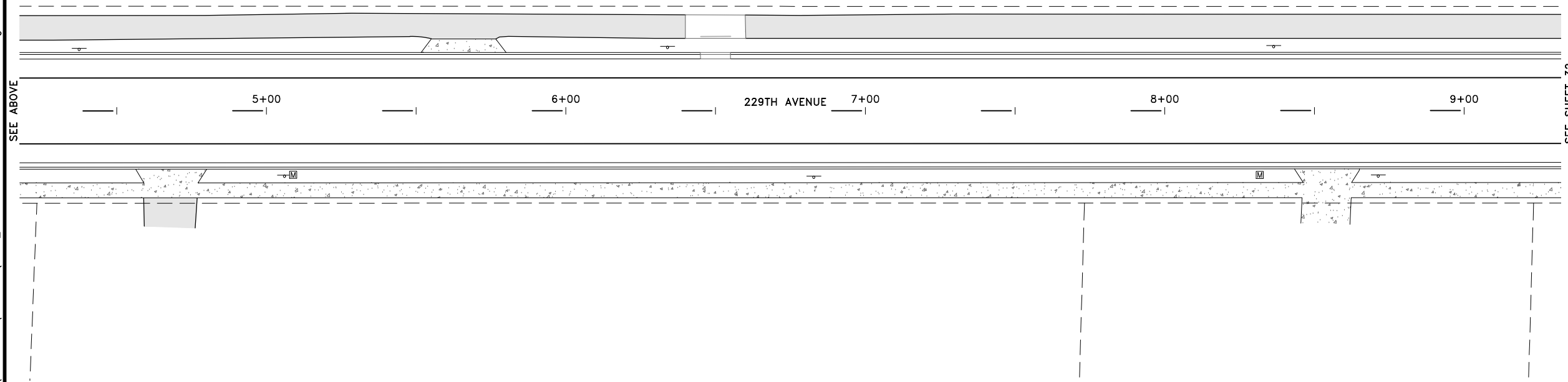
SIGNAGE AND STRIPING PLANS  
 233RD AVENUE  
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 30 OF 106

ST. FRANCIS BOULEVARD (HWY 47)



K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_229TH & 233RD SIGNAGE AND STRIPING.dwg Feb 12, 2025 - 2:34pm



S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Jochem*  
 CRAIG J. JOCHUM, P.E.  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE

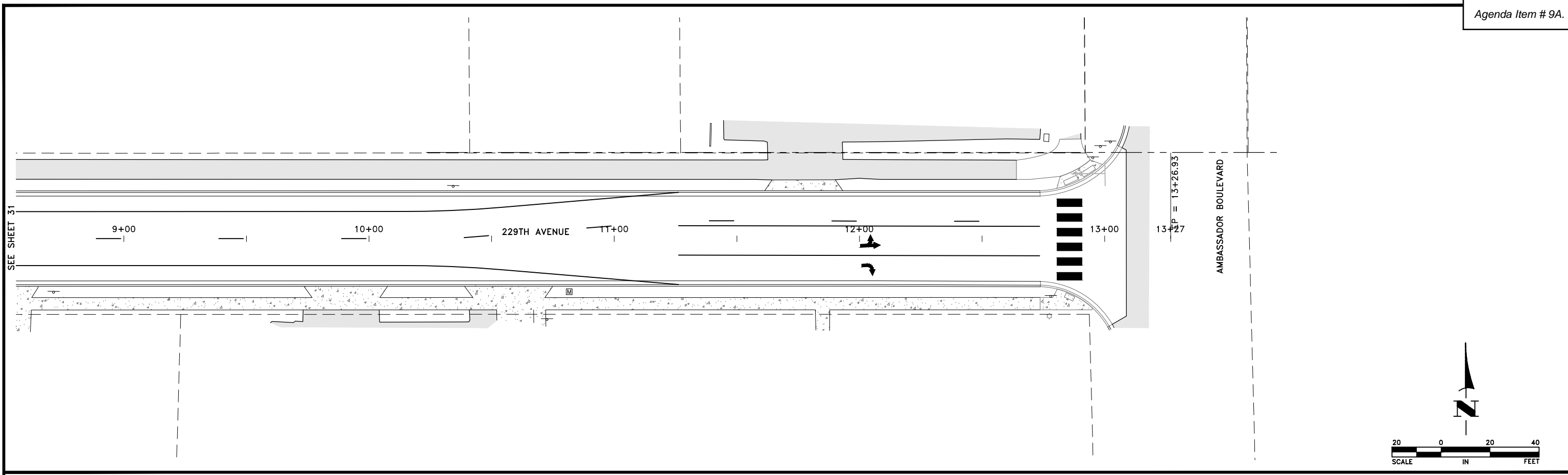


**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

SIGNAGE AND STRIPING PLANS  
 229TH AVENUE  
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 31 OF 107



Feb 12, 2025 - 2:34pm K:\MUNICIPAL\SF326\ENGINEERING\PLAN DWG\SF326\_229TH & 233RD SIGNAGE AND STRIPING.dwg

S.A.P. 235-101-003  
 S.A.P. 235-102-002  
 S.A.P. 235-121-001  
 S.A.P. 235-156-001

DATE	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

*Craig J. Johum*  
 CRAIG J. JOHUM, P.E.  
 Date 2/12/25 Lic. No. 23461

DESIGNED BY: CJJ  
 DRAWN BY: SGJ  
 CHECKED BY: TAE

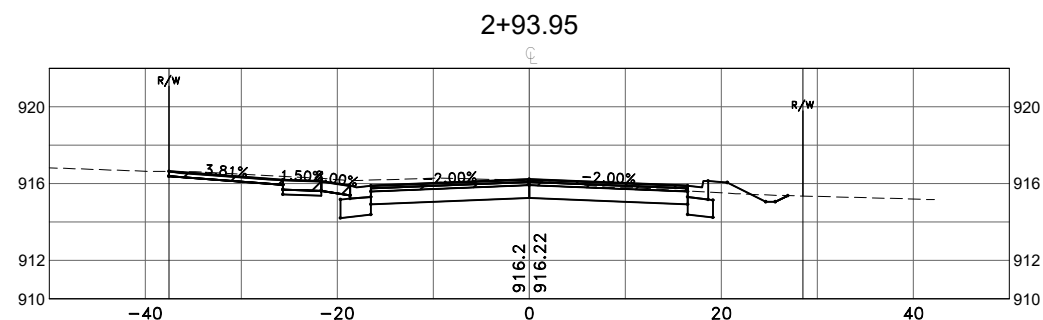
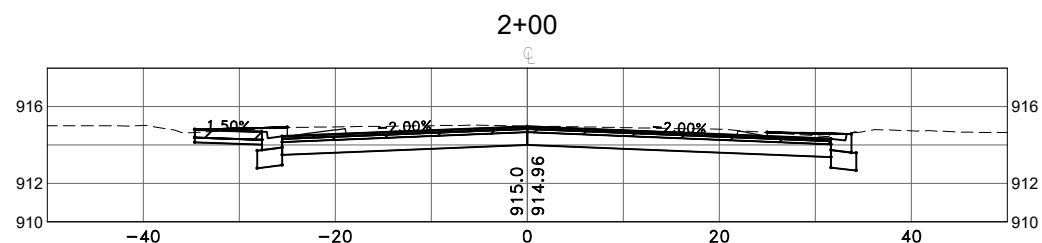
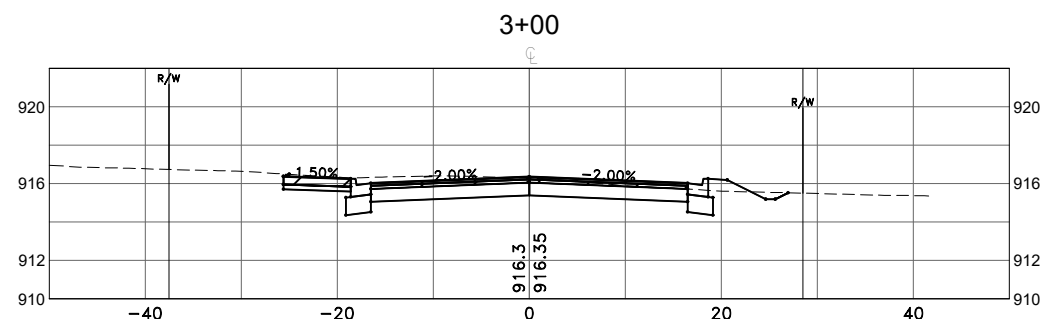
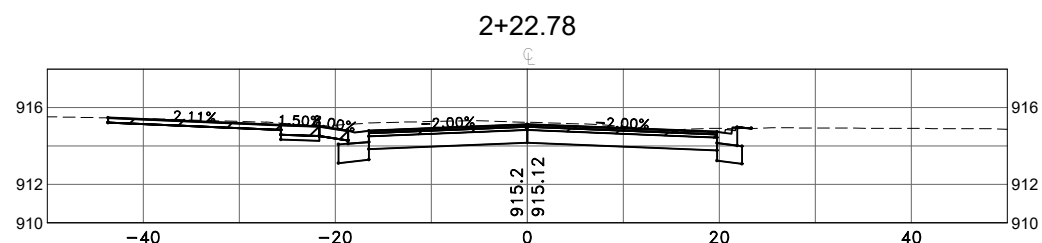
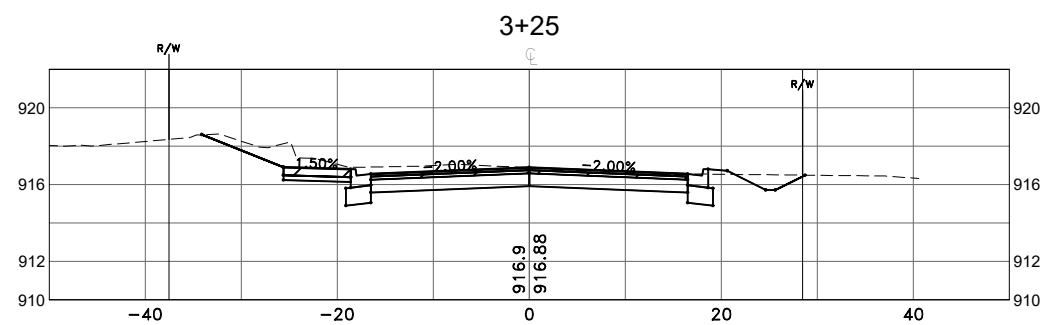
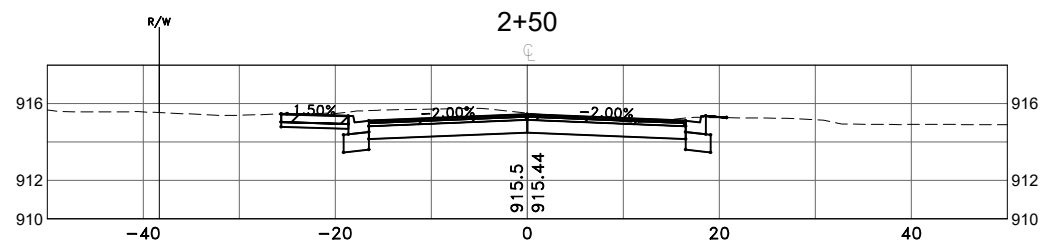
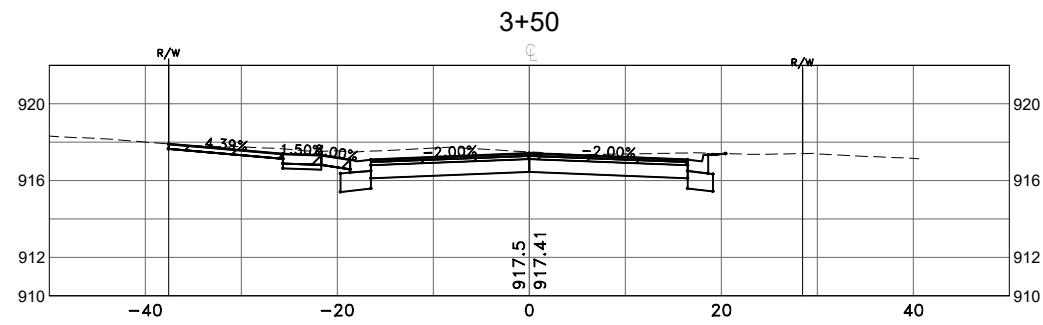
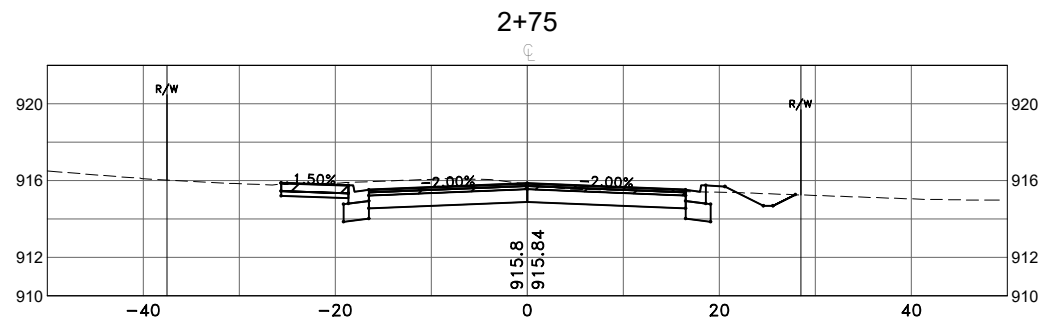


**Hakanson Anderson**  
 Civil Engineers and Land Surveyors  
 3601 Thurston Ave., Anoka, Minnesota 55303  
 763-427-5860 FAX 763-427-0520  
 www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

SIGNAGE AND STRIPING PLANS  
 229TH AVENUE  
 CITY OF ST. FRANCIS, MINNESOTA

SHEET 32 OF 108



Feb 12, 2025 - 2:34pm  
K:\MUNICIPAL\SF326\ENGINEERING\BASE DWG\SF326\_BA.dwg

DATE	REVISION

DESIGNED BY:  
CJJ  
DRAWN BY:  
SGJ  
CHECKED BY:  
TAE

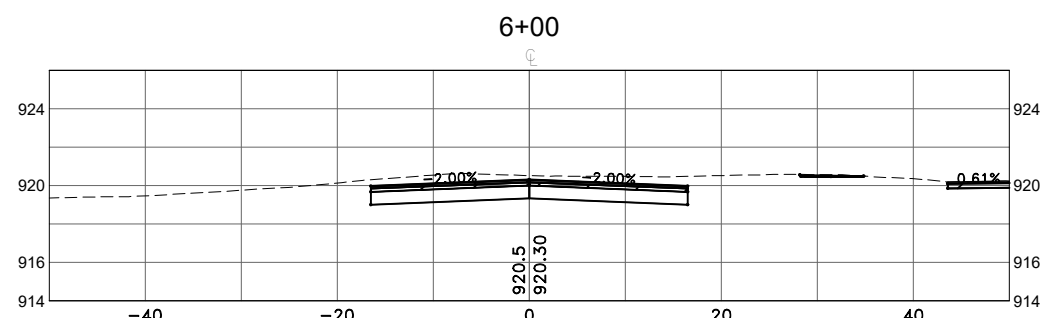
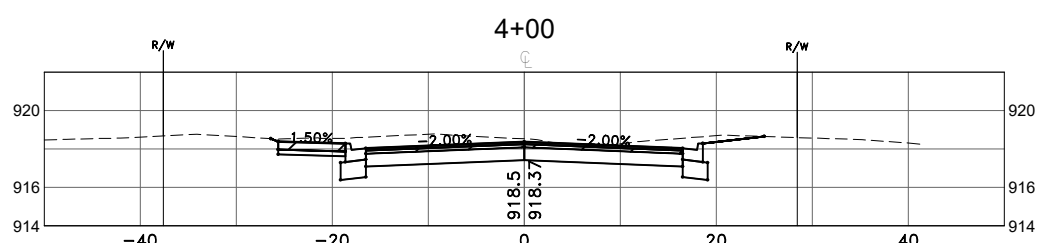
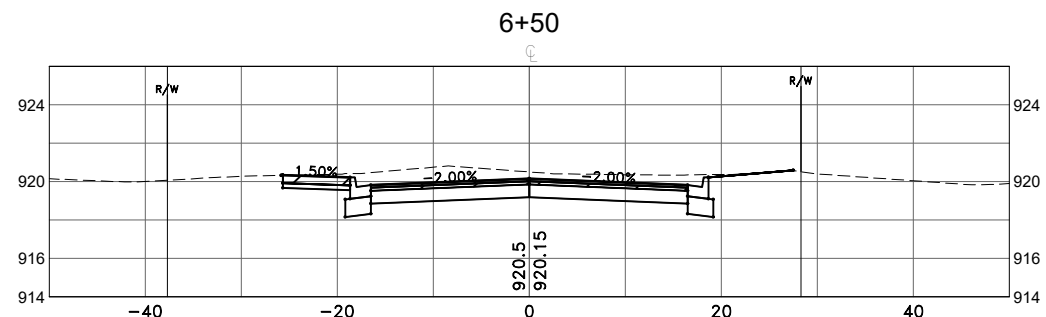
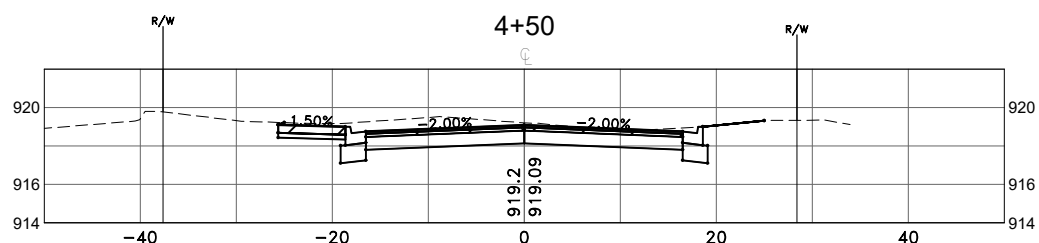
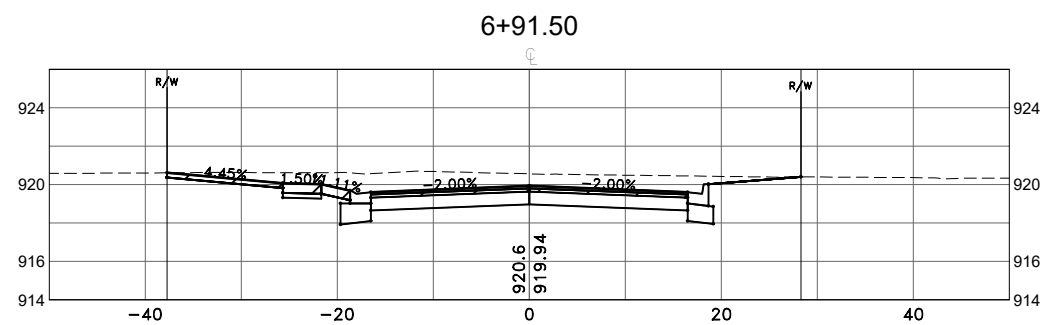
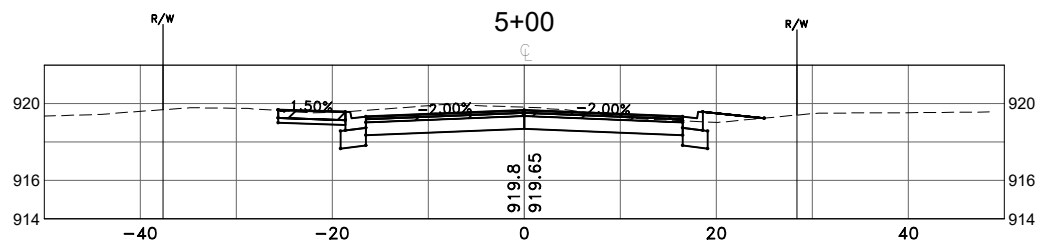
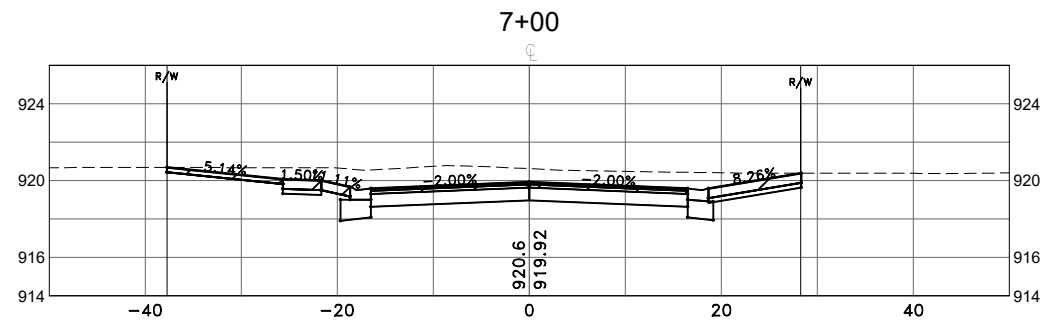
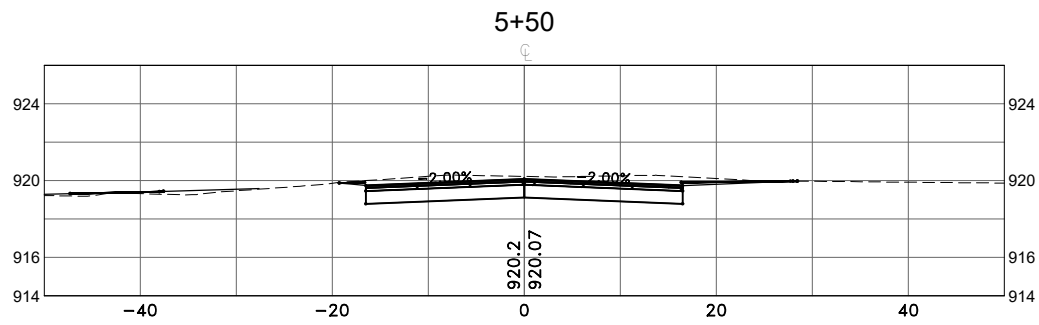


**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

CROSS SECTIONS  
WOODBINE STREET  
CITY OF ST. FRANCIS, MINNESOTA

SHEET  
X1  
OF  
109



Feb 12, 2025 - 2:34pm  
K:\MUNICIPAL\SF326\ENGINEERING\BASE DWG\SF326\_BA.dwg

DATE	REVISION

DESIGNED BY:  
CJJ  
DRAWN BY:  
SGJ  
CHECKED BY:  
TAE

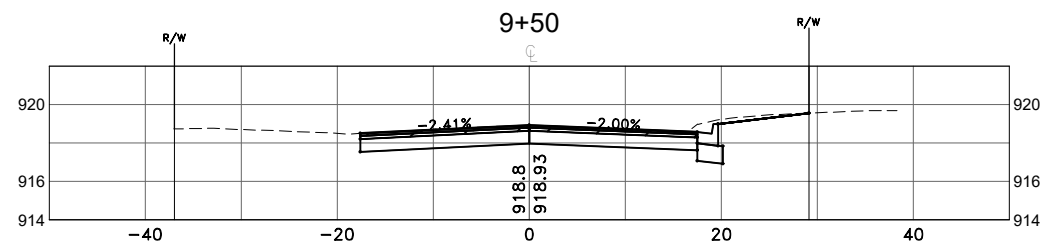
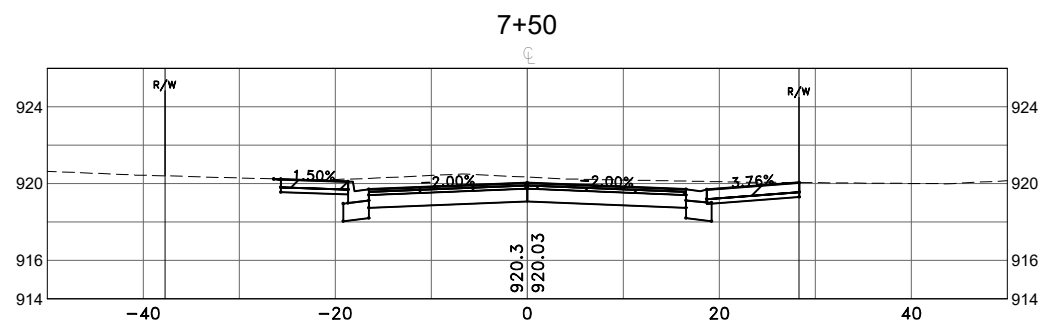
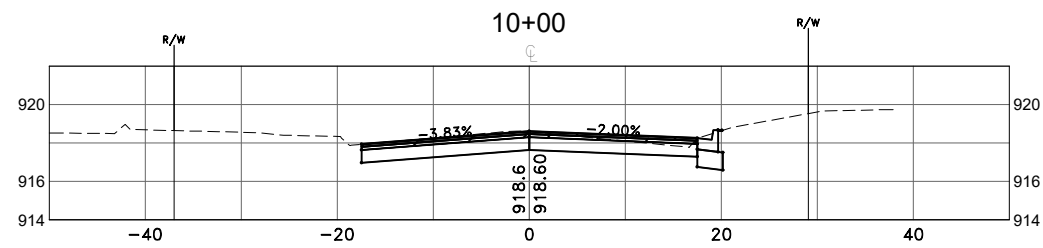
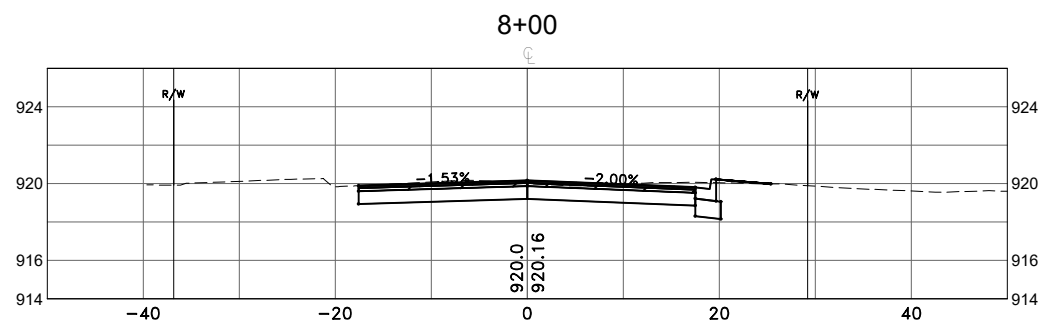
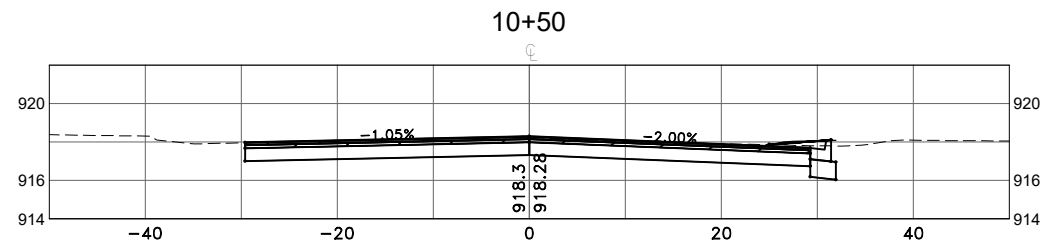
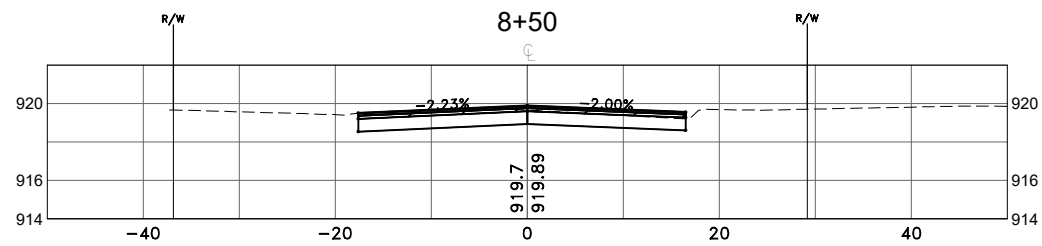
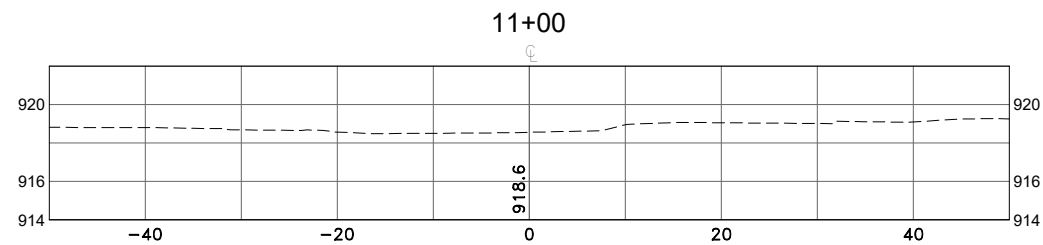
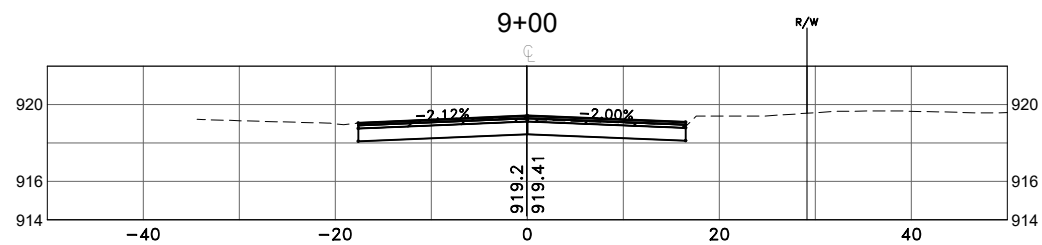
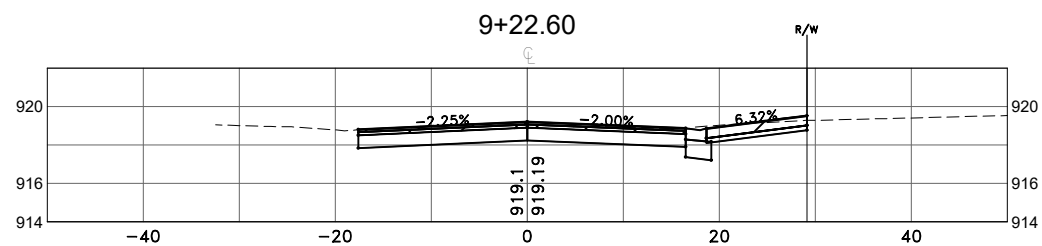


**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

CROSS SECTIONS  
WOODBINE STREET  
CITY OF ST. FRANCIS, MINNESOTA

SHEET  
X2  
OF  
110



Feb 12, 2025 - 2:34pm  
K:\MUNICIPAL\SF326\ENGINEERING\BASE DWG\SF326\_BA.dwg

DATE	REVISION

DESIGNED BY:  
CJJ  
DRAWN BY:  
SGJ  
CHECKED BY:  
TAE

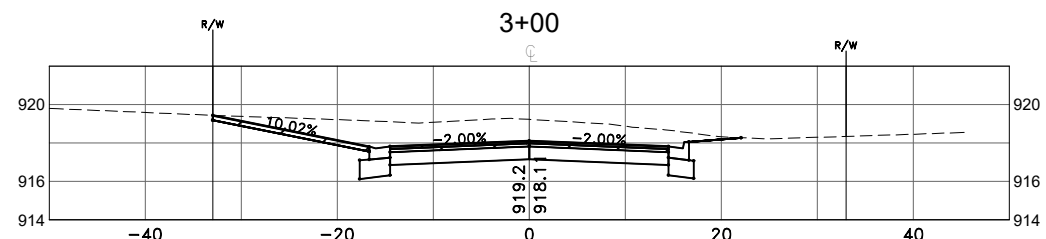
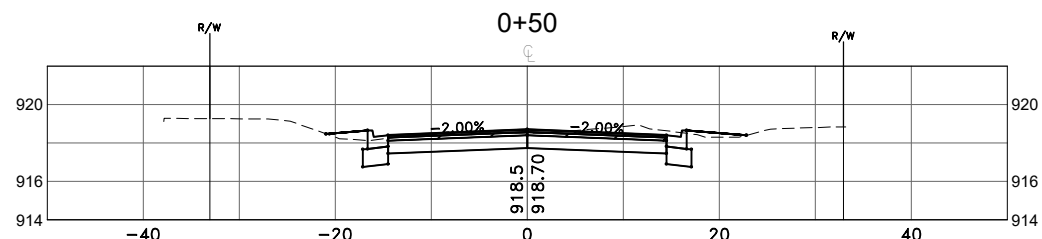
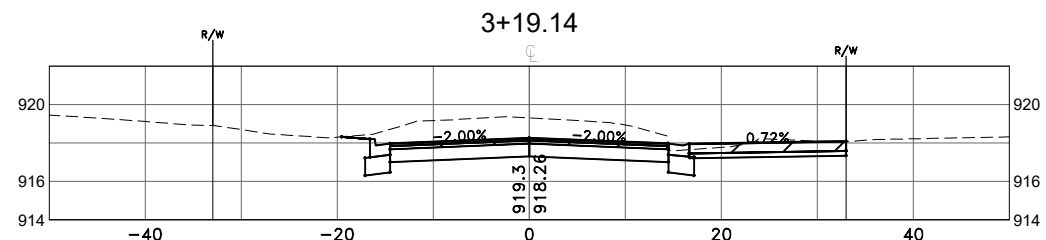
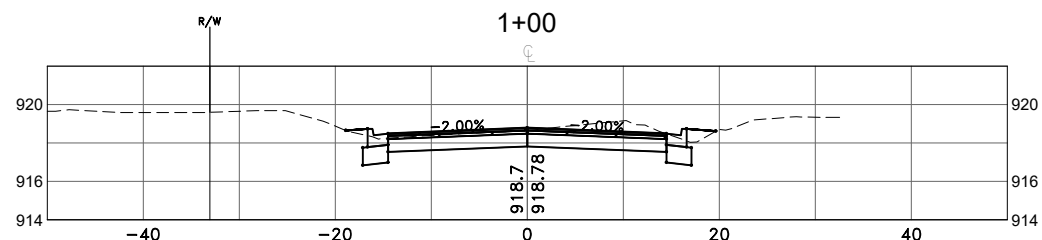
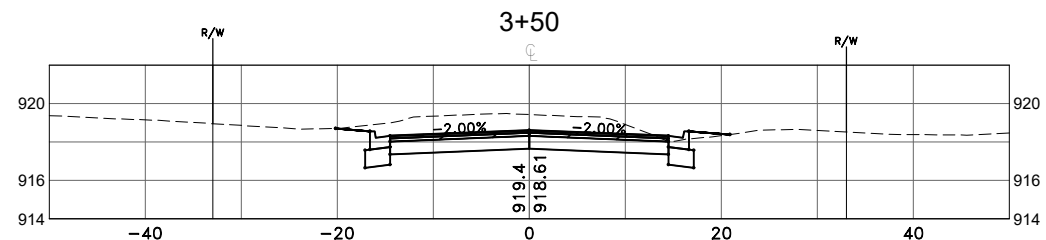
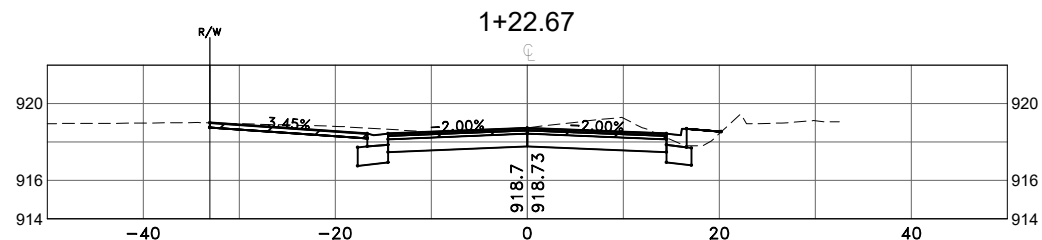
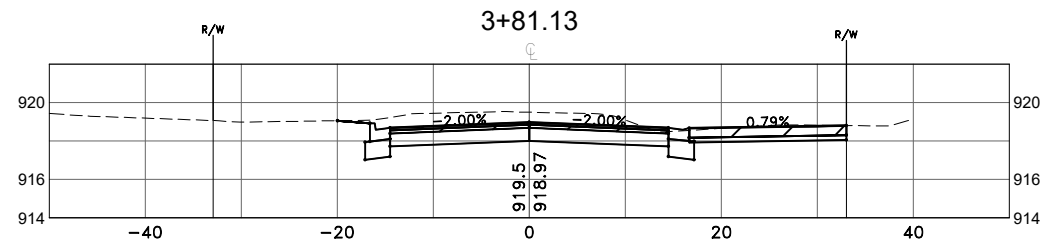
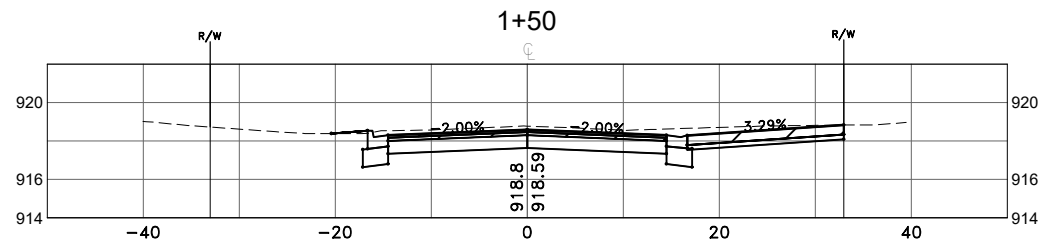
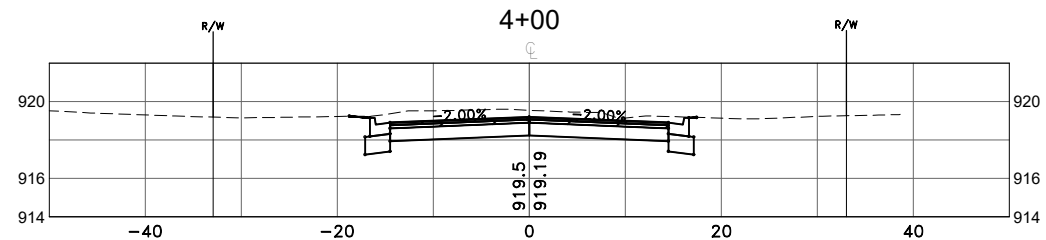
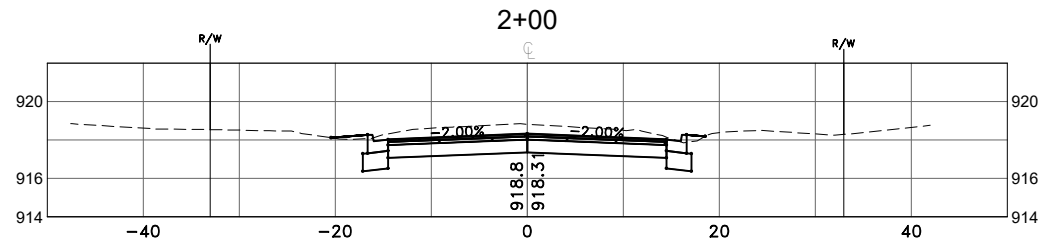
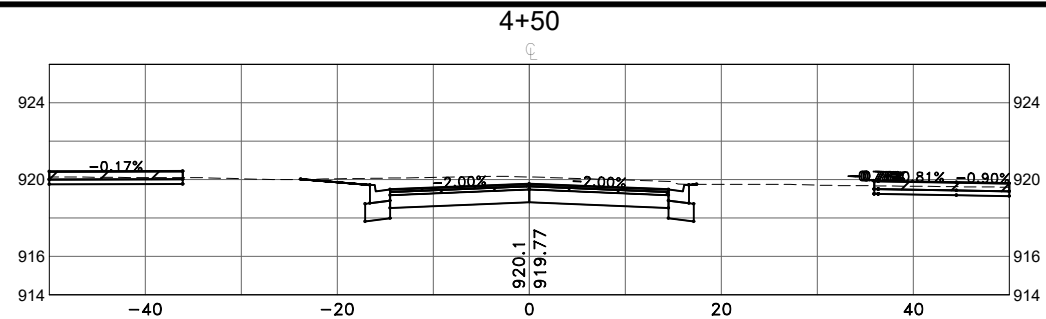
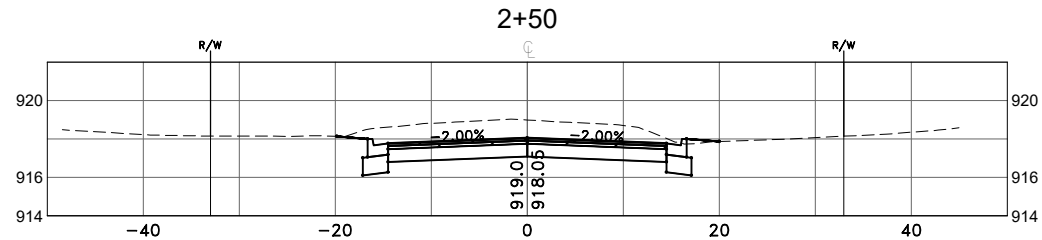


