



CITY COUNCIL REGULAR MEETING
City Hall: 3750 Bridge St NW
Tuesday, February 17, 2026 at 6:00 PM

AGENDA

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**
 - A. City Council Minutes - February 2, 2026
 - B. Body Worn Camera (BWC) Audit
 - C. Acknowledgement for Raffle Permit
 - D. Rental License Approvals
 - E. URRWMO 2027 Budget Ratification
 - F. Grant Navigation Resolution Authorization
Resolution 2026-07 supporting a grant application to the Minnesota Department of Natural Resources for the outdoor recreation program
 - G. Payment of Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
 - A. City Administrator Report
 - B. Police Department - 2025 Annual Report
 - C. Public Works Annual Report
- 12. COUNCIL MEMBER REPORTS**
- 13. UPCOMING EVENTS**
 - February 18 - Planning Commission Meeting - Cancelled
 - February 23 - City Council Work Session - 5:30 pm
 - February 24 - Rum River Fire District Board Meeting - 5:00 pm
 - March 02 - City Council Meeting - 6:00 pm
 - March 03 - URRWMO Meeting - 6:30 pm
 - March 16 - City Council Meeting
 - March 18 - Planning Commission Meeting - 7:00 pm
- 14. ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
February 2, 2026
6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Community Development Director Jodie Steffes, 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.

3. APPROVAL OF AGENDA

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

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

4. CONSENT AGENDA

- A. City Council Minutes - January 20, 2026
- B. Outdoor Warning Siren Preventative Maintenance
- C. Rivers Edge 7th Addition Acceptance of Public Infrastructure Improvements and Reduction of Financial Security
Resolution 2026-06 Accepting Infrastructure Improvements and Starting the Warranty Period
- D. Payment of Claims

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

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

5. MEETING OPEN TO THE PUBLIC

No one came forward to address the Council.

6. **SPECIAL BUSINESS - NONE**
7. **PUBLIC HEARINGS - NONE**
8. **OLD BUSINESS - NONE**
9. **NEW BUSINESS - NONE**
10. **MEETING OPEN TO THE PUBLIC - NONE**

11. **REPORTS**

A. **City Administrator Report**

City Administrator Kate Thunstrom requested approval of two work session dates. The first date is February 23rd to discuss individual department business. The second date is March 23rd for interviews for the finance director position. Both dates are Mondays at 5:30 p.m.

Muehlbauer stated he is available for both dates and can attend via Zoom or in person.

Robinson stated he is available either way. Udvig stated that both dates work for her.

Faanes asked if both dates are Mondays. Thunstrom confirmed they are. Faanes stated she is available.

Mayor Vogel stated he is available for both dates and confirmed the time as 5:30 p.m.

Thunstrom shared that she has received notification from the offices of Senators Klobuchar and Smith and Representative Emmer that the President has signed into law \$2 million in funding for the City's utility water and sewer project. She noted that the staff is making progress on the underground work and will bring designs and project discussions to the Council in the spring and early summer.

Thunstrom asked if the Council would like to discuss the budget. Mayor Vogel stated that he and Thunstrom had discussed this before the meeting. He noted that Robinson and Muehlbauer had expressed interest in conducting a deeper dive on the budget. Mayor Vogel expressed concern about the approach, noting that while he wants to know more details, he struggles with each Council member individually going to the Finance Director with questions about line items. He stated that he believes the Council's role is to provide overall budget guidance and goals rather than micromanaging individual line items. Mayor Vogel noted that even when reviewing the check register, he often has questions about items he does not

understand.

Thunstrom explained that the challenge with reviewing the budget line by line is that many line items are generic and do not show the underlying details. For example, a "contracts" line item may contain multiple different contracts with different uses. She stated that to effectively review the budget, the Council needs to first establish goals. She asked what the Council's priorities are. Are they looking at cutting a service, reducing events, or pulling back on inflation. Thunstrom noted that Staff has discussed internally what can be pulled back and that Finance Director Mulvihill is reviewing last year's numbers to see where the budget fell. She stated that understanding the Council's goals and priorities will help Staff provide meaningful budget discussions. Thunstrom suggested a work session in June after the new Finance Director is hired to conduct a deeper dive into the budget.

Faanes stated that she agrees with both the Mayor and Thunstrom that the Council needs to know what the goal is before reviewing the budget. She noted that to answer questions about where to cut back, the Council either needs to go through the budget line by line or have the department heads tell them where cuts can be made. Faanes stated that the department heads are the experts on their budgets and should be the ones to identify where reductions can happen. She noted that if the goal is simply to have a smaller increase or a percentage decrease, the Council needs the department heads' expertise to identify where that can occur.

Mayor Vogel stated that he thinks the Council could provide general guidance, such as not wanting to see an increase larger than 10 percent, which would give the department heads something to work towards.

Muehlbauer stated that his purpose in meeting with the Finance Director is to look at what could be reviewed and to gain knowledge and information. He noted that everyone is hurting in the current economy. Muehlbauer explained that to keep everything the same as the previous year, the budget would have required approximately an 11 percent increase. He stated that Staff removed inflation from the budget, which resulted in a lower increase. Muehlbauer noted that at the federal and state levels, there is discussion of waste and fraud, but cities are different. He stated that cities do not have social programs that subsidize things and are the most accessible level of government to residents. Muehlbauer expressed that his goal is not to micromanage but to gain understanding. He noted that when looking at the Capital Improvement Plan and other factors, the dollar amount will always go up because the cost of living, materials, and labor all increase. Muehlbauer explained that the City has implemented several programs over the years, including a road program, a parks program, and a building maintenance program. He stated that these programs should have already been on the books and that he is happy to take responsibility for the increase. Muehlbauer noted that Staff does a great job and is not wasting money. He stated that his goal is to understand where things are and what is worth looking into. He added that slowing down what is put into these programs might be the only option rather than cutting them entirely.

Mayor Vogel stated that he agrees with Muehlbauer and noted that Staff still needs overall direction. He explained that last time, Staff indicated they needed approximately 11 percent to keep everything the same. In response, Thunstrom went through the budget with the departments and identified approximately \$96,000 in cuts. Mayor Vogel stated that this reduces the cushion, but that providing an overall goal of not exceeding a 10 percent increase would give Staff something to work towards.

Muehlbauer added that the Council should be aware that union contracts have scheduled raises that cannot be avoided, which is something the public should understand when considering budget cuts.

Robinson stated that he wants to show the public that the Council tried, regardless of the outcome. He noted that the Council was elected to do this work and that he would rather show the public the final results than have the public involved in committees. Robinson stated that he is thinking about a three to four-year look back at the budget, noting that contracts are intangibles that cannot be changed. He expressed concern about potential state funding cuts and noted that some communities have achieved 4 to 6 percent increases this year, but their day of reckoning will come. Robinson stated that he is concerned about the state's \$18 billion surplus being gone and \$9 billion being wasted in fraud, which could result in cuts to state aid to cities. He noted that this is a real possibility and a big deal. Robinson stated that he agrees with Muehlbauer that all departments do a great job and that there has been no impropriety in the seven years he has been on the Council. Robinson expressed concern about potential state funding cuts and suggested that the Council should have a contingency plan in case the state cuts aid by 50 percent. He stated that the Council does not have to enact such a plan, but should have one in place. Robinson also expressed concern about the Finance Director's involvement and suggested that Darcy should be more involved before June, perhaps in April, to review specific departments and show the public that the Council has done its due diligence.

Udvig stated that she shares Robinson's concern about potential state funding cuts. She noted that if the state cuts funding, it will put the City in a difficult position. Udvig stated that she thinks the Council should start looking at the budget sooner rather than later and that giving Staff some parameters is helpful. She noted that when prices go up, budgets must increase or services must be cut, and she does not think the public wants the City to cut services.

Mayor Vogel stated that what he is hearing is that the Council wants to meet sooner rather than later, especially with the potential for state funding cuts. He suggested that at one of those sessions, the Council could come up with some sort of overall goal, such as a 10 percent increase limit.

Thunstrom stated that the Council should look at the City's website, where the

budget and other documents are available. She noted that the proposed budget is posted, but the final budget is not yet available. She stated that if the Council starts meeting in April or June, the discussions will be very high-level because the Council will not yet know what the Local Government Aid will be or what the tax capacity will be. Thunstrom stated that the Council will be talking without revenue numbers because it is too early for that information. She noted that Staff can pull a few different programs and services to review more closely, but the discussions will not have ties to revenue. Thunstrom stated that she will work with Mulvihill and bring a date to the next Council meeting for a work session.

Muehlbauer noted that having reserves is important because the state has cut funding in the past, and reserves help lessen the blow to residents when that happens. He stated that this is similar to a household budget where people maintain a savings account for emergencies. Muehlbauer expressed that the Council should make an effort to show the public that it is trying to address budget concerns, even if the results are limited. He noted that Staff does a great job and is not wasting money. He stated that the Council should set realistic expectations for the public about what can be accomplished.

Robinson asked about the City's investment strategy and who manages the reserves. Finance Director Mulvihill stated that Elders manages the City's investments. Robinson asked if Elders meets with Mulvihill and if she is satisfied with their performance. Mulvihill stated that Elders meets with her monthly and that she is very satisfied with their work. She noted that they have done a wonderful job, particularly with bond fund investments, and that they are experts in their field. Mulvihill stated that she communicates with them about when the City will need money available for projects. Robinson asked if the Elders could provide a presentation to the Council. Mulvihill stated that they could if the Council wanted.

Robinson asked if the Council should develop a contingency plan in case the state cuts funding by 50 percent. He stated that the Council does not have to enact such a plan but should have one in place as a what-if scenario. Robinson asked what the Council would do if it had to cut parks, community development, or code enforcement. He stated that once the City cuts back on code enforcement, it is hard to reverse that decision.

Mayor Vogel stated that he does not know if the discussion helped or made things muddier for Thunstrom. Thunstrom stated that if she has until April to sort things out, the Council will be good. She stated that she will work with Mulvihill to put together some high-level conversations and will also touch base on fees. Thunstrom stated that she will bring a date for a work session to the next Council meeting.

Mayor Vogel asked if there were any other questions for Thunstrom. Robinson stated no. Mayor Vogel thanked Thunstrom.

12. COUNCIL MEMBER REPORTS

Robinson reported attending a town hall meeting with the State Senator and State Representative. He stated that it was very beneficial and that he would like to see them make an appointment to visit the City in the future. Robinson noted that the new State Representative is in his first year after redistricting and did an excellent job. Robinson stated that the town hall ran from 5:30 p.m. to 7:30 p.m. and thanked Staff and the Police Chief for their assistance. Robinson stated that he would like to make an appointment with either or both legislators to discuss vendors and other matters.

Robinson reported that he attended a Jilick meeting with the Police Chief. He stated that it was short, which he noted might be a good thing if there is not much to discuss regarding crime.

Robinson reported meeting Peter, the new owner of Bill's Barbershop, who is taking over the business. Robinson stated that he met Peter and his father at Chamber of Commerce festivities and that Peter seems like a nice young man. Robinson stated that he encouraged Peter to talk to the athletic department about haircuts for youth.

Robinson reported that he met the new owners of the Stone Lion winery, a husband and wife from Isanti. He stated that the husband is a concrete contractor. Robinson noted that he mentioned previous noise concerns from the venue and that the owners are planning to build an indoor facility to address this issue.

Udvig reported that she attended the Pioneer Days planning meeting. She stated that this year is the 60th anniversary, and the theme is dinosaurs and diamonds. Udvig noted that the planning committee brought this theme to the Chamber dinner and that there will be fun activities. She stated that if Tim gets his way, there will be a mustache, beard, and mullet competition.

Udvig encouraged people to check out the new walk-in cooler at the bottle shop. She stated that Joe is doing an amazing job at the bottle shop and has brought it to the next level. Udvig noted that people who had stopped going there because they thought the selection was limited and prices were high have returned.

Udvig stated that at a future work session, the Council should revisit the community room policy. She noted that the community room was a selling point for the building and that the Council should determine the fee structure and how Staff will manage the room for events like grad parties and wedding receptions.

Faanes stated that she agrees with Udvig that the Council should revisit the community room policy. She noted that she has had a couple of people ask about it.

Faanes reported that the First Baptist Church did an amazing job on their

construction project. She stated that the church is now open and has had two services. Faanes noted that the construction process made pickup and drop-off difficult, but that the final result looks really nice.

Faanes asked Deputy Administrator-Public Works Director Paul Carpenter about the ice rink. Carpenter stated that the City has lost the ability to light the lights underground. He stated that he was able to acquire temporary lights and has been in touch with Mr. Staley, who runs the program. Carpenter noted that the temporary lights are working well and that the City will look at permanent repairs this summer. He stated that he chose to rent temporary lights rather than attempt repairs on site due to frozen ground conditions.

Faanes asked when the rink will close. Carpenter stated that the rink will be open for about four more weeks in February. He explained that as the February sun comes out, it becomes difficult to keep ice on an asphalt parking lot without a cooling system. He noted that high temperatures and full sun will kill the ice sheet.

Robinson asked if the 51-day contract with the Home Run Club is too long. Carpenter stated that it took a while to arrive at 51 days and that it is about right. He noted that the City hopes to go a week longer this year and that the Home Run Club typically asks for an additional week.

Muehlbauer reported that he attended the town hall with the State Senator and State Representative. He stated that he was impressed with how well it went and the level of engagement, especially given the short notice. Muehlbauer stated that he left 15 minutes early but was really impressed with the event. He encouraged the legislators to come back in the spring and noted that having that engagement is awesome.

Muehlbauer stated that he agrees that Council members should not spend hours with Staff members asking questions about the budget. However, he noted that if a Council member has a quick question or idea, they should send an email to the department head or make a quick phone call. He stated that this is an efficient way to gain knowledge and that department heads can respond or call back if they have questions. Muehlbauer encouraged Council members to engage with department heads to gain knowledge and make better decisions.

13. MAYOR REPORTS

Mayor Vogel reported that on January 21st, he received a phone call from Senator Klobuchar's office informing him that \$2 million in funding for the City's utility water and sewer project had been approved. Mayor Vogel noted that he immediately texted City Administrator Thunstrom. He stated that it is important to answer calls from unknown numbers because they may be from citizens or important officials.

Mayor Vogel reported that on January 22nd, he attended an Anoka County Fire Protection Council meeting. He stated that the main takeaway was that the county is considering researching the possibility of placing drone stations across Anoka County. Mayor Vogel explained that when a 911 call comes in, drones would immediately fly to the location. He noted that the county has received approval from the Local Government Aid to conduct further research. Mayor Vogel stated that someone raised concerns about potential constitutional issues if drones are used improperly.

Mayor Vogel reported that he attended the January 26th town hall. He stated that he thought it was fantastic and recognized the turnout of about 30 people, given the short notice. Mayor Vogel noted that the questions and interaction were excellent and that the relationship building between the Council and legislators is important.

Mayor Vogel stated that his two biggest takeaways from the town hall were from Representative Lawrence. First, Lawrence quoted President Kennedy, saying that the country has flipped the message from "ask not what you can do for your country" to "what can the government do for me." Mayor Vogel noted that this approach comes with a price tag that cannot be met. Second, a citizen asked what their taxes are for, and Lawrence responded that it is a great question, indicating that he takes the concern seriously.

Mayor Vogel stated that he would like to get more people like the legislators to come to City Council meetings. He noted that two county commissioners live in St. Francis and that he would like to invite them to a Council meeting to build relationships and have them engage with the City.

Mayor Vogel reported that on January 28th, he attended a Local Government Officials meeting. He stated that the main agenda items were the shotgun versus rifle zone issue. Mayor Vogel explained that the state changed the rules so that there is no longer a shotgun and rifle zone delineation. However, communities can choose to remain shotgun only if they hold an annual public meeting and renew the designation every year.

Mayor Vogel stated that his biggest takeaway was learning that the shotgun versus rifle zone was not created for safety reasons but for harvesting purposes. He explained that the delineation was created to prevent the deer herd in the southern part of the state from being cleared out by rifles. Mayor Vogel noted that this was not a safety issue as he had previously perceived.

Mayor Vogel stated that Anoka County has not yet decided what it will do, but that the rough takeaway is that the county will likely go along with state recommendations and accept rifles. He noted that this has not been decided yet.

Mayor Vogel reported that he had a good discussion with Pam LeBlanc of Anoka County Elections after the meeting. He stated that he discussed the letter the City was sending regarding post-election reviews. Mayor Vogel noted that he asked the county to go to the state if the majority of cities in Anoka County request a post-election review. He stated that he is inclined to put a resolution before the Council shortly.

Robinson asked about the safety consensus regarding rifles versus shotguns. He noted that rifles are faster and more deadly projectiles, but that the operator is the main issue. Robinson stated that with a shotgun slug, most shots are at 30 yards or less, while with a rifle, shots can be at longer distances. He asked what the safety portion of the discussion was.

Mayor Vogel stated that the discussion noted that most people do not shoot beyond 150 yards with a slug. He explained that slugs have been refined over the years and are now rifled, making them more accurate and more lethal, similar to rifles. Mayor Vogel stated that most ethical hunters shoot up to 400 yards with a rifle. He noted that if a shotgun and rifle were both shot at a 30-degree angle, the slug would go roughly three-quarters of a mile while the bullet would go two and a half miles. However, ethical hunters shoot downward, not upward.

Mayor Vogel stated that the shotgun zone was enacted in 1942 to limit the harvest. He noted that Wisconsin has already made this change and has not seen a rise in incidents of slugs or bullets going errant.

Robinson stated that he is concerned about the change because concealed carry permits require minimal training compared to youth hunter safety courses. He noted that youth go through much more intense and longer training than concealed carry permit holders.

Police Chief Todd Schwieger stated that there are still firearm safety use certificate requirements for hunting in general. He noted that people who are now allowed to use rifles in former shotgun zones will still have those firearms safety certificates and training, even if they received them when they were younger. Schwieger stated that he does not think there will be a huge increase in new, uneducated, or reckless hunters just because of this change.

Robinson thanked Schwieger for the clarification.

Mayor Vogel stated that if the Council wants more information, they can reach out to the Anoka County Parks Director, who gave the presentation.

Mayor Vogel stated that the last item from the Local Government Officials meeting was about Everbridge, which is a way for the county to reach out to citizens. Mayor Vogel explained that Everbridge has two branches: emergency alerts and community alerts. He stated that Anoka County would provide this

service for free to cities like St. Francis. Mayor Vogel noted that individuals can choose whether they want to receive one or both types of alerts. Mayor Vogel stated that he would encourage the City to explore this option compared to the current Nixle system.

Mayor Vogel asked if anyone knew what the City pays for Nixle. Robinson stated that it is \$3,500 a year. Police Chief Schwieger stated that it is just over \$3,000 a year.

Mayor Vogel stated that there may be advantages to keeping Nixle. Schwieger explained that anytime the City wants to put something out, it has to relay information to Central Communications, and then they put it out on the City's behalf. Schwieger noted that the major downfall is that there could be an increased time delay. He stated that Central Communications is capable of putting out very similar messages to what the City currently puts out.

Mayor Vogel stated that he would like to explore the Everbridge option a little closer, but is not saying the City has to switch.

Robinson asked if Everbridge would be beneficial for traffic alerts. Schwieger stated that for general community notifications, the City would have to alert Central Communications. He explained that if there is an accident in town and the City wants to alert people to a road closure, the City or an officer would have to call Central Communications and ask them to put out a notification. Schwieger stated that he is not sure if they use a mapping system, but that they probably do something similar to their I-Pulse alerts. He noted that the major downside is that there would be an increased delay because the information would have to get to Central Communications, and then they would have to put it out when they have time. Schwieger stated that he is not shooting down their system and that it is pretty new for what they are doing with general communications. He noted that it has only been in effect for a couple of months. Schwieger stated that the City did blast out information about Everbridge on social media when dispatch sent it out.

Mayor Vogel thanked Schwieger and asked if anyone had anything else to discuss.

14. ADJOURNMENT

MOTION BY: UDVIG 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 Vogel adjourned the regular City Council at 6:59 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Body Worn Camera (BWC) Audit
DATE: February 17, 2026

OVERVIEW:

The police department implemented Body Worn Cameras System (BWC’s) in December of 2021. There are many legislative mandates in place governing the use of Body Worn Cameras which includes a biennial audit to determine whether data are appropriately classified according to state statute, how the data are used, whether the data are destroyed as required by statute, and to verify compliance with all of areas of statutes §13.825 and §626.8473. The audit was performed by Lynn Lembcke Consulting who met with department staff in December of 2025 to gather the necessary information to conduct a complete and thorough audit. On January 29th, 2026, the department received the audit report showing no discrepancies in any area, confirming that the department is in full compliance with Minnesota Statutes §13.825 and §626.8473.

State statute indicates that the results of the audit must be provided to the governing body with jurisdiction over the budget of the law enforcement agency, to the Legislative Commission on Data Practices and Personal Data Privacy, and to the chairs and ranking minority members of the committees of the house of representatives and the senate with jurisdiction over data practices and public safety issues no later than 60 days following completion of the audit..

ACTION TO BE CONSIDERED:

City Council to review and accept the St. Francis Police Department Body Worn Camera audit results contained within the audit report performed by Lynn Lembcke Consulting.

BUDGET IMPLICATION:

The costs associated with the audit services were budgeted for in the department operating budget.

Attachments:

- Body Worn Camera Audit Report

INDEPENDENT AUDIT REPORT

Todd Schwieger
Chief of Police
St. Francis Police Department
4058 St. Francis Blvd. NW
St. Francis, MN 55070

Dear Chief Schwieger:

An independent audit of the St. Francis Police Department’s Portable Recording System (body-worn cameras (BWCs)) was conducted of December 11, 2025. The objective of the audit was to verify St. Francis Police Department’s compliance with Minnesota Statutes §§13.825 and 626.8473.

Data elements the audit includes:

Minnesota Statute §13.825

- Data Classification
- Retention of Data
- Access by Data Subjects
- Inventory of Portable Recording System Technology
- Use of Agency-Issued Portable Recording Systems
- Authorization to Access Data
- Sharing Among Agencies

Minnesota Statute §626.8473

- Public Comment
- Portable Recording System Policy

The St. Francis Police Department is located in Anoka County, Minnesota and employs twelve (12) peace officers. During the audit period, the St. Francis Police Department utilized Panasonic Arbitrator and Axon BWCs. Panasonic BWC data was stored on a local file server hosted by Metro-Inet, and Axon BWC data is stored in Evidence.com cloud-based evidence management software. The audit covers the time period December 1, 2023 to November 30, 2025.

Audit Requirement: Data Classification

Determine if the data collected by BWCs are appropriately classified.

BWC data is presumptively private. All BWC data collected during the audit period is classified as private or nonpublic data. The St. Francis Police Department had no instances of the discharge of a firearm by a peace officer, use of force that resulted in substantial bodily harm, requests

from data subjects for the data to be made accessible to the public, or court orders directing the agency to release the BWC data to the public.

No discrepancies noted.

Audit Requirement: Retention of Data

Determine if the data collected by BWC's are appropriately retained and destroyed in accordance with statutes.

The St. Francis Police Department utilizes the General Records Retention Schedule for Minnesota Cities and agency specified retention periods in Arbitrator 360° Back-End Client and Evidence.com. At the conclusion of a BWC recording, a classification/category is assigned. Each classification/category has an associated retention period. Upon reaching the retention date, data is systematically deleted.

An Arbitrator server log report and an Evidence.com Evidence Created Report consisting of all BWC data created and deleted during the audit period were provided. Records from the server log report and the Evidence Created Report were reviewed and the date and time the data was created was verified against the deletion date. Each of the records were deleted or maintained in accordance with the record retention schedule. All records were maintained for at least the minimum ninety (90) days required by statute. Randomly selected audit trail reports were verified against the Evidence Created Report, and each record was deleted or maintained in accordance with the record retention.

The St. Francis Police Department received no requests from data subjects to retain BWC data beyond the applicable retention period.

Supervisors monitor categorization of BWC data to ensure data are appropriately retained and destroyed.

No discrepancies noted.

Audit Requirement: Access by Data Subjects

Determine if individuals who are the subject of collected data have access to the data, and if the data subject requests a copy of the data, other individuals who do not consent to its release must be redacted.

BWC data is available to data subjects and access may be requested by submission of an St. Francis Police Department Data Request Form. During the audit period, the St. Francis Police Department had received both requests to view and requests for copies of BWC data from data subjects. Data subjects who had not consented to release of the data were redacted. Access to data is documented in the records management system. Data request forms are retained in the case file.

No discrepancies noted.

Audit Requirement: Inventory of Portable Recording System Technology

Determine the total number of recording devices owned and maintained by the agency; a daily record of the total number of recording devices actually deployed and used by officers, the policies and procedures for use of portable recording systems by required by section 626.8473; and the total amount of recorded audio and video collected by the portable recording system and maintained by the agency, the agency’s retention schedule for the data, the agency’s procedures for destruction of the data, and that the data are available to the public.

St. Francis Police Department’s BWC inventory consists of fourteen (14) devices. An inventory report produced from Evidence.com detailed the total number of devices owned and maintained by the agency. The inventory included the device model, serial number, device name, officer assigned to the device, date of last upload, device status, error status, firmware version, warranty date, date last docked, and camera state.

The St. Francis Police Department BWC policy governs the use of portable recording systems by peace officers while in the performance of their duties. The BWC policy requires officers to ensure the BWC is in good working order at the beginning of each shift. Peace officers noting a malfunction or damage are required to report the malfunction or damage to the BWC coordinator or on-duty supervisory as soon as practicable and, if possible, obtain a functioning BWC.

Peace officers were initially trained on the use of BWC’s during a Minnesota Peace Officer Standards and Training (POST) certified training course. Newly hired officers are trained as part of their field training program.

Officers working on randomly selected dates, and randomly selected calls for service, were verified against the Arbitrator server log report, Evidence.com, and the Evidence Created Report and confirmed that BWCs are being deployed, and officers are wearing and activating their BWCs. A review of the total number of BWC videos created per quarter shows BWC data is consistently being collected.

The total amount of active and deleted Panasonic BWC data is documented in the server log report. Evidence.com queries and the Evidence Created Report detail the total amount of Axon BWC data created, stored/maintained, and deleted.

The St. Francis Police Department utilizes the General Records Retention Schedule for Minnesota cities and agency specified retention in Arbitrator and Evidence.com. BWC video is fully deleted upon reaching the scheduled deletion date. Metadata information is maintained on the server and in Evidence.com. BWC data is available upon request, and access may be requested by submission of a Data Request Form.

No discrepancies noted.

