



**CITY COUNCIL REGULAR MEETING**  
City Hall: 3750 Bridge St NW  
Tuesday, January 21, 2025 at 6:00 PM

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**AGENDA**

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. CONSENT AGENDA**

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

**5. MEETING OPEN TO THE PUBLIC**

**6. SPECIAL BUSINESS**

**7. PUBLIC HEARING**

**8. OLD BUSINESS**

- [A.](#) 2024 Code Revisions – 2nd Reading

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

*Resolution 2025-04 authorizing summary publication of ordinance 339*

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

*Resolution 2025-05 authorizing summary publication of ordinance 340*

*Ordinance 341 - Chapter 8 Modifying Public Protection*

*Resolution 2025-06 authorizing summary publication of ordinance 341*

*Ordinance 342 - approving housekeeping amendments to Division 4, 6, and 7 of the Zoning Code*

*Resolution 2025-07 authorizing summary publication of ordinance 342*

- [B.](#) Cannabis Zoning Code Amendment – 2nd Reading

*Ordinance 343 amending the zoning code to allow cannabis uses*

*Resolution 2025-08 authorizing summary publication of ordinance 343*

**9. NEW BUSINESS**

- [A.](#) Feasibility report for the 2025 Street Reconstruction Project

*Resolution 2025-03 Receiving report and ordering plans and specifications for the 2025 street reconstruction project*

[B.](#) Work Session Request

**10. MEETING OPEN TO THE PUBLIC**

**11. REPORTS**

[A.](#) Community Development Annual Report

**12. COUNCIL MEMBER REPORTS**

**13. UPCOMING EVENTS**

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

February 3 - City Council Meeting 6:00 pm

February 13 - Parks Commission 7:00 pm

February 18 - City Council Meeting 6:00 pm

February 19 - Planning Commission 7:00 pm

February 24 - City Council Work Session 5:30 pm

**14. ADJOURNMENT**

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
St. Francis City Hall 3750 Bridge Street NW  
January 6, 2025  
6:00 p.m.

1. **SPECIAL MEETING OF OUTGOING COUNCIL**

2. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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

3. **ROLL CALL**

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

4. **APPROVAL OF MINUTES**

A. City Council Minutes - December 16, 2024

MOTION BY: ROBINSON SECONDED: VOGEL TO APPROVE THE CITY COUNCIL MEETING MINUTES FOR DECEMBER 16, 2024.

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

Nays: None

Motion carries: 4-0

5. **ADJOURNMENT**

There being no further business, Mayor Muehlbauer adjourned the Special City Council at 6:01 p.m.

6. **OATHS OF OFFICE**

Assistant City Attorney Schaps gave the oath of office to new Councilmembers Faanes and Muehlbauer and new Mayor Vogel.

7. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:04 p.m. by Mayor Mark Vogel.

Faanes and Muehlbauer thanked those who voted for them on the Council and they look forward to serving their community.

Mayor Vogel thanked God, his family, the citizens of St. Francis, and the Council for their support.

8. **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 Interim City Planner Jason Zimmerman (HKGi).

**9. APPROVAL OF AGENDA**

MOTION BY: MAYOR VOGEL SECOND: MUEHLBAUER APPROVING THE REGULAR CITY COUNCIL AGENDA

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

Nays: None

Motion carries: 5-0

**10. CONSENT AGENDA**

A. Acknowledgment for Exempt Permit - Raffle

B. Council Appointments

Resolution 2025-01 Approving the appointments for 2025

C. Declare Breathing Air Compressor as Surplus Equipment

Resolution 2025-02 Declaring surplus property and authorizing the disposal of said claims

D. Payment of Claims

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

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

Nays: None

Motion carries: 5-0

**11. MEETING OPEN TO THE PUBLIC**

Jackie Goedel, 23485 Hopi Street NW, came forward and shared that she is the Vice President and Program Coordinator of the Miss St. Francis Ambassador Program. She shared that Little Misses Piper and Emma are in attendance with her this evening. She congratulated the new Councilmembers and Mayor and let them know that the Ambassadors are here for anything the City needs. She invited Mayor Vogel to the coronation at Pioneer Days on May 31 to present the outgoing Ambassadors with some certificates and to speak to the citizens.

**12. SPECIAL BUSINESS - NONE**

**13. PUBLIC HEARINGS - NONE**

**14. OLD BUSINESS - NONE****15. NEW BUSINESS****A. 2024 Code Revisions – First Reading**

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

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

Ordinance 341 - Chapter 8 Modifying Public Protection

Ordinance 342 - approving housekeeping amendments to Division 4, 6, and 7 of the Zoning Code

Interim City Planner Jason Zimmerman reviewed the Staff report in regard to the 2024 Code revisions. He shared the Planning Commission's recommendation of approval.

Robinson asked if the suggestions made by the Planning Commission were taken into consideration for the parking amendments. Community Development Director Rieland shared that the goal when they proposed the parking amendments was to limit the parking of recreational vehicles behind the front plain of the building and now it is allowed in the front yard, just not within the setback.

Robinson asked if they had determined what the approved parking surfaces were. Rieland said it is in code that an approved parking surface must be an impervious surface.

Mayor Vogel shared that he listened to the Planning Commission meeting where this was discussed, and he appreciated the discussion from the Commission about allowing parking in front of homes.

**MOTION BY: MUEHLBAUER SECONDED: ROBINSON TO ADOPT THE FIRST READING OF ORDINANCE 339 APPROVING AMENDMENTS TO CHAPTER 4 BUILDING REGULATIONS AND PERMITS IN THE CITY CODE.**

A roll call vote was performed:

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

Motion carried: 5-0

**MOTION BY: MUEHLBAUER SECONDED: FAANES TO ADOPT THE FIRST READING OF ORDINANCE 340 APPROVING AMENDMENTS TO CHAPTER 7 RIGHT-OF-WAY/TRAFFIC/PARKING/STREETS IN THE CITY CODE.**

A roll call vote was performed:

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

Motion carried: 5-0

MOTION BY: UDVIG SECONDED: ROBINSON TO ADOPT THE FIRST READING OF ORDINANCE 341 - CHAPTER 8 PUBLIC PROTECTION.

A roll call vote was performed:

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

Motion carried: 5-0

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

A roll call vote was performed:

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

Motion carried: 5-0

**B. Cannabis Zoning Code Amendment – First Reading**

**Ordinance 343 Amending the Zoning Code to allow cannabis uses**

Zimmerman reviewed the Staff report concerning cannabis zoning code amendments. He shared the Planning Commission’s recommendation for approval.

Muehlbauer asked if they foresee more changes from the State that will result in a lot of amendments to this ordinance. Zimmerman shared that they anticipate some changes coming and as they start to roll out some of the registration and licensing later in the year there may be some amendments that need to be made.

Robinson asked about the hours of operation. Zimmerman explained that there is a limited amount that the City can restrict the hours of operation within the State statute and they are currently as close to this as they can be. He noted that these hours are similar to all other locations across the State.

MOTION BY: UDVIG SECONDED: MUEHLBAUER TO ADOPT THE FIRST READING OF ORDINANCE 343 AMENDING THE ZONING CODE TO ALLOW CANNABIS USE.

A roll call vote was performed:

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

Motion carried: 5-0

C. Code of Conduct

Mayor Vogel requested that this item be moved to a Work Session.

MOTION BY: MUEHLBAUER SECONDED: FAANES TO CONTINUE THIS ITEM TO THE WORK SESSION.

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

Nays: None

Motion carries: 5-0

**16. MEETING OPEN TO THE PUBLIC - NONE**

**17. REPORTS - NONE**

**18. COUNCIL MEMBER REPORTS**

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

Muehlbauer, Robinson, and Udvig welcomed and congratulated Faanes and new Mayor Vogel.

Mayor Vogel asked when they will schedule the Work Session to review the Code of Conduct. City Administrator Thunstrom said they can look to schedule a Work Session in February.

The Council scheduled a Work Session meeting for February 24 at 5:30 p.m.

**19. UPCOMING EVENTS**

- January 15 - Planning Commission Meeting - 7:00 p.m.
- January 20 - City Offices Closed in Observance of Martin Luther King Day
- January 21 - City Council Meeting - 6:00 p.m.
- January 27 - City Charter Meeting - 6:00 p.m.
- February 01 - City Hall Fire Station Open House 9:00 a.m. - 12:00 p.m.

**20. 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 6:36 p.m.

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Jennifer Wida, City Clerk

DRAFT





## CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Pay Equity Report  
**DATE:** January 21, 2025

**OVERVIEW:**

Every city must comply with the 1984 Local Government Pay Equity Act. This report is due every three years. This report is required by the Local Government Pay Equity Act, Minnesota Legislature enacted Chapter 471.99-471.999 and Minnesota Rules, Chapter 3920. This Act required every political subdivision of the state to establish equitable compensation relationships between female-dominated, male-dominated, and balanced classes of employees to eliminate sex-based wage disparities in public employment. The Act further required that a job evaluation system meeting the specified statutory criteria be used to determine comparable work value of employee classes.

The Act requires St. Francis to submit pay equity report for the year ending 2024 by January 31, 2025.

**ACTION TO BE CONSIDERED:**

Approve the report

**BUDGET IMPLICATION:**

None

Attachments:

- Pay Equity Report for Council-2024

## Compliance Report

Jurisdiction: St. Francis  
3750 Bridge Street NW

Report Year: 2025  
Case: 1 - 2024 Proposed - Test  
(Private (Jur Only))

St. Francis, MN 55070

Contact: Darcy Mulvihill

Phone: (763) 753-2630

E-Mail: [finance@stfrancismn.org](mailto:finance@stfrancismn.org)

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	13	7	1	21
# Employees	25	9	6	40
Avg. Max Monthly Pay per employee	7789.89	7399.62		7366.08

### II. STATISTICAL ANALYSIS TEST

#### A. Underpayment Ratio = 188.4615 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	6	5
b. # Below Predicted Pay	7	2
c. TOTAL	13	7
d. % Below Predicted Pay (b divided by c = d)	53.85	28.57

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

Degrees of Freedom (DF) = 32	Value of T = -1.041
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a. Avg. diff. in pay from predicted pay for male jobs = 8

b. Avg. diff. in pay from predicted pay for female jobs = 163

### III. SALARY RANGE TEST = 97.80 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 6.85

B. Avg. # of years to max salary for female jobs = 7.00

### IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 \*

B. % of female classes receiving ESP = 0.00

\*(If 20% or less, test result will be 0.00)

# Job Class Data Entry Verification List

Case: 2024 Proposed - Test

St. Francis

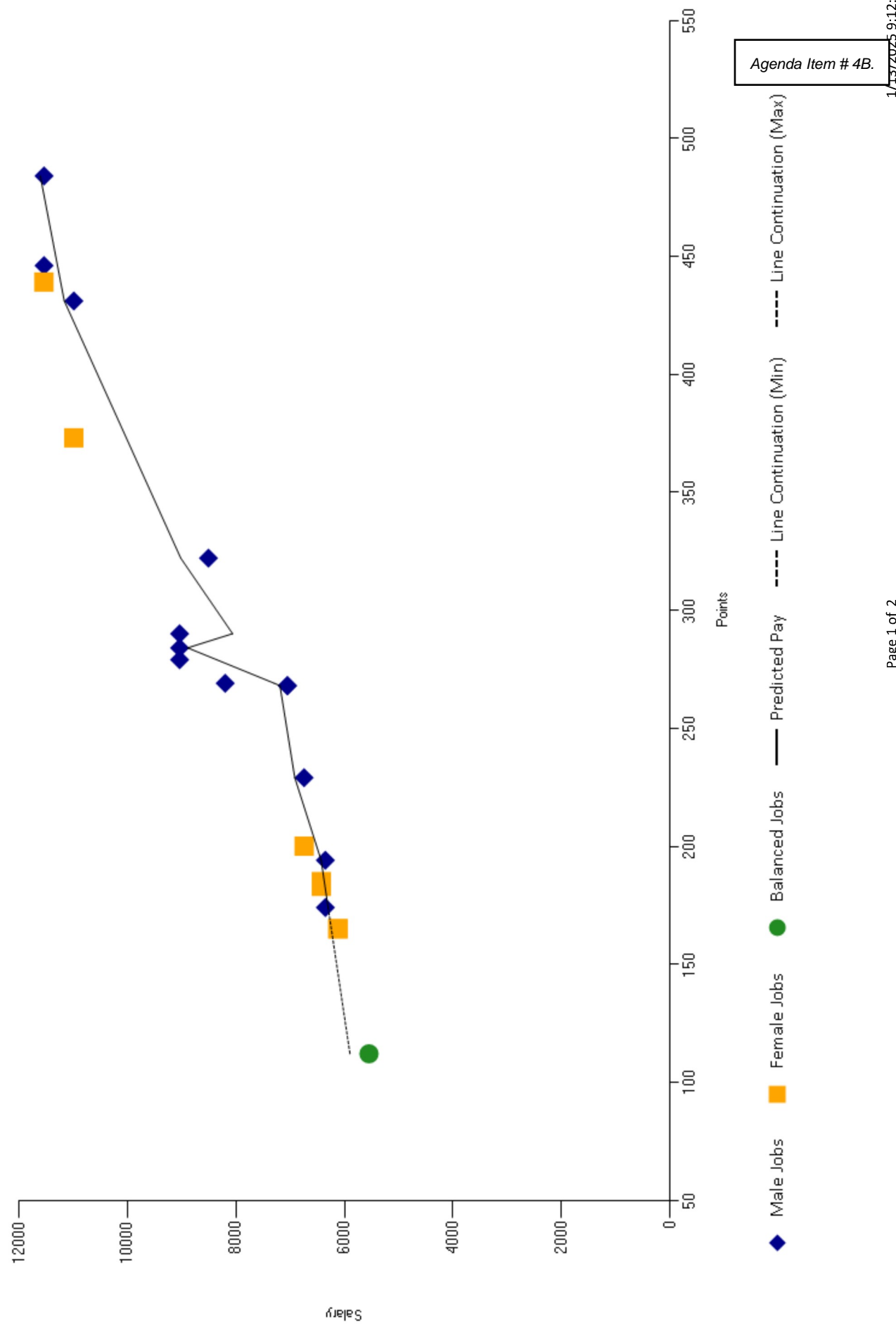
LGID: 1281

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
9	Liquor Store Clerk	3	3	0	B	112	4412.65	5549.89	4.00	0.00	
12	Police Records Clerk	0	1	0	F	165	4864.95	6118.76	7.00	0.00	
3	Office Assistant	0	3	0	F	165	4864.95	6118.76	7.00	0.00	
18	Streets/Parks Worker	3	0	0	M	174	5082.89	6353.18	7.00	0.00	
2	Community Development Speciali	0	1	0	F	183	5108.20	6424.69	7.00	0.00	
8	Liquor Store Assistant Manager	0	1	0	F	185	5108.20	6424.69	7.00	0.00	
21	Water/Sewer Worker	3	0	0	M	194	5082.89	6353.18	7.00	0.00	
14	Administrative Assistant	0	1	0	F	200	5363.61	6745.93	7.00	0.00	
5	Administrative Captain	1	0	0	M	229	5363.61	6745.93	7.00	0.00	
15	Police Investigator	1	0	0	M	268	5339.37	7053.31	7.00	0.00	
11	Police Officer	7	1	0	M	268	5339.37	7053.31	5.00	0.00	
10	Liquor Store Manager	1	0	0	M	269	6519.50	8199.72	7.00	0.00	
7	Building Inspector	1	0	0	M	279	7187.74	9040.19	7.00	0.00	
20	Water/Sewer Superintendent	1	0	0	M	284	7187.74	9040.19	7.00	0.00	
19	Streets/Parks Superintendent	1	0	0	M	290	7187.74	9040.19	7.00	0.00	
13	Police Sergeant	2	0	0	M	322	6810.69	8509.03	7.00	0.00	
1	Community Development Director	0	1	0	F	373	8736.75	10988.41	7.00	0.00	
17	Public Works Director	1	0	0	M	431	8736.75	10988.41	7.00	0.00	
4	Finance Director	0	1	0	F	439	9173.59	11537.83	7.00	0.00	
6	Fire Chief	1	0	0	M	446	9173.59	11537.83	7.00	0.00	
16	Police Chief	1	0	0	M	484	9173.59	11537.83	7.00	0.00	

**Job Number Count: 21**

# Predicted Pay Report for: St. Francis

## Case: 2024 Proposed - Test



Agenda Item # 4B.

## Predicted Pay Report for: St. Francis Case: 2024 Proposed - Test

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
9	Liquor Store Clerk	3	3	0	6	Balanced	112	5549.8900	5900.6201	-350.7301
3	Office Assistant	0	3	0	3	Female	165	6118.7600	6244.3448	-125.5848
12	Police Records Clerk	0	1	0	1	Female	165	6118.7600	6244.3448	-125.5848
18	Streets/Parks Worker	3	0	0	3	Male	174	6353.1800	6302.7382	50.4418
2	Community Development Speciali	0	1	0	1	Female	183	6424.6900	6361.1316	63.5584
8	Liquor Store Assistant Manager	0	1	0	1	Female	185	6424.6900	6374.0408	50.6492
21	Water/Sewer Worker	3	0	0	3	Male	194	6353.1800	6432.4342	-79.2542
14	Administrative Assistant	0	1	0	1	Female	200	6745.9300	6471.4034	274.5266
5	Administrative Captain	1	0	0	1	Male	229	6745.9300	6917.4754	-171.5454
11	Police Officer	7	1	0	8	Male	268	7053.3100	7191.4659	-138.1559
15	Police Investigator	1	0	0	1	Male	268	7053.3100	7191.4659	-138.1559
10	Liquor Store Manager	1	0	0	1	Male	269	8199.7200	7296.2627	903.4573
7	Building Inspector	1	0	0	1	Male	279	9040.1900	8360.0493	680.1407
20	Water/Sewer Superintendent	1	0	0	1	Male	284	9040.1900	8891.9426	148.2474
19	Streets/Parks Superintendent	1	0	0	1	Male	290	9040.1900	8063.2199	976.9701
13	Police Sergeant	2	0	0	2	Male	322	8509.0300	9018.9466	-509.9166
1	Community Development Director	0	1	0	1	Female	373	10988.4100	9714.0225	1274.3875
17	Public Works Director	1	0	0	1	Male	431	10988.4100	11165.6632	-177.2532
4	Finance Director	0	1	0	1	Female	439	11537.8300	11232.3603	305.4697
6	Fire Chief	1	0	0	1	Male	446	11537.8300	11290.6815	247.1485
16	Police Chief	1	0	0	1	Male	484	11537.8300	11607.7253	-69.8953

**Job Number Count: 21**

Agenda Item # 4B.

# Interpreting Results of Compliance Tests

Your jurisdiction is required to pass four tests to be in compliance.

## 1. Completeness and Accuracy Test

Report is submitted on time  
Data is correct  
Required information has been provided  
For more information, refer to the [Guide to Understanding Pay Equity Compliance](#)

## 2. Statistical or Alternative Test

Compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). The Minnesota Pay Equity Management System will generate results applying the Statistical Analysis Test. Underpayment ratio results of 80 and above are passing. In some cases, the Alternative Analysis is required and consists of a manual review of the data. Refer to the following page to determine which test applies to your report. For more information, refer to the [Guide to Understanding Pay Equity Compliance](#).

## 3. Salary Range Test

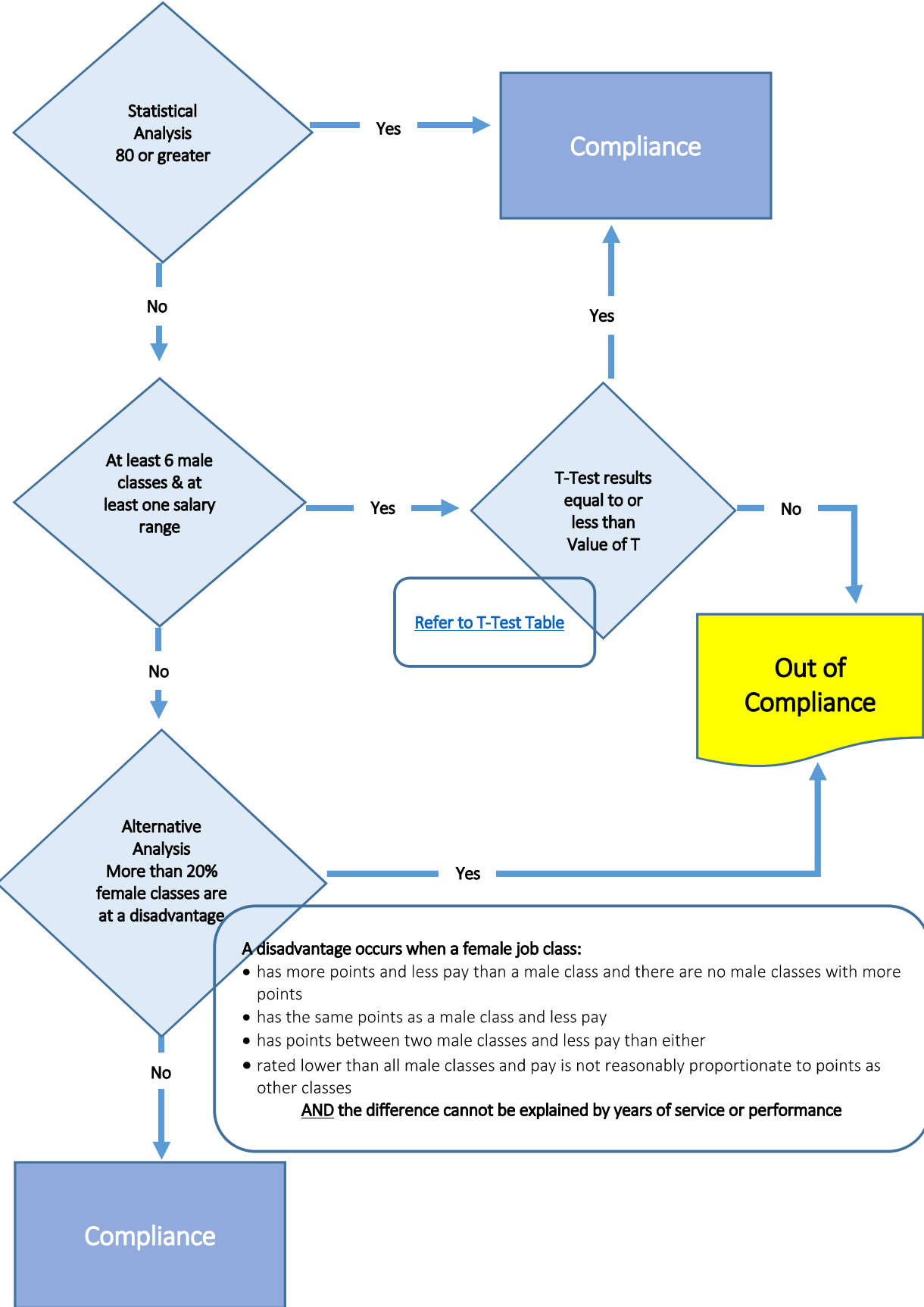
Compares the average number of years required for female classes to move through a salary range consisting of a time-phased step progression to the average number of years required for male classes. Results of 0 or 80 and above are passing scores. (Test does not apply if years to achieve maximum salary are not defined or if salary ranges are not defined). For more information, refer to the [Guide to Understanding Pay Equity Compliance](#).

## 4. Exceptional Service Pay Test

Compares the percentage of female classes receiving longevity or performance pay to the percentage of male classes receiving longevity or performance pay. In noting exceptional service pay, recipients must exceed the maximum salary reported. Results of 0 or 80 and above are passing scores. (Test does not apply if exceptional service pay is not available in your jurisdiction). For more information, refer to the [Guide to Understanding Pay Equity Compliance](#).

# Interpreting Results of Compliance Tests

When to use Statistical and Alternative Analysis Tests





# Guide to Understanding Pay Equity Compliance

Pay Equity Office  
Minnesota Management & Budget  
400 Centennial Office Building  
658 Cedar Street  
St. Paul, MN 55155

[Local Government Pay Equity Webpage](#)



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## Guide to Understanding Pay Equity Compliance

This booklet gives a general overview of how data from the local government reports is analyzed and how the tests for compliance are conducted. Complete details of compliance requirements are in Minnesota Rules Chapter 3920.

This booklet also describes the computer software developed by MMB. This software calculates several of the tests for compliance and the reports produced by the software are explained on pages three through five.

## Tests for Compliance

1. **Completeness and Accuracy Test** - determines whether jurisdictions have filed reports on time, included correct data and supplied all required information.
2. **Statistical Analysis Test** - described on pages three through five, compares salary data to determine if female classes are paid consistently below male classes of comparable work value (job points). MMB has developed software that calculates the results for this test. This test is generally applied to larger jurisdictions. For smaller jurisdictions, the alternative analysis is used.
3. **Alternative Analysis Test** - described on pages 14 through 17, compares salary data to determine if female classes are paid below male classes even though the female classes have similar or greater work value (job points). The software is not used for this test.
4. **Salary Range Test** - described on page 18, compares the average number of years it takes for individuals to move through salary ranges established for female classes compared to male classes. This test only applies to jurisdictions that have a system where there is an established number of years to move through salary ranges.
5. **Exceptional Service Pay Test** - described on page 19, compares how often individuals in male classes receive longevity or performance pay above the normal salary range compared to how often individuals in female classes receive this type of pay. This test applies only to jurisdictions that have a system that includes exceptional service pay.

## Determining Whether the Alternative or Statistical Analysis Will Be Used

### 1. Alternative analysis - jurisdiction has:

- Three or fewer male classes.

NOTE: Jurisdictions with three or fewer male classes may want to skip over the information on pages two through seven describing the statistical analysis and computer reports.

### 2. Statistical analysis - jurisdiction has:

- Six or more male classes and at least one class with an established salary range, or
- Four or five male classes and an underpayment ratio of 80% or more. May or may not have classes with an established salary range.

### 3. Start in statistical analysis but go to alternative analysis - jurisdiction has:

- Four or five male classes and an underpayment ratio below 80%, or
- An underpayment ratio below 80%, six or more male classes, but no classes with a salary range.

## Explanation of Computer Reports

Information contained in the next few pages is intended to explain the three reports produced by the Pay Equity Management System Software. Look at the sample reports as you read the following explanations. Each numbered explanation corresponds to a shaded number on the examples on pages three, five and six. For informational purposes, a sample of a graph produced with the Pay Equity Analysis software is shown on page seven.

# Compliance Report

Pay Equity Implementation Report data. Parts II, III and IV of the Compliance Report give test results. For more detail on each test, refer to [Minnesota Rules Chapter 3920](#).

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from the

## I. GENERAL JOB CLASS INFORMATION

	Male Classes	1 Female Classes	2 Balanced Classes	All Job Classes
# Job Classes	8	4	2	14
# Employees	14	4	24	42
Avg. Max Monthly Pay Per Employee	1,537.22	1,796.87		1,656.86

## II. STATISTICAL ANALYSIS TEST

A. Underpayment Ratio = 150.0\* 4

	Male Classes	Female Classes
a. # At or above Predicted Pay	5	3
b. # Below Predicted Pay	3	1
c. TOTAL	8	4
d. % Below Predicted Pay (b divided by c = d)	37.50 5	25.00 6

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

### B. T-test Results

Degrees of Freedom (DF) = 16	Value of T = -3.732	7
a. Avg. diff. in pay from predicted pay for male jobs	= \$2	8
b. Avg. diff. in pay from predicted pay for female jobs	= \$75	9

III. SALARY RANGE TEST = 105.71% 10 (Result is A divided by B)

- A. Avg. # of years to max salary for male jobs = 5.29
- B. Avg. # of years to max salary for female jobs = 5.00

IV. EXCEPTIONAL SERVICE PAY TEST = 50.00% 11 (Result is B divided by A)

- A. % of male classes receiving ESP 50.00\*
  - B. % of female classes receiving ESP 25.00
- \*(If 20% or less, test result will be 0.00.)

## Compliance Report

Explanations below correspond to shaded numbers on page three.

1. **Average Maximum Monthly Salary for Employees in Male Classes**
2. **Average Maximum Monthly Salary for Employees in Female Classes**
3. **Overall Average Maximum Monthly Salary for an Employee**
4. **Underpayment Ratio**

The minimum requirement to pass the statistical analysis test is an underpayment ratio of 80%. The underpayment ratio is calculated by dividing the percentage of male classes below predicted pay (item five) by the percentage of female classes below predicted pay (item six). In the example on page three,  $37.5 \div 25 = 150\%$ . Jurisdictions with an underpayment ratio below 80% can improve their score by increasing salaries for female classes to at or above predicted pay. More details regarding predicted pay are on pages six through 13.

If the underpayment ratio is less than 80%, a jurisdiction may still pass the statistical analysis test if the t-test results (explained in item 7) are not statistically significant. The t-test measures the average dollar difference from predicted pay for male and female classes.

### 5. Percentage of Male Classes Below Predicted Pay

This percentage is calculated by dividing the number of male classes below predicted pay by the overall total of male classes. In the example on page three, the total of male classes is eight, and three fall below predicted pay. Therefore,  $3 \div 8 = 37.50\%$ .

### 6. Percentage of Female Classes Below Predicted Pay

This percentage is calculated by dividing the number of female classes below predicted pay by the overall total of female classes. In the example on page three, the total of female classes is four and one of those falls below predicted pay. Therefore,  $1 \div 4 = 25\%$ .

### 7. T-Test & Degrees of Freedom

These numbers are used only for jurisdictions with an underpayment ratio below 80%, at least six male classes and at least one class with a salary range. If the underpayment ratio is 80% or more, these numbers are not used nor are they used for jurisdictions in the alternative analysis.

These numbers show the average dollar amount that males and females are from predicted pay and answer the question: Are females paid less than males on average and, is the underpayment of females statistically significant?

To determine if these numbers show statistical significance, they must be checked against the table on page five. Find the DF number in the “Degrees of Freedom” column and then look across for the “Value of T.” If the “value of t” on the compliance report is less than the “value of t” on the table, it means that either there is no underpayment of female classes or that the underpayment is not statistically significant. If the t-test number is the same or more than the “value of t” on the table, the underpayment for female classes is statistically significant and the jurisdiction would not pass the test.

Salary increases for female classes sufficient to eliminate statistical significance would allow a jurisdiction to pass the statistical analysis test even with an underpayment ratio below 80%.

In the example on page three, t-test results would not be used because the underpayment ratio is above 80%, but let's assume we needed to check these results. First, we would find 16 in the DF column

and then look across to find the value of t at 1.746. Since our t-test number is -3.732, well below the value of t on the table, these results would show that on average, females are not underpaid compared to males.

<b>T-Test Table (5% Significance)</b>					
<b>DF</b>	<b>Value of t</b>	<b>DF</b>	<b>Value of t</b>	<b>DF</b>	<b>Value of t</b>
1	6.314	12	1.782	23	1.714
2	2.920	13	1.771	24	1.711
3	2.353	14	1.761	25	1.708
4	2.132	15	1.753	26	1.706
5	2.015	<b>16</b>	<b>1.746</b>	27	1.703
6	1.943	17	1.740	28	1.701
7	1.895	18	1.734	29	1.699
8	1.860	19	1.729	30	1.697
9	1.833	20	1.725	40	1.684
10	1.812	21	1.721	60	1.671
11	1.796	22	1.717	120	1.658
				Infinity	1.645

While the entire method for calculating t-test results cannot be explained here, it is a commonly accepted mathematical technique for measuring statistical significance. The formula is fairly complex, but basically it factors in predicted pay, the dollar difference from predicted pay and the number of employees. The DF number is the total number of employees in male or female dominated classes only, minus two.

by reducing the number of years it takes for female classes to reach maximum salaries, increasing the number of years for males to reach maximum salaries, or some combination of both. A result of 0% would mean that either there are no male classes with an established number of years to move through a salary range, no female classes with an established number of years to move through a salary range, or both. A description of how the salary range test is calculated is on page 18.

**8. Average Dollar Amount Male Classes are Above or Below Predicted Pay**

In the example on page three, the maximum monthly salary for male classes, on average, is \$2 above predicted pay.

**9. Average Dollar Amount Female Classes are Above or Below Predicted Pay**

In the example on page three, the maximum monthly salary for female classes, on average, is \$75 above predicted pay.

**10. Salary Range Test**

This number must be either 0% or 80% or more to pass this test. In the example on page three, 105.71% is passing. Jurisdictions not passing this test can pass it

**11. Exceptional Service Pay Test**

This number must be either 0% or 80% or more to pass this test. In the example on page three, 50% is not passing. Jurisdictions not passing this test can pass it by either increasing the number of female classes that receive exceptional service pay, decreasing the number of male classes that receive exceptional service pay, or some combination of both. A result of 0% could mean that fewer than 20% of male classes receive exceptional service pay or that no female classes receive exceptional service pay. A description of how the exceptional service pay test is calculated is on page 19.

## Statistical Analysis

Explanations correspond to shaded numbers below.

This report can be printed after the results are computed. The predicted pay and pay difference columns are helpful in analyzing the cost of adjusting the salary for any given class.