**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

CROSS SECTIONS  
WOODBINE STREET  
CITY OF ST. FRANCIS, MINNESOTA

SHEET  
X3  
OF  
111



Feb 12, 2025 - 2:34pm K:\MUNICIPAL\SF326\ENGINEERING\BASE DWG\SF326\_BA.dwg

DATE	REVISION

DESIGNED BY:  
CJJ  
DRAWN BY:  
SGJ  
CHECKED BY:  
TAE



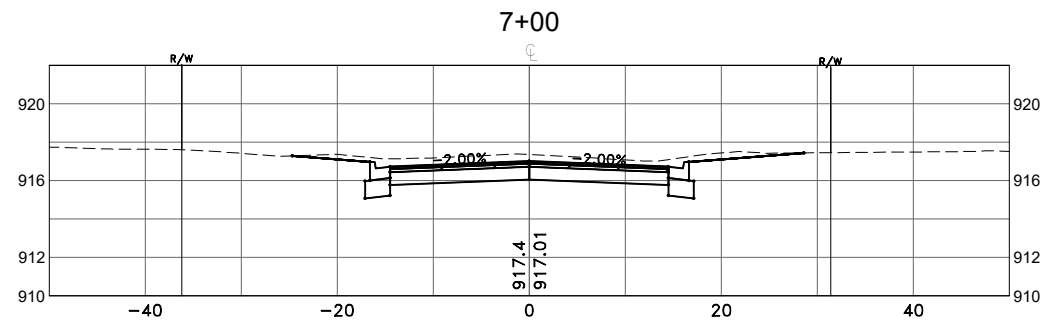
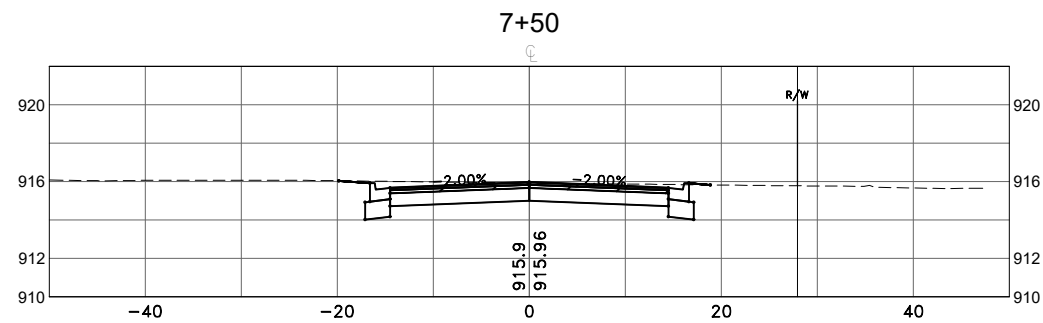
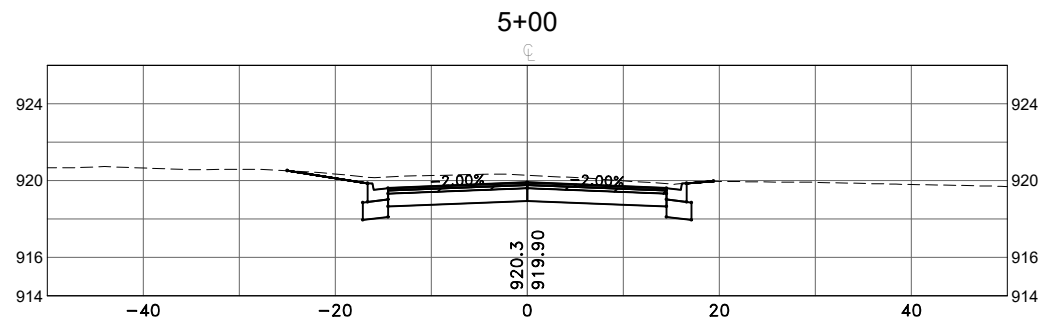
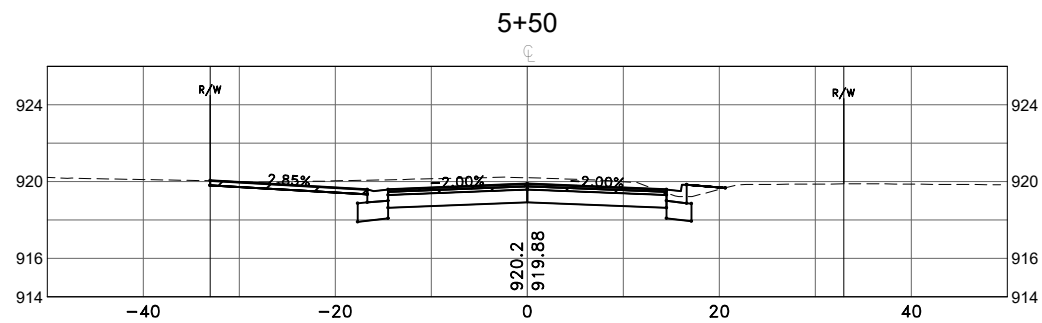
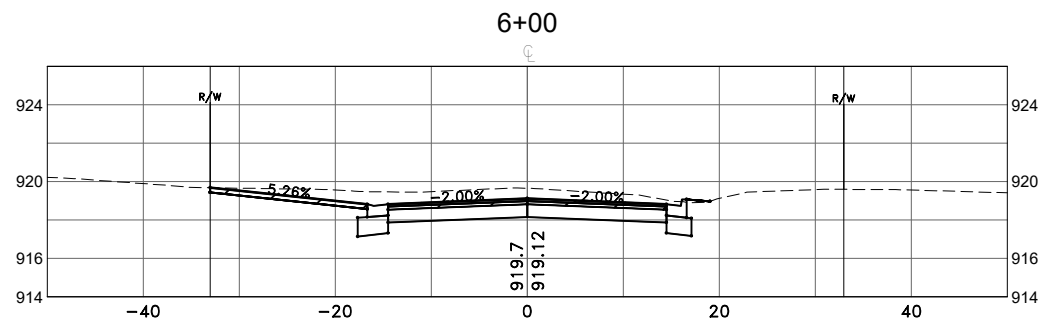
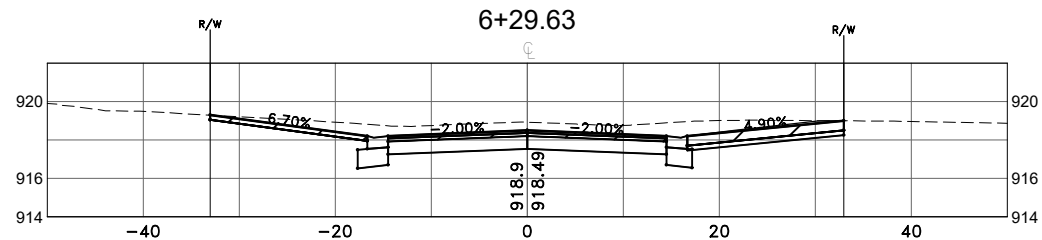
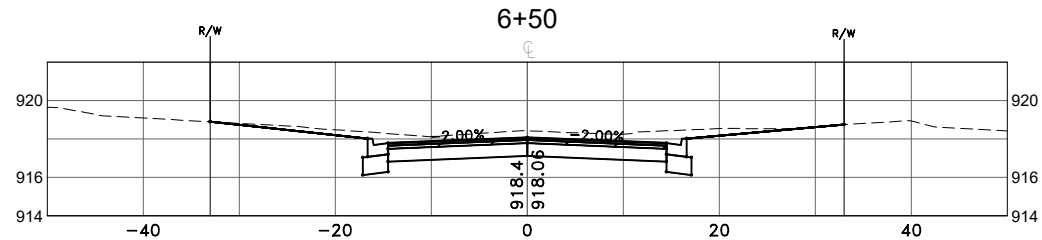
**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

CROSS SECTIONS  
229TH LANE  
CITY OF ST. FRANCIS, MINNESOTA

SHEET X4  
OF  
112





Feb 12, 2025 - 2:34pm  
K:\MUNICIPAL\SF326\ENGINEERING\BASE DWG\SF326\_BA.dwg

DATE	REVISION

DESIGNED BY:  
CJJ  
DRAWN BY:  
SGJ  
CHECKED BY:  
TAE



**Hakanson Anderson**  
Civil Engineers and Land Surveyors  
3601 Thurston Ave., Anoka, Minnesota 55303  
763-427-5860 FAX 763-427-0520  
www.hakanson-anderson.com

2025 STREET RECONSTRUCTION PROJECT

CROSS SECTIONS  
229TH LANE  
CITY OF ST. FRANCIS, MINNESOTA

SHEET  
X5  
OF  
113

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY**

**RESOLUTION 2025-14**

**A RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
AND ORDERING ADVERTISEMENT FOR BIDS FOR THE  
2025 STREET RECONSTRUCTION PROJECT**

**WHEREAS**, pursuant to Council direction, Hakanson Anderson Associates, Inc. has prepared plans and specifications for the 2025 Street Reconstruction Project; and

**WHEREAS**, staff has presented such plans and specifications to the council for approval.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF ST. FRANCIS, MINNESOTA:**

1. Such plans and specifications, dated February 12, 2025, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper and in the Finance and Commerce, an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall specify the work to be done and shall state that bids will be opened at 10:00 a.m. on Wednesday March 26, 2025 at the St. Francis city hall. No bids will be considered unless submitted electronically in accordance with the advertisement for bids and shall be accompanied by a bid bond payable to the City of St. Francis for 5.0 percent of the amount of such bid.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18<sup>th</sup> DAY OF FEBRUARY, 2025.

APPROVED:

ATTEST:

\_\_\_\_\_  
Jenni Wida, City Clerk

\_\_\_\_\_  
Mark Vogel, Mayor



## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** Appointment Amendment for the URRWMO  
**DATE:** February 18, 2025

---

### **OVERVIEW:**

The new URRWMO, Upper Rum River Watershed Management Organization, joint powers agreement requires that one of the City's representatives be a Mayor or Councilmember. The purpose is to ensure good communication back to the City Council.

Each City that belongs to the organization is allowed an alternate. Recommendation would be to convert one of its regular spots to an alternate and appoint a Councilmember.

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

Convert one of the City's current representative positions to an alternate and appoint a Councilmember to the URRWMO.

### **BUDGET IMPLICATION:**

N/A

### Attachments:

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

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY**

**RESOLUTION 2025-11**

**A RESOLUTION APPROVING THE AMENDMENT OF THE APPOINTMENTS FOR 2025 FOR THE URRWMO**

WHEREAS, the City of St. Francis is a member of the Upper Rum River Watershed Management Organization (URRWMO) along with the City of Bethel, City of East Bethel, City of Ham Lake, City of Nowthen and City of Oak Grove.; and

WHEREAS, the purpose of the Joint Powers Agreement is to continue the Water Management Organization previously established by the local government units to assist them with surface water, ground water, water quality and water usage issues. Improvements; and

WHEREAS THE Joint Powers Agreement requires that one members of the St. Francis City Council be appointed to the governing Board of the URRWMO as an alternate and one as a resident of the community to ensure good communication with the City Council as a body.

NOW THEREFORE, BE IT RESOLVED the City Council of the City of St. Francis, Minnesota approves the appointment of the following member of the St. Francis City Council to the URRWMO Board.

Upper Rum River Watershed  
Management Organization:  
Resident Members

Chris Beyett Resident  
Andrew Wood, Resident

City Council to specify the member and alternate:

Alternate City Council Member:

Specify.

**ADOPTED BY THE CITY COUNCIL OF ST. FRANCIS THIS 18<sup>TH</sup> DAY OF FEBRUARY 2025.**

**APPROVED:**

\_\_\_\_\_  
Mark Vogel, Mayor

**ATTEST:**

\_\_\_\_\_  
Jennifer Wida, City Clerk



**CITY COUNCIL  
AGENDA REPORT**

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Hwy 47 Reconstruction – Fund, Pre-Design and Environmental  
**DATE:** February 18, 2025

**OVERVIEW:**

As we have discussed MnDOT has the city moving forward with reconstruction steps related to Hwy 47 including the fundraising, pre-design and environmental needs. Once the pre-design and environmental work is completed, the State is scheduled to take over the final steps of the project. The States portion includes the pavement and intersections and is seen as the ground up portion of the project.

To date, Council committed to \$200,000 of general fund reserves to move the steps forward. In meeting with Anoka County and MnDOT it was determined that they would also commit one third of the cost for these efforts related to the street portion of the reconstruction. However, the updated scope of work for the MnDOT portion of the project has reduced in cost in which brought each agencies share down.

**ACTION TO BE CONSIDERED:**

Staff recommends Council review and approve Resolution 2025-12 and the Joint Powers Contract with MnDOT and Anoka County.

**Attachments:**

- Resolution 2025-12 Authorizing Agreement #1058906 with the State Department of Transportation
- Minnesota Department of Transportation Joint Powers Contract for Professional and Technical Services

**CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY**

**RESOLUTION 2025-12**

**A RESOLUTION AUTHORIZING STATE OF MINNESOTA AGENCY AGREEMENT  
#1058906 BETWEEN THE DEPARTMENT OF TRANSPORTATION, ANOKA COUNTY  
AND THE CITY OF ST. FRANCIS**

**BE IT RESOLVED**, that pursuant to Minnesota Stat. Sec. 15.061 the State is engaging in assistance as deemed necessary, and

**WHEREAS**, Minnesota Statutes 471.59 authorizes State and Government unit to enter into this contract; and

**WHEREAS**, the State is in need of preliminary engineering for Trunk Highway (TH) 47 St. Francis Reconstruction project. The Governmental Unit, County and State are entering into this agreement to split the cost at one third cost per party. The preliminary engineering scop includes developing the geometric concept to a staff approved layout and delivering the project’s environmental documentation; and

**WHEREAS**, the City of St. Francis represents that it is duly qualified and agrees to perform all services described I this contract to the satisfaction of State

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, MINNESOTA THAT**, the Mayor is hereby authorized and directed for and on behalf of the City of St. Francis to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1058906,” a copy of which said agreement was before the City Council and which is made a part hereof by reference.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18<sup>th</sup> DAY OF FEBRUARY 2025.

ATTEST:

\_\_\_\_\_  
Jennifer Wida, City Clerk

APPROVED:

\_\_\_\_\_  
Mark Vogel, Mayor

**MINNESOTA DEPARTMENT OF TRANSPORTATION  
JOINT POWERS CONTRACT  
FOR PROFESSIONAL AND TECHNICAL SERVICES**

**State Project Number (SP):** 0206-91

**Trunk Highway Number (TH):** 47

**Project Identification:** TH 47 St Francis Reconstruct

This contract is between the State of Minnesota, acting through its Commissioner of Transportation (“State”), **City of St. Francis**, acting through its City Council, **Address:** 23340 Cree Street NW, St. Francis, MN 55070 (“Governmental Unit”), and **Anoka County**, Address: 2100 Third Avenue, Anoka, Minnesota 55303, (“County”). State, Governmental Unit, and County may be referred to jointly as “Parties.”

### Recitals

---

1. Minnesota Statutes §15.061 authorizes State to engage such assistance as deemed necessary.
2. Minnesota Statutes §471.59 authorizes State and Governmental Unit to enter into this contract.
3. State is in need of preliminary engineering for the Trunk Highway (TH) 47 St. Francis Reconstruct project. The Governmental Unit, County and State are entering into this agreement to split the cost at one third cost per party. The Governmental Unit will be leading the project, and the State and County will reimburse accordingly. The preliminary engineering scope includes developing the geometric concept to a staff approved layout and delivering the project’s environmental documentation.
4. Governmental Unit represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of State.

### Contract

---

#### 1. Term of Contract; Survival of Terms; Incorporation of Exhibits

- 1.1. **Effective Date:** This contract will be effective on the date State obtains all required signatures under Minnesota Statutes Section §16C.05, subdivision 2. The Governmental Unit must not begin work under this contract until this contract has been fully executed and the Governmental Unit has been notified by State’s Authorized Representative to begin work.
- 1.2. **Expiration Date:** This contract will expire on **January 30, 2027**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3. **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this contract, including, without limitation, the following clauses: 6. Indemnification; 7. State Audits; 8. Government Data Practices; 9. Intellectual Property Rights; and 10. Venue.
- 1.4. **Exhibits:** Exhibits A through E are attached and incorporated into this contract.

#### 2. Scope of Work and Deliverables

- 2.1. The Governmental Unit will complete the duties and provide the deliverables listed in Exhibit A.

#### 3. Payment

- 3.1. **Consideration.** State will pay for all services performed by the Governmental Unit under this contract as follows:
  - 3.1.1. **Compensation.** State will pay the Governmental Unit on an actual cost basis, according to the cost shown in Exhibit B, The States portion will not exceed. \$142,413.46, which is one third of the

total cost. The Governmental Unit and the County will each pay one third of the total project costs.

- 3.1.2. **Travel Expenses.** The Governmental Unit will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current “Minnesota Department of Transportation Travel Regulations.” The Governmental Unit will not be reimbursed for travel and subsistence expenses incurred outside the State of Minnesota unless it has received prior written approval from State for such out of state travel. State of Minnesota will be considered the home base for determining whether travel is “out of state.” See Exhibit C for the current Minnesota Department of Transportation Reimbursement Rates for Travel Expenses.
- 3.1.3. **Total Obligation.** The total obligation of State for all compensation and reimbursements to the Governmental Unit will not exceed \$142,413.46.

### 3.2. Terms of Payment

- 3.2.1. **Invoices.** The Governmental Unit must submit invoices electronically for payment, using the format set forth in Exhibit D. The Governmental Unit will submit invoices for payment on a monthly basis to both the State and County for their portions. Invoices will detail the total cost of the project, and also identify the 1/3 State and 1/3 County amount due.
- 3.2.2. **Progress Reports.** The Governmental Unit must submit a monthly progress report, using the format set forth in Exhibit E showing the progress of work in work hours according to the tasks listed in Article 2 Scope of Work.
- 3.2.3. **State’s Payment Requirements.** State will promptly pay all valid obligations under this contract as required by Minnesota Statutes §16A.124. State will make undisputed payments no later than 30 days after receiving the Governmental Unit’s invoices and progress reports for services performed. If an invoice is incorrect, defective or otherwise improper, State will notify the Governmental Unit within 10 days of discovering the error. After State receives the corrected invoice, State will pay the Governmental Unit within 30 days of receipt of such invoice. State reserves the right to audit all invoices, at State’s discretion.
- 3.2.4. **Invoice Package Submittal.** The Governmental Unit must submit the signed invoice, the signed progress report and all required supporting documentation, for review and payment, to State’s Consultant Services Section, at [ptinvoices.dot@state.mn.us](mailto:ptinvoices.dot@state.mn.us). Invoices will not be considered “received” within the meaning of Minnesota Statutes §16A.124 until the signed documents are received by State’s Consultant Services Section.
- i. Each invoice must contain the following information: MnDOT contract Number, the Governmental Unit invoice number (sequentially numbered), the Governmental Unit billing and remittance address, if different from business address, and the Governmental Unit signature attesting that the invoiced services and costs are new and that no previous charge for those services and goods has been included in any prior invoice.
  - ii. Except for Lump Sum contracts, direct nonsalary costs allocable to the work under this contract, must be itemized and supported with invoices or billing documents to show that such costs are properly allocable to the work. Direct nonsalary costs are any costs that are not the salaried costs directly related to the work of the Governmental Unit. Supporting documentation must be provided in a manner that corresponds to each direct cost.
  - iii. Except for Lump Sum contracts, the Governmental Unit must provide, upon request of State’s Authorized Representative, the following supporting documentation:
  - iv. Direct salary costs of employees’ time directly chargeable for the services performed under this contract. This must include a payroll cost breakdown identifying the name of the employee, classification, actual rate of pay, hours worked and total payment for each invoice period; and
  - v. Signed time sheets or payroll cost breakdown for each employee listing dates and hours worked. Computer generated printouts of labor costs for the project must contain the



project number, each employee's name, hourly rate, regular and overtime hours and the dollar amount charged to the project for each pay period.

- 3.2.5. **Federal funds.** If federal funds are used, the Governmental Unit is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Governmental Unit's failure to comply with federal requirements.

#### 4. Authorized Representatives

- 4.1. State's Authorized Representative will be:

Name/Title: Pam O'Brien/Contract Administrator  
 Address: Minnesota Department of Transportation  
 1500 County Road B2  
 Roseville, MN, 55113  
 Telephone: 651-234-7683  
 E-Mail: [pam.obrien@state.mn.us](mailto:pam.obrien@state.mn.us)

State's Authorized Representative, or his/her successor, will monitor Contractor's performance and has the authority to accept or reject the services provided under this contract.

- 4.2. State's Project Manager will be:

Name/Title: Mike Kronzer/Project Manager  
 Address: Minnesota Department of Transportation  
 1500 County Road B2  
 Roseville, MN, 55113  
 Telephone: 612-790-2764  
 E-Mail: [michael.kronzer@state.mn.us](mailto:michael.kronzer@state.mn.us)

State's Project Manager, or his/her successor, has the responsibility to monitor Contractor's performance and progress. State's Project Manager will sign progress reports, review billing statements, make recommendations to State's Authorized Representative for acceptance of Contractor's good or services and make recommendations to State's Authorized Representative for certification for payment of each invoice submitted for payment.

- 4.3. The County's Authorized Representative will be:

Name/Title: Joe MacPherson/Project Manager  
 Address: Anoka County  
 2100 3rd Ave, Suite 311  
 Anoka, MN 55303  
 Telephone: 763-324-3199  
 E mail: [joe.macpherson@anokacountymn.gov](mailto:joe.macpherson@anokacountymn.gov)

- 4.4. The Governmental Unit's Authorized Representative will be:

Name/Title: Paul Carpenter /Project Manager  
 Address: City of St. Francis  
 4058 St Francis Blvd NW  
 St Francis, MN 55070  
 Telephone: 763-235-2304  
 E-Mail: [pcarpenter@stfrancismn.gov](mailto:pcarpenter@stfrancismn.gov)

- 5. Assignment, Amendments, Waiver, Contract Complete, and Electronic Records and Signatures**
- 5.1. **Assignment.** The Governmental Unit may neither assign nor transfer any rights or obligations under this contract without the prior consent of State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this contract, or their successors in office.
  - 5.2. **Amendments.** Any amendment to this contract must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original contract, or their successors in office.
  - 5.3. **Waiver.** If State fails to enforce any provision of this contract, that failure does not waive the provision or its right to subsequently enforce it
  - 5.4. **Contract Complete.** This contract contains all negotiations and contracts between State and the Governmental Unit. No other understanding regarding this contract, whether written or oral, may be used to bind either party.
  - 5.5. **Electronic Records and Signatures.** The parties agree to contract by electronic means. This includes using electronic signatures and converting original documents to electronic records.
- 6. Indemnification**
- 6.1. In the performance of this contract by the Governmental Unit, or the Governmental Unit's agents or employees, and to the extent permitted by law, the Governmental Unit must indemnify, save, and hold State, its agents, and employees harmless from any and all claims or causes of action, including reasonable attorney's fees incurred by State, to the extent caused by the Governmental Unit's: 1) intentional, willful, or negligent acts or omissions; 2) breach of contract or warranty; or 3) breach of the applicable standard of care. The indemnification obligations of this section do not apply if the claim or cause of action is the result of State's sole negligence. This clause will not be construed to bar any legal remedies the Governmental Unit may have for State's failure to fulfill its obligation pursuant to this contract.
- 7. State Audits**
- 7.1. Under Minnesota Statutes §16C.05, subdivision 5, the Governmental Unit's books, records, documents and accounting procedures and practices relevant to this contract are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this contract.
- 8. Government Data Practices**
- 8.1. The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by State under this contract, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the Governmental Unit under this contract. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the Governmental Unit or State.
- 9. Intellectual Property Rights**
- 9.1. **Intellectual Property Rights.** State owns all rights, title and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this contract. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by the Governmental Unit, its employees, agents and subcontractors, either individually or jointly with others in the performance of this contract. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks or other materials, whether in tangible or electronic forms, prepared by the Governmental Unit, its employees, agents or subcontractors, in the performance of this contract. The Documents will be the exclusive property of State and the Governmental Unit upon completion or cancellation of this contract must immediately return all

such Documents to State. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be “works made for hire.” The Governmental Unit assigns all right, title and interest it may have in the Works and the Documents to State. The Governmental Unit must, at the request of State, execute all papers and perform all other acts necessary to transfer or record State’s ownership interest in the Works and Documents

## 9.2. **Obligations**

9.2.1. **Notification.** Whenever any invention, improvement or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Governmental Unit, including its employees and subcontractors, in the performance of this contract, the Governmental Unit will immediately give State’s Authorized Representative written notice thereof, and must promptly furnish State’s Authorized Representative with complete information and/or disclosure thereon.

9.2.2. **Representation.** The Governmental Unit must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of State, and that neither the Governmental Unit, nor its employees, agents nor subcontractors retain any interest in and to the Works and Documents. The Governmental Unit represents and warrants that the Works and Documents do not and will not infringe upon any intellectual property rights of other persons or entities. Notwithstanding Clause 6, the Governmental Unit will indemnify, defend, to the extent permitted by the Attorney General, and hold harmless State, at the Governmental Units expense, from any action or claim brought against State to the extent that it is based on a claim that all or part of the Works or Documents infringe upon the intellectual property rights of others. The Governmental Unit will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the Governmental Unit’s or State’s opinion is likely to arise, the Governmental Unit must, at State’s discretion, either procure for State the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents as necessary and appropriate to obviate the infringement claim. This remedy of State will be in addition to and not exclusive of other remedies provided by law.

## 10. **Venue**

10.1. Venue for all legal proceedings out of this contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## 11. **Termination; Suspension**

11.1. **Termination.** State or the Commissioner of Administration may terminate this contract at any time, with or without cause. Upon termination, Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

11.2. **Termination for Insufficient Funding.** State may immediately terminate this contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. State must provide the Governmental Unit notice of the lack of funding within a reasonable time of State’s receiving that notice.

11.3. **Suspension.** State may immediately suspend this contract in the event of a total or partial government shutdown due to failure to have an approved budget by the legal deadline. Work performed by the Governmental Unit during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

**12. E-Verify Certification (In accordance with Minnesota Statutes §16C.075).**

- 12.1. For services valued in excess of \$50,000, the Governmental Unit certifies that as of the date of services performed on behalf of State, the Governmental Unit and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of State. The Governmental Unit is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with the Governmental Unit and made available to State upon request.

**13. Plain Language; Accessibility Standards**

- 13.1. **Plain Language.** Except for designs, plans, layouts, maps and similar documents, the Governmental Unit must provide all deliverables in "Plain Language". Executive Order 14-07 requires the Office of the Governor and all Executive Branch agencies to communicate with Minnesotans using Plain Language. As defined in Executive Order 14-07, Plain Language is a communication which an audience can understand the first time they read or hear it. To achieve that, the Governmental Unit will take the following steps in the deliverables:

- Use language commonly understood by the public;
- Write in short and complete sentences;
- Present information in a format that is easy-to-find and easy-to-understand; and
- Clearly state directions and deadlines to the audience.

- 13.2. **Accessibility Standards.** Except for designs, plans, layouts, maps and similar documents, the Governmental Unit agrees to comply with the State of Minnesota's Accessibility Standard ([https://mn.gov/mnit/assets/Stnd\\_State\\_Accessibility\\_tcm38-61585.pdf](https://mn.gov/mnit/assets/Stnd_State_Accessibility_tcm38-61585.pdf)) for all deliverables under this contract. The State of Minnesota's Accessibility Standards entail, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 of the Rehabilitation Act, as amended. The Governmental Unit's compliance with the State of Minnesota's Accessibility Standard includes, but is not limited to, the specific requirements as follows:

- All videos must include closed captions, audio descriptions and a link to a complete transcript;
- All documents, presentations, spreadsheets and other material must be provided in an accessible format. In addition, the Governmental Unit will provide native files in an editable format. Acceptable formats include InDesign, Word and Excel; and
- All materials intended for downloading and printing such as promotional brochures, must be labeled as such and the content must additionally be provided in an accessible format.

**14. Subcontractor Reporting**

- 14.1. The State of Minnesota is committed to diversity and inclusion in public procurement. If the total value of this contract may exceed \$500,000.00, including all extension options, the Governmental Unit must track and report, on a quarterly basis, the amount spent with diverse small businesses. When this applies, the Governmental Unit will be provided free access to a portal for this purpose, and the requirement will continue as long as the contract is in effect.

**15. Title VI/Non-discrimination Assurances.**

- 15.1. The Governmental Unit agrees to comply with all applicable US DOT Standard Title VI/Non-Discrimination Assurances contained in DOT Order No. 1050.2A, and in particular Appendices A and E, which can be found at: [https://edocs-public.dot.state.mn.us/edocs\\_public/DMResultSet/download?docid=11149035](https://edocs-public.dot.state.mn.us/edocs_public/DMResultSet/download?docid=11149035). The Governmental Unit will ensure the appendices and solicitation language within the assurances are inserted into contracts as required. State may conduct a review of the Governmental Unit's compliance with this provision. The Governmental Unit must cooperate with State throughout the review process by

supplying all requested information and documentation to State, making the Governmental Unit's staff and officials available for meetings as requested, and correcting any areas of non-compliance as determined by State.

**THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK**

**STATE ENCUMBRANCE VERIFICATION**

Individual certifies that funds have been encumbered as required by Minnesota Statutes §16A.15 and §16C.05.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**GOVERNMENTAL UNIT\***

Governmental Unit certifies that the appropriate person(s) have executed the contract on behalf of Governmental Unit as required by applicable resolutions, ordinances or charter provisions.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**COUNTY**

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**DEPARTMENT OF TRANSPORTATION** (with delegated authority)

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**COMMISSIONER OF ADMINISTRATION**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**\*Political subdivisions must provide documentation approving this contract, including: 1) a resolution evidencing approval of the agreement; and 2) proper signature pursuant to the resolution.**

**Exhibit A: Specifications, Duties and Scope of Work****Scope of Work:**

Pursuant to applicable laws, Governmental Unit will enter a contract with a sub-consultant, to perform the following tasks: A copy of the fully executed sub-consultant contract must be sent to the State. Governmental Unit will oversee, manage, and ensure performance and completion of all services and deliverables according to Exhibit A. For the purposes of this scope of work “Contractor” refers to the Governmental Unit’s consultant.

**1. Project Management – Source Type 1010**

1.1. This task focuses on effective contract work coordination to expedite the decision-making process and maintain schedule completion dates.

**1.2. Schedule management**

Contractor will prepare a project schedule and coordinate tasks required for the contract. Contractor’s project manager will coordinate with the Governmental Unit project manager regarding the status of the project – including its schedule, budget, and general status/progress monthly.

**1.3. Administration**

Administration of the project will include meetings, progress reports, invoicing, cost and schedule updates, billing preparation, other non-technical work, communication with the necessary project personnel, and all other work to ensure all the project tasks are completed on time, within budget, and in accordance with state laws, rules, and regulations.

**1.4. Kickoff Meeting**

Contractor will hold a meeting with the Governmental Unit, State, and Anoka County to receive data and information, review the project schedule and discuss any concerns. This meeting will also be used to identify participating agency staff members and outline their coordination and engagement.

**1.5. Monthly Project Management Team Meetings**

Contractor will lead monthly Project Management Team (PMT) meetings (Up to 15 meetings). These meetings will include key agencies in the development of preliminary design. These meetings will regularly include the Governmental Unit, State, and Anoka County. The school district and environmental review agencies will attend on an as-needed basis. Contractor will be responsible for preparing agendas, providing meeting materials, leading the meeting, and submitting a meeting summary following the meeting. Meetings are intended to be conducted via Teams/Zoom.

**1.6. Internal Team Coordination**

Contractor will check-in and coordinate twice a month internally to coordinate work tasks.

**1.7. Key Deliverables:**

1.6.1. Project schedule

1.6.2. Invoicing and progress reports

1.6.3. Calls, emails, and other correspondence

1.6.4. Kickoff and PMT meetings – agendas, materials, summaries

**Exhibit A: Specifications, Duties and Scope of Work****2. Agency and Public Coordination**

2.1. This task includes additional agency coordination beyond monthly project team meetings. Information on the project will also be shared with the public. This task includes options for providing engagement with the community and key stakeholders.

**2.2. Additional Agency Coordination Meetings**

Up to 10 additional meetings with agencies will be conducted to resolve additional issues. Meeting stakeholders could include State, the county, environmental review agencies, permitting agencies, the school district, etc. Meeting agendas, materials and summaries will be provided by the Contractor.

**2.3. City Council Meetings/Workshops**

Contractor will attend up to two council meetings and/or workshops to present information to the Governmental Unit Council. Meeting materials – PowerPoint presentations and/or handouts will be provided by the Contractor.

**2.4. Project Website**

2.3.1. Contractor will provide content for the Governmental Unit's website. Information should include project layouts, graphics, and key project milestones. Contractor will provide Portable Document Format (PDF)'s of layouts and imagery. Schedules and key milestones will be developed and provided in a pdf for posting.

**2.5. Property Owner Meetings**

2.4.1. Coordination with property owners will be required to understand property impacts and to understand property owner needs and interests. Up to 15 property owner meetings with design team members will be conducted. Meeting agendas, materials and summaries will be provided by the Contractor.

**2.6. Municipal Consent**

2.5.1. Municipal consent will be required for this project because traffic capacity will be reduced and access is likely to be revised. Contractor will prepare materials for municipal consent (municipal consent package as outlined in Minnesota Department of Transportation (MnDOT)'s [Transportation Project Development Process \(TPDP\)](#) – including the staff approved layout, a copy of the Design Memo and a good faith cost estimate indicating the total project cost and the Governmental Units share of the cost.

2.5.2. Contractor will prepare maps, graphics, and presentations to assist in communicating project intent and technical design information that will be targeted for non-technical groups at the public hearing. Contractor will prepare documents, such as summary memorandums, cost estimates (with cost splits) and other documentation in support of gaining Municipal Consent.

2.5.3. Contractor will coordinate with the Governmental Unit and State on this documentation.

2.5.4. Governmental Unit will be responsible for posting the public hearing information for the Municipal Consent meeting.

**2.5.5. Key Deliverables:**

2.5.5.1. Additional agency meetings (up to 10) – agendas, materials, summaries

2.5.5.2. Council meetings (up to 2) – meeting materials

2.5.5.3. Project website – content for project; updates as needed



**Exhibit A: Specifications, Duties and Scope of Work**

- 2.5.5.4. Property owner meetings (up to 15) – agendas, materials and summaries
- 2.5.5.5. Municipal consent package

**3. Utilities – Source Type 1195**

- 2.1. Surface and subsurface utility identification and coordination will be needed for the project.
- 2.2. MnDOT Utility Accommodation and Coordination Manual.
  - 2.2.1. Contractor will complete utility coordination for the project in accordance with the MnDOT Utility Accommodation and Coordination Manual, Steps one through nine.
- 2.3. Utility Design Meetings
  - 2.3.1. Contractor will organize and conduct up to two utility design meetings. Contractor will provide meeting agendas, exhibits, and summaries.
- 2.4. City Utilities
  - 2.4.1. Governmental Unit will be responsible for identifying any potential city utility work needed as part of the project and for developing concepts for inclusion in the project layouts. Governmental Unit will be responsible for developing any preliminary and final plans for Governmental Unit utilities. Contractor will incorporate as part of preliminary work as needed.
- 2.5. Key Deliverables:
  - 2.5.1. Gopher State One Call
  - 2.5.2. Utility maps
  - 2.5.3. Meeting materials – agendas, exhibits, summaries

**3. Traffic Data Collection and Analysis – Source Type 1015**

- 3.1. Contractor will update traffic counts to complete traffic work for preliminary design. This task focuses on the traffic work needed to complete preliminary design – including the staff approved layout.
- 3.2. Traffic Counts
  - 3.2.1. Traffic counts for the mainline will be taken on Trunk Highway (TH) 47 between Cree Street Northwest (NW) and just north of County State Aid Highway (CSAH) 28/Ambassador Blvd NW.
  - 3.2.2. 13-hour (6AM – 7PM) turning movement counts will be taken at intersections along the corridor. Intersections are anticipated to include:
    - 3.2.3. CSAH 28/Ambassador Ave NW
    - 3.2.4. Stark Dr NW
    - 3.2.5. 233rd Ave NW
    - 3.2.6. Pederson Dr NW/School entrance
    - 3.2.7. 229th Ave NW
    - 3.2.8. 227th Ave NW

**3.3. Traffic Projections**

- 3.3.1. Contractor will complete traffic projections for year of opening, 10 years out and 20 years out for each of the intersections to be counted. Draft projections will be

**Exhibit A: Specifications, Duties and Scope of Work**

provided for review and comment. Future volumes will be based on planned development and historic growth rates. The regional model will not be used.

**3.4. Traffic Operations**

3.4.1. Contractor will complete traffic operations analysis for the year of opening, 10 years out and 20 years out for each of the intersections. The intersections will be modeled as a corridor using the framework established in the TH 47 Corridor Study that was updated by the Governmental Unit and State in 2022. A draft memo will be prepared documenting operations for the year of opening, 10 years out and 20 years out. The memo will be provided to the Governmental Unit, county, and State for review and comment. Revisions will be made and the memo finalized.

**3.5. Intersection Control Evaluation (ICE) Reports**

3.5.1. Contractor will prepare four ICE Reports in accordance with MnDOT Tech Memo 07-020T-01. Draft reports will be prepared for Governmental Unit, county, and State review and comment and will be finalized based upon comments. ICE reports will be prepared for

3.5.2. CSAH 28/Ambassador Ave

3.5.3. 233rd Ave NW

3.5.4. Pederson Dr NW/School Entrance

3.5.5. 227th Ave NW

**3.6. Preliminary Lighting – Source Type 1252**

Contractor will review and document existing lighting on the corridor and work with State and the Governmental Unit to incorporate necessary roadway lighting at the roundabouts and  $\frac{3}{4}$  intersection as well as additional lighting to enhance pedestrian and bicycle travels along and across the TH 47 corridor. Draft lighting types and locations will be developed and provided for review and comment. Adjustments will be made as necessary. A draft and final memo showing proposed additional lighting will be prepared.

**3.7. Key Deliverables:**

3.7.1. Traffic counts

3.7.2. Traffic projections

3.7.3. Four ICE reports

3.7.4. Preliminary lighting map and memo

**4. Soil and Pavement Borings – Source Type 1180**

Understanding soil conditions will be important for drainage along the corridor and for understanding pavement condition and conditions for reconstructing TH 47 within the project area.

**4.1. Pavement and Soil Borings – Existing Pavement and Potential New Alignment**

Roadway borings will be taken at strategic locations along the TH 47 corridor area for pavement and soil conditions. Based on the current concept layout, Contractor assumes 10 borings up to approximately 20-foot depths for the roadway.

**4.2. Contractor will drill the locations using our all-terrain drilling rig and truck mounted drill rig.**

Traffic control will be provided. Borings will be cleared for public utilities via Gopher State One Call. If boring locations are not accessible due to vegetation, snow or other

**Exhibit A: Specifications, Duties and Scope of Work**

- obstructions, additional fees may be charged for clearing and grubbing, and other site access methods. Borings will cause rutting, which is considered a normal part of drilling activities and not a part of site restoration.
- 4.3. Once notice to proceed is given, Contractor will provide a site plan to perform the borings before any work starts.
  - 4.4. Laboratory tests will be completed to determine classification and properties of soils and pavements. A report identifying a preliminary pavement section will be provided. Contractor will provide the Governmental Unit with the boring logs.
  - 4.5. Key Deliverables:
    - 4.5.1. Map of drill sites
    - 4.5.2. Boring logs
    - 4.5.3. Preliminary pavement section memo/report
5. Preliminary Roadway Design – Source Type 1140
- These tasks are associated with preliminary design of TH 47 improvements.
- 5.1. Staff Approved Layout

Contractor will Develop a Geometric Design Support Unit (GDSU) approved Level One geometric layout document for the preferred alternative. A preliminary layout will be developed in coordination with the Governmental Unit, county, and State. Revisions and updates will be made as the concept/layout is further refined based upon information from the environmental scan. A final geometric layout will be prepared for formal review and signatures of approval. All work will meet the requirements in the MnDOT's TPDP Handbook and layout checklist.
  - 5.2. Contractor will coordinate closely with State's GDSU staff in the development of the preliminary and final layout to minimize major changes or questions when the time for signature occurs.
  - 5.3. Design Memorandum

Contractor will prepare a design memorandum to document design standards or exceptions for the project. A draft will be submitted with the preliminary layout and will be finalized with the final geometric layout. The design memorandum will meet the requirements in MnDOT's TPDP Handbook. Up to three additional meetings are included for coordination with States GDSU.
  - 5.4. Assistance will be needed from State regarding design Equivalent Single Axle Load (ESAL)s.
  - 5.5. Construction Limits – Source Type 1200
    - 5.5.1. Contractor will develop model-based cross sections and construction limits to determine whether construction boundaries (including all disturbed ground necessary for working space) are within existing right of way, and if not, delineate the final construction limits for preparation of Right of Way (ROW) acquisition and environmental review/impacts.