Audit Requirement: Use of Agency-Issued Portable Recording Systems

Determine if peace officers are only allowed to use portable recording systems issued and

maintained by the officer's agency.

The St. Francis Police Department's BWC policy states that only department-issued BWCs should be used.

No discrepancies noted.

Audit Requirement: Authorization to Access Data

Determine if the agency complies with sections 13.05, Subd. 5, and 13.055 in the operation of portable recording systems and in maintaining portable recording system data.

Supervisors conduct monthly reviews of BWC data to ensure proper categorization and that BWCs are being utilized in compliance with policy.

Nonpublic BWC data is only available to department employees whose work assignment reasonably requires access to the data. User access to BWC data is managed by the assignment of roles and permissions in Arbitrator 360° Back-End Client and Evidence.com. Permissions are based on staff work assignments. Roles and permissions are administered by the Chief of Police. Access to Arbitrator 360° Back-End Client and Evidence.com are password protected and requires dual authentication.

The BWC policy governs access to BWC data. Authorized users may only access and view BWC media for legitimate department-related purposes. User access to BWC data is captured in the audit trail. The BWC policy states that any member who accesses or releases BWC media without authorization may be subject to discipline.

When BWC video is deleted from Arbitrator 360° Back-End Client and Evidence.com, its contents cannot be determined. The St. Francis Police Department has had no security breaches. A BCA CJIS security audit was conducted in March of 2025.

No discrepancies noted.

Audit Requirement: Sharing Among Agencies

Determine if nonpublic BWC data shared with other law enforcement agencies, government entities, or federal agencies is in accordance with statute.

The St. Francis Police Department's BWC and Records Maintenance and Release policies govern the sharing of BWC data. BWC data may be shared with other law enforcement agencies and government entities for legitimate, specified law enforcement purposes. Agencies seeking access to BWC data are required to submit a written request. Sharing of BWC data is documented in the audit trail and the Evidence.com Sharing Audit Report.

No discrepancies noted.

Audit Requirement: Biennial Audit

Determine if the agency maintains records showing the date and time the portable recording system data were collected, the applicable classification of the data, how the data are used, and whether data are destroyed as required.

The Arbitrator server log report, Evidence.com, and the Evidence Created Report document the date and time BWC data was collected and deleted. All BWC data collected during the audit period is classified as private or nonpublic data. Audit trails, the records management system, and the Sharing Audit Report document how the data are used and shared.

No discrepancies noted.

Audit Requirement: Portable Recording System Vendor

Determine if portable recording system data stored in the cloud, is stored in accordance with security requirements of the United States Federal Bureau of Investigation Criminal Justice Information Services Division Security Policy 5.4 or its successor version.

St. Francis Police Department Panasonic BWC data is stored on a file server hosted by Metro Inet. The server is stored in a secure location and access is password protected and requires dual authentication.

Axon BWC data is stored in the cloud. An Axon CJIS Compliance White paper outlines the specific security policies and practices for Evidence.com and how they are compliant with the CJIS Security Policy. Axon has signed the CJIS Security Addendum in all states and has performed statewide CJIS-related vendor requirements in Minnesota. Axon has incorporated the CJIS Security Addendum by reference into the Axon Master Services and Purchase Agreement. Axon maintains signed CJIS Security Addendum certification pages for Axon personnel. Authorized Axon personnel are required to complete Level 4 CJIS Security Training upon assignment and biennially thereafter.

No discrepancies noted.

Audit Requirement: Public Comment

Determine if the law enforcement agency provided an opportunity for public comment before it purchased or implemented a portable recording system and if the governing body with jurisdiction over the budget of the law enforcement agency provided an opportunity for public comment at a regularly scheduled meeting.

The St. Francis Police Department solicited for public comment by online survey on the City’s website. The St. Francis City Council held a public hearing at their October 4, 2021, meeting. The BWC program was implemented December 1, 2021.

No discrepancies noted.

Audit Requirement: Body-worn Camera Policy

Determine if a written policy governing the use of portable recording systems has been established and is enforced.

The St. Francis Police Department has established and enforces a BWC policy. The policy was compared to the requirements of Minn. Stat. § 626.8473. The policy includes all minimum requirements of Minn. Stat. § 626.8473, Subd. 3(b). The BWC policy is posted on the agency’s website.

No discrepancies noted.

This report was prepared exclusively for the City of St. Francis and St. Francis Police Department by Lynn Lembcke Consulting. The findings in this report are impartial and based on information and documentation provided and examined.

Dated: January 29, 2026

Lynn Lembcke Consulting



Lynn Lembcke



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Acknowledgement for Raffle Permit
DATE: February 17, 2026

OVERVIEW:

Sons of the American Legion submitted an application to conduct a raffle on July 12, 2026 at St. Francis American Legion Post #622.

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 and accept the permit application submitted by Sons of the American Legion to conduct a raffle at St. Francis American Legion Post #622 July 12, 2026.

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: Sons of the American Legion, Saint Francis, MN Post #622
Previous Gambling Permit Number: X-95525-25-004
Mailing Address: 3073 Bridge Street NW
City: Saint Francis, MN Zip: 55070 County: Anoka
Name of Chief Executive Officer (CEO): David Alan Behrke
CEO Daytime Phone: 612-599-1308
Email permit to (if other than the CEO): brentoelkers@hotmail.com

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:
[] 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: Saint Francis American Legion, Post 622
Physical Address: 3073 Bridge Street NW
City: Saint Francis, MN Zip: 55070 County: Anoka
Date(s) of activity: July 12, 2026

Check each type of gambling activity that your organization will conduct:
[] 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.

received
4/21/20
1:39am
kg

LG220 Application for Exempt Permit

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

| | |
|---|---|
| <p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div> | <p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <p>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.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> |
|---|---|

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. 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: David Behnke Date: 1-25-2026
(Signature must be CEO's signature; designee may not sign)

Print Name: David Behnke

| | |
|---------------------|---|
| REQUIREMENTS | MAIL APPLICATION AND ATTACHMENTS |
|---------------------|---|

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 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 & 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> |
|---|--|--|

This form will be made available in alternative format (i.e. large print, braille) upon request.

Business Record Details »

Minnesota Business Name

Sons of the American Legion/Post 622 Saint Francis

Business Type

Nonprofit Corporation (Domestic)

MN Statute

317A

File Number

1483415800024

Home Jurisdiction

Minnesota

Filing Date

7/22/2024

Status

Active / In Good Standing

Renewal Due Date

12/31/2026

Registered Office Address

3073 BRIDGE ST NW
SAINT FRANCIS, MN 55070-7706
USA

Registered Agent(s)

(Optional) Currently No Agent

President

David Behnke
3073 BRIDGE ST NW
SAINT FRANCIS, MN 55070-7706
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"/> | 7/22/2024 | Original Filing - Nonprofit Corporation (Domestic) (Business Name: Sons of the American Legion/Post 622 Saint Francis) | |



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jodie Steffes, Community Development Director
SUBJECT: Rental License Approvals
DATE: February 17, 2026

OVERVIEW:

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

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

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

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

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

ACTION TO BE CONSIDERED:

Approval of Rental Licenses for properties:

| RENTAL PROPERTY ADDRESS | OWNER |
|-------------------------------|-----------------------------------|
| 3074 232nd LANE NW | ROBIDEAU, JULIE |
| 23555 AMBASSADOR BLVD NW | GUSTAFSON, JEROME |
| 4149 228 th AVE NW | MATHSON, BENJAMIN JOHN |
| 23054 BITTERSWEET ST NW | JMD PARTNERSHIP |
| 23390 ARROWHEAD ST NW | ARROWHEAD LEASING ENTERPRISES LLC |

| | |
|-------------------------------|------------------------------|
| 3910 233 RD AVE NW | THIES TALLE MANAGEMENT INC |
| 3920 233 RD AVE NW | THIES TALLE MANAGEMENT INC |
| 23260 BRIDGESTONE RD NW | MORFF, KENNETH S & CYNTHIA S |
| 22790 ELDORADO ST NW | ALLEN PROPERTIES LLC |
| 23198 JIVARO ST NW | SFR ACQUISITIONS 2022 LLC |
| 2127 243 RD AVE NW | COOK, PAUL & DANIEL |
| 2804 235 TH AVE NW | A.L.H. INVESTMENTS LLC |
| 2788 235 TH AVE NW | A.L.H. INVESTMENTS LLC |
| 2796 235 TH AVE NW | A.L.H. INVESTMENTS LLC |
| 22918 POPPY ST NW | MEADE, HEIDI |
| 4106 DEGARDNER CIR NW | VEE, CHRISTOPHER S |
| 3748 227 TH AVE NW | WISDORF, JOSEPH AND KELLY |
| 2700 229 TH LN NW | SNS KRAMER PROPERTIES |
| 2682 229 TH LN NW | SNS KRAMER PROPERTIES |
| 23100 AMBASSADOR BLVD NW | WEISKOFF, MICHAEL |
| 23254 YUCCA ST NW | YUCCA LLC |
| 23068 NAVAJO ST NW | CHMIELEWSKI, SEVERIN |
| 23086 GUARANI ST NW | CHMIELEWSKI, SEVERIN |



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: URRWMO 2027 Budget Ratification
DATE: February 17, 2026

OVERVIEW:

Annually the URRWMO prepares a budget for all participating cities identifying the next year's costs. Attached this evening is the budget that has been developed for 2027. The next step after this budget is ratified is to identify each city's portion of the cost.

ACTION TO BE CONSIDERED:

Council to approve the proposed 2027 URRWMO budget.

Attachments:

- 2027 URRWMO Budget
- URRWMO Mini Report



MEMO

To: URRWMO Member Cities
From: Jamie Schurbon, Watershed Projects Manager
Date: January 30, 2026
Re: URRWMO 2027 Draft Budget

2027 Draft Budget to Ratify

The Upper Rum River Watershed Management Organization (URRWMO) board has developed its recommended 2027 budget of \$59,640. It must be ratified by each member community before it becomes final. Please have your city council consider ratification **before February 20**. **Notifications can be sent to jamie.schurbon@anokaswcd.org.**

The 2027 budget is an overall 6.5% (\$3,634) increase from 2026. The increase is due to the state-required update of the 10-year URRWMO Watershed Management Plan update to occur in 2027-2028. That task is estimated to cost \$55,000 and the board is budgeting the expense over several years. The board was able to substantially reduce other regular budget items to offset most of the temporary increase for the plan update.

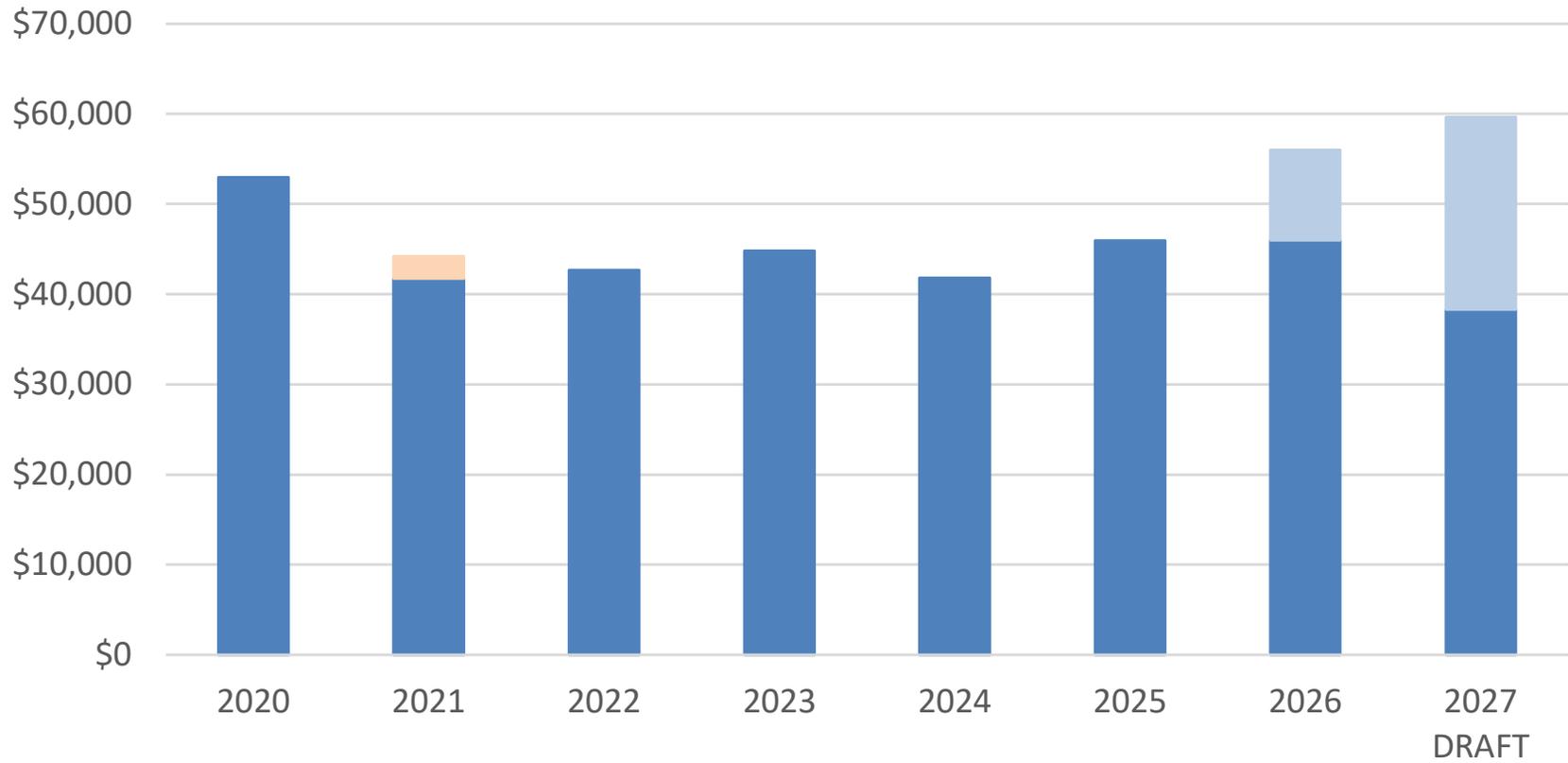
If you have any questions about the budget please contact me (jamie.schurbon@anokaswcd.org) or your one of your city representatives on the URRWMO board.

Summary of 2025 Activities

Enclosed is a mini-report of URRWMO 2025 accomplishments. This item is informational only.

UPPER RUM RIVER WMO BUDGETS

■ Traditional Budget Items ■ Toward 2027-2028 Plan Update ■ Reserves Spend Down





COSTS BY CITY

2027 DRAFT Budget Summary

Notes:

Budget was developed 2019-2028 URRWMO Watershed Management Plan.

Community contributions are based on land area and market valuations, per the current Upper Rum River WMO joint powers agreement.

The community contributions were updated with the most recent market valuations in 2021. This update is done every five years.

1/30/2026

| | | Bethel | East Bethel | Ham Lake | Nowthen | Oak Grove | St. Francis | TOTAL |
|---|---------------------------|-------------------|--------------------|-------------------|--------------------|--------------------|--------------------|--------------------|
| | % non-operating costs --> | 1.04% | 23.85% | 1.68% | 22.81% | 30.48% | 20.14% | 100.00% |
| | % operating costs --> | 16.67% | 16.67% | 16.67% | 16.67% | 16.67% | 16.67% | 100.00% |
| Row Labels | Sum of 2027 Budget | | | | | | | |
| Non-operating | \$46,241.00 | \$480.91 | \$11,028.48 | \$776.85 | \$10,547.57 | \$14,094.26 | \$9,312.94 | \$46,241.00 |
| Education and Public Outreach | \$5,198.00 | \$54.06 | \$1,239.72 | \$87.33 | \$1,185.66 | \$1,584.35 | \$1,046.88 | \$5,198.00 |
| Non-Operating General | \$24,779.00 | \$257.70 | \$5,909.79 | \$416.29 | \$5,652.09 | \$7,552.64 | \$4,990.49 | \$24,779.00 |
| Water Quality Improvement Projects | \$11,074.00 | \$115.17 | \$2,641.15 | \$186.04 | \$2,525.98 | \$3,375.36 | \$2,230.30 | \$11,074.00 |
| Water Monitoring | \$5,190.00 | \$53.98 | \$1,237.82 | \$87.19 | \$1,183.84 | \$1,581.91 | \$1,045.27 | \$5,190.00 |
| Studies | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Operating | \$13,399.00 | \$2,233.17 | \$2,233.17 | \$2,233.17 | \$2,233.17 | \$2,233.17 | \$2,233.17 | \$13,399.00 |
| Operating Expenses | \$13,399.00 | \$2,233.17 | \$2,233.17 | \$2,233.17 | \$2,233.17 | \$2,233.17 | \$2,233.17 | \$13,399.00 |
| Reserve Spend Down | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Grand Total | \$59,640.00 | \$2,714.07 | \$13,261.65 | \$3,010.02 | \$12,780.74 | \$16,327.42 | \$11,546.10 | \$59,640.00 |



2027 DRAFT Budget Detail

Notes:

Budget was developed 2020-2029 SRWMO Watershed Management Plan.

1/30/2026

| | Sum of 2025 Budget | Sum of 2026 Budget | Sum of 2027 Watershed Plan | Sum of 2027 Budget |
|---|--------------------|--------------------|----------------------------|--------------------|
| 1 Non-operating | | | | |
| 2 Education and Public Outreach | | | | |
| 3 Anoka Co Outreach Coordinator Position | \$1,500.00 | \$1,500.00 | \$0.00 | \$1,500.00 |
| 4 Website operations/maintenance | \$1,030.00 | \$1,080.00 | \$975.00 | \$1,230.00 |
| 5 Rum River biomonitoring with St. Francis High School | \$0.00 | \$1,250.00 | \$0.00 | \$1,250.00 |
| 6 URRWMO public education and outreach | \$1,160.00 | \$1,189.00 | \$1,218.00 | \$1,218.00 |
| 7 | | | | |
| 8 Non-Operating General | | | | |
| 9 Watershed Coordinator - Facilitate Technical Advisory Committee (TAC) | \$1,856.00 | \$500.00 | \$1,949.00 | \$1,949.00 |
| 10 Watershed Coordinator - Grant applications | \$1,300.00 | \$1,500.00 | \$4,386.00 | \$1,500.00 |
| 11 Watershed Plan Update 2027-2028 | \$0.00 | \$10,000.00 | \$0.00 | \$21,330.00 |
| 12 | | | | |
| 13 Water Quality Improvement Projects | | | | |
| 14 Projects as detailed in the URRWMO 10-year Plan | \$16,971.00 | \$17,395.00 | \$17,830.00 | \$11,074.00 |
| 15 | | | | |
| 16 Water Monitoring | | | | |
| 17 Lake Level Monitoring | \$1,440.00 | \$1,440.00 | \$1,632.84 | \$1,440.00 |
| 18 Lake Water Quality Monitoring | \$0.00 | \$2,700.00 | \$2,700.00 | \$0.00 |
| 19 Reference Wetland Hydrology Monitoring | \$3,750.00 | \$3,750.00 | \$4,279.65 | \$3,750.00 |
| 20 Stream Water Quality Monitoring | \$2,700.00 | \$0.00 | \$4,691.13 | \$0.00 |
| 21 Water Monitoring Fund | -\$390.00 | \$0.00 | -\$5,507.00 | \$0.00 |
| 22 | | | | |
| 23 Studies | | | | |
| 24 Subwatershed Assessment Studies (SWAs) for priority waterbodies | \$2,500.00 | \$0.00 | \$17,830.00 | \$0.00 |
| 25 | | | | |
| 26 Operating | | | | |
| 27 Operating Expenses | | | | |
| 28 Advertise Bids for Pro Services (req'd in odd yrs) | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 29 Liability Insurance | \$2,667.00 | \$2,734.00 | \$2,802.00 | \$2,802.00 |
| 30 Recording Secretary services | \$1,225.00 | \$1,225.00 | \$1,462.00 | \$2,409.00 |
| 31 Watershed Coordinator - Facilitate regular URRWMO mtgs | \$3,711.00 | \$3,804.00 | \$3,899.00 | \$3,899.00 |
| 32 Watershed Coordinator - Annual Report to State Auditor | \$742.00 | \$761.00 | \$780.00 | \$780.00 |
| 33 Watershed Coordinator - Annual Report to BWSR | \$1,484.00 | \$1,522.00 | \$1,560.00 | \$1,560.00 |
| 34 Watershed Coordinator - Other - see desc. | \$2,300.00 | \$3,656.00 | \$1,949.00 | \$1,949.00 |
| 35 | | | | |
| 36 Reserve Spend Down | | | | |
| 37 Undesignated Reserve Spend Down | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| 38 | | | | |
| 39 Grand Total | \$45,946.00 | \$56,006.00 | \$64,436.62 | \$59,640.00 |

INFORMATION FOR CITY COUNCILS

ABOUT THE UPPER RUM RIVER WATERSHED MANAGEMENT



FEBRUARY 2026

Annual Mini-Report to Cities

URRWMO BOARD

City of Bethel

Ryan Seguin
Patrick Sullivan

City of East Bethel

Tim Miller
Radja Lohse

City of Ham Lake

Brian Kirkham
Jeff Entsminger

City of Nowthen

Dan Breyen (V. Chair)
Ken Glaser

City of Oak Grove

John West (Chair)
Paul Tradewell

City of St. Francis

Andrew Wood
Sarah Udvig

About the URRWMO

The URRWMO is a joint powers organization including the Cities of St. Francis, Oak Grove, Nowthen, Bethel, and portions of East Bethel. A corner of Ham Lake also falls within the URRWMO. Contributions from these cities, plus grants, make up the annual budget. The WMO Board is made up of two representatives from each city.

Priorities

We work to maintain the quality of area lakes, rivers, streams & groundwater across municipal boundaries. Resources of particular importance include the Rum River, Lake George & East Twin Lake. The Rum River is designated as a state Scenic and Recreational Waterway & is near state nutrient limits. Secondly, we work on Seelye Brook, Ford Brook, & Cedar Creek.

Example Projects



Rum Riverbank stabilization



St. Francis High School students monitoring the Rum River.

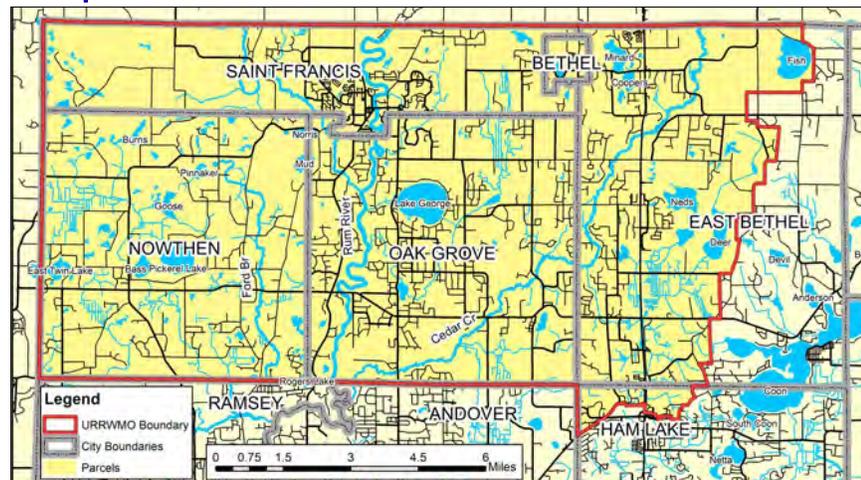
Priorities in our watershed plan:

- ◆ Lake George water quality projects, including lakeshore stabilization.
- ◆ Rum River water quality projects, including stormwater treatment & riverbank stabilizations.
- ◆ Outreach to encourage behavioral changes that benefit water quality.



Lake George shoreline stabilization & buffer planting

Map of the URRWMO



2025 Highlights

- ◆ **221st Ave Riverbank Planting** (Oak Grove) — Following the stabilization of 935 ft of severely eroding Rum Riverbank in 2024, we installed vegetation for long-term stability and wildlife habitat. Funding included the Clean Water Fund, Outdoor Heritage Fund, Anoka Co, Upper Rum River WMO, & landowners.



- ◆ **Agricultural Practices** (East Bethel, Nowthen) - We stepped up outreach to owners of agricultural land, resulting in 8 consultations and 1 installed project (40 acres of cover crops, East Bethel). Funding was from the Clean Water Fund.



2025 Highlights (cont.)

- ◆ **Septic System Fix Up** (all cities) — Promoted grant funds to fix failing systems where the owners meet low income criteria. One 2025 installation was completed in St. Francis. Funds are from a State grant.

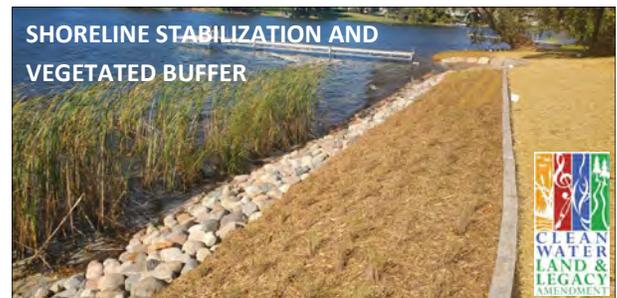


2026 Plans

- ◆ **Enhanced Street Sweeping** (St. Francis) — Working with the City of St. Francis to identify locations for enhanced sweeping. These are streets where sweeping at a different time or more frequently offers strong water quality benefits. Funding for to implement enhanced sweeping is anticipated starting in late 2026 and beyond.



- ◆ **Rum River North Co Park Ravine Design** (St. Francis) — Design the stabilization of a ravine near the Rum River.
- ◆ **Lake George Shoreline Stabilizations** (Oak Grove) - We'll work with landowners to correct erosion & add vegetated buffers to filter runoff. Funding from Clean Water Fund.



- ◆ **Other**—Rum Riverbank stabilization at Cedar Creek Conservation Area (Oak Grove), habitat restoration at Dellwood Park (St. Francis), wetland restorations, water monitoring, St. Francis High School biomonitoring, and more.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Grant Navigation Resolution Authorization
DATE: February 17, 2025

OVERVIEW:

Staff were informed by Short Elliot Hendrickson Inc. (SEH) that there could possibly be Grant funding from the DNR for the Warming House/Ice Rink Project. The grant is called the DNR Outdoor Recreation Grant, with a potential max award of \$500,000 and 1:1 match. The process of applying for this grant includes a Project Site Evaluation within the application that determines the impacts of the project, if any, on the environmental and cultural resources of the project area. These are required because the program receives Federal funding. The requested resolution allows SEH to represent the city and apply for the grant funding.