### 1. Predicted Pay

The most simplistic definition of predicted pay is that it is the average pay of male classes at any given point value. Predicted pay is calculated by averaging the maximum monthly salaries for male classes in the jurisdiction. It is the standard for comparing how males and females are compensated. Predicted pay is a mirror, or reflection, of the current compensation practice within a jurisdiction for male classes, but is not necessarily the salary that "should" be paid at any particular point level. Specific details of the method used to calculate predicted pay is explained in pages eight through 13. The graph on page seven shows a "predicted pay line" and how male and female classes scatter around that line. Predicted pay amounts are determined only from the jurisdiction itself, not from any external factors or salaries.

### 2. Pay Difference

Shows the dollar amount that maximum monthly salaries fall above or below predicted pay. If a jurisdiction does not pass the statistical test and needs to increase salaries for female classes, either to reach an underpayment ratio of 80% or eliminate the statistical significance of the t-test, this information is useful in calculating the cost. For example, the cost to increase the female class of "stage manager" to predicted pay would be \$6.20 per month.

1      2

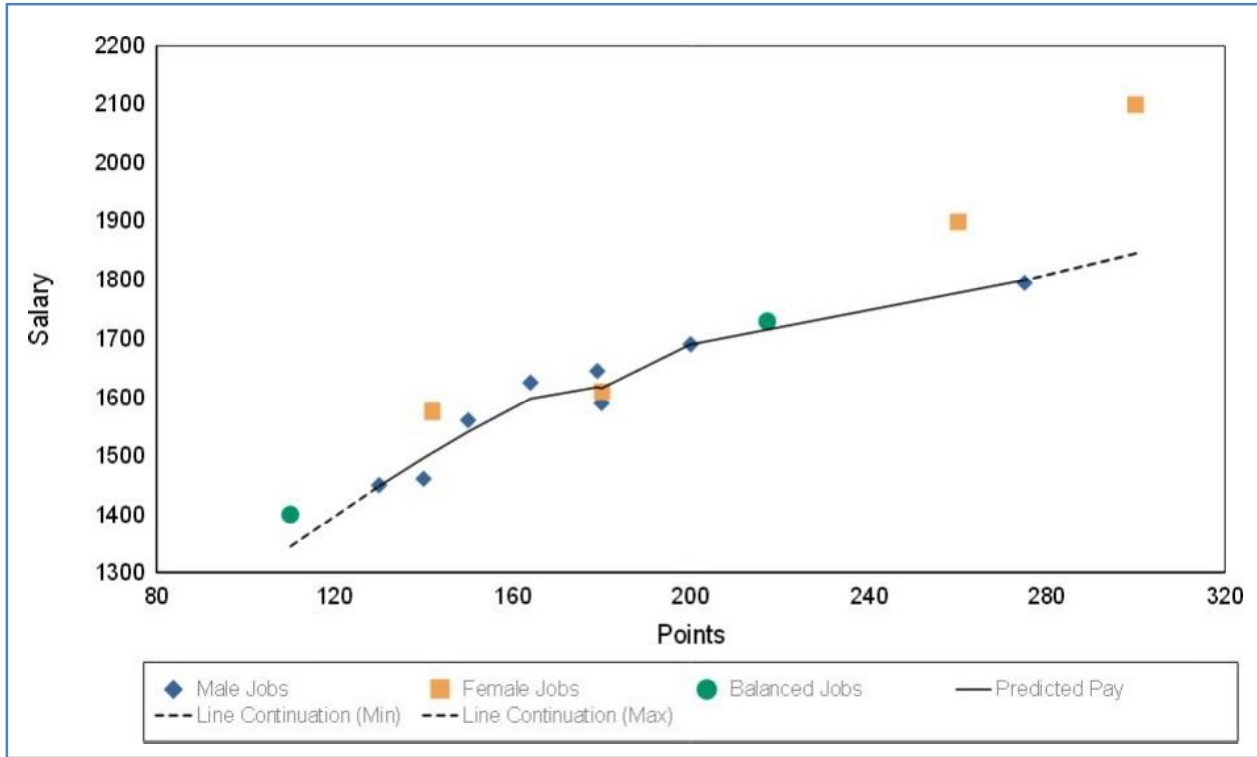
10/0/2016

Predicted Pay Report for Stageville Theater First Step To Broadway!  
Case : 2011

Job Nbr	Job Title	Nbr Males	Nbr Females	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
1	Box Office	1	1	2	Balanced	110	\$1,400.41	\$1,344.82	\$55.59
2	Stage Crew	6	1	7	Male	130	\$1,460.26	\$1,447.15	\$3.11
3	Props Chief	1	0	1	Male	140	\$1,460.94	\$1,495.59	(\$34.65)
4	Costume Designer	0	1	1	Female	142	\$1,575.89	\$1,505.17	\$70.72
5	Set Tech.	1	0	1	Male	150	\$1,560.75	\$1,540.12	\$20.63
6	Lighting Tech.	1	0	1	Male	164	\$1,625.50	\$1,598.54	\$26.96
7	Effects Eng.	1	0	1	Male	179	\$1,645.22	\$1,617.17	\$28.05
8	Stage Manager	0	1	1	Female	180	\$1,610.30	\$1,616.50	(\$6.20)
9	Writer	1	0	1	Male	180	\$1,590.19	\$1,616.50	(\$26.31)
10	Marketing Director	1	0	1	Male	200	\$1,690.85	\$1,689.43	\$1.42
11	Actor/Actress	10	12	22	Balanced	217	\$1,730.85	\$1,748.34	(\$17.49)
13	Producer	0	1	1	Female	260	\$1,900.00	\$1,773.81	\$126.19
12	Director	1	0	1	Male	275	\$1,795.76	\$1,800.99	(\$5.23)
14	General Manager	0	1	1	Female	300	\$2,100.67	\$1,846.29	\$254.38

Job Number Count: 14

### Predicted Pay Graph



### Job Class Data Entry List Report

Shows the data that has been entered for computation. This report should be carefully reviewed before computing the results. If any errors are found, they must be corrected before computing results.

#### Job Class Data Entry Verification List

Stageville Theater First Step To Broadway!  
 LGID 1

Case: 2011

Job Nbr	Class Title	Nbr Males	Nbr Females	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
1	Box Office	1	1	B	110	\$1,200.00	\$1,400.41	4.00	0.00	
2	Stage Crew	6	1	M	130	\$1,250.00	\$1,450.26	5.00	0.00	Longevity
3	Props Chief	1	0	M	140	\$1,260.00	\$1,460.94	5.00	0.00	Longevity
4	Costume Designer	0	1	F	142	\$1,375.00	\$1,575.89	5.00	0.00	
5	Set Tech.	1	0	M	150	\$1,360.00	\$1,560.75	5.00	0.00	Longevity
6	Lighting Tech.	1	0	M	164	\$1,400.00	\$1,625.50	6.00	0.00	Longevity
7	Effects Eng.	1	0	M	179	\$1,425.00	\$1,645.22	6.00	0.00	
8	Stage Manager	0	1	F	180	\$1,425.00	\$1,610.30	5.00	0.00	Longevity
9	Writer	1	0	M	180	\$1,400.00	\$1,590.19	6.00	0.00	
10	Marketing Director	1	0	M	200	\$1,490.00	\$1,690.85	4.00	0.00	
11	Actor/Actress	10	12	B	217	\$1,500.00	\$1,730.85	4.00	0.00	Performance
13	Producer	0	1	F	260	\$1,700.00	\$1,900.00	0.00	1.00	
12	Director	1	0	M	275	\$1,600.00	\$1,795.76	0.00	3.00	
14	General Manager	0	1	F	300	\$1,800.00	\$2,100.67	0.00	5.00	

Job Number Count: 14



## Method Used for Predicted Pay Calculation in the Statistical Analysis

The following explanation is a general description of how predicted pay is calculated but does not include all details of the formula in [Minnesota Rules Chapter 3920](#).

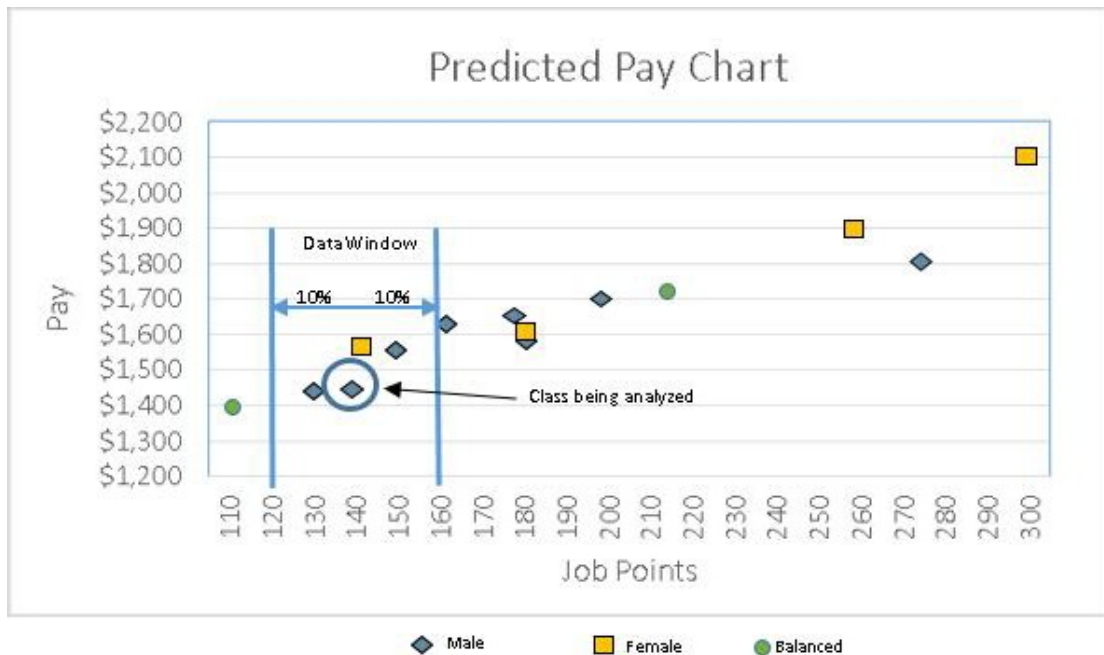
### Basis of the Statistical Analysis

The definition in the Local Government Pay Equity Act for equitable compensation relationship says “...compensation for female-dominated classes is not consistently below the compensation for male-dominated classes of comparable value...”

The formula for the statistical analysis is based on three concepts found in the above definition: comparable value, male compensation and consistently below.

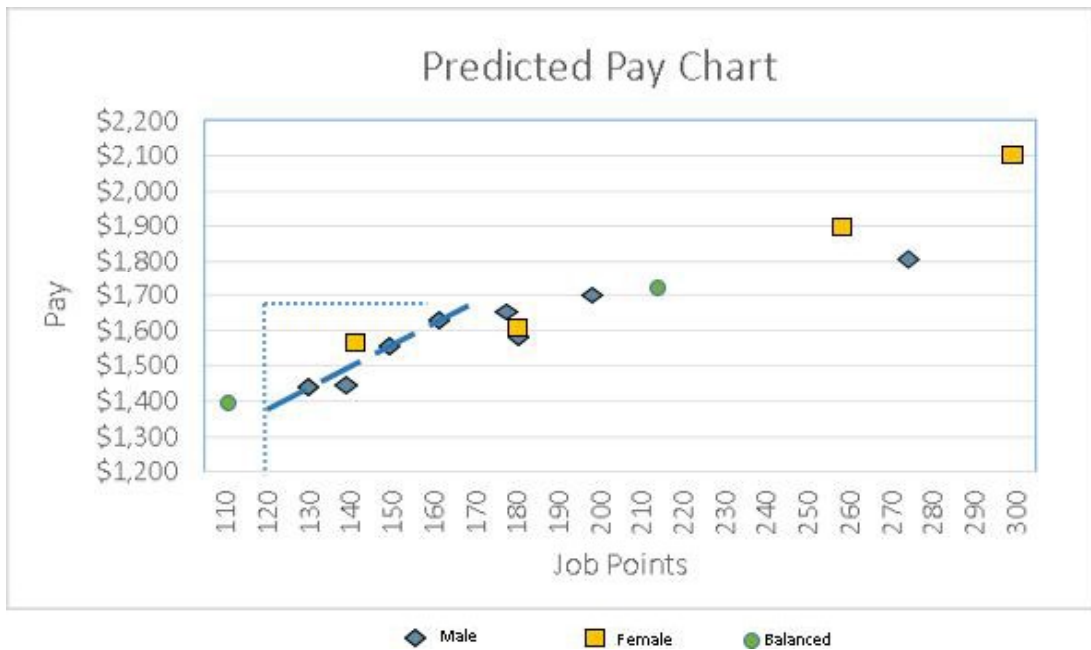
#### I. Defining “Comparable Value”

Except for classes in the lower and upper 10% of the point range, comparable value is defined by drawing a 20% window around the job class being analyzed. Each window extends 10% of the range of points on each side of the class. In the example, there is a range of 200 points from lowest to highest, so 10% would be 20 points. Each window must have at least three male classes (two of which have different points) and must include at least 20% of all male classes in the jurisdiction. If this criteria is not met, the window will expand at 5% increments on either side until the required number of male classes are included. The drawing below shows one window for one class.

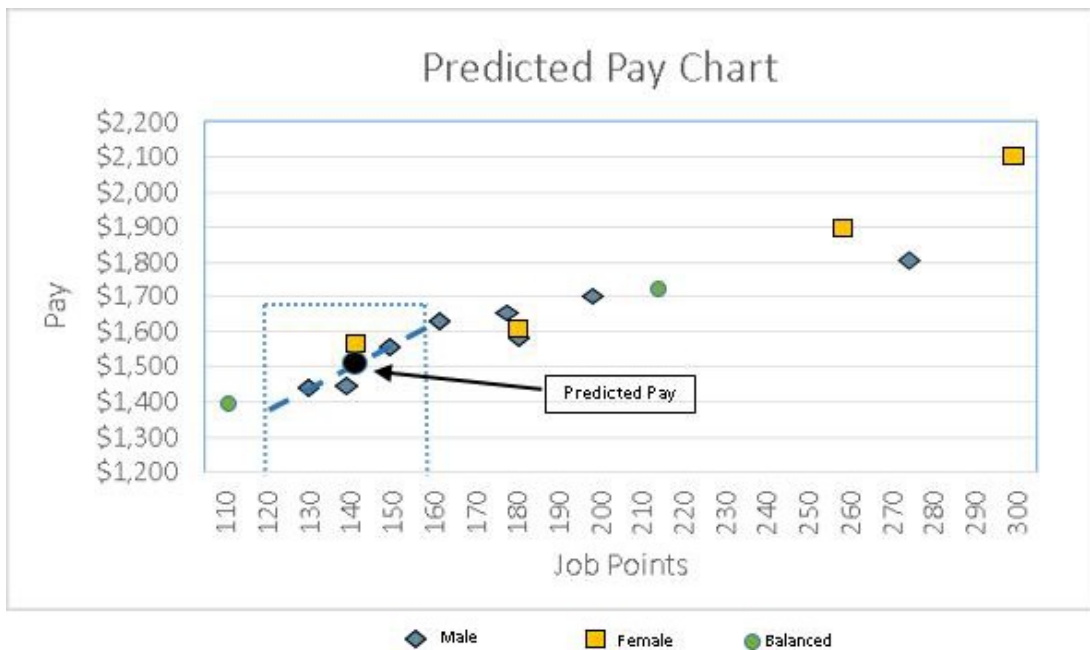


## II. Defining “Male Compensation” or “Predicted Pay

- A. The first step in defining male compensation is to draw a "mini" regression line through the male classes in the window.

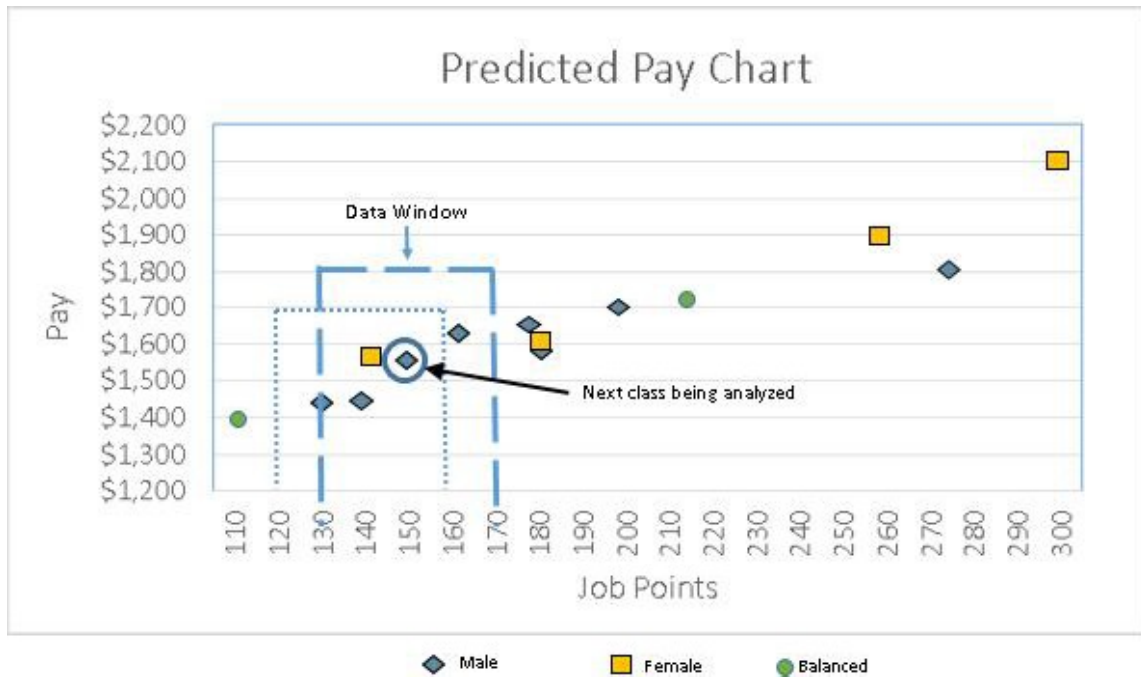


- B. The second step in defining male compensation is to look at the class being analyzed and the same point on the mini regression line. This point is called predicted pay.

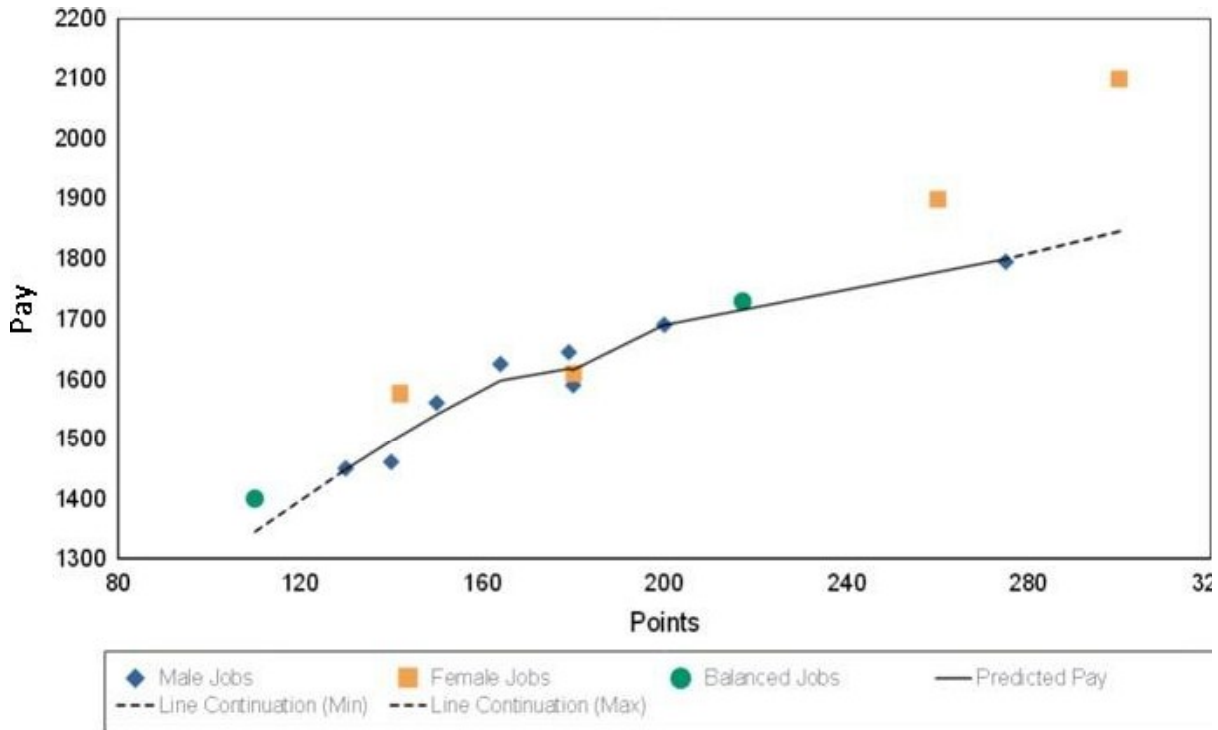


### III. Defining “Consistently Below”

- A. A determination is made as to whether the class being analyzed falls above or below predicted pay. In the example, the female class being analyzed is above predicted pay.
- B. A new window is drawn when the next class is analyzed. This continues until all classes have been analyzed.



C. When all the classes have been analyzed, a predicted pay line is drawn.



D. The tabulation of the number of male and female classes above and below the predicted pay line is made.

For example:

F above	=	3	M above	=	5
F below	=	1	M below	=	3
Total	=	4	Total	=	8

E. The percentage of male and female classes below predicted pay is calculated by dividing the number of classes below by the total number of classes in each group.

Female classes:	1 ÷ 4	=	25.00%
Male classes:	3 ÷ 8	=	37.50%

F. The percentage of male classes below predicted pay is divided by the percentage of female classes below predicted pay. This produces the “underpayment ratio.”

$$37.50\% \div 25.00\% = 150.00\%$$

G. An underpayment ratio below 80% shows that female classes are compensated “consistently below” male classes of comparable value. If the underpayment ratio is below 80%, further analysis is done to determine if the underpayment of females is statistically significant. Using the t-test, a determination is made whether or not the dollar difference is statistically significant. Details of the t-test can be found on page four.

## Alternative Analysis Test

The minimum requirement to pass this test is that:

- a. there is no compensation disadvantage for at least 80% of female classes compared to male classes; or,
- b. compensation differences can be accounted for by years of service or performance.

On the next few pages the four possibilities that exist for inequities or a compensation disadvantage are described.

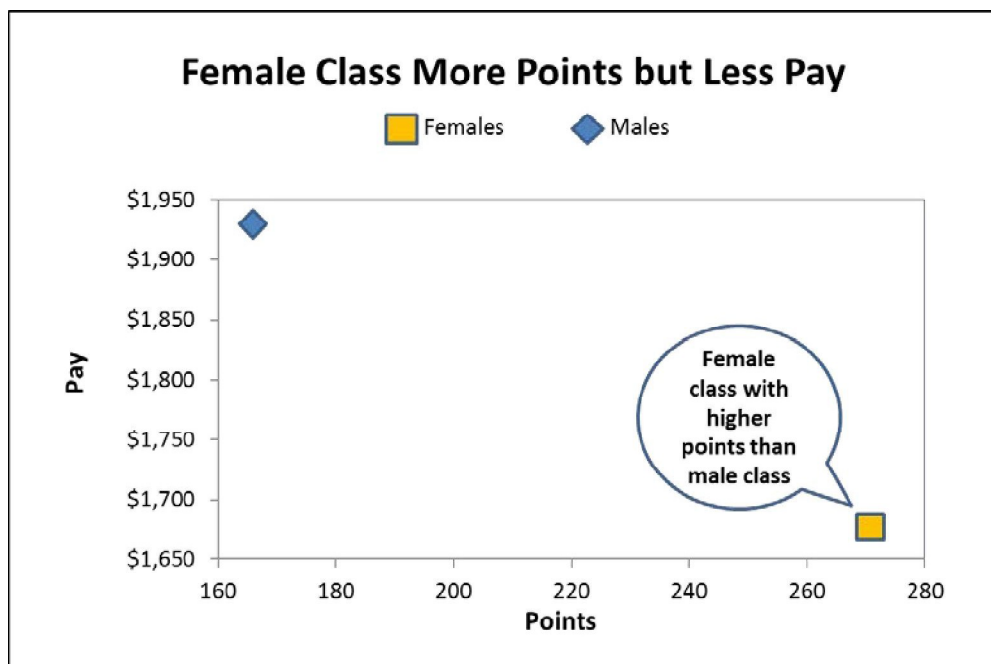
### 1. A female class with higher points has less compensation than a male class with lower points.

**Example:** In this case, the female job class of city clerk has more points but less pay than the male job class of maintenance supervisor.

<u>Job Title</u>	<u>Type</u>	<u>Class Points</u>	<u>Max. Monthly Salary</u>
City Clerk	F	275	\$1665
Maint. Sup.	M	171	\$1925

The minimum requirement to correct this inequity is that the female class must have a salary at least equal to that of the male class.

Graph illustrating inequity for female job class.



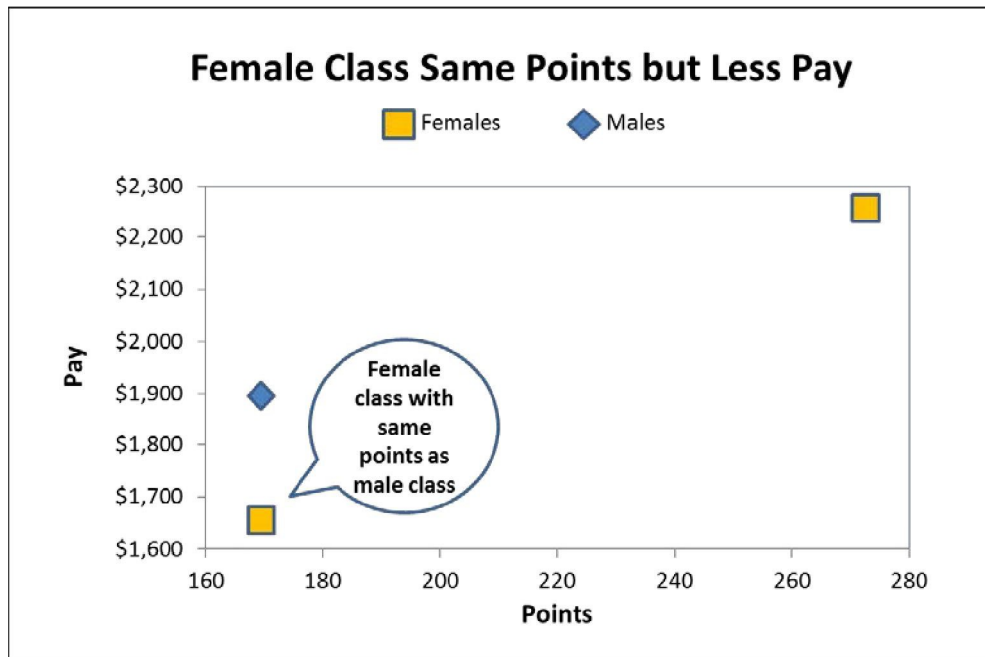
2. A female class has the same points as a male class but less compensation.

**Example:** In this case, the female job class of secretary and the male job class of maintenance have the same points but the secretary receives less pay.

<u>Job Title</u>	<u>Type</u>	<u>Class Points</u>	<u>Max. Monthly Salary</u>
City Clerk	F	275	\$2265
Maintenance	M	171	\$1900
Secretary	F	171	\$1630

The minimum requirement to correct this inequity is that the female class must have a salary at least equal to the male class.

Graph illustrating inequity for female job class.



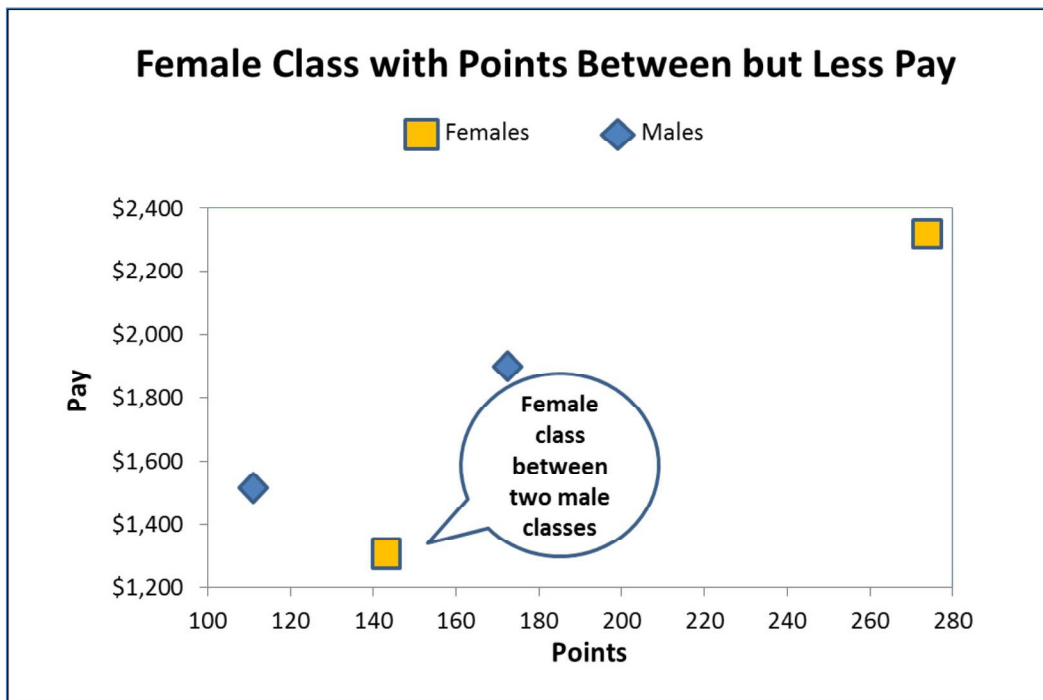
**3. A female class has points between two male classes but compensation is not between or above the two male classes.**

**Example:** In this case, the female job class of receptionist has points between two male classes but receives less pay than either of them.

<u>Job Title</u>	<u>Type</u>	<u>Class Points</u>	<u>Max. Monthly Salary</u>
City Clerk	F	275	\$2370
Maintenance	M	171	\$1900
Receptionist	F	141	\$1250
Custodian	M	111	\$1500

The minimum requirement to correct this inequity is that the female class must have a salary somewhere between the two male classes.

Graph illustrating inequity for female job class.



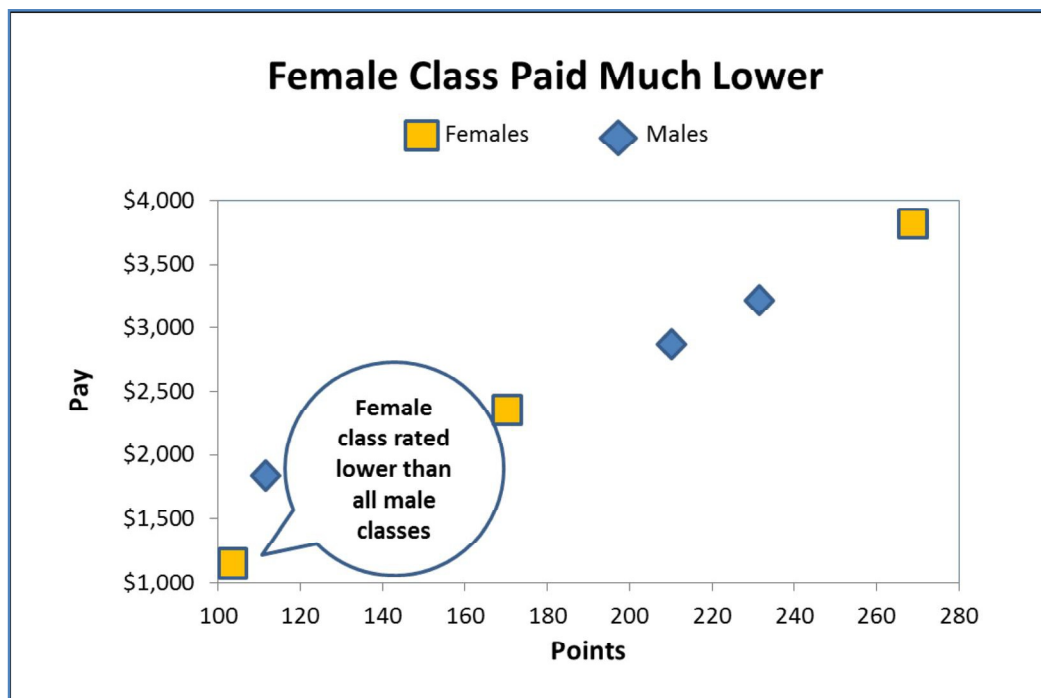
**4. A female class, rated lower than all male classes, is not compensated as reasonably proportionate to points as other classes.**

**Example:** In this case, the retail clerk has a salary of \$700 per month below the custodian but only six fewer points. For all other job classes where there is a salary difference, there is a larger difference in points. For example, the maintenance supervisor’s salary is \$300/month less than the police officer and there is a difference of 23 points.