**Exhibit A: Specifications, Duties and Scope of Work**

- 5.5.2. When completed concurrently, the staff approved layout and construction limits will represent the preferred alternative for the project. Includes all design work preparing cross section files for determining wetland, tree clearing, and other project applicable impacts. Construction limits and cross sections determined at this stage will constrain future stages as reflected in right of way authorization maps and wetland two-part findings. With guidance from the Governmental Unit, county, and State, Contractor will differentiate temporary construction limits, work including workspace, soil storage, etc. from permanent engineered limits.
- 5.5.3. Contractor will prepare and submit preliminary cross-sections based on initial project design assumptions, including primary typical sections, preliminary profiles, and preliminary alignments.
- 5.5.4. As work progresses, Contractor will prepare and submit final cross-sections and construction limits associated with the staff approved layout for right of way acquisition and subsequent environmental and permitting activities. Contractor will consider and include the following, as applicable, when determining construction limits:
- 5.5.4.1. Final typical sections
  - 5.5.4.2. Approved roadway profiles
  - 5.5.4.3. Final roadway alignments
  - 5.5.4.4. Special ditch grades
  - 5.5.4.5. Stormwater management features
  - 5.5.4.6. Final cross-section information
  - 5.5.4.7. Stormwater treatment and/or rate control facilities
  - 5.5.4.8. Utility relocations
  - 5.5.4.9. Americans with Disabilities Act (ADA) requirements
  - 5.5.4.10. Special staging for management of traffic or waterways
- 5.6. Preliminary Design Estimate  
At the conclusion of Layout and Construction Limit activities Contractor will submit an itemized quantity-based construction cost for the project to assist the Governmental Unit, county and State in any budgetary action needed for the project. This will include a breakdown of costs under a cooperative construction agreement as applicable to municipal approval.
- 5.7. Key Deliverables:
- 5.7.1. Preliminary layouts
  - 5.7.2. Preliminary geometric layout
  - 5.7.3. Final approved geometric layout
  - 5.7.4. Design memorandum documentation
  - 5.7.5. Construction limits and cross sections
  - 5.7.6. Tree clearing acreage
  - 5.7.7. Itemized preliminary design estimate
- 5.8. State Deliverables:
- 5.8.1. Materials ESAL report

**Exhibit A: Specifications, Duties and Scope of Work****6. Hydrology Preliminary Design – Source Type 1141**

Contractor will complete preliminary hydraulic analysis and preliminary design in accordance with State Metro Hydraulic Guidelines, the State Drainage Manual, and other applicable resources with approval of the district Hydraulics Engineer or their designee.

**6.1. Drainage Design Criteria Summary Document**

Contractor will compile available water resources-related information, regulatory requirements applicable to the project, and develop a water resources (drainage) design criteria summary document. The summary document must include and identify:

- 6.1.1. Existing stormwater drainage plans, models, and survey data including available data on culverts, ditches, storm sewer systems, and stormwater treatment systems within the project area.
- 6.1.2. Information collected during the field survey relating to existing conditions.
- 6.1.3. Available soil conditions where infiltration, filtration, and wet ponds are proposed and where stormwater trunk line piping is proposed. Identify the source(s) of the data including web-based data, soil borings, and other.
- 6.1.4. Water resources issues including, but not limited to, areas with historically inadequate drainage (e.g., known flooding areas, citizen-identified concerns and complaints), environmentally sensitive areas, localized flooding, and maintenance problems associated with drainage, erosion areas, high groundwater table areas, areas known to contain contaminated soil or water, karst areas, Emergency Response Areas (ERAs), and Drinking Water Supply Management Areas (DWSMA)s including the degree of vulnerability of each DWSMA throughout the project area.
- 6.1.5. Volume control, water quality, and rate control requirements as imposed by federal and state government regulations, State's District Hydraulic Guidelines, watershed district and/or watershed management organization standards and rules, and any local governmental unit standards and rules.
- 6.1.6. Existing drainage systems that require cleaning and/or inspection and make recommendations if features need repair or replacement.

**6.2. Drainage Overview Maps**

Contractor will prepare drainage overview maps for the project area. Maps will include:

- 6.2.1. Existing and proposed drainage features including, but not limited to, culverts, ditches, storm sewer, outfalls, drop inlets, catch basins, wet ponds, dry ponds, infiltration basins, and filtration basins. Available municipal drainage system information must be included.
- 6.2.2. Delineated drainage areas to each point of inflow and outflow from the project. Existing and proposed drainage areas must identify the time of concentration and modeled peak flows for the design events identified in the water resources design criteria summary. Existing and proposed ponding or detention areas must show the model peak water surface elevation for the 100-year design storm event.

**Exhibit A: Specifications, Duties and Scope of Work**

- 6.2.3. All waters within one mile of the project that receive project runoff: public waters, outstanding resource value waters, special waters, and impaired waters.
- 6.2.4. Federal Emergency Management Agency (FEMA) Floodplain boundaries, Watershed District flood elevations and/or floodplain boundaries, National Wetlands Inventory (NWI) wetland boundaries, jurisdictional ditches, karst areas, ERAs and DWSMAs, and other relevant drainage system information including agricultural drainage tile systems within and adjacent to the project area.
- 6.2.5. Existing drainage infrastructure and locations for repair, lining, replacement, and erosion control recommendations.

**7. Preliminary Construction Limits – Drainage Design/Report**

7.1. Contractor will prepare a Preliminary Construction Limits Drainage Design. The team will:

- 7.1.1. Develop preliminary existing and proposed conditions hydrologic/hydraulic models of the project area and perform modeling as necessary to ensure project conformance to project design standards and permitting requirements. Analyses will be completed for the design storm events identified in the water resources design criteria summary document.
- 7.1.2. Prepare a preliminary stormwater system design and a corresponding preliminary stormwater design report. The design and report must include documentation of the preliminary design, including how the meets the requirements identified in the water resources design criteria summary document. The report must provide documentation of the following:
  - 7.1.2.1. Total disturbed soil area, existing and proposed impervious area, reconstructed impervious area, and resulting regulatory requirements for volume control and water quality treatment.
  - 7.1.2.2. Preliminary sizes and locations of culverts, storm sewer trunk lines, and outfalls.
  - 7.1.2.3. The location, size, type, slope, computed headwater for the existing (where applicable) and proposed conditions discharges, and preliminary invert elevations of each culvert and outfall.
  - 7.1.2.4. Preliminary location, surface area, and treatment volume depth of potential stormwater treatment systems including preliminary grading sufficient to establish construction limits and right of way needs.
  - 7.1.2.5. Construction limits and required right of way for all drainage system facilities and stormwater treatment systems.
  - 7.1.2.6. Drainage tile system impacts and required connections and rerouting.
  - 7.1.2.7. Identify details of the preliminary drainage system design preserving existing drainage patterns wherever possible unless approved by the District Water Resources Engineer.

**Exhibit A: Specifications, Duties and Scope of Work**

- 7.1.2.8. Coordination with the State Bridge and Utilities Office and District Water Resources Engineer.
- 7.1.2.9. Modeling results of existing and proposed conditions stormwater systems as required for project permitting and/or as directed by the District Water Resources Engineer.
- 7.1.2.10. Culvert risk assessments and floodplain assessments, as necessary.

**7.2. Soil Borings/Piezometers Request**

Contractor will prepare a request for a soil boring investigation for the potential stormwater treatment system locations identified in the preliminary stormwater design report. The request must include a map of the requested stormwater treatment systems and the preferred location(s) of borings within each treatment system including:

- 7.2.1. The required number of borings at each location needed to accurately characterize the soil conditions for the intended design and to satisfy any applicable regulatory requirements.
- 7.2.2. The required depth of the borings to identify groundwater and saturated soil conditions.
- 7.2.3. Include proposed alignments and staking offsets such that survey staff can locate in advance of scoping borings.

**7.3. Final Construction Limits (Source Type 1200) – Drainage Design/Report**

The Contractor will prepare a **Final Construction Limits Drainage Design** by:

- 7.3.1. Reviewing the results and findings described in the water resources design summary, preliminary stormwater design report, and drainage overview map(s) and prepare recommendations for revisions to the preliminary design. The recommendations must consider comments on the preliminary stormwater design report, new data, regulations, and/or information related to water resources in the project area available since completion of the preliminary stormwater design report.
- 7.3.2. Preparing or updating, as applicable, existing and proposed conditions hydrologic/hydraulic models of the project area and perform modeling to evaluate conformance to project design standards and permitting requirements. Analyses will be completed for the design storm events identified in the water resources design criteria summary document.
- 7.3.3. Preparing hydraulic and stormwater system design plans and corresponding hydraulic design report. The design and report must include documentation of:
  - 7.3.3.1. Total disturbed soil area, existing and proposed impervious area, reconstructed impervious area, and resulting regulatory requirements for volume control and water quality treatment.
  - 7.3.3.2. Sizes and locations of culverts, storm sewer trunk lines, and outfalls.

**Exhibit A: Specifications, Duties and Scope of Work**

- 7.3.3.3. The location, size, type, slope, and computed headwater for the existing (where applicable) and proposed conditions discharges and invert elevations of each culvert and outfall.
- 7.3.3.4. Location, surface area, and treatment volume depth of stormwater treatment systems including grading plans sufficient to confirm construction limits and right-of-way needs.
- 7.3.3.5. Limits of required right-of-way for all drainage and stormwater treatment systems.
- 7.3.3.6. Drainage tile system impacts and required connections and rerouting.
- 7.3.3.7. How the preliminary drainage system design will preserve existing drainage patterns wherever possible unless approved by the District Water Resources Engineer.
- 7.3.3.8. Coordination with the State Bridge and Utilities Office and District Water Resources Engineer.
- 7.3.3.9. Modeling results of existing and proposed conditions stormwater systems as required for project permitting and/or as directed by the District Water Resources Engineer.

**7.4. Key Deliverables:**

- 7.4.1. Drainage design criteria summary document
  - 7.4.1.1. Drainage overview map of existing and proposed conditions
  - 7.4.1.1. Existing and proposed conditions hydrologic/hydraulic models
  - 7.4.1.2. Preliminary construction limits – drainage design/report
  - 7.4.1.3. Soils investigation request memorandum
  - 7.4.1.4. Final construction limits – drainage design/report

**8. Environmental Document**

The proposed project is not likely to require a formal state environmental document (Environmental Assessment Worksheet (EAW) or Environmental Impact Statement (EIS)) as it is decreasing travel lanes in the project area and would have minimal public water impacts, so is unlikely to trigger a mandatory formal EAW or EIS. The project has received federal funding, so will require a federal environmental document. Based on preliminary discussions with State, it is anticipated a Programmatic Categorical Exclusion can be prepared but will have to be confirmed during the environmental review process, and actual impacts.

**8.1. Wetland Delineations and Reports**

Contractor will Delineate wetlands and all aquatic resources (linear ditches, tributaries, etc..) within the project area per the 1987 U.S. Army Corp of Engineers Wetland Delineation Manual; Northcentral and Northeast Regional Supplement, regulatory guidance, and



**Exhibit A: Specifications, Duties and Scope of Work**

Wetland Conservation Act (WCA) standards and Guidance for Submittal of Delineation Reports to the St. Paul District Army Corp of Engineers and WCA Local Government Units in Minnesota, Version 2.0 (Public Notice Date of 3/04/15).

- 8.2. The wetland delineation will include:
  - 8.2.1. Recording the locations of each wetland boundary flag, photo point, and sampling point-with a sub-foot accurate Global Positioning System (GPS) Unit.
  - 8.2.2. Complete at least one sampling transect per delineated wetland.
  - 8.2.3. Acquire one photo for each wetland sampling point.
  - 8.2.4. Uploading and post-processing GPS data. Convert and export shapefiles (wetland boundaries, sampling points, photo points, and wetland assessment area polygon) to Computer Aided Design (CAD) format as necessary. Files transmitted to the State are required to be in the corresponding county coordinate system that the project is located in.
- 8.3. Following delineation, Contractor will prepare a wetland delineation report per the US Army Corps of Engineers standards and WCA standards. A draft wetland delineation report will be submitted to project partners and any reviewing agencies for review and comment. Contractor will revise the report based on comments received and complete a joint notification form for boundary/type occurrence. Following those activities, Contractor will convene a Technical Evaluation Panel (TEP) meeting for boundary type review and concurrence and amend reports as needed. A meeting summary from the TEP meeting will be prepared.
- 8.4. Contractor will generate a project notification mailer in advance of delineations to notify property owners adjacent to proposed wetland delineations outside of State /county/ Governmental Unit right of way. Contractor will provide all material and mail notices.
  - 8.4.1. No permits will be applied for as part of the project.
- 8.5. Early Notification Memo (ENM) or Coordination Letters – Source Type 1071
- 8.6. Contractor will prepare the Early Notification Memo to route through the different State functional groups to identify potential resources impacted by the project. Contractor will use the [Metro District ENM template](#). Contractor will describe the proposed project, provide conceptual maps of the project and its associated limits and answer questions in the ENM template for the project. Responses will be collected and information from the ENM will be used to determine if additional investigations are needed.
  - 8.6.1. State Historic Preservation Office – historic and archaeological resources.
  - 8.6.2. Department of Natural Resources (DNR) - state threatened and endangered species.
  - 8.6.3. Information from the responses received will be used to help identify impacts and any additional investigation that may be needed.

**Exhibit A: Specifications, Duties and Scope of Work****8.7. Draft Programmatic Categorical Exclusion (CATEX)**

8.7.1. Contractor will prepare a draft Programmatic CATEX using the trunk highway template. The project team will respond to all the required questions, document correspondence with subject matter experts, and provide required figures, maps, and other supplemental information. The draft document will identify the transportation purpose and need, describe the preferred alternative, and describe funding for the project. Required permits will be identified, but not completed.

8.7.2. State will conduct Phase I and any Phase II investigations regarding contamination.

8.7.3. State will conduct coordination and review for historic and/or archaeological sites and conduct Tribal Coordination efforts as part of its ENM response. If additional study or investigation is needed per the ENM response, State evaluate at that time whether State will complete this additional work or if Contractor's scope will be amended to complete this work.

8.7.4. State air and noise resource group does not require a noise analysis, as the project is eliminating travel lanes and pulling the roadway in tighter within the existing right of way for most of the project area.

**8.8. Final Programmatic CATEX**

Contractor will make edits as identified through State's review at the District and Central Office. The team will route the document for signature after the edits have been made.

**8.8.1. Key Deliverables**

8.8.1.1. Property owner notification mailer

8.8.1.2. Draft wetland delineation report and files

8.8.1.3. Final wetland delineation report and files

8.8.1.4. TEP meeting and summary

8.8.1.5. ENM

8.8.1.6. Draft and final programmatic CATEX

**THE BALANCE OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK**

WSB  
Prime Contractor

Work Tasks	Project Manager	Public Involvement Lead	Graphics	Public Involvement Support	Roadway Lead Professional Engineer	Roadway Specialist Roundabout	Senior Engineer	Engineer	Roadway Support	Cost Estimating	Senior Traffic Engineer	Traffic Engineer	Data Collection	Traffic Support	Trans Planning Lead	Science Lead Senior Scientist	Trans Planner Env Scientist	Drainage Lead	Senior Drainage Engineer	Drainage Engineer	Senior GIS Analyst	Project Controls	Totals		
<b>Project Management Task 1</b>																									
1.1 Schedule Management	8																					15	23		
1.2 Administration	40																							40	
1.3 Kickoff Meeting	4				2						2					2		2						12	
1.4 PMT Meetings	24				15	6					4				24			10						83	
1.5 Internal Team Coordination	15				15	4				4	8				15			15						76	
<b>Public and Agency Involvement Task 2</b>																									
2.1 Additional Agency Coordination Meetings	15				10						4				15			10						54	
2.2 City Council Meetings/Workshops	16				10	2									8				2					38	
2.3 Project Website		12	20	24											10						12			78	
2.4 Property Owner Meetings					30			30																60	
2.5 Municipal Consent	10				16			16		16														68	
<b>Utilities Task 3</b>																									
3.1 MnDOT Utility Coordination					8			40		60														108	
3.2 Utility Design Meetings					1			8																9	
3.3 City Utility Coordination								4																4	
<b>Traffic Data Collection and Analysis Task 4</b>																									
4.1 Traffic Counts													84	6										90	
4.2 Traffic Projections											4	20												24	
4.3 Traffic Operations	4										20	32												56	
4.4 ICE Reports											32	100												132	
4.5 Preliminary Lighting											20	40												60	
<b>Soil and Pavement Borings Task 5 - flat fee in Direct Expenses</b>																									
<b>Preliminary Roadways Design Task 6</b>																									
6.1 Staff Approved Layout					30	50	150	140	120															490	
6.2 Design Memorandum					4		16	4																24	
6.3 Construction Limits					8		20	30	16															74	
6.4 Preliminary Design Estimate					8		8	20	8	50														94	
<b>Hydrology/Hydraulic Preliminary Design Task 7</b>																									
7.1 Drainage Design Criteria Summary Document																		2	8	16				26	
7.2 Drainage Overview Maps																		4	24	60				88	
7.3 Preliminary Construction Limits - Drainage Design/Report																		20	40	80				140	
7.4 Soil Borings/Piezometers Request																			2					2	
7.5 Final Construction Limits - Drainage Design/Report																		12	40	60				112	
<b>Environmental Document Task 8</b>																									
8.1 Wetland Delineations and Reports																	50							50	
8.2 ENM	4																8				2			14	
8.3 Draft Programmatic CATEX	28														76	8	40	8			24			184	
8.4 Final Programmatic CATEX	8														20		16				4			48	
<b>Total Hours</b>	<b>176</b>	<b>12</b>	<b>20</b>	<b>24</b>	<b>157</b>	<b>62</b>	<b>292</b>	<b>204</b>	<b>204</b>	<b>70</b>	<b>94</b>	<b>192</b>	<b>84</b>	<b>6</b>	<b>168</b>	<b>60</b>	<b>64</b>	<b>83</b>	<b>116</b>	<b>216</b>	<b>42</b>	<b>15</b>	<b>2361</b>		
Hourly Rate	\$80.00	\$69.00	\$40.00	\$39.00	\$90.00	\$84.00	\$60.00	\$43.00	\$60.00	\$87.00	\$57.00	\$39.00	\$33.00	\$60.00	\$54.00	\$54.00	\$37.00	\$86.00	\$57.00	\$53.00	\$50.00	\$42.00			
<b>Direct Labor Costs</b>	<b>\$14,080.00</b>	<b>\$828.00</b>	<b>\$800.00</b>	<b>\$936.00</b>	<b>\$14,130.00</b>	<b>\$5,208.00</b>	<b>\$17,520.00</b>	<b>\$8,772.00</b>	<b>\$12,240.00</b>	<b>\$6,090.00</b>	<b>\$5,358.00</b>	<b>\$7,488.00</b>	<b>\$2,772.00</b>	<b>\$360.00</b>	<b>\$9,072.00</b>	<b>\$3,240.00</b>	<b>\$2,368.00</b>	<b>\$7,138.00</b>	<b>\$6,612.00</b>	<b>\$11,448.00</b>	<b>\$2,100.00</b>	<b>\$630.00</b>		<b>\$139,190.00</b>	
<b>Overhead Costs @ 152.05% of Direct Labor Costs</b>																									<b>\$211,638.40</b>
<b>Fixed Fee @ 13.0% of (Direct Labor Costs + Overhead Costs)</b>																									<b>\$45,607.69</b>
<b>Direct Expenses</b>	Quantity	Rate		Total																					<b>\$30,804.30</b>
Mileage	1149	\$0.70		\$804.30																					
Soil Borings (Task 5)				\$30,000.00																					
<b>Total Contract Amount</b>																									<b>\$427,240.39</b>
<b>Total County Amount</b>																									<b>\$142,413.46</b>
<b>Total Governmental Unit Amount</b>																									<b>\$142,413.47</b>
<b>Total State Amount</b>																									<b>\$142,413.46</b>

**MINNESOTA DEPARTMENT OF TRANSPORTATION**

**According to the Most Recently Approved Commissioner’s Plan Reimbursement Rates for Travel Expenses\***

Subject	Conditions/Mileage	Rate
Personal Car	(1)	Federal IRS reimbursement rate
Commercial Aircraft	(2)	Actual cost
Personal Aircraft	(1)	Federal IRS reimbursement rate
Rental Car	(2)	Actual cost
Taxi	(3)	Actual cost
Subject	Meals	Rate
Breakfast	(1) (5) (7)	\$11.00
Lunch	(1) (5) (7)	\$13.00
Dinner	(1) (5) (7)	\$19.00
Subject	Lodging	Rate
Motel, Hotel, etc.	(2) (4) (6)	Actual cost
Laundry/Dry Cleaning (After seven continuous days in Travel Status)	(1) (3)	\$16.00 each week
Telephone, Personal	(1)	As of July 1, 2022, no reimbursement of costs

**Travel Status**

1. More than 35 miles from Home Station and/or stay overnight at commercial lodging (motel, etc.).
2. Leave home in travel status before 6 a.m. for breakfast expense that day or away from home overnight.
3. In travel status after 7 p.m. for supper expense that day or is away from home overnight.
4. On travel status and/or more than 35 miles from Home Station for lunch expense that day.

**Restrictions**

1. A maximum rate shown or a lesser rate per actual reimbursement to an employee.
2. Include receipt or copy of receipt when invoicing. (Coach class for aircraft, Standard card size, and standard room.)
  - a. Lodging costs should be reasonable and consistent with facilities available.
3. Include receipt or copy of receipt when more than \$10.00.
4. Reasonable for area of stay.
5. The gratuity is included in the maximum cost.
6. To be in Travel Status and at a commercial lodging.
7. Meal reimbursements for high-cost localities as identified by the IRS, the maximum reimbursement will be Breakfast \$12.00, Lunch \$15.00, and Dinner \$23.00.

\*The above expense rates are based on the most recently approved Commissioner’s Plan contract, and are subject to change with subsequent contract updates.

**INVOICE NO.** \_\_\_\_\_

Estimated Completion: \_\_\_% (from Column 6 Progress Report)

Final Invoice?  Yes  No

**Invoice Instructions:**

Contractor must:

1. Complete the invoice and, if applicable, the progress report, in their entirety
2. Sign the invoice and progress report
3. Attach supporting documentation
4. Scan the entire invoice package\*, **in the following order**:
  - a. Completed, Signed Invoice Form
  - b. Completed, Signed Progress Report Form (if applicable)
  - c. Supporting Documentation

*Note: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size*
5. E-mail the invoice package, in .pdf, to [ptinvoices.dot@state.mn.us](mailto:ptinvoices.dot@state.mn.us)

MnDOT Contract Number: 1058906  
 Contract Expiration Date: January 30, 2027  
 SP Number: 0206-91 TH Number: 47

Billing Period\*: From \_\_\_\_\_ to \_\_\_\_\_  
 Invoice Date: \_\_\_\_\_

	Total Contract Amount	Total Billing to Date	Amount Previously Billed	Billed This Invoice
1. Subcontractor Costs: WSB LLC	\$427,240.39			
<b>Net Earning Totals:</b>	<b>\$427,240.39</b>			
<b>Total Amount due this invoice:</b>				<b>\$</b>
<i>*If your billing period includes costs to and after June 30, provide a "Billed This Invoice" split of cost through June 30, and costs after.</i>				

State's 1/3 Portion Due: \_\_\_\_\_  
 Counties 1/3 Portion Due: \_\_\_\_\_  
 City's 1/3 Portion Due: \_\_\_\_\_

**Contractor: Complete this table when submitting an invoice for payment**

Source Type	Total Billing to Date	Amount Previously Billed	Billed This Invoice
1010			
1015			
1071			
1140			
1141			
1180			
1195			
1200			
1252			

I certify that the statements contained on this invoice, and its supporting documents, are true and accurate and that I have not knowingly made a false or fraudulent claim, or used a false or fraudulent record in connection with this Invoice. I understand that this invoice is subject to audit.

Contractor: City of St. Francis

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

For Invoice No.: \_\_\_\_\_

**Progress Report Instructions:**

1. Contractor must complete the progress report form, in its entirety.
2. Contractor must sign the progress report.
3. Contractor must include the completed, signed progress report as part of the invoice package, and submit it as instructed (see Contract and/or invoice form for further details).

*(Note: Whenever possible, convert landscape pages to portrait pages and optimize the document to decrease the size.)*

MnDOT Contract No. 1058906  
 Contract Expiration Date: January 30, 2027  
 SP Number: 0206-91 TH Number: 47

Billing Period: from \_\_\_\_\_ to \_\_\_\_\_  
 From:

Task	% of Total Contract	ENGINEERING ESTIMATE				Hours Budget	Hours Accrued This Period	Total Hours Accrued To Date	% of Budget Hours Used
		% Work Completed This Period	% Work Completed To Date	Weight % Completed This Period	Weight % Work Completed to Date				
1	2	3	4	5	6	7	8	9	10
<b>TOTALS:</b>									

**\*Note: If Budgeted Hours Used for any task exceeds 100%, Contractor must attach an explanation to the invoice package.**

I certify that the above statement is correct, and certify that I have not knowingly made a false statement or used a false record in the preparation of this form:

\_\_\_\_\_  
 Contractor's Project Manager Date



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Professional Service Agreement with WSB for Hwy 47
DATE: February 18, 2025

OVERVIEW:

To move forward with the Hwy 47 Reconstruction, the city is responsible for completing the Pre-design and environmental steps of the project. This service agreement is covered by the agreement between MnDOT and Anoka County.

WSB been the firm that has led the latest concept designs that will move forward towards predesign. They are working with the City Engineering Team as well on design questions that impact the city water and sewer infrastructure.

Attorney has reviewed the attached and requested an increase in the general liability insurance. WSB is updating their form prior to signatures.

ACTION TO BE CONSIDERED:

Council to review and approve the WSB Service Agreement for the Hwy 47 Reconstruction project with the final change of Article 12 – Insurance increasing the general liability from \$1 million to \$2 million.

Attachments:
Professional Services Agreement

## **PROFESSIONAL SERVICES AGREEMENT**

This Agreement ("Agreement") is made as of February 21st, 2025 (Effective Date), by and between City of Saint Francis, Minnesota, 3750 Bridge Street NW, St Francis, MN 55070, herein referred to as ("Client") and WSB LLC, 701 Xenia Avenue South, Suite 300, Minneapolis, Minnesota 55416, herein referred to as ("Consultant") to provide professional services ("Services") by Consultant in connection with the following project: TH 47 Preliminary Design and Environmental, located in St Francis, MN ("Project").

### ARTICLE 1 - SCOPE AND DESCRIPTION OF SERVICES ("SCOPE OF SERVICES")

Please see the attached Scope of Services and Compensation ("Exhibit A").

### ARTICLE 2 - PERIOD OF SERVICE

The Services described under Scope of Services shall be completed expeditiously and professionally so as to maintain the agreed upon schedule. The schedule may be modified by the parties by agreement or as a result of an excusable delay caused by Force Majeure, a Client Delay, Change in Law or unforeseen conditions at the Project site.

### ARTICLE 3 - COMPENSATION

Unless otherwise stated in the Scope of Services, Consultant shall perform the work on a time and materials basis and invoice for its work monthly. If not stated in Exhibit A, fees will be according to Consultant's current fee schedule. Fee schedules are valid for the calendar year in which they are issued. Each invoice shall include details for the time and reimbursable expenses incurred the previous month. Reimbursable expenses shall include but are not limited to, travel and lodging, mileage, print and plotting charges, shipping charges, messenger delivery charges, plus all taxes (including sales taxes), fees, including but not limited to permit, application, testing, and recording fees, imposts, or stamps required by State, Federal, Municipal, or other government agencies in the providing of Services.

Client agrees to pay all invoices within thirty (30) days of receiving same. Any invoice not paid within thirty (30) days of the original invoice date shall bear interest at the lower of 1.5% per month or the highest rate permitted by applicable law on the unpaid balance.

If Client fails to pay any amount by the applicable due date, Consultant shall have the right to suspend work and withhold Instruments of Service (as defined below) until payment in full, including interest, is received. Consultant shall have no liability whatsoever to Client for any costs or damages that result from such suspension or withholding of Instruments of Service, and Consultant shall be entitled to reimbursement of all costs incurred while work is suspended. If Consultant resumes services after payment by Client, the time schedule and fees for remaining Services shall be equitably adjusted.

If Client fails to pay any amount by the applicable due date, Consultant shall have the right to commence collection efforts, and all collection costs incurred by Consultant shall become immediately due and payable to Consultant as such collection costs are incurred. Collection costs include, but are not limited to, legal fees, collection agency fees, court costs, and reasonable staff costs for Consultant's staff time spent in efforts to collect the overdue balance.

Client's failure to pay Consultant in accordance with this Agreement shall constitute a material breach of this Agreement and shall be cause for Consultant to suspend performance or terminate this Agreement.

If the Services are suspended by Client for more than thirty (30) calendar days, consecutive or aggregate, Consultant shall be compensated for Services performed prior to such suspension. When the Services are resumed, Consultant shall be compensated for time and expenses incurred in the interruption and resumption of Services. Consultant's fees for the remaining Services and the time schedules shall be equitably adjusted.

### ARTICLE 4 – ADDITIONAL SERVICES

In the event of any changes in the Scope of Services, Client Delay, changed or unforeseen conditions, Change in Law or event of Force Majeure, Client agrees to issue an Amendment for Additional Services ("AAS") to equitably adjust Consultant's fees and the time of performance. If Consultant is caused to increase its Scope of Services and Client does not issue an AAS that is acceptable to Consultant, compensation for the expanded Scope of Services shall be on an hourly basis according to Consultant's then-current standard rate schedule ("Rate Schedule"), plus reimbursable expenses.

A "Client Delay" shall include a delay caused by the Client failing to make timely decisions, a delay in the delivery of Client ordered equipment or supplies, or a delay by a Client-hired contractor or consultant not timely completing work upon which Consultant's work is dependent. "Force Majeure" is defined below in Article 13. A "Change in Law" is a change in the applicable laws or regulations applicable to the Project when the change occurs after the date of this Agreement.

### ARTICLE 5 - CLIENT'S RESPONSIBILITIES

Client agrees to provide to Consultant in a timely manner all available information, requirements, and limitations relevant to Consultant's performance of its Scope of Services, including, but not limited to, objectives, schedule, constraints and criteria, space requirements, flexibility, expandability, special equipment, systems, and site requirements. Client furnished information shall also include data (and professional interpretations thereof) prepared by or services performed by others, including where applicable, but not limited to, previous reports, core borings, sub-surface explorations, hydrographic and hydrogeologic surveys, laboratory tests and inspection of samples, materials and equipment; appropriate professional interpretations of the foregoing data; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property description; zoning, deed and other



land use restrictions; and other special data. Consultant may rely on the accuracy of the Client's supplied information and use such information in the development of Consultant's Scope of Services. The accuracy of the Client's information is the Client's responsibility. Client shall update any information it provides if Client becomes aware of any changes in circumstances. Consultant shall endeavor to verify the information provided and shall promptly notify the Client if the Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose. Client shall also notify the Consultant whenever the Client observes or otherwise becomes aware of any defect in construction or design.

Client shall furnish right-of-way entry and continuous unimpaired access to the Project site for Consultant to perform its Scope of Services. Client shall also require all Utilities with facilities in the Client's right of way to locate and mark said utilities upon request, relocate and/or protect said utilities as determined necessary to accommodate work, submit a schedule of the necessary relocation/protection activities to the Client for review and comply with agreed upon schedule.

Where appropriate, Client shall endeavor to identify, remove and/or encapsulate asbestos products or materials or pollutants located in the project area prior to accomplishment by the Consultant of any work.

Client shall render decisions in a timely manner pertaining to documents submitted by Consultant to avoid unreasonable delay in the orderly and sequential progress of the Services, including acting promptly to approve all pay requests or requests for information by Consultant. Client shall furnish the services of other consultants when such services are requested by Consultant and are reasonably required by the scope of the Project.

Client shall designate a Client Representative with authority to transmit and receive instructions and information, interpret and define the Client's policies with respect to services rendered by the Consultant, and authority to make decisions as required for Consultant to complete services.

Client shall provide such legal, accounting and insurance counseling services as may be required and bear all costs incidental to compliance with the requirements of this article.

#### ARTICLE 6 - INDEMNIFICATION

To the fullest extent permitted by law, subject to the limitations set forth below in this Agreement, Client and Consultant shall indemnify and hold harmless the other and its respective directors, officers, employees, and representatives from and against all legal liability for claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are legally determined to be caused by the indemnitor's negligent acts, errors, or omissions. Neither party shall have a duty to defend the other party and no duty to defend is created by this Agreement.

#### ARTICLE 7 - LIABILITY LIMITATION

Client and Consultant have evaluated the parties' relative risks and benefits associated with this Project, including Consultant's fee relative to the risks assumed, and agree to allocate certain of the associated risks. To the fullest extent permitted by law, the total aggregate liability of Consultant (and its employees and sub-consultants) to Client for all injuries, damages, claims, losses, or expenses (including attorney fees and expert fees) arising out of Consultant's services or this Agreement is limited to the greater of Consultant's project fee or \$50,000, and Client agrees to hold Consultant harmless for any liability more than such amount. This limitation shall apply regardless of available insurance coverage, cause(s), or the theories of liability, including, but not limited to, breach of contract, negligence, contribution, indemnity, or other remedies.

#### ARTICLE 8 - STANDARD OF CARE

Consultant will perform the Services in a manner consistent with the level of care and skill ordinarily exercised by members of Consultant's profession currently practicing under similar conditions in the same locale. EXCEPT AS SPECIFICALLY STATED HEREIN, CONSULTANT MAKES NO WARRANTIES OR GUARANTEES, EXPRESS OR IMPLIED, RELATING TO CONSULTANT'S SERVICES, AND CONSULTANT DISCLAIMS ANY IMPLIED WARRANTIES OR WARRANTIES IMPOSED BY LAW, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

#### ARTICLE 9 - CONSEQUENTIAL DAMAGES

NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR LOSS OF PROFITS OR REVENUE; LOSS OF USE OR OPPORTUNITY; LOSS OF GOOD WILL; COST OF SUBSTITUTE FACILITIES, GOODS, OR SERVICES; COST OF CAPITAL; OR FOR ANY SPECIAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, OR EXEMPLARY DAMAGES.

#### ARTICLE 10 - DISPUTE RESOLUTION

If a claim or dispute arises out of or relates to Consultant's Services or this Agreement, the parties shall attempt in good faith to settle such claim or dispute through direct discussions.

Any claim or dispute arising out of or related to Consultant's Services or this Agreement (except for collection procedures employed by Consultant and those waived or barred as provided elsewhere in this Agreement) that is not resolved by direct discussions shall be submitted to mediation as a condition precedent to the institution of legal or equitable proceedings by either party. Either party may file a request for mediation. Mediation shall be pursuant to the Construction Industry Mediation Rules of the American Arbitration Association. The Mediator shall be selected by the parties within fifteen (15) days of the request for mediation. Mediation shall proceed in advance of

legal or equitable proceedings, which shall be stayed pending the conclusion of mediation for a period of sixty (60) days from the date of filing, unless stayed for a longer period by agreement of the parties or by court order. The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in Minneapolis, Minnesota.

Notwithstanding the foregoing, if a claim or dispute between the parties involves, relates to, or is the subject of a mechanic's lien or construction lien arising out of Consultant's Services, Consultant may proceed in accordance with applicable law to comply with all statutory requirements, including those related to lien notice and filing deadlines, prior to the commencement or conclusion of mediation or other form of alternative dispute resolution agreed to by the parties.

**ARTICLE 11 - TERMINATION**

Either party may terminate this Agreement for convenience and without cause upon twenty-one (21) calendar days written notice.

Either party may terminate this Agreement for cause upon ten (10) calendar days written notice for one or more of the following reasons:

1. The other party's material breach of this Agreement;
2. Assignment of this Agreement without the written consent of the other party;
3. Suspension of the Project or Consultant's Services for more than thirty (30) calendar days, consecutive or aggregate; or
4. Material changes in the conditions under which this Agreement was executed, the Scope of Services, the nature of the Project, or the failure of the parties to reach an agreement on compensation and/or scheduling adjustments necessitated by such changes.

In the event of termination of this Agreement by either party, regardless of the reason for termination, Client shall, within fifteen (15) days of termination, pay Consultant in full for all services rendered and costs incurred by Consultant up to the date of termination. Additionally, and notwithstanding any language in this Agreement to the contrary, within sixty (60) days of termination, Client shall reimburse Consultant for all expenses incurred by Consultant in connection with the orderly termination of this Agreement, including, but not limited to, demobilization, reassignment of personnel, associated overhead costs, and all other expenses resulting from the termination.

**ARTICLE 12 - INSURANCE**

Consultant shall carry the following insurance:

Workers Compensation	Statutory
Employers Liability	\$1,000,000
General Liability	\$1,000,000 Each Occurrence/ \$1,000,000 Aggregate
Automobile Liability	\$1,000,000 Combined Single Limit
Professional Liability	\$3,000,000 Per Claim/ \$3,000,000 Annual Aggregate

General Liability shall name the Client as an additional insured. The insurer agrees to give thirty (30) days written notice in the event of cancellation by the insurer.

**ARTICLE 13 - MISCELLANEOUS**

**A. WORK PRODUCT / DOCUMENT OWNERSHIP**

Except as otherwise provided in Exhibit B (if applicable), the following shall apply to the ownership of documents and work product:

Unless Client requests otherwise, Consultant will provide its documents and materials both in a hard copy and in an electronic format. Because electronic documents may be modified intentionally or inadvertently, Client agrees that Consultant will not be liable for any losses or damages resulting from any change in an electronic document after Consultant transmits it to Client. All documents, including reports, drawings, calculations, specifications, CADD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Services for use solely with respect to this Project and, unless otherwise provided, Consultant shall be deemed the owner of these Instruments of Service and shall retain all common law, statutory and other reserved rights, including copyright. If Client has paid Consultant in full for its Services, Client shall be permitted to retain copies, including reproducible copies, of Consultant's Instruments of Service for Client's information, reference and use in connection with the Project. Consultant's Instruments of Service shall not be used by the Client or others on other projects, for additions for this Project or for completion of this Project by others, except with Consultant's agreement in writing and with appropriate compensation to Consultant. In consideration of Client's use of Consultant's Instruments of Service, Client shall, to the fullest extent permitted by law, indemnify and hold harmless Consultant, its directors, officers, agents, and employees from all claims arising out of the reuse or misuse of such Instruments of Service. Under no circumstances shall transfer of the Consultant's Instruments of Service be deemed a sale by the Consultant, and the Consultant makes no warranties, either express or implied, of merchantability and fitness for any particular purpose.

Copies of documents that may be relied upon by Client are limited to the printed copies (also known as hard copies) that are signed or sealed by Consultant. Files in electronic format furnished to Client are only for convenience of Client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Consultant makes no representations as to long term compatibility, usability or readability of electronic files.

**B. HAZARDOUS MATERIALS**

Client represents to Consultant that no hazardous materials exist at the Project site. If there are hazardous materials at the Project site, Client must inform Consultant of the type, quantity, and location of such hazardous materials. If hazardous materials are discovered at the Project site then Consultant will notify Client and, to the extent required by law, notify the appropriate governmental authority. If Consultant or any other entity encounters hazardous materials at the Project site then Consultant may without any liability to Client or any other entity suspend services until such time as Client retains the appropriate entities to identify and (as appropriate) abate, remediate, or remove the hazardous material. Client agrees that Consultant has been retained to perform professional services and shall not be required to become an arranger, operator, generator, or transporter of hazardous material (as defined by law). Client hereby agrees to indemnify and hold harmless Consultant for all claims losses and damages arising out of the existence of hazardous materials on the Project site.

**C. UNDERGROUND UTILITY AND STRUCTURE CLEARANCE**

Where requested by Client, Consultant will perform customary research to assist Client in locating and identifying subterranean structures or utilities. However, Consultant may reasonably rely on information from the Client and information provided by local utilities related to structures or utilities and will not be liable for damages incurred where Consultant has complied with the standard of care and acted in reliance on that information. The Client agrees to waive all claims and causes of action against the Consultant for claims by Client or its contractors relating to the identification, removal, relocation, or restoration of utilities, or damages to underground improvements resulting from subsurface penetration locations established by the Consultant.

**D. THIRD-PARTY RELIANCE**

All Services provided by Consultant are for Client's and Consultant's sole benefit and exclusive use with no third-party beneficiaries intended. Reliance upon the Services and any work product is limited to Client and is not intended to benefit any third party.

**E. CONSTRUCTION SERVICES**

If requested by Client in the Scope of Services or AAS, Consultant shall visit the project during construction to become familiar with the progress and quality of the contractors' work and to determine if the work is proceeding, in general, in accordance with plans, specifications or other contract documents prepared by Consultant for the Client. The Client has not retained the Consultant to make detailed inspections or to provide exhaustive or continuous project review and observation services. Consultant does not guarantee the performance of, and shall have no responsibility for, the acts, errors or omissions of any contractor, subcontractor, supplier or any other entity furnishing materials or performing any work on the project.

Client acknowledges Consultant will not direct, supervise or control the work of contractors or their subcontractors, nor shall Consultant have authority over or responsibility for the contractors' means, methods, or procedures of construction. Consultant's services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety. Job site safety shall be the sole responsibility of the contractor who is performing the work.