ACTION TO BE CONSIDERED:

Council to authorize the Mayor to accept and sign the Resolution Authorizing Application for Grant Navigation Support for the City.

BUDGET IMPLICATION:

None

Attachments:

- Resolution 2026-07 Authorizing Application for Grant Navigation Support for the City

RESOLUTION 2026-07

**RESOLUTION SUPPORTING A GRANT APPLICATION
TO THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES FOR THE OUTDOOR RECREATION
PROGRAM**

BE IT RESOLVED that the City of St. Francis act as legal sponsor for the project contained in the Outdoor Recreation Grant application to be submitted on March 31, 2026, and that the City Clerk is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the City of St. Francis.

BE IT FURTHER RESOLVED that the applicant maintains an adequate Conflict of Interest Policy and, throughout the term of the contract, will monitor and report any actual or potential conflicts of interest to the State, upon discovery.

BE IT FURTHER RESOLVED that the City of St. Francis has the legal authority to apply for financial assistance, and it has the financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of St. Francis has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that the City of St. Francis has or will acquire fee title or permanent easement over all the land described in the boundary map or recreational site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, the City of St. Francis may enter into an agreement with the State for the above-referenced project, and that the City of St. Francis certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that the City Clerk is hereby authorized to execute such agreements as necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of St. Francis on the 17th day of February 2026.

SIGNED:

WITNESSED:

(Signature) Mark Vogel

(Signature) Jennifer Wida

Mayor

(Title) (Date)

City Clerk

(Title) (Date)



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: February 17, 2026

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$162,110.96 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Direct Transfers – N/A

Manual Checks- N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 02-17-2026 Packet List-\$162,110.96
02-17-2026 ACH Payments October to December 2025

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

Invoice Number

| Inv Ref # | Vendor Description GL Distribution | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted Post Date |
|---|---|----------------------------|----------|----------------|------------|----------|---------------------|
| Inventory | | | | | Units | Quantity | Unit Price |
| Vendor 10680 - ADVANCED GRAPHIX INC | | | | | | | |
| 218687 | | | | | | | |
| 00044088 | ADVANCED GRAPHIX INC GRAPHIC REPAIRS FOR UNIT 125 101-42110-40222 | 02/09/2026 DROBERTSON | | 755.00 | 755.00 | Open | N 02/17/2026 |
| | | INSURANCE REPAIRS | | 755.00 | | 1.00 | 755.00 |
| Total Vendor 10680 - ADVANCED GRAPHIX INC | | | | 755.00 | 755.00 | | |
| Vendor 2591 - ASPEN MILLS | | | | | | | |
| 370180 | | | | | | | |
| 00043912 | ASPEN MILLS UNIFORM - RESERVE OFFICER SIEBER 101-42110-40448 | 02/05/2026 DROBERTSON | | 24.00 | 24.00 | Open | N 02/17/2026 |
| | | RESERVE OFFICERS | | 24.00 | | 1.00 | 24.00 |
| 370480 | | | | | | | |
| 00043958 | ASPEN MILLS UNIFORM - RESERVE OFFICER NARLOCH 101-42110-40448 | 02/10/2026 DROBERTSON | | 16.00 | 16.00 | Open | N 02/17/2026 |
| | | RESERVE OFFICERS | | 16.00 | | 1.00 | 16.00 |
| Total Vendor 2591 - ASPEN MILLS | | | | 40.00 | 40.00 | | |
| Vendor UB-REFUND - AUSTIN OR KATI LIEN | | | | | | | |
| .02052026 | | | | | | | |
| 00043901 | AUSTIN OR KATI LIEN CREDIT REFUND 601-49440-40444 | 02/05/2026 DROBERTSON | | 8.95 | 8.95 | Open | N 02/17/2026 |
| | | REFUND & REIMBURSEMENT | | 8.95 | | 1.00 | 8.95 |
| Total Vendor UB-REFUND - AUSTIN OR KATI LIEN | | | | 8.95 | 8.95 | | |
| Vendor 42 - BARNA, GUZY & STEFFEN | | | | | | | |
| 305878 | | | | | | | |
| 00043937 | BARNA, GUZY & STEFFEN MISC FORFEITURES 101-41600-40304 | 12/31/2025 DROBERTSON | | 234.00 | 234.00 | Open | N 12/31/2025 |
| | | CIVIL LEGAL FEES | | 234.00 | | 1.00 | 234.00 |
| Total Vendor 42 - BARNA, GUZY & STEFFEN | | | | 234.00 | 234.00 | | |
| Vendor 53 - BELLBOY CORPORATION BAR SUPPLY | | | | | | | |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

Invoice Number

| Inv Ref # | Vendor Description Inventory GL Distribution | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due Units | Status Quantity | Posted Post Date Unit Price |
|---|--|---|----------|---|--------------------------------------|----------------------------------|--|
| Vendor 53 - BELLBOY CORPORATION BAR SUPPLY | | | | | | | |
| 0110804000 00043877 | BELLBOY CORPORATION BAR SUPPLY MISC 609-49751-40206 609-49751-40254 | 02/03/2026 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE | | 209.10 6.95 202.15 | 209.10 1.00 1.00 | Open 1.00 1.00 | N 02/03/2026 6.95 202.15 |
| 0300676400 00043878 | BELLBOY CORPORATION BAR SUPPLY THC 609-49751-40206 609-49751-40257 | 02/03/2026 CBUSKEY FREIGHT THC | | 604.85 14.85 590.00 | 604.85 1.00 1.00 | open 1.00 1.00 | N 02/03/2026 14.85 590.00 |
| 0210383600 00043904 | BELLBOY CORPORATION BAR SUPPLY LIQUOR 609-49751-40206 609-49751-40251 | 02/05/2026 CBUSKEY FREIGHT LIQUOR | | 821.28 13.50 807.78 | 821.28 1.00 1.00 | open 1.00 1.00 | N 02/05/2026 13.50 807.78 |
| 0210425000 00043905 | BELLBOY CORPORATION BAR SUPPLY LIQUOR 609-49751-40251 | 02/05/2026 CBUSKEY LIQUOR | | (212.08) (212.08) | (212.08) 1.00 | open 1.00 | N 02/05/2026 (212.08) |
| Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY | | | | 1,423.15 | 1,423.15 | | |
| Vendor 7244 - BREAKTHRU BEVERAGE | | | | | | | |
| 125537180 00043926 | BREAKTHRU BEVERAGE LIQUOR/WINE 609-49751-40206 609-49751-40251 609-49751-40253 | 02/06/2026 CBUSKEY FREIGHT LIQUOR WINE | | 2,039.30 20.30 630.00 1,389.00 | 2,039.30 1.00 1.00 1.00 | Open 1.00 1.00 1.00 | N 02/06/2026 20.30 630.00 1,389.00 |
| Total Vendor 7244 - BREAKTHRU BEVERAGE | | | | 2,039.30 | 2,039.30 | | |
| Vendor UB-REFUND - BRETT CAREY | | | | | | | |
| .02052026 00043899 | BRETT CAREY CREDIT REFUND 601-49440-40444 | 02/05/2026 DROBERTSON REFUND & REIMBURSEMENT | | 86.18 86.18 | 86.18 1.00 | Open 1.00 | N 02/17/2026 86.18 |
| Total Vendor UB-REFUND - BRETT CAREY | | | | 86.18 | 86.18 | | |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

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 | |
| Vendor UB-REFUND - BRETT CAREY | | | | | | | |
| Vendor 7779 - CAPITOL BEVERAGE SALES, L.P | | | | | | | |
| 3249189 00043945 | CAPITOL BEVERAGE SALES, L.P LIQUOR 609-49751-40251 | 02/09/2026 CBUSKEY LIQUOR | | 1,102.00 1,102.00 | 1,102.00 | open | N 02/09/2026 1,102.00 |
| 3249188 00043946 | CAPITOL BEVERAGE SALES, L.P BEER 609-49751-40252 | 02/09/2026 CBUSKEY BEER | | (16.58) (16.58) | (16.58) | open | N 02/09/2026 (16.58) |
| Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P | | | | 1,085.42 | 1,085.42 | | |
| Vendor 10768 - CONTRACT HARDWARE CO., INC. | | | | | | | |
| 96553 00043895 | CONTRACT HARDWARE CO., INC. KEYING AND LOCK 101-41940-40223 | 01/13/2026 DROBERTSON BUILDING REPAIR | | 512.00 512.00 | 512.00 | open | N 02/17/2026 512.00 |
| Total Vendor 10768 - CONTRACT HARDWARE CO., INC. | | | | 512.00 | 512.00 | | |
| Vendor 2218 - CRAWFORDS EQUIPMENT | | | | | | | |
| 01-114218 00043892 | CRAWFORDS EQUIPMENT BOBCAT REPAIR 101-43100-40218 101-45200-40218 | 02/04/2026 DROBERTSON EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE | | 352.13 176.07 176.06 | 352.13 | open | N 02/17/2026 176.07 176.06 |
| Total Vendor 2218 - CRAWFORDS EQUIPMENT | | | | 352.13 | 352.13 | | |
| Vendor 91 - DAHLHEIMER DIST. CO. INC | | | | | | | |
| 2689106 00043903 | DAHLHEIMER DIST. CO. INC BEER 609-49751-40252 | 02/05/2026 CBUSKEY BEER | | (80.80) (80.80) | (80.80) | open | N 02/05/2026 (80.80) |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

Invoice Number

| Inv Ref # | Vendor Description Inventory GL Distribution | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due Units | Status Quantity | Posted Post Date Unit Price |
|---|--|--|----------|--|---------------------|--|---|
| Vendor 91 - DAHLHEIMER DIST. CO. INC | | | | | | | |
| 2684004 00043923 | DAHLHEIMER DIST. CO. INC BEER/LIQUOR 609-49751-40251 609-49751-40252 | 02/06/2026 CBUSKEY LIQUOR BEER | | 21,700.40 105.20 21,595.20 | 21,700.40 | Open 1.00 1.00 | N 02/06/2026 105.20 21,595.20 |
| 2694608 00044095 | DAHLHEIMER DIST. CO. INC BEER/NA/MISC/THC 609-49751-40254 609-49751-40257 609-49751-40255 609-49751-40252 | 02/11/2026 CBUSKEY MISCELLANEOUS MERCHANDISE THC N/A PRODUCTS BEER | | 9,210.60 204.00 530.00 315.80 8,160.80 | 9,210.60 | open 1.00 1.00 1.00 1.00 | N 02/11/2026 204.00 530.00 315.80 8,160.80 |
| Total Vendor 91 - DAHLHEIMER DIST. CO. INC | | | | | <u>30,830.20</u> | <u>30,830.20</u> | |
| Vendor 1934 - DEHN OIL | | | | | | | |
| 123689 00043894 | DEHN OIL DYED DIESEL 101-43100-40212 101-45200-40212 601-49440-40212 602-49490-40212 | 02/03/2026 DROBERTSON MOTOR FUELS MOTOR FUELS MOTOR FUELS MOTOR FUELS | | 2,646.86 661.72 661.72 661.72 661.70 | 2,646.86 | Open 1.00 1.00 1.00 1.00 | N 02/17/2026 661.72 661.72 661.72 661.70 |
| Total Vendor 1934 - DEHN OIL | | | | | <u>2,646.86</u> | <u>2,646.86</u> | |
| Vendor 3447 - FERGUSON WATERWORKS | | | | | | | |
| 0561038 00043893 | FERGUSON WATERWORKS 2026 ATTENDANCE FEE 601-49440-40208 | 02/02/2026 DROBERTSON TRAINING | | 50.00 50.00 | 50.00 | Open 1.00 | N 02/17/2026 50.00 |
| Total Vendor 3447 - FERGUSON WATERWORKS | | | | | <u>50.00</u> | <u>50.00</u> | |
| Vendor 10659 - GLOBAL RESERVE DISTRIBUTION | | | | | | | |
| ORD-23252 00044093 | GLOBAL RESERVE DISTRIBUTION THC 609-49751-40257 | 02/11/2026 CBUSKEY THC | | 1,350.68 1,350.68 | 1,350.68 | open 1.00 | N 02/11/2026 1,350.68 |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

| Invoice Number | Vendor Description | Invoice Date | Due Date | Invoice Amount | Amount Due | Status | Posted |
|---|-----------------------------|---------------------------|----------|----------------|------------|----------|------------|
| Inv Ref # | GL Distribution | Entered By | | | Units | Quantity | Post Date |
| Inventory | | | | | | | Unit Price |
| Vendor 10659 - GLOBAL RESERVE DISTRIBUTION | | | | | | | |
| ORD-23208 | GLOBAL RESERVE DISTRIBUTION | 02/02/2026 | | 2,338.00 | 2,338.00 | Open | N |
| 00044094 | THC | CBUSKEY | | | | | 02/11/2026 |
| | 609-49751-40257 | THC | | 2,338.00 | | 1.00 | 2,338.00 |
| Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION | | | | 3,688.68 | 3,688.68 | | |
| Vendor 130 - GOPHER STATE ONE-CALL, INC | | | | | | | |
| 6010769 | GOPHER STATE ONE-CALL, INC | 01/31/2026 | | 66.20 | 66.20 | Open | N |
| 00043891 | JANUARY 2026 SERVICE | DROBERTSON | | | | | 02/17/2026 |
| | 601-49440-40442 | GOPHER STATE | | 33.10 | | 1.00 | 33.10 |
| | 602-49490-40442 | GOPHER STATE | | 33.10 | | 1.00 | 33.10 |
| Total Vendor 130 - GOPHER STATE ONE-CALL, INC | | | | 66.20 | 66.20 | | |
| Vendor 7512 - GREAT LAKES COCA-COLA | | | | | | | |
| 50947438020 | GREAT LAKES COCA-COLA | 02/06/2026 | | 2,220.51 | 2,220.51 | Open | N |
| 00043925 | MISC | CBUSKEY | | | | | 02/06/2026 |
| | 609-49751-40254 | MISCELLANEOUS MERCHANDISE | | 2,220.51 | | 1.00 | 2,220.51 |
| Total Vendor 7512 - GREAT LAKES COCA-COLA | | | | 2,220.51 | 2,220.51 | | |
| Vendor 1145 - HACH COMPANY | | | | | | | |
| 14858662 | HACH COMPANY | 02/04/2026 | | 26.30 | 26.30 | Open | N |
| 00043898 | CHLORINE | DROBERTSON | | | | | 02/17/2026 |
| | 601-49440-40235 | LAB SUPPLIES | | 26.30 | | 1.00 | 26.30 |
| Total Vendor 1145 - HACH COMPANY | | | | 26.30 | 26.30 | | |
| Vendor 10750 - HAMMERHEART LLC | | | | | | | |
| 1838 | HAMMERHEART LLC | 02/09/2026 | | 135.00 | 135.00 | Open | N |
| 00043947 | BEER | CBUSKEY | | | | | 02/09/2026 |
| | 609-49751-40252 | BEER | | 135.00 | | 1.00 | 135.00 |
| Total Vendor 10750 - HAMMERHEART LLC | | | | 135.00 | 135.00 | | |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

Invoice Number

| Inv Ref # | Vendor Description | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted Post Date |
|---|--|--|----------|-------------------------------|------------|----------------------|--------------------------------------|
| Inventory | GL Distribution | | | | Units | Quantity | Unit Price |
| Vendor 10750 - HAMMERHEART LLC | | | | | | | |
| Vendor 1175 - HAWKINS, INC | | | | | | | |
| 7327457 | | | | | | | |
| 00043928 | HAWKINS, INC CHLORINE CYLINDERS 601-49440-40216 | 02/02/2026 DROBERTSON CHEMICALS | | 487.65 487.65 | 487.65 | Open 1.00 | N 02/17/2026 487.65 |
| 7327458 | | | | | | | |
| 00043929 | HAWKINS, INC FERRIC CHLORIDE 602-49490-40216 | 02/02/2026 DROBERTSON CHEMICALS | | 9,342.06 9,342.06 | 9,342.06 | Open 1.00 | N 02/17/2026 9,342.06 |
| Total Vendor 1175 - HAWKINS, INC | | | | 9,829.71 | 9,829.71 | | |
| Vendor 154 - JOHNSON BROTHERS | | | | | | | |
| 2985182 | | | | | | | |
| 00043919 | JOHNSON BROTHERS WINE 609-49751-40206 609-49751-40253 | 02/05/2026 CBUSKEY FREIGHT WINE | | 4,374.04 97.37 4,276.67 | 4,374.04 | Open 1.00 1.00 | N 02/05/2026 97.37 4,276.67 |
| 2985181 | | | | | | | |
| 00043920 | JOHNSON BROTHERS LIQUOR 609-49751-40206 609-49751-40251 | 02/05/2026 CBUSKEY FREIGHT LIQUOR | | 1,104.73 22.08 1,082.65 | 1,104.73 | Open 1.00 1.00 | N 02/05/2026 22.08 1,082.65 |
| 2985183 | | | | | | | |
| 00043921 | JOHNSON BROTHERS THC 609-49751-40257 | 02/05/2026 CBUSKEY THC | | 342.60 342.60 | 342.60 | Open 1.00 | N 02/05/2026 342.60 |
| 2985184 | | | | | | | |
| 00043922 | JOHNSON BROTHERS LIQUOR 609-49751-40206 609-49751-40251 | 02/05/2026 CBUSKEY FREIGHT LIQUOR | | 2,310.78 31.28 2,279.50 | 2,310.78 | Open 1.00 1.00 | N 02/05/2026 31.28 2,279.50 |
| Total Vendor 154 - JOHNSON BROTHERS | | | | 8,132.15 | 8,132.15 | | |
| Vendor 561 - LEAGUE OF MN CITIES | | | | | | | |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

| Invoice Number | Vendor Description | Invoice Date | Due Date | Invoice Amount | Amount Due | Status | Posted |
|--|----------------------------------|----------------|----------|----------------|-----------------|-----------------|------------|
| Inv Ref # | GL Distribution | Entered By | | | Units | Quantity | Post Date |
| Inventory | | | | | | | Unit Price |
| Vendor 561 - LEAGUE OF MN CITIES | | | | | | | |
| 440124 | | | | | | | |
| 00043944 | LEAGUE OF MN CITIES | 01/02/2026 | | 1,080.00 | 1,080.00 | Open | N |
| | PEACE OFFICE ACCREDITED TRAINING | DROBERTSON | | | | | 02/17/2026 |
| | 101-42110-40208 | TRAINING | | 1,080.00 | | 1.00 | 1,080.00 |
| Total Vendor 561 - LEAGUE OF MN CITIES | | | | | <u>1,080.00</u> | <u>1,080.00</u> | |
| Vendor 10699 - LOCATORS & SUPPLIES, INC | | | | | | | |
| 0325339-IN | | | | | | | |
| 00044092 | LOCATORS & SUPPLIES, INC | 02/11/2026 | | 255.42 | 255.42 | Open | N |
| | UNIFORM | DROBERTSON | | | | | 02/17/2026 |
| | 101-43100-40417 | UNIFORMS & PPE | | 63.85 | | 1.00 | 63.85 |
| | 101-45200-40417 | UNIFORMS & PPE | | 63.85 | | 1.00 | 63.85 |
| | 601-49440-40417 | UNIFORMS & PPE | | 63.85 | | 1.00 | 63.85 |
| | 602-49490-40417 | UNIFORMS & PPE | | 63.87 | | 1.00 | 63.87 |
| Total Vendor 10699 - LOCATORS & SUPPLIES, INC | | | | | <u>255.42</u> | <u>255.42</u> | |
| Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP | | | | | | | |
| 122588 | | | | | | | |
| 00043959 | LOCKRIDGE GRINDAL NAUEN PLLP | 02/01/2026 | | 3,333.33 | 3,333.33 | Open | N |
| | FEBRUARY 2026 SERVICES | DROBERTSON | | | | | 02/17/2026 |
| | 101-41400-40311 | CONTRACT | | 3,333.33 | | 1.00 | 3,333.33 |
| Total Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP | | | | | <u>3,333.33</u> | <u>3,333.33</u> | |
| Vendor 202 - MCDONALD DIST CO | | | | | | | |
| 846144 | | | | | | | |
| 00043869 | MCDONALD DIST CO | 02/03/2026 | | 9,834.93 | 9,834.93 | Open | N |
| | BEER/NA/THC | CBUSKEY | | | | | 02/03/2026 |
| | 609-49751-40206 | FREIGHT | | 7.00 | | 1.00 | 7.00 |
| | 609-49751-40255 | N/A PRODUCTS | | 111.30 | | 1.00 | 111.30 |
| | 609-49751-40257 | THC | | 452.88 | | 1.00 | 452.88 |
| | 609-49751-40252 | BEER | | 9,263.75 | | 1.00 | 9,263.75 |
| 846145 | | | | | | | |
| 00043870 | MCDONALD DIST CO | 02/03/2026 | | (41.50) | (41.50) | Open | N |
| | BEER | CBUSKEY | | | | | 02/03/2026 |
| | 609-49751-40252 | BEER | | (41.50) | | 1.00 | (41.50) |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

Invoice Number

| Inv Ref # | Vendor Description GL Distribution | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due Units | Status Quantity | Posted Post Date Unit Price |
|--|--|--|----------|---------------------------------------|---------------------|------------------------------|--|
| Vendor 202 - MCDONALD DIST CO | | | | | | | |
| 846143 00043871 | MCDONALD DIST CO LIQUOR 609-49751-40251 | 02/03/2026 CBUSKEY LIQUOR | | 1,480.00 1,480.00 | 1,480.00 | Open 1.00 | N 02/03/2026 1,480.00 |
| 847164 00043951 | MCDONALD DIST CO BEER/NA 609-49751-40206 609-49751-40255 609-49751-40252 | 02/10/2026 CBUSKEY FREIGHT N/A PRODUCTS BEER | | 3,099.30 7.00 46.20 3,046.10 | 3,099.30 | Open 1.00 1.00 1.00 | N 02/10/2026 7.00 46.20 3,046.10 |
| 847167 00043952 | MCDONALD DIST CO BEER 609-49751-40252 | 02/10/2026 CBUSKEY BEER | | (249.55) (249.55) | (249.55) | Open 1.00 | N 02/10/2026 (249.55) |
| 847165 00043953 | MCDONALD DIST CO BEER 609-49751-40252 | 02/10/2026 CBUSKEY BEER | | (21.83) (21.83) | (21.83) | Open 1.00 | N 02/10/2026 (21.83) |
| Total Vendor 202 - MCDONALD DIST CO | | | | 14,101.35 | 14,101.35 | | |
| Vendor 5371 - MIDCONTINENT COMMUNICATIONS | | | | | | | |
| 13334860115214 00043938 | MIDCONTINENT COMMUNICATIONS FEBRUARY 2026 BILLING 101-42110-40321 | 02/02/2026 DROBERTSON TELEPHONE | | 160.65 160.65 | 160.65 | Open 1.00 | N 02/17/2026 160.65 |
| 13332710115214 00043939 | MIDCONTINENT COMMUNICATIONS FEBRUARY 2026 BILLING 601-49440-40321 | 02/02/2026 DROBERTSON TELEPHONE | | 50.01 50.01 | 50.01 | Open 1.00 | N 02/17/2026 50.01 |
| Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS | | | | 210.66 | 210.66 | | |
| Vendor 419 - MN DRIVER & VEHICLE SERVICES | | | | | | | |
| .02052026 00043906 | MN DRIVER & VEHICLE SERVICES RENEW VEHICLES 101-43100-40221 | 02/01/2026 DMULVIHILL VEHICLE MAINTENANCE | | 163.75 163.75 | 163.75 | Open 1.00 | N 02/17/2026 163.75 |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

Invoice Number

| Inv Ref # | Vendor Description | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted Post Date |
|---|---|-------------------------|----------|----------------|------------|----------|------------------------|
| Inventory | GL Distribution | | | | Units | Quantity | Unit Price |
| Vendor 419 - MN DRIVER & VEHICLE SERVICES | | | | | | | |
| Total Vendor 419 - MN DRIVER & VEHICLE SERVICES | | | | 163.75 | 163.75 | | |
| Vendor 10727 - NELSON SANITATION & RENTAL, INC | | | | | | | |
| INV/2026/1027 | | | | | | | |
| 00043879 | NELSON SANITATION & RENTAL, INC | 02/03/2026 | | 165.00 | 165.00 | Open | N |
| | SEELEY BROOK PARK HANDICAP UNIT & WINTER DROBERTSON | | | 165.00 | | 1.00 | 02/17/2026 165.00 |
| | 101-45200-40311 | CONTRACT | | | | | |
| INV/2026/1028 | | | | | | | |
| 00043880 | NELSON SANITATION & RENTAL, INC | 02/03/2026 | | 165.00 | 165.00 | Open | N |
| | SIWEK PARK HANDICAP UNIT & WINTER FEE DROBERTSON | | | 165.00 | | 1.00 | 02/17/2026 165.00 |
| | 101-45200-40311 | CONTRACT | | | | | |
| INV/2026/1007 | | | | | | | |
| 00043881 | NELSON SANITATION & RENTAL, INC | 02/03/2026 | | 265.00 | 265.00 | Open | N |
| | COMM PARK HANDICAP UNIT, MONTHLY PORTABL DROBERTSON | | | 265.00 | | 1.00 | 02/17/2026 265.00 |
| | 101-45200-40311 | CONTRACT | | | | | |
| Total Vendor 10727 - NELSON SANITATION & RENTAL, INC | | | | 595.00 | 595.00 | | |
| Vendor 4523 - NORTH METRO TREE SERVICE INC | | | | | | | |
| .02032026 | | | | | | | |
| 00043885 | NORTH METRO TREE SERVICE INC | 02/02/2026 | | 3,500.00 | 3,500.00 | Open | N |
| | LIMB AND TREE REMOVAL | | | 1,750.00 | | 1.00 | 02/17/2026 1,750.00 |
| | 101-43100-40311 | CONTRACT | | 1,750.00 | | 1.00 | 1,750.00 |
| | 101-45200-40311 | CONTRACT | | | | | |
| Total Vendor 4523 - NORTH METRO TREE SERVICE INC | | | | 3,500.00 | 3,500.00 | | |
| Vendor 10211 - ON LINE RETRIEVERS | | | | | | | |
| .02022026 | | | | | | | |
| 00043931 | ON LINE RETRIEVERS | 02/02/2026 | | 117.40 | 117.40 | Open | N |
| | JANUARY 2026 ANIMAL CONTROL | | | 117.40 | | 1.00 | 02/17/2026 117.40 |
| | 101-42110-40388 | ANIMAL CONTROL | | | | | |
| Total Vendor 10211 - ON LINE RETRIEVERS | | | | 117.40 | 117.40 | | |
| Vendor 3753 - PAUSTIS WINE COMPANY | | | | | | | |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