Job Title	Type	Class Points	Max. Monthly Salary
City Clerk/Admin	F	275	\$3800
Police Officer	M	236	\$3200
Maintenance Sup	M	213	\$2900
Admin. Sec.	F	173	\$2400
Custodian	M	111	\$1800
Retail Clerk	F	105	\$1100

While some difference in salary is acceptable due to the point difference, the salary for the retail clerk with 105 points must be much closer to the salary for the custodian with 111 points. When there is a question regarding the salary for female class or classes rated lower than all male classes, the judgment is made on a case-by-case basis, and the main considerations are the relationship of points and pay between other classes in the jurisdiction and past history of pay relationships that were previously in compliance. In this case, the minimum requirement to correct this inequity would be that the salary for the retail clerk would be approximately \$1,650/month.

Graph illustrating inequity for female class.





## Salary Range Test

This is an example to show how the salary range test is calculated. It is not necessary to calculate this test manually if the software is being used. If the software is not being used, the following steps will produce a result for this test. Information is recorded for male or female classes only, not balanced classes. The information for this example is taken from the Data Entry List Report on page seven.

JURISDICTION: Stageville Theatre

### Step 1

**Look at the “years to max” column and identify male classes with an established number of years to move through a salary range.**

Title	Years to Max
Stage Crew	5
Props Chief	5
Set Tech	5
Lighting Tech	6
Effects Tech	6
Writer	6
<u>Marketing Director</u>	<u>4</u>
7 <i>total classes</i>	37 <i>total years</i>

### Step 2

**Calculate the average years to reach maximum salary for male classes:**

A. Total years from Step 1	37	
B. Total classes from Step 1	<u>7</u>	
C. Divide 2A by 2B	$37 \div 7 =$	5.28 <i>average years to max</i>

### Step 3

**Look at the “years to max” column and identify female classes with an established number of years to move through a salary range.**

Title	Years to Max
Costume Designer	5
<u>Stage Manager</u>	<u>5</u>
2 <i>total classes</i>	10 <i>total years</i>

### Step 4

**Calculate the average years to reach maximum salary for female classes:**

A. Total years from Step 3	10	
B. Total classes from Step 3	<u>2</u>	
C. Divide 4A by 4B	$10 \div 2 =$	5 <i>average years to max</i>

### Step 5

Divide 2C by 4C and multiply by 100.       $5.28 \div 5 = 1.05 \times 100 = 105\%$

Enter this result in Part C of the Pay Equity Implementation Report.

## Exceptional Service Pay Test

This is an example to show how the exceptional service pay test is calculated. It is not necessary to calculate this test manually if the software is being used. If the software is not being used, the following steps will produce a result for this test. The information for this example is taken from the Data Entry List Report on page seven. Information is recorded for male or female classes only, not balanced classes.

### Step 1

---

**Look at the “exceptional service pay” column and calculate the percentage of male classes receiving exceptional service pay.**

- A. Total number of male classes where an employee receives exceptional service pay. 4
- B. Total number of male classes in the jurisdiction. 8
- C. Divide 1A by 1B and multiply by 100.  $4 \div 8 = .50 \times 100 = 50\%$

**If result of 1C is 20% or less, stop here and check appropriate box in Part D of report form.**

**If result is more than 20%, go on to Step 2.**

### Step 2

---

**Look at the “exceptional service pay” column and calculate the percentage of female classes receiving exceptional service pay.**

- A. Total number of female classes where an employee receives exceptional service pay. 1
- B. Total number of female classes. 4
- C. Divide 2A by 2B and multiply by 100.  $1 \div 4 = .25 \times 100 = 25\%$

### Step 3

---

**Calculate the ratio of female/male classes receiving exceptional service pay.**

Divide 2C by 1C and multiply by 100.  $.25 \div .50 = .50 \times 100 = 50\%$



### Minnesota Pay Equity Management System - St. Francis(25-No Submission)

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[Utilities](#)

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### Pay Equity Implementation Form

Information entered on this page is not submitted until you click "sign and submit." This page may be printed and shared with your governing body for approval. After you receive approval, you will need to come back to this page, complete the necessary information, then click "sign and submit."

#### Part A: Jurisdiction Identification

Jurisdiction: St. Francis  
3750 Bridge Street NW  
St. Francis

Jurisdiction Type: CITY - City

Contact:	Name	Title	Phone	Email
	Darcy Mulvihill	Finance Director	763-753-2630	finance@stfrancismn.gov

#### Part B: Official Verification

1. The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system used was:

Consultant's System (specify) ▼

Describe below if the job evaluation system used is: "The same as last year", "A new system", "A substantially modified system from last year", or another descriptor not listed here: (\*less than 240 characters)

The same as last year

2. Health Insurance benefits for male and female classes of comparable value have been evaluated and

There is no difference ▼ and female classes are not at a disadvantage.

3. An official notice has been posted at:

City Hall Bulletin Board (prominent location) (\*less than 60 characters)

informing employees that the Pay equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

City of St. Francis City Council (governing body) (\*less than 60 characters)

Mark Vogel (chief elected official)(\*less than 60 characters)

Mayor (title) (\*less than 60 characters)

Checking this box indicates the following:

- signature of chief elected official
- approval by governing body
- all information is complete and accurate, and
- all employees over which the jurisdiction has final budgetary authority are included

#### Part C: Total Payroll

is the annual payroll  
for the calendar year just ended  
December 31.

Save Changes

Sign & Submit

Return to Test Results

We have worked to ensure this product is accessible and compliant with the standard WCAG 2.0 level AA. We have tested accessibility using the JAWS software from Freedom Scientific. We found it to work correctly for us. If you find errors in accessibility, please let us know at [pay.equity@state.mn.us](mailto:pay.equity@state.mn.us) so that we can follow up. Thank you.



# CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Police Department Policy Manual  
**DATE:** January 21, 2025

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**OVERVIEW:**

The St. Francis Police Department has revised its body worn camera policy formerly known as Portable Audio/Video Recorder policy which includes updated best practices.

**ACTION TO BE CONSIDERED:**

St. Francis City Council to review and approve St. Francis Police Department policy 434, Body-Worn Cameras.

**BUDGET IMPLICATION:**

No direct budget impact as a result of the policy adoptions.

Attachments:

- Police Department Policy 434, Body-Worn Cameras.

## Body-Worn Cameras

### 434.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of a body-worn camera (BWC) by members of this department and for the access, use, and retention of department BWC media (Minn. Stat. § 626.8473).

The provisions of this policy, including notice, documentation, access, and retention, also apply to other portable audio/video recording devices used by members, where applicable.

This policy does not apply to undercover operations, wiretaps, or eavesdropping (concealed listening devices).

#### 434.1.1 DEFINITIONS

Definitions related to this policy include:

**Activate** - To place a BWC in active mode. In active mode, the BWC records both video and audio.

**BWC media** - The video, audio, and images captured by department BWCs and the associated metadata.

**BWC media systems** - Any software, including web-based programs and mobile applications, used by the Department to upload/download, store, view, transfer, and otherwise maintain BWC media.

**Deactivate** - To place a BWC in buffering mode (also called ready mode). In buffering mode, the BWC records video (without audio) in short, predetermined intervals that are retained only temporarily. However, when a BWC is activated, the interval recorded immediately prior to activation is then stored as part of the BWC media. Deactivate does not mean powering off the BWC.

**Event** - A general term referring to a set of circumstances that may, but does not necessarily, correlate directly to a single public safety incident.

### 434.2 POLICY

It is the policy of the Department to use BWCs and BWC media for evidence collection and to accurately document events in a way that promotes member safety and department accountability and transparency while also protecting the privacy of members of the public.

### 434.3 RESPONSIBILITIES

#### 434.3.1 BWC COORDINATOR RESPONSIBILITIES

The Chief of Police or the authorized designee should delegate certain responsibilities to a BWC coordinator (Minn. Stat. § 13.825; Minn. Stat. § 626.8473).

The responsibilities of the coordinator include:

## Body-Worn Cameras

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- (a) Serving as a liaison between the Department and the BWC manufacturer/distributor and any third-party media storage vendor.
- (b) Developing inventory and documentation procedures for issuing and tracking BWC equipment, including properly marking BWCs as property of the Department, recording the date each BWC is placed into or taken out of service, and maintaining the following information:
  - 1. The total number of devices owned or maintained by the St. Francis Police Department
  - 2. The daily record of the total number deployed and used by members and, if applicable, the precinct or district in which the devices were used
  - 3. The total amount of recorded audio and video data collected by the BWC media systems and maintained by the St. Francis Police Department
- (c) Assisting with troubleshooting and maintenance of BWC equipment and media systems and, when necessary, coordinating the repair or replacement of BWCs.
  - 1. All equipment and system malfunctions and their resolutions should be documented, and maintenance and repair records should be maintained for all BWCs.
- (d) Managing BWC media systems so that:
  - 1. Access is limited to the minimum necessary authorized users and user privileges are restricted to those necessary for the member to conduct assigned department duties.
  - 2. Security requirements, such as two-factor authentication and appropriate password parameters, are in place for user credentials.
  - 3. Procedures include a process to obtain written authorization for access to non-public data by SFPD members and members of other governmental entities and agencies.
- (e) Configuring BWC media systems, or developing manual procedures, so that media is appropriately categorized and retained according to the event type tagged by members.
- (f) Retaining audit logs or records of all access, alteration, and deletion of BWC media and media systems, and conducting periodic audits to ensure compliance with applicable laws, regulations, and department policy.
- (g) Developing and updating BWC training for members who are assigned a BWC or given access to BWC media systems.
- (h) Coordinating with department administration to:
  - 1. Provide the public with notice of the department's use of BWCs (e.g., posting on the department website or social media pages).
  - 2. Gain insight into community expectations regarding BWC use.
- (i) Coordinating with the Administrative Assistant to (see the Records Maintenance and Release, and Protected Information policies):

## Body-Worn Cameras

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1. Determine and apply proper retention periods to BWC media (e.g., firearm discharges, certain use of force incidents, formal complaints).
  2. Develop procedures for the appropriate release of BWC media.
  3. Ensure procedures comply with the requirements of the Minnesota Government Data Practices Act and other applicable laws (Minn. Stat. § 13.01 et seq.).
- (j) Coordinating with the Evidence Room to develop procedures for the transfer, storage, and backup of evidentiary BWC media (see the Evidence Room Policy).
- (k) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.
- (l) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the St. Francis Police Department that expands the type or scope of surveillance capabilities of the department's portable recorders.

### 434.3.2 MEMBER RESPONSIBILITIES

Every member issued a BWC is responsible for its proper use, safekeeping, and maintenance.

At the beginning of each shift or period of BWC use, the member should inspect their assigned BWC to confirm it is charged and in good working order. As part of the inspection, the member should power on the BWC and observe the LCD screen to display "STARTING". The LCD screen should then display "READY" or "COVERT" depending on the mode the member has placed the BWC into. The member should then assure the BWC syncs with their assigned vehicle. (Minn. Stat. § 13.825; Minn. Stat. § 626.8473).

Members should wear their assigned BWC on their outermost garment positioned at or above the mid-line of the waist (Minn. Stat. § 626.8473). Members are responsible for ensuring there are no obstructions and that the BWC remains in a position suitable for recording.

When a BWC is not in the physical possession of the member to which it is assigned, it should be placed on the charging dock and stored in a secure location.

Members shall report any malfunction or damage to the BWC coordinator or on-duty supervisor as soon as practicable and, if possible, obtain a functioning BWC to use either temporarily while repairs are being made to the member's BWC or as a permanent replacement (Minn. Stat. § 626.8473).

Members shall comply with this policy's provisions while performing law enforcement activities under the command and control of another law enforcement agency (Minn. Stat. § 626.8473).

### 434.4 BWC USE

The following guidelines apply to the use of BWCs:

- (a) Only department-issued BWCs should be used without the express consent of the Chief of Police or the authorized designee (Minn. Stat. § 13.825).
- (b) BWCs should only be used by the member or members to whom it was issued unless otherwise authorized by a supervisor.



## Body-Worn Cameras

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- (c) The use of department-issued BWCs shall be strictly limited to department-related activities.
- (d) Members shall not use BWCs or BWC media systems for which they have not received prior authorization and appropriate training.
- (e) Members shall immediately report unauthorized access or use of BWCs or BWC media systems by another member to their supervisor or the Chief of Police.

### 434.4.1 PROHIBITIONS

BWCs should not be used to record:

- (a) Routine administrative activities of the Department that do not involve interactions with the public. Care should be taken to avoid incidentally recording confidential documents that the Department has a duty to keep secure (i.e., criminal justice information).
- (b) Areas within the department facilities where members have a reasonable expectation of privacy (e.g., locker rooms or dressing areas, breakrooms) unless responding to a call for service or conducting an investigation.
- (c) Conversations of other members without their knowledge.
- (d) When a member is taking an authorized break or otherwise engaged in personal activities.
- (e) In a courtroom unless responding to a call for service or emergency situation.
- (f) Interactions with undercover officers or confidential informants.
- (g) Strip searches.

BWCs shall not be used for the purpose of embarrassment, harassment, or ridicule of any individual or group.

### 434.5 ACTIVATION OF BWC

Members should activate their BWC during all calls for service and the performance of law enforcement-related functions. Members are not required to activate their BWC during casual or informal contacts with members of the public that are not part of or related to law enforcement functions. However, members should activate their BWC any time a contact with an individual becomes hostile or adversarial.

Unless otherwise authorized by this policy or approved by a supervisor, BWCs should remain activated until the call for service or law enforcement-related function has concluded. A member may cease recording if they are simply waiting for a tow truck or a family member to arrive, or in other similar situations.

At no time is a member expected to jeopardize their safety to activate their BWC. However, the BWC should be activated as soon as reasonably practicable in required situations.

If a member attempts to activate their BWC but the BWC fails to record an event, the member should notify their supervisor as soon as practicable.

## Body-Worn Cameras

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### 434.5.1 NOTICE OF RECORDING

Unless otherwise approved based on unique circumstances, a member should wear the BWC in a manner that is conspicuous and shall answer truthfully if asked whether they are equipped with a BWC or if their BWC is activated.

### 434.5.2 PRIVACY CONSIDERATIONS

Members should remain sensitive to the dignity of individuals being recorded and should exercise sound discretion with respect to privacy concerns.

When responding to a place where individuals have an expectation of privacy (e.g., private residences, medical or mental health facilities, restrooms) or to a sensitive situation (e.g., individuals partially or fully unclothed), members are permitted to mute or deactivate their BWC if it reasonably appears that the privacy concern outweighs any legitimate department interest in recording the event. Members may also mute or deactivate their BWC:

- (a) To protect the privacy of a victim or witness.
- (b) When an individual wishes to provide information anonymously.
- (c) To avoid recording a confidential informant or undercover officer.
- (d) When discussing case tactics or strategy.
- (e) During private conversations with other members or emergency responders.

Members should choose to mute rather than deactivate BWCs when practicable. Deactivation should only be used when muting the BWC will not accomplish the level of privacy necessary for the situation.

Before muting or deactivating their BWC, the member should verbally narrate the reason on the recording. As soon as possible once the privacy concern is no longer an issue, or when circumstances change so that the privacy concern no longer outweighs the department's interest in recording the event (e.g., the individual becomes combative, the conversation ends), the member should unmute or reactivate their BWC and verbally note that recording has resumed.

### 434.5.3 LIVESTREAMING

Livestreaming enables authorized individuals to remotely view the audio and video captured by a member's BWC in real time. Only supervisors and dispatchers approved by the Chief of Police or the authorized designee shall have access to livestreaming capabilities.

Livestreaming should only be activated:

- (a) For purposes of member safety when the member is not responding to their radio or there is some other indication of distress.
- (b) To assist with situational awareness or tactical decisions during a significant incident.
- (c) When requested by the member.

## Body-Worn Cameras

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### 434.5.4 DOCUMENTATION

Members are encouraged to provide narration while using a BWC when it would be useful to provide context or clarification of the events being recorded. However, the use of a BWC is not a replacement for written reports and should not be referred to in a written report in place of detailing the event.

Every report prepared by a member who is issued a BWC should state "BWC available" or "BWC unavailable," as applicable, and should document:

- (a) To the extent practicable and relevant, the identity of individuals appearing in the BWC media.
- (b) An explanation of why BWC media is unavailable including any malfunction, damage, or battery issue that resulted in the failure of the BWC to capture all or part of the event.
- (c) Any exigency or other circumstances that prevented the member from immediately activating the recording at the beginning of the event.
- (d) Any period of the event in which the member deactivated or muted their BWC and the reason for such action.
- (e) If livestreaming was activated during the event, the reason for livestreaming and the members who communicated or participated in the event through BWC livestreaming.

### 434.6 UPLOADING BWC MEDIA

Unless otherwise authorized by a supervisor, all media from a member's BWC should be properly uploaded and tagged before the end of their shift. BWC media related to a serious or high-profile event (e.g., search for a missing child, active shooter situation) should be uploaded and tagged as soon as practicable upon returning to the Department.

Following an officer involved shooting or death or other event deemed necessary, a supervisor should take possession of the BWC for each member present and upload and tag the BWC media.

#### 434.6.1 TAGGING BWC MEDIA

Members should tag all media captured by their BWC with the case or incident number, and the event type. BWC media should be tagged as close to the time of the event as possible. If more than one event type applies to BWC media, it should be tagged with each event type. If BWC media can only be tagged with a single event type, the media should be tagged using the event type with the longest retention period.

Supervisors should conduct audits at regular intervals to confirm BWC media is being properly uploaded and tagged by their subordinates.

### 434.7 BWC MEDIA

All BWC media is the sole property of the Department. Members shall have no expectation of privacy or ownership interest in the content of BWC media.

All BWC media shall be stored and transferred in a manner that is physically and digitally secure with appropriate safeguards to prevent unauthorized modification, use, release, or transfer.

## Body-Worn Cameras

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Contracts with any third-party vendors for the storage of BWC media should include provisions specifying that all BWC media remains the property of the Department and shall not be used by the vendor for any purpose without explicit approval of the Chief of Police or the authorized designee.

Members shall not alter, copy, delete, release, or permit access to BWC media other than as permitted in this policy without the express consent of the Chief of Police or the authorized designee.

BWC media systems should not be accessed using personal devices unless authorized by the Chief of Police or the authorized designee.

### 434.7.1 ACCESS AND USE OF BWC MEDIA

BWC media systems shall only be accessed by authorized members using the member's own login credentials and in accordance with the Information Technology Use Policy.

BWC media shall only be accessed and viewed for legitimate department-related purposes in accordance with the following guidelines:

- (a) Members may review their own BWC media for department-related purposes. Members should document in their report if they reviewed BWC media before completing the report.
- (b) Investigators may review BWC media pertaining to their assigned cases.
- (c) A member testifying regarding a department-related event may review the pertinent BWC media before testifying.
- (d) Supervisors are permitted to access and view BWC media of their subordinates.
  1. Supervisors should review BWC media that the supervisor is aware pertains to a significant event.
  2. Supervisors should conduct documented reviews of their subordinate's BWC media at least annually to evaluate the member's performance, verify compliance with department procedures, and determine the need for additional training. The review should include a variety of event types when possible. Supervisors should review BWC media with the recording member when it would be beneficial to provide guidance or to conduct one-on-one informal training for the member (Minn. Stat. § 626.8473).
  3. Supervisors should conduct periodic reviews of a sample of each subordinate's BWC media to evaluate BWC use and ensure compliance with this policy.
- (e) Instructors may use BWC media for training purposes with the approval of the Chief of Police or the authorized designee. The Instructor should use caution to avoid embarrassing or singling out a member and, to the extent practicable, should seek consent from the members appearing in the BWC media before its use for training. When practicable, sensitive issues depicted in BWC media should be redacted before being used for training.
- (f) The Administrative Assistant may access BWC media when necessary to conduct department-related duties.

## Body-Worn Cameras

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- (g) The BWC coordinator may access BWC media and the BWC media system as needed to ensure the system is functioning properly, provide troubleshooting assistance, conduct audits, and fulfill other responsibilities related to their role.
- (h) Any member who accesses or releases BWC media without authorization may be subject to discipline (see the Standards of Conduct and the Protected Information policies for additional guidance) (Minn. Stat. § 626.8473).

### 434.7.2 PUBLIC ACCESS

Unless disclosure is required by law or a court order, BWC media should not be released to the public if:

- (a) It is clearly offensive to common sensibilities (Minn. Stat. § 13.82, Subd. 7; Minn. Stat. § 13.825, Subd. 2).
- (b) It unreasonably violates a person's privacy or depicts the interior of:
  1. A private residence.
  2. A facility that offers health care, mental health or substance abuse treatment, or social services.
  3. A school building.
  4. Any other building in which public access is restricted or which implicates heightened security concerns.

Except as provided by Minn. Stat. § 13.825, Subd. 2 or pursuant to Minn. Stat. § 13.82, Subd. 15, BWC media is considered private or nonpublic data.

Any person captured on BWC media may have access to the BWC media. If the individual requests a copy of the BWC media and does not have the consent of other non-law enforcement individuals captured on the BWC media, the identity of those individuals must be blurred or obscured sufficiently to render the person unidentifiable prior to release. The identity of on-duty peace officers may not be obscured unless their identity is protected under Minn. Stat. § 13.82, Subd. 17 (Minn. Stat. § 13.825, Subd. 4).

Requests for the release of BWC media shall be processed in accordance with the Records Maintenance and Release Policy. The Administrative Assistant should review BWC media before public release.

See the Officer-Involved Shootings and Deaths Policy regarding BWC media requests pursuant to Minn. Stat. § 13.825 relating to deaths by use of force.

### 434.8 RETENTION OF BWC MEDIA

Non-evidentiary BWC media should be retained in accordance with state records retention laws but in no event for a period less than 90 days (Minn. Stat. § 13.825).

Unless circumstances justify continued retention, BWC media should be permanently deleted upon the expiration of the retention period in a way that it cannot be retrieved. BWC media shall

## Body-Worn Cameras

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not otherwise be deleted by any person without the authorization of the Chief of Police or the authorized designee.

If an individual captured on BWC media submits a written request, the BWC media shall be retained for an additional time period. The BWC coordinator should be responsible for notifying the individual prior to destruction of the BWC media (Minn. Stat. § 13.825).

Members shall not alter, erase, or destroy any BWC media, before the end of the applicable retention period (Minn. Stat. § 626.8473).

### 434.8.1 EVIDENTIARY BWC MEDIA

BWC media relevant to a criminal prosecution should be exported from the BWC media system and securely transferred to digital evidence storage according to established department procedures. Evidentiary BWC media is subject to the same laws, policies, and procedures as all other evidence, including chain of custody, accessibility, and retention periods (see the Evidence Room Policy).

Evidentiary BWC media that documents an officer's use of deadly force must be maintained indefinitely (Minn. Stat. § 13.825; Minn. Stat. § 626.8473).

### 434.9 TRAINING

The BWC coordinator should ensure that each member issued a BWC receives initial training before use, and periodic refresher training thereafter. Training should include:

- (a) Proper use of the BWC device and accessories.
- (b) When BWC activation is required, permitted, and prohibited.
- (c) How to respond to an individual's request to stop recording.
- (d) Proper use of the BWC media systems, including uploading and tagging procedures.
- (e) Security procedures for BWC media, including appropriate access and use.

Members who are not issued a BWC but who have access to BWC media systems shall receive training on the BWC media system, including appropriate access, use, and security procedures.



# CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom- City Administrator  
**FROM:** Dave Schmidt- Fire Chief  
**SUBJECT:** Resignation- Firefighter Jordan Preiss  
**DATE:** January 21, 2025

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**OVERVIEW:**

Firefighter Jordan Preiss has submitted a letter of resignation from the St. Francis Fire Department. Firefighter Preiss has served the city since 3/15/2021. Firefighter Preiss and her family are moving to the Brainerd area.

**ACTION TO BE CONSIDERED:**

Accept the resignation of Firefighter Jordan Preiss, effective 1/16/2025.

**BUDGET IMPLICATION:**

None

Attachments:

- Resignation Letter

Jordan Preiss  
01/02/2025

Chief Schmidt,

I am writing to formally announce my resignation from Saint Francis Fire Department, effective 1/16/2025. This decision comes with great consideration and reflection, and I want to express my sincere gratitude for the opportunities and support I have received while serving alongside such a dedicated and professional team.

My spouse has recently received an exciting job offer in Brainerd, Minnesota, an opportunity that brings us closer to our family. With another child on the way, this move will provide the vital support network we will need as we continue to expand our family. Furthermore, as I prepare to leave for a long period of military service, I want to ensure that I do not leave a staffing gap in the department during my absence. The ongoing commitment and service to our community is incredibly important to me, and I hope that this notice will allow time to find a suitable replacement to continue serving the community without disruption.

I am deeply appreciative of the invaluable experience and camaraderie I have found during my short tenure at Saint Francis Fire Department. Thank you for the opportunity to serve, for the trust you placed in me, and for the support throughout my time here. I am confident that the department will continue to excel and serve the community with the utmost dedication and skill.

Please feel free to reach out if there is anything I can do to assist during the transition period. I am grateful for everything and look forward to staying in touch.

Very Respectfully,  
Jordan Preiss





# CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom- City Administrator  
**FROM:** Dave Schmidt- Fire Chief  
**SUBJECT:** Authorization to Post for the Position of Training Lieutenant (Part-time)  
**DATE:** January 21, 2025

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**OVERVIEW:**

With Brigit Marshall being promoted to the position of Training Captain the fire department has a vacant Training Lieutenant position. The fire department is requesting authorization to post and accept applications to fill the open position.

**ACTION TO BE CONSIDERED:**

Authorize the fire department to post the Training Lieutenant position for appointment.

**BUDGET IMPLICATION:**

Existing Fire Department Budget



## CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** MMUA Safety Management Program Contract  
**DATE:** January 21, 2025

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### **OVERVIEW:**

The City contracts with MMUA to provide safety programs for employees. The programs help ensure that the City is OSHA compliant and using the best practices for employee safety. The program ensures that the City receives adequate training, evaluation and implementation of safety practices.

Employee safety is important for several reasons. First, it ensures that employees are safely handling dangerous equipment and chemicals and are using the best practices to avoid injury. Second, the MMUA safety program also ensures that the City complies with OSHA and industry standards in the handling of these pieces of equipment and chemicals. Finally, the program minimizes liability for the City in regards to workers compensation and other impacts that can arise from employee injuries.

The MMUA contract will continue to automatically renew for successive Twelve-month calendar year periods unless terminated by either Party providing written notice at least sixty days in advance of the end of the then-current term. The contract did increase from \$27,319.25 to \$28,276.00 per year for this renewal.

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

Authorize Mayor to sign 2024-25 Safety Management Program Addendum.

### **BUDGET IMPLICATION:**

The contract with MMUA is taken out of the yearly operation and maintenance budgets for all City departments.

### Attachments:

- MMUA Safety Management Letter
- St. Francis Program Addendum
- Safety Program Fee Structure

MMUA Safety Management Program Tiers

FY25 (January 1–December 31)

Population	Grouping	Tier 1 COMPLIANCE PROGRAM			Tier 2 COMPETENCE PROGRAM				Tier 3 COMPREHENSIVE SERVICES PROGRAM						
		1 day every other month (6 days/year)	Cost per extra standard day	Cost per extra specialty day	1 day per month (12 days/year)	2 days/month (24 days/year)	3 days/month (36 days/year)	Cost per extra ad hoc day	4 days/month (48 days/year)	5 days/month (60 days/year)	6 days/month (72 days/year)	7 days/month (84 days/year)	8 days/month (96 days/year)	Cost per extra ad hoc day	
0-1000	S-1	\$ 12,039	\$ 785	\$ 1,050	\$ 13,528	\$ 16,735	\$ 19,300	\$ 785	\$ 21,864	\$ 24,843	\$ 27,441	\$ 30,060	\$ 32,668	\$ 785	
1001-3000	S-2	\$ 13,751	\$ 785	\$ 1,050	\$ 15,453	\$ 20,582	\$ 24,429	\$ 785	\$ 28,276	\$ 32,668	\$ 36,580	\$ 40,492	\$ 44,405	\$ 785	
3001-5000	M-1	\$ 13,751	\$ 785	\$ 1,050	\$ 15,453	\$ 23,147	\$ 28,276	\$ 785	\$ 32,123	\$ 36,580	\$ 40,492	\$ 44,405	\$ 48,317	\$ 785	
5001-7000	M-2	\$ 14,892	\$ 785	\$ 1,050	\$ 16,735	\$ 25,711	\$ 32,123	\$ 785	\$ 38,535	\$ 45,709	\$ 52,229	\$ 58,750	\$ 65,270	\$ 785	
7001-17000	L-1	\$ 17,174	\$ 945	\$ 1,315	\$ 19,300	\$ 28,276	\$ 34,688	\$ 945	\$ 41,100	\$ 48,317	\$ 54,837	\$ 61,358	\$ 67,878	\$ 945	
17001-23000	L-2	\$ 18,315	\$ 945	\$ 1,315	\$ 20,582	\$ 28,276	\$ 38,535	\$ 945	\$ 48,794	\$ 57,771	\$ 66,747	\$ 77,006	\$ 83,418	\$ 945	
23001-26000	L-3	\$ 19,456	\$ 1,210	\$ 1,575	\$ 21,864	\$ 33,406	\$ 41,741	\$ 1,210	\$ 50,076	\$ 59,053	\$ 68,030	\$ 78,288	\$ 84,700	\$ 1,210	
26001-29000	L-4	\$ 20,598	\$ 1,210	\$ 1,575	\$ 23,147	\$ 35,970	\$ 45,588	\$ 1,210	\$ 55,206	\$ 64,182	\$ 74,441	\$ 84,700	\$ 94,959	\$ 1,210	
Over 29000	L-5	\$ 21,738	\$ 1,210	\$ 1,575	\$ 24,429	\$ 38,535	\$ 48,794	\$ 1,210	\$ 59,053	\$ 69,312	\$ 79,571	\$ 89,830	\$ 100,089	\$ 1,210	
		3.5% increase from '23–24	Includes training, recordkeeping, and mock audits	Includes accident investigations and OSHA inspection support	3.5% increase from '23–24	3.5% increase from '23–24	3.5% increase from '23–24	Includes training, recordkeeping, and mock audits. Accident investigations and OSHA inspection support is included at this level at no extra charge	3.5% increase from '23–24						Includes training, recordkeeping, and mock audits. Accident investigations and OSHA inspection support is included at this level at no extra charge

Note: Safety Management Program participants in all tiers receive mutual aid assistance at no extra charge. Participation in a tier does not guarantee or imply full/specific degree of safety compliance, competency, or comprehension.

MMUA October 2024



*Hometown services. Hometown strengths.  
Hometown solutions.*

[mmua.org](http://mmua.org)

Agenda Item # 4F.

October 21, 2024

Dear Valued Member,

It is that time of year when we reach out regarding our programs and services—in this case the Safety Management program—to confirm your participation for the upcoming year. We very much appreciate the opportunity to partner with you and hope to continue to serve you for many years to come.

If you attended our in-person review meeting in the spring or participated in our Zoom listening session last month you may recall that each year the MMUA Board of Directors reviews and approves MMUA's fees. For 2025, the Board has approved a 3.5% increase which is roughly commensurate with the inflation rate.

Last year you signed an updated Safety Management Service Agreement (copy included). That agreement remains in effect and will automatically renew on December 31. Following the issuance of that agreement, we heard from some members who noted the agreement did not offer a clear exit clause at any point other than at the end of each year. To address this unintentional oversight, we have prepared an Addendum to the agreement which is included in this email. Please sign and return the Addendum no later than December 15.

Now is a good time to review the level (tier) of service you are enrolled in, as noted in your agreement. If you wish to change tiers or add additional days within a tier, please let us know as soon as possible so that we can make the necessary adjustments to both billing and service by January 1, 2025.

For your convenience, we have also included a copy of your certificate of insurance. If your insurance binder has expired, please send us a copy of your current certificate naming MMUA as a certificate holder (see the box in the lower left corner).

One final item to note, our office has moved. Our new address as of October 14 is:  
600 Highway 169 South, Suite 701, St. Louis Park, MN 55426-1200.

As always, we appreciate your prompt response. Please contact us if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Mike Willetts".

Mike Willetts  
Director of Training and Safety  
Cell: 612-802-8474  
[mwilletts@mmua.org](mailto:mwilletts@mmua.org)

A handwritten signature in black ink that reads "Karleen Kos".

Karleen Kos  
Chief Executive Officer  
Direct: 763-746-0701  
[kkos@mmua.org](mailto:kkos@mmua.org)

600 Highway 169 South, Ste 701 | St. Louis Park, MN 55426

Phone 763.551.1230 Toll-Free 800.422.0119

[mmua.org](http://mmua.org)



First Amendment to the Services Agreement
for Safety Management Services
provided by the Minnesota Municipal Utilities Association

This First Amendment (the "First Amendment") to the Services Agreement between the Minnesota Municipal Utilities Association ("MMUA") and City of Saint Francis (each a "Party" and collectively, the "Parties") dated 9/15/2023 concerning Safety Management Services (the "Agreement") is effective as of January 1, 2025.