For Client-observed projects, the Consultant shall be entitled to rely upon and accept representations of the Client's observer. If the Client desires more extensive project observation or full-time project representation, the Client shall request such services be provided by the Consultant as an additional service. Consultant and Client shall then enter into an AAS detailing the terms and conditions of the requested project observation.

**F. SUBMITTALS AND PAY APPLICATIONS**

If the Scope of Services includes the Consultant reviewing and certifying the amounts due the contractor, the Consultant's certification for payment shall constitute a representation to the Client, that to the best of the Consultant's knowledge, information and belief, the contractor's work has progressed to the point indicated and that the quality of the work is in general accordance with the documents issued by the Consultant. The issuance of a certificate for payment shall not be a representation that the Consultant has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from subcontractors and material suppliers and other data requested by the Client to substantiate the contractor's right to payment, or (4) ascertained how or for what purpose the contractor has used money previously paid on account of the contract sum. Contractor shall remain exclusively responsible for its work.

If the Scope of Services includes Consultant's review and approval of submittals from the contractor, such review shall be for the limited purpose of checking for conformance with the information given and the design concept. The review of submittals is not intended to determine the accuracy of all components, the accuracy of the quantities or dimensions, or the safety procedures, means or methods to be used in construction, and those responsibilities remain exclusively with the Client's contractor.

**G. JOB SITE SAFETY**

Neither the Services of Consultant, nor the presence of Consultant at the construction/Project site, shall relieve Client, general contractor(s), or subcontractor(s) of any of their responsibilities or duties to perform the work in strict accordance with the contract documents and to comply with all health and safety precautions required by any regulatory agency. Consultant does not have authority or responsibility to control any construction contractor or its employees in connection with their work or any health or safety programs or procedures. Client agrees that contractors and subcontractors are solely responsible for job site safety and warrants

that this intent shall be carried out in Client's contracts with contractors. Client also agrees that Client and its contractor(s), jointly and severally and to the fullest extent permitted by law, shall indemnify and hold harmless Consultant and its employees against any liability related to health, injury, or job site safety.

H. OPINIONS OF PROBABLE COST

Opinions, if any, of probable cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for are made or to be made on the basis of the Consultant's experience and qualifications and represent the Consultant's best judgment as an experienced and qualified professional design firm. The parties acknowledge, however, that the Consultant does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractor's methods of determining their prices, and any evaluation of any facility to be constructed or acquired, or work to be performed must, of necessity, be viewed as simply preliminary. Accordingly, the Consultant and Client agree that that proposals, bids or actual costs may vary from opinions, evaluations or studies submitted by the Consultant and that Consultant assumes no responsibility for the accuracy of opinions of probable construction costs and Client expressly waives any claims related to the accuracy of opinions of probable construction costs. If Client wishes greater assurance as to probable construction cost, Client shall employ an independent cost estimator as part of its Project responsibilities.

I. FORCE MAJEURE

To the extent any time for performance applies, the affected party shall not be responsible for any delays due to federal, state or municipal actions or regulations, acts of foreign governments, strikes or other labor shortages, equipment or material delays or shortages, delays in issuing applicable permits, acts or omissions of the other party, inclement weather, pandemic, acts of the public enemy, fires, floods, riots, embargos, other acts of God, government shutdown, unforeseen site conditions or any other events or causes beyond the control of Consultant.

J. HEADINGS

The headings used in this Agreement are for convenience only and shall in no way define, limit, or describe the scope or intent of this Agreement or any part hereof.

K. ASSIGNMENT

Client may not assign this Agreement without the written consent of Consultant.

L. ENTIRE AGREEMENT

This Agreement represents and contains the entire agreement and understanding between the parties with respect to the subject matter of this Agreement and supersedes all prior oral and written agreements and understandings.

M. GOVERNING LAW

The Agreement shall be construed, interpreted, and enforced in accordance with the laws of the state in which the Project is located.

N. MODIFICATIONS

This Agreement may be modified only by a written instrument executed by both parties.

O. WAIVER

No delay or failure by either party to exercise any right or remedy under this Agreement, and no partial or single exercise of a right or remedy, will waive that or any other right or remedy.

P. SEVERABILITY

Any invalidity or unenforceability of all or part of a provision of this Agreement shall be severable and shall not affect the validity or enforceability of the remaining part of that provision or other provisions.

Q. EXECUTION

This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original and together which shall constitute one and the same agreement. Signatures on this Agreement that are transmitted by fax, email or other electronic means shall be valid and binding.

R. NO PERSONAL LIABILITY

It is intended by the parties to this Agreement that Consultant's services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. Therefore, and notwithstanding anything to the contrary contained herein, the Client agrees that as the Client's sole and exclusive remedy for any claim, demand or suit shall be directed and/or asserted only against Consultant, and not against any of Consultant's individual employees, officers or directors.

S. LIEN NOTICE – APPLICABLE TO PRIVATE PROJECTS IN MINNESOTA

**ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.**

**UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

- T. **GENERAL LIEN NOTICE - APPLICABLE TO PRIVATE PROJECTS IN LOCATIONS OTHER THAN MINNESOTA TO THE EXTENT PERMITTED BY APPLICABLE LAW, AS A PARTY SUPPLYING LABOR OR MATERIALS FOR IMPROVEMENT TO PROPERTY, WE MAY FILE A LIEN AGAINST YOUR PROPERTY IF WE ARE NOT PAID IN ACCORDANCE WITH THIS AGREEMENT.**

IN WITNESS WHEREOF, the parties hereto have made and executed the Agreement as of the day and year first above written.

**CITY OF SAINT FRANCIS, MINNESOTA**

**WSB LLC**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name:           Kate Thunstrom          

Name:           Travis wieber          

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## Exhibit A

### 1. Scope of Services

#### 1. Project Management

This task focuses on effective contract work coordination to expedite the decision-making process and maintain schedule completion dates.

##### 1.1 Schedule management

WSB will prepare a project schedule and coordinate tasks required for the contract. WSB's project manager will coordinate with the city's project manager regarding the status of the project – including its schedule, budget, and general status/progress monthly.

##### 1.2 Administration

Administration of the project will include meetings, progress reports, invoicing, cost and schedule updates, billing preparation, other non-technical work, communication with the necessary project personnel, and all other work to ensure all the project tasks are completed on time, within budget, and in accordance with state laws, rules, and regulations.

##### 1.3 Kickoff Meeting

WSB will hold a meeting with the city of St. Francis, MnDOT, and Anoka County to receive data and information, review the project schedule and discuss any concerns. This meeting will also be used to identify participating agency staff members and outline their coordination and engagement.

##### 1.4 Monthly Project Management Team Meetings

WSB will lead monthly project management team meetings. These meetings will include key agencies in the development of preliminary design. It is anticipated that the meetings will regularly include the city of St. Francis, MnDOT, and Anoka County. It is also anticipated that the school district and environmental review agencies will attend on an as-needed basis. Up to 15 meetings are anticipated. WSB will be responsible for preparing agendas, providing meeting materials, leading the meeting, and submitting a meeting summary following the meeting. Meetings are intended to be conducted via Teams/Zoom.

##### 1.5 Internal Team Coordination

The WSB team will check-in and coordinate twice a month internally to coordinate work tasks.

#### Key Deliverables:

- Project schedule
- Invoicing and progress reports

- Calls, emails and other correspondence
- Kickoff and PMT meetings – agendas, materials, summaries

## 2. Agency and Public Coordination

This task includes additional agency coordination beyond monthly project team meetings. Information on the project will also be shared with the public. This task includes options for providing engagement with the community and key stakeholders.

### 2.1 Additional Agency Coordination Meetings

Up to 10 additional meetings with agencies will be conducted to resolve additional issues. Meeting stakeholders could include MnDOT, the county, environmental review agencies, permitting agencies, the school district, etc. Meeting agendas, materials and summaries will be provided by WSB.

### 2.2 City Council Meetings/Workshops

WSB will attend up to two council meetings and/or workshops to present information to the St. Francis City Council. Meeting materials – powerpoint presentations and/or handouts will be provided by the WSB team.

### 2.3 Project Website

WSB will provide content for the city's website. Information is likely to include project layouts, graphics, and key project milestones. WSB will provide pdfs of layouts and imagery. Schedules and key milestones will be developed and provided in a pdf for posting.

### 2.4 Property Owner Meetings

Coordination with property owners will be required to understand property impacts and to understand property owner needs and interests. Up to 15 property owner meetings with design team members will be conducted. Meeting agendas, materials and summaries will be provided by WSB.

### 2.5 Municipal Consent

Municipal consent will be required for this project because traffic capacity will be reduced and access is likely to be revised. WSB will prepare materials for municipal consent (municipal consent package as outlined in MnDOT's TPDP) – including the staff approved layout, a copy of the Design Memo and a good faith cost estimate indicating the total project cost and the city's share of the cost.

WSB will be responsible for preparing the documents required to gain Municipal Consent. WSB will prepare maps, graphics, and presentations to assist in communicating project intent and technical design information that will be targeted for non-technical groups at the public hearing. WSB will prepare documents, such as summary memorandums, cost estimates (with cost splits) and other documentation in support of gaining Municipal Consent.



WSB will coordinate with the city and MnDOT on this documentation.

The city of St. Francis will be responsible for posting the public hearing information for the Municipal Consent meeting.

Key Deliverables:

- Additional agency meetings (up to 10) – agendas, materials, summaries
- Council meetings (up to 2) – meeting materials
- Project website – content for project; updates as needed
- Property owner meetings (up to 15) – agendas, materials and summaries
- Municipal consent package

### 3. Utilities

Surface and subsurface utility identification and coordination will be needed for the project.

#### 3.1 MnDOT Utility Coordination

WSB will complete utility coordination for the project in accordance with the MnDOT Utility Accommodation and Coordination Manual, Steps 1 through 9.

#### 3.2 Utility Design Meetings

WSB will organize and conduct up to two utility design meetings. WSB will provide meeting agendas, exhibits, and summaries.

#### 3.3 City Utilities

The city of St. Francis will be responsible for identifying any potential city utility work needed as part of the project and for developing concepts for inclusion in the project layouts. The city will be responsible for developing any preliminary and final plans for city utilities. WSB will incorporate as part of preliminary work as needed.

Key Deliverables:

- Gopher State One Call
- Utility maps
- Meeting materials – agendas, exhibits, summaries

### 4. Traffic Data Collection and Analysis

As time has passed since traffic counts were last collected, an update will be needed to complete traffic work for preliminary design. This task focuses on the traffic work needed to complete preliminary design – including the staff approved layout.

#### 4.1 Traffic Counts

Traffic counts for the mainline will be taken on TH 47 between Cree Street NW and just north of CSAH 28/Ambassador Blvd NW.

13-hour (6AM – 7PM) turning movement counts will be taken at intersections along the corrido. Intersections are anticipated to include:

- CSAH 28/Ambassador Ave NW
- Stark Dr NW
- 233rd Ave NW
- Pederson Dr NW/School entrance
- 229th Ave NW
- 227th Ave NW

#### 4.2 Traffic Projections

The WSB team will complete traffic projections for year of opening, 10 years out and 20 years out for each of the intersections to be counted. Draft projections will be provided for review and comment. Future volumes will be based on planned development and historic growth rates. The regional model will not be used.

#### 4.3 Traffic Operations

The WSB team will complete traffic operations analysis for the year of opening, 10 years out and 20 years out for each of the intersections. The intersections will be modeled as a corridor using the framework established in the TH 47 Corridor Study that was updated by the city and MnDOT in 2022. A draft memo will be prepared documenting operations for the year of opening, 10 years out and 20 years out. The memo will be provided to the city, county, and MnDOT for review and comment. Revisions will be made and the memo finalized.

#### 4.4 Intersection Control Evaluation (ICE) Reports

WSB will prepare four ICE Reports in accordance with MnDOT Tech Memo 07-020T-01. Draft reports will be prepared for city, county, and MnDOT review and comment and will be finalized based upon comments. ICE reports will be prepared for

- CSAH 28/Ambassador Ave
- 233rd Ave NW
- Pederson Dr NW/School Entrance
- 227th Ave NW

#### 4.5 Preliminary Lighting

WSB will review and document existing lighting on the corridor and work with MnDOT and the city of St. Francis to incorporate necessary roadway lighting at the roundabouts and  $\frac{3}{4}$  intersection as well as additional lighting to enhance pedestrian and bicycle travels along and across the TH 47 corridor. Draft lighting types and locations will be developed and provided for review and comment. Adjustments will be made as necessary. A draft and final memo showing proposed additional lighting will be prepared.

**Key Deliverables:**

- Traffic counts
- Traffic projections
- Four ICE reports
- Preliminary lighting map and memo

## 5. Soil and Pavement Borings

Understanding soil conditions will be important for drainage along the corridor and for understanding pavement condition and conditions for reconstructing TH 47 within the project area.

### 5.1 Pavement and Soil Borings – Existing Pavement and Potential New Alignment

Roadway borings will be taken at strategic locations along the TH 47 corridor area for pavement and soil conditions. Based on the current concept layout, WSB assumes 10 borings up to approximately 20-foot depths for the roadway.

WSB will drill the locations using our all-terrain drilling rig and truck mounted drill rig. Traffic control will be provided. Borings will be cleared for public utilities via Gopher State One Call. If boring locations are not accessible due to vegetation, snow or other obstructions, additional fees may be charged for clearing and grubbing, and other site access methods. Borings will cause rutting, which is considered a normal part of drilling activities and not a part of site restoration.

Once notice to proceed is given, WSB will provide a site plan to perform the borings before any work starts.

Laboratory tests will be completed to determine classification and properties of soils and pavements. A report identifying a preliminary pavement section will be provided. The WSB team will provide the city with the boring logs.

**Key Deliverables:**

- Map of drill sites
- Boring logs
- Preliminary pavement section memo/report

## 6. Preliminary Roadway Design

These tasks are associated with preliminary design of TH 47 improvements.

### 6.1 Staff Approved Layout

WSB will Develop a GDSU approved Level 1 geometric layout document for the preferred alternative. A preliminary layout will be developed in coordination with the city, county and MnDOT. Revisions and updates will be made as the concept/layout is further refined

based upon information from the environmental scan. A final geometric layout will be prepared for formal review and signatures of approval. All work will meet the requirements in the MnDOT's TPDP Handbook and layout checklist.

WSB will coordinate closely with MnDOT's GDSU staff in the development of the preliminary and final layout to minimize major changes or questions when the time for signature occurs.

## 6.2 Design Memorandum

WSB will prepare a design memorandum to document design standards or exceptions for the project. A draft will be submitted with the preliminary layout and will be finalized with the final geometric layout. The design memorandum will meet the requirements in MnDOT's TPDP Handbook. Up to three additional meetings are included for coordination with MnDOT's GDSU.

Assistance will be needed from MnDOT regarding design ESALs.

## 6.3 Construction Limits

WSB will develop model-based cross sections and construction limits to determine whether construction boundaries (including all disturbed ground necessary for working space) are within existing right of way, and if not, delineate the final construction limits for preparation of ROW acquisition and environmental review/impacts.

When completed concurrently, the staff approved layout and construction limits will represent the preferred alternative for the project. Includes all design work preparing cross section files for determining wetland, tree clearing, and other project applicable impacts. Construction limits and cross sections determined at this stage will constrain future stages as reflected in right of way authorization maps and wetland 2-part findings. With guidance from the city, county, and MnDOT, WSB will differentiate temporary construction limits, work including work space, soil storage, etc. From permanent engineered limits.

WSB will prepare and submit preliminary cross-sections based on initial project design assumptions, including primary typical sections, preliminary profiles, and preliminary alignments.

As work progresses, WSB will prepare and submit final cross-sections and construction limits associated with the staff approved layout for right of way acquisition and subsequent environmental and permitting activities. WSB will consider and include the following, as applicable, when determining construction limits:

- Final typical sections
- Approved roadway profiles
- Final roadway alignments
- Special ditch grades
- Stormwater management features

- Final cross-section information
- Stormwater treatment and/or rate control facilities
- Utility relocations
- Americans with Disabilities Act (ADA) requirements
- Special staging for management of traffic or waterways

#### 6.4 Preliminary Design Estimate

At the conclusion of Layout and Construction Limit activities WSB will submit an itemized quantity-based construction cost for the project to assist the city, county and MnDOT in any budgetary action needed for the project. This will include a breakdown of costs anticipated under a cooperative construction agreement as applicable to municipal approval.

##### Key Deliverables:

- Preliminary layouts
- Preliminary geometric layout
- Final approved geometric layout
- Design memorandum documentation
- Construction limits and cross sections
- Anticipated tree clearing acreage
- Itemized preliminary design estimate

##### MnDOT Deliverables:

- Materials ESAL report

### 7. Hydrology Preliminary Design

WSB will complete preliminary hydraulic analysis and preliminary design in accordance with MnDOT Metro Hydraulic Guidelines, the MnDOT Drainage Manual, and other applicable resources with approval of the district Hydraulics Engineer or their designee.

#### 7.1 Drainage Design Criteria Summary Document

WSB will compile available water resources-related information, regulatory requirements applicable to the project, and develop a water resources (drainage) design criteria summary document. The summary document must include and identify:

- Existing stormwater drainage plans, models, and survey data including available data on culverts, ditches, storm sewer systems, and stormwater treatment systems within the project area.
- Information collected during the field survey relating to existing conditions.

- Available soil conditions where infiltration, filtration, and wet ponds are proposed and where stormwater trunk line piping is proposed. Identify the source(s) of the data including web-based data, soil borings, and other.
- Water resources issues including, but not limited to, areas with historically inadequate drainage (e.g., known flooding areas, citizen-identified concerns and complaints), environmentally sensitive areas, localized flooding, and maintenance problems associated with drainage, erosion areas, high groundwater table areas, areas known to contain contaminated soil or water, karst areas, ERAs, and Drinking Water Supply Management Areas (WSMA)s including the degree of vulnerability of each DWSMA throughout the project area.
- Volume control, water quality, and rate control requirements as imposed by federal and state government regulations, State's District Hydraulic Guidelines, watershed district and/or watershed management organization standards and rules, and any local governmental unit standards and rules.
- Existing drainage systems that require cleaning and/or inspection and make recommendations if features need repair or replacement.

## 7.2 Drainage Overview Maps

WSB will prepare drainage overview maps for the project area. Maps will include:

- Existing and proposed drainage features including, but not limited to, culverts, ditches, storm sewer, outfalls, drop inlets, catch basins, wet ponds, dry ponds, infiltration basins, and filtration basins. Available municipal drainage system information must be included.
- Delineated drainage areas to each point of inflow and outflow from the project. Existing and proposed drainage areas must identify the time of concentration and modeled peak flows for the design events identified in the water resources design criteria summary. Existing and proposed ponding or detention areas must show the model peak water surface elevation for the 100-year design storm event.
- All waters within 1 mile of the project that receive project runoff: public waters, outstanding resource value waters, special waters, and impaired waters.
- Federal Emergency Management Agency (FEMA) Floodplain boundaries, Watershed District flood elevations and/or floodplain boundaries, National Wetlands Inventory (NWI) wetland boundaries, jurisdictional ditches, karst areas, ERAs and DWSMAs, and other relevant drainage system information

including agricultural drainage tile systems within and adjacent to the project area.

- Existing drainage infrastructure and locations for repair, lining, replacement, and erosion control recommendations.

### 7.3 Preliminary Construction Limits – Drainage Design/Report

WSB will prepare a Preliminary Construction Limits Drainage Design. The team will:

- Develop preliminary existing and proposed conditions hydrologic/hydraulic models of the project area and perform modeling as necessary to ensure project conformance to project design standards and permitting requirements. Analyses will be completed for the design storm events identified in the water resources design criteria summary document.
- Prepare a preliminary stormwater system design and a corresponding preliminary stormwater design report. The design and report must include documentation of the preliminary design, including how the meets the requirements identified in the water resources design criteria summary document. The report must provide documentation of the following:
  - Total disturbed soil area, existing and proposed impervious area, reconstructed impervious area, and resulting regulatory requirements for volume control and water quality treatment.
  - Preliminary sizes and locations of culverts, storm sewer trunk lines, and outfalls.
  - The location, size, type, slope, computed headwater for the existing (where applicable) and proposed conditions discharges, and preliminary invert elevations of each culvert and outfall.
  - Preliminary location, surface area, and treatment volume depth of potential stormwater treatment systems including preliminary grading sufficient to establish construction limits and right of way needs.
  - Construction limits and required right of way for all drainage system facilities and stormwater treatment systems.
  - Drainage tile system impacts and required connections and rerouting.
  - How the preliminary drainage system design will preserve existing drainage patterns wherever possible unless approved by the District Water Resources Engineer.
  - Coordination with the State Bridge and Utilities Office and District Water Resources Engineer.

- Modeling results of existing and proposed conditions stormwater systems as required for project permitting and/or as directed by the District Water Resources Engineer.
- Culvert risk assessments and floodplain assessments, as necessary.

#### 7.4 Soil Borings/Piezometers Request

The Contractor will prepare a request for a soil boring investigation for the potential stormwater treatment system locations identified in the preliminary stormwater design report. The request must include a map of the requested stormwater treatment systems and the preferred location(s) of borings within each treatment system including:

- The required number of borings at each location needed to accurately characterize the soil conditions for the intended design and to satisfy any applicable regulatory requirements.
- The required depth of the borings to identify groundwater and saturated soil conditions.
- Include proposed alignments and staking offsets such that survey staff can locate in advance of scoping borings.

#### 7.5 Final Construction Limits – Drainage Design/Report

The Contractor will prepare a **Final Construction Limits Drainage Design** by:

- Reviewing the results and findings described in the water resources design summary, preliminary stormwater design report, and drainage overview map(s) and prepare recommendations for revisions to the preliminary design. The recommendations must consider comments on the preliminary stormwater design report, new data, regulations, and/or information related to water resources in the project area available since completion of the preliminary stormwater design report.
- Preparing or updating, as applicable, existing and proposed conditions hydrologic/hydraulic models of the project area and perform modeling to evaluate conformance to project design standards and permitting requirements. Analyses will be completed for the design storm events identified in the water resources design criteria summary document.
- Preparing hydraulic and stormwater system design plans and corresponding hydraulic design report. The design and report must include documentation of:
  - Total disturbed soil area, existing and proposed impervious area, reconstructed impervious area, and resulting regulatory requirements for volume control and water quality treatment.
  - Sizes and locations of culverts, storm sewer trunk lines, and outfalls.



- The location, size, type, slope, and computed headwater for the existing (where applicable) and proposed conditions discharges and invert elevations of each culvert and outfall.
- Location, surface area, and treatment volume depth of stormwater treatment systems including grading plans sufficient to confirm construction limits and right-of-way needs.
- Limits of required right-of-way for all drainage and stormwater treatment systems.
- Drainage tile system impacts and required connections and rerouting.
- How the preliminary drainage system design will preserve existing drainage patterns wherever possible unless approved by the District Water Resources Engineer.
- Coordination with the State Bridge and Utilities Office and District Water Resources Engineer.
- Modeling results of existing and proposed conditions stormwater systems as required for project permitting and/or as directed by the District Water Resources Engineer.

Key Deliverables:

- Drainage design criteria summary document
- Drainage overview map of existing and proposed conditions
- Existing and proposed conditions hydrologic/hydraulic models
- Preliminary construction limits – drainage design/report
- Solis investigation request memorandum
- Final construction limits – drainage design/report

## 8. Environmental Document

The proposed project is not likely to require a formal state environmental document (Environmental Assessment Worksheet or Environmental Impact Statement) as it is decreasing travel lanes in the project area and would have minimal public water impacts, so is unlikely to trigger a mandatory formal EAW or EIS. The project has received federal funding, so will require a federal environmental document. Based on preliminary discussions with MnDOT, it is anticipated a Programmatic Categorical Exclusion can be prepared, but will have to be confirmed during the environmental review process, and actual impacts.

### 8.1 Wetland Delineations and Reports

WSB will Delineate wetlands and all aquatic resources (linear ditches, tributaries, etc..) within the project area per the 1987 U.S. Army Corp of Engineers Wetland Delineation Manual; Northcentral and Northeast Regional Supplement, regulatory guidance, and Wetland Conservation Act (WCA) standards and Guidance for Submittal of Delineation Reports to the St. Paul District Army Corp of Engineers and Wetland Conservation Act Local Government Units in Minnesota, Version 2.0 (Public Notice Date of 3/04/15).

The wetland delineation will include:

- Recording the locations of each wetland boundary flag, photo point, and sampling point-with a sub-foot accurate GPS Unit.
- Complete at least one sampling transect per delineated wetland.
- Acquire one photo for each wetland sampling point.
- Uploading and post-processing GPS data. Convert and export shapefiles (wetland boundaries, sampling points, photo points, and wetland assessment area polygon) to CAD format as necessary. Files transmitted to the State are required to be in the corresponding county coordinate system that the project is located in.

Following delineation, WSB will prepare a wetland delineation report per the US Army Corps of Engineers standards and WCA standards. A draft wetland delineation report will be submitted to project partners and any reviewing agencies for review and comment. WSB will revise the report based on comments received and complete a joint notification form for boundary/type occurrence. Following those activities, WSB will convene a TEP meeting for boundary type review and concurrence and amend reports as needed. A meeting summary from the TEP meeting will be prepared.

WSB will generate a project notification mailer in advance of delineations to notify property owners adjacent to proposed wetland delineations outside of MnDOT/county/city right of way. WSB will provide all material and mail notices.

No permits will be applied for as part of the project.

## 8.2 Early Notification Memo (ENM) or Coordination Letters

WSB will prepare the Early Notification Memo to route through the different MnDOT functional groups to identify potential resources impacted by the project. WSB will use the Metro District ENM template found on MnDOT's TPDP. WSB will describe the proposed project, provide conceptual maps of the project and its associated limits and answer questions in the ENM template for the project. Responses will be collected and information from the ENM will be used to determine if additional investigations are needed.

- State Historic Preservation Office – historic and archaeological resources
- DNR - state threatened and endangered species

Information from the responses received will be used to help identify impacts and any additional investigation that may be needed.

### 8.3 Draft Programmatic CATEX

The WSB team will prepare a draft Programmatic CATEX using the trunk highway template. The project team will respond to all the required questions, document correspondence with subject matter experts, and provide required figures, maps, and other supplemental information. The draft document will identify the transportation purpose and need, describe the preferred alternative, and describe funding for the project. Required permits will be identified, but not completed.

At this time – it is expected that MnDOT will conduct Phase I and any Phase II investigations regarding contamination. Based on conversations with MnDOT, there may be previous efforts at a Phase I and MnDOT would continue to lead that effort.

At this time – it is expected that MnDOT will conduct coordination and review for historic and/or archaeological sites and conduct Tribal Coordination efforts as part of its ENM response. If additional study or investigation is needed per the ENM response, it is likely that MnDOT will lead that work. If needed, WSB will hire a subconsultant to complete this work.

At this time – based on conversations with MnDOT's air and noise resource group, no noise analysis will be required, as the project is eliminating travel lanes and pulling the roadway in tighter within the existing right of way for most of the project area. So no noise analysis is included in the scope of work.

### 8.4 Final Programmatic CATEX

The WSB team will make edits as identified through MnDOT's review at the District and Central Office. The team will route the document for signature after the edits have been made.

#### Key Deliverables:

- Property owner notification mailer
- Draft wetland delineation report and files
- Final wetland delineation report and files
- TEP meeting and summary
- ENM
- Draft and final programmatic CATEX

**2. Compensation**

Compensation for the scope of services will be rendered on an hourly basis not to exceed the amount of \$427,240.09 as detailed in attached Exhibit A.1.

### Exhibit A.1 TH 47 Preliminary Design Cost (WSB) Detailed Cost Breakdown of Tasks

Task Description	PM	Public Involvement			Roadway						Traffic Engineering				Planning / Environmental			Hydraulics			GIS	Project Controls	Hours	Rate	Total Cost				
	Project Manager	Public Involvement Lead	Graphics	Public Involvement Support	Roadway Lead / Professional Engineer	Roadway Specialist-Roundabout	Sr. Engineer	Engineer	Roadway Support	Cost Estimating	Senior Traffic Engineer	Traffic Engineer	Data Collection	Traffic Support	Trans Planning Lead	Science Lead / Sr. Scientist	Trans Planner / Env Scientist	Drainage Lead	Sr. Drainage Engineer	Drainage Engineer	Sr. GIS Analyst	Project Controls							
<b>1.0 Project Management</b>	<b>Jack C</b>	<b>Ryan Earp</b>	<b>Alison</b>	<b>Noel</b>	<b>Travis</b>	<b>Andrew P</b>	<b>Michael NO</b>	<b>Megan M</b>	<b>Chuck K</b>	<b>Chris K</b>	<b>Mallori F</b>	<b>Dane S</b>	<b>Shawn S</b>	<b>Mary S</b>	<b>Austin H</b>	<b>Alison Roxy</b>	<b>Kaylynn Daniil</b>	<b>Earth</b>	<b>Matt</b>		<b>Steve G</b>	<b>Taylor R</b>							
1.1 Schedule Management	8																						15	23	\$	3,617.17			
1.2 Administration	40																							40		\$9,114.13			
1.3 Kickoff Meeting	4				2						2					2		2						12		\$2,546.26			
1.4 PMT Meetings	24				15	6					4				24			10						83		\$17,539.00			
1.5 Internal Team Coordination	15				15	4				4	8				15			15						76		\$16,490.88			
<b>2.0 Public and Agency Involvement</b>																													
2.1 Additional Agency Coordination Meetings	15				10						4				15			10							54		\$11,386.96		
2.2 City Council Meetings/Workshops	16				10	2									8				2						38		\$8,242.59		
2.3 Project Website		12	20	24											10						12				78		\$10,549.60		
2.4 Property Owner Meetings					30		30																		60		\$12,816.74		
2.5 Municipal Consent	10				16		16	10		16															68		\$14,303.48		
<b>3.0 Utilities</b>																													
3.1 MnDOT Utility Coordination					8		40		60																	108		\$19,139.67	
3.2 Utility Design Meetings					1		8																			9		\$1,623.45	
3.3 City Utility Coordination							4																			4		\$683.56	
<b>4.0 Traffic Data Collection and Analysis</b>																													
4.1 Traffic Counts													84	6												90		\$8,920.45	
4.2 Traffic Projections											4	20														24		\$2,870.95	
4.3 Traffic Operations	4										20	32														56		\$7,712.83	
4.4 ICE Reports											32	100														132		\$16,302.90	
4.5 Preliminary Lighting											20	40														60		\$7,690.05	
<b>5.0 Soil and Pavement Borings</b>																													
5.1 Pavement and soil borings - flat fee																												\$30,000.00	
<b>6.0 Preliminary Roadways Design</b>																													
6.1 Staff Approved Layout					30	50	150	140	120																		490	\$	82,938.56
6.2 Design Memorandum					4		16	4																		24		\$4,249.46	
6.3 Construction Limits					8		20	30	16																	74		\$11,876.85	
6.4 Preliminary Design Estimate					8		8	20	8	50																94		\$19,623.86	
<b>7.0 Hydrology/Hydraulic Preliminary Design</b>																													
7.1 Drainage Design Criteria Summary Document																		2	8	16						26		\$4,203.89	
7.2 Drainage Overview Maps																		4	24	60						88		\$13,933.22	
7.3 Preliminary Construction Limits - Drainage Design/Report																		20	40	80						140		\$23,468.88	
7.4 Soil Borings/Piezometers Request																			2							2		\$324.69	
7.5 Final Construction Limits - Drainage Design/Report																		12	40	60						112		\$18,490.29	
<b>8.0 Environmental Document</b>																													
8.1 Wetland Delineations and Reports																50											50		\$7,690.05
8.2 ENM	4																8					2				14		\$2,039.29	
8.3 Draft Programmatic CATEX	28														76	8	40	8				24				184		\$28,891.79	
8.4 Final Programmatic CATEX	8														20		16					4				48		\$7,154.59	
<b>Total Hours</b>	<b>176</b>	<b>12</b>	<b>20</b>	<b>24</b>	<b>157</b>	<b>62</b>	<b>292</b>	<b>204</b>	<b>204</b>	<b>70</b>	<b>94</b>	<b>192</b>	<b>84</b>	<b>6</b>	<b>168</b>	<b>60</b>	<b>64</b>	<b>83</b>	<b>116</b>	<b>216</b>	<b>42</b>	<b>15</b>	<b>2,361</b>						
<b>Hourly Costs</b>	<b>\$80.00</b>	<b>\$69.00</b>	<b>\$40.00</b>	<b>\$39.00</b>	<b>\$90.00</b>	<b>\$84.00</b>	<b>\$60.00</b>	<b>\$43.00</b>	<b>\$60.00</b>	<b>\$87.00</b>	<b>\$57.00</b>	<b>\$39.00</b>	<b>\$33.00</b>	<b>\$60.00</b>	<b>\$54.00</b>	<b>\$54.00</b>	<b>\$37.00</b>	<b>\$86.00</b>	<b>\$57.00</b>	<b>\$53.00</b>	<b>\$50.00</b>	<b>\$42.00</b>							
<b>Direct Salary Costs</b>	<b>\$14,080.00</b>	<b>\$828.00</b>	<b>\$800.00</b>	<b>\$936.00</b>	<b>\$14,130.00</b>	<b>\$5,208.00</b>	<b>\$17,520.00</b>	<b>\$8,772.00</b>	<b>\$12,240.00</b>	<b>\$6,090.00</b>	<b>\$5,358.00</b>	<b>\$7,488.00</b>	<b>\$2,772.00</b>	<b>\$360.00</b>	<b>\$9,072.00</b>	<b>\$3,240.00</b>	<b>\$2,368.00</b>	<b>\$7,138.00</b>	<b>\$6,612.00</b>	<b>\$11,448.00</b>	<b>\$2,100.00</b>	<b>\$630.00</b>						<b>\$139,190.00</b>	
<b>Overhead Costs (Rate =1.5205)</b>	<b>\$21,408.64</b>	<b>\$1,258.97</b>	<b>\$1,216.40</b>	<b>\$1,423.19</b>	<b>\$21,484.67</b>	<b>\$7,918.76</b>	<b>\$26,639.16</b>	<b>\$13,337.83</b>	<b>\$18,610.92</b>	<b>\$9,259.85</b>	<b>\$8,146.84</b>	<b>\$11,385.50</b>	<b>\$4,214.83</b>	<b>\$547.38</b>	<b>\$13,793.98</b>	<b>\$4,926.42</b>	<b>\$3,600.54</b>	<b>\$10,853.33</b>	<b>\$10,053.55</b>	<b>\$17,406.68</b>	<b>\$3,193.05</b>	<b>\$957.92</b>						<b>\$211,638.40</b>	
<b>Salaries + Overhead</b>	<b>\$35,488.64</b>	<b>\$2,086.97</b>	<b>\$2,016.40</b>	<b>\$2,359.19</b>	<b>\$35,614.67</b>	<b>\$13,126.76</b>	<b>\$44,159.16</b>	<b>\$22,109.83</b>	<b>\$30,850.92</b>	<b>\$15,349.85</b>	<b>\$13,504.84</b>	<b>\$18,873.50</b>	<b>\$6,986.83</b>	<b>\$907.38</b>	<b>\$22,865.98</b>	<b>\$8,166.42</b>	<b>\$5,968.54</b>	<b>\$17,991.33</b>	<b>\$16,665.55</b>	<b>\$28,854.68</b>	<b>\$5,293.05</b>	<b>\$1,587.92</b>						<b>\$350,828.40</b>	
<b>Fee (13%)</b>	<b>\$4,613.52</b>	<b>\$271.31</b>	<b>\$262.13</b>	<b>\$306.69</b>	<b>\$4,629.91</b>	<b>\$1,706.48</b>	<b>\$5,740.69</b>	<b>\$2,874.28</b>	<b>\$4,010.62</b>	<b>\$1,995.48</b>	<b>\$1,755.63</b>	<b>\$2,453.56</b>	<b>\$908.29</b>	<b>\$117.96</b>	<b>\$2,972.58</b>	<b>\$1,061.63</b>	<b>\$775.91</b>	<b>\$2,338.87</b>	<b>\$2,166.52</b>	<b>\$3,751.11</b>	<b>\$688.10</b>	<b>\$206.43</b>						<b>\$45,607.69</b>	
<b>Salaries + Overhead + Fee</b>	<b>\$40,102.16</b>	<b>\$2,358.28</b>	<b>\$2,278.53</b>	<b>\$2,665.88</b>	<b>\$40,244.57</b>	<b>\$14,833.24</b>	<b>\$49,899.85</b>	<b>\$24,984.10</b>	<b>\$34,861.54</b>	<b>\$17,345.32</b>	<b>\$15,260.47</b>	<b>\$21,327.06</b>	<b>\$7,895.11</b>	<b>#####</b>	<b>\$25,838.55</b>	<b>\$9,228.05</b>	<b>\$6,744.45</b>	<b>\$20,330.20</b>	<b>\$18,832.07</b>	<b>\$32,605.79</b>	<b>\$5,981.15</b>	<b>\$1,794.34</b>						<b>\$426,436.09</b>	
<b>Expenses</b>																												<b>Cost</b>	
Mileage		1,200	\$	0.67																									\$804.00
<b>Total Expenses</b>																													<b>\$804.00</b>
<b>TOTAL COST</b>																													<b>\$427,240.09</b>

# 2025 Rate Schedule



	Billing Rate/Hour
PRINCIPAL   ASSOCIATE	\$195 - \$281
SR. PROJECT MANAGER   SR. PROJECT ENGINEER	\$195 - \$251
PROJECT MANAGER	\$171 - \$191
PROJECT ENGINEER   GRADUATE ENGINEER	\$115 - \$190
PROJECT MANAGER ASSISTANT	\$95 - \$155
ENGINEERING TECHNICIAN   ENGINEERING SPECIALIST	\$76 - \$189
LANDSCAPE ARCHITECT   SR. LANDSCAPE ARCHITECT	\$86 - \$182
ENVIRONMENTAL SCIENTIST   SR. ENVIRONMENTAL SCIENTIST	\$77 - \$180
PLANNER   SR. PLANNER	\$89 - \$188
GIS SPECIALIST   SR. GIS SPECIALIST	\$86 - \$188
CONSTRUCTION OBSERVER	\$117 - \$152
SURVEY	
Survey Office Technician	\$136 - \$169
Drone Pilot	\$197
One-Person Crew	\$197
Two-Person Crew	\$265
OFFICE TECHNICIAN	\$67 - \$147

Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.

# ST. FRANCIS POLICE DEPARTMENT 2024 ANNUAL REPORT



4058 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070

763-753-1264  
STFRANCISMN.GOV

 **LIKE US ON FACEBOOK** (OVER 5.2K FOLLOWERS)  
**SAINT FRANCIS - MN POLICE DEPARTMENT**

Join us on Facebook where we post weekly crime statistics, upcoming events, missing/found animals and road closures. Our posts reach over 2,500 of our followers daily. In 2024, we have reached over 5,200 followers. Over 1,000 of those followers are in our local community! Please spread the word and follow us then like, comment and share us on Facebook!





# TABLE OF CONTENTS



02 CONTACT INFORMATION

03 TABLE OF CONTENTS

04 OUR MISSION

05 MESSAGE FROM THE CHIEF

06 - 07 STAFF DIRECTORY

08 STAFF DIRECTORY/RESERVES

09 POLICE RESERVE UNIT

10 CHAPLAIN PROGRAM

11 ANNUAL ACTIVITY

12 CRIME STATISTICS

13 2024 TRAFFIC RELATED ACTIVITY

14 2024 ARRESTS

15 MEDICAL RELATED CALLS/AED

15 COMPLAINT RELATED CALLS

16 SCHOOL RELATED INCIDENTS

17 INVESTIGATIONS

18 TOWARD ZERO DEATHS

19 TRAINING

20 EQUIPMENT

21 - 22 POLICE SERVICES

23 - 27 SOCIAL CONNECTIONS

28 - 29 YEAR IN REVIEW

30 PINK PATCH PROJECT

31 ACKNOWLEDGEMENTS

# OUR MISSION

**THE ST. FRANCIS POLICE DEPARTMENT IS DEDICATED TO PROVIDING FAIR AND IMPARTIAL POLICE SERVICE TO ALL PERSONS THROUGH EDUCATION AND ENFORCEMENT.**

**THE GOAL OF THE ST. FRANCIS POLICE DEPARTMENT IS TO PROVIDE A SAFE COMMUNITY THROUGH PARTNERING WITH ITS CITIZENS.**



## ~ CORE VALUES ~

**We pledge to uphold the core principals in the Police Officer’s Code of Ethics. We utilize this code as our moral compass guiding us to make proper choices.**

## ~ INTEGRITY ~

**We will act with integrity, which means always doing the right thing legally, ethically and morally.**

## ~ RESPECT ~

**We respect all people without personal prejudice, bias or favoritism.**

## ~ COURAGE ~

**We have moral courage, and we do what is right even if the personal cost is high.**

## ~ TRUST ~

**We will work to be trusted in the community, we will set a standard for always being truthful and fair.**

# Message from Chief Schwieger



I am pleased to present the 2024 St. Francis Police Department Annual Report. The report summarizes the police department operations including accomplishments and daily law enforcement activities. The report also displays the departments dedication to partnering with the community through engagement efforts.