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 | |
| Vendor 3753 - PAUSTIS WINE COMPANY | | | | | | | |
| 287143 | | | | | | | |
| 00043954 | PAUSTIS WINE COMPANY | 02/10/2026 | | 1,021.50 | 1,021.50 | Open | N |
| | WINE | | CBUSKEY | | | | 02/10/2026 |
| | 609-49751-40206 | FREIGHT | | 13.50 | | 1.00 | 13.50 |
| | 609-49751-40253 | WINE | | 1,008.00 | | 1.00 | 1,008.00 |
| Total Vendor 3753 - PAUSTIS WINE COMPANY | | | | | <u>1,021.50</u> | <u>1,021.50</u> | |
| Vendor 214 - PHILLIPS WINE & SPIRITS CO | | | | | | | |
| 5122878 | | | | | | | |
| 00043915 | PHILLIPS WINE & SPIRITS CO | 02/05/2026 | | 216.80 | 216.80 | Open | N |
| | THC | | CBUSKEY | | | | 02/05/2026 |
| | 609-49751-40257 | THC | | 216.80 | | 1.00 | 216.80 |
| 5122877 | | | | | | | |
| 00043916 | PHILLIPS WINE & SPIRITS CO | 02/05/2026 | | 183.36 | 183.36 | Open | N |
| | NA | | CBUSKEY | | | | 02/05/2026 |
| | 609-49751-40206 | FREIGHT | | 7.36 | | 1.00 | 7.36 |
| | 609-49751-40255 | N/A PRODUCTS | | 176.00 | | 1.00 | 176.00 |
| 5122876 | | | | | | | |
| 00043917 | PHILLIPS WINE & SPIRITS CO | 02/05/2026 | | 1,405.92 | 1,405.92 | Open | N |
| | WINE | | CBUSKEY | | | | 02/05/2026 |
| | 609-49751-40206 | FREIGHT | | 53.67 | | 1.00 | 53.67 |
| | 609-49751-40253 | WINE | | 1,352.25 | | 1.00 | 1,352.25 |
| 5122875 | | | | | | | |
| 00043918 | PHILLIPS WINE & SPIRITS CO | 02/05/2026 | | 2,521.63 | 2,521.63 | Open | N |
| | LIQUOR | | CBUSKEY | | | | 02/05/2026 |
| | 609-49751-40206 | FREIGHT | | 40.48 | | 1.00 | 40.48 |
| | 609-49751-40251 | LIQUOR | | 2,481.15 | | 1.00 | 2,481.15 |
| Total Vendor 214 - PHILLIPS WINE & SPIRITS CO | | | | | <u>4,327.71</u> | <u>4,327.71</u> | |
| Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC | | | | | | | |
| B021232 | | | | | | | |
| 00043882 | RMB ENVIRONMENTAL LABORATORIES, INC | 01/31/2026 | | 208.00 | 208.00 | Open | N |
| | WEEKS 2-4 COOLER 1 | | DROBERTSON | | | | 02/17/2026 |
| | 602-49490-40313 | SAMPLE TESTING | | 208.00 | | 1.00 | 208.00 |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

Invoice Number

| Inv Ref # | Vendor Description GL Distribution | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted Post Date |
|--|--|--|----------|----------------|------------|----------|------------------------------|
| Inventory | | | | | Units | Quantity | Unit Price |
| Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC | | | | | | | |
| B021271 00043897 | RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2 602-49490-40313 | 01/29/2026 DROBERTSON SAMPLE TESTING | | 158.00 | 158.00 | Open | N 02/17/2026 158.00 |
| B021292 00043911 | RMB ENVIRONMENTAL LABORATORIES, INC PROJECT 99 602-49490-40313 | 02/05/2026 DROBERTSON SAMPLE TESTING | | 80.00 | 80.00 | Open | N 02/17/2026 80.00 |
| B021293 00043957 | RMB ENVIRONMENTAL LABORATORIES, INC WEEK 1 COOLER 1 602-49490-40313 | 02/10/2026 DROBERTSON SAMPLE TESTING | | 520.00 | 520.00 | Open | N 02/17/2026 520.00 |
| B021334 00044091 | RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2 602-49490-40313 | 02/11/2026 DROBERTSON SAMPLE TESTING | | 136.00 | 136.00 | Open | N 02/17/2026 |
| Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC | | | | 1,102.00 | 1,102.00 | | |
| Vendor UB-REFUND - ROBERT KARABA | | | | | | | |
| .02052026 00043900 | ROBERT KARABA CREDIT REFUND 601-49440-40444 | 02/05/2026 DROBERTSON REFUND & REIMBURSEMENT | | 17.65 | 17.65 | Open | N 02/17/2026 17.65 |
| Total Vendor UB-REFUND - ROBERT KARABA | | | | 17.65 | 17.65 | | |
| Vendor 8827 - SEH, INC | | | | | | | |
| 5012788 00043927 | SEH, INC WARMING HOUSE IMPROVEMENT 226-45100-40457 | 02/09/2026 JSHOOK WARMING HOUSE IMPROVEMENTS | | 12,010.83 | 12,010.83 | Open | N 02/17/2026 12,010.83 |
| Total Vendor 8827 - SEH, INC | | | | 12,010.83 | 12,010.83 | | |
| Vendor 7455 - SOUTHERN GLAZERS OF MN | | | | | | | |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

Invoice Number

| Inv Ref # | Vendor Description GL Distribution | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due Units | Status Quantity | Posted Post Date Unit Price |
|--|--|----------------------------|----------|----------------|---------------------|--------------------|-----------------------------------|
| Vendor 7455 - SOUTHERN GLAZERS OF MN | | | | | | | |
| 2721777 00043913 | SOUTHERN GLAZERS OF MN LIQUOR | 02/05/2026 CBUSKEY | | 8,605.01 | 8,605.01 | Open | N 02/05/2026 |
| | 609-49751-40206 | FREIGHT | | 82.56 | | 1.00 | 82.56 |
| | 609-49751-40251 | LIQUOR | | 8,522.45 | | 1.00 | 8,522.45 |
| | | | | | | | |
| 2721778 00043914 | SOUTHERN GLAZERS OF MN WINE | 02/05/2026 CBUSKEY | | 225.68 | 225.68 | open | N 02/05/2026 |
| | 609-49751-40206 | FREIGHT | | 5.12 | | 1.00 | 5.12 |
| | 609-49751-40253 | WINE | | 220.56 | | 1.00 | 220.56 |
| Total Vendor 7455 - SOUTHERN GLAZERS OF MN | | | | | <u>8,830.69</u> | <u>8,830.69</u> | |
| Vendor 1944 - ST. FRANCIS COLLISION & GLASS | | | | | | | |
| 3883 00044089 | ST. FRANCIS COLLISION & GLASS SQUAD REPAIRS | 02/10/2026 DROBERTSON | | 17,541.90 | 17,541.90 | open | N 02/17/2026 |
| | 101-42110-40222 | INSURANCE REPAIRS | | 17,541.90 | | 1.00 | 17,541.90 |
| Total Vendor 1944 - ST. FRANCIS COLLISION & GLASS | | | | | <u>17,541.90</u> | <u>17,541.90</u> | |
| Vendor 5526 - ST. FRANCIS HOME RUN CLUB | | | | | | | |
| 2025-26 00043975 | ST. FRANCIS HOME RUN CLUB WARMING HOUSE ATTENDANCE | 02/11/2026 JSHOOK | | 8,200.00 | 8,200.00 | Open | N 02/17/2026 |
| | 101-45200-40311 | CONTRACT | | 8,200.00 | | 1.00 | 8,200.00 |
| Total Vendor 5526 - ST. FRANCIS HOME RUN CLUB | | | | | <u>8,200.00</u> | <u>8,200.00</u> | |
| Vendor 10813 - STUDIO 925 ENTERPRISES | | | | | | | |
| 00001 00043956 | STUDIO 925 ENTERPRISES MEALS FOR MENTAL CLARITY SEMINAR | 02/07/2026 DROBERTSON | | 1,500.00 | 1,500.00 | open | N 02/17/2026 |
| | 103-42110-40300 | PROFESSIONAL SERVICES | | 1,500.00 | | 1.00 | 1,500.00 |
| Total Vendor 10813 - STUDIO 925 ENTERPRISES | | | | | <u>1,500.00</u> | <u>1,500.00</u> | |
| Vendor UB-REFUND - TAYLOR MCMORROW | | | | | | | |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

Invoice Number

| Inv Ref # | Vendor Description GL Distribution | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due Units | Status Quantity | Posted Post Date Unit Price |
|--|--|--|----------|----------------|---------------------|--------------------|-----------------------------------|
| Vendor UB-REFUND - TAYLOR MCMORROW | | | | | | | |
| .02052026 | | | | | | | |
| 00043902 | TAYLOR MCMORROW CREDIT REFUND 601-49440-40444 | 02/05/2026 DROBERTSON REFUND & REIMBURSEMENT | | 126.31 | 126.31 | Open | N 02/17/2026 126.31 |
| Total Vendor UB-REFUND - TAYLOR MCMORROW | | | | 126.31 | 126.31 | | |
| Vendor 4940 - THE AMERICAN BOTTLING COMPANY | | | | | | | |
| 4847908371 | | | | | | | |
| 00043924 | THE AMERICAN BOTTLING COMPANY MISC 609-49751-40254 | 02/06/2026 CBUSKEY MISCELLANEOUS MERCHANDISE | | 390.15 | 390.15 | Open | N 02/06/2026 390.15 |
| Total Vendor 4940 - THE AMERICAN BOTTLING COMPANY | | | | 390.15 | 390.15 | | |
| Vendor 863 - THE BERNICK COMPANIES | | | | | | | |
| 10454549 | | | | | | | |
| 00043907 | THE BERNICK COMPANIES BEER 609-49751-40252 | 02/05/2026 CBUSKEY BEER | | 978.60 | 978.60 | Open | N 02/05/2026 978.60 |
| 10454550 | | | | | | | |
| 00043908 | THE BERNICK COMPANIES NA 609-49751-40252 | 02/05/2026 CBUSKEY BEER | | (7.26) | (7.26) | Open | N 02/05/2026 (7.26) |
| 3434178 | | | | | | | |
| 00043909 | THE BERNICK COMPANIES MISC 609-49751-40254 | 02/05/2026 CBUSKEY MISCELLANEOUS MERCHANDISE | | (30.00) | (30.00) | Open | N 02/05/2026 (30.00) |
| 10454548 | | | | | | | |
| 00043910 | THE BERNICK COMPANIES THC 609-49751-40257 | 02/05/2026 CBUSKEY THC | | 495.00 | 495.00 | Open | N 02/05/2026 495.00 |
| Total Vendor 863 - THE BERNICK COMPANIES | | | | 1,436.34 | 1,436.34 | | |
| Vendor 8546 - THOMSON REUTERS-WEST | | | | | | | |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

Invoice Number

| Inv Ref # | Vendor Description | Invoice Date | Due Date | Invoice Amount | Amount Due | Status | Posted Post Date |
|---|--|--------------------------|----------|----------------|------------|----------|------------------|
| Inventory | GL Distribution | Entered By | | | Units | Quantity | Unit Price |
| Vendor 8546 - THOMSON REUTERS-WEST | | | | | | | |
| 6170951881 00043886 | THOMSON REUTERS-WEST CRIMINAL LAW HANDBOOKS 2026 101-42110-40217 | 02/03/2026 DROBERTSON | | 579.98 | 579.98 | Open | N 02/17/2026 |
| | | OTHER OPERATING SUPPLIES | | 579.98 | | 1.00 | 579.98 |
| 853228951 00043955 | THOMSON REUTERS-WEST MN CRIMINAL LAW HANDBOOKS 101-42110-40200 | 02/01/2026 DROBERTSON | | 484.40 | 484.40 | Open | N 02/17/2026 |
| | | OFFICE SUPPLIES | | 484.40 | | 1.00 | 484.40 |
| 849922254 00043960 | THOMSON REUTERS-WEST MN CRIMINAL LAW HANDBOOKS 2024 101-42110-40217 | 03/21/2024 DROBERTSON | | 400.06 | 400.06 | Open | N 02/17/2026 |
| | | OTHER OPERATING SUPPLIES | | 400.06 | | 1.00 | 400.06 |
| Total Vendor 8546 - THOMSON REUTERS-WEST | | | | 1,464.44 | 1,464.44 | | |
| Vendor 4491 - TOM LYNCH ELECTRIC LLC | | | | | | | |
| 02022026 00043872 | TOM LYNCH ELECTRIC LLC WALK IN COOLER 609-49750-40401 | 02/02/2026 JSHOOK | | 6,825.00 | 6,825.00 | Open | N 02/17/2026 |
| | | BUILDINGS MAINTENANCE | | 6,825.00 | | 1.00 | 6,825.00 |
| 02102026 00043961 | TOM LYNCH ELECTRIC LLC COOLER REMODEL 609-49750-40401 | 02/10/2026 JSHOOK | | 1,375.00 | 1,375.00 | Open | N 02/17/2026 |
| | | BUILDINGS MAINTENANCE | | 1,375.00 | | 1.00 | 1,375.00 |
| Total Vendor 4491 - TOM LYNCH ELECTRIC LLC | | | | 8,200.00 | 8,200.00 | | |
| Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC | | | | | | | |
| 1241 00043930 | TRUE NORTH PSYCHOLOGY & CONSULTING, DECEMBER 2025 FIRE & POLICE SESSIONS 103-42110-40300 | 02/08/2026 DROBERTSON | | 1,400.00 | 1,400.00 | Open | N 12/31/2025 |
| | | PROFESSIONAL SERVICES | | 700.00 | | 1.00 | 700.00 |
| | | MISCELLANEOUS | | 700.00 | | 1.00 | 700.00 |
| Total Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC | | | | 1,400.00 | 1,400.00 | | |
| Vendor 9543 - UTILITYLOGIC | | | | | | | |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

Invoice Number

| Inv Ref # | Vendor Description GL Distribution | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted Post Date |
|--------------------------------------|---------------------------------------|----------------------------|--------------------------|----------------|-----------------|-----------------|---------------------|
| Inventory | | | | | Units | Quantity | Unit Price |
| Vendor 9543 - UTILITYLOGIC | | | | | | | |
| 15976 | | | | | | | |
| 00043883 | UTILITYLOGIC | 02/03/2026 | | 79.79 | 79.79 | Open | N |
| | BLUE MARKING PAINT | | DROBERTSON | | | | 02/17/2026 |
| | 601-49440-40217 | | OTHER OPERATING SUPPLIES | 39.90 | | 1.00 | 39.90 |
| | 602-49490-40217 | | OTHER OPERATING SUPPLIES | 39.89 | | 1.00 | 39.89 |
| Total Vendor 9543 - UTILITYLOGIC | | | | | <u>79.79</u> | <u>79.79</u> | |
| Vendor 3742 - YALE MECHANICAL | | | | | | | |
| 276773 | | | | | | | |
| 00043863 | YALE MECHANICAL | 01/31/2026 | | 1,562.00 | 1,562.00 | Open | N |
| | HEATING MAINTENANCE WATER DEPT | | DROBERTSON | | | | 02/17/2026 |
| | 601-49440-40233 | | WATER PLANT MAINT | 1,562.00 | | 1.00 | 1,562.00 |
| 26-0073-1 | | | | | | | |
| 00043884 | YALE MECHANICAL | 01/30/2026 | | 2,000.00 | 2,000.00 | Open | N |
| | UNINSTALL HEATER AND INSTALL NEW | | DROBERTSON | | | | 02/17/2026 |
| | 601-49440-40233 | | WATER PLANT MAINT | 1,000.00 | | 1.00 | 1,000.00 |
| | 601-49440-40229 | | PROJECT MAINTENANCE | 1,000.00 | | 1.00 | 1,000.00 |
| 276779 | | | | | | | |
| 00043887 | YALE MECHANICAL | 01/31/2026 | | 109.50 | 109.50 | Open | N |
| | WARM HOUSE HEATING HVAC MAINTENANCE | | DROBERTSON | | | | 02/17/2026 |
| | 101-45200-40401 | | BUILDINGS MAINTENANCE | 109.50 | | 1.00 | 109.50 |
| 276790 | | | | | | | |
| 00043888 | YALE MECHANICAL | 01/31/2026 | | 604.50 | 604.50 | Open | N |
| | BOTTLE SHOP HEATING HVAC MAINTENANCE | | DROBERTSON | | | | 02/17/2026 |
| | 609-49750-40401 | | BUILDINGS MAINTENANCE | 604.50 | | 1.00 | 604.50 |
| 276774 | | | | | | | |
| 00043896 | YALE MECHANICAL | 01/31/2026 | | 2,667.00 | 2,667.00 | Open | N |
| | HEATING HVAC MAINTENANCE AT PWW | | DROBERTSON | | | | 02/17/2026 |
| | 602-49490-40401 | | BUILDINGS MAINTENANCE | 2,667.00 | | 1.00 | 2,667.00 |
| Total Vendor 3742 - YALE MECHANICAL | | | | | <u>6,943.00</u> | <u>6,943.00</u> | |

| | | | | | |
|--------------------|----|-----------|---------|------------|------------|
| # of Invoices: | 76 | # Due: 76 | Totals: | 162,770.56 | 162,770.56 |
| # of Credit Memos: | 8 | # Due: 8 | Totals: | (659.60) | (659.60) |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

| 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 |
| Net of Invoices and Credit Memos: | | | | 162,110.96 | 162,110.96 | | |
| --- TOTALS BY GL BANK --- | | | | | | | |
| | GNCKG | | | 162,110.96 | | | |
| --- TOTALS BY GL DISTRIBUTIONS --- | | | | | | | |
| | 101-41400-40311 | | | 3,333.33 | | | |
| | 101-41600-40304 | | | 234.00 | | | |
| | 101-41940-40223 | | | 512.00 | | | |
| | 101-42110-40200 | | | 484.40 | | | |
| | 101-42110-40208 | | | 1,080.00 | | | |
| | 101-42110-40217 | | | 980.04 | | | |
| | 101-42110-40222 | | | 18,296.90 | | | |
| | 101-42110-40321 | | | 160.65 | | | |
| | 101-42110-40388 | | | 117.40 | | | |
| | 101-42110-40448 | | | 40.00 | | | |
| | 101-43100-40212 | | | 661.72 | | | |
| | 101-43100-40218 | | | 176.07 | | | |
| | 101-43100-40221 | | | 163.75 | | | |
| | 101-43100-40311 | | | 1,750.00 | | | |
| | 101-43100-40417 | | | 63.85 | | | |
| | 101-45200-40212 | | | 661.72 | | | |
| | 101-45200-40218 | | | 176.06 | | | |
| | 101-45200-40311 | | | 10,545.00 | | | |
| | 101-45200-40401 | | | 109.50 | | | |
| | 101-45200-40417 | | | 63.85 | | | |
| | 103-42110-40300 | | | 2,200.00 | | | |
| | 103-42210-40441 | | | 700.00 | | | |
| | 226-45100-40457 | | | 12,010.83 | | | |
| | 601-49440-40208 | | | 50.00 | | | |
| | 601-49440-40212 | | | 661.72 | | | |
| | 601-49440-40216 | | | 487.65 | | | |
| | 601-49440-40217 | | | 39.90 | | | |
| | 601-49440-40229 | | | 1,000.00 | | | |
| | 601-49440-40233 | | | 2,562.00 | | | |
| | 601-49440-40235 | | | 26.30 | | | |
| | 601-49440-40321 | | | 50.01 | | | |
| | 601-49440-40417 | | | 63.85 | | | |
| | 601-49440-40442 | | | 33.10 | | | |
| | 601-49440-40444 | | | 239.09 | | | |
| | 602-49490-40212 | | | 661.70 | | | |
| | 602-49490-40216 | | | 9,342.06 | | | |
| | 602-49490-40217 | | | 39.89 | | | |
| | 602-49490-40313 | | | 966.00 | | | |
| | 602-49490-40401 | | | 2,667.00 | | | |
| | 602-49490-40417 | | | 63.87 | | | |
| | 602-49490-40442 | | | 33.10 | | | |
| | 609-49750-40401 | | | 8,804.50 | | | |

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 02/18/2026 - 02/18/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4G.

Invoice Number

| Inv Ref # | Vendor Description | Invoice Date Entered By | Due Date | Invoice Amount | Amount Due | Status | Posted Post Date |
|---------------------------------|-----------------------------|-------------------------|----------|----------------|------------|----------|------------------|
| Inventory | GL Distribution | | | | Units | Quantity | Unit Price |
| | 609-49751-40206 | | | 423.02 | | | |
| | 609-49751-40251 | | | 18,278.65 | | | |
| | 609-49751-40252 | | | 42,761.93 | | | |
| | 609-49751-40253 | | | 8,246.48 | | | |
| | 609-49751-40254 | | | 2,986.81 | | | |
| | 609-49751-40255 | | | 649.30 | | | |
| | 609-49751-40257 | | | 6,315.96 | | | |
| --- TOTALS BY FUND --- | | | | | | | |
| | 101 GENERAL FUND | | | 39,610.24 | 39,610.24 | | |
| | 103 PUBLIC SAFETY FUNDS | | | 2,900.00 | 2,900.00 | | |
| | 226 PARK FUND | | | 12,010.83 | 12,010.83 | | |
| | 601 WATER FUND | | | 5,213.62 | 5,213.62 | | |
| | 602 SEWER FUND | | | 13,773.62 | 13,773.62 | | |
| | 609 LIQUOR FUND | | | 88,466.65 | 88,466.65 | | |
| --- TOTALS BY DEPT/ACTIVITY --- | | | | | | | |
| | 41400 ADMINISTRATION | | | 3,333.33 | 3,333.33 | | |
| | 41600 LEGAL | | | 234.00 | 234.00 | | |
| | 41940 BUILDINGS | | | 512.00 | 512.00 | | |
| | 42110 POLICE | | | 23,359.39 | 23,359.39 | | |
| | 42210 FIRE | | | 700.00 | 700.00 | | |
| | 43100 STREETS | | | 2,815.39 | 2,815.39 | | |
| | 45100 RECREATION | | | 12,010.83 | 12,010.83 | | |
| | 45200 PARKS | | | 11,556.13 | 11,556.13 | | |
| | 49440 WATER DEPT | | | 5,213.62 | 5,213.62 | | |
| | 49490 SEWER DEPT | | | 13,773.62 | 13,773.62 | | |
| | 49750 LIQUOR STORE | | | 8,804.50 | 8,804.50 | | |
| | 49751 MERCHANDISE PURCHASES | | | 79,662.15 | 79,662.15 | | |

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 10/01/2025 - 12/31/2025

Agenda Item # 4G.