Recitals

The Parties desire to enter into this First Amendment to modify the term/renewal/amendment provision in the Agreement.

NOW, THEREFORE, the Parties agree as follows:

- 1. Unless otherwise defined in this First Amendment, the capitalized terms in the First Amendment shall have the meaning provided in the Agreement.
2. Part II, Section 1 of the Agreement is amended by inserting the language below at the end of the second sentence as follows:
a. ; provided however, that either Party may provide written notice to the other Party to terminate the Agreement at least sixty (60) days in advance at any time.
3. All other provisions in the Agreement will remain in full force and effect.

IN WITNESS WHEREOF, this First Amendment has been signed by a duly authorized representative on behalf of the Parties hereto, all on the date first above written.

City of Saint Francis

Minnesota Municipal Utilities Association

By \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

PO # \_\_\_\_\_



# CITY COUNCIL AGENDA REPORT

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**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Stahl Construction – Pay Applications No. 16 – Labor & Material  
**DATE:** January 21, 2025

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**OVERVIEW:**

Stahl has submitted Pay Application No. 16 for Labor and Material. Both applications have been reviewed by our Architect. The total payment will be for \$163,995.27. The breakdown is below.

- Labor - \$81,753.21
- Material - \$82,242.06

**ACTION TO BE CONSIDERED:**

Motion to approve Labor & Material Pay Applications No 16.

**BUDGET IMPLICATION:**

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

Attachments:

- Pay Application No. 16 Labor
- Pay Application No. 16 Material

# Application and Certificate for Payment

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

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR

App. #: 16  
 App. Date: January 13, 2025  
 Month: December 2024

Continuation Sheet is attached

## Contractor's Application for Payment

Original Contract Price .....	5,309,997.00
Net Change by Change Order .....	45,834.33
Changes Approved Previously .....	45,834.33
Changes Approved this Month .....	0.00
Current Contract Price.....	5,355,831.33
Work Completed and Material Stored to Date.....	5,154,293.79
Retainage 5% of Completed Work.....	187,104.63
Total Earned Less Retainage.....	4,967,189.16
Less Previous Certificates for payment.....	4,885,435.95

**Current Payment Due** ..... \$ **81,753.21**

**Balance to Finish, Plus Retainage**..... \$ **388,642.17**

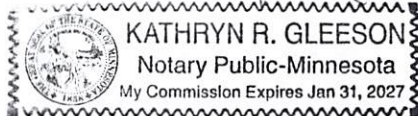
The Contractor certifies that to the best of its knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued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

### CONTRACTOR

By: *Danah J. Aldrich* Date: 1.13.2025

State: Minnesota  
 County: Hennepin

 Subscribed and sworn to before me this 13<sup>th</sup> day of January 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: 01/14/2025

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**..... \$ **81,753.21**

### 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. #: 16  
 App. Date: January 13, 2025  
 Month: December 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		General Conditions	Stahl Construction	\$ 1,373,174.00	\$ (7,500.00)	\$ 1,350,737.35	\$ 1,234,478.50	23,233.53	\$ -	\$ 1,257,712.03	93%	\$ 93,025.32	\$ 0.00	0%
02 41 00		Demolition Mechanical	Purchase Order	\$ 900.00	\$ 0.00	900.00	900.00	-	-	900.00	100%	0.00	-	0%
02 41 16		Earthwork/Demo	D.W.	\$ 286,646.00	\$ 10,858.32	297,504.32	292,136.320	5,368.00	-	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	401,515.000	-	-	401,515.00	100%	0.00	20,075.75	5%
03 41 00		Precast Concrete	Taracon	\$ 310,914.00	\$ 0.00	313,732.00	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	49,125.00	850.00	-	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	14,840.00	160.00	-	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	82,500.00	380.00	-	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	-	-	33,900.99	100%	0.01	1,695.05	5%
09 50 00		Acoustical Ceilings	Minnesota Acoustics	\$ 26,200.00	\$ 0.00	26,200.00	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	21,052.00	1,108.00	-	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	TBD	\$ 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		Holsts 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	415,500.00	33,287.00	-	448,787.00	100%	0.00	22,439.35	5%
23 00 00		HVAC	Senra Sola	\$ 392,000.00	\$ 6,738.00	406,626.00	399,126.00	7,500.00	-	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



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. #: 16  
 App. Date: January 13, 2025  
 Month: December 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
		Allowances							-					
70 80 13		Allowance for Building Permit		110,000.00	\$ (27,006.44)	82,993.56	82,993.56	-	-	82,993.56	100%	0.00	-	0%
71 00 00		Contingency		80,418.00	\$ 0.00	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>\$ 5,008,636.50</b>	<b>\$ 83,761.53</b>	<b>\$ 0.00</b>	<b>\$ 5,092,398.03</b>	<b>96%</b>	<b>\$ 199,117.36</b>	<b>\$ 187,104.63</b>	
90 00 00		Contractor Overhead / Profit	Stahl Construction	60,000.00	4,315.94	64,315.94	60,877.68	1,018.08	-	61,895.76	96%	2,420.18	0.00	0%
<b>Totals</b>				<b>\$ 5,309,997.00</b>	<b>\$ 45,834.33</b>	<b>\$ 5,355,831.33</b>	<b>\$ 5,069,514.18</b>	<b>\$ 84,779.61</b>	<b>\$ 0.00</b>	<b>\$ 5,154,293.79</b>	<b>96%</b>	<b>\$ 201,537.54</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. #: 16

App. Date: 01/13/2025

Month: December 2024

Continuation Sheet is attached

## Contractor's Application for Payment

Original Contract Price .....	6,531,580.00
Net Change by Change Order .....	62,549.63
Changes Approved Previously .....	62,549.63
Changes Approved this Month .....	0.00
Current Contract Price .....	6,594,129.63
Work Completed and Material Stored to Date .....	6,306,491.14
Retainage .....	-
Total Earned .....	6,306,491.14
Less Previous Certificates for payment .....	6,224,249.08

**Current Payment Due** ..... \$ **82,242.06**

**Balance to Finish, Including Retainage** ..... \$ **287,638.49**

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.

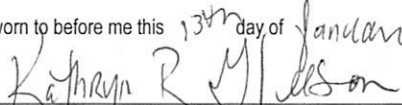
### CONTRACTOR

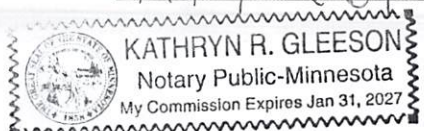
By:  Date: 1.13.2025

State: **Minnesota**

County: **Hennepin**

Subscribed and sworn to before me this 13<sup>th</sup> day of January 2025

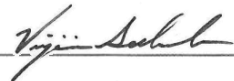
Notary Public: 



## 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: 01/14/2025

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** ..... \$ **82,242.06**

### 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. #: 16  
 App. Date: 01/13/2025  
 Month: December 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
01 80 19	Insurance	Stahl Construction	\$ 40,000.00	\$ 0.00	40,000.00	40,000.00	-	-	40,000.00	100%	0.00	-	0%	
03 30 00	Concrete	Northland Concrete	\$ 223,085.00	\$ 0.00	223,085.00	223,085.00	-	-	223,085.00	100%	0.00	-	0%	
03 41 00	Precast Concrete	Taracon	\$ 1,981,079.00	\$ 0.00	1,981,079.00	1,981,079.00	-	-	1,981,079.00	100%	0.00	-	0%	
05 10 00	Furnish Metals	Ben's Structural	\$ 200,657.00	\$ 6,529.00	207,781.00	207,781.00	-	-	207,781.00	100%	0.00	-	0%	
06 10 00	Rough Carpentry	Tekton	\$ 38,775.00	\$ 0.00	38,775.00	38,775.00	-	-	38,775.00	100%	0.00	-	0%	
06 40 00	Architectural Woodwork	Distinctive Cabinets	\$ 101,940.00	\$ 0.00	104,613.00	102,403.00	2,210.00	-	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	210,200.00	175.00	-	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	TBD	\$ 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	-	-	4,100.00	60%	2,750.00	-	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	608,507.30	24,669.80	-	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	-	-	606,982.27	72%	238,399.66	-	0%	
31 00 00	Earthwork	D.W.	\$ 99,500.00	\$ 0.00	99,500.00	98,000.00	1,500.00	-	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  
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 Month: December 2024

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							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>\$ 6,162,170.12</b>	<b>\$ 81,421.80</b>	<b>\$ 0.00</b>	<b>\$ 6,243,591.92</b>	<b>96%</b>	<b>\$ 284,769.66</b>	<b>\$ 0.00</b>	
e														
90 00 00	Contractor Overhead / Profit		Stahl Construction	65,000.00	768.05	65,768.05	62,078.96	820.26	-	62,899.22	96%	2,868.83	0.00	0%
<b>Totals</b>				<b>\$ 6,531,580.00</b>	<b>\$ 62,549.63</b>	<b>\$ 6,594,129.63</b>	<b>\$ 6,224,249.08</b>	<b>\$ 82,242.06</b>	<b>\$ 0.00</b>	<b>\$ 6,306,491.14</b>	<b>96%</b>	<b>\$ 287,638.49</b>	<b>\$ 0.00</b>	



**CITY COUNCIL AGENDA  
REPORT**

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Acknowledgement for Exempt Permit - Raffle  
**DATE:** January 21, 2025

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**OVERVIEW:**

Support the Troops MN submitted an application for Exempt Permit to conduct a raffle.

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

**ACTION TO BE CONSIDERED:**

A motion would be to acknowledge the permit application from Support the Troops MN to conduct a raffle at the St. Francis American Legion on March 8, 2025.

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
• conducts lawful gambling on five or fewer days, and
• awards less than \$50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Support the Troops MN
Previous Gambling Permit Number: X- 95468-24-001
Minnesota Tax ID Number, if any: 47-1293645
Federal Employer ID Number (FEIN), if any:
Mailing Address: 2717 225th LN NW
City: Oak Grove State: MN Zip: 55005 County: Anoka
Name of Chief Executive Officer (CEO): Paul Faris
CEO Daytime Phone: 320-766-2442 CEO Email: info@supportthetroopsmn.com
Email permit to (if other than the CEO):

NONPROFIT STATUS

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

Attach a copy of one of the following showing proof of nonprofit status:
(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
[x] A current calendar year Certificate of Good Standing
[ ] IRS income tax exemption (501(c)) letter in your organization's name
[ ] IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): American Legion Post 622 St. Francis
Physical Address (do not use P.O. box): 3073 Bridge St. NW St. Francis, MN 55070
Check one:
[x] City: St. Francis Zip: 55070 County: Anoka
[ ] Township: Zip: County:
Date(s) of activity (for raffles, indicate the date of the drawing): March 8th, 2025

Check each type of gambling activity that your organization will conduct:
[x] Bingo [ ] Paddlewheels [ ] Pull-Tabs [ ] Tipboards [x] Raffle
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the List of Licensees tab, or call 651-539-1900.

**LG220 Application for Exempt Permit**

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

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

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

Signature of City Personnel: \_\_\_\_\_

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

**The city or county must sign before submitting application to the Gambling Control Board.**

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

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

Signature of County Personnel: \_\_\_\_\_

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

**TOWNSHIP (if required by the county)**  
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

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

Signature of Township Officer: \_\_\_\_\_

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

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Paul Faris Date: 1/7/25  
(Signature must be CEO's signature; designee may not sign)

Print Name: Paul Faris

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

- \_\_\_\_\_ a copy of your proof of nonprofit status; and
- \_\_\_\_\_ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

**To:** Minnesota Gambling Control Board  
1711 West County Road B, Suite 300 South  
Roseville, MN 55113

**Questions?**  
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management &amp; Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

**Business Record Details »**

Minnesota Business Name  
**Support The Troops MN**

**Business Type**  
Nonprofit Corporation (Domestic)

**MN Statute**  
317A

**File Number**  
714559000027

**Home Jurisdiction**  
Minnesota

**Filing Date**  
11/27/2013

**Status**  
Active / In Good Standing

**Renewal Due Date**  
12/31/2025

**Registered Office Address**  
2717 225th Lane NW  
Oak Grove, MN 55005  
USA

**Registered Agent(s)**  
William Giesie

**President**  
Paul Faris  
PO BOX 671  
SAINT FRANCIS, MN 55070-0671  
USA

Filing History

## Filing History

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

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	11/27/2013	Original Filing - Nonprofit Corporation (Domestic) (Business Name: SUPPORT THE TROOPS GOLF)	



	Filing Date	Filing	Effective Date
<input type="checkbox"/>	11/8/2018	Amendment - Nonprofit Corporation (Domestic) (Business Name: Support The Troops MN)	

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## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Animal Control  
**DATE:** January 21, 2025

---

### **OVERVIEW:**

The City of St. Francis is currently under contract with Online Retrievers for animal control services. On December 26<sup>th</sup>, 2024, the City was notified that Online Retrievers would be suspending its services for a minimum period of 60 days to attend to family needs. Staff immediately began to look into other animal control service providers in the area. Staff found that a number of facilities will board but will not pick up stray animals with the exception of Gratitude Farms. Gratitude Farms was contacted and was willing to provide animal control services to the City on a temporary basis until Online Retrievers is able to resume services. Gratitude Farms did provide up to date kennel license and inspection records.

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

City Council to approve a temporary contract between the City of St. Francis and Gratitude Farms for animal control services. The contract would be renewed on a monthly basis for up to one year.

### **BUDGET IMPLICATION:**

All fees are the responsibility of the animal owner and the only time there is a fee to the City of St. Francis is on the occasion that an owner is unable to be located, or a pickup is canceled.

### Attachments:

- Temporary Animal Control Contract with Gratitude Farms

## Temporary Animal Control Agreement

THIS AGREEMENT made this January 21, 2025, by and between Tammy Gimpl of Gratitude Farms 22359 Bataan St. NE, East Bethel MN 55011, hereinafter referred to as "Contractor", and the City of St. Francis 3750 Bridge Street NW, St. Francis MN, 55070 hereinafter referred to as "City".

WITNESSETH, that Contractor and City, for the consideration stated herein, mutually agree as follows:

**STATEMENT OF THE WORK.** The Contractor shall furnish all labor, equipment, and services Performed for the job of animal control officer for the City, as set forth below in an efficient and workmanlike manner in accordance this Agreement. Contractor shall comply with all federal, state, and local laws and ordinances in performing the duties as specified herein.

**THE CONTRACT PRICE:** The City will pay Contractor for performance of this Contract, in current funds as follows: \$100.00 per animal and current IRS rate per mile for pick-up and drop off of dogs as directed by the members of the St. Francis Police Department, whether an animal is then actually picked up, or if the Contractor goes to a place as directed and finds there is no animal to be picked up. Multiple dogs at the same location is no additional charge. If contractor is en route and call is canceled charges will be \$100 for the call out and the mileage round trip. If the owner is found, said owner will be responsible for all fees.

\$35.00 boarding fee per calendar day, plus tax, per dog that includes all exercise and food. Cats will not be picked up and boarded. This boarding fee will be charged/billed to the City if the owner is not found, and the dog is not claimed after the required length of impound stay. If the owner is found, said owner will be responsible for all fees.

Extra services, such as multiple animals seized per a search warrant or out of the ordinary circumstance will be arranged between City and contractor on a case by case basis.

Contractor shall have 1-2 hours to respond to a call from the City and have up to 4 hours for a pickup of an animal. All calls from dispatch should leave all information on voicemail to include the reporting party, physical address, type of dog, disposition if known for safety and ICR number.

Contractor will provide the City with a monthly expense sheet showing:

- a) the number of animal pickups in that month;
- b) the number of animals and days that Contractor boarded animals in that month that have not been subjected to a "Declaration of Dangerous Dog," or a dog that needs to be quarantined for any reason;

**CONTRACTOR'S DUTIES** Contractor shall upon request of the members of the St. Francis Police Department, take all reasonable steps to catch and take into custody

any animal determined to be in violation of any City Ordinance or Minnesota State Statute.

All apprehensions of dogs directed by the member of the St. Francis Police Department shall be treated humanely and shall be delivered into the custody of the party of facility designed by the City and Contractor. The Contractor agrees to comply with all state laws regarding waiting periods. City is responsible for any and all necessary basic medical attention needed at its discretion, and the Contractor will provide a detailed breakdown of charges for necessary basic medical attention to the City. All stray dogs picked up will be listed on social media such as Lost Dogs MN Facebook page or similar sites in an attempt to locate the owner. Contractor shall supervise the drafting and service of appropriate notice when a dog has been picked up, and deliver notice to the City Clerk for further posting, as required, pursuant to St. Francis Code Section 8-3-1.

The Contractor shall not keep any animal longer than required by City Code Section 8-3-1. All animals unclaimed by the end of the required period shall be surrendered an appropriate facility in accordance with the applicable City Code or State law.

Reclaiming. All animals conveyed to Gratitude Farms shall be kept, with humane treatment and sufficient food and water for their comfort, at least five regular business days, unless the animal is a dangerous animal as defined under City Code Section 8-3-1 in which case it shall be kept for ten regular business days or the times specified in City Code Section 8-3-1, and except if the animal is a cruelly- treated animal in which case it shall be kept for ten regular business days, unless sooner reclaimed by their owners or keepers as provided by this section.

Owners reclaiming their dogs will pay for all costs associated with picking up, basic necessary medical attention provided, and boarding the dog. Contractor will obtain verification from the owner as to proof of ownership of the dog such as microchip, vet bills or photos as well as photo identification of the person claiming the dog. All billing to the City will include the ICR number, status of dog (returned, adoption, etc) and rate, mileage and boarding fees.

LICENSING AND CERTIFICATION: Contractor hereby agrees to maintain all Professional Licensing and Certification required by local, state and federal law, and/or Association for Dog Catchers and Dog Kennels.

IDENTIFICATION: The City shall provide Contractor with appropriate credentials and/or identification to identify her as the "Animal Control Official for the City of St. Francis".

INDEMNIFICATION/INSURANCE: Contractor agrees to indemnify and hold the City harmless against all claims, losses, causes of action, and expenses, including legal expenses arising relative to Contractor's performance of this Contract. City shall not be liable for any loss suffered by Contractor due to personal injury or because of damage to, or destruction of any property, or any loss of profits or other consequential damages or any inconvenience resulting from the theft, damage to, or destruction of personal property. Contractor shall be solely responsible for and shall maintain general liability insurance

coverage specifically for the Contractor's duties.

Contractor agrees to maintain in full force and effect general liability coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate naming City as an additional insured on the policy. The policy must state that the insurance company must give written notice to the City thirty (30) days prior to canceling the insurance contract. The initial policy and any subsequent changes in the insurance policy must be approved by the City.

**LEGAL STATUS:** The parties agree that the Contractor is in full control of the manner in which work is pursued and the Contractor shall not receive retirement benefits, PERA benefits, or any other fringe benefits offered to employees of the City and shall, in all respects be deemed an Independent Contractor.

**TERMINATION:** It is further agreed that in a case of violation, breach or non-performance by the Contractor of any of the agreements contained in this Contract, City shall have the right to declare this Contract immediately null and void upon written notice to Contractor.

**REPRESENTATION:** The Contractor represents that they employ employees who are properly trained to perform the Contract, and if required by the State, are certified by the State of Minnesota.

**FACILITIES AND EQUIPMENT:** Contractor shall be responsible for providing all tools and equipment necessary to perform its duties as the City dog kennel. The City will not provide office space to Contractor for services as dog care provider. Contractor shall also provide appropriate kennels for the retention of dogs caught by Contractor until appropriate disposition can be made for each such dog retained.

**ACCOUNTING AND BILLING:** The City agrees to pay for such services each month within twenty (20) days of its receipt of each month's billing from Contractor.

**BUSINESS RECORDS.** At all times during the course of this Agreement, and upon termination of this Agreement by either party, all files, documents and records relating to performance of dog caring by Contractor shall remain the property of City, and shall be provided to City at any time upon its request to Contractor. Contractor shall maintain records as required by St. Francis City Code Section 8-3-1.

Pursuant to the provisions of Minn. Stat. Sec. 13.05, Subd. 11, Contractor understands that all data created, collected, received, stored, used, maintained, or disseminated by Contractor in performing these functions and under this Agreement is subject to the requirements of the Minnesota Government Data Practices Act as if it were a government entity.

**AUDIT OF RECORDS.** The books, records, documents and accounting procedures and practices of Contractor relevant to the Agreement are subject to the examination by City representatives and either the legislative auditor or the state auditor as appropriate pursuant to Minn. Stat. §16B.06, Subd. 4. and any amendments there under.

ENTIRE AGREEMENT: This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all other agreements or representations, whether written or oral.

HEADINGS: Headings are for convenience only and are not a part of this Agreement.

TERM: This Contract shall become effective upon its execution and continue to be automatically renewed each month for up to one year, with a 30-day notification of termination. No amendment or modification of this Contract shall be effective unless made in writing and signed by both the City and the Contractor.

IN WITNESS THEREOF, the parties have executed this Contract on the day and year first above written.

CITY OF ST. FRANCIS

CONTRACTOR

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

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

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

Dated: \_\_\_\_\_, 2025



## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom- City Administrator  
**FROM:** Dave Schmidt- Fire Chief  
**SUBJECT:** Accept Donations to the Fire Department  
**DATE:** January 21, 2025

---

### **OVERVIEW:**

The fire department has received two donations. One donation is from the Lions in the Amount of \$572.00 and the second donation is from the Swedeen Family in the amount of \$100.00. The fire department will utilize these donations for Fire Prevention related activities.

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

Motion to accept a donations from the Lions and Swedeen Family to be used for Fire Prevention related activities.

### **BUDGET IMPLICATION:**

Attachments:

- Copy of Checks for Donation

ST FRANCIS LIONS CLUB  
PO BOX 173  
ST FRANCIS, MN 55070

3414  
75-574/919

11-27-24  
DATE

PAY TO THE ORDER OF City of St. Francis \$ 572.00  
five hundred & seventy two dollars DOLLARS

Village Bank

www.villagebankonline.bank

FOR 11-27-24 Fire Prevention Robert Holm MP

Main Street Cardinal Street

STANLEY R SWEDEEN  
BONNIE K SWEDEEN  
BETHEL, MN 55005

75-788  
919

3058

10/12/24  
DATE

PAY TO THE ORDER OF City of St. Francis \$ 100  
One hundred and no/100 DOLLARS

FLAGSHIPBANK

www.flagshipbanks.com

MEMO

Bonnie K. Swedeen MP

SPECIALTY UNIT





## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, Deputy Administrator-City Clerk  
**SUBJECT:** Acknowledgement/Approval of Premise Permit  
**DATE:** January 21, 2025

---

### **OVERVIEW:**

Coon Rapids Youth Hockey Association submitted a premises permit application, and a Lease for Lawful Gambling Permit located at Tasty Pizza Bar and Bowl.

In order for a nonprofit to conduct a lawful gambling activity, they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

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

A motion would be in order to acknowledge and approve the premise permit application from Coon Rapids Youth Hockey Association to conduct lawful gambling at Tasty Pizza Bar and Bowl.

### Attachments:

- Lease for Lawful Gambling application
- Premises Permit Application

LG215 Lease for Lawful Gambling Activity

LEASE INFORMATION

Organization: License/Site Number: Daytime Phone: Coon Rapids Youth Hockey Association 352850 612-384-3435 Address: City: State: Zip: P.O. Box 480128 Coon Rapids MN 55448 Name of Leased Premises: Street Address: Tasty Pizza Bar and Bowl 3085 Bridge Street NW City: State: Zip: Daytime Phone: St. Francis MN 55070 763-753-4988 Name of Legal Owner: Business/Street Address: Shellie Marie Geslin 3085 Bridge Street NW City: State: Zip: Daytime Phone: St. Francis MN 55070 763-753-4988 Name of Lessor (if same as legal owner, write "SAME"): Address: Same City: State: Zip: Daytime Phone:

Check applicable item: [X] New or amended lease. Effective date: \_\_\_\_\_. Submit changes at least ten days before the effective date of the change. [ ] New owner. Effective date: \_\_\_\_\_. Submit new lease within ten days after new lessor assumes ownership.

CHECK ALL ACTIVITY THAT WILL BE CONDUCTED (no lease required for raffles)

[X] Pull-Tabs (paper) [X] Electronic Pull-Tabs [ ] Pull-Tabs (paper) with dispensing device [X] Electronic Linked Bingo [X] Bar Bingo [ ] Bingo Electronic games may only be conducted: 1. at a premises licensed for the on-sale of intoxicating liquor or the on-sale of 3.2% malt beverages; or 2. at a premises where bingo is conducted as the primary business and has a seating capacity of at least 100. [X] Tipboards [ ] Paddlewheel [ ] Paddlewheel with table

PULL-TAB, TIPBOARD, AND PADDLEWHEEL RENT (separate rent for booth and bar ops)

BOOTH OPERATION: Some or all sales of gambling equipment are conducted by an employee/volunteer of a licensed organization at the leased premises.

ALL GAMES, including electronic games: Monthly rent to be paid: 10 %, not to exceed 10% of gross profits for that month. Total rent paid from all organizations for only booth operations at the leased premises may not exceed \$1,750. The rent cap does not include BAR OPERATION rent for electronic games conducted by the lessor.

BAR OPERATION: All sales of gambling equipment conducted by the lessor or lessor's employee.

ELECTRONIC GAMES: Monthly rent to be paid: 15 %, not to exceed 15% of the gross profits for that month from electronic pull-tab games and electronic linked bingo games.

ALL OTHER GAMES: Monthly rent to be paid: \_\_\_\_%, not to exceed 20% of gross profits from all other forms of lawful gambling. If any booth sales conducted by a licensed organization at the premises, rent may not exceed 10% of gross profits for that month and is subject to booth operation \$1,750 cap.

BINGO RENT (for leased premises where bingo is the primary business conducted, such as bingo hall)

Bingo rent is limited to one of the following: Rent to be paid: \_\_\_\_%, not to exceed 10% of the monthly gross profit from all lawful gambling activities held during bingo occasions, excluding bar bingo. - OR - Rate to be paid: \$ \_\_\_\_\_ per square foot, not to exceed 110% of a comparable cost per square foot for leased space, as approved by the director of the Gambling Control Board. The lessor must attach documentation, verified by the organization, to confirm the comparable rate and all applicable costs to be paid by the organization to the lessor. => Rent may not be paid for bar bingo. => Bar bingo does not include bingo games linked to other permitted premises.

LEASE TERMINATION CLAUSE (must be completed)

The lease may be terminated by either party with a written 30 day notice. Other terms:

MINNESOTA LAWFUL GAMBLING

LG214 Premises Permit Application

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

- 1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
- 2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "State of Minnesota."

**Mail the application and required attachments to:**  
 Minnesota Gambling Control Board  
 1711 West County Road B, Suite 300 South  
 Roseville, MN 55113

**Questions?** Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: Coon Rapids Youth Hockey Association License Number: 352850

Chief Executive Officer (CEO) Kelly Traynor Daytime Phone: 763-203-2764

Gambling Manager: Susan Erickson Daytime Phone: 612-384-3435

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Tasty Pizza Bar and Bowl

List any previous names for this location:

Patriot Lanes

Street address where premises is located: 3085 Bridge Street  
(Do not use a P.O. box number or mailing address.)

City:	<b>OR</b> Township:	County:	Zip Code:
St. Francis		Anoka	55070

Does your organization own the building where the gambling will be conducted?  
 Yes  No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site?  Yes  No  Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site?  Yes  No  Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: [REDACTED] Bank Account Number: [REDACTED]

Bank Street Address: [REDACTED] City: Coon Rapids State: MN Zip Code: 55433

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number): City: State: Zip Code:

11365 Robinson Dr. Coon Rapids MN 55433

\_\_\_\_\_ \_\_\_\_\_ MN \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ MN \_\_\_\_\_



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
 Danielle Robertson, Accounting Clerk  
**SUBJECT:** Payment of Claims  
**DATE:** January 21, 2025

**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$159,276.30 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:

- 01-21-2025 Packet List-\$159,276.30

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/22/2025 - 01/22/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4L.

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 3998 - ABDO</b>								
500426								
00038808	ABDO		12/31/2024		9,900.00	9,900.00	Open	N
	2024 AUDIT	DMULVIHILL						01/21/2025
	101-41540-40301	AUDITING AND ACCTG SERVICES			2,475.00		1.00	2,475.00
	601-49440-40301	AUDITING AND ACCTG SERVICES			2,475.00		1.00	2,475.00
	602-49490-40301	AUDITING AND ACCTG SERVICES			2,475.00		1.00	2,475.00
	609-49750-40301	AUDITING AND ACCTG SERVICES			2,475.00		1.00	2,475.00
Total Vendor 3998 - ABDO					9,900.00	9,900.00		
<b>Vendor 15 - AIRGAS NORTH CENTRAL</b>								
5513112710								
00038827	AIRGAS NORTH CENTRAL		12/31/2024		101.78	101.78	Open	N
	CYLINDER RENTAL	DROBERTSON						12/31/2024
	101-43100-40217	OTHER OPERATING SUPPLIES			20.36		1.00	20.36
	101-43210-40217	OTHER OPERATING SUPPLIES			20.36		1.00	20.36
	101-45200-40217	OTHER OPERATING SUPPLIES			20.36		1.00	20.36
	601-49440-40217	OTHER OPERATING SUPPLIES			20.36		1.00	20.36
	602-49490-40217	OTHER OPERATING SUPPLIES			20.34		1.00	20.34
Total Vendor 15 - AIRGAS NORTH CENTRAL					101.78	101.78		
<b>Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD</b>								
1096								
00038775	ALWAYS BRIGHT LIGHTS LTD		12/30/2024		500.00	500.00	Open	N
	REMOVED HOLIDAY BANNERS	DROBERTSON						12/31/2024
	101-45200-40311	CONTRACT			500.00		1.00	500.00
Total Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD					500.00	500.00		
<b>Vendor 7265 - ANOKA COUNTY CHIEFS OF POLICE</b>								
.01162025								
00038844	ANOKA COUNTY CHIEFS OF POLICE		01/16/2025		178.00	178.00	Open	N
	ANNUAL MEMBERSHIP 2025 - SCHWIEGER	DROBERTSON						01/21/2025
	101-42110-40433	DUES AND SUBSCRIPTIONS			178.00		1.00	178.00
.011620251								
00038845	ANOKA COUNTY CHIEFS OF POLICE		01/16/2025		178.00	178.00	Open	N
	ANNUAL MEMBERSHIP 2025 - STEMME	DROBERTSON						01/21/2025
	101-42110-40433	DUES AND SUBSCRIPTIONS			178.00		1.00	178.00
Total Vendor 7265 - ANOKA COUNTY CHIEFS OF POLICE								

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/22/2025 - 01/22/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4L.