The police department has a dedicated, professional staff of 12 sworn officers, six reserve officers, and two administrative clerical staff, all who are committed to providing superior public safety services to the 8,300 residents of the City of St. Francis. The department also welcomed Officer Humann in January of 2024 who has proven to be a great addition to the department.

The mission of the police department focuses on providing a fair and impartial service to all persons and maintaining a safe community through partnering with its citizens. A safe community takes all of us and by having a good relationship with members of the community, we can assure that St. Francis remains a great place to live, work, and visit.

The St. Francis Community can remain confident that their police department will be there in time of need and will serve with integrity, respect, courage, and trust. I am very proud and honored to work with the outstanding men and women that make up the St. Francis Police Department.

Thank you for your support and we look forward to another year of providing quality public safety services to the St. Francis Community.

A handwritten signature in black ink, appearing to read "Todd Schwieger".

Chief Todd Schwieger

# STAFF DIRECTORY



Sergeant Larson has been with the department since 2006. In 2017, he was promoted to sergeant with the department. He oversees the departments AED program, predatory offenders, officer training, and has been a firearm instructor for the department since 2014. He has a passion for specialized training involving active shooter response and tactical training. His day-to-day responsibilities include; supervising the officers, patrolling, reviewing, and approving reports, viewing body camera footage, and handling many other tasks. Sergeant Larson enjoys hunting, fishing, and spending time with his family in his spare time.



Sergeant Stemme has been with the St. Francis Police Department since 2005. Sergeant Stemme has a strong passion for traffic safety and has run the department's Toward Zero Deaths (TZD) program since 2007. Sergeant Stemme has several roles within the department. He oversees the department Reserve program, manages inventory, does scheduling for patrol, conducts monthly log and report audits, and is the sergeant's union steward. In his free time, Sergeant Stemme enjoys spending time with his family and watching his kids play sports. Sergeant Stemme is into health and fitness and enjoys spending time in the gym.



Officer Schwieger joined the St. Francis Police Department in 2008 as a patrol officer and in 2015 he took the role as the department's investigator and evidence manager. He has since returned to the patrol division. Officer Schwieger is also the department's Less Lethal Munition Instructor. Officer Schwieger is passionate about health and fitness. He enjoys spending time with his family, vacationing, fishing, hunting, boating, all things outdoors.



Officer Bulera has been with the police department for over eight years. Officer Bulera was also a reserve officer for our department from 2009 to his hire date in 2016. He worked for Braham Police Department as a part time officer from 2015 – 2020. Officer Bulera serves as one of our Field Training Officers as well as a member of the North Command Mobile Field Force Unit. He also serves as one of the department's UAV operators. Officer Bulera enjoys camping and spending time with his family.



Officer Dzuris was hired with the department in September 2016. Officer Dzuris has a community connection like none other. Her hard work and dedication toward community events (Bike Rodeo, Cone with Cop, National Night Out and Santa) has proven success year after year. In 2023, Officer Dzuris became certified as one of the departments UAV operators. Officer Dzuris also initiated our police department with the Pink Patch Project in 2024 with profited funds going to the Susan G. Komen Foundation. In her spare time Officer Dzuris enjoys golfing, reading, and camping in BWCA with her husband and beloved dogs, Ollie and Raven.



Officer Hearn began his career with the St. Francis Police Department in 2017 after departing from Breckenridge Police Department. Officer Hearn is one of the departments Field Training Officers and a Use of Force Instructor. Officer Hearn dedicates many hours to community outreach and has implemented Winning with Cops, Citizen's Academy, and Safe at Home annual events. In 2025, Officer Hearn will be moving into the investigator position as well as the evidence technician. Officer Hearn enjoys traveling with his family, extended family and friends as well as staying physically fit.

# STAFF DIRECTORY

Agenda Item # 11A.



Officer Hedges has been with St. Francis Police Department since 2019. He served as a reserve officer from 2011 to 2012 and is currently serving as our reserve coordinator which facilitates hiring and scheduling events for the reserve officers. Officer Hedges is a UAV operator for the department. Officer Hedges has a passion for photography/videography. He has used his talent to provide photos to our department. Off the clock he is working at building his photography/videography business, traveling with his girlfriend and spending time with his family and friends.



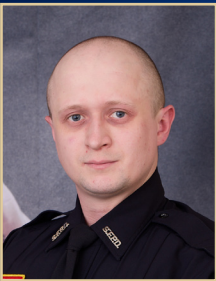
Officer Barck began his career in St. Francis in 2021 after serving as a reserve officer for three years. Officer Barck is one of the UAV operators for the department. He has completed over 40 hours of firearms training to become a firearms instructor and is an armorer for our department. Officer Barck graduated from St. Francis High School and proudly serves the community he grew up in. In his down time, he enjoys golfing, hockey and spending time with his girlfriend and family. His fun personality brings a lot of smiles to the department.



Officer Chanthapanya came to our department in 2022 after working for Anoka Police Department as a community service officer. Officer Chanthapanya is active in the North Command Mobile Field Force Unit and is an armorer for the department. He serves as an overnight patrol officer with our department. In his spare time, he works on his project car and also enjoys cooking as well as spending time with his family.



Officer Bolte joined the St. Francis Police Department in February 2023. Prior to joining our department, he worked as a deputy for the Wright County Sheriff's Office. Officer Bolte graduated from St. Francis High School and has a passion for this city that he serves. He has been a wonderful addition to our department as he brings a positive attitude to the team. Officer Bolte is an avid hunter and fisherman and enjoys spending time with his wife and their dog, Willow.



Officer Humann began his career with St. Francis in January of 2024. He graduated high school from St. Francis and proudly serves the community he grew up in. Officer Humann has honed in on traffic enforcement and strives for safety on our roadways. He attended our Citizen's Academy in 2022 before finishing his degree at Alexandria Technical Community College the following year. In his off time, he enjoys writing music as well as playing the guitar and working on cars.



Administrative Assistant Sandy Hom started in 2013 as our Police Records Clerk and as of 2024 she was promoted to Administrative Assistant. Sandy gained a lot of her knowledge and experience during her time at the Isanti County Sheriff's Office prior to joining the St. Francis PD. The love and positivity Sandy brings to the department is awe-inspiring. She has a passion for helping the community and can be found at every community event. Outside of work, Sandy loves to spend time with her family especially the grandchildren. If she is not spending time with her family, she is outside, she enjoys gardening in the spring and summer and snowmobiling in the winter! We are very excited to watch her grow and succeed in her new r



Police Records Clerk Chasity Ecklund joined the police department in September as our full time records clerk. She has been a great addition to our department in such a short time. Her upbeat, fun personality has been uplifting with our staff. Chasity currently is maintaining all police records/cases, conducting background checks on firearm applications, and front desk phone/window along with several other assigned office duties. Chasity has an expert eye for organization and her transition into her new role here has been effortless. In her down time, Chasity enjoys spending time with her husband, one and a half year old son, Beck, as well as traveling and collecting all things Disney!

## RESERVE OFFICERS



Reserve Captain Johnson has been with the reserve program for over 15 years. As the captain of the reserve program, he supervises the reserve officers, attends community events, meetings, and more. Reserve Captain Johnson has been in the woodworking industry for over 35 years with his own company. In his free time, he enjoys fishing, hunting, and adores spending time with his wife, kids and grandkids.



Reserve Officer Sieber is a Field Training Officer. He has been with the reserve program for over six years. Reserve Officer Sieber plays a vital role with the reserve program by compiling reserve statistics and provides data to the police chief. He served in the military for over 25 years and currently is employed with the Department of Corrections. In his free time, he enjoys being outdoors, riding horseback, and traveling with his wife and children.



Reserve Officer Peterson is a Field Training Officer and has been with the reserve program for over nine years. As a field training officer for the reserve program, he plays a role in helping new reserve officers learn the reserve officer curriculum so that they can be successful. Reserve Officer Peterson has been in the construction industry for over 20 years but in his free time, he enjoys being outdoors, specifically to fish and hunt. He also takes pleasure in spending time with his family.



Reserve Officer Schwieger has been with the reserve program for over four years, and he is responsible for training in the new reserves. Reserve Officer Schwieger is a licensed pilot and aspiring to work for the airlines. He is currently a flight instructor and teaches other hopeful pilots how to fly. In his free time, he enjoys hunting and fishing.



Reserve Officer Schwieger has been with the reserve program for two years. He is in school to become a law enforcement officer and will graduate by summer 2025. Officer Schwieger attends Hennepin Technical College. He currently works for the City of Anoka as a community service officer. In his free time, he enjoys golfing, hunting, and fishing.

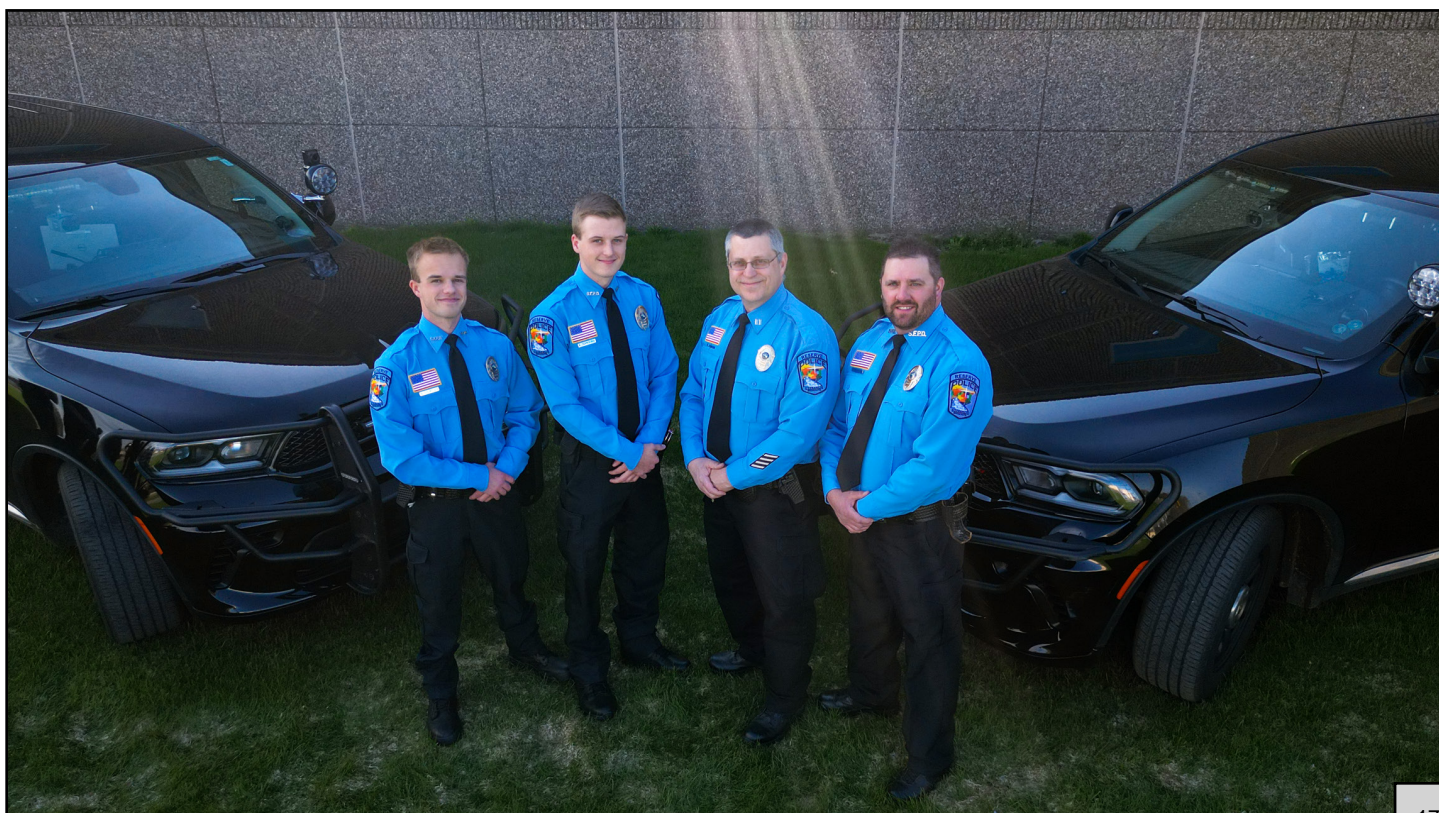


Reserve Officer Hearn has been with the reserve program for almost one year and is in the process of completing the Field Training Program. He is currently in school to become a law enforcement officer at St. Cloud State University. In his free time, he enjoys playing baseball and traveling.

# POLICE RESERVE UNIT

The St. Francis Police Reserve Unit is a volunteer unit that has been in existence for approximately 40 years. The reserve volunteer unit provides support to the licensed officers and support to the department. The types of tasks and duties that the reserve unit assists the department are things such as animal complaints, vehicle lockouts, motorist aids, park checks, business checks, extra patrols of neighborhoods and businesses, found property, motor vehicle accidents, and jail transports. The reserve unit also assists licensed officers in other various calls for service such as personal injury and property damage accidents by assisting with traffic control and even medical attention to accident victims if needed. The reserve officer field training program includes use of force and medical training, they complete a minimum of eight hours per month.

The reserve unit is also an integral part of the departments community outreach efforts and assist at all events. In 2024, the reserve officers contributed 119 volunteer patrol hours to the St. Francis community and countless other hours during community events.



# CHAPLAIN PROGRAM

The role of our Chaplain is to be a support system for all the members of the St. Francis Police Department and the community. Chaplains' ought to be involved in both proactive and reactive care. This involves serving with the police department in many different facets as well as in the community. Responding to requests to accompany an officer in a particular duty, engaging with officers to encourage, counsel, and support the team as they serve and provide practical assistance to members of our community during difficult times.



Pastor Steve has been the senior pastor at First Baptist Church since April of 2008. He has served as a Chaplain for our department for over eight years. Pastor Steve and his wife Heather share four children who have all completed high school. They have volunteered with our Bike Rodeo for several years now and are a significant part of making that event such a success. Steve enjoys sports, reading, and connecting with people.



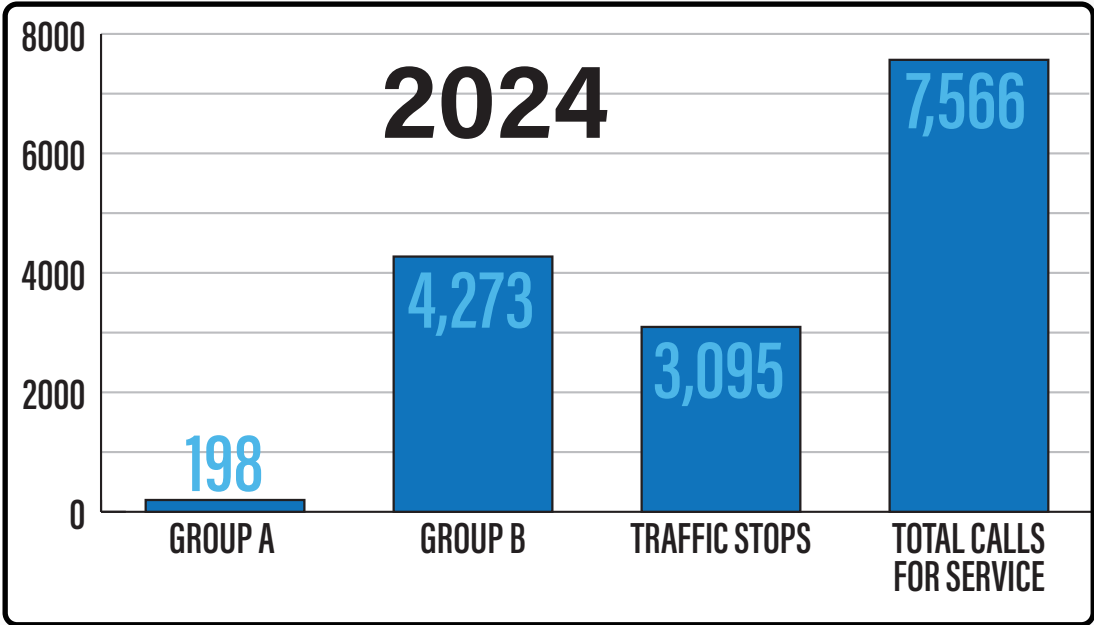
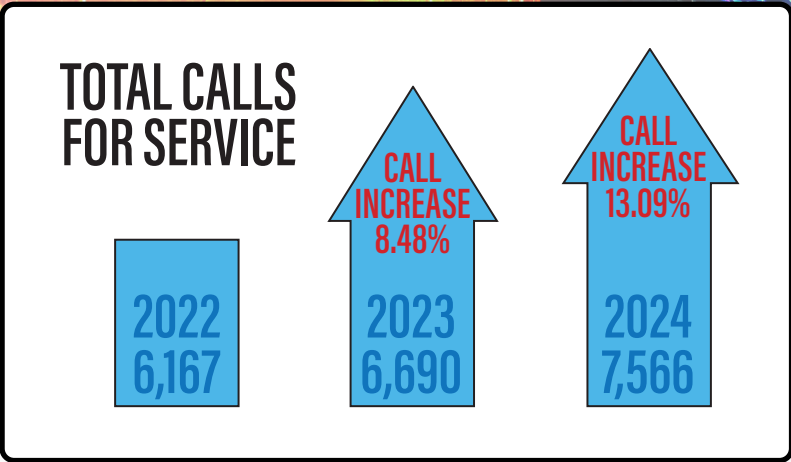
Pastor Timothy Vaughn has been the senior pastor at Trinity Lutheran Church and School since 2009. Timothy came to St. Francis after 17 years of servicing congregations in west central Minnesota and North Dakota. Timothy and his wife, Robin, have two adult children and grandchildren. Tim enjoys golf, fishing, gardening, and spending time with family.

*Blessed are the peacemakers,  
for they shall be called children of God.*

*– Matthew 5:9*



# ANNUAL ACTIVITY



**AVERAGE RESPONSE TIMES**

**2024**  
4:28 High Priority Call Type  
5:10 Low Priority Call Type

**2023**  
5:11 High Priority Call Type  
6:17 Low Priority Call Type

**2022**  
5:94 High Priority Call Type  
5:41 Low Priority Call Type

# CRIME STATISTICS

## National Incident-Based Reporting System (NIBRS)

NIBRS data is divided by Group A and Group B Crimes. Data is collected on 52 crimes for incidents involving multiple criminal acts, all crimes are reported. Data includes crimes against people, property and society. Detailed victim, offender and relationship information is collected.

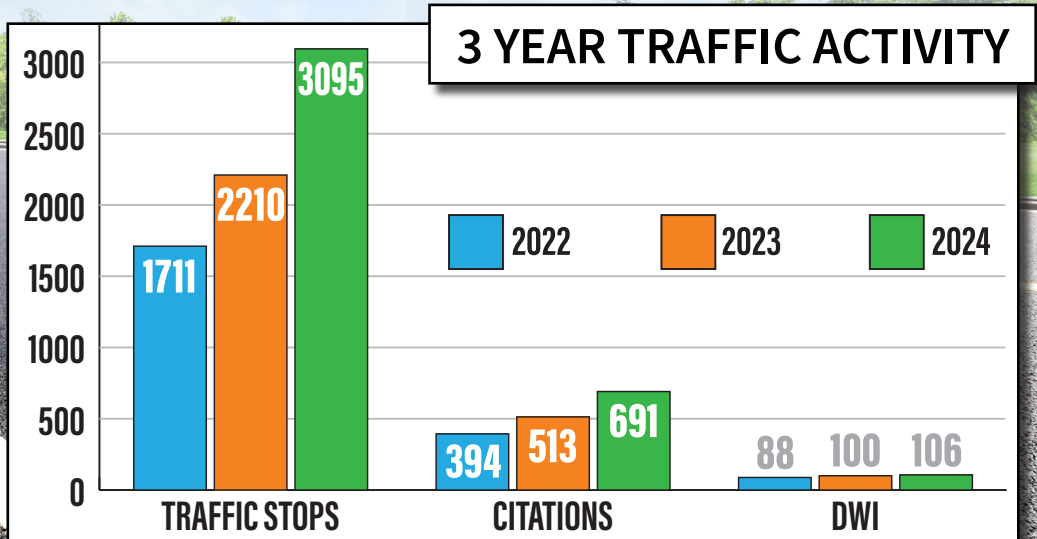
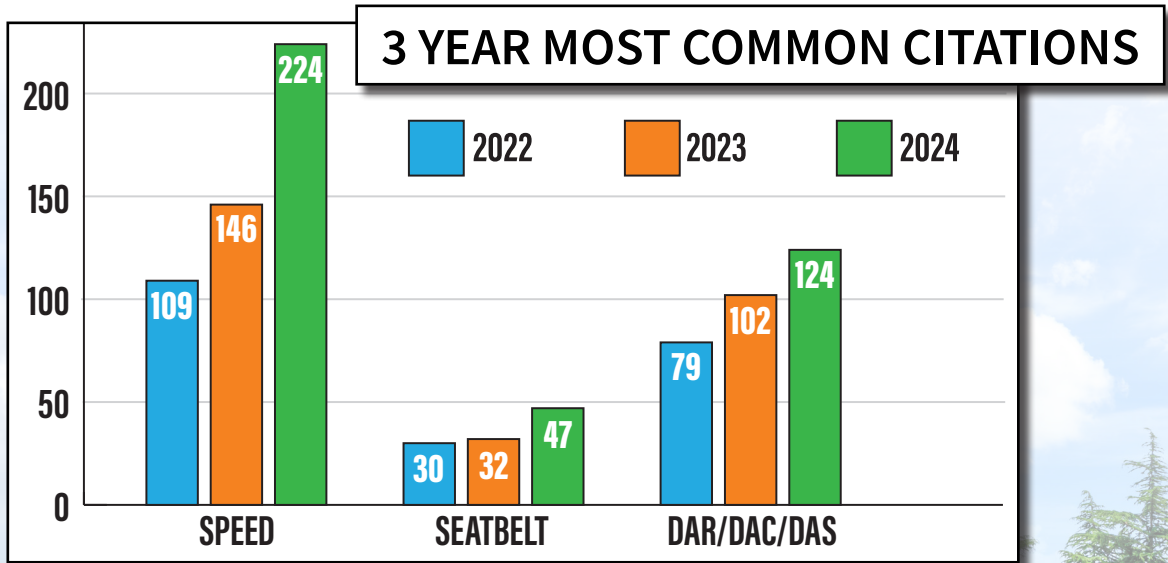
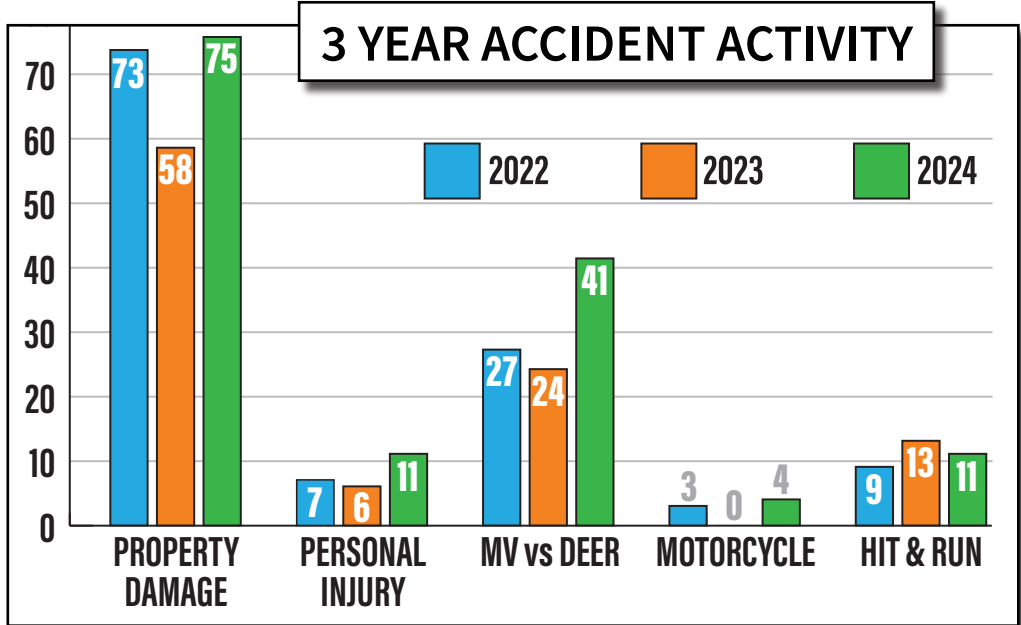
Listed in the adjacent charts are all the NIBRS crimes reporting since 2022.

GROUP A OFFENSES	2022	2023	2024
Arson	0	0	0
Assault Offenses	35	40	31
Bribery	0	0	0
Burglary	9	3	12
Counterfeiting/Forgery	8	6	11
Destruction/Damage/Vandalism	22	7	11
Drug/Narcotic Violations	31	23	12
Drug Equipment/Violations	0	0	0
Embezzlement	0	0	1
Extortion/Blackmail	0	0	0
Fraud Offenses	39	42	44
Gambling Offenses	0	0	0
Homicide Offenses	0	0	0
Human Trafficking Offenses	0	0	1
Kidnapping/Abduction	0	0	0
Larceny/Theft Offenses	27	57	65
Motor Vehicle Theft	9	4	4
Pornography/ Obscene Material	0	2	0
Prostitution Offenses	0	0	0
Robbery	0	0	0
Sex Offenses	3	2	2
Sex Offenses, Non-forcible	6	7	2
Stolen Property Offenses	3	0	1
Weapon Law Violations	1	0	1
Animal Cruelty	0	1	0

GROUP B OFFENSES	2022	2023	2024
Bad Checks	0	0	0
Curfew/Loitering/Vagrancy Violations	4	4	3
Disorderly Conduct	63	41	54
Driving Under the Influence	88	100	106
Drunkenness	0	0	0
Family Offenses	0	0	0
Liquor Law Violations	1	3	1
Peeping Tom	0	0	0
Runaway	17	9	19
Trespass of Property	2	3	3
All Other Offenses	4008	4093	4087

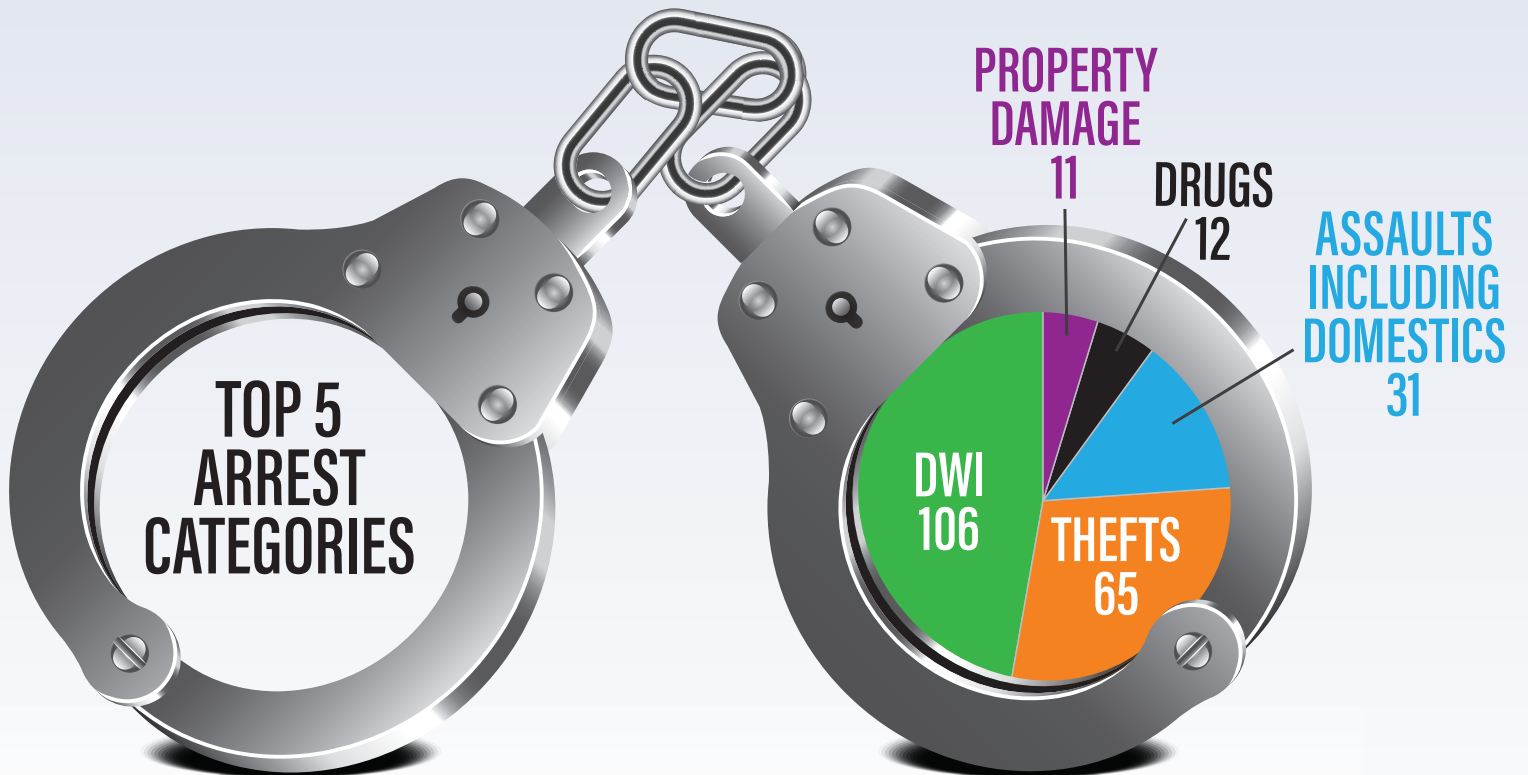
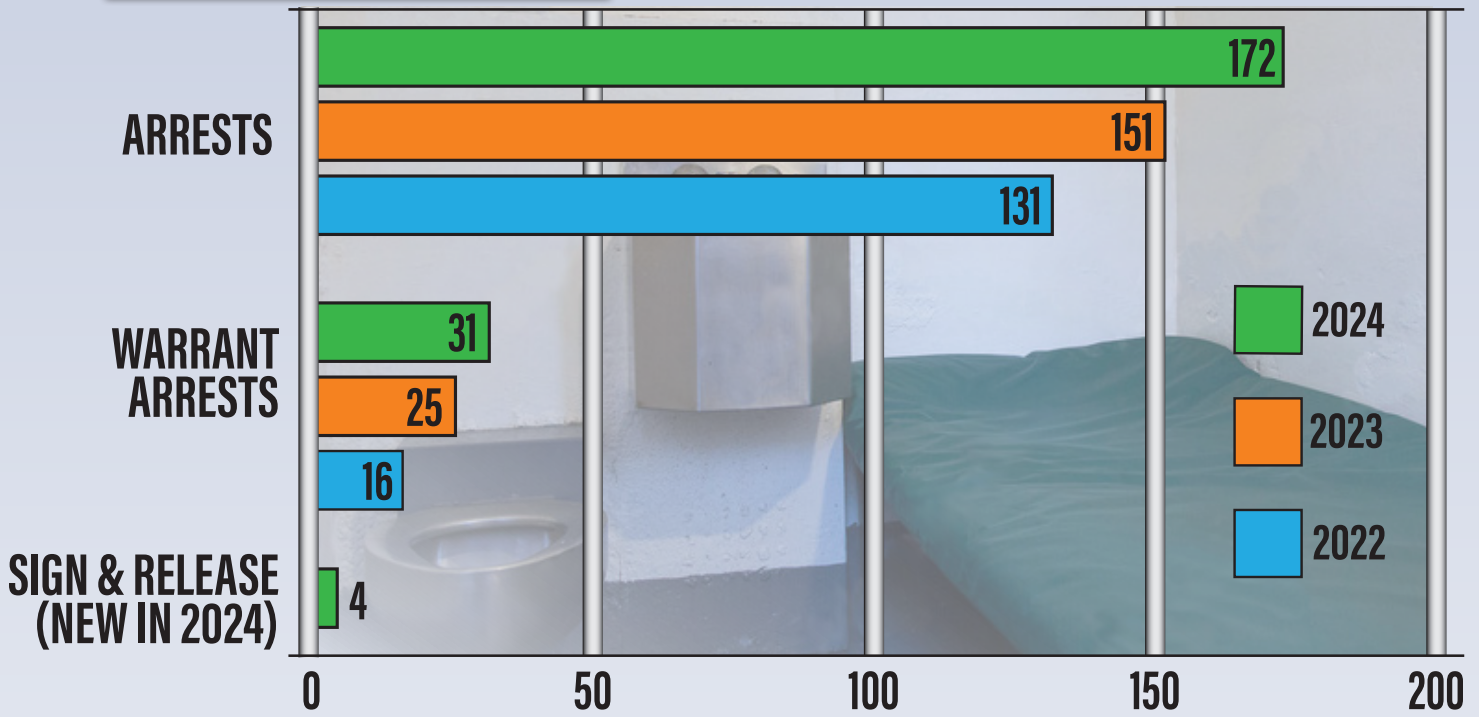


# 2024 TRAFFIC RELATED ACTIVITY

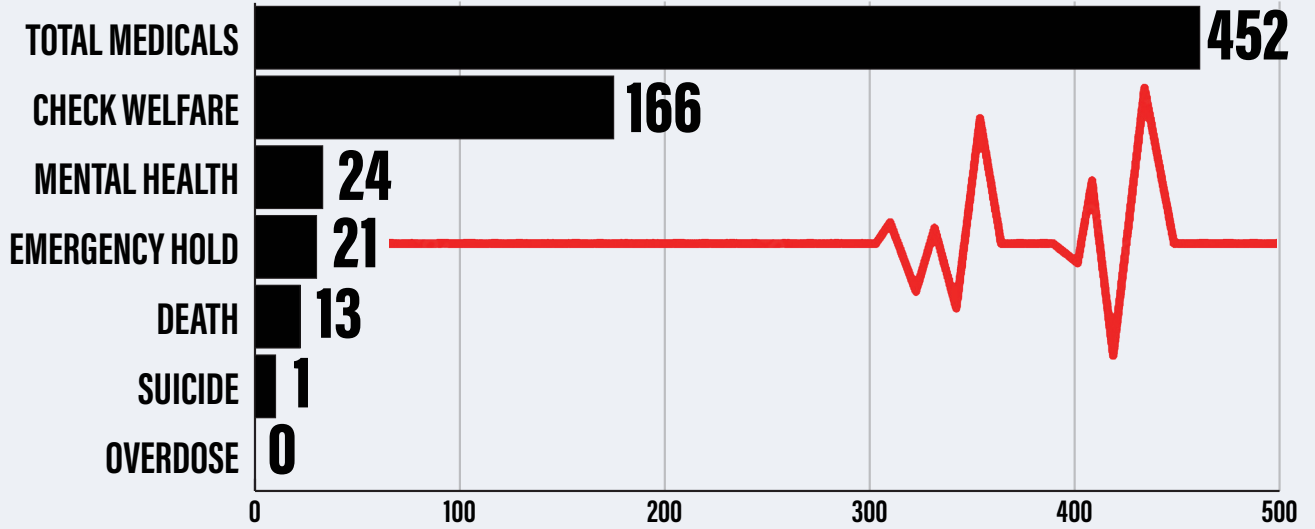


# 2024 ARRESTS

## ARREST ACTIVITIES



# MEDICAL RELATED CALLS

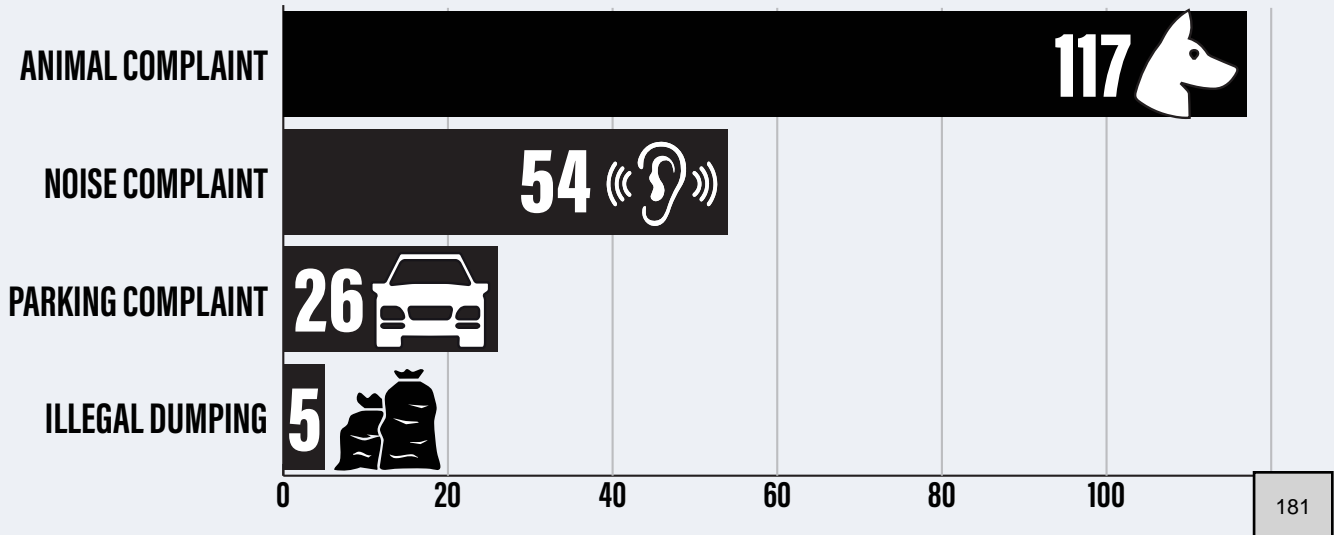


## LIFE SAVING MEDICAL EQUIPMENT: AED

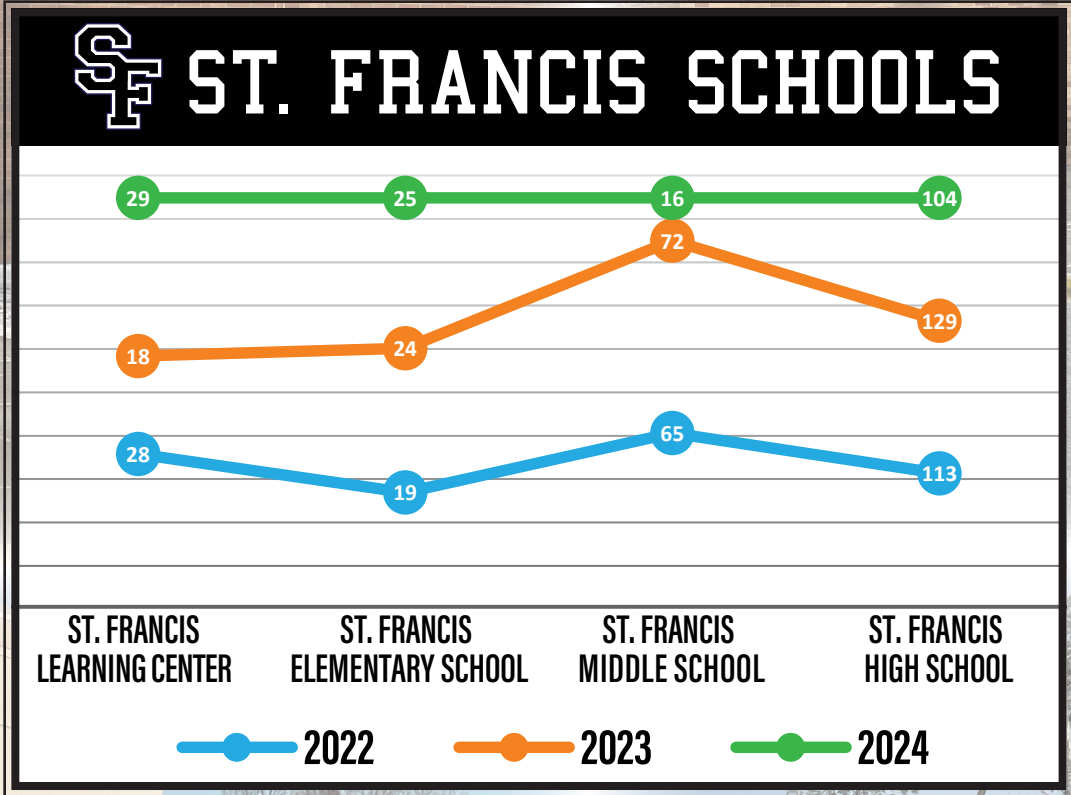


The St. Francis Police Department joined the University of Minnesota Center for Resuscitation and Medicine AED grant project in 2021. With the grant the department was provided with nine brand new Stryker Lifepak CR2 AEDs. These AEDs are simple to use with voice activation prompts and are a great lifesaving tool. This year there have been nine activations of the AED in lifesaving incidents. After every activation, the department is sent useful information and stats such as the rate of compressions performed.