- CHECK TYPE: EFT

| Check Date | Check | Vendor Name | Amount |
|--|---------|-------------------------------|-----------|
| Bank GNCKG GENERAL CHECKING ACCOUNT | | | |
| Check Type: EFT Transfer GNCKG | | | |
| 10/09/2025 | 4121(E) | EFTPS | 28,180.15 |
| 10/09/2025 | 4122(E) | ICMA | 240.00 |
| 10/09/2025 | 4123(E) | PERA | 28,824.65 |
| 10/09/2025 | 4124(E) | RHS HEALTHCARE SAVINGS | 697.59 |
| 10/09/2025 | 4125(E) | STATE | 6,247.43 |
| 10/09/2025 | 4126(E) | VOYA | 1,600.00 |
| 10/10/2025 | 4129(E) | US BANK CREDIT CARD | 13,903.02 |
| 10/14/2025 | 4132(E) | ACE SOLID WASTE, INC | 1,962.59 |
| 10/14/2025 | 4133(E) | CITY HIVE | 99.00 |
| 10/14/2025 | 4134(E) | COLONIAL INSURANCE | 410.67 |
| 10/14/2025 | 4135(E) | DELTA DENTAL | 2,172.90 |
| 10/14/2025 | 4136(E) | HEALTH PARTNERS | 39,915.91 |
| 10/14/2025 | 4137(E) | INVOICE CLOUD, INC | 1,118.80 |
| 10/14/2025 | 4138(E) | NEW BENEFITS (FRESH BENIES) | 463.71 |
| 10/14/2025 | 4139(E) | SPOT ON-LIQUOR CC | 5,377.95 |
| 10/14/2025 | 4140(E) | SUN LIFE FINANCIAL | 3,848.04 |
| 10/14/2025 | 4141(E) | WEX CARD | 5,681.00 |
| 10/21/2025 | 4142(E) | AZ DEPARTMENT OF ECONOMIC SEC | 158.00 |
| 10/21/2025 | 4143(E) | EFTPS | 2,638.08 |
| 10/21/2025 | 4144(E) | MN DEPARTMENT OF REVENUE | 240.11 |
| 10/21/2025 | 4145(E) | PERA | 40.00 |
| 10/21/2025 | 4146(E) | STATE | 251.63 |
| 10/21/2025 | 4147(E) | STATE OF FLORIDA CHILD SUPPOR | 102.86 |
| 10/23/2025 | 4148(E) | EFTPS | 28,404.21 |
| 10/23/2025 | 4149(E) | ICMA | 240.00 |
| 10/23/2025 | 4150(E) | PERA | 29,029.27 |
| 10/23/2025 | 4151(E) | RHS HEALTHCARE SAVINGS | 709.95 |
| 10/23/2025 | 4152(E) | STATE | 6,272.31 |
| 10/23/2025 | 4153(E) | VOYA | 1,600.00 |
| 10/21/2025 | 4154(E) | CAYAN | 867.69 |
| 10/21/2025 | 4155(E) | CINTAS | 576.81 |
| 10/21/2025 | 4156(E) | CONNEXUS ENERGY | 25,558.62 |
| 10/21/2025 | 4157(E) | ENTERPRISE FLEET MGMT | 28,007.57 |
| 10/21/2025 | 4158(E) | MN DRIVER & VEHICLE SERVICES | 204.25 |
| 10/29/2025 | 4159(E) | ALERUS | 50.00 |
| 10/29/2025 | 4160(E) | CENTERPOINT ENERGY | 1,320.54 |
| 10/29/2025 | 4161(E) | MN DEPT OF COMMERCE | 744.60 |
| 10/29/2025 | 4162(E) | MN DEPT OF REVENUE-SALES TAX | 28,292.00 |
| 10/29/2025 | 4163(E) | U S BANK EQUIPMENT FINANCE | 1,075.14 |
| 10/31/2025 | 4164(E) | EMPLOYEE BENEFITS CORPORATION | 400.00 |
| 10/31/2025 | 4165(E) | VILLAGE BANK | 225.15 |
| 11/06/2025 | 4166(E) | EFTPS | 29,426.51 |
| 11/06/2025 | 4167(E) | ICMA | 240.00 |
| 11/06/2025 | 4168(E) | PERA | 29,739.07 |
| 11/06/2025 | 4169(E) | RHS HEALTHCARE SAVINGS | 753.17 |
| 11/06/2025 | 4170(E) | STATE | 6,563.11 |
| 11/06/2025 | 4171(E) | VOYA | 1,600.00 |
| 11/18/2025 | 4172(E) | AZ DEPARTMENT OF ECONOMIC SEC | 158.00 |
| 11/18/2025 | 4173(E) | EFTPS | 2,917.70 |
| 11/18/2025 | 4174(E) | MN DEPARTMENT OF REVENUE | 240.11 |
| 11/18/2025 | 4175(E) | PERA | 40.00 |
| 11/18/2025 | 4176(E) | STATE | 333.45 |
| 11/18/2025 | 4177(E) | STATE OF FLORIDA CHILD SUPPOR | 75.43 |
| 11/12/2025 | 4178(E) | ACE SOLID WASTE, INC | 1,962.59 |
| 11/12/2025 | 4179(E) | CINTAS | 756.14 |
| 11/12/2025 | 4180(E) | CITY HIVE | 1,369.90 |
| 11/12/2025 | 4181(E) | COLONIAL INSURANCE | 410.67 |
| 11/12/2025 | 4182(E) | DELTA DENTAL | 2,249.82 |
| 11/12/2025 | 4183(E) | HEALTH PARTNERS | 41,005.21 |
| 11/12/2025 | 4184(E) | NEW BENEFITS (FRESH BENIES) | 463.71 |
| 11/12/2025 | 4185(E) | SPOT ON-LIQUOR CC | 5,481.08 |
| 11/12/2025 | 4186(E) | SUN LIFE FINANCIAL | 3,795.48 |
| 11/12/2025 | 4187(E) | WEX CARD | 4,588.82 |
| 11/10/2025 | 4188(E) | US BANK CREDIT CARD | 21,772.83 |
| 11/20/2025 | 4192(E) | EFTPS | 27,857.67 |
| 11/20/2025 | 4193(E) | ICMA | 240.00 |
| 11/20/2025 | 4194(E) | PERA | 28,553.13 |
| 11/20/2025 | 4195(E) | RHS HEALTHCARE SAVINGS | 670.97 |
| 11/20/2025 | 4196(E) | STATE | 6,152.41 |

CHECK REGISTER FOR CITY OF ST. FRANCIS

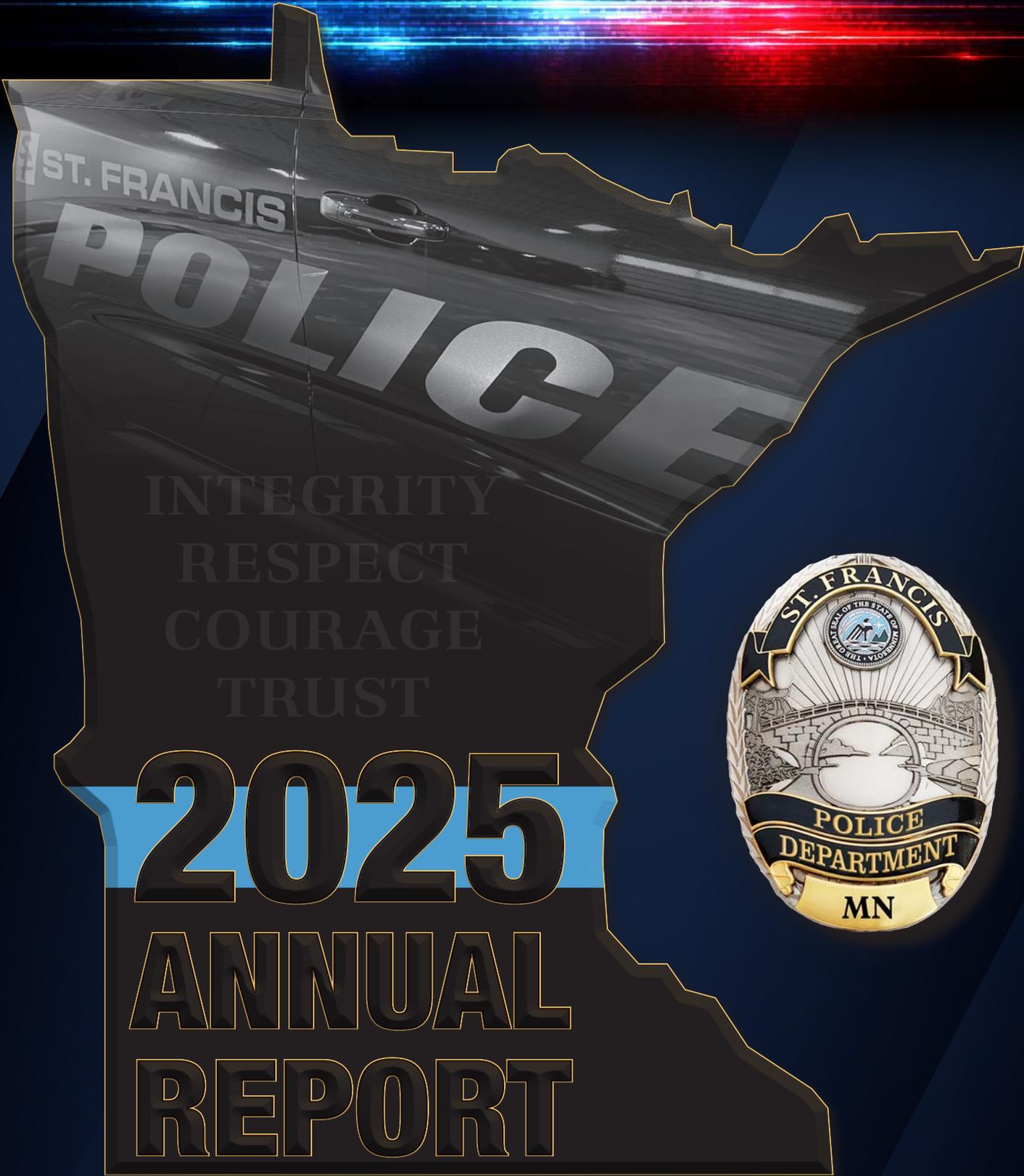
CHECK DATE 10/01/2025 - 12/31/2025

Agenda Item # 4G.

- CHECK TYPE: EFT

| Check Date | Check | Vendor Name | Amount |
|--|---------|-------------------------------|------------|
| Bank GNCKG GENERAL CHECKING ACCOUNT | | | |
| Check Type: EFT Transfer GNCKG | | | |
| 11/20/2025 | 4197(E) | VOYA | 1,600.00 |
| 11/26/2025 | 4198(E) | CAYAN | 913.76 |
| 11/26/2025 | 4199(E) | CONNEXUS ENERGY | 21,727.72 |
| 11/26/2025 | 4200(E) | ENTERPRISE FLEET MGMT | 22,021.99 |
| 11/26/2025 | 4201(E) | MN DEPT OF REVENUE-SALES TAX | 30,819.00 |
| 11/26/2025 | 4202(E) | SPOT ON-LIQUOR CC | 25.00 |
| 11/26/2025 | 4203(E) | U S BANK EQUIPMENT FINANCE | 984.94 |
| 11/30/2025 | 4204(E) | ALERUS | 50.00 |
| 11/30/2025 | 4205(E) | CENTERPOINT ENERGY | 2,823.88 |
| 11/30/2025 | 4206(E) | VILLAGE BANK | 1,154.15 |
| 12/04/2025 | 4207(E) | EFTPS | 30,637.62 |
| 12/04/2025 | 4208(E) | ICMA | 240.00 |
| 12/04/2025 | 4209(E) | PERA | 31,343.93 |
| 12/04/2025 | 4210(E) | RHS HEALTHCARE SAVINGS | 795.42 |
| 12/04/2025 | 4211(E) | STATE | 6,806.07 |
| 12/04/2025 | 4212(E) | VOYA | 1,900.00 |
| 12/16/2025 | 4213(E) | AZ DEPARTMENT OF ECONOMIC SEC | 158.00 |
| 12/16/2025 | 4214(E) | EFTPS | 2,262.86 |
| 12/16/2025 | 4215(E) | MN DEPARTMENT OF REVENUE | 240.11 |
| 12/16/2025 | 4216(E) | PERA | 40.00 |
| 12/16/2025 | 4217(E) | STATE | 284.88 |
| 12/16/2025 | 4218(E) | STATE OF FLORIDA CHILD SUPPOR | 102.86 |
| 12/08/2025 | 4219(E) | ACE SOLID WASTE, INC | 2,202.59 |
| 12/08/2025 | 4220(E) | CITY HIVE | 107.78 |
| 12/08/2025 | 4221(E) | HEALTH PARTNERS | 45,843.91 |
| 12/08/2025 | 4222(E) | SPOT ON-LIQUOR CC | 5,872.65 |
| 12/08/2025 | 4223(E) | SUN LIFE FINANCIAL | 2,871.51 |
| 12/08/2025 | 4224(E) | WEX CARD | 4,349.38 |
| 12/10/2025 | 4225(E) | BELLBOY CORPORATION BAR SUPPL | 795.00 |
| 12/16/2025 | 4226(E) | EFTPS | 36.52 |
| 12/18/2025 | 4227(E) | EFTPS | 28,194.51 |
| 12/18/2025 | 4228(E) | ICMA | 240.00 |
| 12/18/2025 | 4229(E) | PERA | 28,737.78 |
| 12/18/2025 | 4230(E) | RHS HEALTHCARE SAVINGS | 709.95 |
| 12/18/2025 | 4231(E) | STATE | 6,160.03 |
| 12/18/2025 | 4232(E) | VOYA | 1,950.00 |
| 12/10/2025 | 4233(E) | US BANK CREDIT CARD | 16,183.40 |
| 12/18/2025 | 4236(E) | EFTPS | 5,276.56 |
| 12/18/2025 | 4237(E) | PERA | 10,709.80 |
| 12/18/2025 | 4238(E) | RHS HEALTHCARE SAVINGS | 726.10 |
| 12/18/2025 | 4239(E) | STATE | 1,791.31 |
| 12/18/2025 | 4240(E) | CAYAN | 69.90 |
| 12/18/2025 | 4241(E) | CINTAS | 625.36 |
| 12/18/2025 | 4242(E) | COLONIAL INSURANCE | 339.76 |
| 12/18/2025 | 4243(E) | DELTA DENTAL | 2,501.48 |
| 12/18/2025 | 4244(E) | INVOICE CLOUD, INC | 1,201.05 |
| 12/18/2025 | 4245(E) | MN DRIVER & VEHICLE SERVICES | 24.25 |
| 12/31/2025 | 4252(E) | ALERUS | 50.00 |
| 12/31/2025 | 4253(E) | CENTERPOINT ENERGY | 10,219.41 |
| 12/31/2025 | 4254(E) | CONNEXUS ENERGY | 21,929.85 |
| 12/31/2025 | 4255(E) | ENTERPRISE FLEET MGMT | 26,587.66 |
| 12/31/2025 | 4256(E) | MN DEPT OF REVENUE-SALES TAX | 29,508.00 |
| 12/31/2025 | 4257(E) | NEW BENEFITS (FRESH BENIES) | 463.71 |
| 12/31/2025 | 4258(E) | U S BANK EQUIPMENT FINANCE | 997.40 |
| 12/31/2025 | 4259(E) | VILLAGE BANK | 277.12 |
| Total EFT Transfer: | | | 931,655.10 |
| GNCKG TOTALS: | | | |
| Total of 124 Checks: | | | 931,655.10 |
| Less 0 Void Checks: | | | 0.00 |
| Total of 124 Disbursements: | | | 931,655.10 |

ST. FRANCIS POLICE DEPARTMENT



INTEGRITY
RESPECT
COURAGE
TRUST

2025 ANNUAL REPORT



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- 21** Out of Town Home Security Checks / Courtesy Notice Tags
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- 24** Pink Patch Project
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- 30** Sneak Peak into 2026
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- 32** Acknowledgements

Message from Chief Schwieger

It is my pleasure to submit the 2025 St. Francis Police Department Annual Report. The report summarizes police department operations and daily law enforcement activities.

The police department has a dedicated, professional staff of twelve sworn officers, seven reserve officers, and two administrative clerical staff, all who are dedicated and work diligently to provide superior public safety services to the 8,300 residents of St. Francis.

The mission of the police department focuses on providing fair and impartial service to all people and maintaining a safe community through partnering with its citizens. A safe community takes all of us and by having a good relationship with members of the community, we can assure that St. Francis remains a great place to live, work, and visit.

The St. Francis Community can remain confident that their police department will be there in the time of need and will serve with integrity, respect, courage and trust. I am very proud and honored to work with the outstanding men and women that make up the St. Francis Police Department.

Thank you for your support and we look forward to another year of providing quality public safety services to the St. Francis Community.

Todd Schwieger
Police Chief
St. Francis Police Department



St. Francis Police Department



Todd Schwieger
Police Chief



Ryan Larson
Patrol Sergeant



Brandon Stemme
Patrol Sergeant



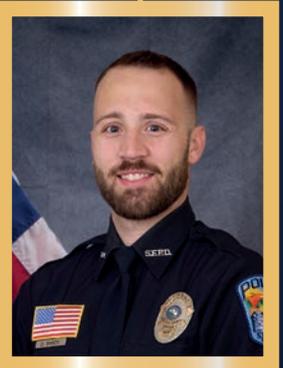
Nathan Schwieger
Patrol Officer



Chris Bulera
Patrol Officer



Lyle Hearn
Investigator



Derek Barck
Patrol Officer



James Bolte
Patrol Officer

OUR MISSION

THE ST. FRANCIS POLICE DEPARTMENT IS DEDICATED TO PROVIDING FAIR AND IMPARTIAL POLICE SERVICE TO ALL PERSONS THROUGH EDUCATION AND ENFORCEMENT.

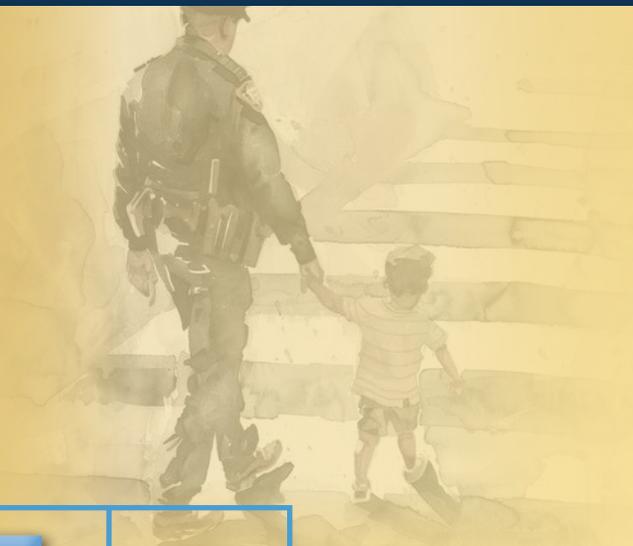
THE GOAL OF THE ST. FRANCIS POLICE DEPARTMENT IS TO PROVIDE A SAFE COMMUNITY THROUGH PARTNERING WITH ITS CITIZENS.



Reserve Unit



Richard Johnson
Reserve Captain



Richard Sieber
Reserve Officer



Brad Peterson
Reserve Officer



Blake Schwieger
Reserve Officer



Zachary Schwieger
Reserve Officer



Koleton Hearn
Reserve Officer



Randy Narloch
Reserve Officer

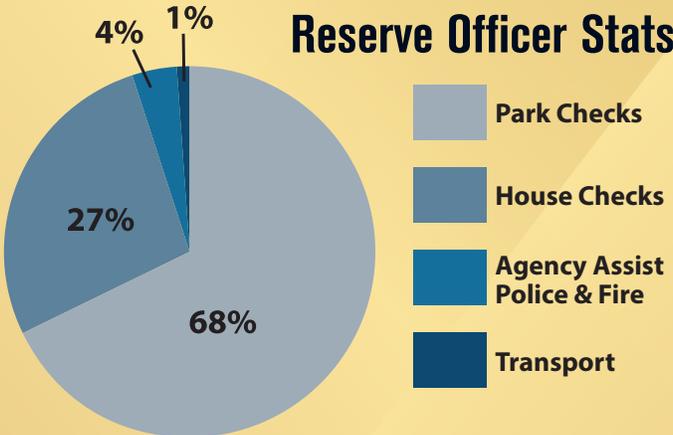


Reserve Unit



The St. Francis Police Reserve Unit is made up of individuals who generously volunteer their time to serve the City of St. Francis. Their dedication to assisting police officers and supporting community events helps make St. Francis a safe and welcoming place to live.

Reserve officers are trained and educated through our Field Training Officer (FTO) Reserve Program, which includes instruction in police skills, tactics, medical training, and use of force protocols. Their duties include extra patrols in residential and business areas, house and security checks, vehicle lockouts, park checks, assisting other agencies, and transporting suspects to jail. We are extremely thankful for these dedicated members who selflessly volunteer their time. In 2025, reserve officers contributed hundreds of hours of service to our department and the City of St. Francis.



Welcome Reserve Officer Randy Narloch!



Randy is a longtime resident of St. Francis and a 1985 graduate of St. Francis High School. In 2025, he and his wife attended the Citizen’s Academy, where his interest in becoming a reserve officer began. Randy also served on the fire department for five years and works full-time at Federal in Anoka for 16 years.

Randy is excited to begin volunteering with our department, and we are just as excited to welcome him to the St. Francis Police Department!

Lifesaving Award

Congratulations to Officer Chanthapanya who received a life saving award for his actions taken during a medical situation for a patient not breathing. Officer Chanthapanya arrived at the residence and began performing CPR and utilized an AED on the patient until additional rescue personnel arrived. After life saving measures, the patient regained a pulse and began breathing on their own and would eventually be released from the hospital to recover at home.



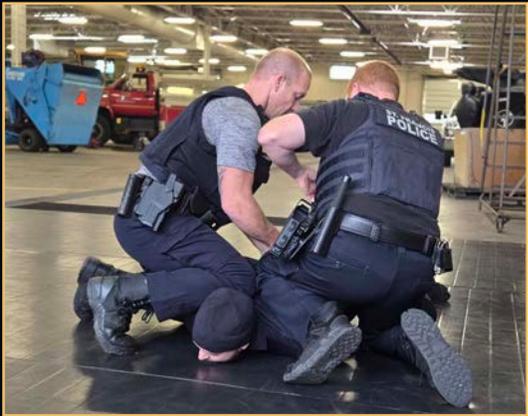
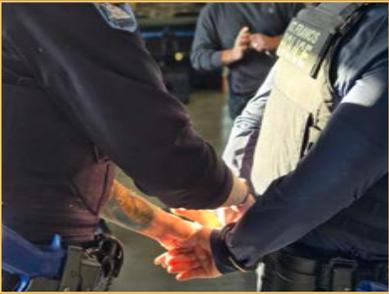
Internship



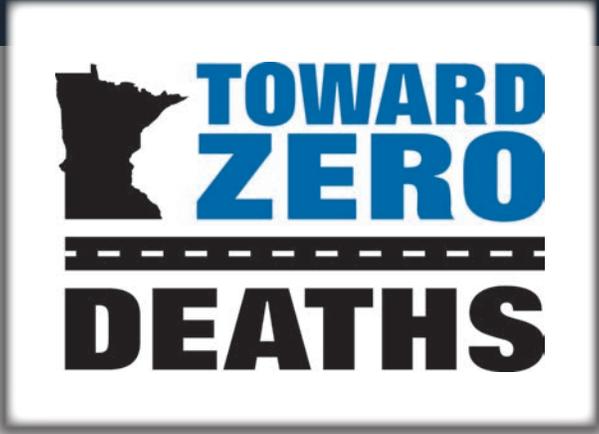
Reserve Officer Koleton Hearn completed an internship of 400 hours with the St. Francis Police Department in 2025 as part of his graduation requirements from St. Cloud State University. Reserve Officer Hearn spent time with officers and staff members learning about the history of the department and how it operates on a daily basis. Department staff enjoyed having Reserve Officer Hearn spend the summer with us and wish him the best on his law enforcement endeavor. The St. Francis Police Department is proud to have these members who are willing to give countless hours of their time to help our community. Many former reserves have moved on to a career in law enforcement, some remaining with St. Francis and some being hired by other agencies.

St. Francis Police Training 2025

Officers are required to complete at least 48 hours of continuing education every three years as part of the requirements to maintain their peace officer license. They are required by the Minnesota Board of Peace Officers Standards and Training (POST) to complete annual refresher training in areas including use of force and firearms, as well as Emergency Vehicle Operators Course every five years. In addition, the POST Board requires officers to complete 16 hours of continuing education in areas of Conflict Management, Crisis Intervention, Implicit Bias, and Autism every three years. Other notable trainings officers and staff attended in 2025 include Firearms Permits, Expungements, Emergency Management, Forensics, Emergency Vehicle Operators Course (EVOC), Impact Munitions Instructor, Emergency Medical Responder (EMR), Fire Investigation, and Financial Crimes Investigation, among other training courses. Officers completed a combined 697 hours of training in 2025.



2025 Toward Zero Deaths

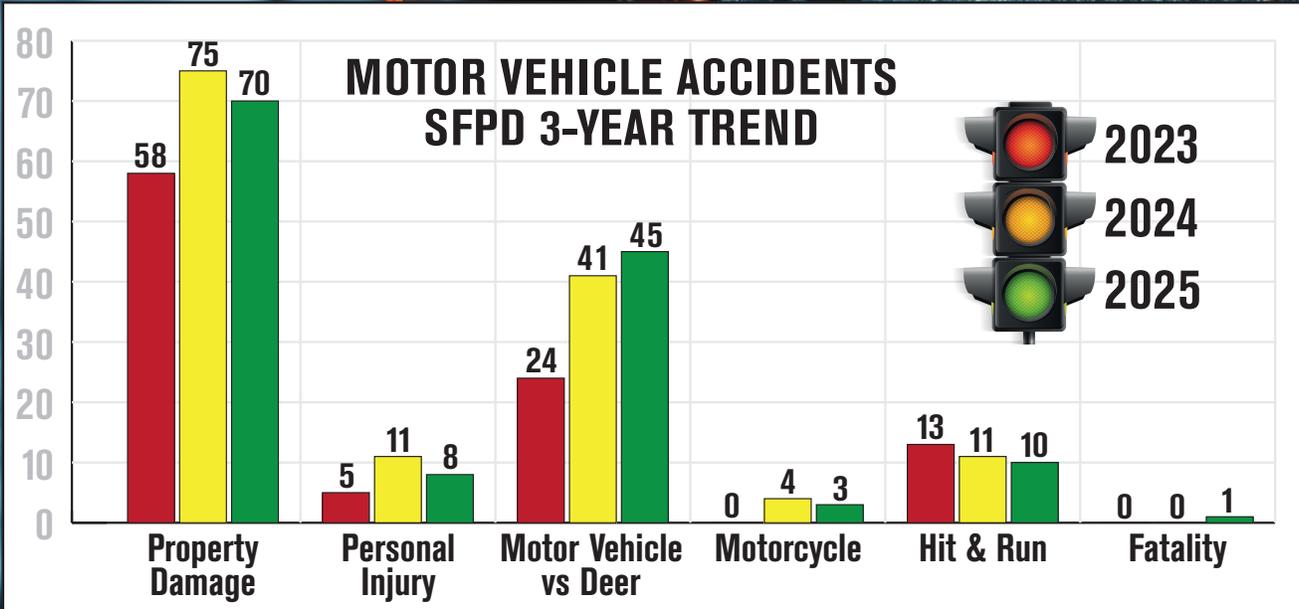
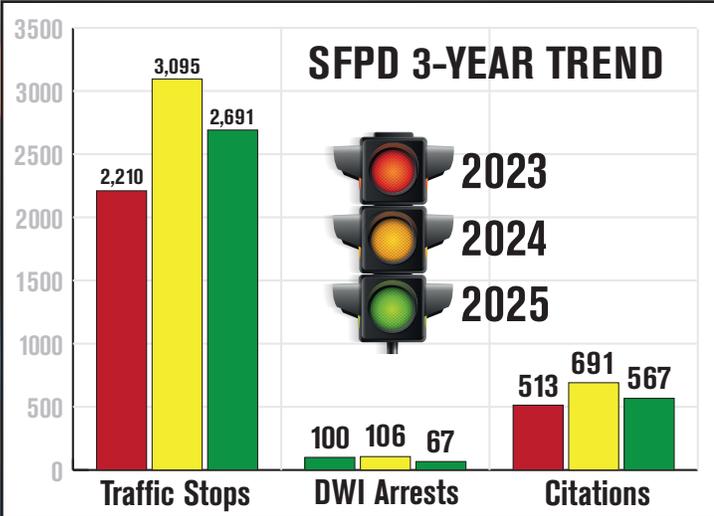


Mission

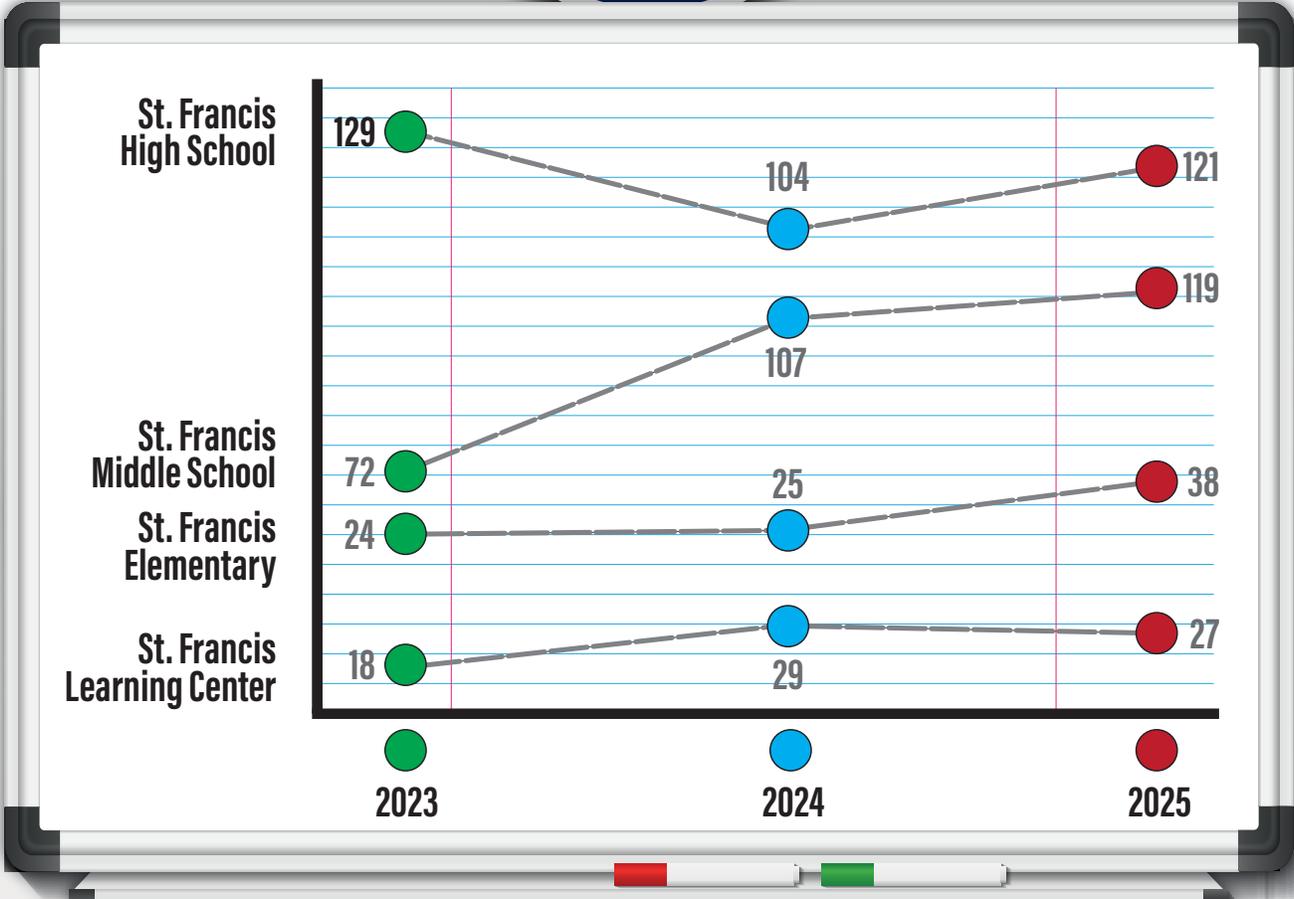
Our mission is to create a culture for which traffic fatalities and serious injuries are no longer acceptable through the integrated application of education, engineering, enforcement, and emergency medical and trauma services. These efforts will be driven by data, best practices, and research.