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 7265 - ANOKA COUNTY CHIEFS OF POLICE</b>				356.00	356.00		
<b>Vendor 2591 - ASPEN MILLS</b>							
346266 00038801	ASPEN MILLS UNIFORM - HUMANN 101-42110-40437	01/08/2025 DROBERTSON UNIFORMS		299.39	299.39	Open	N 01/21/2025 299.39
346627 00038836	ASPEN MILLS DAVIS - UNIFORM 101-42210-40437	01/14/2025 DROBERTSON UNIFORMS		144.90	144.90	Open	N 01/21/2025 144.90
Total Vendor 2591 - ASPEN MILLS				444.29	444.29		
<b>Vendor 10746 - AT&amp;T</b>							
544041 00038828	AT&T INFO REQUESTED 101-42110-40441	01/02/2025 DMULVIHILL MISCELLANEOUS		245.00	245.00	Open	N 01/21/2025 245.00
Total Vendor 10746 - AT&T				245.00	245.00		
<b>Vendor 42 - BARNA, GUZY &amp; STEFFEN</b>							
292337 00038839	BARNA, GUZY & STEFFEN 3731 BRIDGE STREET PURCHASE	12/31/2024 DROBERTSON		60.00	60.00	Open	N 12/31/2024
291950 00038840	BARNA, GUZY & STEFFEN MUNICIPAL	12/31/2024 DROBERTSON		4,030.00	4,030.00	Open	N 12/31/2024
291951 00038841	BARNA, GUZY & STEFFEN PROSECUTION/RETAINER FILE	12/31/2024 DROBERTSON		10,600.00	10,600.00	Open	N 12/31/2024
291952 00038842	BARNA, GUZY & STEFFEN GENERAL LABOR	12/31/2024 DROBERTSON		6,132.00	6,132.00	Open	N 12/31/2024
291953 00038843	BARNA, GUZY & STEFFEN COMMUNITY DEVELOPMENT	12/31/2024 DROBERTSON		1,395.00	1,395.00	Open	N 12/31/2024
Total Vendor 42 - BARNA, GUZY & STEFFEN				22,217.00	22,217.00		

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Inventory					Units	Quantity	Unit Price
<b>Vendor 53 - BELLBOY CORPORATION BAR SUPPLY</b>							
0206328100							
00038757	BELLBOY CORPORATION BAR SUPPLY	01/07/2025		3,642.12	3,642.12	Open	N
	LIQUOR		CBUSKEY				01/07/2025
	609-49751-40206	FREIGHT		45.52		1.00	45.52
	609-49751-40251	LIQUOR		3,596.60		1.00	3,596.60
<b>0109340100</b>							
00038758	BELLBOY CORPORATION BAR SUPPLY	01/07/2025		256.97	256.97	Open	N
	MISC		CBUSKEY				01/07/2025
	609-49751-40206	FREIGHT		7.17		1.00	7.17
	609-49751-40254	MISCELLANEOUS MERCHANDISE		249.80		1.00	249.80
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY					<u>3,899.09</u>	<u>3,899.09</u>	
<b>Vendor UB-REFUND - BRADLEY LEONHART</b>							
6280							
00038773	BRADLEY LEONHART	01/08/2025		59.70	59.70	Open	N
	CREDIT REFUND		DROBERTSON				01/21/2025
	601-49440-40444	REFUND & REIMBURSEMENT		59.70		1.00	59.70
Total Vendor UB-REFUND - BRADLEY LEONHART					<u>59.70</u>	<u>59.70</u>	
<b>Vendor 7244 - BREAKTHRU BEVERAGE</b>							
412936549							
00038748	BREAKTHRU BEVERAGE	11/14/2024		(78.63)	(78.63)	Open	N
	MISC		CBUSKEY				12/31/2024
	609-49751-40206	FREIGHT		(4.83)		1.00	(4.83)
	609-49751-40254	MISCELLANEOUS MERCHANDISE		(73.80)		1.00	(73.80)
<b>119545602</b>							
00038803	BREAKTHRU BEVERAGE	01/10/2025		1,601.57	1,601.57	Open	N
	LIQUOR/WINE/MISC		CBUSKEY				01/10/2025
	609-49751-40206	FREIGHT		14.98		1.00	14.98
	609-49751-40254	MISCELLANEOUS MERCHANDISE		124.01		1.00	124.01
	609-49751-40253	WINE		136.00		1.00	136.00
	609-49751-40251	LIQUOR		1,326.58		1.00	1,326.58
Total Vendor 7244 - BREAKTHRU BEVERAGE					<u>1,522.94</u>	<u>1,522.94</u>	
<b>Vendor 10698 - CAMFIL USA, INC</b>							

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 10698 - CAMFIL USA, INC</b>							
30525113							
00038825	CAMFIL USA, INC REPLACEMENT PART 24X16X2	01/13/2025 DROBERTSON		123.96	123.96	Open	N 01/21/2025
10026943							
00038826	CAMFIL USA, INC WRONG SIZE ORDERED 20X16X2	01/10/2025 DROBERTSON		(123.96)	(123.96)	Open	N 01/21/2025
Total Vendor 10698 - CAMFIL USA, INC				<u>0.00</u>	<u>0.00</u>		
<b>Vendor 7779 - CAPITOL BEVERAGE SALES, L.P</b>							
3081357							
00038747	CAPITOL BEVERAGE SALES, L.P BEER/THC/LIQUOR 609-49751-40257 609-49751-40251 609-49751-40252	01/07/2025 CBUSKEY THC LIQUOR BEER		747.00 384.00 177.00 186.00	747.00	Open	N 01/07/2025 384.00 177.00 186.00
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				<u>747.00</u>	<u>747.00</u>		
<b>Vendor UB-REFUND - CAROL I CARTY</b>							
1671							
00038768	CAROL I CARTY CREDIT REFUND 601-49440-40444	01/08/2025 DROBERTSON REFUND & REIMBURSEMENT		175.23 175.23	175.23	Open	N 01/21/2025 175.23
Total Vendor UB-REFUND - CAROL I CARTY				<u>175.23</u>	<u>175.23</u>		
<b>Vendor 6761 - COMPASS MINERALS, INC</b>							
1422139							
00038831	COMPASS MINERALS, INC SALT 101-00000-14100	01/02/2025 JSHOOK INVENTORY OF MATERIAL/SUPPLY		3,015.89 3,015.89	3,015.89	Open	N 01/21/2025 3,015.89
Total Vendor 6761 - COMPASS MINERALS, INC				<u>3,015.89</u>	<u>3,015.89</u>		
<b>Vendor 4448 - CORPORATE CONNECTION</b>							



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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 4448 - CORPORATE CONNECTION</b>							
66576							
00038763	CORPORATE CONNECTION	01/06/2025		799.54	799.54	Open	N
	UNIFORMS	DMULVIHILL					01/21/2025
	101-42400-40417	UNIFORMS & PPE		192.76		1.00	192.76
	101-43100-40417	UNIFORMS & PPE		606.78		1.00	606.78
Total Vendor 4448 - CORPORATE CONNECTION					<u>799.54</u>	<u>799.54</u>	
<b>Vendor UB-REFUND - CORRIN THORSON</b>							
6381							
00038774	CORRIN THORSON	01/08/2025		77.70	77.70	Open	N
	CREDIT REFUND	DROBERTSON					01/21/2025
	601-49440-40444	REFUND & REIMBURSEMENT		77.70		1.00	77.70
Total Vendor UB-REFUND - CORRIN THORSON					<u>77.70</u>	<u>77.70</u>	
<b>Vendor 6388 - COUNTRY SIDE SERVICES</b>							
1-110083-01							
00038766	COUNTRY SIDE SERVICES	01/08/2025		3,235.56	3,235.56	Open	N
	PLOW MOUNT	JSHOOK					01/21/2025
	101-43100-40221	VEHICLE MAINTENANCE		808.89		1.00	808.89
	101-45200-40221	VEHICLE MAINTENANCE		808.89		1.00	808.89
	601-49440-40221	VEHICLE MAINTENANCE		808.89		1.00	808.89
	602-49490-40221	VEHICLE MAINTENANCE		808.89		1.00	808.89
Total Vendor 6388 - COUNTRY SIDE SERVICES					<u>3,235.56</u>	<u>3,235.56</u>	
<b>Vendor 2218 - CRAWFORDS EQUIPMENT</b>							
01-99828							
00038753	CRAWFORDS EQUIPMENT	11/21/2024		113.12	113.12	Open	N
	EQUIPMENT	DROBERTSON					12/31/2024
	101-45200-40218	EQUIPMENT MAINTENANCE		113.12		1.00	113.12
Total Vendor 2218 - CRAWFORDS EQUIPMENT					<u>113.12</u>	<u>113.12</u>	
<b>Vendor 4854 - CRYSTAL SPRINGS ICE</b>							

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 4854 - CRYSTAL SPRINGS ICE</b>							
02-500263							
00038779	CRYSTAL SPRINGS ICE	01/08/2025		57.11	57.11	Open	N
	MISC		CBUSKEY				01/09/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		53.11		1.00	53.11
Total Vendor 4854 - CRYSTAL SPRINGS ICE					57.11	57.11	
<b>Vendor 91 - DAHLHEIMER DIST. CO. INC</b>							
2371450							
00038780	DAHLHEIMER DIST. CO. INC	01/08/2025		9,580.35	9,580.35	Open	N
	BEER/NA/MISC		CBUSKEY				01/09/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		204.00		1.00	204.00
	609-49751-40255	N/A PRODUCTS		357.25		1.00	357.25
	609-49751-40252	BEER		9,019.10		1.00	9,019.10
2377715							
00038834	DAHLHEIMER DIST. CO. INC	01/15/2025		(51.20)	(51.20)	Open	N
	BEER		CBUSKEY				01/15/2025
	609-49751-40252	BEER		(51.20)		1.00	(51.20)
2376645							
00038835	DAHLHEIMER DIST. CO. INC	01/15/2025		13,030.55	13,030.55	Open	N
	BEER/LIQUOR		CBUSKEY				01/15/2025
	609-49751-40251	LIQUOR		472.50		1.00	472.50
	609-49751-40252	BEER		12,558.05		1.00	12,558.05
Total Vendor 91 - DAHLHEIMER DIST. CO. INC					22,559.70	22,559.70	
<b>Vendor 3447 - FERGUSON WATERWORKS</b>							
WL006104-1							
00038776	FERGUSON WATERWORKS	12/27/2024		3,092.76	3,092.76	Open	N
	WATER METERS		PBARTEN				01/21/2025
	601-49440-40259	WATER METERS		3,092.76		1.00	3,092.76
Total Vendor 3447 - FERGUSON WATERWORKS					3,092.76	3,092.76	
<b>Vendor 1145 - HACH COMPANY</b>							

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 1145 - HACH COMPANY</b>							
14320179							
00038802	HACH COMPANY	01/08/2025		87.65	87.65	Open	N
	FLUORIDE VIAL TEST	DROBERTSON					01/21/2025
	601-49440-40235	LAB SUPPLIES		87.65		1.00	87.65
Total Vendor 1145 - HACH COMPANY				87.65	87.65		
<b>Vendor 1175 - HAWKINS, INC</b>							
6958347							
00038829	HAWKINS, INC	01/07/2025		6,983.50	6,983.50	Open	N
	FERRIC CHLORIDE	DROBERTSON					01/21/2025
	602-49490-40216	CHEMICALS		6,983.50		1.00	6,983.50
6958348							
00038830	HAWKINS, INC	01/07/2025		3,984.76	3,984.76	Open	N
	CHLORINE AND SODIUM PERMANGANATE	DROBERTSON					01/21/2025
	601-49440-40216	CHEMICALS		1,992.38		1.00	1,992.38
	602-49490-40216	CHEMICALS		1,992.38		1.00	1,992.38
Total Vendor 1175 - HAWKINS, INC				10,968.26	10,968.26		
<b>Vendor 7513 - HOISINGTON KOEGLER GROUP, INC</b>							
018-041-76							
00038806	HOISINGTON KOEGLER GROUP, INC	01/10/2025		3,733.41	3,733.41	Open	N
	DECEMBER PLANNING	DMULVIHILL					12/31/2024
	101-41910-40311	CONTRACT		3,733.41		1.00	3,733.41
Total Vendor 7513 - HOISINGTON KOEGLER GROUP, INC				3,733.41	3,733.41		
<b>Vendor 10739 - IHEALTH</b>							
IHEAINV00551							
00038793	IHEALTH	12/31/2024		6,825.00	6,825.00	Open	N
	LABS AND CALCIUM SCANS	DMULVIHILL					12/31/2024
	103-42110-40300	PROFESSIONAL SERVICES		2,275.00		1.00	2,275.00
	103-42210-40441	MISCELLANEOUS		2,275.00		1.00	2,275.00
	101-41400-40441	MISCELLANEOUS		2,275.00		1.00	2,275.00
Total Vendor 10739 - IHEALTH				6,825.00	6,825.00		
<b>Vendor UB-REFUND - JENNAH JUSTEN</b>							

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
<b>Vendor UB-REFUND - JENNAH JUSTEN</b>							
6030							
00038771	JENNAH JUSTEN	01/08/2025		12.30	12.30	Open	N
	CREDIT REFUND		DROBERTSON				01/21/2025
	601-49440-40444		REFUND & REIMBURSEMENT	12.30		1.00	12.30
Total Vendor UB-REFUND - JENNAH JUSTEN				12.30	12.30		
<b>Vendor UB-REFUND - JERRINE L BRIGHTMAN</b>							
1856							
00038767	JERRINE L BRIGHTMAN	01/08/2025		118.00	118.00	Open	N
	CREDIT REFUND		DROBERTSON				01/21/2025
	601-49440-40444		REFUND & REIMBURSEMENT	118.00		1.00	118.00
Total Vendor UB-REFUND - JERRINE L BRIGHTMAN				118.00	118.00		
<b>Vendor 154 - JOHNSON BROTHERS</b>							
110792							
00038749	JOHNSON BROTHERS	10/04/2024		(54.00)	(54.00)	Open	N
	LIQUOR		CBUSKEY				12/31/2024
	609-49751-40251		LIQUOR	(54.00)		1.00	(54.00)
110793							
00038750	JOHNSON BROTHERS	10/04/2024		(179.44)	(179.44)	Open	N
	LIQUOR		CBUSKEY				12/31/2024
	609-49751-40251		LIQUOR	(179.44)		1.00	(179.44)
2705187							
00038794	JOHNSON BROTHERS	01/09/2025		634.84	634.84	Open	N
	WINE		CBUSKEY				01/09/2025
	609-49751-40206		FREIGHT	21.84		1.00	21.84
	609-49751-40253		WINE	613.00		1.00	613.00
2705186							
00038795	JOHNSON BROTHERS	01/09/2025		354.02	354.02	Open	N
	LIQUOR		CBUSKEY				01/09/2025
	609-49751-40206		FREIGHT	10.92		1.00	10.92
	609-49751-40251		LIQUOR	343.10		1.00	343.10
Total Vendor 154 - JOHNSON BROTHERS				755.42	755.42		
<b>Vendor 5182 - KIMS KLEANING</b>							

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 5182 - KIMS KLEANING</b>							
10870							
00038765	KIMS KLEANING SUPPLIES 101-43100-40402	01/06/2025 JSHOOK JANITORIAL SERVICE		171.75 171.75	171.75	Open	N 01/21/2025 171.75
Total Vendor 5182 - KIMS KLEANING				171.75	171.75		
<b>Vendor 10403 - LANGUAGE LINE SERVICES, INC</b>							
11481754							
00038762	LANGUAGE LINE SERVICES, INC PHONE INTERPRETATION 101-42110-40441	12/31/2025 DMULVIHILL MISCELLANEOUS		68.85 68.85	68.85	Open	N 12/31/2024 68.85
Total Vendor 10403 - LANGUAGE LINE SERVICES, INC				68.85	68.85		
<b>Vendor 561 - LEAGUE OF MN CITIES</b>							
.01012025							
00038759	LEAGUE OF MN CITIES MAYORS DUES 2025 101-41110-40433	01/01/2025 DMULVIHILL DUES AND SUBSCRIPTIONS		30.00 30.00	30.00	Open	N 01/21/2025 30.00
Total Vendor 561 - LEAGUE OF MN CITIES				30.00	30.00		
<b>Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP</b>							
117794							
00038837	LOCKRIDGE GRINDAL NAUEN PLLP DECEMBER SERVICES 101-41400-40311	12/31/2024 DMULVIHILL CONTRACT		3,333.33 3,333.33	3,333.33	Open	N 12/31/2024 3,333.33
Total Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP				3,333.33	3,333.33		
<b>Vendor 202 - MCDONALD DIST CO</b>							
786545							
00038777	MCDONALD DIST CO BEER 609-49751-40252	01/08/2025 CBUSKEY BEER		(402.61) (402.61)	(402.61)	open	N 01/09/2025 (402.61)

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 202 - MCDONALD DIST CO</b>							
786546 00038778	MCDONALD DIST CO BEER/NA/MISC 609-49751-40255 609-49751-40254 609-49751-40252	01/08/2025 CBUSKEY N/A PRODUCTS MISCELLANEOUS MERCHANDISE BEER		19,629.80 435.45 22.50 19,171.85	19,629.80	Open	N 01/09/2025 435.45 22.50 19,171.85
787693 00038832	MCDONALD DIST CO BEER 609-49751-40252	01/15/2025 CBUSKEY BEER		3,578.70 3,578.70	3,578.70	Open	N 01/15/2025 3,578.70
787803 00038833	MCDONALD DIST CO BEER 609-49751-40252	01/15/2025 CBUSKEY BEER		(240.50) (240.50)	(240.50)	open	N 01/15/2025 (240.50)
Total Vendor 202 - MCDONALD DIST CO				22,565.39	22,565.39		
<b>Vendor 3408 - METRO CITIES - AMM</b>							
2124 00038818	METRO CITIES - AMM METRO CITIES 2025 MEMBERSHIP DUES 101-41400-40433	01/12/2025 DROBERTSON DUES AND SUBSCRIPTIONS		3,638.00 3,638.00	3,638.00	Open	N 01/21/2025 3,638.00
Total Vendor 3408 - METRO CITIES - AMM				3,638.00	3,638.00		
<b>Vendor 3689 - METRO SALES, INC</b>							
INV2682849 00038792	METRO SALES, INC COPIES 101-42110-40311	01/07/2025 DMULVIHILL CONTRACT		452.62 452.62	452.62	open	N 01/21/2025 452.62
INV2685292 00038807	METRO SALES, INC COPIES-PW 101-43100-40240 101-45200-40240 601-49440-40240 602-49490-40240	01/09/2025 DMULVIHILL OFFICE EQUIP OFFICE EQUIP OFFICE EQUIP OFFICE EQUIP		242.00 60.50 60.50 60.50 60.50	242.00	Open	N 01/21/2025 60.50 60.50 60.50 60.50
Total Vendor 3689 - METRO SALES, INC				694.62	694.62		

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 3689 - METRO SALES, INC</b>							
<b>Vendor UB-REFUND - NANCY M GIANCOLA</b>							
5628							
00038769	NANCY M GIANCOLA	01/08/2025		138.13	138.13	Open	N
	CREDIT REFUND		DROBERTSON				01/21/2025
	601-49440-40444		REFUND & REIMBURSEMENT	138.13		1.00	138.13
Total Vendor UB-REFUND - NANCY M GIANCOLA				138.13	138.13		
<b>Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC</b>							
48572							
00038788	NYSTROM PUBLISHING COMPANY, INC	01/09/2025		1,483.21	1,483.21	Open	N
	OPEN HOUSE POSTCARD AND POSTAGE		DROBERTSON				01/21/2025
	101-41400-40441		MISCELLANEOUS	1,483.21		1.00	1,483.21
Total Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC				1,483.21	1,483.21		
<b>Vendor 3753 - PAUSTIS WINE COMPANY</b>							
255866							
00038756	PAUSTIS WINE COMPANY	01/07/2025		1,186.00	1,186.00	Open	N
	WINE		CBUSKEY				01/07/2025
	609-49751-40206		FREIGHT	15.00		1.00	15.00
	609-49751-40253		WINE	1,171.00		1.00	1,171.00
Total Vendor 3753 - PAUSTIS WINE COMPANY				1,186.00	1,186.00		
<b>Vendor 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							
536080							
00038751	PHILLIPS WINE & SPIRITS CO	11/08/2024		(185.82)	(185.82)	Open	N
	LIQUOR		CBUSKEY				12/31/2024
	609-49751-40206		FREIGHT	(1.82)		1.00	(1.82)
	609-49751-40251		LIQUOR	(184.00)		1.00	(184.00)
6910859							
00038796	PHILLIPS WINE & SPIRITS CO	01/09/2025		346.20	346.20	Open	N
	WINE		CBUSKEY				01/09/2025
	609-49751-40206		FREIGHT	18.20		1.00	18.20
	609-49751-40253		WINE	328.00		1.00	328.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/22/2025 - 01/22/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4L.

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 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							
6910860	PHILLIPS WINE & SPIRITS CO	01/09/2025		34.64	34.64	Open	N
00038797	MISC	CBUSKEY					01/09/2025
	609-49751-40206	FREIGHT		3.64		1.00	3.64
	609-49751-40254	MISCELLANEOUS MERCHANDISE		31.00		1.00	31.00
6910861	PHILLIPS WINE & SPIRITS CO	01/09/2025		126.00	126.00	Open	N
00038798	THC	CBUSKEY					01/09/2025
	609-49751-40257	THC		126.00		1.00	126.00
6910858	PHILLIPS WINE & SPIRITS CO	01/09/2025		3,096.74	3,096.74	Open	N
00038799	LIQUOR	CBUSKEY					01/09/2025
	609-49751-40206	FREIGHT		113.76		1.00	113.76
	609-49751-40251	LIQUOR		2,982.98		1.00	2,982.98
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				3,417.76	3,417.76		
<hr/>							
<b>Vendor UB-REFUND - PHYLLIS HILLER</b>							
1588	PHYLLIS HILLER	01/08/2025		35.04	35.04	Open	N
00038770	CREDIT REFUND	DROBERTSON					01/21/2025
	601-49440-40444	REFUND & REIMBURSEMENT		35.04		1.00	35.04
Total Vendor UB-REFUND - PHYLLIS HILLER				35.04	35.04		
<hr/>							
<b>Vendor 10745 - PREIMIUM WATERS, INC</b>							
883540-12-24	PREIMIUM WATERS, INC	12/31/2024		44.82	44.82	Open	N
00038789	WATER-FIRE	DMULVIHILL					01/21/2025
	101-42210-40441	MISCELLANEOUS		44.82		1.00	44.82
Total Vendor 10745 - PREIMIUM WATERS, INC				44.82	44.82		
<hr/>							
<b>Vendor 7655 - RITEWAY BUSINESS FORMS</b>							



INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/22/2025 - 01/22/2025

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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 7655 - RITEWAY BUSINESS FORMS</b>							
24-85261							
00038764	RITEWAY BUSINESS FORMS	01/06/2025		157.00	157.00	Open	N
	W-2S		DMULVIHILL				01/21/2025
	101-41500-40200		OFFICE SUPPLIES	39.25		1.00	39.25
	601-49440-40200		OFFICE SUPPLIES	39.25		1.00	39.25
	602-49490-40200		OFFICE SUPPLIES	39.25		1.00	39.25
	609-49750-40200		OFFICE SUPPLIES	39.25		1.00	39.25
Total Vendor 7655 - RITEWAY BUSINESS FORMS					157.00	157.00	
<b>Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC</b>							
B016008							
00038800	RMB ENVIRONMENTAL LABORATORIES, INC	01/09/2025		209.00	209.00	Open	N
	PROJECT 99		DROBERTSON				01/21/2025
	602-49490-40313		SAMPLE TESTING	209.00		1.00	209.00
B015961							
00038809	RMB ENVIRONMENTAL LABORATORIES, INC	01/10/2025		206.91	206.91	Open	N
	ALL WEEKS COOLER 2		DROBERTSON				01/21/2025
	602-49490-40313		SAMPLE TESTING	206.91		1.00	206.91
D070040							
00038810	RMB ENVIRONMENTAL LABORATORIES, INC	01/10/2025		156.75	156.75	Open	N
	ALL WEEKS COOLER 2		DROBERTSON				01/21/2025
	601-49440-40313		SAMPLE TESTING	156.75		1.00	156.75
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC					572.66	572.66	
<b>Vendor UB-REFUND - SARA KLABUNDE</b>							
5337							
00038772	SARA KLABUNDE	01/08/2025		150.52	150.52	Open	N
	CREDIT REFUND		DROBERTSON				01/21/2025
	601-49440-40444		REFUND & REIMBURSEMENT	150.52		1.00	150.52
Total Vendor UB-REFUND - SARA KLABUNDE					150.52	150.52	
<b>Vendor 7455 - SOUTHERN GLAZERS OF MN</b>							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/22/2025 - 01/22/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4L.

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 7455 - SOUTHERN GLAZERS OF MN</b>							
2575962							
00038804	SOUTHERN GLAZERS OF MN WINE	01/10/2025		788.68	788.68	Open	N
	609-49751-40206						01/10/2025
	609-49751-40253	FREIGHT		10.56		1.00	10.56
		WINE		778.12		1.00	778.12
2575961							
00038805	SOUTHERN GLAZERS OF MN LIQUOR	01/10/2025		5,541.79	5,541.79	Open	N
	609-49751-40206						01/10/2025
	609-49751-40251	FREIGHT		54.38		1.00	54.38
		LIQUOR		5,487.41		1.00	5,487.41
Total Vendor 7455 - SOUTHERN GLAZERS OF MN							
				6,330.47	6,330.47		
<hr/>							
<b>Vendor 8792 - ST. FRANCIS AREA SCHOOLS</b>							
.12312024							
00038819	ST. FRANCIS AREA SCHOOLS SEPT & OCT 2024 COUNCIL MEETINGS	12/05/2024		520.00	520.00	Open	N
							12/31/2024
.123120241							
00038820	ST. FRANCIS AREA SCHOOLS NOV & DEC 2024 COUNCIL MEETINGS	12/05/2024		440.00	440.00	Open	N
							12/31/2024
.123120242							
00038821	ST. FRANCIS AREA SCHOOLS ECONOMIC DEVELOPMENT LUNCH & LEARN	12/05/2024		70.00	70.00	Open	N
							12/31/2024
.123120243							
00038822	ST. FRANCIS AREA SCHOOLS PLANNING & ZONING MEETINGS SEPT & OCT 20	12/05/2024		220.00	220.00	Open	N
							12/31/2024
.123120244							
00038823	ST. FRANCIS AREA SCHOOLS ELECTIONS - USE OF COMMUNITY ROOM	12/05/2024		960.00	960.00	Open	N
							12/31/2024
Total Vendor 8792 - ST. FRANCIS AREA SCHOOLS							
				2,210.00	2,210.00		
<hr/>							
<b>Vendor 255 - STREICHER'S</b>							
I1738413							
00038811	STREICHER'S SUPPLIES	01/06/2025		684.00	684.00	Open	N
	101-42110-40237						01/21/2025
		DMULVIHILL		684.00		1.00	684.00
		SMALL EQUIPMENT					
Total Vendor 255 - STREICHER'S							
				684.00	684.00		
<hr/>							
<b>Vendor 863 - THE BERNICK COMPANIES</b>							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/22/2025 - 01/22/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 4L.

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 863 - THE BERNICK COMPANIES</b>							
10608040							
00038787	THE BERNICK COMPANIES	01/09/2025		698.20	698.20	Open	N
	BEER/NA	CBUSKEY					01/09/2025
	609-49751-40255	N/A		180.40		1.00	180.40
	609-49751-40252	BEER		517.80		1.00	517.80
Total Vendor 863 - THE BERNICK COMPANIES					698.20	698.20	
<b>Vendor 9559 - TIMESAVER OFF SITE SEC. INC</b>							
M29697							
00038754	TIMESAVER OFF SITE SEC. INC	11/29/2024		1,163.50	1,163.50	Open	N
	OCTOBER & NOVEMBER 2024 MEETINGS	DROBERTSON					12/31/2024
	101-41400-40311	CONTRACT		1,163.50		1.00	1,163.50
M29773							
00038755	TIMESAVER OFF SITE SEC. INC	12/30/2024		169.50	169.50	Open	N
	DECEMBER 2024 MEETING	DROBERTSON					12/31/2024
	101-41400-40311	CONTRACT		169.50		1.00	169.50
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC					1,333.00	1,333.00	
<b>Vendor 10647 - TRUE NORTH PSYCHOLOGY &amp; CONSULTING, LLC</b>							
1128							
00038790	TRUE NORTH PSYCHOLOGY & CONSULTING, INC	01/08/2025		160.00	160.00	Open	N
	FIRE SESSIONS	DMULVIHILL					01/21/2025
	103-42210-40441	MISCELLANEOUS		160.00		1.00	160.00
1139							
00038791	TRUE NORTH PSYCHOLOGY & CONSULTING, INC	01/08/2025		160.00	160.00	Open	N
	FIRE SESSION	DMULVIHILL					01/21/2025
	103-42210-40441	MISCELLANEOUS		160.00		1.00	160.00
Total Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC					320.00	320.00	
<b>Vendor 10678 - VERITONE, INC.</b>							
917304							
00038824	VERITONE, INC.	01/08/2025		1,200.00	1,200.00	Open	N
	REDACT APPLICATION - 12 HOUR PROCESS	DROBERTSON					01/21/2025
	101-42110-40200	OFFICE SUPPLIES		1,200.00		1.00	1,200.00
Total Vendor 10678 - VERITONE, INC.							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/22/2025 - 01/22/2025

POSTED AND UNPOSTED  
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Agenda Item # 4L.

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 10678 - VERITONE, INC.</b>								
					1,200.00	1,200.00		
<b>Vendor 4867 - VESCO, INC</b>								
	096339							
	00038761	VESSCO, INC	01/07/2025		608.27	608.27	Open	N
		STANDARD INJECTOR		DROBERTSON				01/21/2025
		601-49440-40233		WATER PLANT MAINT	608.27		1.00	608.27
	096423							
	00038838	VESSCO, INC	01/15/2025		1,213.83	1,213.83	Open	N
		SERVICE AND TRAVEL		DROBERTSON				01/21/2025
Total Vendor 4867 - VESCO, INC					1,822.10	1,822.10		
<b>Vendor 10179 - W. W. GOETSCH ASSOCIATES, INC.</b>								
	113836							
	00038760	W. W. GOETSCH ASSOCIATES, INC.	12/30/2024		2,972.00	2,972.00	Open	N
		NEW CORD CAP ASSEMBLY AND LABOR		DROBERTSON				12/31/2024
		602-49490-40229		PROJECT MAINTENANCE	2,972.00		1.00	2,972.00
Total Vendor 10179 - W. W. GOETSCH ASSOCIATES, INC.					2,972.00	2,972.00		
<b>Vendor 3742 - YALE MECHANICAL</b>								
	24-1215							
	00038752	YALE MECHANICAL	12/31/2024		8,400.00	8,400.00	Open	N
		VALVE REPLACEMENT		DROBERTSON				12/31/2024
		101-45200-40401		BUILDINGS MAINTENANCE	1,680.00		1.00	1,680.00
		101-43100-40401		BUILDINGS MAINTENANCE	1,680.00		1.00	1,680.00
		601-49440-40401		BUILDINGS MAINTENANCE	1,680.00		1.00	1,680.00
		602-49490-40401		BUILDINGS MAINTENANCE	1,680.00		1.00	1,680.00
		101-42110-40401		BUILDINGS MAINTENANCE	1,680.00		1.00	1,680.00
Total Vendor 3742 - YALE MECHANICAL					8,400.00	8,400.00		

# of Invoices:	79	# Due: 79	Totals:	160,592.46	160,592.46
# of Credit Memos:	8	# Due: 8	Totals:	(1,316.16)	(1,316.16)
Net of Invoices and Credit Memos:				159,276.30	159,276.30

--- TOTALS BY GL BANK ---

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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POSTED AND UNPOSTED

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Agenda Item # 4L.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
	GNCKG			159,276.30			
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-00000-14100			3,015.89			
	101-41110-40433			30.00			
	101-41400-40311			4,666.33			
	101-41400-40433			3,638.00			
	101-41400-40441			3,758.21			
	101-41500-40200			39.25			
	101-41540-40301			2,475.00			
	101-41910-40311			3,733.41			
	101-42110-40200			1,200.00			
	101-42110-40237			684.00			
	101-42110-40311			452.62			
	101-42110-40401			1,680.00			
	101-42110-40433			356.00			
	101-42110-40437			299.39			
	101-42110-40441			313.85			
	101-42210-40437			144.90			
	101-42210-40441			44.82			
	101-42400-40417			192.76			
	101-43100-40217			20.36			
	101-43100-40221			808.89			
	101-43100-40240			60.50			
	101-43100-40401			1,680.00			
	101-43100-40402			171.75			
	101-43100-40417			606.78			
	101-43210-40217			20.36			
	101-45200-40217			20.36			
	101-45200-40218			113.12			
	101-45200-40221			808.89			
	101-45200-40240			60.50			
	101-45200-40311			500.00			
	101-45200-40401			1,680.00			
	103-42110-40300			2,275.00			
	103-42210-40441			2,595.00			
	601-49440-40200			39.25			
	601-49440-40216			1,992.38			
	601-49440-40217			20.36			
	601-49440-40221			808.89			
	601-49440-40233			608.27			
	601-49440-40235			87.65			
	601-49440-40240			60.50			
	601-49440-40259			3,092.76			
	601-49440-40301			2,475.00			
	601-49440-40313			156.75			
	601-49440-40401			1,680.00			
	601-49440-40444			766.62			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Agenda Item # 4L.

Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By		Units	Quantity	Post Date
Inventory	GL Distribution					Unit Price
	602-49490-40200		39.25			
	602-49490-40216		8,975.88			
	602-49490-40217		20.34			
	602-49490-40221		808.89			
	602-49490-40229		2,972.00			
	602-49490-40240		60.50			
	602-49490-40301		2,475.00			
	602-49490-40313		415.91			
	602-49490-40401		1,680.00			
	609-49750-40200		39.25			
	609-49750-40301		2,475.00			
	609-49751-40206		313.32			
	609-49751-40251		13,968.73			
	609-49751-40252		44,337.19			
	609-49751-40253		3,026.12			
	609-49751-40254		610.62			
	609-49751-40255		973.10			
	609-49751-40257		510.00			
--- TOTALS BY FUND ---						
	101 GENERAL FUND		33,275.94	33,275.94		
	103 PUBLIC SAFETY FUNDS		4,870.00	4,870.00		
	601 WATER FUND		11,788.43	11,788.43		
	602 SEWER FUND		17,447.77	17,447.77		
	609 LIQUOR FUND		66,253.33	66,253.33		
--- TOTALS BY DEPT/ACTIVITY ---						
	00000 UNASSIGNED		3,015.89	3,015.89		
	41110 CITY COUNCIL		30.00	30.00		
	41400 ADMINISTRATION		12,062.54	12,062.54		
	41500 FINANCE		39.25	39.25		
	41540 AUDITING & ACCOUNTING		2,475.00	2,475.00		
	41910 COMMUNITY DEVELOPMENT		3,733.41	3,733.41		
	42110 POLICE		7,260.86	7,260.86		
	42210 FIRE		2,784.72	2,784.72		
	42400 BUILDING INSPECTIONS		192.76	192.76		
	43100 STREETS		3,348.28	3,348.28		
	43210 RECYCLING		20.36	20.36		
	45200 PARKS		3,182.87	3,182.87		
	49440 WATER DEPT		11,788.43	11,788.43		
	49490 SEWER DEPT		17,447.77	17,447.77		
	49750 LIQUOR STORE		2,514.25	2,514.25		
	49751 MERCHANDISE PURCHASES		63,739.08	63,739.08		



# CITY COUNCIL AGENDA REPORT

**TO:** St. Francis City Council  
**FROM:** Jason Zimmerman, Planner  
**SUBJECT:** 2024 Code Revisions – 2<sup>nd</sup> Reading  
**DATE:** January 21, 2025

**OVERVIEW:**

The City adopted an updated zoning code in April 2021. Following this update, Staff’s practice has been to make necessary housekeeping revisions on an annual basis. This year, Staff is proposing revisions to several chapters of the City Code including the Zoning Code (Chapter 10), Building Regulations and Permits (Chapter 4), Right-of-Way/Traffic/Parking/Streets (Chapter 7), and Public Protection (Chapter 8). The City Council reviewed and approved the 1<sup>st</sup> reading of the requested Code amendment ordinances on January 6, 2025. Council is requested to approve the 2<sup>nd</sup> reading of Ordinances 339, 340, 341, and 342.