# COMPLAINT RELATED CALLS

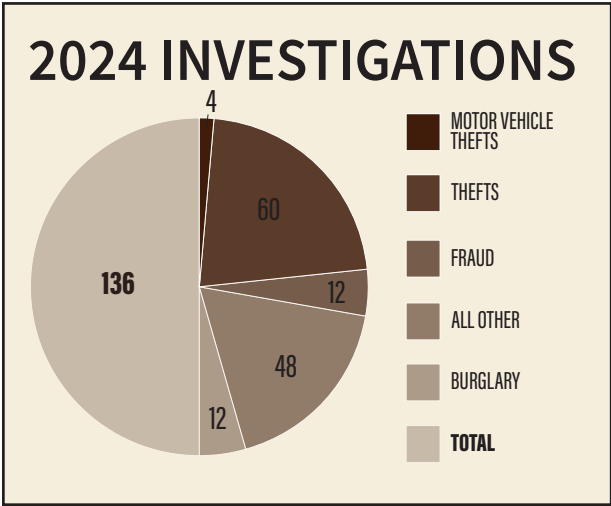


# SCHOOL RELATED INCIDENTS



# INVESTIGATIONS

The investigations unit is a continued resource for the citizens of St. Francis. The investigations unit reviews and investigates reports that are submitted by officers. The unit also receives all Anoka County Child Protection reports as well as Adult Protection reports. Other duties include conducting surveillance, preparing, and serving search warrants, assisting other agencies, conducting employment background checks for all new hires, handles all forfeiture and forfeiture auctions along with managing the evidence room which includes adding and disposing of evidence.



2024 cases investigated included felony fraud, felony damage to property, felony burglary, theft, forgery, gross misdemeanor alcohol violation, receiving stolen property, misdemeanor theft, and assault along with multiple other cases with some still under investigation. The investigations unit also worked with multiple agencies from around the state to aggregate charges or to gain and share information of criminal activity. The investigations unit also will respond to crime scenes to process and gather evidence such as fingerprints, photos and DNA. These crimes include burglaries, vehicle thefts, thefts, damage to property and many others.

In 2024, the investigation unit investigated a felony check forgery case where a check for \$26,500 was fraudulently deposited into a bank account in the city of St. Paul. The investigations unit ultimately obtained a search warrant and learned the identity of the suspect which led to felony forgery charges in Ramsey County.

The investigations unit also conducts tobacco and alcohol compliance checks within the city to assure business are following laws. In 2024, all establishments were compliant, and no tobacco products were sold. The alcohol compliance checks rendered one violation for serving alcohol to a person under the age of 21.

The investigations unit also handles all evidence that is taken in by all officers of the St. Francis Police Department. The evidence is recorded and placed into the proper secured holding area, if needed the investigations unit will bring evidence to the Midwest Regional Forensic Laboratory for processing. Some of that evidence may include DNA swabs, known DNA samples, blood kits, narcotics, electronics, and multiple other items.

The Investigations Unit is an important and valued piece of the police department. It utilizes its special training and capabilities to provide justice through compassionate communication with our victims and by conducting thorough criminal investigations.





## *Mission*

*Our mission is to create a culture for which traffic fatalities and serious injuries are no longer acceptable through the integrated application of education, engineering, enforcement, and emergency medical and trauma services. These efforts will be driven by data, best practices, and research.*

471 Fatalities in the state  
15 Fatalities in Anoka County  
28,432 Statewide DUI's

### **St. Francis PD**

106 DUI charges  
224 Speeding Citations  
47 Seatbelt  
81 Use of Wireless Device  
**257 TZD Hours work**





# TRAINING

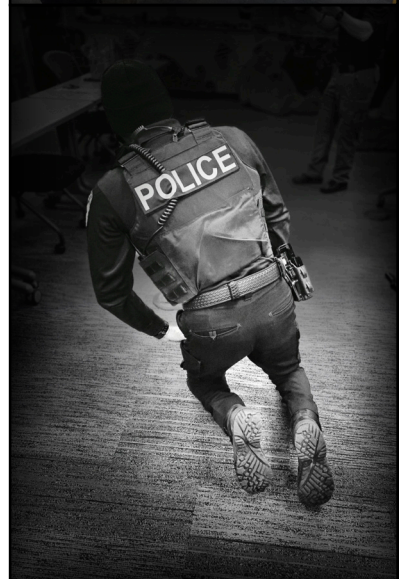
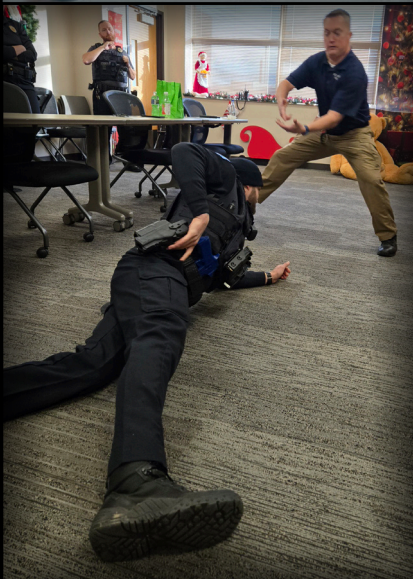


Over the past year officers put in 636 hours of training and continuing education. The officers need 48 hours of continuing education training every three years to renew their peace officer license. Much of the training attended by the officers is mandated by the state which includes use of force, firearms, first aid, Emergency Vehicle Operation Course (EVOC), crisis response, conflict management, cultural diversity, and autism.

Other courses officers attended in 2024 include forensic training in areas of evidence collection and processing, wellness training including mindset, nutrition, and movement, active shooter training, less lethal munitions, duty to intercede, de-escalation, emergency medical responder amongst others.

Officers Barck and Chanthapanya attended a firearms armorer's course in 2024 and are now certified to oversee the maintenance of the departments handguns to assure all handguns are operating at peak performance.

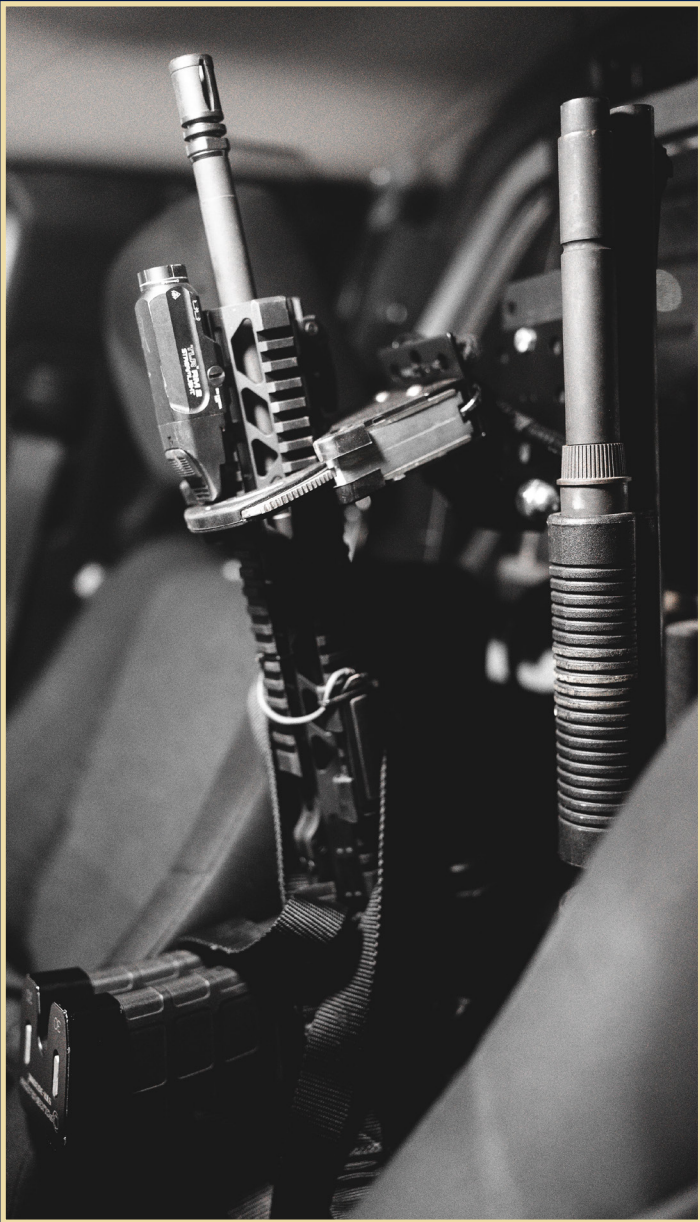
Officer Bulera attended mobile field force training in January 2024 and became a member of the North Command Mobile Field Force unit alongside Officer Chanthapanya. This unit is comprised of officers from all Anoka County agencies. Officers train quarterly and specialize in restoring and maintaining public order by safeguarding public safety, property, and the constitutional rights of all.



# EQUIPMENT

This past year the department, purchased new patrol rifles and handguns. The previous rifles were leased from the U.S. Government and were over 30 years old. The patrol rifles are positioned in every squad car and both weapons are outfitted with red dot sights and tactical weapon flashlights.

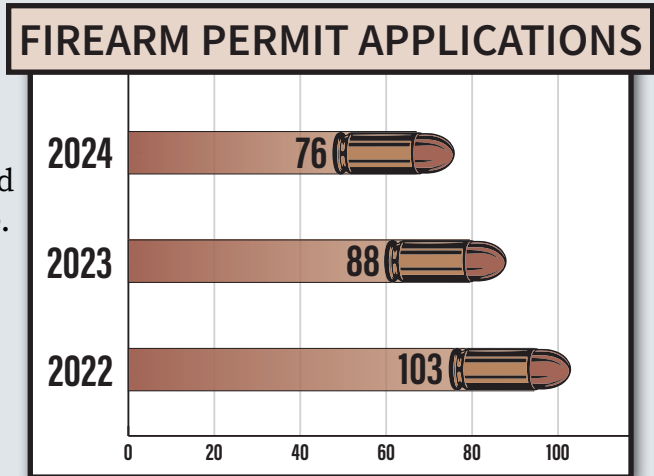
With addition of red dot sights, officers shooting performance has greatly improved. In 2024, Officer Barck was certified as a red dot instructor to help transition the officers into the use of the new weapons. State funding was also used for supplying officers with new body armor and ballistic helmets to keep them safe while serving the community.



# ST. FRANCIS POLICE SERVICES

## FIREARM PERMITS

Firearm Permit applications are available for residents around the clock. Monday through Friday 6:00 am to 4:30 pm you can pick up an application from the front desk receptionist and/or on our website. After hours and on weekends, applications are available in the vestibule. Once the application has been filled out completely, it can be returned to the police department and placed into the secure lockbox located in the vestibule at any time or in person. This year the St. Francis Police Department processed 76 firearm permits. There were 73 firearm permits approved and three denied.



## DOG LICENSE

Dog licenses are required for every dog who live within the city of St. Francis. There are two types of dog licenses. These types are based off the rabies vaccination. Type one is a one-year license which expires when the rabies vaccination is due for renewal. Type two is a three-year license which expires when the rabies vaccination is due. Dog licenses cost between 10 and 15 dollars per dog. However, once a year we offer a free dog license with proof of current rabies vaccine which is held on the first Saturday in May.

## FINGERPRINT SERVICES

Fingerprinting is available to the public for a small fee of \$15 per fingerprint card. Please keep in mind we fingerprint for employment purposes, not for criminal purposes. The best time to come for fingerprinting is Tuesday through Thursday 7:00am to 3:30pm.

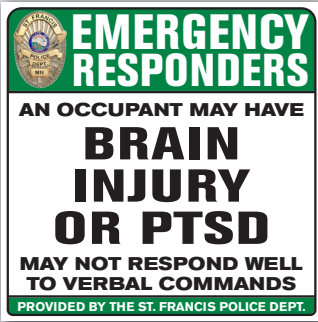
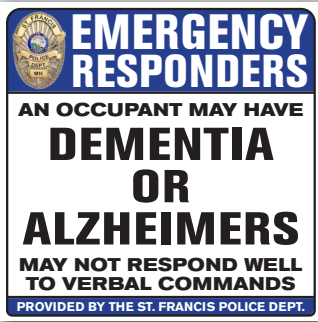


# ST. FRANCIS POLICE SERVICES



## EMERGENCY DOOR DECALS

The Emergency Decal Program is to assist police, fire and paramedics in responding to certain calls for service. These decals alert responding personnel to correct treatment and proper care. These are free to the public and located in our lobby.



## CAMERA REGISTRATION

The St. Francis Police Department would like to partner with residents and business owners who have video surveillance on the exterior of their homes or business. You might have a multi-camera system or a simple doorbell camera at your front door. No matter your level of surveillance, your participation in this program will help the police department in the event of a crime in your area.

If you choose to participate, start by registering your camera system with the police department. Participation is voluntary and you can end your participation at any time. Your information will be kept confidential, secure, and only accessible to police personnel. If a crime occurs in your area, officers and/or detectives may contact you to ask if you have footage of the incident. The St. Francis Police Department will not have a direct link or connection to any private alarm or camera system.



# SOCIAL CONNECTION

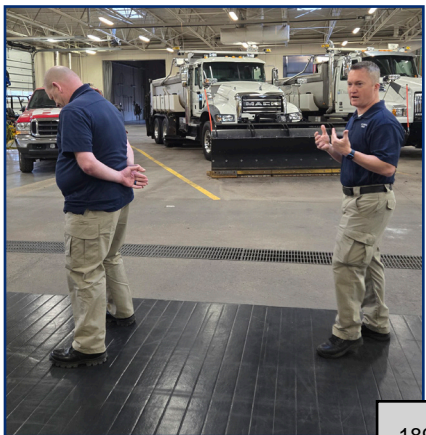
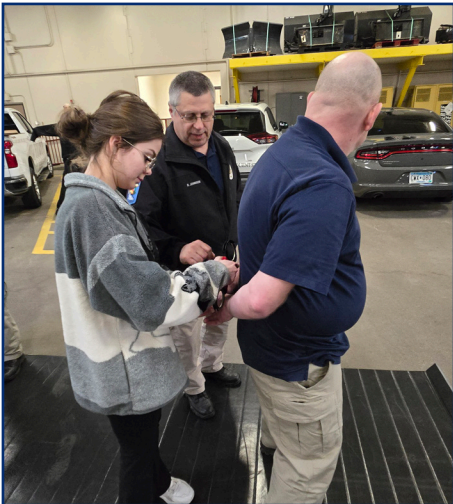
## Winning With Cops

Winning with Cops is a program designed for law enforcement to have positive interactions with children and young adults with special needs, creating a positive relationship before a medical or mental health interaction. In 2024, we had record attendance at Tasty's Pizza Bar and Bowl for the annual bowling event.



## Citizen's Academy

Citizen's Academy event continues to bring in more participants each year. This six-week class offers local citizens a unique insight into everyday law enforcement. The program is a classroom and hands-on setting with a wide variety of topics.



# Cone with a Cop

Cone with a Cop is another favorite summer event for kids to share a Dairy Queen with St. Francis Officers and staff.

Agenda Item # 11A.



# Safe at Home

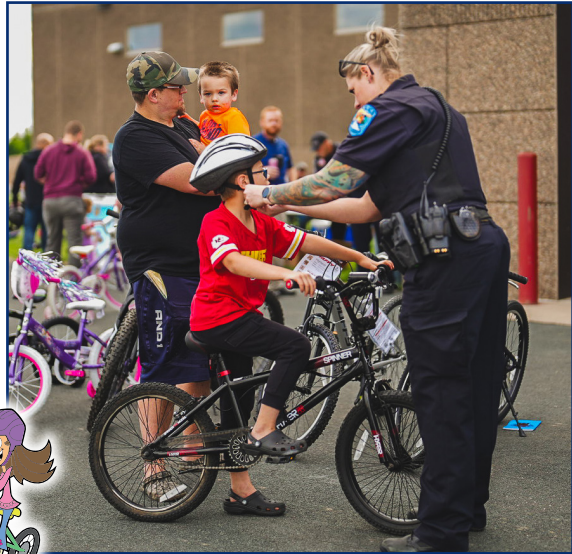
Safe at Home is a class designed to teach kids about staying safe at home and accident prevention for children ages 9-12.



190

# Bike Rodeo

The 8th Annual Bike Rodeo is a fun and educational event to teach safe bicycle riding. The specifically designed bike course teaches awareness and control of one's bicycle. The 2024 event was the most participants to date. We raffled off six bicycles along with t-shirts, served hot dogs and chips to all parents and children. A very special thank you to all our volunteers for their hard work at making this event successful year after year.



# National Night Out

St. Francis Police Department participates annually in the National Night Out event. The focus of this family fun event is crime prevention and has developed into a popular night for community bonding. The event is located at the Community Park where we set up a dunk tank, inflatables, a petting zoo, and several food trucks. This event is also made successful with the St. Francis Fire Department, St. Francis Public Works, St. Francis Bottle Shop, St. Francis City Hall, Lions, and the Ambassadors.





# TRICK OR TREAT

St. Francis Chamber of Commerce annually asks businesses to participate in the Halloween Trick or Treat event. St. Francis reserve officers graciously pass out candy here at the police department and throughout the community on Halloween.



# Santa is Coming to Town

Santa's stop at the police department this year was spectacular! The police departments officer's and staff worked countless hours in preparation for his arrival. Thank you to all residents who donated to the Toys for Joy Foundation again this year!



# YEAR IN REVIEW

## HIRING OFFICER HUMANN

Officer Humann joined the St. Francis Police Department in January 2024. St. Francis is Officer Humann's hometown, as he has lived here all his life and graduated from St. Francis High School. He graduated Dunwoody college in 2018 and then went on to graduate from Alexandria Technical College in 2023. Officer Humann's hobbies include writing music some performing along with restoring vintage vehicles. We are pleased Officer Humann has joined our police force, as he has been a great addition.



**HIRING OF RECORDS CLERK CHASITY ECKLUND** On September 23, 2024, we welcomed Chasity to the police department, Records Unit. Chasity graduated college in 2023 with a BS in Criminal Justice and a minor in Sociology from the University of North Dakota. She worked at the Anoka County Sheriff's Office, Warrants Division where her law enforcement experience undoubtedly made a smooth transition. Chasity grew up in the Cambridge area and currently lives in Princeton with her husband and one and half year old son. We are excited that Chasity has joined our department, and we know she will be a great addition to our team!

## *Farewell* RETIREMENT OF LORI ROBERTS

October 1, 2024, Lori Roberts retired from the police department after 16 years of dedicated service. Lori is excited for this new chapter in her life and to spend more time with her family.



# AWARDS CEREMONY

In April 2024, the police department held its annual awards ceremony where several officers and civilian staff members received awards for actions taken in 2023.

Seven officers received Life Saving Awards for actions taken that saved a human life. Two officers received Commendation Awards for their dedication to traffic and DWI enforcement in efforts to make our roadways a safer place for our families and friends.

Two officers and one civilian staff member received Commendation Awards for their community engagement efforts to help form relationships with the community. It was a great ceremony to highlight outstanding performance and superior dedication to the City of St. Francis.



Officer Bulera and Officer Barck with the Lifesaving Award for their actions taken during a medical situation on November 14, 2023, which saved a human life.



Officer Barck and Sergeant Stemme with an Award of Commendation for their dedication to traffic and DWI enforcement.



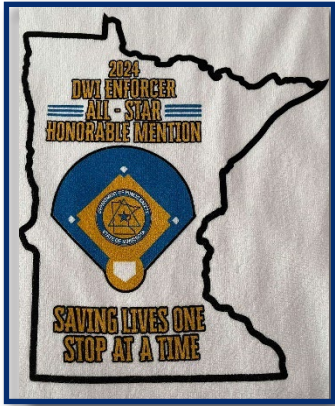
Officer Chanthapanya, Officer Bolte, and Sergeant Stemme with the Lifesaving Award for their actions taken during an overdose situation on October 18, 2023, which saved a human life.



Officer Dzuris, Officer Hearn and Administrative Assistant Roberts with an Award of Commendation for their dedication to community engagement.



Officer Hedges and Officer Bolte with the Lifesaving Award for their actions taken during an overdose situation on July 28, 2023, which saved a human life.



**Congratulations** to Sergeant Stemme for his hard work on DWI Enforcement and being a recipient of the 2024 DWI Enforcer All-Star Honorable Mention. Since beginning his career with the St. Francis Police Department in 2005, Sergeant Stemme has been a leader in the area of traffic enforcement. Year in and year out he continues to lead the departments traffic safety and DWI enforcement efforts. Sergeant Stemme is passionate about targeting and stopping these dangerous drivers before they're able to make it through our community and no longer endanger our families and friends.

**Pink Patch Project** In May of this year, the St. Francis Police Department became members of the Pink Patch Project. During the month of October, which is Breast Cancer Awareness month, officers wore pink patches on their uniforms to show support for those affected by breast cancer. Throughout the year, the St. Francis Police Department sold pink merchandise to raise funds for the Susan G. Komen Foundation. Once the profited funds are donated to the foundation, the funds are dispersed to people and their families to help provide some financial relief for everyday burdens like mortgage/rent, groceries, unexpected medical bills, etc. Funds donated to the Susan G. Koman Foundation are also dispersed toward breast cancer research to help bring an end to the horrible disease.

**NATE SCHWIEGER** Since August of 2015, Investigator Schwieger served in the role of the department investigator before returning to patrol in 2025. In that time Investigator Schwieger investigated over 1,000 cases and brought accountability to criminals and justice to victims. Cases investigated included theft, fraud, identity theft, forgery, exploitation of a vulnerable adult, damage to property, assault, assault with a firearm, child solicitation, burglary amongst others.

In 2019, Investigator Schwieger investigated a theft case where over \$100,000 worth of stolen property was recovered and returned to its owners.

In 2023, Investigator Schwieger investigated a home burglary where the suspect left evidence at the scene. The suspect was eventually located who would ultimately serve several years in prison for the offense and would bring some closure to the victims.

These are just a few examples of the outstanding work Investigator Schwieger did during his time as the department investigator and his dedication to the St. Francis community.



# Acknowledgements

Mayor, Joe Muehlbauer

City Council Members

Sarah Udvig, Kevin Robinson, Crystal Kreklow and Mark Vogel

City Administrator, Kate Thunstrom

# Thank you

1st Baptist Church of St. Francis • Blazin' Trails Coffee

Chops, Inc. • Dairy Queen • Egg Roll Queen

Grannies Mini Donuts • King's County Market

Kwik Trip • N6 Ventures LLC • North Memorial Air Care

Open Box Buys • Ramsey Cycle • Rocky on the Road

Tasty Pizza Bar & Bowl



# ST. FRANCIS POLICE DEPARTMENT SERVING WITH INTEGRITY, TRUST, AND COMPASSION



# City of St. Francis Bottle Shop 2024 Annual Report



## City of St. Francis Bottle Shop

### Liquor Store Staff

Employee	Position	Date Appointed
Joe Pfeifer	Liquor Store Manager	11/13/2023
Crystal Buskey	Assistant Manager	9/7/2004 (Hired May 22, 2001)
Corrine Lauer	Full-time Cashier	8/3/2021 (Hired February 7, 2014)
Melinda Michels	Part-time Cashier	3/20/2008
Kristi Neubauer	Part-time Cashier	2/14/2019
Erik Hughes	Part-time Cashier	4/19/2022
Kyler Loud	Part-time Cashier	4/19/2022
Colin Reed	Part-time Cashier	6/07/2024

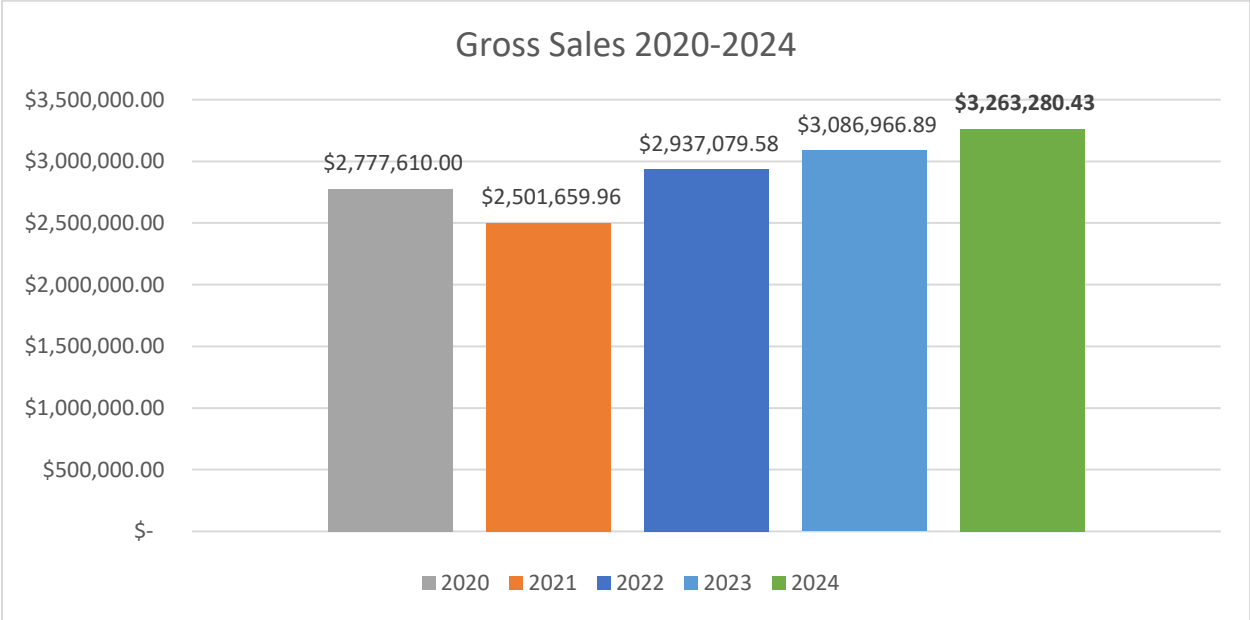


**City of St. Francis Bottle Shop  
5-Year Comparative Income Statement-2024 Unaudited**

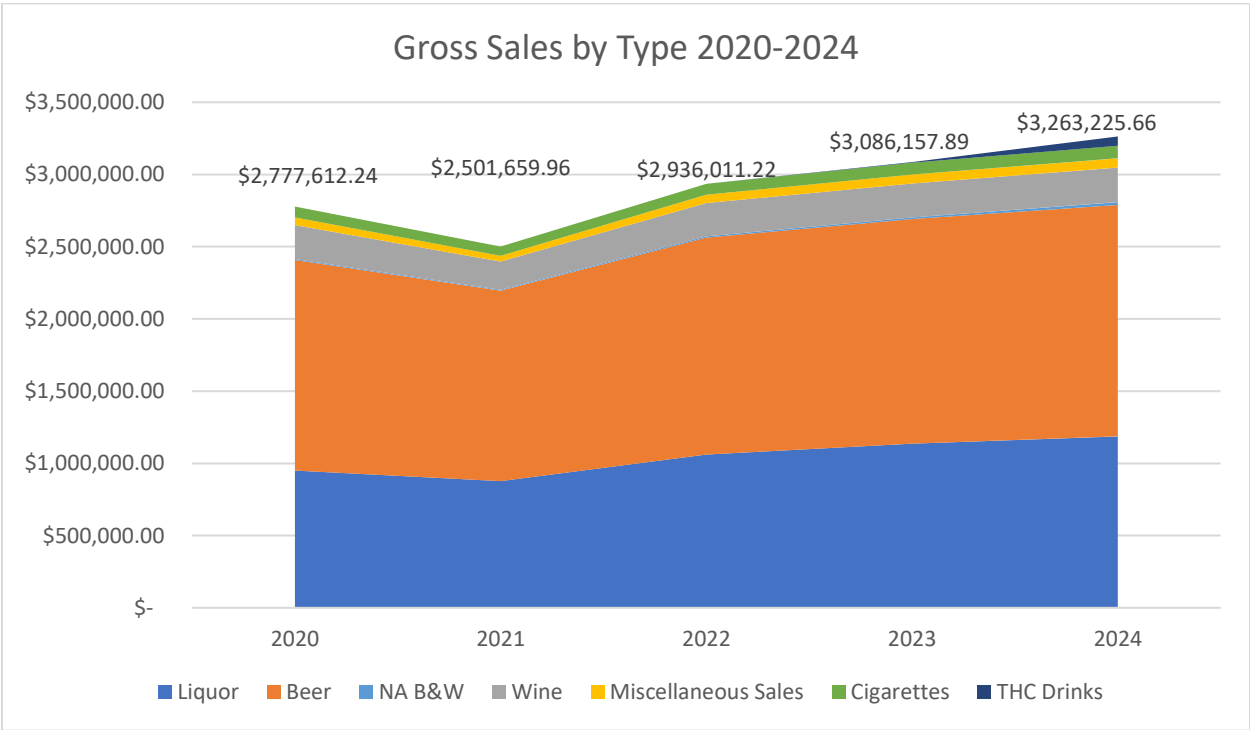
	2020	2021	2022	2023	2024
Liquor	\$ 950,372.97	\$ 876,981.59	\$ 1,061,869.58	\$ 1,137,220.31	\$ 1,186,261.69
Beer	1,457,524.47	1,319,035.77	1,501,830.05	\$ 1,553,322.12	\$ 1,602,793.05
Wine	233,729.08	195,306.57	229,183.75	\$ 234,567.08	\$ 239,339.74
Miscellaneous Sales	53,571.04	39,379.35	58,136.64	\$ 63,343.30	\$ 64,158.56
NAB&W	6,742.92	5,980.57	9,142.63	\$ 11,809.14	\$ 18,985.44
Cigarettes	75,671.76	64,976.11	75,848.57	\$ 80,402.35	\$ 87,766.96
THC Drinks	-	-	-	\$ 5,493.59	\$ 63,920.22
<b>Total Gross Sales</b>	<b>\$ 2,777,612.24</b>	<b>\$ 2,501,659.96</b>	<b>\$ 2,936,011.22</b>	<b>\$ 3,086,157.89</b>	<b>\$ 3,263,225.66</b>
<b>COGS</b>	<b>\$ 2,031,338.67</b>	<b>\$ 1,899,042.82</b>	<b>\$ 2,211,211.51</b>	<b>\$ 2,319,001.56</b>	<b>\$ 2,387,832.57</b>
<b>Gross Profit</b>	<b>\$ 746,273.57</b>	<b>\$ 602,617.14</b>	<b>\$ 724,799.71</b>	<b>\$ 767,156.33</b>	<b>\$ 875,393.09</b>
<b>Gross Profit Margin</b>	<b>26.9%</b>	<b>24.1%</b>	<b>24.7%</b>	<b>24.8%</b>	<b>26.8%</b>
Personnel	\$ 257,951.53	\$ 296,862.34	\$ 399,628.93	\$ 347,591.85	\$ 374,319.53
Insurance	25,129.95	26,195.62	22,176.56	\$ 35,979.34	\$ 33,659.74
Supplies	5,693.66	19,956.06	8,109.57	\$ 7,566.15	\$ 8,368.66
Professional	58,284.18	60,603.93	99,433.74	\$ 86,537.90	\$ 84,789.43
Repairs	6,460.31	16,965.45	41,484.04	\$ 9,782.42	\$ 13,188.11
Communications	3,501.38	2,331.38	1,708.78	\$ 1,532.73	\$ 1,731.18
Other	85,707.52	86,453.38	96,902.62	\$ 107,906.36	\$ 109,529.82
Utilities	12,751.49	11,558.73	14,603.79	\$ 15,354.81	\$ 13,894.41
Depreciation	22,957.28	19,195.42	42,219.04	\$ 42,117.83	\$ 42,000.00
<b>Total Operating Expenses</b>	<b>\$ 478,437.30</b>	<b>\$ 540,122.31</b>	<b>\$ 726,267.07</b>	<b>\$ 654,369.39</b>	<b>\$ 681,480.88</b>
<b>Net Operating Income</b>	<b>\$ 267,836.27</b>	<b>\$ 62,494.83</b>	<b>\$ (1,467.36)</b>	<b>\$ 112,786.94</b>	<b>\$ 193,912.21</b>
Other Income	\$ 39,504.52	\$ (10,387.94)	\$ (23,104.41)	\$ 64,043.89	\$ 71,869.46
<b>Income (Loss) Before Transfers</b>	<b>\$ 307,340.79</b>	<b>\$ 52,106.89</b>	<b>\$ (24,571.77)</b>	<b>\$ 176,830.83</b>	<b>\$ 265,781.67</b>
Transfers Out	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00	\$ 65,000.00
<b>Net Income/(Loss)</b>	<b>\$ 247,340.79</b>	<b>\$ (7,893.11)</b>	<b>\$ (84,571.77)</b>	<b>\$ 116,830.83</b>	<b>\$ 200,781.67</b>
Cash Balance	\$ 1,982,657	\$ 1,204,211	\$ 1,048,587	\$ 1,149,835	\$ 1,230,298

# Gross Sales

2024 was a soft year for many liquor stores across the state. We were not one of them. We saw an increase in sales of \$176,313.54 in sales over 2023.

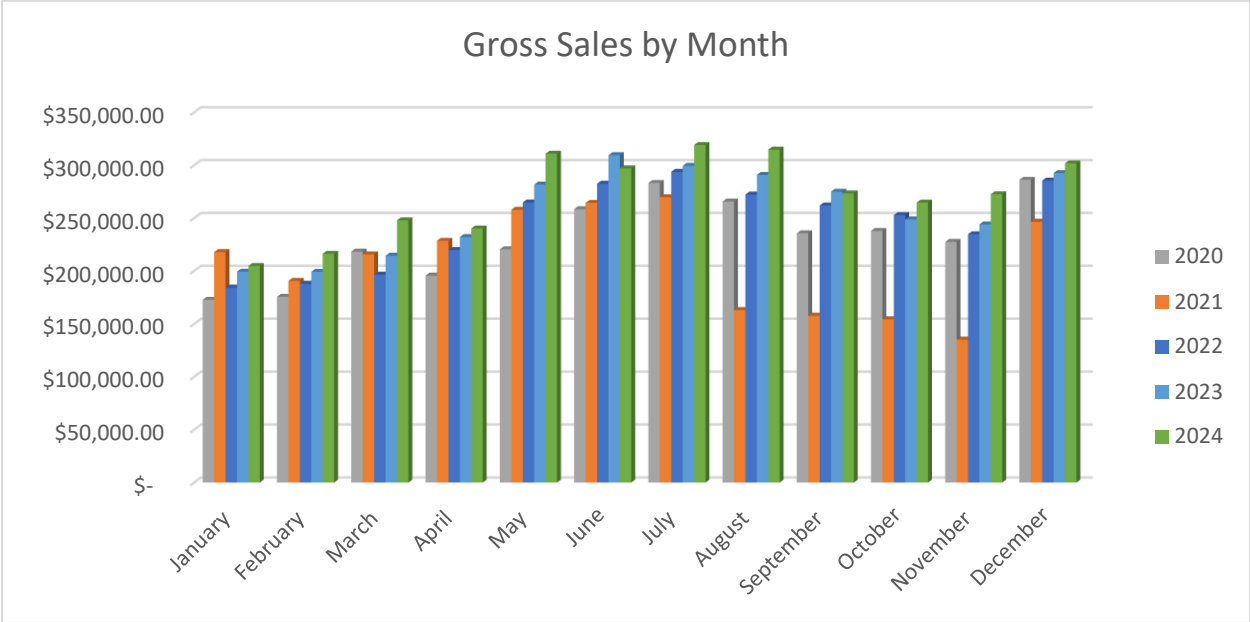


THC was added to the chart and is already almost 4<sup>th</sup> place for overall gross sales by type (it should surpass cigarettes sales in 2025)

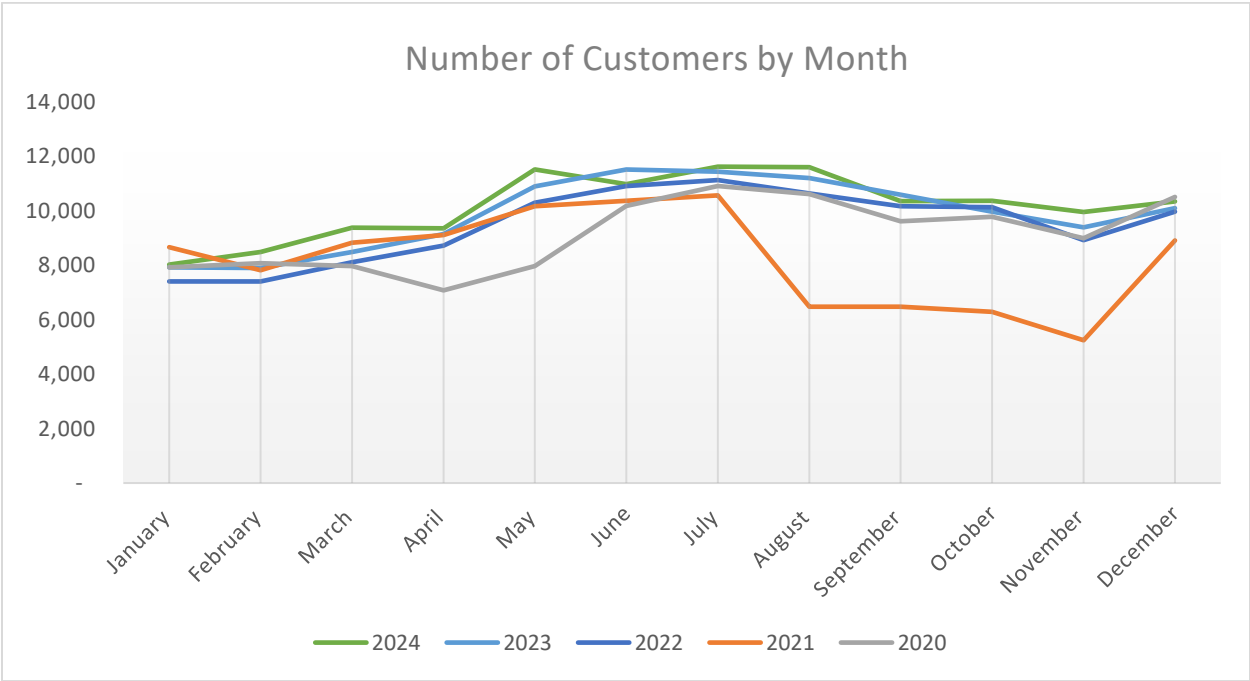


# Gross Sales by Month

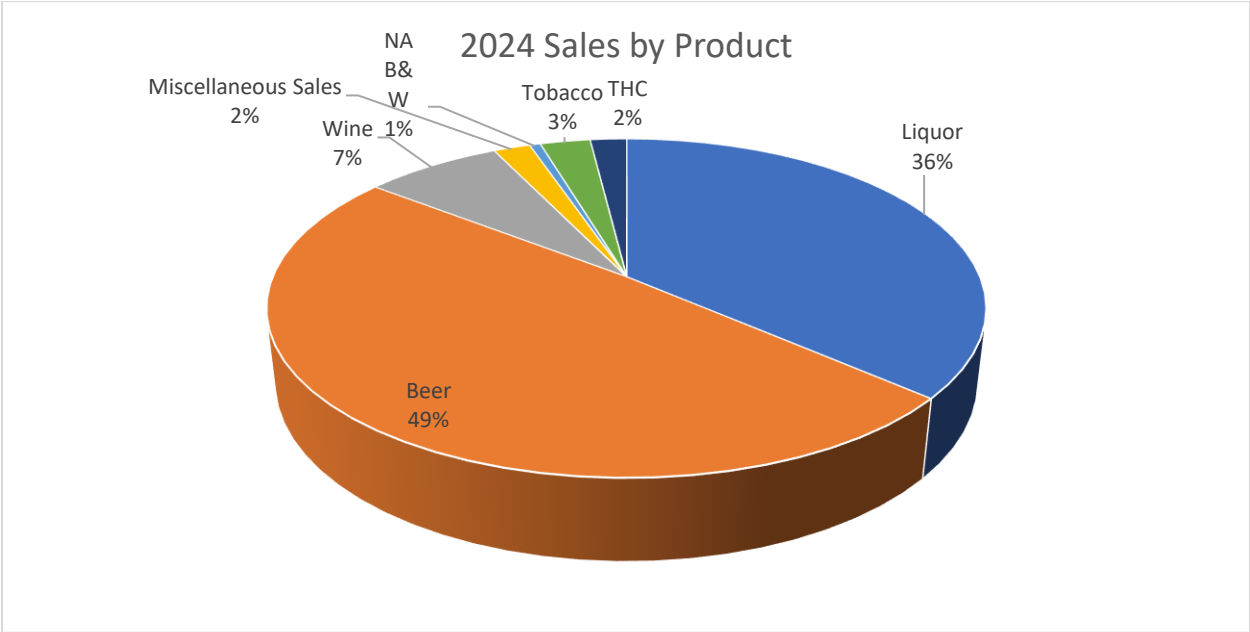
Summer months continue to be our busier season, and we had stronger sales this past year (versus 2023) every month except for June and September.