State/County Stats

- 370 Traffic fatalities 2025 vs 475 in 2024
- Statewide DWI's - 26,711
- Anoka County DWI's - 1,156
- St. Francis used 81 hours for TZD events which resulted in 8 DWI arrests



School Stats



St. Francis Statistics 3 Year Trend

TOTAL CALLS FOR SERVICE

| 2023 | 2024 | 2025 |
|----------------|-----------------|----------------|
| 6,690 CALLS | 7,566 CALLS | 7,436 CALLS |
| 8.48% INCREASE | 13.08% INCREASE | 1.72% DECREASE |



POLICE >>> POLICE >>> POLICE >>>

ARRESTS

| 2023 | 2024 | 2025 |
|----------------|----------------|----------------|
| 151 ARRESTS | 172 ARRESTS | 131 ARRESTS |
| 15.3% INCREASE | 13.9% INCREASE | 23.8% DECREASE |



AVERAGE RESPONSE TIMES

- 2023**
5:11 High Priority Call Type
6:17 Low Priority Call Type
- 2024**
4:28 High Priority Call Type
5:10 Low Priority Call Type
- 2025**
4:51 High Priority Call Type
5:20 Low Priority Call Type



NIBRS Statistics 3-Year Trend

The National Incident-Based Reporting System (NIBRS) is a standard for law enforcement crime data that captures detailed incident level information on each crime, including victim/offender demographics, property loss, weapons used, and bias motivation. This reporting offers more in-depth data for research and crime prevention by collecting data on numerous offenses rather than just the more serious ones. This is administered by the FBI.

| Group A Offenses | 2023 | 2024 | 2025 |
|------------------------------|------------|------------|------------|
| Arson | 0 | 0 | 1 |
| Assault | 40 | 31 | 31 |
| Bribery | 0 | 0 | 0 |
| Burglary | 3 | 12 | 5 |
| Counterfeiting/Forgery | 6 | 11 | 4 |
| Destruction/Damage | 7 | 11 | 10 |
| Drug/Narcotic Violation | 23 | 12 | 9 |
| Drug/Equipment Violation | 0 | 0 | 0 |
| Embezzlement | 0 | 1 | 0 |
| Extortion/Blackmail | 0 | 0 | 0 |
| Fraud Offenses | 42 | 44 | 22 |
| Gambling Offenses | 0 | 0 | 0 |
| Homicide Offenses | 0 | 0 | 0 |
| Human Trafficking Offenses | 0 | 1 | 0 |
| Kidnapping/Abduction | 0 | 0 | 0 |
| Larceny/Theft Offenses | 57 | 65 | 39 |
| Motor Vehicle Offenses | 4 | 4 | 1 |
| Pornography/Obscene Material | 2 | 0 | 4 |
| Robbery | 0 | 0 | 0 |
| Sex Offenses | 2 | 2 | 12 |
| Sex Offenses, Non Forcible | 7 | 2 | 0 |
| Stolen Property Offenses | 0 | 1 | 5 |
| Weapon Law Violation | 0 | 1 | 3 |
| Animal Cruelty | 1 | 0 | 0 |
| Total | 194 | 198 | 146 |

| Group B Offenses | 2023 | 2024 | 2025 |
|----------------------------|------------|------------|------------|
| Theft By Check | 0 | 0 | 1 |
| Curfew/Loitering | 4 | 3 | 0 |
| Disorderly Conduct | 41 | 54 | 58 |
| Drive Under Influence | 100 | 106 | 67 |
| Family Offenses | 0 | 0 | 3 |
| Liquor Law Violations | 3 | 1 | 5 |
| Peeping Tom | 0 | 0 | 1 |
| Runaway | 9 | 19 | 11 |
| Trespass of Real Property | 3 | 3 | 12 |
| All Other Group B Offenses | 59 | 82 | 70 |
| Total | 219 | 268 | 228 |

| All Other Offenses | 2023 | 2024 | 2025 |
|--|--------------|--------------|--------------|
| Medicals, Dog, Suspicious Activity (not all offenses listed) | | | |
| Total | 4,093 | 4,087 | 4,371 |

Records Unit

As the City of St. Francis grows, Sandy and Chasity stay busy managing crime reports, case files, data requests, and firearm permits, while also communicating with attorneys for both prosecution and defense, and assisting residents with a variety of questions and concerns. They attend seminars, webinars and trainings to stay current with ever changing laws. They are also dedicated to participating in the many community events throughout the year!



Incident Reports Processed

2023.....4,255

2024.....4,212

20254,608



Our office staff worked tirelessly throughout the year expunging records to implement the new Clean Slate Act, which took effect on January 1, 2025. Our department reviewed and processed **3,584 offenses** as part of this initiative. In 2024, we also **expunged 143 cannabis-related offenses** under the **Adult-Use Cannabis Act**, sent by the BCA. The chart below highlights key differences between the two expungement laws.

| | Cannabis Expungement | Clean Slate |
|--------------------------------|--|--|
| Scope of Offenses | Specifically addresses cannabis related offenses, including petty misdemeanors, misdemeanors, and certain felonies. | Covers a broader range of non-violent misdemeanors, gross misdemeanors, and felonies including certain cannabis offenses. |
| Implementation Date | Enacted in August 2023, with automatic expungements for most lower level offenses beginning in May 2024. Minor offense expungement is automatic. | Passed in 2023 and took effect on January 1st, 2025. |
| Process for Expungement | For eligible felony cannabis convictions, the Cannabis Expungement Board reviews cases individually. | Establishes a system for the automatic sealing of eligible records after a designated waiting period; some cases may still require a petition to the courts. |
| Affected Records | Targets record held by the BCA and the courts. Thousands of records were automatically expunged in May 2024. | Automatically seals eligible records at both the BCA and court levels. An estimated 500,000 Minnesotans qualify under this new law. |
| Impact | Clears records for individuals charged with or convicted of cannabis related crimes that are no longer illegal under state law. | Automatically seals a wide range of eligible records for individuals who have remained crime-free, providing them with a fresh start. |

7

Investigation Unit

Officer Hearn recently assumed the role of Investigator for the St. Francis Police Department following a 12½ year career as a patrol officer, including 4½ years with another Minnesota agency. In addition to his investigative duties, he currently serves as a field training instructor, use of force instructor, taser instructor, and threat liaison officer. In a smaller agency, staff often fulfill multiple roles, and the role Investigator Hearn finds most rewarding is community engagement. He has developed and led several community programs, including the annual Citizen’s Academy (held in the spring), Kids Stay Safe at Home class (held late summer) and his most meaningful project, Winning with Cops. What motivates Investigator Hearn most is the ever changing nature of the workday with new challenges and opportunities to make a meaningful impact.

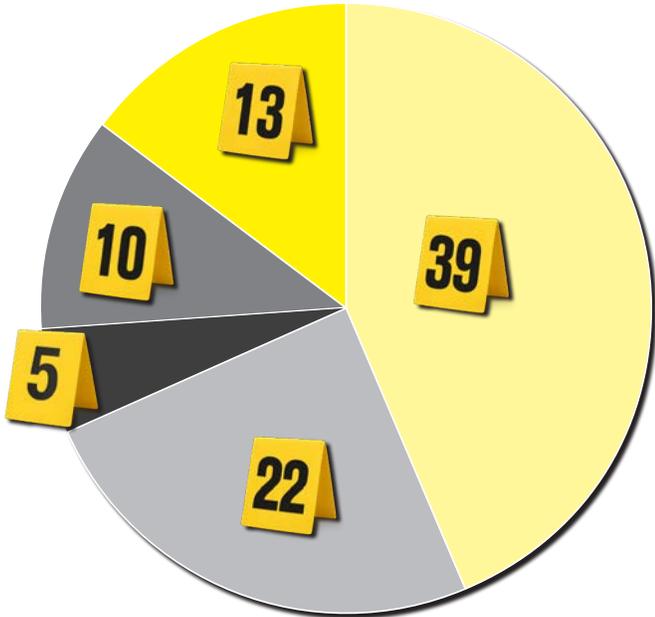
Although the investigations unit wears many hats, Investigator Hearn’s primary focus is investigative casework. This year, he has successfully resolved several major cases, holding offenders accountable and helping restore justice to victims. One case he is particularly proud of involved the theft of an enclosed trailer from a school bus garage. In partnership with multiple county attorney offices, these cases were consolidated, resulting in the suspect’s arrest for felony theft and burglary.

Over the past year, Investigator Hearn has completed numerous advanced training courses to enhance his effectiveness while continuing to serve the citizens of St. Francis. In 2025, he became the department’s first certified arson investigator, gaining skills in interpreting fire patterns, determining points of origin, identifying ignition sources, and interviewing victims and suspects of arson. In the spring, he completed a financial crimes investigations course, where he learned to distinguish between offenses such as theft by swindle, identity theft, financial exploitation, and financial transaction fraud.

Investigator Hearn also serves as the department’s evidence manager. In this capacity, he receives and processes evidence from officers, transports items to the crime lab, when necessary, manages found property, and oversees the return or destruction of property at the conclusion of cases.

2025 INVESTIGATION CRIMES (not all crimes listed)

- LARCENY
- FRAUD
- BURGLARY
- PROPERTY DAMAGE
- CHILD/ADULT SCREENED IN REPORTS



Drone



The St. Francis Police Department consists of four officers certified as Federal Aviation Administration (FAA) drone pilots.

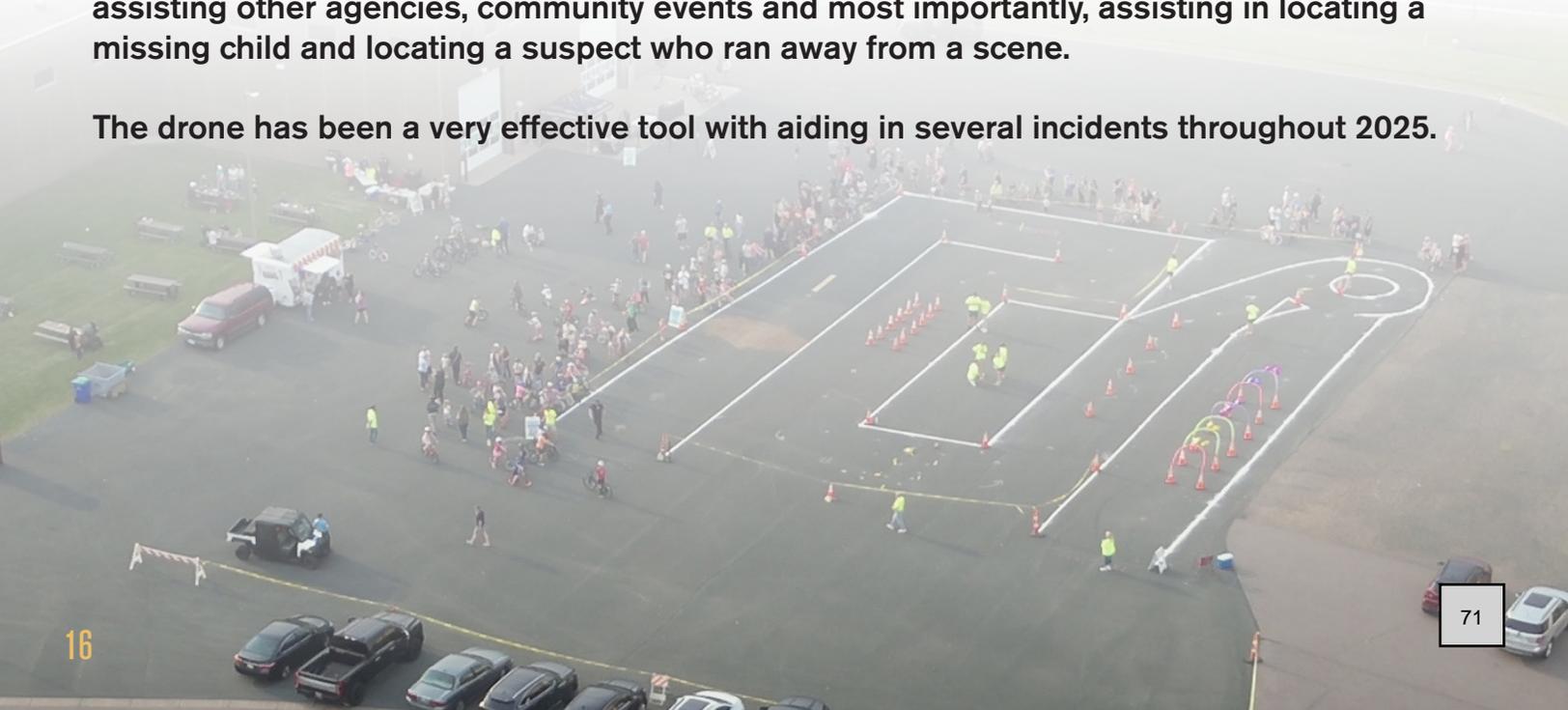
UAV-unmanned aerial vehicles are commonly referred to as a drone. It's a small, unmanned aircraft operated remotely without direct human intervention from within or on the aircraft.



Our UAV is a DJI Matrice, with max speed of 51 mph, operates in temperatures ranging from -4°F to 122°F, the camera has optical zoom and thermal imaging built in. It is operated by remote and has dual remote operation capabilities, meaning one can control the UAV's flight while another operator can control the camera.

During 2025, the drone was deployed 29 times. These deployments include training, assisting other agencies, community events and most importantly, assisting in locating a missing child and locating a suspect who ran away from a scene.

The drone has been a very effective tool with aiding in several incidents throughout 2025.



The St. Francis Police Department made the transition from Panasonic Arbitrator cameras to Axon this past year. This was funded through the city’s capital improvement plan as both the body worn and in car fleet cameras were due to be replaced. The move to Axon occurred over the summer months and required extensive coordination with Axon.

Body Worn Cameras:

Each officer is assigned an Axon Body 4 body worn camera. The body worn cameras have over 13 hours of battery life, a 160 degree field of view, and 1080P recording. They are simple to use with push button activation and/or activated by a trigger. For example, if our squad emergency lights are activated it will automatically turn on the body worn camera.

In Squad Cameras:

The in squad cameras are the Axon Fleet 3 cameras. There is one camera mounted in the front windshield and one in the rear seat prisoner area. These cameras record in 1080P high definition. The front cameras have built in ALPR (Automated License Plate Reader). This allows the camera to read license plates in front of or that pass by the officer. The information collected by the ALPR is automatically logged and the public can view the data by clicking the ALPR link on our website.

Audits and Compliance:

As required by state statute, both the body worn camera system and ALPR technology undergo audits every **two years**.

Transition:

The records unit completed the migration of digital evidence from iCrimeFighter and Arbitrator to Axon Evidence.com. With the Arbitrator server scheduled for decommissioning at the end of 2026, our goal has been to streamline processes and ensure the secure, long-term storage of digital evidence within a single platform. Thousands of photographs, audio interviews, and videos were successfully converted and transferred into Axon, which became our official evidence management system in July 2025.



Axon Body 4 Camera



Axon Fleet 3 Camera



Nixle Community Notification System

Did you know that the City of St. Francis participates in the **Nixle Community Notification System**?

This system delivers **critical and timely information** to residents using the latest communication technology.

What You'll Receive:

Nixle notifications provide **trustworthy, neighborhood level updates** on public safety and community events.

Examples include:

- Road closures
- Fire or unsafe situation alerts
- Other important public safety alerts

How to sign up:

- 1.) Visit www.everbridge.com/products/nixle
- 2.) Select "Resident Sign-Up and Login"
- 3.) Choose the types of messages you would like to receive and how you would like them delivered (text, email, or both).

Want Only Emergency Alerts?

Text **55070** to **888777** to receive *immediate emergency notifications only*.

Please note: text only alerts do **not** include community event updates or non-emergency notices.



Dog Clinic

This year, the St. Francis Police Department proudly reintroduced the Dog Clinic through a partnership with the St. Francis Veterinary Clinic. There were more than 70 dogs seen at this event! This collaborative reflects our shared commitment to promoting the health and safety of dogs throughout the community. In addition to offering accessible wellness checks, vaccinations, and educational resources, the Dog Clinic also provided on-site free dog licenses to help ensure all dogs remain in compliance with city ordinances. Held annually in May, this event offers a convenient, community centered opportunity for residents to care for their pets while supporting public safety. We are grateful for the continued partnership that makes this service possible and look forward to expanding its positive impact in the years ahead.



Camera Registration



The camera registration is a compiled list of residents that is kept on file at the St. Francis Police Department and may be used for investigation purposes only. The information is never shared beyond our first responders.

Having camera registration information is vital for the officers to help with investigations and to be able to resolve any issues as quickly as possible.

If you are interested in participating please contact the St. Francis Police Department Monday–Thursday 6:00 a.m.–4:30 p.m. at 763-753-1264.

Anoka County Real Time Crime Center

The Anoka County Real Time Crime Center is a new public safety program enabling people of Anoka County to help keep their community safe. Your participation greatly enhances emergency preparedness by enabling police, fire and public safety professionals to better assess and rapidly respond to criminal activity and emergency situations. It will also enable investigators to easily gather evidence in case of an incident.

Businesses and residences have the option to integrate their surveillance systems.



Visit:
www.connectanokacounty.org
for full details.

Out of Town Home Security Checks



The St. Francis Police Department offers house checks for residents who are out of town or away for a period of time.

While this service is not a substitute for a personal alarm system, our officers and reserve officers will conduct periodic exterior checks of your residence and document the date and time of each visit.

House checks are completed as time and staffing allow during officers' regular shifts.

Residents can complete the request form on our website or in person at the police department during regular office hours.



Courtesy Notice Tags

Officers with the St. Francis Police Department self-initiate calls for service and engage in proactive policing while patrolling neighborhoods throughout St. Francis.

Officers may leave a door tag at a residence if they observe suspicious activity, open garage or front doors, alarms sounding, or potential parking violations.

During the holiday season, officers are also proactive in helping residents prevent package theft by leaving door tags with safety tips and reminders to keep deliveries secure.

City of St. Francis

You were visited by the St. Francis Police Dept. on this Date: _____

For the Following:

- Alarm at Residence
- Suspicious Activity
- Courtesy Check
- Animal Complaint
- Parking Violation
- Ordinance Violation
- Other

If you have any questions please call.
St. Francis Police Dept.
763-753-1264
 Emergency - 911

Case# _____ Officer# _____

Prescription Drug Box



According to the DEA, most people who misuse prescription drugs get them from family, friends, and acquaintances.

To avoid this potential opportunity for abuse, it's best to safely dispose of unused or expired medications. The best way to dispose of most types of unused or expired medications is to drop off the medication at a drug take back site immediately.

St. Francis is one of 11,000 sites nationwide where unused prescription drugs can be dropped off as part of the Prescription Drug Take Back Program.

This provides the community members with a safe way to dispose of unwanted or expired prescription medications.

The police department also participated in two National Prescription Drug Take Back Events in April and October 2025. Between our prescription drop box and National Drug Take Back Days, the police department collected 490 pounds of prescription drugs in 2025.

New Badge

The year 2025 brought several notable updates to our police department, including the introduction of a newly designed badge. Our department collaborated with staff to create a badge that incorporates the identity of the City of St. Francis represented by the bridge and river.

Multiple design concepts were developed, reviewed, and refined by Symbol Arts. The final selection features a silver, two-tone black and gold engraved badge that proudly honors both our community and our state.



2024

2025

Firearm Permits



The St. Francis police department processed 61 gun permit applications, with 3 of those applications denied to comply with federal and state eligibility requirements. Permit to purchase applications are available around the clock, allowing community members the convenience of completing them either at home or in the police department lobby. The lobby is open Monday through Friday 6:00 am to 4:30 pm. Once submitted, applications may take up to 30 days to process, as each is carefully reviewed to ensure compliance with all legal standards. The department remains committed to maintaining a thorough and transparent permitting process that supports both public safety and responsible firearm ownership.

Snowmobile Permits

An annual permit must be purchased in order to ride a snowmobile in the local access areas of St. Francis. The cost for the permit is \$15. A color is assigned to the permit holder that is based on the address of the permit holder. The permit holder may take the most direct route from the primary residence to the state trail within the colored zone. Driving outside the colored zone or in the orange zone is not permitted. The local access sticker must be placed on the hood, visible from the left side. The year sticker must be placed directly below the local access sticker. While in the local access areas, the operator shall not exceed 20 mph. Snowmobiles shall travel on the right side of the paved road within the curb line while in urban areas and within the curb point while on unpaved roads.



Golf Cart Permit



An annual permit is required in order to ride golf carts to and from the golf course. There is a \$15 cost per year to this permit. Golf carts have become increasingly popular in St. Francis, and the police department wants to remind residents that while city ordinance 7-3-6 allows the operation of golf carts on city streets, there are rules that must be followed. Residents operating a golf cart on city streets must have a valid drivers license and follow the regulations outlined in the city ordinance as well as all traffic laws under Minnesota State Statute Section 169. An annual permit is required in order to operate a golf cart on city streets which can be obtained at the police department Monday through Friday 6:00 a.m. - 4:30 p.m.

Pink Patch Project

The Pink Patch Project is a nationwide awareness and fundraising initiative that the St. Francis Police Department joined in 2024, selecting the Susan G. Komen Foundation as its nonprofit partner. In 2025, the department proudly raised \$1,194 by selling St. Francis pink patches and merchandise, including bracelets, pens, and buttons. Breast cancer remains one of the most commonly diagnosed cancers, with approximately 1 in 8 women expected to be diagnosed in their lifetime. Education and early detection continue to play a critical role in improving outcomes, underscoring the importance of awareness and community support. The St. Francis Police Department's Pink Patch Project raised more funds in 2025 due to the sponsorship of Johnson Woodworking Inc. their support helped expand the program's reach and impact. Thanks to this sponsorship, St. Francis Police Department is excited to announce the arrival of new merchandise in 2026, highlighted by a brand new pink patch design. This launch will continue the department's commitment to breast cancer awareness and support for the Susan G. Komen Foundation.



Breast Cancer
AWARENESS



2025 Community Events

2025 was an epic year for all of our events here in St. Francis. We hosted and participated in 11 different community events and several of which saw record attendance! Take a look at our exciting year in 2025!

Winning with Cops is a program designed for law enforcement to have a positive interactions with children and young adults with special needs.

In February of 2025 we welcomed our largest group yet! A huge THANK YOU to Tasty Pizza Bar and Bowl for their generosity and continued support for this annual event!



Citizen's Academy continues to grow each year, offering participants a wide variety of topics and hands on learning opportunities. The program gives residents unique insight into law enforcement operations. This year, attendees toured the new Anoka County Emergency Communications Center and experienced virtual reality police situations!

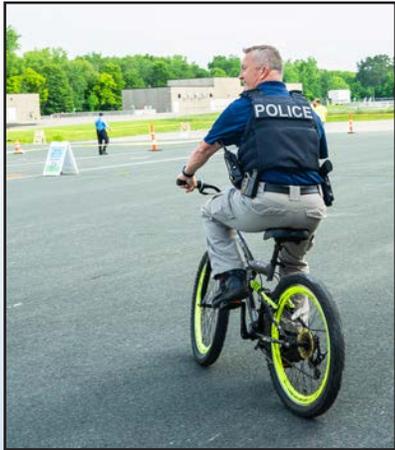




2025 marked our 9th annual **Bike Rodeo**, and our biggest one yet! We welcomed the largest number of attendees and raffled off six bicycles.

We even hosted a friendly competition between a firefighter and Investigator Hearn to see who could complete the course the fastest! (Winner Investigator Hearn!)

It was a fantastic event supported by our wonderful volunteers from the 1st Baptist Church, Kody Dzuris, and Mr. and Mrs. Hanson, teaching the riders safety, awareness and control on a specifically designed course.



The St. Francis Police Department, along with other city departments, celebrated **National Night Out** at Community Park!