**ACTION TO BE CONSIDERED:**

Because Council approved the 1<sup>st</sup> reading of Ordinances 339, 340, 341, and 342, Staff has prepared a 2<sup>nd</sup> reading of each ordinance and summary resolutions allowing for publication by summary for Council review. The following timeline will apply:

- January 6 – 1<sup>st</sup> reading
- January 21 – 2<sup>nd</sup> reading
- January 24 – Published for Comment
- February 24 - Effective

**Suggested Motions:**

1. Move to approve the 2<sup>nd</sup> reading of Ordinance 339 approving amendments to Chapter 4 Building Regulations and Permits in the City Code.
2. Move to approve the 2<sup>nd</sup> reading of Ordinance 340 approving amendments to Chapter 7 Right-of-Way/Traffic/Parking/Streets in the City Code.
3. Move to approve the 2<sup>nd</sup> reading of Ordinance 341 approving amendments to Chapter 8 Public Protection in the City Code.
4. Move to approve the 2<sup>nd</sup> reading of Ordinance 342 approving housekeeping amendments to Divisions 4, 6, and 7 of the Zoning Code.
5. Move to approve Summary Resolutions 2025-04, 2025-05, 2025-06, and 2025-07 authorizing publication of each ordinance by summary.

**ATTACHMENTS:**

- Draft Ordinances (2<sup>nd</sup> Reading)
  1. Ordinance 339 – Chapter 4 Building Regulations and Permits
  2. Ordinance 340 – Chapter 7 Right-of-Way/Traffic/Parking/Streets
  3. Ordinance 341 – Chapter 8 Public Protection
  4. Ordinance 342 – Chapter 10 Zoning
- Draft Summary Ordinance Resolutions
  1. Resolution 2025-04 – Chapter 4
  2. Resolution 2025-05 – Chapter 7
  3. Resolution 2025-06 – Chapter 8
  4. Resolution 2025-07 – Chapter 10



**ORDINANCE NO. 339**

**CITY OF ST. FRANCIS  
ANOKA COUNTY**

**AN ORDINANCE MODIFYING CHAPTER 4 BUILDING REGULATIONS AND  
PERMITS IN THE CITY CODE – 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 and updated references shall occur throughout the Code as needed when subsections are added or deleted.

**Section 1.** Section 4-6-4 License of the St. Francis Code of Ordinances is hereby amended to read as follows:

- A. License Required. No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance.
  - 1. Rental Licenses are subject to and shall follow the Business Regulation and Licensing Ordinance of City Code, Chapter 6.
  - 2. Each license shall be good for two (2) years and expire on January 31 on the second year after issuance, except as otherwise described in Section 4-6-123 regarding the process for the first renewal.
  - 3. License renewals for the following years shall be filed on or before January 15 prior to the license expiration date.
  - 4. A license shall not become valid until a complete application is received, the required fee is paid and inspections or re-inspections are completed as necessary.
  - 5. Rental dwelling licenses shall not be transferable to another person, organization or to another rental dwelling.
  - 6. Every person holding a rental dwelling licenses shall give notice in writing to the City within ten (10) business days after having legally transferred or otherwise disposed of the legal control of any licensed rental dwelling. The notice shall include the name and address of the person succeeding the ownership or control of the licensed dwelling or dwellings.

**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 21<sup>st</sup> day of January, 2025.

SEAL

CITY OF ST. FRANCIS

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

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

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

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

**RESOLUTION 2025-04**

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE  
339 SECOND SERIES MODIFYING CHAPTER 4 BUILDING REGULATIONS AND  
PERMITS IN THE CITY CODE**

**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 339, 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 339 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA  
ORDINANCE 339, SECOND SERIES**

Section 1. Ordinance 339, as adopted, amends Chapter 4 Building Regulations and Permits of the City Code:

1. A cross-reference was updated.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk and online on the City’s website.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21<sup>ST</sup>  
DAY OF JANUARY, 2025.**

**APPROVED:**

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

Attest:

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

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

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

**ORDINANCE NO. 340**

**CITY OF ST. FRANCIS  
ANOKA COUNTY**

**AN ORDINANCE MODIFYING CHAPTER 7 RIGHT-OF-  
WAY/TRAFFIC/PARKING/STREETS IN THE CITY CODE – 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 and updated references shall occur throughout the Code as needed when subsections are added or deleted.

**Section 1.** Section 7-4-5 On-Street Recreational Vehicle Parking of the St. Francis Code of Ordinances is hereby amended to read as follows:

It is unlawful for any person to leave or park a recreational camping vehicle, utility trailer, or boat (as defined in Section ~~10-16-5.D~~10-23-16) on or within the limits of any street or right-of-way for a continuous period in excess of twenty-four (24) hours. Provided, however, that during such twenty-four (24) hour period, such vehicle shall not be occupied as living quarters.

**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 21<sup>st</sup> day of January, 2025.

SEAL

CITY OF ST. FRANCIS

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

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

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

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

**RESOLUTION 2025-05**

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE  
340 SECOND SERIES MODIFYING CHAPTER 7 RIGHT-OF-  
WAY/TRAFFIC/PARKING/STREETS IN THE CITY CODE**

**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 340, 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 340 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA  
ORDINANCE 340, SECOND SERIES**

Section 1. Ordinance 340, as adopted, amends Chapter 7 Right-of-Way/Traffic/Parking/Streets of the City Code:

1. A cross-reference was updated.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk and online on the City’s website.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21<sup>ST</sup>  
DAY OF JANUARY, 2025.**

**APPROVED:**

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

Attest:

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

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

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

**ORDINANCE NO. 341**

**CITY OF ST. FRANCIS  
ANOKA COUNTY**

**AN ORDINANCE MODIFYING CHAPTER 8 PUBLIC PROTECTION IN THE CITY  
CODE – 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 and updated references shall occur throughout the Code as needed when subsections are added or deleted.

**Section 1.** Section 8-2-1 General Provisions of the St. Francis Code of Ordinances is hereby amended to read as follows:

~~H. Exception. This Section shall not apply to premises on which only one unlicensed or inoperable motor vehicle is stored.~~

**Section 2.** Section 8-2-2 Abatement of Exterior Public Nuisances and Other Violations of the St. Francis Code of Ordinances is hereby amended to read as follows:

- B. Application. This Section shall apply to the abatement of the refuse, junk, nuisances, and other violations maintained exterior to the principal structure as identified in:
  1. Refuse as identified in Section 8-2-1-B-1.
  2. Junk as defined in Section 8-2-1-B-2.
  3. Outside storage of materials and all other materials deemed to create a general public nuisance as described in Section 8-2-1-B-3.
  4. Public nuisances enumerated in Section 8-2-6.
  5. Zoning issues to be remedied by Section ~~10-3-9 C 3.~~ 10-31-09 Enforcement.

**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 21<sup>st</sup> day of January,  
2025.



SEAL

CITY OF ST. FRANCIS

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

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

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

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

**RESOLUTION 2025-06**

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE  
341 SECOND SERIES MODIFYING CHAPTER 8 PUBLIC PROTECTION IN THE  
CITY CODE**

**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 342, 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 341 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA  
ORDINANCE 341, SECOND SERIES**

Section 1. Ordinance 341, as adopted, amends Chapter 8 Public Protection of the City Code:

1. Language referencing unlicensed or inoperable vehicles was removed to be consistent with the Zoning Code.
2. A cross-reference was updated.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk and online on the City’s website.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21<sup>ST</sup>  
DAY OF JANUARY, 2025.

APPROVED:

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

Attest:

---

Jenni Wida, City Clerk

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

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

**ORDINANCE NO. 342**

**CITY OF ST. FRANCIS  
ANOKA COUNTY**

**AN ORDINANCE MODIFYING DIVISIONS 4, 6, AND 7 IN THE ZONING CODE – 1<sup>ST</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 and updated references shall occur throughout the Code as needed when sections or subsections are added or deleted.

**Section 1.** Section 10-44-03 Lot Dimensions of the St. Francis Code of Ordinances is hereby amended to read as follows:

A. The minimum area and building size requirements to be allowed for each business and industrial zoning district are listed in the table below.

**B. Table 10-44-3 Business and Industrial Lot Dimensions:**

District	Lot Area Minimum	Lot Width Minimum
B-1	N/A	N/A
B-2	20,000 sq. ft.	100 ft.
BPK	25,000 sq. ft.	150 ft.
I-1	25,000 sq. ft.	150 ft.
<del>I-1</del> <u>I-2</u>	10 acres	330 ft.

**Section 2.** Section 10-62-02 Child Care Center of the St. Francis Code of Ordinances is hereby amended to read as follows:

A child care center may be permitted as a principal use as long as the following standards are met:

- A. The child care center shall be licensed by the State of Minnesota; and
- B. The child care center may serve:
  - a. 12 or fewer persons in the A-1, A-2, UR, and RR, ~~and R-1~~ zoning districts; ~~and~~
  - b. 16 or fewer persons in R-1 and R-2 zoning districts; and
  - c. 13-16 persons in the ~~R-2,~~ R-3, and B-1 zoning districts.
  - d. There is no maximum number of persons served for child care centers in the B-2 zoning district.
- C. Play equipment, swings, sand boxes, or structures shall not be located in the front yard.

D. Boundaries of an outdoor play space shall be defined by a permanent enclosure not less than four (4) feet high to protect the children. Fencing, plants or landscaping may be used to create a permanent enclosure.

~~E. Off street parking shall be provided based on the facility's licensed capacity as follows:~~

- ~~1. One (1) space per employee on the maximum work shift and~~
- ~~2. One (1) space per eight (8) children.~~

**Section 3.** Section 10-68-04 Accessory Structure of the St. Francis Code of Ordinances is hereby amended to read as follows:

- A. Application. Any accessory structure which requires a building permit or which is 30 inches or more in height shall be subject to setback, floor area and other requirements of this Section.
- B. Time of construction. No detached accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.
- C. Building permits.
  1. Detached accessory buildings not exceeding 200 square feet in floor area shall be allowed without issuance of a building permit, but shall obtain a zoning permit and comply with all other provisions of this Ordinance.
  2. Detached accessory buildings ~~greater than 200 square feet~~ 200 square feet or greater in floor area shall require a building permit. The Building Official shall review the site plan and construction drawings to determine compliance with the Building Code and other applicable ordinances, laws, and regulations.
  3. In conjunction with the issuance of a building permit for a detached accessory structure in the Rural Service Area, the property owner shall execute a home occupation awareness form. Said form shall certify that the detached accessory structure and the premises on which it is located, will not be used for the purposes of a Home Occupation without first obtaining the required approvals.
- D. Schools in any district shall follow the standards listed in this Section for accessory structures, except for the following:
  - a. Exterior building standards in provision E below; and
  - b. Area, number, and height limitations listed in provision F.1-2 below.
- E. Exterior building standards. Architectural details of accessory buildings are to be the same or similar to the principal building based upon (but not limited to) the following criteria:
  1. Scale and detailing.
  2. Roof pitch orientation and slope.
  3. Overhang depth and details.
  4. Window and exterior door proportion and types.
  5. Building material. Detached accessory structures in the Rural Service Area may, however, be finished with baked enamel siding.
  6. Exterior color.

F. Area, number and height limitations. Accessory structures shall comply with the following area, number and height limitations:

1. Rural Service Area.

- a. Attached accessory structures shall not exceed 840 square feet in size, except that the maximum square footage can be increased, provided that the accessory structure size does not exceed 80 percent of the above-ground square footage of the principal structure.
- b. All new and relocated residential homes shall be constructed with an accessory structure or garage meeting the minimum standards required in Section 10-72-09 Parking Supply Requirements. Said accessory structure shall have a minimum floor area of at least 440 square feet.
- c. Detached accessory structures shall be limited as follows:

Lot Size	Accessory Structure Limits	
Less than 1 acre	Total detached square footage	600
	Maximum number of detached buildings	1
	NO POLE BUILDINGS ALLOWED	
	Maximum sidewall height	10 feet
1 acre but less than 2 ½ acres	Total detached square footage	1,200
	Maximum number of detached buildings	1
	POLE BUILDINGS ALLOWED	
2 ½ but less than 5 acres	Maximum sidewall height	12 feet
	Total detached square footage	1,500
	Maximum number of detached buildings	2
5 acres but less than 10 acres	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	14 feet
	Total detached square footage	4,000
10 acres and larger	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	16 feet
10 acres and larger	Total detached square footage	5,000
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
10 acres and larger	Maximum sidewall height	18 feet
	POLE BUILDINGS ALLOWED	

2. Urban Service Area.

- a. Attached and detached private residential garages shall not exceed 840 square feet in size, except that the minimum square footage can be increased to 1,200 square feet, provided that the accessory structure does not exceed 80 percent of the above-ground square footage of the principal structure.
- b. All new and relocated residential homes shall be constructed with an accessory structure or garage meeting the minimum standards required

in Section 10-72-09 Parking Supply Requirements. For one- and two-unit dwelling units, said accessory structure shall have a minimum floor area of at least 440 square feet.

- c. Residential properties within the Urban Service Area may have one (1) detached accessory structure in addition to a private residential garage. The structure shall not ~~to~~ exceed 250 square feet in size. On properties that have no less than one half (½) acre of buildable land, the detached accessory structure, may be up to 500 square feet in size. This second detached accessory building shall not exceed 16 feet in height.
  - d. Residential properties with detached accessory structures that subsequently construct an attached accessory structure, shall deduct the square footage of the detached structure from the allowable square footage.
  - e. No accessory buildings shall be allowed on non-residential property in the urban service area.
  - f. Unless otherwise permitted, all detached accessory buildings shall not exceed 20 feet in height or the height of the principal structure, whichever is less.
3. General Standards and Conditions, All Districts.
- a. PUD Districts in rural areas: total accessory structure square footage shall not exceed 1,200 square feet per lot or as otherwise identified in the Development Agreement.
  - b. Temporary, hoop, carport, tarpaulin or similar types of non-permanent structures are not permitted.
  - c. Semi-trailers, truck boxes, rail boxes, box cars, and similar are prohibited.
  - d. Moving storage containers, Portable on demand storage (PODS) units or similar type units may be allowed with city approval for up to 30 days within an 18-month period.
  - e. No structures shall be located within a drainage, utility or any other publicly owned easement.

G. Setbacks.

- 1. Attached Buildings/Garages. An attached garage or accessory structure shall be considered an integral part of the principal building and shall conform to district setback requirements.
- 2. Detached Buildings:
  - a. Any detached accessory building shall be set back at least 10 feet from any principal structure or other detached accessory buildings on the same parcel.
  - b. Rural Service Area:
    - i. Lots Less Than One (1) Acre. Twenty-five (25) feet from the side and rear property lines.

- ii. Lots One (1) Acre and Larger. Twenty-five (25) feet from the side and rear property lines.
- iii. All detached accessory structures in the Rural Service Area shall be placed no closer to the front property line than the principal structure, except when the principal structure has a front yard setback of at least 150 feet. In that case, the detached accessory structure may be located closer to the front property line than the principal structure, but shall maintain at least a 75 foot front yard setback off a City street and a 100 foot front yard setback off of a County or State road.
- c. Urban Service Area:
  - i. All Lots. No accessory building shall be located in front of the principal structure. Accessory buildings must maintain setbacks of five (5) feet from the side property line and 10 feet from the rear property line.
  - ii. Street Side Yard. Detached accessory structures shall be located no closer than 20 feet from a street side yard on corner lots, provided the structure does not have access to the public right-of-way on the side yard.
  - ~~iii. Except in Commercial and Industrial Districts, all detached accessory buildings shall maintain a 10 foot setback to the principal structure and other detached accessory buildings on the parcel.~~

**Section 4.** Section 10-68-20 Recreational Camping Vehicle, Utility Trailer, Boat, Unlicensed Vehicle, Storage and Parking of the St. Francis Code of Ordinances is hereby amended to read as follows:

- A. It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.
- B. Properties which are less than nine (9) acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage.
  - 1. All such vehicles must be parked on an approved parking ~~pad or~~ surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable).
  - 2. The total outside storage area for the permitted recreational vehicles shall be limited to a maximum of 500 square feet in size.
  - 3. No such vehicles shall be stored within a drainage and utility easement.



- C. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10-72-02.

**Section 5.** Section 10-68-24 Swimming Pools of the St. Francis Code of Ordinances is hereby amended to read as follows:

- B. Construction:
  - 1. Standards.
    - a. The construction of swimming pools and spas shall conform to all applicable provisions of the Uniform Building Code, and all other State or Federal regulations concerning such construction.
    - b. A building permit is required for swimming pools greater than 24" in depth and exceeding 5,000 gallons.
  - 2. Utility Lines. It is unlawful for any person to build, construct, situate or install any swimming pool or spa beneath any overhead utility line or easement nor over any underground utility line or service or easement.
  - 3. Setback Requirements. It is unlawful for any person to build, construct, situate or install any swimming pool or spa within 10 feet ~~of any side of any side~~ or rear lot line, nor within six (6) feet of any principal structure, nor closer to the front lot line than the principal structure except as hereinafter provided:
    - a. On residential parcels which contain a lot area of one (1) acre or more, a swimming pool or spa may be constructed closer to the front lot line than the principal structure, provided that such swimming pool or spa is constructed to meet the minimum set back of the District within which it is to be located.
    - b. No swimming pool or spa shall be located within twenty (20) feet of any portion of any on-site sewer system or any private water supply.

**Section 6.** Section 10-71-03 Waste, Refuse and Recyclable Material of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-71-03. Waste, refuse, junk, and recyclable material

- D. Abandoned, Unlicensed, or Inoperable Vehicles.
  - 1. Passenger automobiles and trucks not currently licensed by the State, or which are because of mechanical deficiency incapable of movement under their own power, parked or stored outside for a period in excess of 30 days shall be stored inside of a building or removed.
  - 2. ~~and a~~ All other materials stored outside in violation of City Code provisions are considered refuse or junk and shall be regulated in the manner provided for by the Chapter 8 of the City Code, Public Protection.

**Section 7.** Section 10-73-02 Fences of the St. Francis Code of Ordinances is hereby amended to read as follows:

D. District Standards:

1. In the RR, R-1, R-2, and R-3 Districts, fencing shall be restricted to a height of six (6) feet for side and rear yards and a height of four (4) feet within the front yard setback. All fences shall be residential in nature such as wrought iron, vinyl, split-rail, or board and picket. Fencing extending beyond the front- or street-facing façade of any structure shall be ornamental in character and may not be chain link. Barbed wire, electric, and other agricultural fences may be used in the RR District in conjunction with a legally permitted use in Section 10-68-1~~1~~2 Keeping of Animals or Fowl.
2. In the A-1, A-2, and UR Districts, all fencing for non-agricultural purposes shall be no taller than six (6) feet in height.
3. In the B-1 and B-2 Districts, fencing is not allowed between the principal structure and any public right-of-way. Fences shall be no greater than six (6) feet in height. Fences no greater than four (4) feet in height may be permitted with a Conditional Use Permit in front of the principal structure.
4. In the BPK, I-1, and I-2 Districts, fences shall be no greater than eight (8) feet in height. Fences greater than four (4) feet in height shall not be placed in the front yard. Fences greater than eight (8) feet in height may be permitted with a Conditional Use Permit when meeting all district setbacks.
5. Fences up to sixteen (16) feet in height may be allowed in any district provided the fence is used as an enclosure for a tennis or sport facility.
6. Erosion control fences are permitted in all districts in conjunction with a permitted activity.
7. It is unlawful for any person to erect or maintain a barbed wire fence upon his or her property, which fence is less than six (6) feet above the ground and within three (3) feet of a sidewalk or public right-of-way except in those areas in which the owners are permitted to keep, stable or board animals under the provisions of the City Code.

**Section 8.** 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 6<sup>th</sup> day of January, 2025.

SEAL

CITY OF ST. FRANCIS

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

---

Attest: Jenni Wida, City Clerk

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

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

**RESOLUTION 2025-07**

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE  
342 SECOND SERIES MODIFYING CHAPTER 10 ZONING IN THE CITY CODE**

**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 342, 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 342 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA  
ORDINANCE 342, SECOND SERIES**

Section 1. Ordinance 342, as adopted, amends Chapter 10 Zoning of the City Code:

1. Table 10-44-2 Business and Industrial Lot Dimensions has been modified to include the I-2 District.
2. The use-specific standards for child care centers have been updated to reflect state statute requirements.
3. The use-specific standards for accessory structures have been updated to specify that a building permit is required for structures that are 200 square feet or greater in size, exempt school uses from the exterior building standards and the area, number, and height limitations for accessory structures, and clarify that any accessory building must be set back at least 10 feet from any other structure.
4. The use-specific standards for recreational vehicle storage and parking has been updated to clarify where vehicles may be stored.
5. Language has been added to clarify that unlicensed or inoperable vehicles must be stored indoors or removed from a property after 30 days.
6. References and numbering have been updated throughout the Code to reflect additions and deletions. Grammatical errors have been corrected.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk and online on the City’s website.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21<sup>ST</sup>  
DAY OF JANUARY, 2025.

APPROVED:

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

Attest:

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

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

DRAFTED BY:

**HKGi**

800 Washington Ave. N., Suite 207  
Minneapolis, MN 55401



# CITY COUNCIL AGENDA REPORT

**TO:** St. Francis City Council

**FROM:** Jason Zimmerman, Planner

**SUBJECT:** Cannabis Zoning Code Amendment – 2<sup>nd</sup> Reading

**DATE:** January 21, 2025

**OVERVIEW:**

In 2023, the Minnesota Legislature approved a new law to expand the legalization of THC and certain types of cannabis products, as well as to permit different types of cannabis businesses. The state’s cannabis legislation, which can be found in Chapter 342 of the State Statutes, provides local units of government certain authority to regulate cannabis businesses, including the authority to adopt reasonable restrictions on the time, place, and manner of such businesses, reviewing license requests, registering cannabis businesses, and adopting other regulations related to cannabis businesses.

The proposed amendments to the Zoning Code define each cannabis use, establish how and where each use will be allowed in the City, and create standards for cannabis retail and lower potency hemp edible retail uses.

**ACTION TO BE CONSIDERED:**

The City Council reviewed and approved the 1<sup>st</sup> reading of Ordinance 343 at their January 6, 2025 meeting. Based on this approval, Staff has prepared a 2<sup>nd</sup> reading of Ordinance 343 and a summary resolution allowing for publication by summary for Council’s review. The following timeline will apply:

- January 6 – 1<sup>st</sup> Reading
- January 21 – 2<sup>nd</sup> Reading
- January 24 – Published for Comment
- February 24 - Effective

**Suggested Motions:**

1. Move to approve the 2<sup>nd</sup> reading of Ordinance 343 approving the Zoning Code amendments pertaining to cannabis and hemp businesses as presented by Staff.
2. Move to approve Summary Resolution 2025-08 authorizing publication of Ordinance 343 by summary.

**ATTACHMENTS:**

- 1. Draft Cannabis Ordinance 343 – 2<sup>nd</sup> Reading
- 2. Draft Resolution 2025-08 authorizing publication by summary

**ORDINANCE NO. 343**

**CITY OF ST. FRANCIS  
ANOKA COUNTY**

**AN ORDINANCE AMENDING THE ZONING CODE TO ALLOW CANNABIS USES –  
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 10-23-00 Use Definitions of the St. Francis Code of Ordinances is hereby amended to read as follows:

**10-23-03 C.**

**Cannabis cultivation:** A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

**Cannabis delivery:** A cannabis business licensed to purchase cannabis, cannabis products, and hemp products from retailers or cannabis business with retail endorsements for transport and delivery to customers.

**Cannabis and hemp manufacturing:** A business which involves the compounding, processing, packaging, or treatment of cannabis and/or hemp products.

**Cannabis retail:** A retail location and the retail location(s) of a mezzobusiness with a retail operations endorsement, microbusiness with a retail operations endorsement, medical combination business operating a retail location, excluding lower-potency hemp edible retailers.

**Cannabis transportation:** A cannabis business licensed to transport immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products to licensed cannabis businesses.

**Cannabis wholesale:** A cannabis business licensed to purchase and/or sell immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from other licensed cannabis businesses.



**10-22-10 L.**

**Lower-potency hemp edible retail: A licensed establishment where lower-potency hemp edible products are sold to individual consumers.**

**Section 2.** Table 10-42-1 Principal Use Table – Business and Industrial Districts of the St. Francis Code of Ordinances is hereby amended to read as follows:

**10-42-02 Principal Uses in Agriculture Districts**

A. Table 10-42-1 Principal Use Table – Agriculture Districts

Use Type	Zoning District		
	A-1	A-2	UR
<b>Natural Resources or Agriculture</b>			
<u>Cannabis cultivation, outdoor</u>	<u>P</u>	<u>P</u>	

**Section 3.** Table 10-44-1 Principal Use Table – Business and Industrial Districts of the St. Francis Code of Ordinances is hereby amended to read as follows:

**10-44-02 Principal Uses in Business Districts**

A. Table 10-44-1 Principal Use Table – Business and Industrial Districts

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
<b>Retail Sales or Service</b>					
<u>Cannabis retail</u>	<u>PS</u>	<u>PS</u>			
<u>Lower potency hemp edible retail</u>	<u>PS</u>	<u>PS</u>			
<b>Industrial</b>					
<u>Cannabis delivery</u>				<u>P</u>	
<u>Cannabis and hemp manufacturing</u>			<u>P</u>	<u>P</u>	
<u>Cannabis transportation</u>				<u>P</u>	
<u>Cannabis wholesale</u>			<u>P</u>	<u>P</u>	
<b>Natural Resources or Agriculture</b>					
<u>Cannabis cultivation, indoor</u>				<u>P</u>	

**Section 4.** Section 10-63-03 of the St. Francis Code of Ordinances is hereby added to read as follows:

**10-63-03. Cannabis Retail**

A. Minimum distance requirements

1. The City of St. Francis shall prohibit the operation of a cannabis retail business within a door-to-door span of:

- a. 1,000 feet of a K-12 school
  - b. 500 feet of a day care
  - c. 500 feet of a residential treatment facility
  - d. 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
2. Pursuant to Minn. Stat. 462.367 subd. 14, nothing in provision A.1 above shall prohibit an active cannabis retail business or a cannabis retail business seeking registration from continuing operation at the same site if a school, daycare, residential treatment facility, or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.
- B. Hours of operation. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 8:00 a.m. and 10:00 p.m. Monday through Saturday and 10:00 a.m. to 9:00 p.m. on Sunday.

**Section 5.** Section 10-63-05 of the St. Francis Code of Ordinances is hereby added to read as follows:

**10-63-05. Lower-Potency Hemp Edible Retail**

- A. The sale of lower-potency edibles is permitted in a municipal liquor store.
- B. The sale of lower-potency hemp beverages is permitted in places that meet requirements of this Section.
- C. Lower-potency hemp edibles shall be sold as directed by the MN State Office of Cannabis Management.

**Section 6.** 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 21<sup>st</sup> day of January, 2025.

SEAL

CITY OF ST. FRANCIS

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

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

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

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

**RESOLUTION 2025-08**

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE  
343, SECOND SERIES AMENDING THE ZONING CODE TO ALLOW CANNABIS  
USES**

**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 343, 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 343 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA  
ORDINANCE 343, SECOND SERIES**

Section 1. Ordinance 343, as adopted, amends the City Zoning Code as follows:

1. Definitions related to cannabis and hemp businesses have been added to Section 10-23-00.
2. The principal use tables in Sections 10-42-02 and 10-44-02 have been updated to allow various types of cannabis and hemp uses in certain zoning districts, including A-1, A-2, B-1, B-2, BPK, and I-1.
3. Use-specific standards for cannabis retail and lower potency hemp edible retail were created.

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 21<sup>ST</sup>  
DAY OF JANUARY, 2025.

APPROVED:

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

Attest:

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

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

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



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Craig Jochum, City Engineer  
**SUBJECT:** Feasibility report for the 2025 Street Reconstruction Project  
**DATE:** January 21, 2025

**OVERVIEW:**  
**OVERVIEW:**

The feasibility report summarizes the overall project with 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. 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. These streets are also on the City’s Municipal State Aid system.

The total estimated project cost is \$1,546,000. Additional detail is provided in the attached Feasibility Report. The proposed project schedule for this project is on the following page.

**Proposed Project Schedule:**

Tuesday	January 21 <sup>st</sup>	City Council Approves Feasibility Report, Sets the Public Improvement Hearing, and Authorizes Plans and Specifications
Tuesday	February 18 <sup>th</sup>	City Council Holds Public Improvement Hearing, Approves Plans and Specifications, and Authorizes Advertisement for bids
Tuesday	March 18 <sup>th</sup>	Open Bids
Monday	April 7 <sup>th</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:**

Approval of Resolution 2025-03 Resolution Receiving Report and Ordering Plans and Specifications for the 2025 Street Reconstruction Project.

**BUDGET IMPLICATION:**

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. The proposed project assessments are on the following page.

**Proposed Project Assessments**

	<b>Total Assessment</b>	<b>Watermain &amp; Water Service Assessment</b>	<b>Storm Sewer Assessment</b>
<b>Woodbine Street &amp; 229<sup>th</sup> Lane</b>	\$111,930	\$75,570	\$36,360

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:

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

**ATTACHMENTS:**

- FEASIBILITY REPORT
- RESOLUTION 2025-03



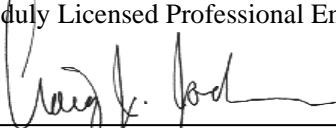
# FEASIBILITY REPORT FOR THE 2025 STREET RECONSTRUCTION PROJECT

CITY OF ST. FRANCIS, MINNESOTA

January 15, 2025



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.

\_\_\_\_\_  
23461  
Lic. No.

\_\_\_\_\_  
1/15/2025  
Date

January 15, 2025

Kate Thunstrom, City Administrator  
City of St. Francis  
3750 Bridge Street NW  
St. Francis, MN 55070

RE: Feasibility Report  
2025 Street Reconstruction Project

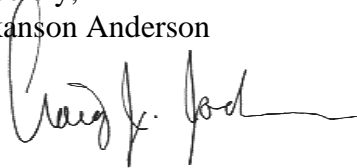
Dear Mrs. Thunstrom:

Enclosed please find the Feasibility Report for the 2025 Street Reconstruction Project for the reconstruction of streets and watermains on Woodbine Street and 229<sup>th</sup> Lane, the construction of a new parking lot on the east side of Woodbine Street across from the new City Hall, and the mill and overlays of 233<sup>rd</sup> Avenue and 229<sup>th</sup> Avenue from Trunk Highway 47 to Ambassador Boulevard. Attached Exhibit A shows the locations of the projects being proposed.

The proposed improvements are technically feasible and will benefit the area served. The total estimated project cost is \$1,546,000 The project cost includes 18 percent for construction contingency, engineering, legal, and administrative expenses.

We would welcome the opportunity to present and discuss the contents of this report with you, your staff, the City Council, the benefiting property owners and other interested parties. If you have any questions or need additional information, please call me at 763-852-0485.

Sincerely,  
Hakanson Anderson



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Craig J. Jochum, P.E.  
City Engineer

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EXHIBITS

- Exhibit A – Project Location Map
- Exhibit B – Project Area 1 – Woodbine Street and 229<sup>th</sup> Lane
- Exhibit C – Project Area 2 –Woodbine Street Parking Lot
- Exhibit D – Project Area 3 – 233<sup>rd</sup> Avenue and 229<sup>th</sup> Avenue
- Exhibit E - Woodbine Street Parking Lot Layout

APPENDIX

- Appendix A – Property List and Assessment Summary
- Appendix B – Estimated Quantities and Project Costs

**2025 STREET RECONSTRUCTION PROJECT  
CITY OF ST. FRANCIS, MINNESOTA**

**I. INTRODUCTION**

This feasibility report and exhibits summarize the overall project with 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. These streets are on the City’s Municipal State Aid system.

**Project Area 2:** Project Area 2 will include the construction of a new 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. These streets are also on the City’s Municipal State Aid system.

**II. PROPOSED IMPROVEMENTS**

The existing streets included in the 2025 Street Reconstruction Project were selected primarily based on street surface deterioration, utility age, available funding, and overall program staging. The project will replace some old and undersized watermains and corresponding water services and provide an adequate stormwater collection system. This project will also replace deteriorated concrete curbing and bituminous surfacing. These infrastructure systems have served beyond their expected useful life. There are three project areas. The proposed street and utility improvement limits are shown on Exhibit A.