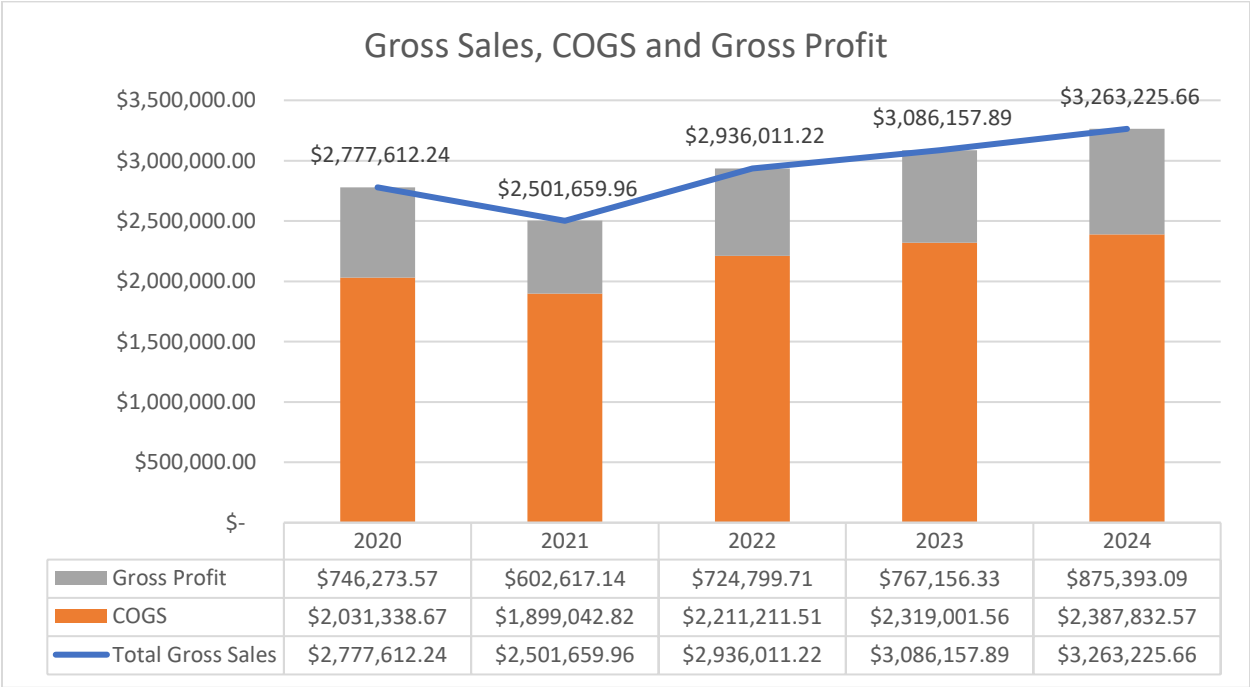
Similar pattern for customer counts, with June and September being the slower months.



The next chart shows the 2024 Sales by product. Beer is still strong with #1 sales and nearly 50%, with liquor right behind it at 36%. THC went from a fraction of a percent to over 2% of all sales.

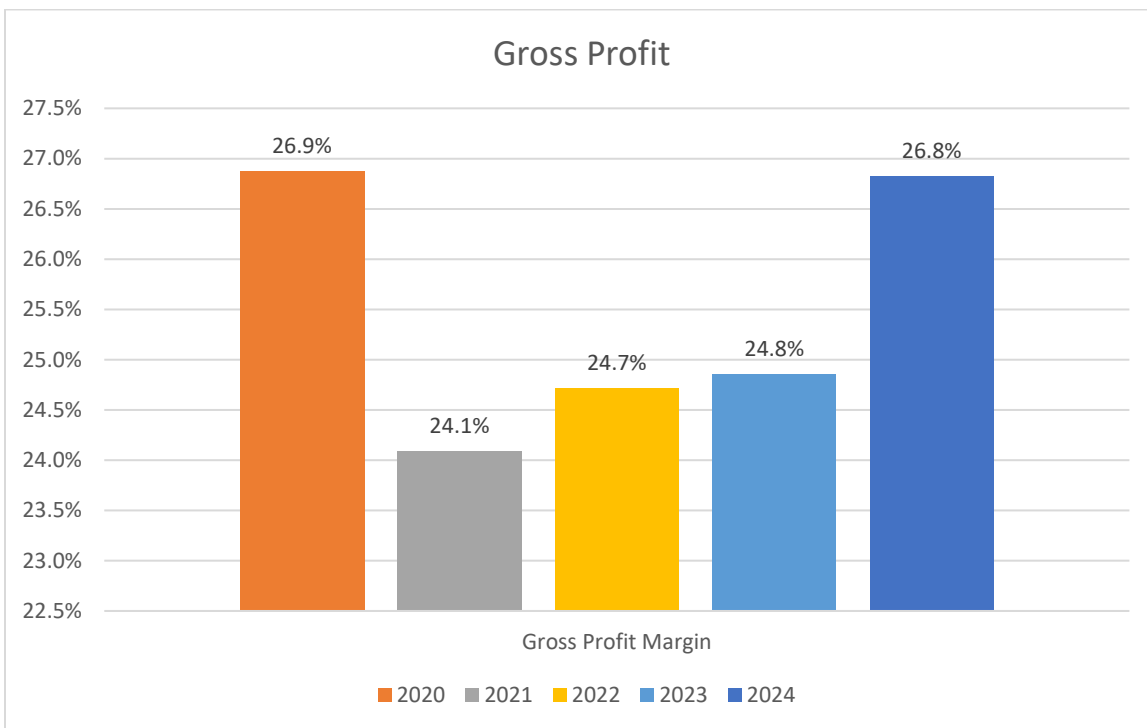


After gross sales, this next graph shows the relationship gross sales to cost of goods sold (COGS) and the gross profit that is created. Cost of goods sold is what the Bottle Shop pays for the liquor, beer, wine and miscellaneous. Once that is deducted from the gross sales you have the gross profit amount.



## Gross Profit Margin

The Bottle Shop shoots to have a gross profit margin of 25%. As you can see, we blew that number up substantially in 2024. With an increase in THC sales and better buying, we went up a full 2% in GP. That's huge!

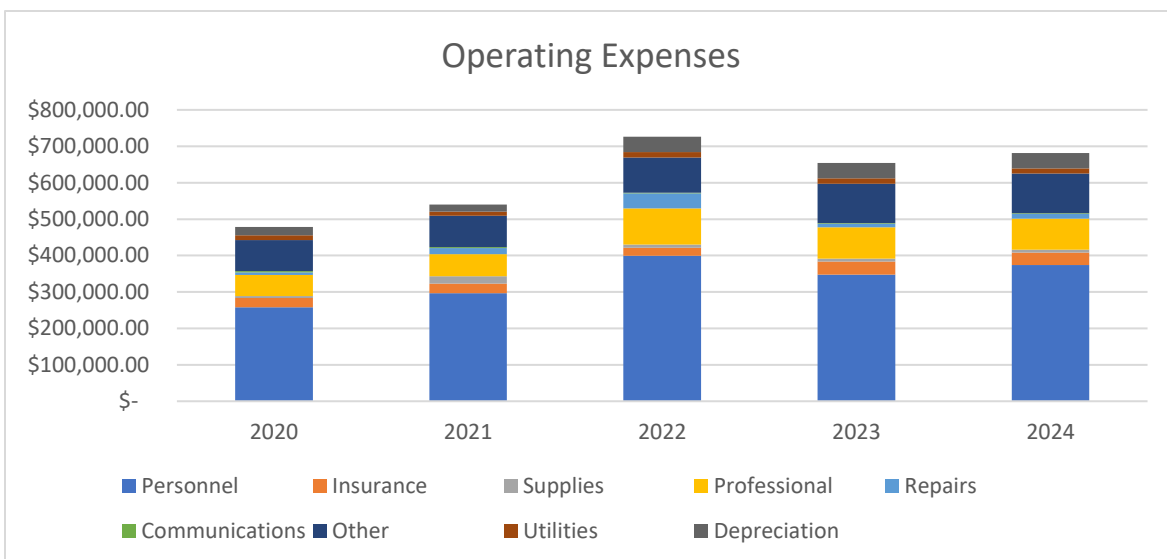


## Operating Expenses

The costs for running the liquor store operations is broken down into the following categories: Personnel, insurance, supplies, profesional services, repairs and maintenance, communications, other, utilities and depreciation.

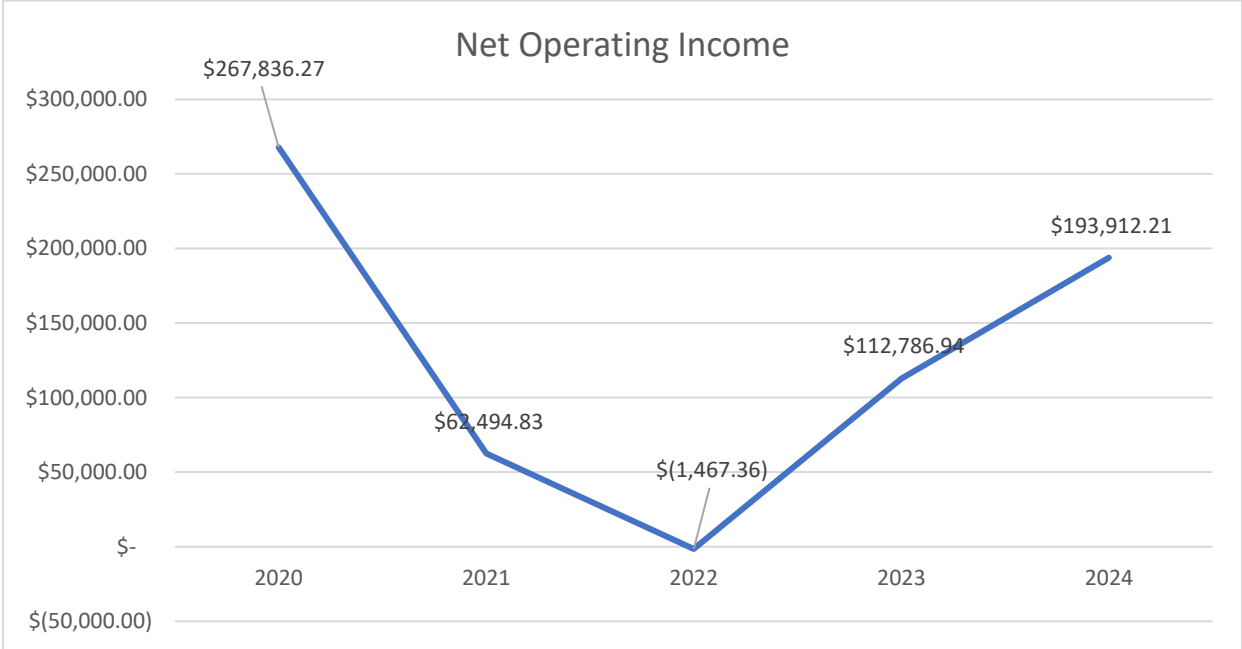
The biggest line item is the personnel line. The Bottle Shop employs three full-time staff. The manager, the assistant manager and a full-time clerk. The full-time clerk was added 2021. During 2022, the hourly rates of the part-time employees was looked at and council decided to adjust the wage up to be comparable to other jobs in the area.

The next biggest line item is the professional services line. This line includes auditing costs, computer consulting costs, administration charge (this is transferred to the general fund) and the cost of credit card processing.



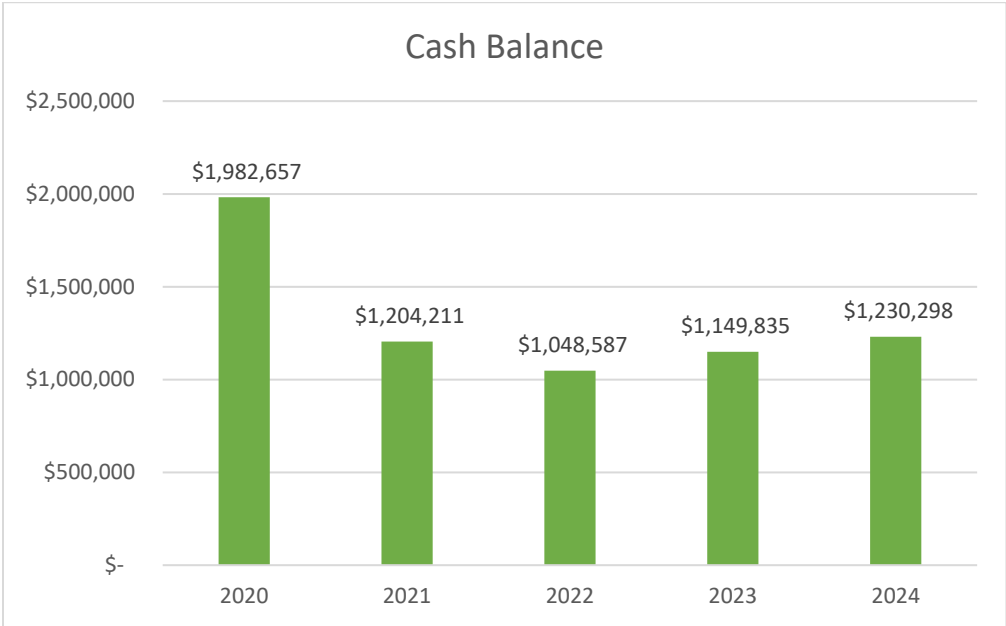
# Net Operating Income

Net Operating Income is the amount left over after operating expenses are subtracted from gross profit. The trend is downward right now except for the exceptional year of 2020. Inflation is hitting everyone including city operations. Please note that 2024 amount is unaudited. This is the amount before any transfers that this city makes out of this fund. It's good to see that number continue to rise, with an \$81,125.27 increase over 2023.



# Cash

The cash balance has dropped in the last couple of years. The reason for this drop is the remodeling project that occurred in 2021. The overall costs associated with the remodeling amounted to \$920,945. This included the construction contract, architectural fees, and any miscellaneous costs associated with the project. 2024 helped, bringing our cash balance up by \$80,463.





## 2024 Trends

2023 brought the legalization of hemp-derived THC. 2024 brought the explosion of new brands of THC, as well as many breweries expanding to offer THC beverages and gummies as well. We expanded from a small cooler and shelf to an entire 4-foot wall of drinks, two additional coolers, and a large display of THC gummies and shots at the register area. We went from \$5,493.59 in 2023 to \$63,920.22 in 2024. Big numbers getting bigger.

The other category, premixed cocktails, also saw a huge spike. Carbliss saw a 56% increase from 451 to 705 cases and Cutwater saw an increase of 51% as well spiking from 110 to 216 cases in 2024.



## Changes for the better

2024 was a great year for The Bottle Shop. We made some big changes with the store layout and were able to bring in many new items. Created more space for larger displays, which helped make it easier to buy properly. This helped a lot with our GP as well as our overall sales. Many items that were slow movers were discounted and sold through, and overall, the new items have been doing well.

We are now open all hours of operation that are legal in the state of Minnesota. 8am to 10pm Monday through Saturday, and 11am to 6pm on Sundays. Changing our hours to 8am has seen an increase in customers and it was the right decision, only adding one hour of labor per day as the opener was coming in at 9am to open at 10am.

Grew our Facebook page to 999 followers and got our rating up to 90%. Continue to post several times a week with specials and other events going on both inside the store as well as within the city.

Worked with Cityhive and now have an app that you can utilize to order online for store pickup.

We are now running sales every month! Printing better signs and have actual sale tags on the shelf. Much more professional look.

I spent most of my Wednesdays this past summer helping at the farmer's market! It was a good time and nice to interact with my customers outside of the store.

I ordered new keg taps, and we have seen several go out. I even have a few keg customers that followed me from G-Will and buy their kegs here regularly.

We had beer tastings every Friday in April as well as food trucks weekly.

Did a cooler reset in April, giving us a better flow for customers and better placement for premixed cocktails, Seltzers and Teas. All those categories have seen solid growth since being relocated.

We added vinyl curtains at the entries of our coolers, keeping the cold air in the coolers when the doors are open for stocking. Better energy efficiency.

Set up a table at National Night Out and hung out with customers. Handed out candy and had a few giveaways.

Had a large Oktoberfest tasting in September. Hoping to do again next year as repetition is key to better turn outs.

We had wine tastings every Friday in October.

We did a bourbon endcap in November and had many popular brands on sale, each purchase got them an opportunity to purchase an allocated bottle of bourbon. We are also starting to see an increase in allocations due to an increase of products carried and buying more cases.

Joined Saint Francis Fire Department for a second year as Santa collecting food for the food shelves. Hoping to continue this tradition moving forward as it's a lot of fun!

We did multiple fundraisers:

\$410.61 in April to the Humane Society

\$647.97 in August to the St. Francis Fire Department

\$1,538.93 in December to the Vikings Foundation

With the help of our customers, we raised a total of **\$2,597.51** this year!

# Special Events throughout the year

Food Trucks



Giveaways



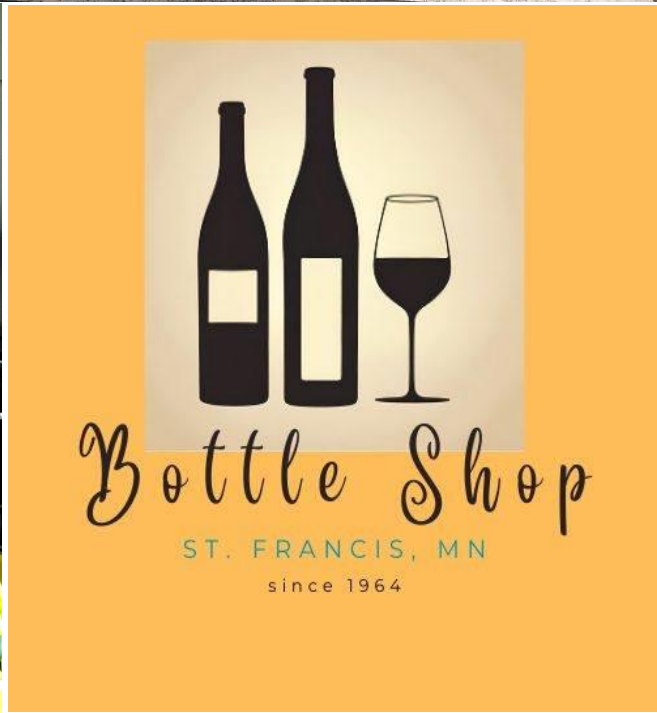
## MMBA Fire Fighter Fundraiser













# 2024

## ANNUAL REPORT



CITY OF ST. FRANCIS

# PUBLIC WORKS

**PAUL CARPENTER 3**

**STREETS AND PARKS INTRODUCTION 4**

**STREETS AND PARKS TEAM 5**

**SNOWPLOWING 6**

**SNOWPLOW RIDE TO SCHOOL 6**

**EQUIPMENT MAINTENANCE 7**

**BUILDING MAINTENANCE 7**

**SUMMER ROAD MAINTENANCE 8**

**MOWING 9**

**DOG PARK (ST FRANCIS BARK PARK) 10**

**EMERALD ASH BORER (EAB) GRANT 11**

**CALL INS 11**

**MISCELLANEOUS PROJECTS 12**

**OPEN HOUSE 12-13**

**RECYCLING 13**

**STORMWATER 14**

**ANNUAL WATER & WASTEWATER REPORT 2024 15**

**PARISH BARTEN 16**

**WATER TREATMENT FACILITY, WELLS AND DISTRIBUTION SYSTEM 17-21**

**WASTEWATER TREATMENT FACILITY AND COLLECTION SYSTEMS 22-25**

**2024 PROJECTS 26-30**

**EQUIPMENT 31**

**ENGINEERING 32**

**MEET THE TEAM 33**

**COMMUNITY EVENT 34**

 City of  
**St. Francis**  
PUBLIC WORKS DEPARTMENT

4058 St. Francis Blvd. NW  
St. Francis, Minnesota 55070  
763-233-5200  
FAX 763-233-5205

Mayor and Council,

I would like to present to you the Public Works 2024 year-end report. The report is segmented into two parts, similar to the way the department is set up. Each group has their specific duties that they are required to perform, working independently from each other. Public Works has several moving pieces such as water responsibilities, waste water responsibilities, stormwater, recycling, streets, and parks. The staff use their specific talents every day to maintain and improve the city infrastructure for our residents.

Projects are also shared between both groups, examples are snow plowing, building cleaning and maintenance, equipment maintenance, "call ins", and everyday problem solving. Interior collaboration between department staff happens every day on multiple challenges, ideas, and potential projects. The diversity of staff talent is how the department efficiency continues to improve. I have the pleasure to lead these talented individuals and at times they lead me.

In 2024, there was one personnel change. Colin McDonough, with 8 years of service, went on to pursue his professional career. Public Works hired Jason Stanius in April. Jason is acclimating well and we are all learning from his experience and talent he brings to the group. The other members are introduced in the report and I want to personally thank Parish, Jeremy, Tom, Mike, John, Wyatt, Nate, and Jen for their dedication, commitment, and hard work. They are truly a pleasure to work with.

The projects in 2024 relied heavily on the Department staff and time management was crucial to their success. The St. Francis Bark Park, the Ambassador Watermain Improvement, Royal Oaks lift station improvements, Pederson Drive water service, ReLeaf Grant work, Highland Park improvements, St. Francis Rain Garden, and the Rum River Woods River Stabilization Project. We have also added the Public Works Open House event that has turned into a success with the residents which we will continue to hold each year.

Thank you to Council for your continued support and congratulations to our new Mayor and Council Member. Please enjoy reading through the 2024 Report and feel free to reach out with any questions to your Public Works Team.

Respectfully Submitted,

Paul Carpenter



# STREETS AND PARKS INTRODUCTION

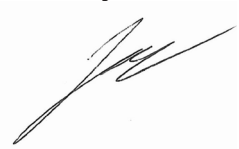
Mayor and Council,

With another year in the books, it is my pleasure to present the 2024 Streets and Parks Annual Report. This report showcases the achievements, stats, projects, and the journey through 2024.

Interesting enough, this past winter (2023-2024) was much different than the previous year (2022-2023) of 90.3 inches of snow. We had every season from snow and ice to thunderstorms and multiple inches of rain. This allowed staff to do deep cleaning/organizing of our facilities. This is usually not possible during a normal winter. This spring we started with removal of our infested ash trees throughout our parks. After the removal was completed, multiple new trees were planted throughout. These trees were watered multiple times a week until freeze up, by staff. Another project started this spring and was completed by fall was the St. Francis Bark Park. This has been a big hit with the residents, and we have received multiple compliments on it. Not only does it get people out enjoying the outdoors with their furry friends, but it allows interaction amongst the residents.

I would like to thank my team for making these types of projects possible. The team's out of the box thinking and innovative spirit continues to make it a great place to work. Everyone brings something unique to the team. I'm looking forward to see what 2025 has in store.

Sincerely,



Jeremy Shook  
Streets and Parks Supervisor



**Jeremy Shook**  
**Streets/Parks Supervisor**

- 19 Years of Experience
- Class A CDL
- Certified Pesticide Applicator



“Teamwork is the secret that makes common people achieve uncommon results”

– Ifeanyi Enoch Onuoha

# STREETS AND PARKS TEAM



**Jen Gulbrandson**  
Public Works Admin

- 25 Years of Experience
- 2.5 Years as Stormwater Inspector



**Tom Koep**  
Streets/Parks Operator  
Recycling Coordinator

- Recycling Coordinator
- 21 years of Experience
- Certified Tree Inspector
- Class B CDL
- Certified Pesticide Applicator
- Class D Water License



**Nate Hanson**  
Streets/Parks Operator

- 5 Years of Experience
- Class A CDL
- Certified Tree Inspector
- Class D Water License
- Class D Wastewater License



**Jason Stanius**  
Streets/Parks Operator

- 3 Years of Experience
- Class A CDL

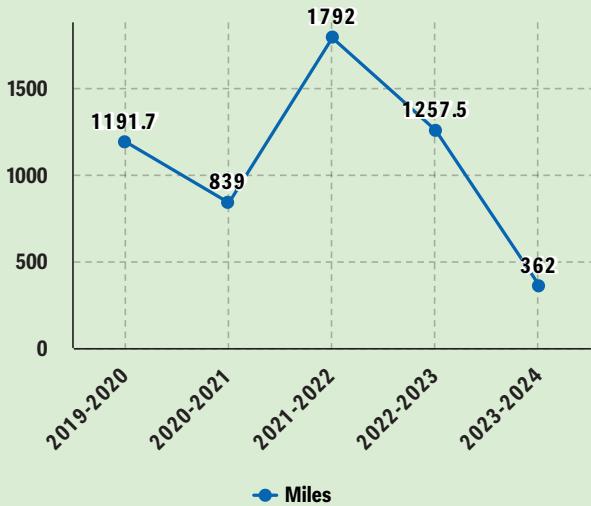


# SNOWPLOWING

2023-2024 Season ended up being quite different than the previous season of 90.3 inches of snow. This past season we ended up with 29.5 inches of snow almost half our normal average.

- 362 miles of roadway plowed
- 236 cul-de-sacs
- 97.2 miles of trail
- 276.3 tons of salt applied to our roadways

Miles of Roadway Plowed



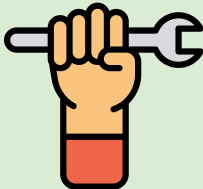
# SNOWPLOW RIDE TO SCHOOL

Despite the lack of snow, we were still able to give the kids a ride to school in the snowplows. This was a drawing that was held at the Public Works Open House. The kids really enjoyed this judging by their smiling faces.

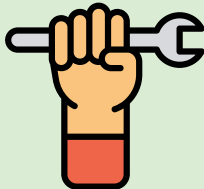


# EQUIPMENT MAINTENANCE

Equipment Maintenance is a crucial aspect of ensuring the reliability, safety, and longevity of the equipment. Proper maintenance helps prevent breakdowns, extends the lifespan of the equipment and reduces the overall cost of ownership.



**440**  
HOURS OF  
EQUIPMENT  
MAINTENANCE



**290**  
HOURS OF  
EQUIPMENT  
REPAIR



# BUILDING MAINTENANCE

**440**

HOURS OF BUILDING  
MAINTENANCE

**290**

SITE  
INSPECTIONS

Staff attended a 5-day course that the Minnesota Recreation and Parks Association hosted at 5 different locations throughout the Metro. There were 31 members that attended the courses that were from different governing agencies.



- **Arlington Hills Recreation Center: St. Paul**  
Topics: Recreation Facilities as a Business, Planning, and Design Process, Decision-Making Process. Development and Renovation Decisions and a Facility's Useful Life, and Partnerships for Facilities.
- **Chaska Community Center**  
Topics: Enterprise, General, and Special Revenue Funds, Budgets and Capital Improvement Plans, Funding Facilities, Maximizing Revenue Generations, and Generating Revenue vs. Building Spaces.
- **Mississippi Crossing: Champlin**  
Topics: Risk Management and Emergency Preparedness, Lessons, Learned from Construction Process, Programming and Events.
- **Buckham West: Faribault**  
Topics: Asset Tracking, Faribault Facilities, Smaller Projects and Re-Purposing Spaces, Revitalizing Aging Assets and Rochester's Projects.
- **Westwood Hills Nature Center: St. Louis Park**  
Topics: Guest speaker Annie Frisoli presenting People, communication, customer relations, and working with difficult behavior.

# SUMMER ROAD MAINTENANCE

- This summer we were able to once again partner with Stanford Township to complete a shared road project on 245th Ave. This road had a mill and overlay.
- Quicksilver St. was a mill and overlay.
- 11,250 liner feet of painting on our city streets.
- 56,920 liner feet of crack sealing on our city streets.

Agenda Item # 11C.



**Staff applied 16,800 lbs. of patch to the roads.**



**17,900**

GALLONS OF CALCIUM CHLORIDE SPRAYED ON GRAVEL ROADS



**1,320**

TONS OF CLASS 5 GRAVEL SPREAD



**183**

MILES OF ROADWAY GRADED

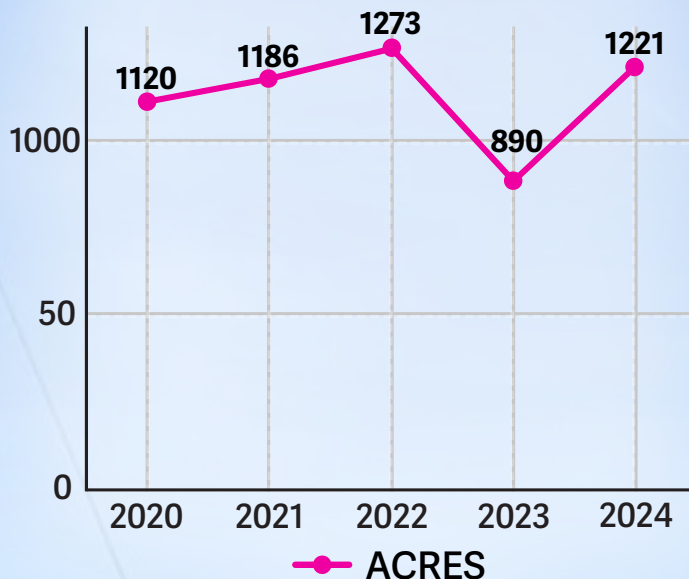


In August, there were two rounds of severe storms that swept through the city causing multiple power outages and downed trees. This ended up being an excellent training for emergency management between all City Staff.

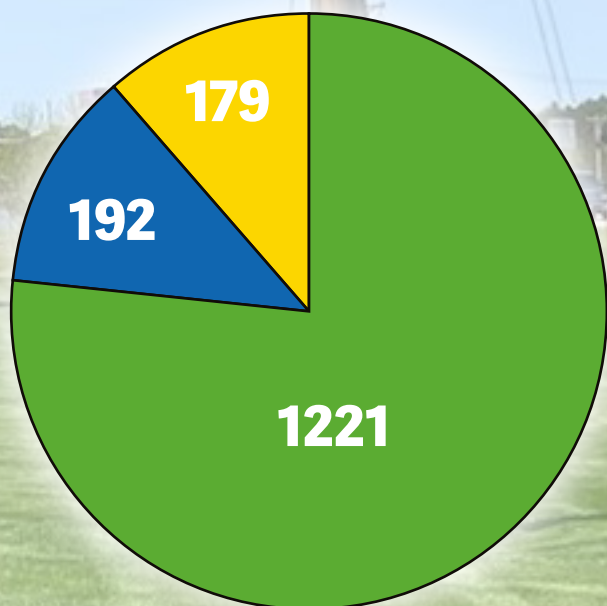







### ACRES OF GRASS MOWED

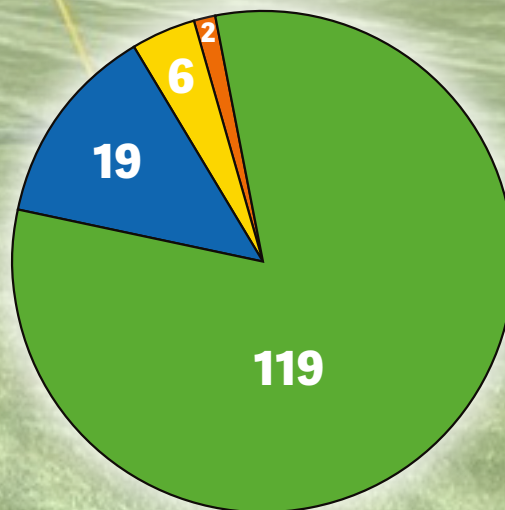






### ALL MOWING



-  OPEN SPACES (76.7%)
-  DITCH MOWING (12.06%)
-  TRAILSIDE MOWING (11.24%)

### PARK RENTALS



-  COMMUNITY PARK (81.51%)
-  HIDDEN PONDS (13.01%)
-  WARMING HOUSE (4.11%)
-  SIWEK PARKG (1.37%)

# DOG PARK (ST FRANCIS BARK PARK)



Staff held a "Leash Cutting" Ceremony for the new St. Francis Bark Park. There was a great turn out of 40 dogs. Since the opening, we continue to see the park used daily and even on the coldest days. On average, staff collects about 30lbs of dog waste a week.



Underfencing installation to prevent grass from growing up between the fence.



Before any excavation or tree clearing was completed.



Drinking fountain for humans and dogs. Thank you for Water/Wastewater team for helping with this.



# EMERALD ASH BORER (EAB) GRANT

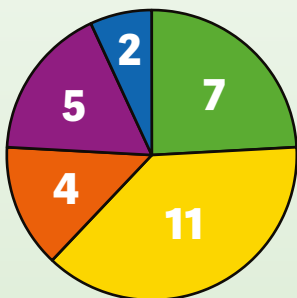


In 2023, Public Works applied for the DNR Releaf Grant and received \$147,797.75 to help mitigate Emerald Ash Borer. Since then, the city has hired a contractor to remove 117 trees infested with the Emerald Ash Borer. The contractor then planted 104 new trees of diverse species in their place. Staff watered the new trees multiple times a week and all of the trees are surviving. Staff will continue to water these trees next year as well.



## CALL INS

### 2024 CALL INS



- Parks (24.14%)
- Streets (37.93%)
- Recycling (13.79%)
- Sewer (17.24%)
- Water (6.9%)

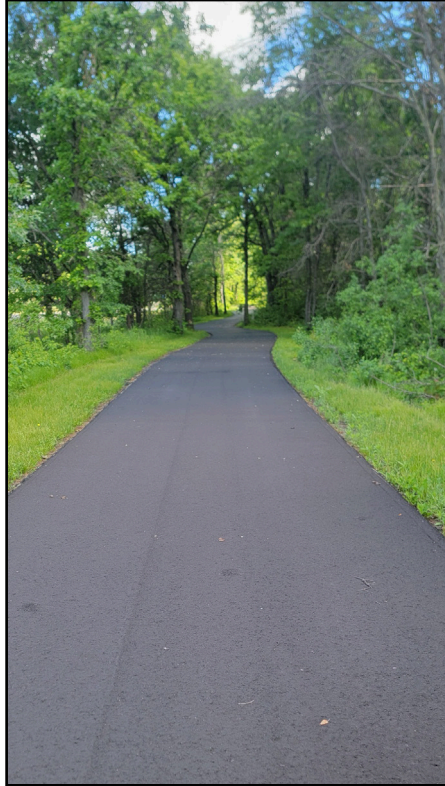
“Call ins” are emergencies that happen when staff is not at work, i.e., on the weekends and typically during the middle of the night. These emergencies are taken care of by the individuals that are currently on-call during that week. Public Works always has 2 individuals on call, 1 staff member from Water/Sewer and 1 staff member from Streets/Parks.



# MISCELLANEOUS PROJECTS



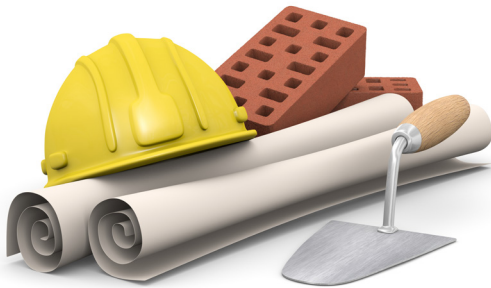
This is our leaf and grass vac aka Wall E. This was picked up from St. Thomas Collage with only 83 hours on it and with minimal dollars staff was able to get this machine back up and running.



Paving completions for the Dellwood Trail River Restoration Project. This portion of the project had to be completed this spring due to the cold temps in the fall of 2023.



Pressure Washing/Cleaning the benches at Woodbury Park.



New concrete pad, dumpster surround, garbage cans, and bike rack at Highland Woods Park.

## OPEN HOUSE

**PUBLIC WORKS OPEN HOUSE**  
**TRUCK OR TREAT EVENT!**

- ADULT & KID FREE DRAWINGS
- FUN GIVEAWAYS
- TEMP TATTOOS/COLOR PAGES
- HOT DOGS & CHIPS SERVED!
- HALLOWEEN CANDY!

**HELP US NAME THE GRADER!**  
• WIN \$100 CREDIT TOWARDS YOUR WATER BILL!

**WEAR YOUR COSTUMES!**  
• WIN A RIDE TO SCHOOL ON A SNOW PLOW! ISD15 INCLUSIVE (WE WILL PICK YOU UP AND DRIVE YOU TO SCHOOL!)

**OCTOBER 29TH**  
**5:00 PM - 7:30 PM**

**4058 ST. FRANCIS BLVD NW**  
**CITY OF ST. FRANCIS**

Staff held our 2nd Annual Public Works Open House on October 29th. There was over 250 people at this event. Staff had set up 3 games the kids could play for candy including truck plinko, bowling, and a golf ball game.



# RECYCLING

We held four regular recycling events in 2024 at the Public Works Facility. Having events at a central location has been a great opportunity to utilize the space we have and make it convenient for our residents. Something new this year is accepting yard waste and tree trimmings at all events. We also now have a waste oil bin available for residents. Recycling scrap metal brought in over \$1400 which goes back to the general fund.

We partnered with Anoka County again and had a Household Hazardous Waste Event. This event brought in the most vehicles yet at over 437 vehicles. Last HHW event in 2022 brought over 423 vehicles. The Anoka County Household Hazardous Waste Facility is located in Blaine. Having this event here in St. Francis, brings northern Anoka County residents another convenient opportunity to recycle their hazardous waste. Typical items accepted at these events are paints, solvents, lightbulbs and prescription drugs. We hope to host more HHW events in the future.



This year we were awarded the Municipal Waste Prevention and Recycling Grant of \$22,000. These funds were used to add recycling stations at 4 of our parks and the concrete pads they sit on. In the past 3 years we've updated 7 recycling stations in our parks all paid for through grant funding.

**REDUCE • REUSE • RECYCLE**



# STORMWATER



New stormwater treatment is in place to benefit the Rum River, thanks to a collaborative effort by the City of St. Francis, Anoka Conservation District (ACD), and Upper Rum River Watershed Management Organization. The new rain garden located along 225th LN has a curbside inlet, allowing water into a one-foot basin with filters and infiltrates stormwater. It will hold water for no more than 48 hours. It will remove 44% of solids (111lbs/yr) and 46% (0.6 lbs/year) of phosphorus from a two-acre drainage area. The rain garden is filled with native shrubs, grasses and wildflowers. We are hopeful this project results in other landowners wishing to have a rain garden on their property.



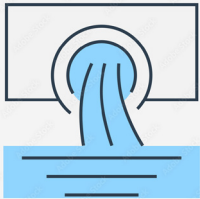
## Rum River Woods Riverbank Stabilization Project

Cedar tree revetments are a cost-effective bioengineering practice that can be used to stabilize actively eroding riverbanks. Excessive erosion along riverbanks threatens property values, contributes sediment and nutrients to the receiving water body, and eliminates wildlife habitat. Installation of the 345-foot revetment and bare root plantings will slow or stop erosion and reduce the likelihood of a much larger and more expensive project in the future. Cedar brush was also installed to provide additional soft armoring. Another successful collaborative project with ACD, CCMI and the City of St. Francis.

**ROW Permit Approvals**  
 Staff reviewed and approved 38 ROW permits  
 8 City-Wide Projects that were large and involved various properties

## Stormwater Reviews and Inspections

- Erosion Control Plan Review Approvals - 42
- Demo Permit Reviews/Excavation - 3
- Inspections: Residential - 41
- Inspections: Commercial - 46
- Post Construction Inspections - 42



**MS4 Training - Annual**  
 Illicit Discharge Training - Public Works, October 2024  
 Smart Salt Training - Salt & Snow Storage Refresher, October 2024

The background of the entire page is a photograph of a water treatment facility. It shows turbulent, white water flowing through a concrete channel, creating a sense of motion and industrial activity. The lighting is somewhat dim, with a blueish-grey tint, emphasizing the textures of the water and the concrete.

# **ANNUAL WATER & WASTEWATER REPORT**

**2024**



Mayor and Council,

I am pleased to present to you, the final water and wastewater report for 2024. During the past year, staff worked on and completed many projects. A few of the projects include, Ambassador watermain improvements, curb stop locating, and Rivers Edge lift station meter replacement, just to name a few.

Our water and wastewater team is dedicated to serving the residents of St. Francis every day with what ever issue that should arise.

I would like to Congratulate Mark Vogel and Amy Faanes on being elected Mayor and to City Council Member, respectively.

Best Regards,

**Parish Barten**

Water and Wastewater Supervisor





# WATER TREATMENT FACILITY, WELLS AND DISTRIBUTION SYSTEM

St. Francis water and sewer operators are responsible for maintaining our water treatment facility, wastewater treatment facility, water distribution, and wastewater collection systems. They make sure all mechanical equipment works properly and that we meet all requirements set by the Minnesota Department of Health (MDH) and Minnesota Pollution Control Agency (MPCA).

The Water Treatment Facility is a Class C facility that removes iron and manganese, and continues to operate as designed. Our licensed Water Treatment Operators adjust treatment chemicals, record compliance data, perform maintenance, and collect samples as required by MDH.