The family-friendly event continues to grow each year bringing the community together for a night of bonding. In 2025 attendees enjoyed inflatables, a petting zoo, and the ever popular dunk tank along with several food trucks! We also held a coloring contest with four lucky winners!

In addition, our officers and reserve officers visited four block parties throughout the city!



Stay Home Safe class was held in August with the LARGEST number of kids to date. It teaches kids about accident prevention and safety in the kitchen, online and around the home. Thank you St. Francis Fire and Rescue for joining us and helping make this event a success!



Cone with a Cop was held in August as well in 2025, with another large number of citizens! The St. Francis Dairy Queen graciously gave each child a free cone!



Anoka County Sheriff's Office Open House held their annual event in September. We had fantastic time connecting with other law enforcement agencies and citizens of Anoka County!



We sold Pink Patch merchandise and handed out stickers, pens and notepads to kids making it a fun and memorable day for all.



During the Pioneer Days Parade in M...

St. Francis Police Department led the way with a squad car while our team at the command post monitored the event from above with the drone to ensure the safety of all parade goers!



TRICK OR TREAT AT THE PDI The St. Francis Chamber of Commerce hosts the annual business trick-or-treat event, and we're proud to be a part of it. Our reserve officers also hit the neighborhoods spreading Halloween cheer and giving candy to the kids!



Small Business Saturday is a new event for us in 2025! The St. Francis Chamber of Commerce graciously invited us to share exciting news about our upcoming K9 Program, showcase our drone and sell Pink Patch merchandise! What a great day and thanks for having us!

Santa

2025 Santa's Visit to the St. Francis Police Department was a great success!

Our officers and staff worked countless hours to prepare for this special event, from decorating the building to organizing activities and refreshments. We were thrilled to welcome so many families, and it was wonderful to see the smiles, photos, and excitement shared throughout the night. A special thank you to those who worked the event. We value these moments when we can connect with our community in such a positive and memorable way.



Sneak Peek into 2026

The department will be having a four-legged officer starting in 2026. The canine will be named Viktor, and the breed is a German Shepherd. The purchase of the canine and equipment was made possible through community donations and grant funding. The officer selected to be the handler is Officer Barck. Officer Barck and his partner Viktor will go through an extensive 12-14 weeklong training in the spring of 2026.



The department will also recognize America's 250th year birthday by wearing commemorative patches for 2026. These patches were worked on through collaboration with all the officers and with Symbol Arts who produced the new patches you see officers wearing on their sleeve. Symbol Arts was generous enough to cover the costs of the patches.



250th
ANNIVERSARY
UNITED STATES OF AMERICA



Core Values

We pledge to uphold the core principals in the Police Officer’s Code of Ethics. We utilize this code as our moral compass guiding us to make proper choices.

Integrity

We will act with integrity, which means always doing the right thing legally, ethically and morally.

Respect

We respect all people without personal prejudice, bias or favoritism.

Courage

We have moral courage, and we do what is right even if the personal cost is high.

Trust

We will work to be trusted in the community, we will set a standard for always being truthful and fair.

Thank You!

1st Baptist Church of St. Francis • Anoka County Emergency Communications
 Blazin' Trails Coffee • Chops, Inc. • St. Francis Dairy Queen • Egg Roll Queen
 Grannies Mini Donuts • Johnson's Woodworking Inc. • Kiels Dog House
 King's County Market • Kwik Trip • Mason's Sno & More • N6 Ventures LLC
 North Memorial Air Care • Life Link • Northern Exposure Photography LLC
 Open Box Buys • Patrick Brady • Rocky on the Road
 St. Francis Chamber of Commerce • St. Francis Veterinary Clinic
 Symbol Arts • Tasty Pizza Bar & Bowl

Acknowledgements

Mayor **Mark Vogel**

City Council Members **Joe Muehlbauer, Sarah Udvig,
 Kevin Robinson, and Amy Faanes**
 City Administrator **Kate Thunstrom**



LIKE US ON FACEBOOK (OVER 5.9K FOLLOWERS)
SAINT FRANCIS - MN POLICE DEPARTMENT
 Join us on Facebook where we post weekly crime statistics, upcoming events, missing/ found animals, road closures, and many other announcements. Our posts reach over 70K viewers, and in 2025, we reached nearly 6,000 followers.

763-753-1264

STFRANCISMN.GOV

4058 ST. FRANCIS BLVD. NW
 ST. FRANCIS, MINNESOTA 55070

2025 ANNUAL REPORT

City of **St. Francis** PUBLIC WORKS DEPARTMENT

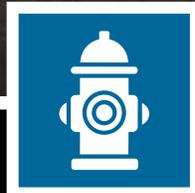
4058 ST. FRANCIS BLVD. NW
ST. FRANCIS, MINNESOTA 55070

MAIN PHONE: 763-233-5200
FAX: 763-233-5205

PUBLIC WORKS DIRECTOR
PAUL CARPENTER
PHONE: 763-235-2304
EMAIL: PCARPENTER@STFRANCISMN.GOV

PUBLIC WORKS ADMIN
JENNIFER GULBRANDSON
PHONE: 763-233-5200
EMAIL: JGULBRANDSON@STFRANCISMN.GOV

OFFICE HOURS
MONDAY-THURSDAY
6:00 A.M. TO 4:00 P.M.



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From the desk of Paul Carpenter

Mayor and Council,

Before you this evening is the 2025 Public Works Year-End Report. Public Works is defined as the infrastructure and services managed by government for public use, including construction and maintenance of roads, water sewage systems, public buildings, parks, and stormwater systems, funded by taxes to benefit the community's health and safety. You will find evidence in the following report that the City of St. Francis Public Works Department is the perfect example of the above definition.

In 2025, there was one personnel change. Tom Koep was replaced by Tony Bergmann. We would like to thank Tom for his time he spent with the city and for building an excellent recycling program. His replacement, Tony, has added another level of determination and commitment to the residents of St. Francis, bringing a skillset tailored to the position he was hired last August. Low turnover is key to success in our department.

Due to the personnel change last year, the department is looking closer at the City's Recycling Program and implementing changes to alleviating excess staff time. As with any "changing of the guard", the program will move forward with some modifications. One of which will allow residents to continue to make appointments with public works to drop off recycling items outside of the four events in 2026.

Another personnel change, Trevor Turner accepted a position as our new facilities tech that was created at the end of 2024. He brings with him a variety of skillsets that have been a huge benefit to the city. He has been instrumental in assisting with streamlining our cleaning, maintenance and safety of our city buildings.

Oftentimes, the Public Works Department is overlooked until the water stops running, the toilet doesn't flush or the roads are slippery with snow packed ice. All the issues mentioned require 24/7 attention and a commitment from staff for willingness to be called at a moment's notice. I want to thank everyone on my team for their continued dedication to the City of St. Francis Public Works Department.

I would also like to thank city staff, the mayor, and city council for all your continued support. It is truly a pleasure to work with all of you.

Paul Carpenter
Director of Public Works

STREETS & PARKS ANNUAL REPORT

Managing critical public infrastructure, including road maintenance, snow removal, street sweeping, and the upkeep of municipal parkland, trails, and recreational facilities. Committed to ensuring public safety and enhance quality of life through comprehensive maintenance programs.





Streets & Parks Introduction

Mayor and Council,

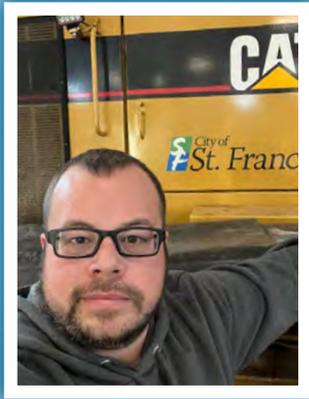
With another year in the books, it is my pleasure to present the 2025 Streets and Parks Annual Report. This report showcases the achievements, stats, projects, and the journey through 2025.

Couple interesting things to note is that our last 2 winters were almost identical. Last year (2024-2025) we received 29.5 inches of snow and this year (2025-2026) we received 29.4 inches of snow. Something that has never happened before this past summer we didn't have to turn on the water for a few of our irrigated properties. Mother nature kept staff plenty busy mowing. This past spring we had a new roof installed on the Gazebo at Woodbury Park. This brought some renewal back to the park, getting rid of the weathered and outdated cedar shack roof. We also freshened up the gardens as well. With just these updates we ended up having people start booking weddings again at the park, which is wonderful to see. We added a patch trailer this past year. This has allowed staff to purchase hot patch instead of cold patch material which allows for a much better patch. The trailer is doing what we intended it to do, which is increase production, save money, and have better results. Last thing I would like to mention is the hire of our new employee Tony Bergmann. Tony has been a wonderful addition to our team bringing new ideas and a great demeanor to the workplace.

I would like to thank my team for making these types of projects possible. The team's out of the box thinking and innovative spirit continues to make it a great place to work. Everyone brings something unique to the team. I'm looking forward to seeing what 2026 has in store.

Sincerely,

Jeremy Shook
Streets and Parks Supervisor



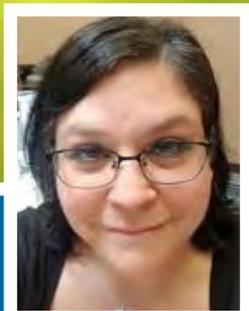
Jeremy Shook
Streets/Parks Supervisor

- 20 Years of Public Work Experience
- Class A CDL
- Certified Pesticide Applicator

“Overcoming barriers to performance is how groups become teams.”



Streets & Parks Team



JEN GULBRANDSON
PUBLIC WORKS ADMIN

- 27 YEARS OF GOVERNMENT EXPERIENCE
- 3.5 YEARS AS STORMWATER INSPECTOR



TONY BERGMANN
STREETS/PARKS OPERATOR

- 1 YEARS OF PUBLIC WORKS EXPERIENCE
- CLASS A CDL

NATE HANSON
STREETS/PARKS OPERATOR

- 6 YEARS OF PUBLIC WORKS EXPERIENCE
- CLASS A CDL
- CERTIFIED TREE INSPECTOR
- CLASS D WATER LICENSE
- CLASS D WASTEWATER LICENSE



JASON STANIUS
STREETS/PARKS OPERATOR

- 4 YEARS OF PUBLIC WORK EXPERIENCE
- CLASS A CDL





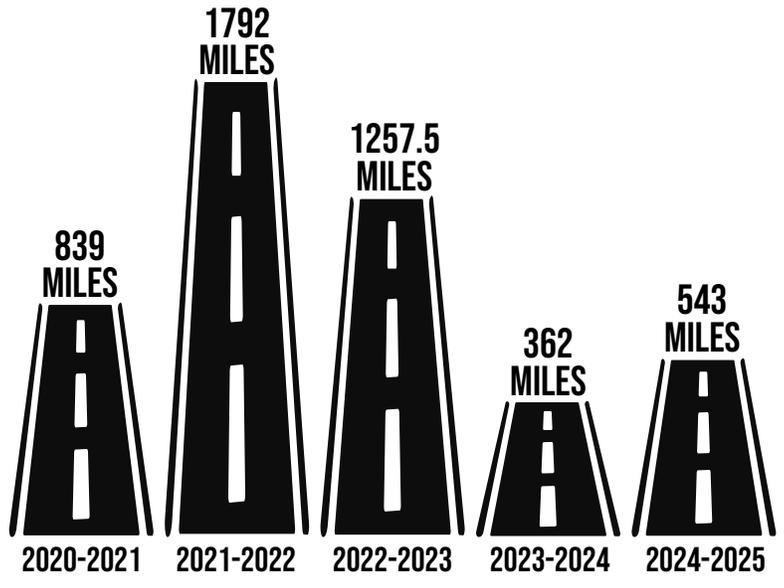
Snowplowing

2024-2025 Season ended up being almost identical with a difference of only a 10th of inch different than the previous season of 29.5 inches of snow. This past season we ended up with 29.4 inches of snow which is almost half our average amount.

- 543 miles of roadway plowed
- 708 cul-de-sacs
- 230.75 miles of trail



MILES OF ROADWAY PLOWED



Snowplow Ride to School

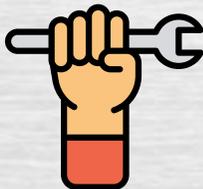
Public Works had their 3rd Annual Snowplow Ride to School. It's always a big hit with the kids. This year we named our second plowing truck the Western Star with the winning name being Austin Plowers.





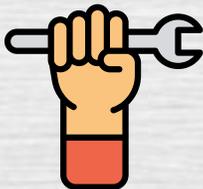
Equipment Maintenance

Equipment Maintenance is a crucial aspect of ensuring the reliability, safety, and longevity of the equipment. Proper maintenance helps prevent breakdowns, extends the lifespan of the equipment and reduces the overall cost of ownership.



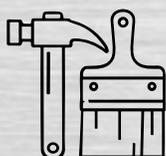
633

HOURS OF
EQUIPMENT
MAINTENANCE



460

HOURS OF
EQUIPMENT
REPAIR



Building Maintenance

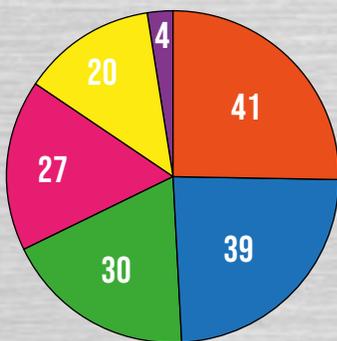
510

HOURS OF BUILDING
MAINTENANCE

162

SITE
INSPECTIONS

Staff performs building maintenance tasks on a daily basis. These tasks come through in a work order form usually from department heads. Most of these tasks can be completed in-house due to the wide variety of skill sets that we have on staff. During the time of inspections, staff will determine if a contractor needs to be called to complete the job. Some of these work orders can take an hour. Some can take up to a day or two depending on the severity of the job. Staff also receives various work orders called in by residents, if they see a problem out in the field. In 2025, staff completed 161 total work orders. As the city grows, we expect these work orders to continue to rise.



- RESIDENTS (25.47%)
- POLICE DEPARTMENT (24.22%)
- PUBLIC WORKS (18.63%)
- CITY HALL (16.77%)
- FIRE DEPARTMENT (12.42%)
- BOTTLE SHOP (2.48%)





Summer Road Maintenance

- Woodbine St and 229th Lane was completely reconstructed this year to be brought up to current road standards. These roads were some of the original roads in town with no curb and gutter. Curb and gutter are needed to properly direct stormwater off the road and away from properties.
- 229th and 233rd Ave were milled and overlaid
- 49,329 liner feet of crack sealing on our city streets.



18,300
GALLONS OF CALCIUM
CHLORIDE SPRAYED
ON GRAVEL ROADS



1,620
TONS OF CLASS 5
GRAVEL SPREAD



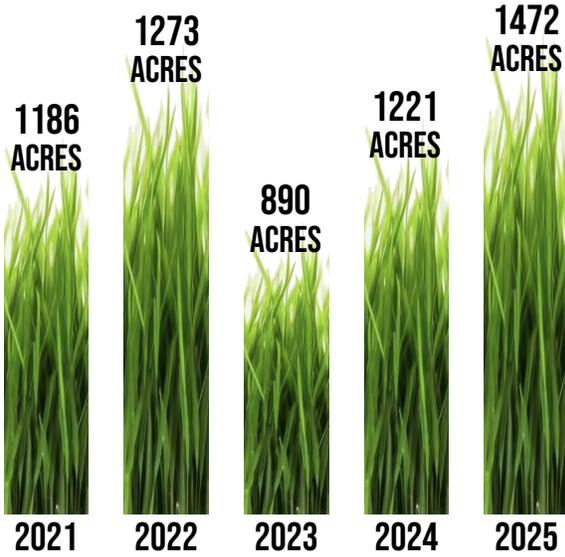
120
MILES OF
ROADWAY GRADED



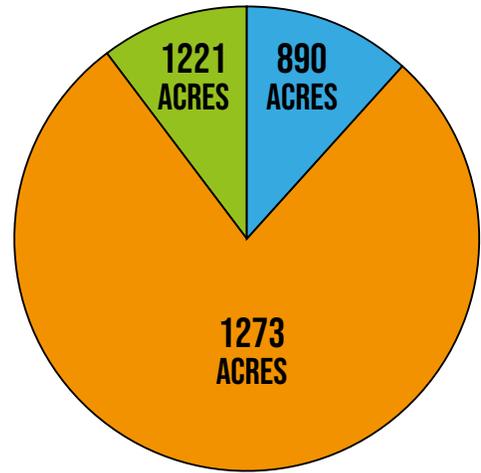
Our new patch trailer showed up during the late summer. This is a new piece of equipment Public Works added this past year. Before, staff was ordering a product called cold patch that came on a pallet in bags. This product works great during a pinch when asphalt plants are closed during the winter months. The trailer allows us now to use hot patch sand mix which allows for a much better patch. Staff used this trailer throughout the remainder of the season spreading roughly 22.5 tons of patch. We spent roughly \$1845 dollars in hot patch. For this same amount in cold patch, it would have been \$13,252 dollars, with a savings of \$11,407 dollars. This trailer is expected to pay for itself within the next few years.

Park Maintenance

ACRES OF GRASS MOWED

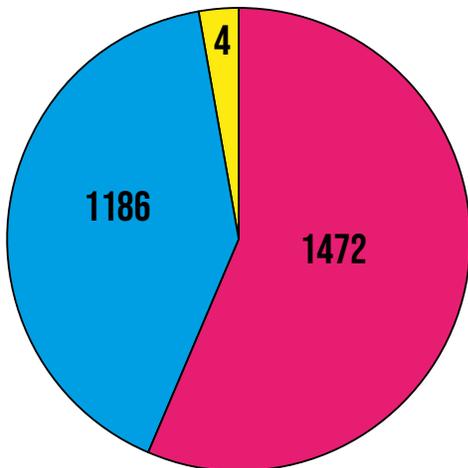


MOWED SPACES



-  OPEN SPACES (78.13%)
-  TRAILSIDE MOWING (11.68%)
-  DITCH MOWING (10.19%)

PARK RENTALS



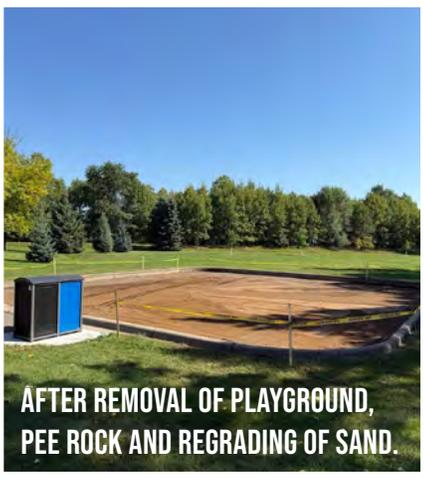
-  COMMUNITY PARK (56.46%)
-  WARMING HOUSE (40.82%)
-  OTHER (2.72%)



Rum River Woods Park



Our oldest playground at Rum River Woods Park was replaced this year. The playground was installed in 1997 making it 28 years old and 8 years past the recommended replacement of 20 years. Staff brought a couple of options to the park commission and let Staff did the removal and prepping of the site for the new playground. This involved removal of old structure and pee rock. The sand was regraded and the new structure was installed. Once the structure was installed the pee rock was brought back in and poly installed over the top. The final step was to have our playground mulch contractor come and blow in our mulch.





Grants

Staff received roughly \$3,000 dollars from the ship grant to purchase bench throughout the dog park.



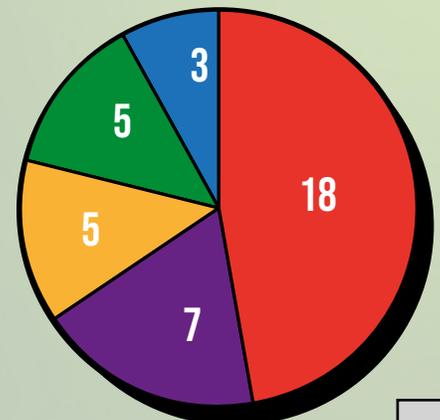
Anoka Conservation District reached out to discuss possible grant funding for native prairie throughout the park. This will help to control the poison ivy problem that we have been having as well as the invasive buckthorn. This grant is roughly a 10 to 1 match meaning the City would only pay 10 percent of the total project cost. The total cost of this project is estimated to be \$86,000 dollars and the City's portion would be \$8,400 dollars. Anoka Conservation District is planning to start with the buckthorn removal this winter.



Call Ins

“Call ins” are emergencies that happen when staff is not at work, i.e., on the weekends and typically during the middle of the night. These emergencies are taken care of by the individuals that are currently on-call during that week. Public Works always has 2 individuals on call, 1 staff member from Water/Sewer and 1 staff member from Streets/Parks.

- **STREETS (47.37%)**
- **PARKS (18.42%)**
- **SEWER (13.16%)**
- **RECYCLING (13.16%)**
- **WATER (7.89%)**





Miscellaneous Projects

This past year the Woodbury Park gazebo roof park was replaced. This roof was overdue to for replacement of the old original cedar shacks. Staff was looking for a roof that would look good for sometime and was maintenance friendly. They new roof is constructed out of cooper penny color metal. This roof is expected to last roughly 50 years.



The garden at Woodbury Park had all new plantings installed last year with the help of the St. Francis Ambassdors. The old garden was overgrown and the plants were starting to die. We determined that it would be best to start fresh.



Open House

Staff held our 3rd Annual Public Works Open House on October 28th. There was over 300 kids at this event, thats not including their parents. Staff had set up 3 games the kids could play for candy including truck plinko, bean bag toss, and a ring toss game.

PUBLIC WORKS OPEN HOUSE
TRUCK OR TREAT EVENT!
TUESDAY • OCTOBER 29
5:00 PM-7:30 PM
4085 ST. FRANCIS BLVD NW

WEAR YOUR COSTUMES!
 CITY OF ST. FRANCIS

Open House



Recycling

The St. Francis Recycling Program is partial funded through grant funding. St. Francis Public Works staff applies for these grants through Anoka County. The Main grant program is called the Score grant. That includes recycling events and staff at the events.



For 2025 the City was awarded \$19,000 dollars to purchase new recycling station for City Parks. These stations are clearly marked for trash and recycling. They are made from a recyclable material and are easier for park crews to maintain. Woodbury Park, The Warming House, and the Bark Park had received new cans this year. The grant also paid for concrete bin blocks at the Public Works Facility to help organize items during the recycling events.



Stormwater

RIGHT-OF-WAY

Permits - 36 Approved

Staff had multiple stormwater projects this past year. The pictures are a few of the projects. The top two pictures are from a stormwater sink hole in a yard due to the grout failing around the pipe. This requires staff to use all the confined space entry equipment as the failure was about 20 feet down. The center pictures are from a failing culvert on 241st Avenue as you can see from the pictures the culvert starts to rot at the button cause the road to sink from gravel washing through the culvert. The bottom pictures are from 238th which had the same failure where the bottom of the culvert rotted out. This is very common as the galvanized culverts age. The culverts are designed to last 40 years give or take.



STORMWATER STATS

Erosion Control Reviews - 38

SW INSPECTIONS

New Construction - 77

Accessory - 14

Addition - 2

Pools - 4

3700 yards of woodchips removed from vacant city lot. Most of the chips we create nature walking trails throughout a few of our parks.

Agenda Item # 11C.



2025 WATER & WASTEWATER FINAL REPORT

Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results.

-Andrew Carnegie



From the desk of Parish Barten



Honorable Mayor and Council,

I am pleased to provide the 2025 water and wastewater annual report. The highlight project for 2025 was the reconstruction and watermain replacement of Woodbine St. All the 1973 water main and curb stops were replaced. Another component of that project was the gate-valve rehabilitation along 233rd Avenue and 229th Avenue.

We experienced some equipment failures including a VFD at the water treatment facility, a lift station pump at rivers edge and some HVAC issues at both the water treatment and wastewater treatment facilities. All this equipment was approaching twenty years old and even with preventative maintenance, sometimes it just fails.

As we turn the page to 2026, projects are already starting. In late February or early March, staff will start to solicit quotes to bring to council for extending the city fiber network to the water treatment facility. This work will be very similar to the fiber that was installed for the new city hall and fire station.

We will also start to replace lift station panels. The plan is to replace one a year, for 6 years. The panels that are to be replaced are beginning to show their age and are too small to accommodate new internal equipment.

Sometime this year, our water tower contractor will begin the exterior repainting of the water tower. This will not be a complete sandblasting and resurfacing, but more of a “cosmetic touch up”. None the less, the tower will go offline and be empty for this work.

In closing, I would like to thank our public works director, Paul Carpenter, administration and our city council, for their continued support. Finally, THANK YOU to the water and wastewater team. Mike, John, Wyatt and Jen, you all bring your “A” game every day. Your skills, knowledge and professionalism are on display every day and make this team function at the highest level. Our residents are lucky to have you on this team.