**Project Area 1A – Woodbine Street (See Exhibit B) – This project will include:**

- Reconstruct the streets including the replacement of the bituminous surface and installation of concrete curb and gutter;
- Remove and replace existing driveways and driveway aprons within the street right-of-way;
- Construct new concrete sidewalks;
- Replace the sanitary sewer castings and rings;
- Replace all the 1973 6-inch thin wall PVC watermain with new 8-inch C-900 PVC and replace the individual water services, on the 1973 watermain, from the lateral mains to the street right-of-way; and

- Construct new storm drainage structures and storm sewer piping to provide a complete functioning drainage system.

**Project Area 1B – 229<sup>th</sup> Lane (See Exhibit B) – This project will include:**

- Reconstruct the streets including the replacement of the bituminous surface and installation of concrete curb and gutter;
- Remove and replace existing driveways and driveway aprons within the street right-of-way;
- Construct new concrete sidewalks;
- Replace the sanitary sewer castings and rings; and
- Construct new storm drainage structures and storm sewer piping to provide a complete functioning drainage system.

**Project Area 2 – Woodbine Street Parking Lot (See Exhibits C & E) – This project will include:**

- Construction of a new 37 stall parking lot including new bituminous pavement, concrete curb and gutter, and pavement striping.
- Construct new storm drainage structures and storm sewer piping.

**Project Area 3 – 233<sup>rd</sup> Avenue and 229<sup>th</sup> Avenue Mill and Overlays (See Exhibit D) – This project will include:**

- Milling the existing bituminous surface and paving a new bituminous wearing surface;
- ADA sidewalk improvements; and
- Gate vane replacements where necessary.

**A. STREET RECONSTRUCTION**

Total street reconstruction is proposed for Woodbine Street and 229<sup>th</sup> Lane. The design section recommended to meet the City’s Street Standards, based on the anticipated soils, is as follows:

- 8 inches of Class 5 Aggregate Base
- 2 ½ inches of Bituminous Non-Wearing Course
- 1 ½ inches of Bituminous Wearing Course

The pavement widths proposed on this project include a 32-foot width on all of 229<sup>th</sup> Lane and on most of Woodbine Street. The northern block of Woodbine Street will be 36 feet wide to match its current width.

Woodbine Street and 229<sup>th</sup> Lane are on the City’s Municipal State Aid system. All Municipal State Aid streets will be designed and constructed to meet Mn/DOT State Aid Standards.

The construction of the new streets and water facilities will require the removal of mature trees. Trees will only be removed as necessary for construction. Tree removal will be reviewed with the final design with the intent of minimizing the extent of removal. A removal plan will be prepared and included in the final plans to show the trees being removed. Some tree removal may be necessary where trees have grown over water services that plan to be removed. Additional tree removal may be necessary adjacent to trench excavation as required for worker safety. Most tree removal will be identified during the design phase, however to ensure worker safety, several additional trees may be identified for removal during construction.

Project specifications will require the contractor to reclaim the existing bituminous pavement and re-use that material within the subgrade of the new streets. This salvaged material will be used in part to maintain a reasonable driving surface during construction with any excess recycled pavement used in the work as aggregate base. This pavement recycling is directed at minimizing the project costs and at reuse of these desirable resources. Additional aggregate base may need to be imported onto the site to get adequate base thickness if the reclamation material is not enough.

The proposed street grades and elevations on both Woodbine Street and 229<sup>th</sup> Lane will be modified to ensure proper drainage is directed and collected at the low points. It will also be necessary to obtain adequate driveway drainage and overland drainage along the street right-of-way.

Both Woodbine Street and 229<sup>th</sup> Lane are proposed to have standup type curb therefore concrete aprons will be constructed at each driveway. Concrete driveway aprons that access residential property will be 6 inches thick and 8 inches thick for commercial properties. The aprons will be extended a minimum of 2 feet behind the curb.

Any driveway matching or replacement beyond the concrete aprons or surmountable curb will include material equivalent to the existing surface including bituminous or concrete. If the existing driveway is gravel, it will be paved with bituminous to the right of way.

**B. NEW PARKING LOT CONSTRUCTION**

The Woodbine Street parking lot includes the construction of a new bituminous surface. The Woodbine Street parking lot will be designed per the City of St. Francis parking dimension standards and will include concrete curb and gutter.

**C. STORM SEWER IMPROVEMENTS**

A new storm water drainage system will be added to Woodbine Street, 229<sup>th</sup> Lane, the and the Woodbine Street parking lot. This will include the construction of new drainage structures along the curb to catch stormwater runoff from the streets, parking lot, and yards. Concrete storm sewer pipes will connect the drainage structures to convey the water to an existing storm sewer network near the project areas. Special grading may be needed between the back of the curbs and the right of way to allow adequate storm water drainage.

**D. SANITARY SEWER IMPROVEMENTS**

For Woodbine Street, 229<sup>th</sup> Lane, 233<sup>rd</sup> Avenue, and 229<sup>th</sup> Avenue, other than the adjustment of structures and replacement of the existing manhole castings and rings, no sanitary sewer work is proposed. It is anticipated that some sewer manholes may need to be adjusted to match the new street profiles if there are not adequate existing ring adjustments. The existing sanitary sewer main and services will need to be protected during construction.

**E. WATERMAIN IMPROVEMENTS**

As previously discussed, all the 1973 wall PVC watermain will be replaced on Woodbine Street. New fire hydrants will be installed and all the water services on this segment of watermain will also be replaced from the main to the right of way line. The new services will include 1-inch polyethylene water service lines to the residential properties and 6-inch PVC water services for multi-family and commercial properties. There may be some additional tree removal required during service line installation where trees have grown over the original service. The extent of such removals is not certain. Removal of trees shall only be necessary for safe construction and connection of the service.

**F. BITUMINOUS SURFACE IMPROVEMENTS**

233<sup>rd</sup> Avenue and 229<sup>th</sup> Avenue will only be receiving bituminous surface improvements. This includes and 1.5-inch milling of the bituminous edge and a new 1.5-inch bituminous wearing course overlay. The sidewalks and trails will also receive new concrete pedestrian ramps. The concrete will be 6-inch thick and will be constructed per the latest MnDOT ADA Standards. Both 233<sup>rd</sup> Avenue and 229<sup>th</sup> Avenue are on the City's Municipal State Aid system. All Municipal State Aid streets will be designed and constructed to meet Mn/DOT State Aid Standards.

**G. OTHER UTILITIES**

The owners of the gas, electric, telephone and communication cable utilities will be involved throughout the design and construction process of this project. Coordination of relocating or upgrading of these private utilities will need to be coordinated.

**III. ESTIMATED COSTS**

The total estimated cost for this project is \$1,546,000. This estimated project cost includes an 18 percent contingency for construction, engineering, and construction administration expenses. The assumed overhead is broken down as follows:

• Plans and Specifications, Assessments, Wetland Permitting, Construction Administration, Construction Inspection, and Permit Fees	\$231,900.00	15.0%
• Construction Contingency	\$46,380.00	3.0%
<b>Total Estimated Overhead</b>		
	<b>\$278,280.00</b>	<b>18.0%</b>

Table 1 provides a summary of the project costs based on the project area.

<b>TABLE 1 - SUMMARY OF OVERALL COSTS</b>							
		WOODBINE STREET	229TH LANE	229TH AVENUE	233RD AVENUE	Woodbine Street Parking Lot	
<b>Estimated Construction Costs</b>	Street Construction	\$295,269	\$241,837	\$108,554	\$127,555	\$111,465	
	Storm Sewer	\$107,515	\$57,815	\$1,200	\$1,200	\$22,285	
	Sanitary Sewer	\$2,800	\$2,800	\$1,400	\$1,400		
	Watermain	\$158,095		\$66,000	\$3,000		
	<b>Total Estimated Construction Cost</b>	<b>\$563,679</b>	<b>\$302,452</b>	<b>\$177,154</b>	<b>\$133,155</b>	<b>\$133,750</b>	
<b>Estimated Project Costs</b>	Street Construction	\$348,417	\$285,368	\$128,094	\$150,515	\$131,529	
	Storm Sewer	\$126,868	\$68,222	\$1,416	\$1,416	\$26,296	
	Sanitary Sewer	\$3,304	\$3,304	\$1,652	\$1,652		
	Watermain	\$186,552		\$77,880	\$3,540		
	<b>Total Estimated Project Cost</b>	<b>\$665,141</b>	<b>\$356,894</b>	<b>\$209,042</b>	<b>\$157,123</b>	<b>\$157,825</b>	
<b>Estimated Project Costs (Rounded)</b>	Street Construction	\$348,000	\$285,000	\$128,000	\$151,000	\$132,000	
	Storm Sewer	\$127,000	\$68,000	\$1,000	\$1,000	\$26,000	
	Sanitary Sewer	\$3,000	\$3,000	\$2,000	\$2,000		
	Watermain	\$187,000		\$78,000	\$4,000		
	<b>Total Estimated Project Cost</b>	<b>\$665,000</b>	<b>\$356,000</b>	<b>\$209,000</b>	<b>\$158,000</b>	<b>\$158,000</b>	

**IV. PROPOSED ASSESSMENTS**

The public improvement and property assessment process shall be carried out in accordance with Minnesota Statutes Chapter 429. The assessments shall be calculated in accordance with the current City assessment policy. The assessment includes 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



In accordance with the City’s Assessment Policy, residential corner lots that have frontage on two City streets will be assessed for the entire frontage of the property, less a 150-foot credit. Corner lots shall only be assessed when improvements are completed on the addressed side of the lot. For all other properties, including, but not limited to, multi-family, commercial, and industrial properties (hereinafter referred to as “commercial rate” or “commercial property”), the total frontage on all improved streets will be assessed.

Replacement of public watermain that are being constructed in conjunction with this project will be paid for from Assessment Funds and City Water Funds. The individual service lines that extend from the water systems to individual lots are facilities that serve only one property and are of special benefit only to that property. The costs of the water service lines will be assessed 100% against each property. For this report, it was estimated that water services for residential and commercial will be \$2,478 and \$4,956, respectively. A preliminary assessment roll is included in Appendix A of this report. 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.

**V. PROJECT FUNDING**

The proposed project assessments are as follows:

	<u>Total Assessment</u>	<u>Watermain and Water Service Assessment</u>	<u>Storm Sewer Assessment</u>
<b>Woodbine Street and 229<sup>th</sup> Lane</b>	\$111,930	\$75,570	\$36,360

This project will be financed through the Municipal State Aid (MSA) Construction Fund, Stormwater Fund, Water and Funds, Assessments, and the Street Capital Fund. The funding is summarized below:

<u>Fund</u>	<u>Funding Source Amount</u>
<b>MSA Construction</b>	\$763,082
<b>MSA Maintenance</b>	\$10,988
<b>Water Fund</b>	\$269,000
<b>Sewer Fund</b>	\$10,000
<b>Stormwater Fund</b>	\$223,000
<b>Assessment Funds</b>	\$111,930
<b>Street Capital Fund</b>	\$158,000
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<b>Totals</b>	<b>\$1,546,000</b>

**VI. CONCLUSIONS**

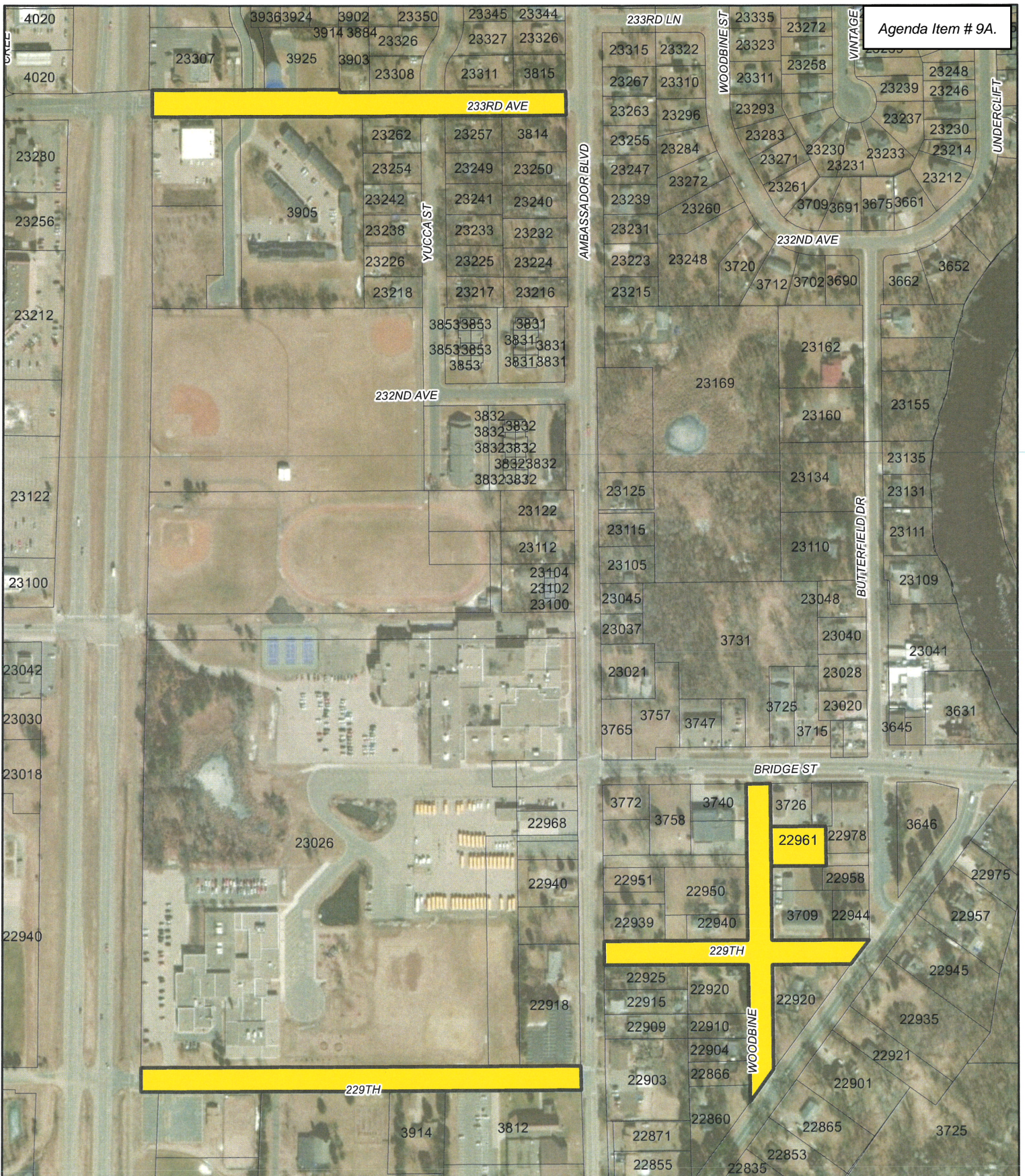
The proposed improvements are necessary, cost-effective and feasible and will benefit the properties listed in Appendix A of this report. In our opinion, this improvement should be made as proposed and no other improvements are necessary. The City, its financial consultant and the persons assessed should review the project for benefit to determine the economic feasibility of the proposed improvements. It is recommended that the City Council accept this Feasibility Report at their December xx, 2024 meeting.

**VII. PROJECT SCHEDULE**

The proposed schedule for the 2025 Street Reconstruction Project is as follows:

Tuesday	January 21 <sup>st</sup>	City Council Approves Feasibility Report, Sets the Public Improvement Hearing, and Authorizes Plans and Specifications
Wednesday	January 29 <sup>th</sup>	Neighborhood Meeting
Tuesday	February 18 <sup>th</sup>	City Council Holds Public Improvement Hearing, Approves Plans and Specifications, and Authorizes Advertisement for bids
Tuesday	March 18 <sup>th</sup>	Open Bids
Monday	April 7 <sup>th</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

# EXHIBITS



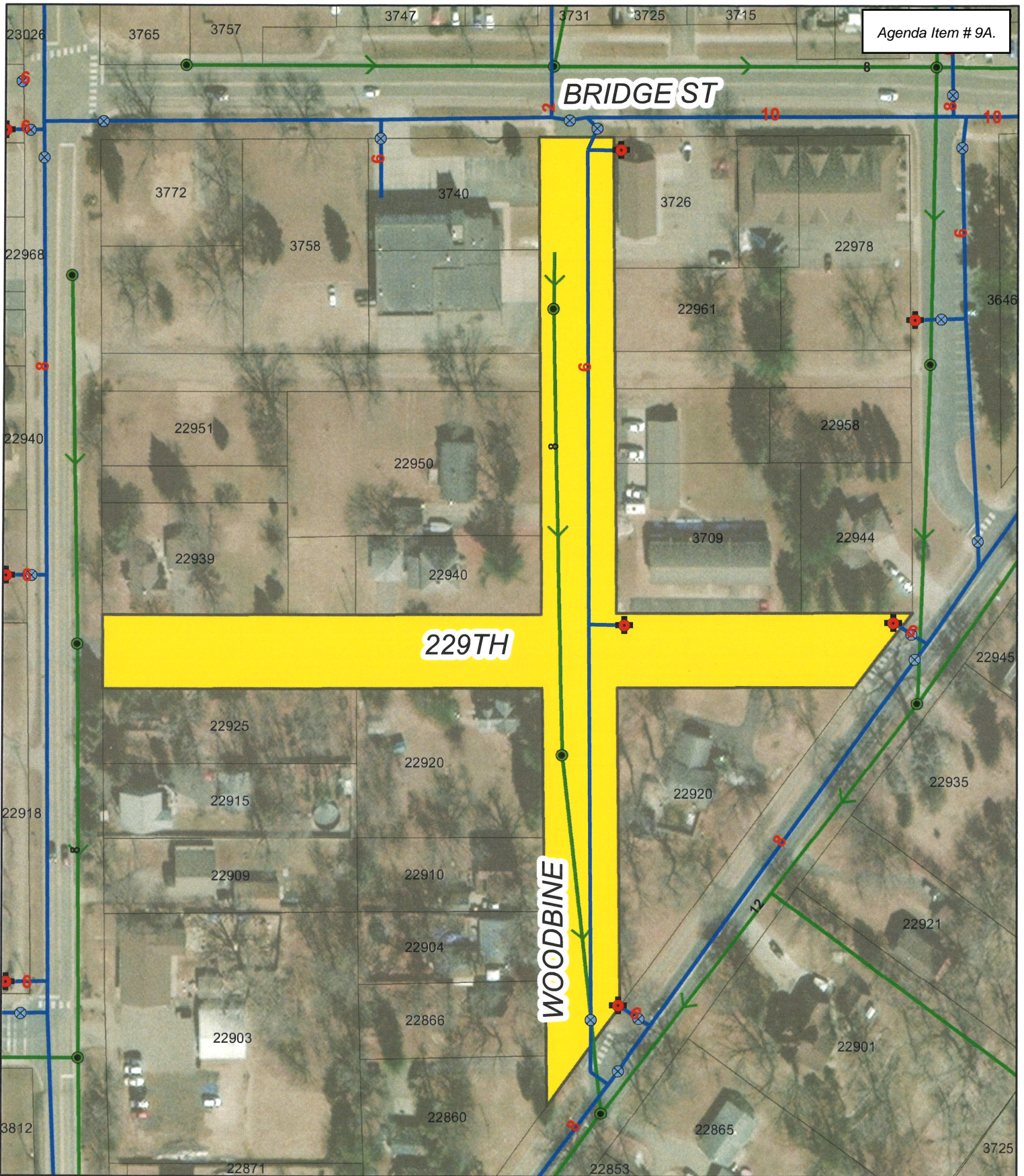
0 125 250 500 Feet



**Legend**

 Project Locations







**EXHIBIT A  
PROJECT LOCATIONS**



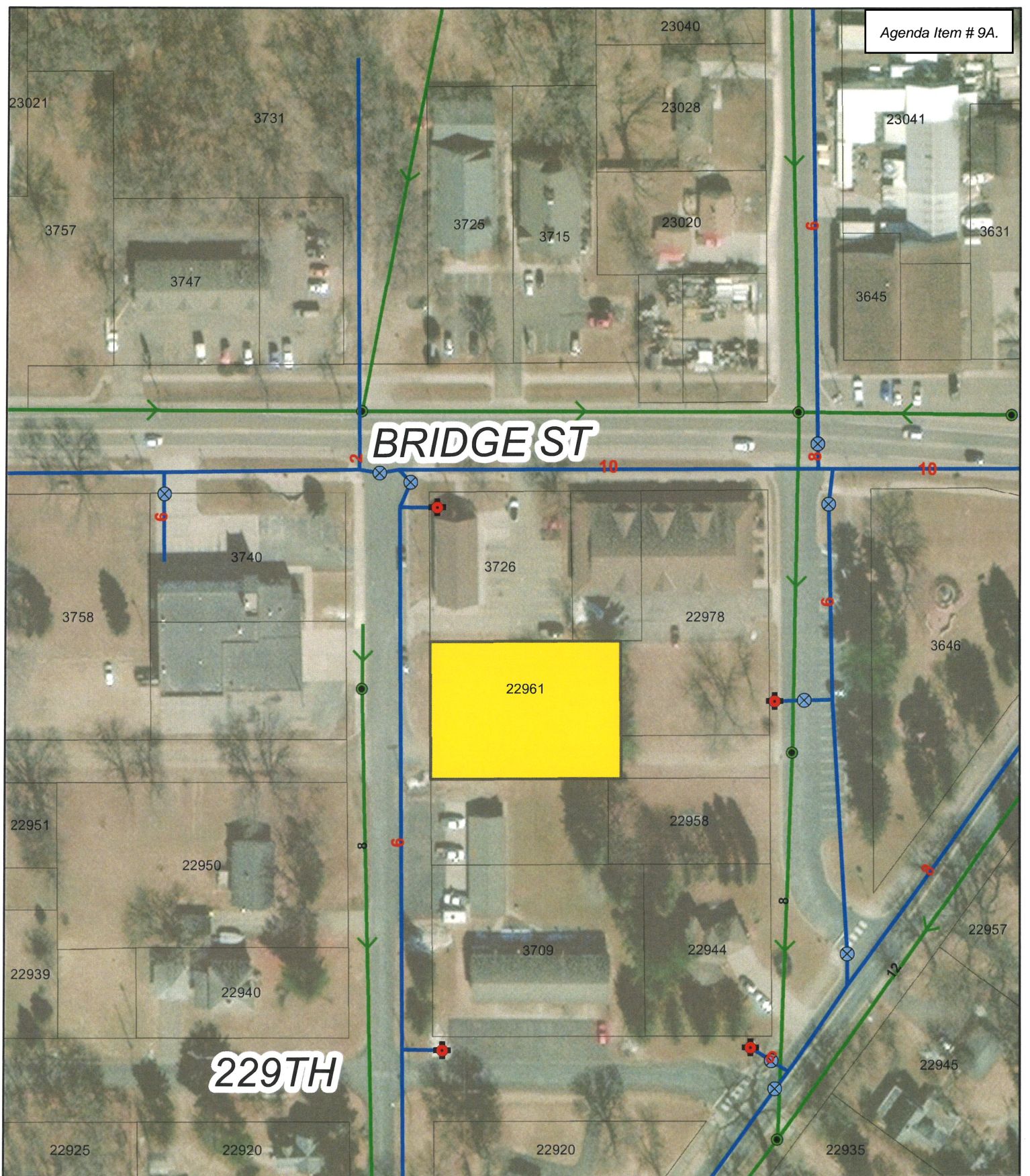
0 50 100 200 Feet



**Legend**

-  City Sewer
-  City Watermain
-  Sanitary Manhole
-  Water Valve
-  Hydrant
-  Project Location

**EXHIBIT B**  
**PROJECT AREA 1**



0 40 80 160 Feet

**Hakanson  
Anderson**

**Legend**

- City Sewer
- City Watermain
- Sanitary Manhole
- Water Valve
- Hydrant
- Project Location

**EXHIBIT C**

**PROJECT AREA 2**

142



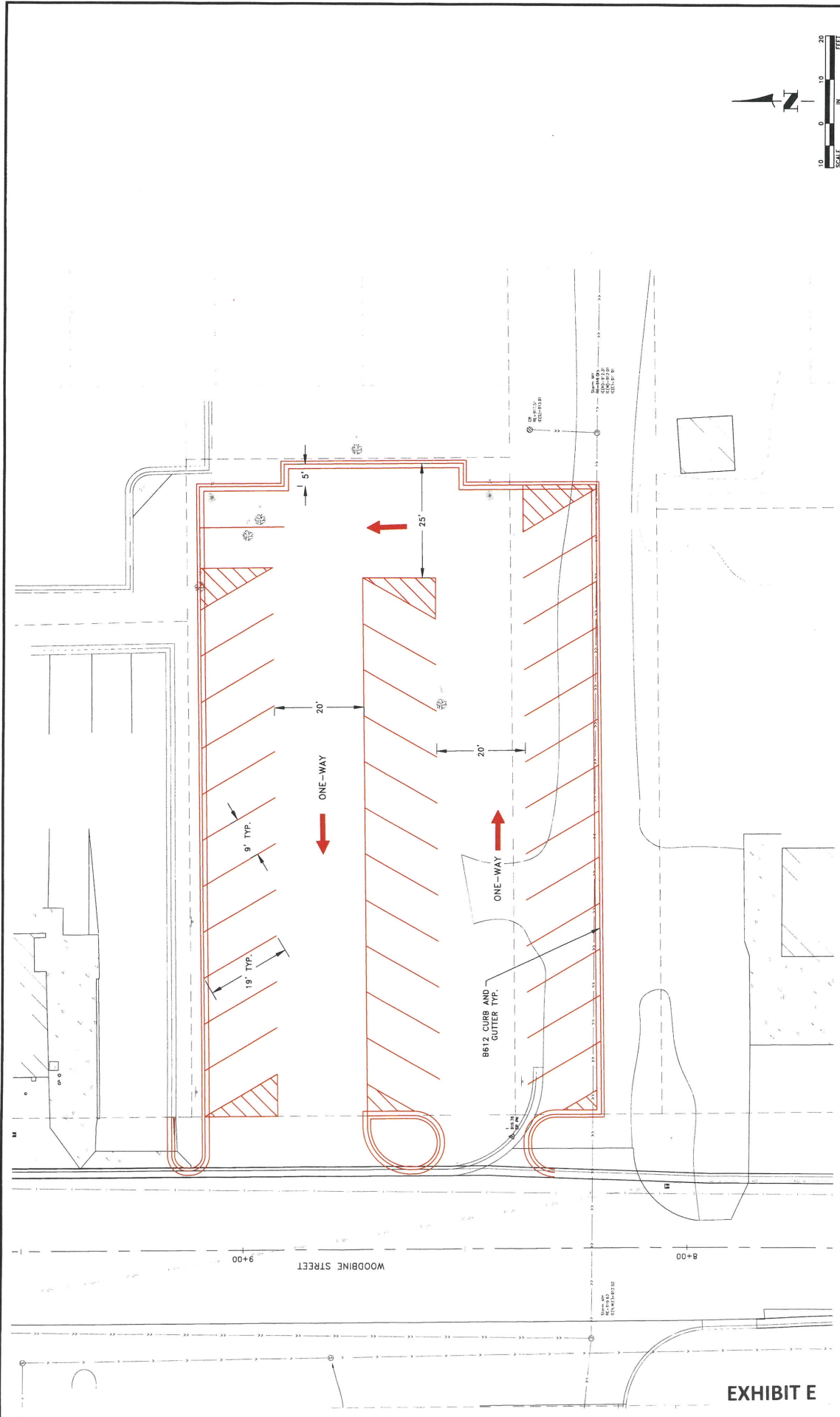
0 150 300 600 Feet



**Legend**

- City Sewer
- City Watermain
- Sanitary Manhole
- Water Valve
- Hydrant
- Project Location

**EXHIBIT D  
PROJECT AREA 3**



WOODBINE STREET PARKING LOT LAYOUT

CITY OF ST. FRANCIS, MINNESOTA

2025 STREET RECONSTRUCTION PROJECT

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

1 SHEET

SF326

EXHIBIT E



# **APPENDIX A**

Property List and Assessment Summary

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

Residential Water Service Assessment \$2,478.00 Each  
 Multi-Family/Commercial Water Service Assessment \$4,956.00 Each  
 Watermain Lateral Assessment \$107.42 per foot  
 Storm Sewer Assessment \$70.63 per foot

M MUNICIPAL  
 C COMMERCIAL  
 R RESIDENTIAL

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 YOVIETICH	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 IMMO SPID USA LLC	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	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
05-33-24-21-0005	22860 RUM RIVER BLVD NW	JASON G SOMDAHL	22860 RUM RIVER BLVD NW ST FRANCIS, MN 55070	42	0	42	42	R	\$0	\$0				\$0	\$0
32-34-24-34-0057	22920 RUM RIVER BLVD NW	DAVID I NUTTER A NUTTER SUE	22920 RUM RIVER BLVD NW PO BOX 668 ST FRANCIS, MN 55070	282	212	494	0	R	\$0	\$0		\$0	\$0	\$0	\$0
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>															
32-34-24-34-0008	22939 AMBASSADOR BLVD NW	CLAIRE ANDERSON	22939 AMBASSADOR BLVD NW ST FRANCIS, MN 55070	0	165	165	0	R						\$0	\$0
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 AVE 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
32-34-24-34-0023	22944 BUTTERFIELD DRIVE NW	JULIE A MITCHELL	22944 BUTTER FIELD DRIVE NW ST FRANCIS, MN 55070	0	99	99	99	R						\$0	\$0
32-34-24-34-0003	22925 AMBASSADOR BLVD NW	DONALD VASEN	22925 AMBASSADOR BLVD NW PO BOX 723 ST FRANCIS, MN 55070	0	225	225	0	R						\$0	\$0
				<b>1,506.00</b>	<b>1,256.00</b>	<b>2,762.00</b>	<b>1,428.00</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>