In 2024, our operators completed these tasks:

- Collected 60 required bacteria samples and 28 other samples required by MDH from throughout St. Francis
- Spent 450 hours operating the facility
- Conducted over 400 tests for Chlorine, Iron, Fluoride, and Manganese
- Changed oil in four high service pumps
- Completed 1,095 well drawdowns (checking water depth in wells)
- Cleaned and washed out the detention tank
- Cleaned and washed out three reclaim tanks
- Flushed 400 fire hydrants
- Repaired 25 hydrants
- Painted 20 hydrants
- Inspected the Water Tower for problems (none found)
- Started work on certifying our lead and copper inventory, due in October

As required, staff collects daily water samples for in-house testing. Here are the average lab results for 2024:

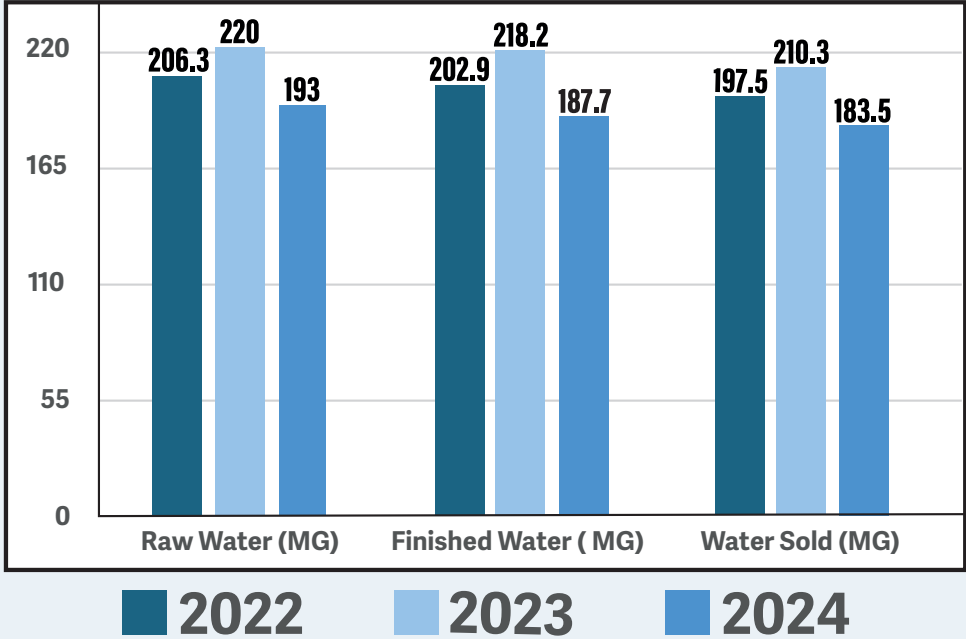
RAW WATER RESULTS		FINISHED WATER RESULTS	
<b>Iron:</b> .99 mg/l		<b>Chlorine:</b> .78 mg/l	<b>Iron:</b> .002 mg/l
<b>Manganese:</b> .072 mg/l		<b>Fluoride:</b> .71 mg/l	<b>Manganese:</b> .041mg/l



# WATER TREATMENT FACILITY, WELLS AND DISTRIBUTION SYSTEM

Below is pumping data for the last three years.

### Finished Water Pumped vs Water Sold



A key measure of our system’s efficiency is accounted-for water, which compares finished water production to water sold. In 2024, we achieved 98% accountability, exceeding the 90% recommendation from AWWA, MDH, and DNR.

## 2024 Highlights

We had two significant achievements in water management this year:

- For the first time in two years, we avoided entering any drought warning phases. These phases, which are issued by the DNR, would have required the city to implement stricter water use protocols.
- For the first time in three years, our raw water pumping remained below our 200 million gallon appropriations limit.

## Treatment Aids

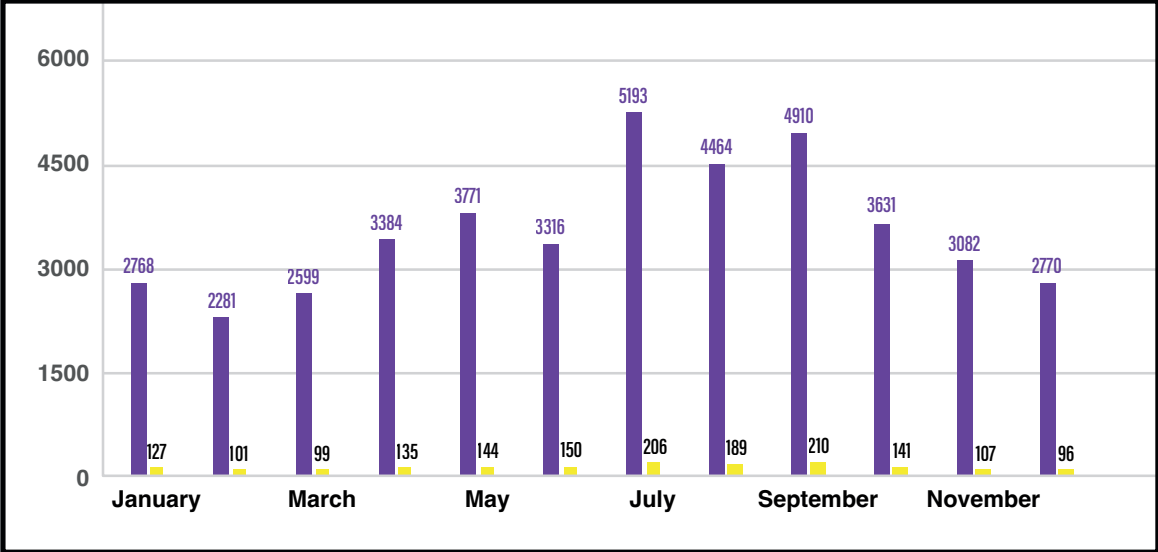
Treatment aids are essential for producing safe, clean drinking water. Each aid serves a specific purpose:

- Sodium Permanganate (NaMnO4) removes manganese and radium
- Chlorine acts as a disinfectant
- Orthophosphate prevents copper pipe corrosion
- Fluoride supports dental health

# WATER TREATMENT FACILITY, WELLS AND DISTRIBUTION SYSTEM

Below are the monthly quantities used for each treatment aid, along with yearly totals:

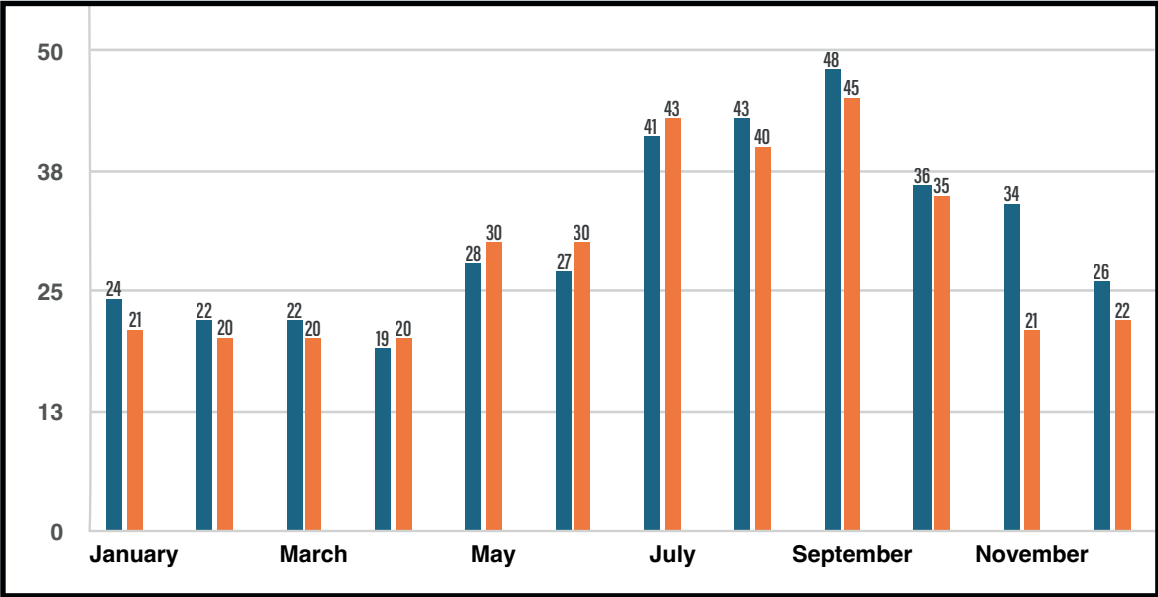
## Treatment Aids, Lbs. Used



■ Sodium Permanganate, Lbs used    ■ Chlorine, Lbs used

The total amount of NaMno4 for the year was 42,169 Lbs., and the total amount of Chlorine used was 1705 Lbs.

## Treatment Aids, Gallons Used



■ Fluoride    ■ Orthophosphate

In 2024, we used 360 gallons of Fluoride and 347 gallons of orthophosphate.

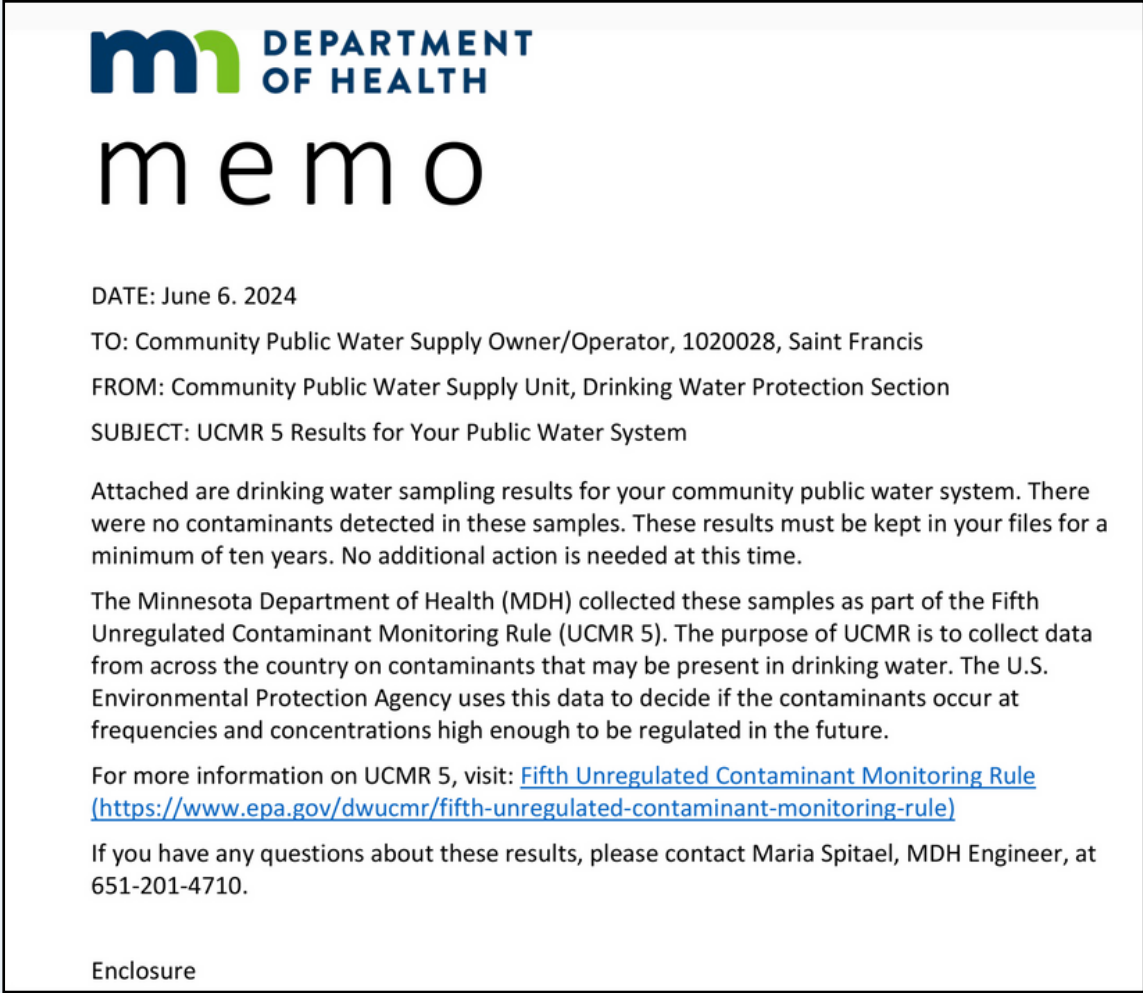
# WATER TREATMENT FACILITY, WELLS AND DISTRIBUTION SYSTEM

## Annual Sanitary Inspection

Each year, our drinking water facilities undergo a comprehensive inspection by a Minnesota Department of Health district engineer. I am proud to report that in 2024, we maintained our perfect compliance record with zero violations.

## Minnesota Department of Health & Environmental Protection Agency Testing

In June 2024, the MDH conducted comprehensive water testing at our wells, sampling for more than 20 unregulated contaminants. This testing included a wide range of substances, from lithium to PHOS in the water.



# WATER TREATMENT FACILITY, WELLS AND DISTRIBUTION SYSTEM

## Neptune 360 Water Monitoring System

Our Public Works department uses Neptune 360 software to collect water meter readings throughout the city. This valuable tool generates various reports, including: no-flow alerts, high-flow warnings, top ten water users, and other usage patterns.

This winter, as in winter 2023, John, Mike, and Wyatt focused on the continuous consumption feature. This tool identifies properties where water flows continuously without stopping—an indicator of potential problems. Winter is the ideal time to spot these issues since outdoor water use is minimal.

Our team proactively contacts customers when continuous flow is detected, sending letters to explain that this might indicate problems like leaking toilets or running faucets. We also offer our assistance in investigating these issues. The response has been overwhelmingly positive, with many grateful residents appreciating this proactive approach to water conservation and problem prevention.

*The image to the right demonstrates the impact of our notification system. After receiving our letter, this customer contacted Public Works about their high water usage. We identified a faulty toilet flapper, and after repairs, their daily usage dropped dramatically from 1,453 to 149 gallons.*



## Other success stories from our 70 notification letters include:

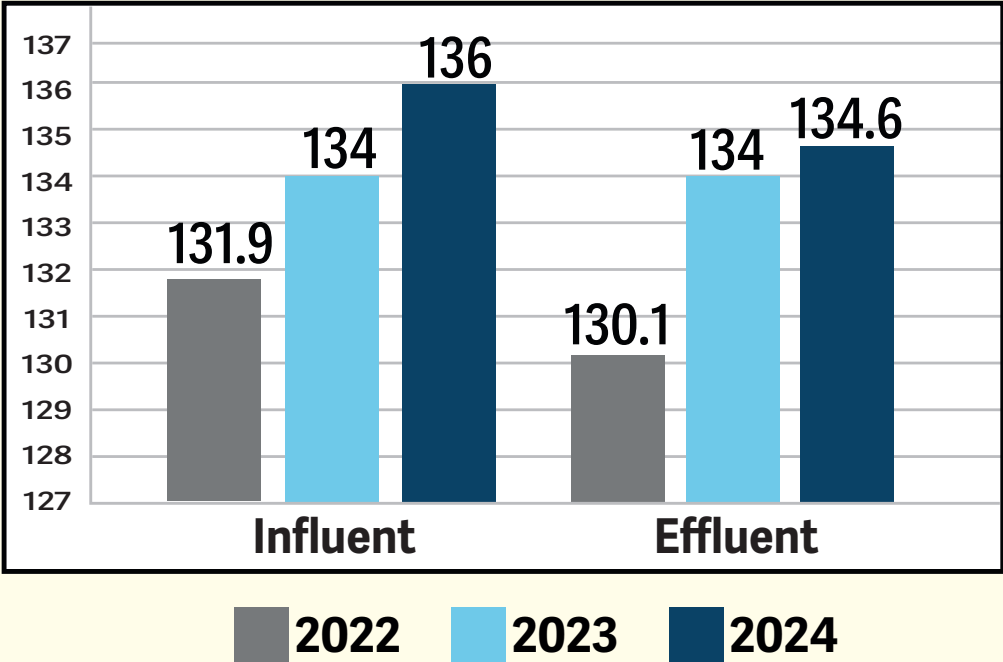
- A bill reduction from \$703.92, down to \$88.42
- A reduction from 951gpd, down to 86gpd, or \$461.35 down to \$51.80
- The average reduction was 55%, with 96% being the largest.
- Of the 70 letters sent, we have had 42 addresses contacting us to help!

# WASTEWATER TREATMENT FACILITY AND COLLECTION SYSTEMS

Our Class A Wastewater Treatment Facility uses activated sludge with extended aeration. Operators handle daily operations including meter readings, lab testing, sample collection, equipment maintenance, and required MPCA reporting.

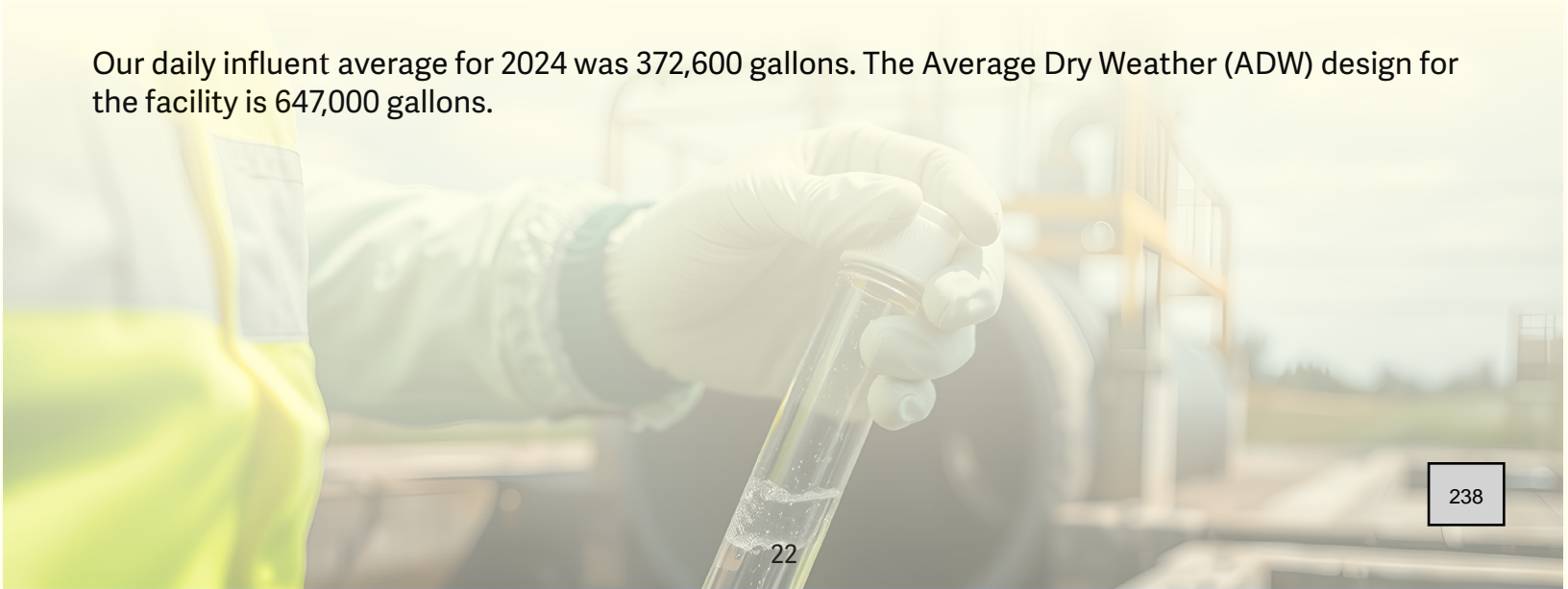
To comply with our NPDES permit, we conduct weekly sampling. A certified laboratory analyzes all reportable samples, and we submit these results to the MPCA through monthly Discharge Monitoring Reports (DMRs).

## Wastewater Flow Data, MG



Flow Data: In Million Gallons

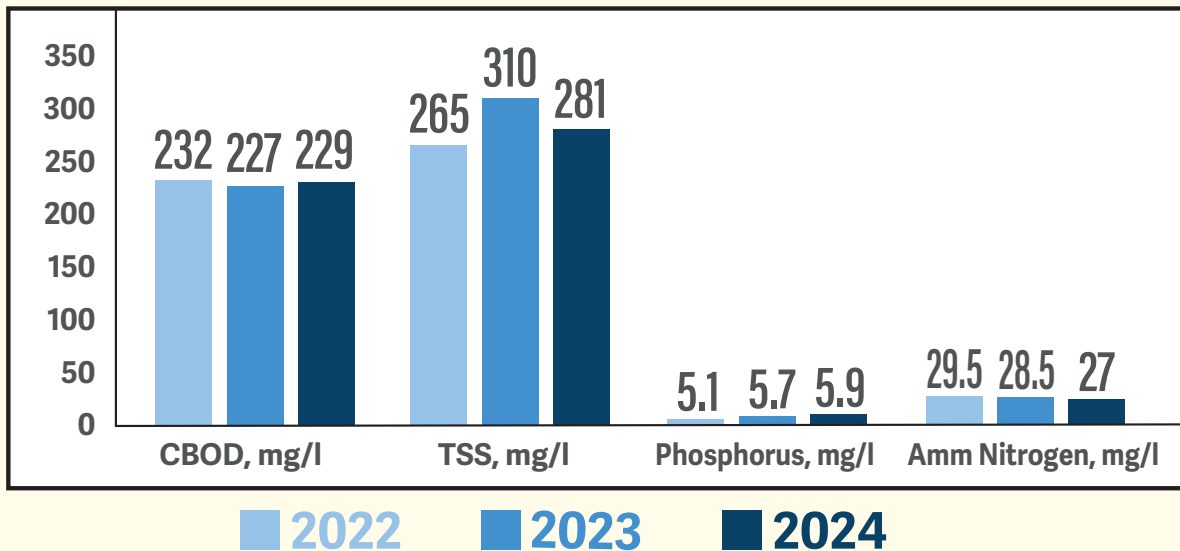
Our daily influent average for 2024 was 372,600 gallons. The Average Dry Weather (ADW) design for the facility is 647,000 gallons.



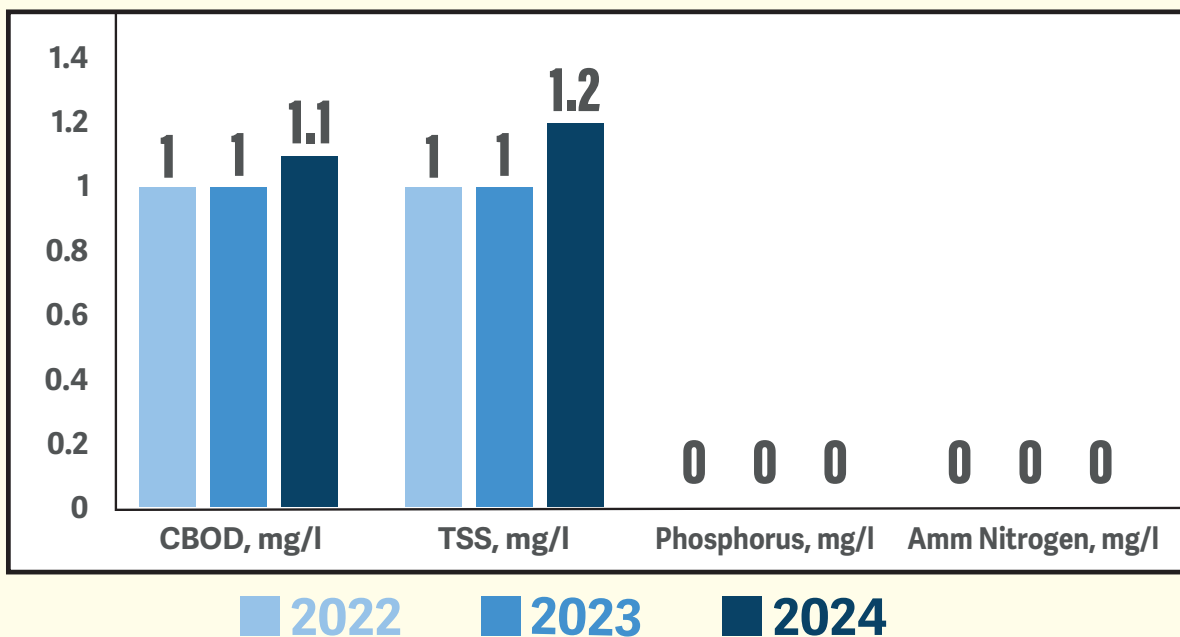
# WASTEWATER TREATMENT FACILITY AND COLLECTION SYSTEMS

Each week, the operator collects samples for testing at a certified lab. Those samples include CBOD, TSS, Phosphorus and Ammonia Nitrogen.

## Influent Sample Results, mg/l



## Effluent Sample Results, mg/l



**Note:** Our permit limit for CBOD And TSS is 15 mg/l, Phosphorus is 1 mg/l and Ammonia Nitrogen is 1.5 mg/l. Our results were well below the limits for 2024.

# WASTEWATER TREATMENT FACILITY AND COLLECTION SYSTEMS

## Regulatory Reporting & Facility Maintenance

### **MPCA Required Reports**

- **Monthly:** Discharge Monitoring Reports (DMRs)
- **Yearly:** Reuse Report
- **Yearly:** Biosolids Report

### **2024 Operations and Maintenance Activities**

- **Laboratory Work:**
  - Collected 690 samples for analysis
  - Performed over 250 solids tests
  
- **Equipment Maintenance:**
  - Serviced eight blowers (oil changes, greasing, filter changes)
  - Maintained two clarifiers (cleanouts, oil changes, greasing)
  - Serviced two fine screens (oil changes)
  - Maintained two waste manhole pumps (oil changes)
  - Changed HVAC filters
  - Cleaned and maintained UV system
  - Cleaned backwash tank and serviced two pumps
  - Replaced one transducer
  
- **Biosolids Management:**
  - Processed over 850,000 gallons for land application

## Met Council Visit

In October 2024, Wyatt (in green jacket) led a tour for 30 Met Council staff members at our Wastewater Treatment Facility. The visit focused primarily on our water reuse systems and their operation.

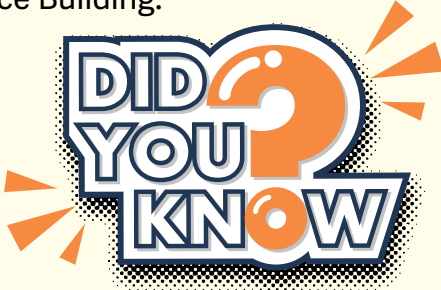




# WASTEWATER TREATMENT FACILITY AND COLLECTION SYSTEMS

## Advanced Treatment and Water Reuse

Our facility features tertiary treatment—the highest level of wastewater processing. Through filtration and advanced disinfection, we achieve superior water quality that enables beneficial reuse. One example of this sustainable practice is our use of treated wastewater for irrigation at the Public Works & Police Building.



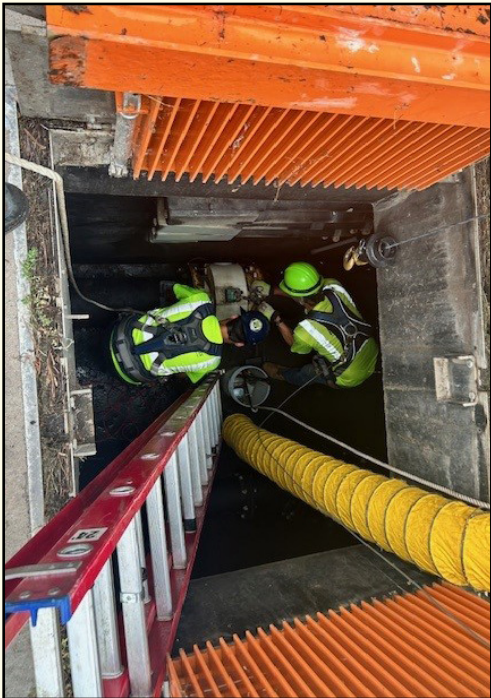
*The largest met council wastewater facility treats an average 180,000,000 million gallons a day... we treat on average 370,000 gallons a day!*

## Collection System Maintenance

- 25,000 linear feet of sewer main jetted and cleaned.
- 8 lift station washout and cleanings.
- Pulled turtle run LS 6 times for plugging.
- Pulled River edge LS 1 time for plugging.
- 6 lift station cleanings with vac truck.
- Performed oil changes on eighteen lift station pumps.

## River Edge Lift Station Flow Meter

The flow meter failed and had to be replaced. This style of meter uses anodes to detect flow. After time, the anodes and the electric components fail.



*Left: Staff in the meter vault, removing the bolts so the old meter can be removed, and new meter installed.*



*Old Meter*



*New Meter*

# 2024 PROJECTS

## Ambassador Boulevard Water Main Improvements

To minimize service interruptions, we completed water main improvements on Ambassador Boulevard in three phases. The project included two new fire hydrants, four gate valves, and water service installation for the dog park.

**Phase 1:** The replacement of a ten-inch gate valve. This valve was replaced in the overnight hours because water was shut off to the middle school.



The picture below shows the new ten-inch gate valve installed, looking down from the top of the excavation site.



**Phase 2:** Included the replacement of a 1979 fire hydrant and six-inch gate valve.

Agenda Item # 11C.



Old Hydrant



New Hydrant



Notice the date below...1979!

While neither component had failed, preventive maintenance drove these replacements. One hydrant had become increasingly difficult to operate. The gate valve, discovered buried just weeks before the project, was previously unknown to staff. These proactive replacements help prevent future service disruptions and emergency repairs.

**Phase 3:** Included the replacement of a 1979 hydrant, gate valve and a 1973 gate valve. During this phase, the water service for the dog park was added.



Old Hydrant



New Hydrant



Connexus Energy assisted holding the power pole in place, until backfill was complete, due to the excavation and proximity to the power pole.



# 2024 PROJECTS

## Wastewater Treatment Facility Service Leak

The water service to the influent building started to leak and was repaired. The gasket on the blue saddle and loose bolts were the culprit. This was only a seven-year-old service, but if done incorrectly, or inferior equipment is used, they will leak.

**Old Saddle**



**New Saddle**



## Pederson Drive Water Service

A resident's well was failing to the point of not having water. Staff assisted the homeowner and contractor on installing a new water service from our City Water Main.



This project was completed by directional boring the service to the water main, instead of an open trench. This was a substantial savings for the homeowner. They set up behind the house and bored under the foundation and Pederson Dr. to the water main.

# 2024 PROJECTS

## Pederson Drive Water Service Continued

The photo below is the connection to the water main with a new saddle and curb stop.



The picture to the left is the old well that was in the basement and was sealed.

As you can imagine, the homeowner was super excited to have continuous, running water in the home!



# 2024 PROJECTS

## Royal Oaks Lift Station Improvements

Our facilities maintenance extends beyond water and wastewater systems. When the retaining wall at Royal Oaks Lift Station began deteriorating, our staff successfully completed its replacement, demonstrating their diverse maintenance capabilities.



*Before*



*After*

**NICE  
WORK!**  
*Fellas!*

# NEW EQUIPMENT

## Mobile Generator Acquisition

Our new generator, purchased in 2023 and delivered in November 2024, enhances our emergency response capabilities. Its versatile external power configurations allow it to support multiple types of events and facilities as needed.



Photo: Generator successfully tested at one of our lift stations, demonstrating full operational capability.



Photo: Staff being trained in how to operate.

# ENGINEERING

## Comprehensive Sanitary Sewer and Municipal Water Plan

As you know, our engineering team finished with our Comprehensive Sanitary Sewer and Municipal Water Plan. This Comprehensive Plan will give guidance and serve as a road map, not only for current staff, but for future staff to rely on for utility infrastructure sizing and cost, depending on future development.

## St. Francis Wastewater Treatment Facility Capacity Review and Update

Another engineering project that was completed at the beginning of this year was our capacity review for our eight-year-old wastewater facility. Our facility capacities were calculated using current and future population, flow and loading projections and was designed to meet the needs of our community for twenty years. Obviously, less or more development, water usage and loading (CBOD) can either shorten or lengthen that time frame.

Staff worked with and provided data to our environmental engineer to determine what we have utilized of our capacity. Please keep in mind that these figures are calculated using current flow and loading data and residential equivalent units (REU).

Criteria	2024 DMR Value	Basis of Design	2024 Capacity Utilized	# REU Remaining
FLOW	.370 MGD.	.370 MGD.	0.57	1411
CBOD	716 lbs./d	716 lbs./d	0.52	1737
TSS	1,007 lbs./d	1,007 lbs./d	0.51	1784
PHOS	18.6 mg/l	18.6 mg/l	0.46	2229

Staff will provide Council with annual updates on these capacity figures, as they fluctuate year to year based on usage patterns.

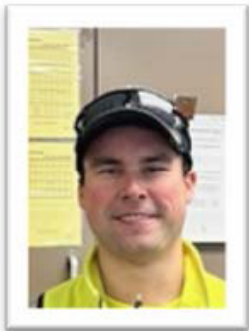




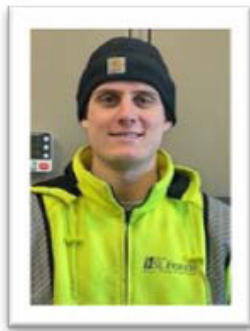
# MEET THE TEAM



**John Maki**  
2021



**Wyatt Huberty**  
2022



**Mike Harris**  
2017



**Parish Barten**  
2005



**Jen Gilbrandson**  
2016



Henry Ford said it best: *“Coming together is a beginning, keeping together is progress, working together is success.”*

That’s exactly what our crew has done here at St. Francis Public Works. Together, we’ve put in a combined thirty-nine years serving this city, and I couldn’t be more proud of how this team works together.

Everyone shows up ready to help each other out and do whatever it takes to serve our residents right. You won’t find a better group of people doing this work anywhere.

## Parish Barten

Water and Wastewater Supervisor



# COMMUNITY EVENT

Agenda Item # 11C.

## Truck or Treat Event

The highlight event for public works is hosting the Truck or Treat Event, which is held in the fall. I really believe that this has become a "can't miss" event and our residents will continue to look forward to this every year!



*The calm before the storm!*



*John having some fun!*



*John & Mike using a prop to demonstrate.*

**This year's event was a huge success and attended by more people than last year!  
And to be honest, I do not know who has more fun...the kids or our staff!**



*Look at all those cars!*

250

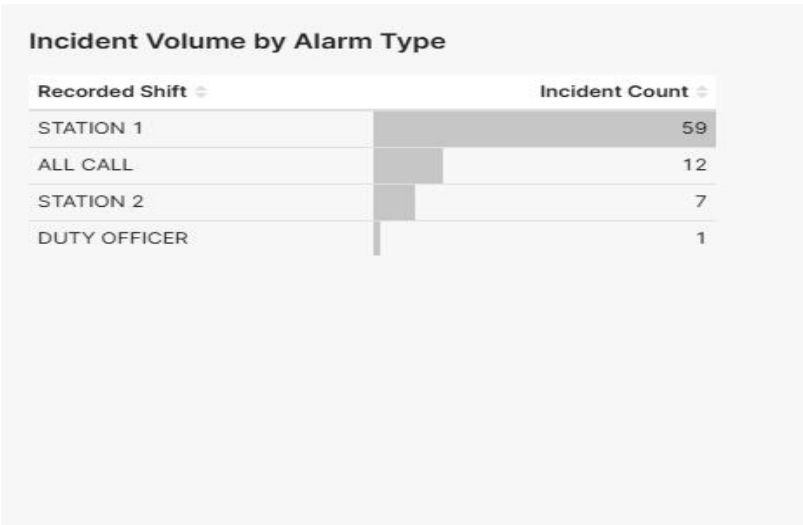




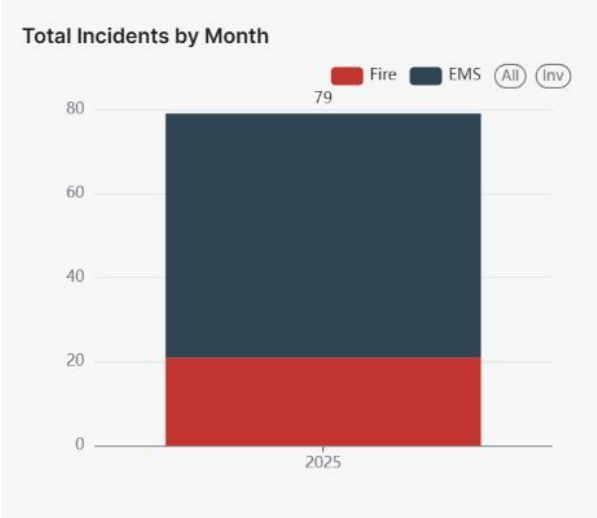
# January 2025 St. Francis Fire Department Report

<p>Total Incidents</p> <p><b>79</b></p>	<p>"Dispatch" to "Enroute" (Average)</p> <p><b>7m 25s</b></p>	<p>"Dispatch" to "At Scene" (Average)</p> <p><b>12m 8s</b></p>
---	---	--

Incident Type Code	Incident Type Description	Fire Or EMS	Incident Count
321	EMS call, excluding vehicle accident with injury	EMS	56
611	Dispatched & canceled en route	Fire	9
6711	Gas Odor Investigation w/nothing found	Fire	2
651	Smoke scare, odor of smoke	Fire	2
324	Motor vehicle accident with no injuries.	EMS	1
424	Carbon monoxide incident	Fire	1
520	Water problem, other	Fire	1
700	False alarm or false call, other	Fire	1
744	Detector activation, no fire	Fire	1
111	Building fire	Fire	1
745	Alarm system activation, no fire	Fire	1
131	Passenger vehicle fire	Fire	1
140	Natural vegetation fire, other	Fire	1
3201	Lift Assist, no injuries	EMS	1



Fire Dispatch Code Description	Incident Count
Medical	20
Med - MEDICAL	11
Med - Med - Fall	11
Med - Med - Heart	8
Med - Med - Breathing-Difficult	8
Med - Med - Unconscious	7
Med - Med - Seizure	6
Fire Alarm No Smoke	5
MED STROKE	4
Personal Injury Accident	2
Med - Med - Breathing-NOT	2
LIFT ASSIST	2
Smoke Inside	2
Carbon Mono No Ill	2
Gas Odor Outside	1
STRUCTURE FIRE	1
Med - OB	1
Water Flow Alarm	1
Structure Fire	1
Illegal Burn	1
Med - Abdominal Pain	1
Gas Odor Inside	1
Med - Med - OB	1
Med - Med - Assault	1
Mutual Aid	1
Smoke Outside	1
Med - Med - Allergic	1



**Projected Current Year Incident Volume**

**908**

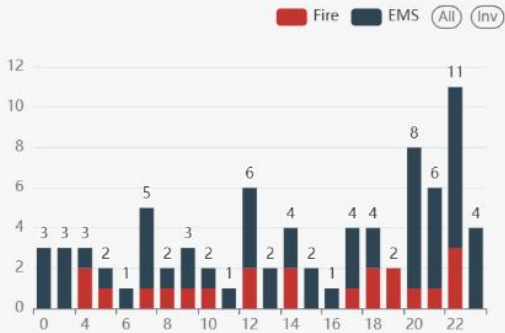
**Current Incident Volume Projected YoY Change (YTD)**

**12.69%**

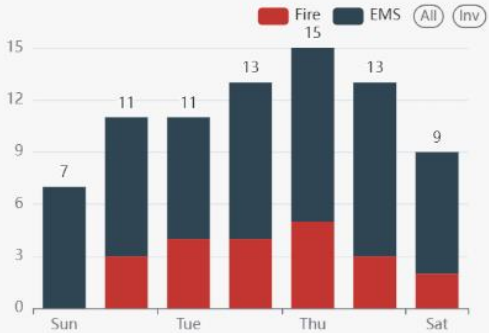
**Average Daily Incidents Department Wide**

**2.63**

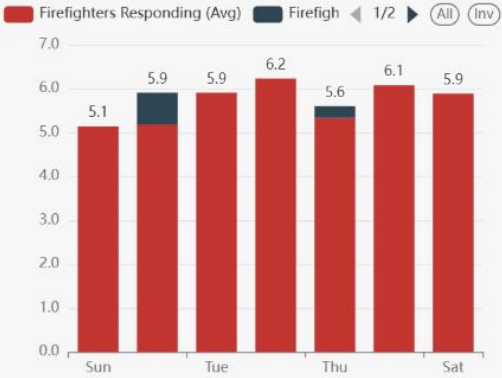
Incident Count by Hour of Day



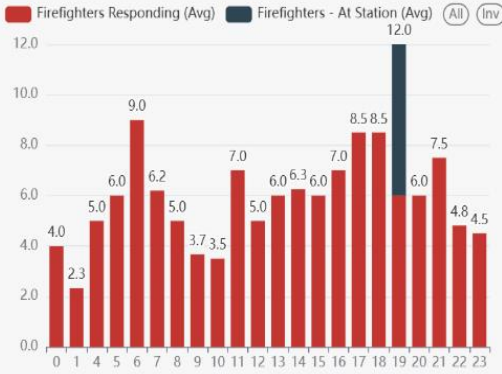
Incident Count Day of Week



Firefighter Response by Day of Week (Avg)



Firefighter Response by Hour of Day (Avg)



Mutual Aid Given

4

Mutual Aid Given

Show All

entries

Provided Mutual Aid	Incident Count
Oak Grove Fire Department	2
East Bethel Fire Department	1
Nowthen Fire Department	1

Incidents - Fire

21

Incidents - EMS

58

"Dispatch" to "Clear"  
(Average)

26m 22s

Content Loss

\$0

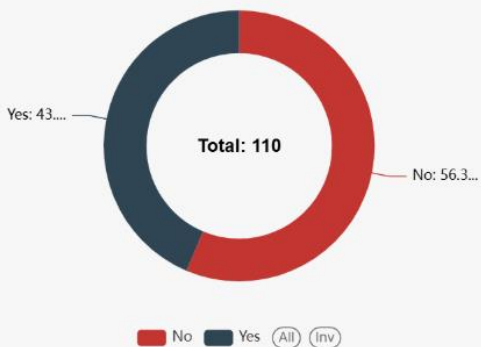
Property Loss

\$0

Total Property & Content  
Losses

\$0

Turn Out Goal Met? (5 Minutes)



Time to Arrival Goal Met? - (10:00)