Respectfully,

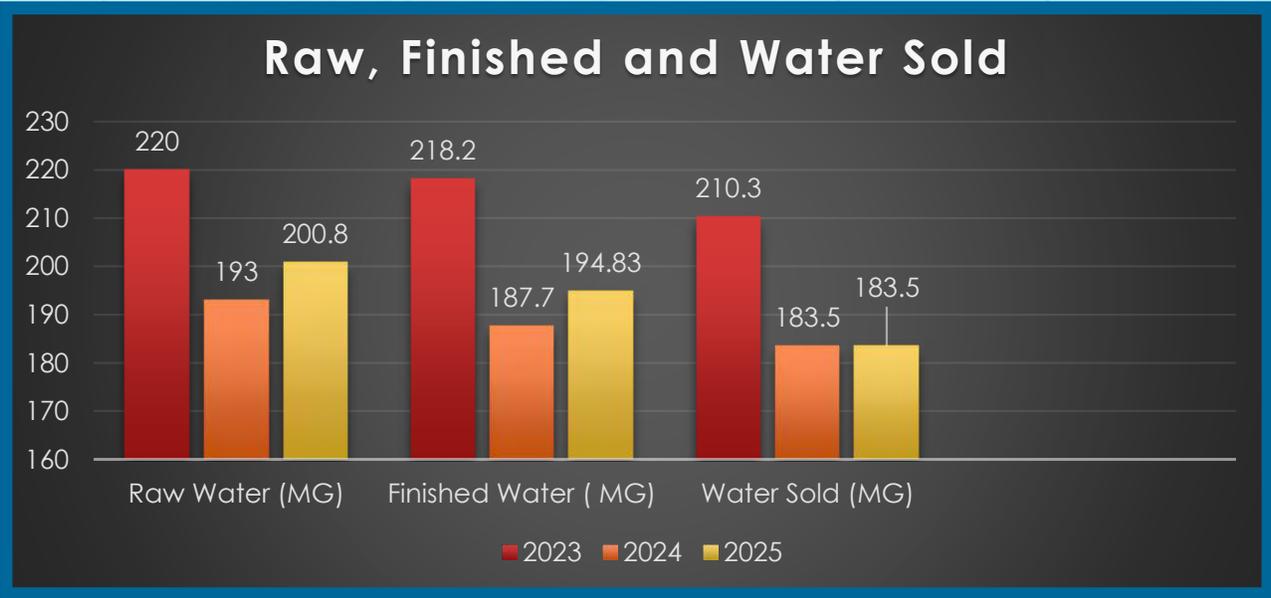
Parish Barten
Water and Wastewater Supervisor

Water Treatment, Distribution and Wellhouse

The Water Treatment Facility is designed to remove Iron, Manganese and radium and provide safe potable drinking water. The licensed Water treatment operators make daily treatment aid adjustments, compiles data, performs maintenance and collects samples, required by the Minnesota Department of Health (MDH). Other tasks performed by the operators this year:

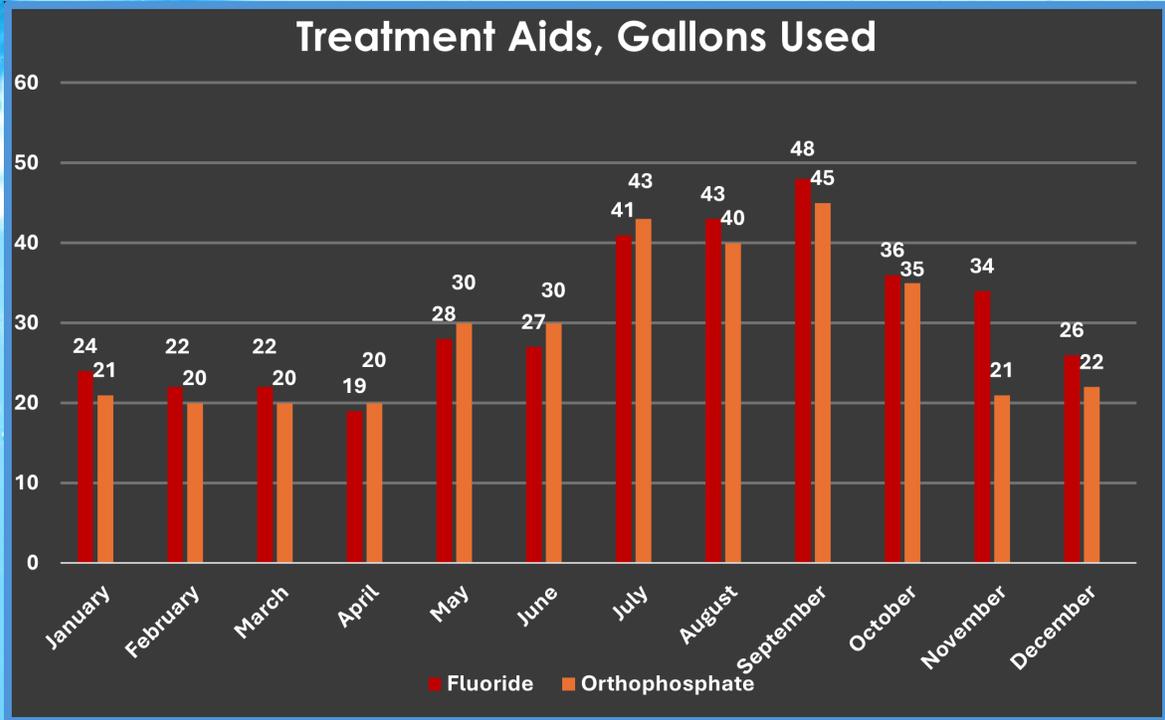
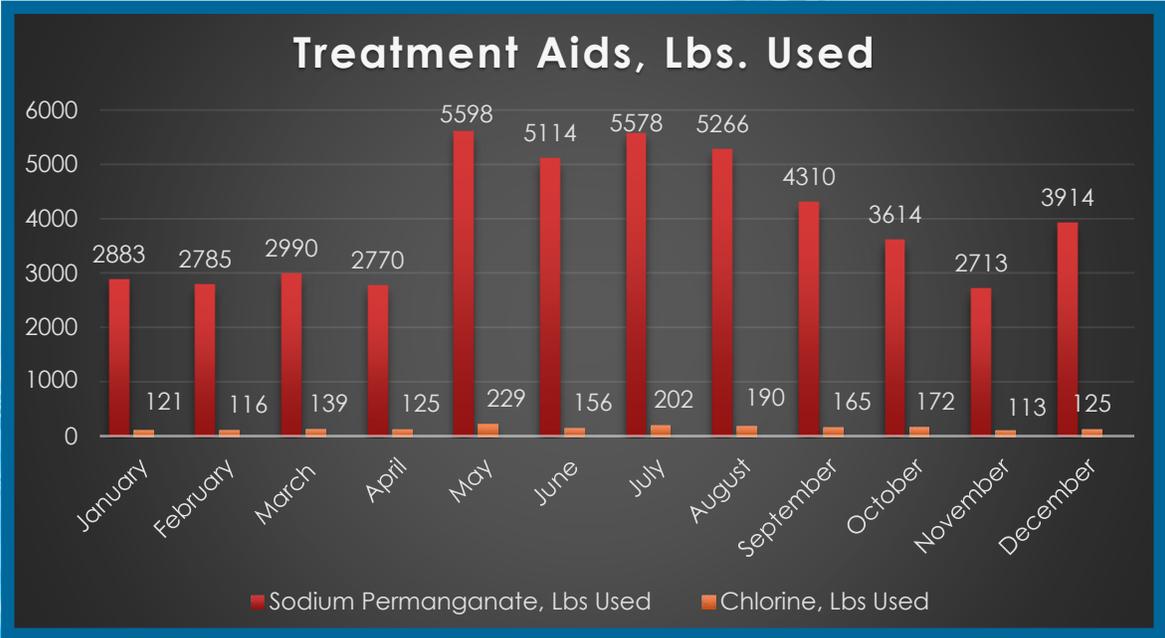
- Collecting 60 required bacteria, and 28 other samples required by MDH from around the City of St. Francis.
- 480 hours of operator interface at the facility.
- Performed over 400 Chlorine, Iron, Fluoride, and Manganese tests.
- Performed oil changes on four high service pumps.
- Completed 1080 Well drawdowns (inspecting depth to water in the well).
- Cleaned and performed a washout of the detention tank.
- Cleaned and performed a washout of three reclaim tanks.
- Flushed 400 fire hydrants to remove sediment.
- Exercised 300 isolation valves to ensure working order.
- Painted 20 hydrants that were starting to rust or fade.
- Water Tower inspection for abnormalities; none were found.
- Minnesota Department of Health inspection. No violations to report.
- Submit DNR report for annual water usage.

Below are the last three-year totals for raw, finished and water sold in Million gallons.

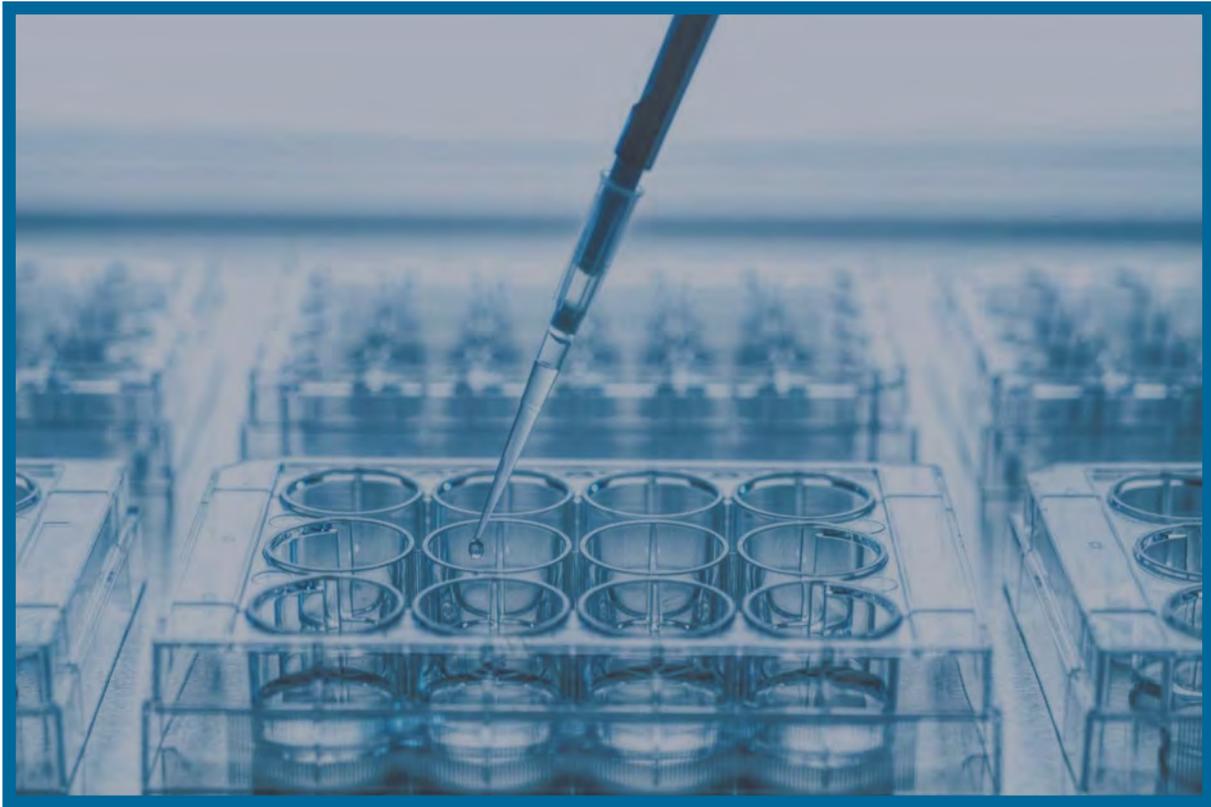


Treatment Aids

Treatment Aids play an important role in the treatment of drinking water. Each Treatment Aid accomplishes a particular task in having safe, clean drinking water. Sodium Permanganate (NaMno4) removes Manganese and Radium. Chlorine is a disinfectant. Orthophosphate is added as a corrosion inhibitor for cooper plumbing and Fluoride is used for dental health. Below, you will see the quantities used of each treatment aid.



Water Treatment Facility Lab



Each day, staff perform in-house lab analysis on both the Raw and Finished water. These are the average daily results for 2025.

Raw water

- Iron- 1.01 mg/l
- Manganese- .089 mg/l

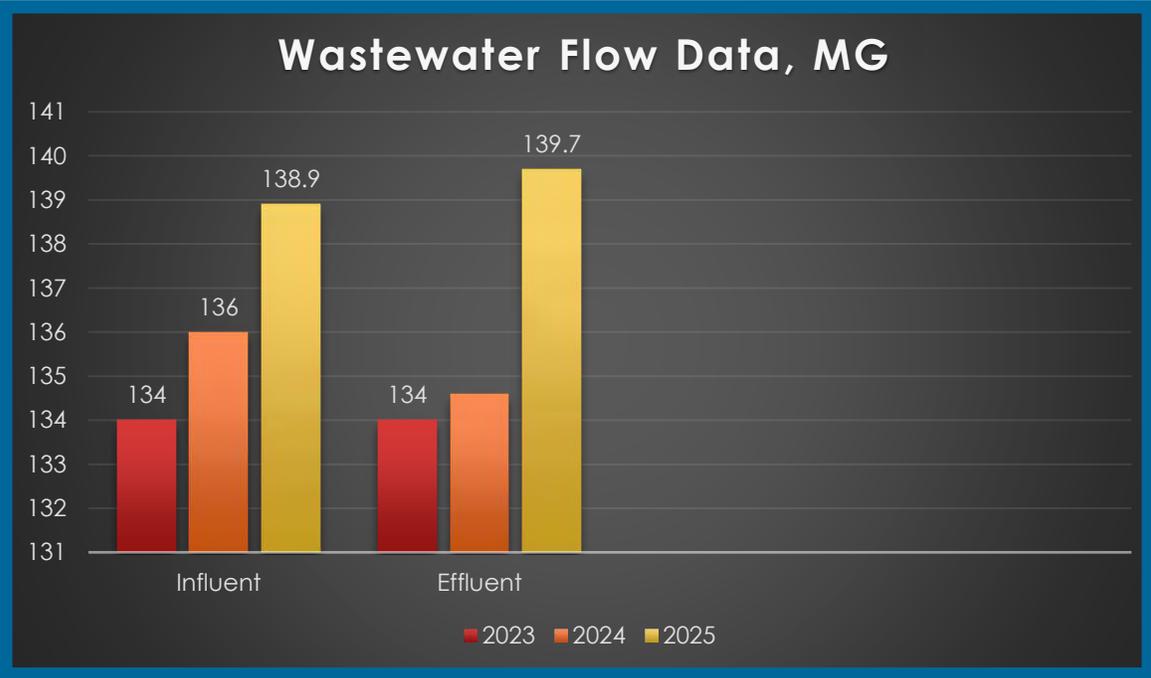
Finished water

- Chlorine .76 mg/l
- Fluoride- .68 mg/l
- Iron- .001 mg/l
- Manganese- .045 mg/l

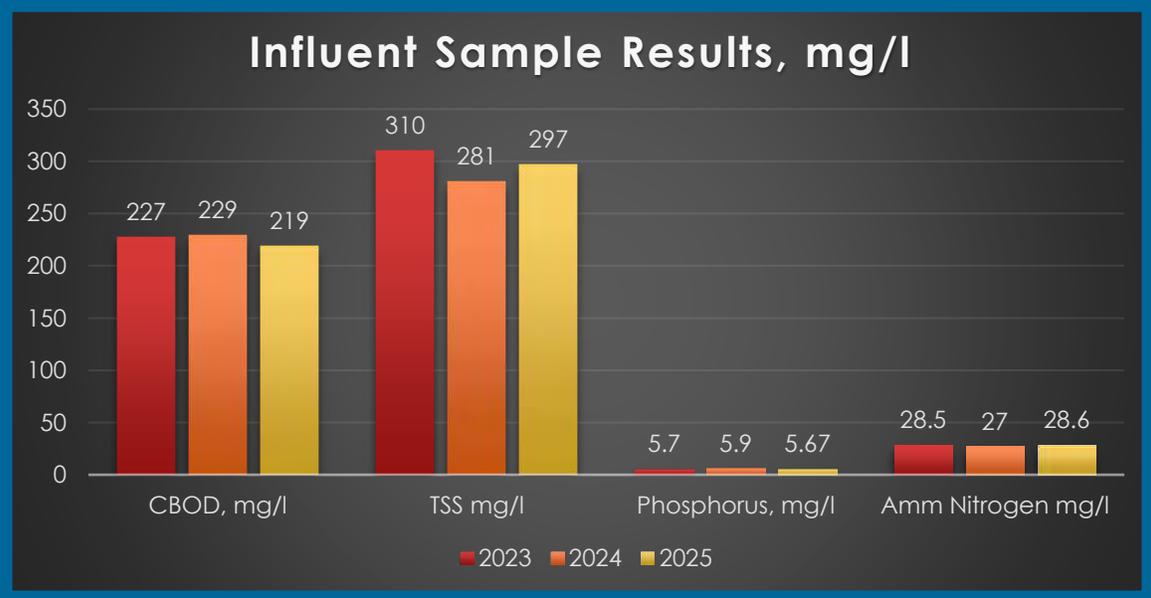


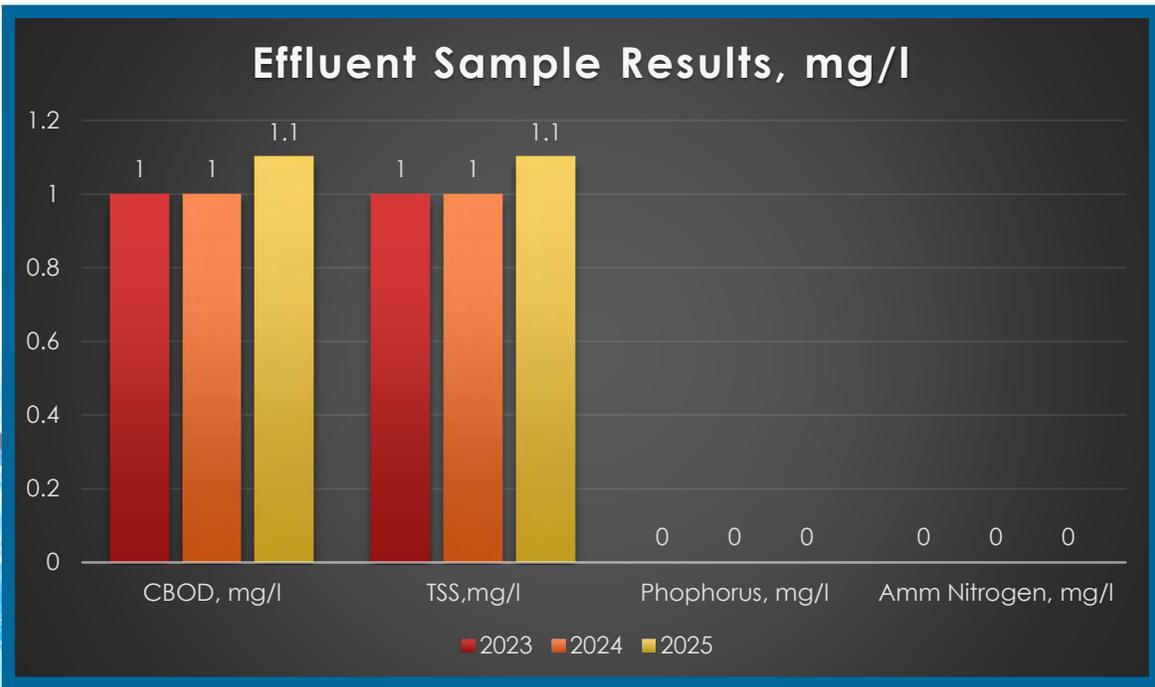
Wastewater Treatment Facility and Collection Systems

Our facility must meet sample result limits set forth by our NPDES permit. Although some testing is done in house, all reportable samples are sent to a certified lab for analysis. Those results are then submitted to the MPCA each month in a discharge monitoring report or DMR.



Our daily influent average for 2025 was 379,000 gallons per day.





Reporting

Reports submitted to the Minnesota Pollution Control Agency, including:

- 12 Monthly Monitoring Discharge Reports (DMRs)
- 1 Reuse Report: Yearly
- 1 Biosolids Report: Yearly

Yearly maintenance and activities completed:

- Collection of 700 samples for lab analysis
- Performed over 240 solids test
- Cleaning of the backwash tank and maintenance on two pumps
- Maintenance on two clarifiers, including cleanouts, oil changes and greasing
- Maintenance on eight blowers, including oil changes and greasing and filter changes
- Processing of over 1,200,000 gallons of biosolids for land application
- Fergus power pump applied over 250 tons of processed biosolids on 34 acres
- Maintenance on two fine screens, including oil changes
- Maintenance of the UV system, including washing and cleaning
- Replacement of 1 transducer
- Maintenance on two waste manhole pumps, including oil changes

St. Francis Wastewater Treatment Facility — Capacity Review & Update

The wastewater treatment facility became operational in 2017. An important aspect not only for public works but for St. Francis as a whole, is how much growth can influence the capacities of the facility. Staff worked with SEH engineers on this review using data points collected each month from our DMR's to determine remaining capacities.

ADW - is flow that essentially arrives via sanitary pipe during dry periods and is the controlling design criteria.

AWW - is flow and infiltration from the wettest, 30 consecutive days.

CBOD - is the strength of the wastewater (organics).

TSS - is suspended solids.

Phos - is the amount of Phosphorus.

Remember, two major design parameters that go into designing a wastewater treatment facility are Flow and Loading. We are entering year 9 of the 20-year design period and as of the end of 2025, these are the remaining capacities for each criterion.

| Criteria | 2025 DMR Values | Basis of Design (2035) | 2025 Capacity utilized % | Capacity Remaining (# of REUs) |
|-----------------|------------------------|-------------------------------|---------------------------------|---------------------------------------|
| ADW | .383 | .647 | 59 | 1308 |
| AWW | .406 | .814 | 50 | 1907 |
| CBOD Lb./day | 738 | 1380 | 53 | 1651 |
| TSS Lb./day | 994 | 1966 | 51 | 1856 |
| Phos Lb./day | 17.7 | 40.7 | 43 | 2470 |

We are trending just below the design values and projections that were used in design phase that took place in 2014-2015.

Collection system maintenance activities

- 24,300 linear feet of sewer main jetted and cleaned.
- 12 lift station washout and cleanings.
- Pulled Turtle run Lift station twice for plugging.
- Pulled River edge Lift station one time for plugging.
- DI-6 lift station pump 2 had seal fail. It was replaced.
- Rivers Edge lift station pump #2 had a seal fail and had water intrusion in motor. 12-week repair.
- Ambassador lift station flow meter failed. See pics below.
- 6 lift station cleanings with vac truck.
- Performed oil changes on eighteen lift station pumps.
- In December, we did unfortunately experience a sewer back up on Butterfield Drive.

Chloride Update

In November, staff sent out a water softener optimization and chloride informational letter to residents that are on the water and sewer system to make them aware of where chlorides come from and what can be done to reduce.

The letter also included language pertaining to our new chloride limit. Public Works offered to assist with optimization if needed and as of January 15th, we have had 12 people reach out to utilize staff assistance. What we have found is that some softeners are set higher than needed, and some that are set below the suggested 10 gpg.

It is our hope that residents that received the letter took it upon themselves to adjust the set point to the requested setting if need be. Speaking of chlorides, our average effluent chloride result for 2025 was 289 mg/. Staff will complete a city-wide chloride testing again in April to determine if the letter has made a difference.

2025 Projects

Woodbine and 229th Lane

Obviously, the major project for 2025 was the reconstruction of Woodbine and 229th lane. This project was certainly needed due to the deterioration of the roadway and the undersized watermain that served the residents. Below are some pictures for the project.

Original 6" water main compared to new 8" water main.



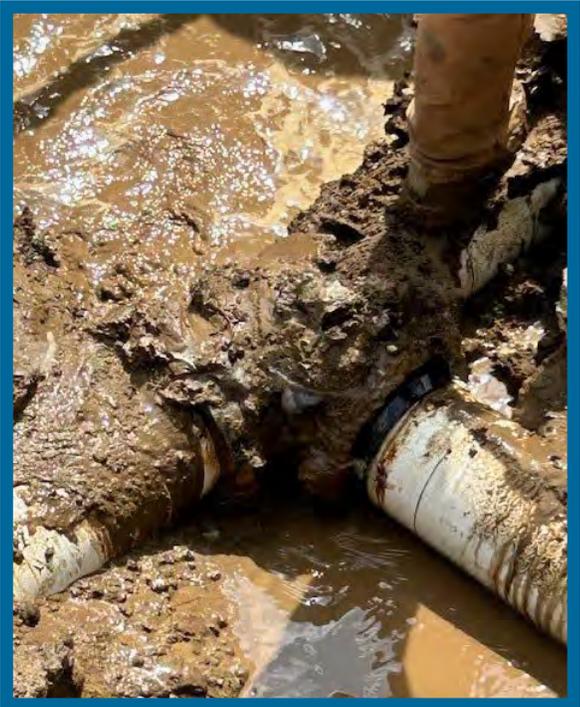


The picture to the left is an old service that was replaced including the curb stop. Notice the two different types of material? 5/8" Plastic on one side, 3/4" copper on the other side of the curb stop.

The picture below is a new 1" blue water service and curb stop.



Not everything goes as planned...



The pictures above are from a watermain leak that accrued on the project. The problem was that a "push" on tee joint was used back in 1973, not a "bolted" tee joint. After crew's started to excavate, and the weight of the soil was removed, the pipe pulled apart. In the picture, you can see the black gasket was blown out.

Wellhouse Exterior Refurbish

The exterior paint on the wellhouse was starting to chip, peel and fade.



The pictures do not do it justice! Staff did a great job!

Butterfield Drive Hydrant



This summer, Streets and Parks staff discovered running water that was in a storm drain, which normally that’s a good thing. The problem was that we hadn’t received any rain in two weeks. We called a leak detection company to assist in finding the source of water and they discovered a hydrant seal that was leaking about 150 feet away. The original seal had a deformity that was allowing water to leak.

Generator Load Bank Testing



The city has nine generators that supply emergency power. When they are operating, they do not operate at full load which can cause problems with the diesel generators called “wet staking” or insufficient burn of diesel fuel.

Every three years or so, we have a company bring a load bank trailer or “big toaster” to max load the generators. The load bank trailer is wired directly to the generator, and it operates at full load amps for two hours.



Water Tower Fill Line Back Flow Preventer



In April, our backflow preventer failed testing that is used with the fill station. This picture above is the new valves and preventer. RPZ and backflow preventers are required to be tested each year.

Water Treatment Facility VFD

In December, an 18-year-old VFD failed at the water treatment facility. When installed, the old VFD was considered “top of the line”, and to replace it with the same model would cost \$25,800. Working with our Scada integrator, it was determined that we did not need that specific model, and we were able to purchase a new VFD for \$8,400. The good news is staff worked with Connexus energy and received a rebate in the amount of \$6,000 to offset the \$8,400.



Ambassador Lift Station Flow Meter

Earlier this fall, the flow meter failed at the Ambassador Lift Station and no flow was recorded. The style of meter that is in use is a mag meter. It uses two anodes to sense flow as water passes by. After discussion with the meter supplier, they mentioned that sometimes, the anodes can become dirty and do not sense flow. Staff removed the meter from the pipe and discovered that it was caked in wastewater debris.

This is the meter before cleaning the inside of the meter.



This is the meter after cleaning. Notice the anode? After the work was complete, the meter works like new.



An Indoor Winter Project



Sometimes, a good painting job makes a world of difference! This is a pump base and pump for one of our reuse pumps.



And the after...
Brand new!

I think it will flush?...



This picture is an accumulation of non-flushable rags and waste bands that Plugged one of the Rivers Edge Lift Station pumps. This can create over current and other operational issues up to and including pump failure.

October Fun...

This year's Trunk or treat event was a huge success! I truly believe that it is a "can't miss" event for our residents and staff could not be happier to host it. A huge shout-out to all the staff for their assistance and humorous costumes!



Kind regards,
Parish