# **APPENDIX B**

Estimated Quantities and Project Costs

## Estimated Quantities and Project Costs 2025 Street Reconstruction Project

Item No.	Description	Unit	Unit Price	State Aid Funding								Local Funding							
				Project Area 1A - Woodbine Street		Project Area 1B - 229th Lane		Project Area 3A - 229th Avenue		Project Area 3B - 233rd Avenue		Project Area 1A - Woodbine Street		Project Area 2 - Woodbine Street Parking Lot		Project Area 3A - 229th Avenue		Project Area 3B - 233rd Avenue	
				Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
1	MOBILIZATION	LUMP SUM	\$35,000.00	0.34	\$11,900	0.17	\$5,950	0.12	\$4,200	0.11	\$3,850			0.07	\$2,450				
2	CLEARING	EACH	\$450.00	12	\$5,400	8	\$3,600							6	\$2,700				
3	GRUBBING	EACH	\$300.00	12	\$3,600	8	\$2,400							6	\$1,800				
4	REMOVE SIGN	EACH	\$30.00	5	\$150	3	\$90												
5	REMOVE CURB	LIN FT	\$12.00	372	\$4,464	103	\$1,236	460	\$5,520	500	\$6,000			25	\$300				
6	REMOVE CONCRETE PAVEMENT - WALK AND DRIVEWAY	SQ FT	\$1.00	681	\$681	618	\$618	411	\$411	800	\$800			75	\$75				
7	REMOVE BITUMINOUS PAVEMENT - STREET	SQ YD	\$7.00							49	\$343			9	\$63				
8	REMOVE BITUMINOUS PAVEMENT - DRIVEWAY/TRAIL	SQ YD	\$5.00	556	\$2,780	441	\$2,205	78	\$390	83	\$415								
9	SAWING CONCRETE PAVEMENT - FULL DEPTH	LIN FT	\$4.00	23	\$92	20	\$80	26	\$104	62	\$248			4	\$16				
10	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	\$3.50	375	\$1,313	320	\$1,120	47	\$165	220	\$770			31	\$109				
11	EXCAVATION - COMMON	CU YD	\$30.00	850	\$25,500	720	\$21,600	20	\$600	30	\$900			840	\$25,200				
12	LOAM TOPSOIL BORROW (LV)	CU YD	\$40.00	220	\$8,800	217	\$8,680	20	\$800	45	\$1,800			105	\$4,200				
13	HAUL AND STOCKPILE EXCESS MATERIAL (CV)	CU YD	\$5.00	420	\$2,100	263	\$1,315												
14	SUBGRADE PREPARATION	ROAD STATION	\$250.00	8.6	\$2,150	7.3	\$1,825							3.3	\$825				
15	STREET SWEEPER	HOURS	\$180.00	5	\$900	5	\$900	5	\$900	5	\$900			3	\$540				
16	WATER	1000 GAL	\$75.00	12	\$900	12	\$900	4	\$300	4	\$300			4	\$300				
17	AGGREGATE BASE CLASS 5	TON	\$25.00	1,056	\$26,400	1,133	\$28,325	30	\$750	66	\$1,650			825	\$20,625				
18	FULL DEPTH RECLAMATION	SQ YD	\$1.75	2,529	\$4,426	1,580	\$2,765												
19	MILL BITUMINOUS SURFACE	SQ YD	\$4.00	17	\$68	14	\$56	1,708	\$6,832	1,615	\$6,460								
20	BITUMINOUS MATERIAL FOR TACK COAT	GALLONS	\$4.00	190	\$760	130	\$520	390	\$1,560	400	\$1,600			95	\$380				
21	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	\$84.00	299	\$25,116	206	\$17,304	463	\$38,892	476	\$39,984			150	\$12,600				
22	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	\$78.00	399	\$31,122	274	\$21,372	10	\$780	10	\$780			200	\$15,600				
23	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	SQ YD	\$35.00	313	\$10,955	402	\$14,070												
24	CONCRETE CURB & GUTTER DESIGN B612	LIN FT	\$30.00											486	\$14,580				
25	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	\$23.00	1,447	\$33,281	1,366	\$31,418	460	\$10,580	500	\$11,500			25	\$575				
26	4" CONCRETE WALK	SQ FT	\$9.00	3,717	\$33,453	2,360	\$21,240												
27	6" CONCRETE WALK	SQ FT	\$15.00	1,008	\$15,120	1,380	\$20,700	1,120	\$16,800	1,550	\$23,250								
28	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$95.00	8	\$760	37	\$3,515												
29	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	\$100.00	42	\$4,200														
30	TRUNCATED DOMES	SQ FT	\$65.00	88	\$5,720	48	\$3,120	80	\$5,200	120	\$7,800								
31	TRAFFIC CONTROL	LUMP SUM	\$8,000.00	0.34	\$2,720	0.17	\$1,360	0.12	\$960	0.11	\$880			0.07	\$560				
32	CONIFEROUS TREE 6' HT B&B	TREE	\$575.00	6	\$3,450	4	\$2,300												
33	DECIDUOUS TREE 2.5" CAL B&B	TREE	\$575.00	6	\$3,450	4	\$2,300							3	\$1,725				
34	SIGN PANELS TYPE C	EACH	\$175.00	30	\$5,250	30	\$5,250							3	\$525				
35	STORM DRAIN INLET PROTECTION	EACH	\$265.00	8	\$2,120	6	\$1,590	7	\$1,855	10	\$2,650			5	\$1,325				
36	STABILIZED CONSTRUCTION EXIT	LUMP SUM	\$2,000.00	0.34	\$680	0.17	\$340	0.12	\$240	0.11	\$220			0.07	\$140				
37	SITE RESTORATION	SQ YD	\$10.00					150.00	\$1,500	285.00	\$2,850								
38	SEEDING	ACRE	\$3,000.00	0.40	\$1,200	0.40	\$1,200							0.20	\$600				
39	SEED SANDY INSLOPE	POUNDS	\$4.00	26	\$104	26	\$104							13	\$52				
40	FERTILIZER TYPE 1	POUNDS	\$1.10	140	\$154	140	\$154							70	\$77				
41	HYDRAULIC FIBER BONDED MATRIX	POUNDS	\$3.00	1,200	\$3,600	1,200	\$3,600							600	\$1,800				
42	EROSION CONTROL SUPERVISOR	LUMP SUM	\$2,500.00	0.34	\$850	0.17	\$425	0.12	\$300	0.11	\$275			0.07	\$175				
43	4" SOLID LINE MULTI-COMPONENT	LIN FT	\$1.00											900.00	\$900				
44	6" SOLID LINE MULTI-COMPONENT	LIN FT	\$1.50	1720.00	\$2,580	1,460.00	\$2,190	2,510.00	\$3,765	2,420.00	\$3,630								
45	4" DOUBLE SOLID LINE MULTI COMPONENT	LIN FT	\$2.00	860.00	\$1,720	730.00	\$1,460	1,255.00	\$2,510	1,210.00	\$2,420								
46	PAVEMENT MESSAGE	SQ FT	\$13.50											48.00	\$648				
47	CROSSWALK MULTI-COMPONENT	SQ FT	\$11.00	480	\$5,280	240	\$2,640	240	\$2,640	480	\$5,280								
<b>Estimated Construction Cost - Bid Schedule "A" - Street Construction</b>					<b>\$295,269</b>		<b>\$241,837</b>		<b>\$108,554</b>		<b>\$127,555</b>				<b>\$111,465</b>				
<b>Estimated Project Cost (Includes 18% for Overhead and Contingency)</b>					<b>\$348,417</b>		<b>\$285,368</b>		<b>\$128,094</b>		<b>\$150,515</b>				<b>\$131,528.70</b>				

**Bid Schedule "B" - Storm Sewer**

Item No.	Description	Unit	Unit Price	State Aid Funding								Local Funding							
				Project Area 1A - Woodbine Street		Project Area 1A - 229th Lane		Project Area 4A - 229th Avenue		Project Area 4B - 233rd Avenue		Project Area 1A - Woodbine Street		Project Area 3 - Woodbine Street Parking Lot		Project Area 4A - 229th Avenue		Project Area 4B - 233rd Avenue	
				Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
48	REMOVE SEWER PIPE (STORM)	LIN FT	\$15.00	21	\$315	113	\$1,695							15	\$225.00				
49	REMOVE MANHOLE OR CATCH BASIN	EACH	\$400.00	2	\$800									1	\$400.00				
50	12" RC PIPE SEWER DESIGN 3006 CL V	LIN FT	\$70.00											36	\$2,520.00				
51	15" RC PIPE SEWER DESIGN 3006 CL V	LIN FT	\$80.00	148	\$11,840	494	\$39,520							53	\$4,240.00				
52	18" RC PIPE SEWER DESIGN 3006 CL V	LIN FT	\$90.00	304	\$27,360														
53	21" RC PIPE SEWER DESIGN 3006 CL III	LIN FT	\$100.00	69	\$6,900														
54	15" PIPE APRON	EACH	\$1,200.00			2	\$2,400												
55	CONNECT TO EXISTING STORM SEWER	EACH	\$1,400.00	3	\$4,200									1	\$1,400.00				
56	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	EACH	\$1,500.00	3	\$4,500	2	\$3,000							1	\$1,500.00				
57	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	\$800.00	31.5	\$25,200	8	\$6,400							3	\$2,400.00				
58	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	LIN FT	\$1,200.00	10.0	\$12,000									5	\$6,000.00				
59	CASTING ASSEMBLY	EACH	\$1,200.00	12	\$14,400	4	\$4,800	1	\$1,200	1	\$1,200			3	\$3,600.00				
<b>Estimated Construction Cost - Bid Schedule "B" - Storm Sewer</b>					<b>\$107,515</b>		<b>\$57,815</b>		<b>\$1,200</b>		<b>\$1,200</b>				<b>\$22,285</b>				

### Estimated Quantities and Project Costs 2025 Street Reconstruction Project

**Bid Schedule "C" - Sanitary Sewer**

Item No.	Description	Unit	Unit Price	State Aid Funding								Local Funding							
				Project Area 1A - Woodbine Street		Project Area 1A - 229th Lane		Project Area 4A - 229th Avenue		Project Area 4B - 233rd Avenue		Project Area 1A - Woodbine Street		Project Area 3 - Woodbine Street Parking Lot		Project Area 4A - 229th Avenue		Project Area 4B - 233rd Avenue	
				Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
60	REMOVE CASTING	EACH	\$200.00	2	\$400	2	\$400	1	\$200	1	\$200								
61	CASTING ASSEMBLY	EACH	\$1,200.00	2	\$2,400	2	\$2,400	1	\$1,200	1	\$1,200								
<b>Estimated Construction Cost - Bid Schedule "C" - Sanitary Sewer</b>				<b>\$2,800</b>		<b>\$2,800</b>		<b>\$1,400</b>		<b>\$1,400</b>									
<b>Estimated Project Cost (Includes 18% for Overhead and Contingency)</b>				<b>\$3,304</b>		<b>\$3,304</b>		<b>\$1,652</b>		<b>\$1,652</b>									

**Bid Schedule "D" - Watermain**

Item No.	Description	Unit	Unit Price	State Aid Funding								Local Funding							
				Project Area 1A - Woodbine Street		Project Area 1A - 229th Lane		Project Area 4A - 229th Avenue		Project Area 4B - 233rd Avenue		Project Area 1A - Woodbine Street		Project Area 3 - Woodbine Street Parking Lot		Project Area 4A - 229th Avenue		Project Area 4B - 233rd Avenue	
				Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost	Estimated Quantity	Estimated Cost
62	REMOVE WATERMAIN	LIN FT	\$6.50									880	\$5,720						
63	REMOVE HYDRANT	EACH	\$400.00									2	\$800						
64	DUCTILE IRON FITTINGS	POUND	\$15.00									625	\$9,375						
65	VALVE BOX	EACH	\$3,200.00												6	\$19,200.00			
66	VALVE BOX REPAIR	EACH	\$1,100.00												6	\$6,600.00			
67	VALVE BOX EXTENSION	EACH	\$1,300.00												6	\$7,800.00			
68	ADJUST VALVE BOX	EACH	\$300.00														10	\$3,000.00	
69	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	\$60.00									80	\$4,800						
70	8" WATERMAIN PVC C900	LIN FT	\$70.00									880	\$61,600						
71	TEMPORARY WATER SERVICE	EACH	\$800.00									8	\$6,400						
72	TEMPORARY WATERMAIN	LUMP SUM	\$10,000.00									1	\$10,000						
73	6" GATE VALVE AND BOX	EACH	\$3,000.00									4	\$12,000						
74	8" GATE VALVE AND BOX	EACH	\$3,800.00									3	\$11,400			6	\$22,800.00		
75	CONNECT TO EXISTING WATERMAIN	EACH	\$1,600.00									2	\$3,200			6	\$9,600.00		
76	1" CORPORATION STOP	EACH	\$500.00									6	\$3,000						
77	1" CURB STOP & BOX	EACH	\$700.00									6	\$4,200						
78	RECONNECT WATER SERVICE	EACH	\$400.00									8	\$3,200						
79	HYDRANT	EACH	\$7,500.00									2	\$15,000						
80	HYDRANT RISER	LIN FT	\$1,000.00									2	\$2,000						
81	1" POLYETHYLENE WATER SERVICE PIPE	LIN FT	\$20.00									270	\$5,400						
<b>Estimated Construction Cost - Bid Schedule "D" - Watermain</b>												<b>\$158,095</b>				<b>\$66,000.00</b>		<b>\$3,000.00</b>	
<b>Estimated Project Cost (Includes 18% for Overhead and Contingency)</b>												<b>\$186,552</b>				<b>\$77,880.00</b>		<b>\$3,540.00</b>	

### SUMMARY OF OVERALL COSTS

		WOODBINE STREET	229TH LANE	229TH AVENUE	233RD AVENUE	Woodbine Street Parking Lot	
<b>Estimated Construction Costs</b>	Street Construction	\$295,269	\$241,837	\$108,554	\$127,555	\$111,465	
	Storm Sewer	\$107,515	\$57,815	\$1,200	\$1,200	\$22,285	
	Sanitary Sewer	\$2,800	\$2,800	\$1,400	\$1,400		
	Watermain	\$158,095		\$66,000	\$3,000		
	<b>Total Estimated Construction Cost</b>	<b>\$563,679</b>	<b>\$302,452</b>	<b>\$177,154</b>	<b>\$133,155</b>	<b>\$133,750</b>	
<b>Estimated Project Costs</b>	Street Construction	\$348,417	\$285,368	\$128,094	\$150,515	\$131,529	
	Storm Sewer	\$126,868	\$68,222	\$1,416	\$1,416	\$26,296	
	Sanitary Sewer	\$3,304	\$3,304	\$1,652	\$1,652		
	Watermain	\$186,552		\$77,880	\$3,540		
	<b>Total Estimated Project Cost</b>	<b>\$665,141</b>	<b>\$356,894</b>	<b>\$209,042</b>	<b>\$157,123</b>	<b>\$157,825</b>	
							<b>PROJECT TOTALS</b>
<b>Estimated Project Costs (Rounded)</b>	Street Construction	\$348,000	\$285,000	\$128,000	\$151,000	\$132,000	\$1,044,000
	Storm Sewer	\$127,000	\$68,000	\$1,000	\$1,000	\$26,000	\$223,000
	Sanitary Sewer	\$3,000	\$3,000	\$2,000	\$2,000		\$10,000
	Watermain	\$187,000		\$78,000	\$4,000		\$269,000
	<b>Total Estimated Project Cost</b>	<b>\$665,000</b>	<b>\$356,000</b>	<b>\$209,000</b>	<b>\$158,000</b>	<b>\$158,000</b>	<b>\$1,546,000</b>

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

**RESOLUTION 2025-03**

**RESOLUTION RECEIVING REPORT AND ORDERING PLANS AND SPECIFICATIONS  
FOR THE 2025 STREET RECONSTRUCTION PROJECT**

**WHEREAS**, pursuant to council order, a report was prepared by Hakanson Anderson Associates, Inc. with reference to the 2025 Street Reconstruction Project within the City of St. Francis and this report was received and approved by the council on January 21, 2025.

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

1. The council will consider the making of such improvement in accordance with the report and the assessment of benefiting property for a portion of the cost of the improvement pursuant to Minnesota Statutes Chapter 429 with the estimated total cost of the improvement being \$1,546,000.
2. Hakanson Anderson Associates, Inc. is hereby designated as the engineer for this improvement, and are hereby directed and authorized to prepare plans and specifications for the making of such improvement.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21<sup>st</sup> DAY OF JANUARY, 2025.

APPROVED:

ATTEST:

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

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



## CITY COUNCIL AGENDA REPORT

---

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Work Session Request  
**DATE:** January 21, 2025

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### **OVERVIEW:**

Staff is offering a work session in March to discuss several financial business topics.

Pending topics include:

- Stormwater annual payment process
- Long Term Financial Plan
- Water and Sewer Rates

### **Date to consider:**

- Monday March 24<sup>th</sup>

Time 5:30 p.m.

Meeting location, City Hall

Reminder –work session February 24th, 5:30 pm at City Hall



**Community Development**

**Annual Report**

**2024**

**Respectfully Submitted by:**

**Jessica Rieland**



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January 21, 2025

Mayor and City Council:

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

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

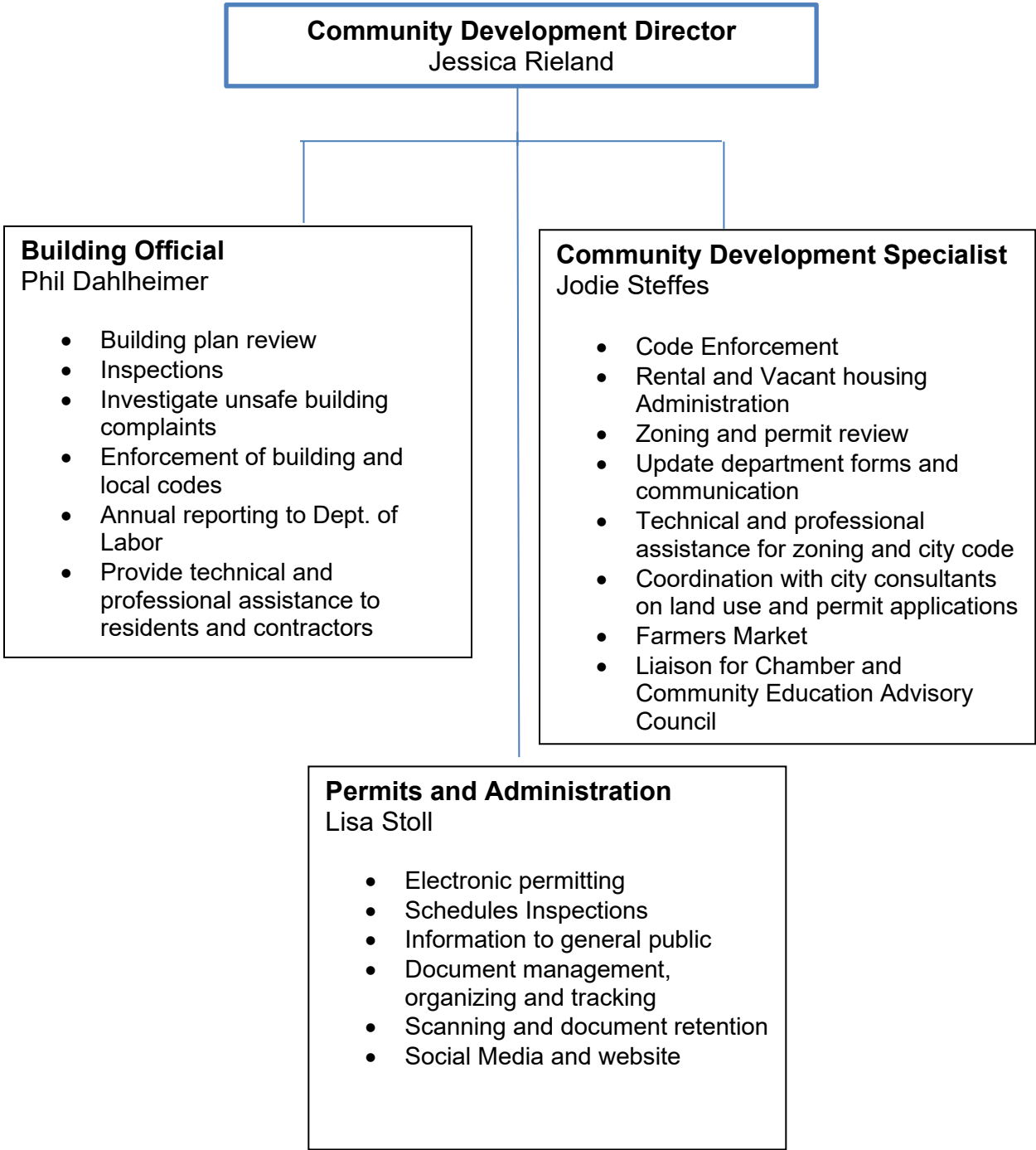
Many accomplishments were achieved and work continues on redevelopment to encourage activity and growth that aligns with the City's goals and vision.

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

Regards,

Jessica Rieland

# COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



## Economic Development

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

### Downtown Redevelopment - Bridge Street

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



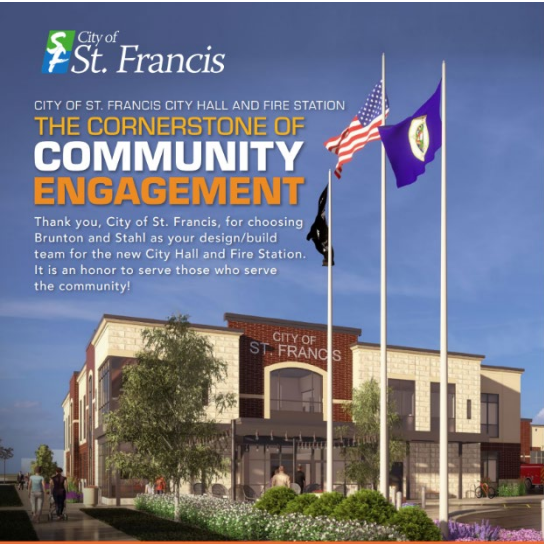
- 3631 Bridge Street – The Rum River Inn was purchased in 2024 and the new owners are in search of a development partner. Staff has created a guide to help navigate the layers of city and state code that regulate the site. The property is listed on the National Registry of Historic places and an Environmental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



**Initiatives and Marketing:**

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

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



**Broadband and Internet:**

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

**Utility and Street Expansions for Growth:**

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

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

**St. Francis Economic Development Authority**

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

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



**Farmers Market**

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



**Land Use Development**

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

**Residential Development**

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

**City of St. Francis Median Home Price Since 2020**

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

**Surrounding Communities**

**YOY Change in Median Home Price**

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

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

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



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

**Commercial Development**

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

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

### Planning Commission

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

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

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

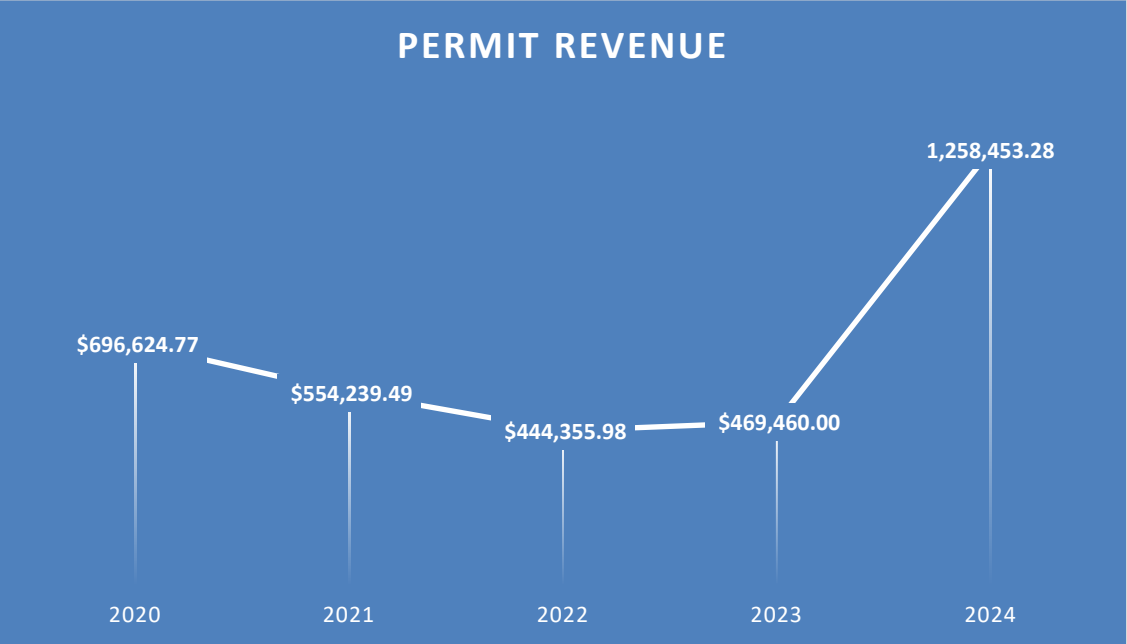
- Developments: Patriot Parkway Preliminary Plat, Rivers Edge PUD, and Rum River Preserve of St. Francis PUD
- Site Plan: First Baptist Church Expansion
- CUP/IUP: Northrup Grumman Grading IUP amendment
- Ordinance Amendments: Housekeeping updates, amendment to allow solar farms in the I-2 District,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



In Loving Memory of Daniel White

**Building Department**

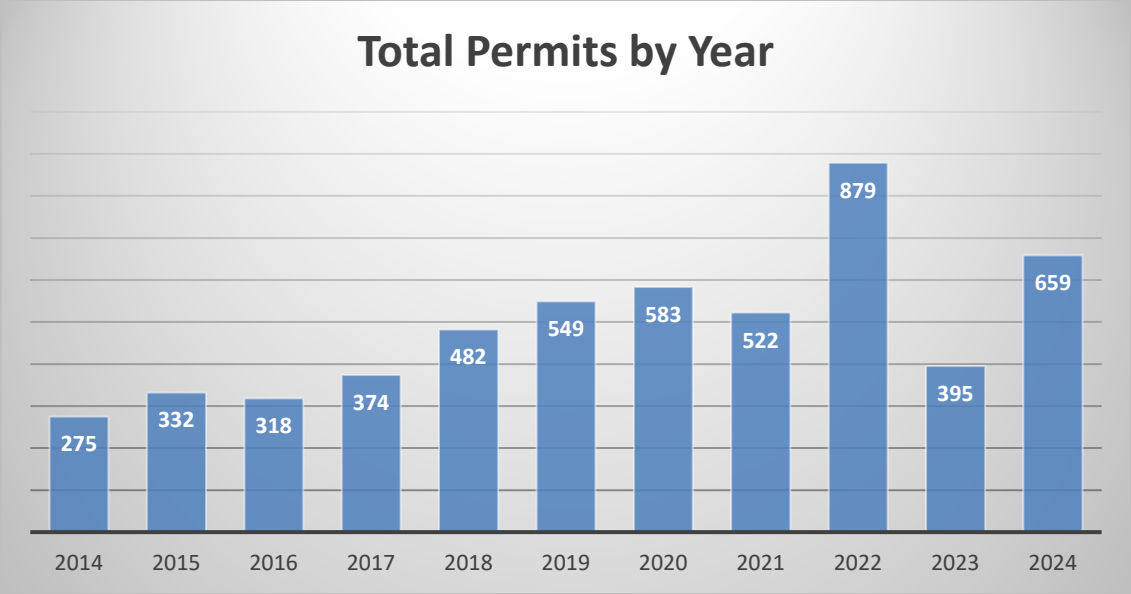
Building permit revenue continues to fluctuate with the city growth and development patterns in new housing units, residential remodeling and commercial construction. Building and zoning fees are set through the Fee Schedule. The graph below shows how permit revenues have changed over the past five years.



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

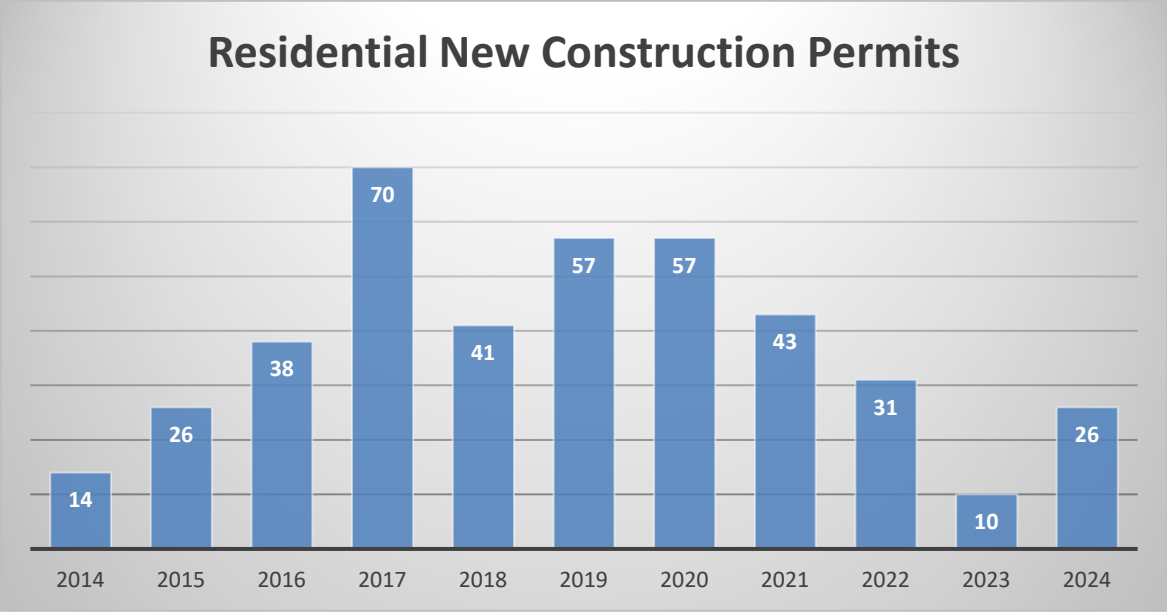
However, permit revenue does not necessarily correlate with the number of permits and workload required by staff. In 2024, 85% of the City’s permits were flat fee permits, which typically do not require a review and only require one inspection. These permits require almost as much administrative time,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

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

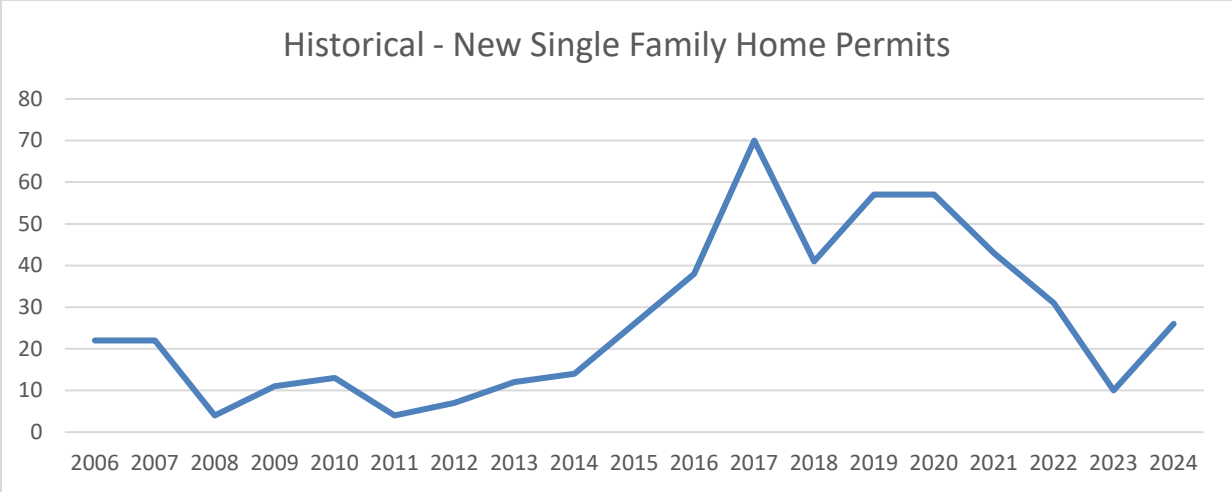


**Growth**

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

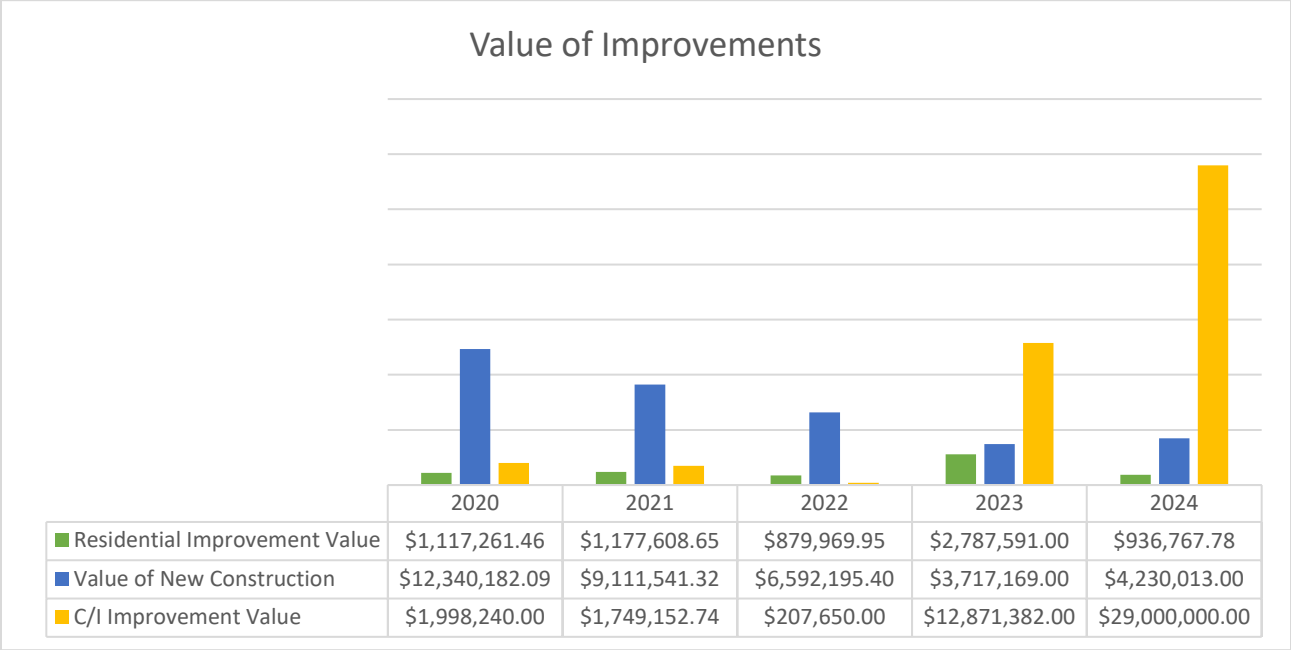


Below is the historical data of all new single-family construction permits. The highest year of tracked new construction permits was in 2017 with a total of 70 new homes in a single year from a low of four new homes in 2008 and 2011. The last large growth of subdivisions in the city was between 1998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



**Investment**

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



**Code Enforcement**

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

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

Properties contacted with Code enforcement concerns:

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

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

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

**Administrative Projects:**

- **BS&A Transition** – Staff transitioned to the BS&A software system in 2023. Nearly all aspects of the Community Development teams’ work changed dramatically with the new system. The BS&A software now manages permits, inspections, plan review, code enforcement, rental/vacant registration, land use applications, and payment processing. In 2024, Staff continued to work on implementing the online permitting system and the city will have all building permits available on the online portal by the end of Q1 2025.
  
- **Rental Housing Licensing** – The rental license program helps to ensure that all residents are living in safe and decent housing that is being properly maintained. The properties are inspected every few years to ensure they are safe. There are currently 114 rental properties registered in the City and this is an increase from 2023 when we had 92.
  
- **Vacant Property Registration** –The vacant registration program helps to ward off blight and uphold quality buildings in the City. In 2023, there were two known vacant properties being tracked – the Rum River Inn and the Hiller property located at 3508 Bridge St NW. In 2024, both properties were purchased and are being redeveloped.

In 2024, there were five new properties registered:

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

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