



CITY COUNCIL REGULAR MEETING
City Hall: 3750 Bridge St NW
Monday, March 02, 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 17, 2026
 - [B.](#) Acknowledgement for to Conduct Excluded Bingo Permit
 - [C.](#) Mower Replacement
 - [D.](#) Rental License Approvals
 - [E.](#) Payment of Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
 - [A.](#) Council Meeting Schedule – Discussion
 - [B.](#) Adopt Resolution Requesting General Election Post-Election Review
Resolution 2026-08 requesting general election post review election
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
 - A. City Administrator Report
 - [B.](#) Community Development Annual Report
- 12. COUNCIL MEMBER REPORTS**
- 13. UPCOMING EVENTS**
 - March 03 - URRWMO Meeting - 6:30 pm
 - March 16 - City Council Meeting - 6:00 pm
 - March 18 - Planning Commission Meeting - 7:00 pm
 - March 23 - City Council Special Meeting - 5:00 pm
 - March 24 - Rum River Fire Board Meeting - 5:00 pm
- 14. ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
February 18, 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 Pro Tem Kevin Robinson.

2. ROLL CALL

Members Present: Mayor Pro Tem Kevin Robinson, Councilmembers Sarah Udvig, and Joe Muehlbauer.

Members Absent: Mayor Mark Vogel and Councilmember Amy Faanes.

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, and Police Chief Todd Schwieger,

3. APPROVAL OF AGENDA

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

Ayes: Muehlbauer, Udvig, and Mayor Pro Tem Robinson.

Nays: None

Motion carries: 3-0

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

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

Ayes: Udvig, Muehlbauer, and Mayor Pro Tem Robinson.

Nays: None

Motion carries: 3-0

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

A. None

9. NEW BUSINESS

A. None

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. City Administrator Report

City Administrator Kate Thunstrom reported that the City received 14 applications for the Finance Director position and is interviewing five candidates. She noted that the legislative session began, and the City's bonding request for the underground utility project is on the floor. Thunstrom stated that the Charter Commission met and recommended moving all four items presented to the City Council, which will be on an upcoming March City Council meeting. She reminded the Council that the work session is scheduled for Monday, February 23rd, at 5:30 p.m., with approximately five topics to be discussed.

B. Police Department - 2025 Annual Report

Police Chief Todd Schwieger reviewed the 2025 annual report for the Police Department. He highlighted the department staff and noted that all officers and staff members bring unique qualities to the department. Schwieger stated that the Police Reserve Unit is an important group of volunteers who assist with traffic control, events, house checks, and park patrols. He noted that Reserve Officer Randy Narlock is a new addition to the reserves, and Reserve Officer Colton Hearn completed over 400 hours for an internship with St. Cloud State University. Schwieger recognized Officer Chanthapanya for his lifesaving award for saving a human life.

Schwieger reported that officers completed 697 hours of training in 2025. He noted that there were over 100 fewer traffic-related fatalities compared to the previous year and that St. Francis officers contributed 81 hours of Towards Zero Deaths (TZD) enforcement. Schwieger stated that the top contributing factors of fatality crashes continue to be speed, alcohol, distracted driving, and unbelted occupants. He noted that impaired driving continues to be an issue in Minnesota, with over

26,000 DWI arrests statewide, over 1,100 in Anoka County, and 67 in St. Francis.

Schwieger reported that total calls for service were 7,436, with response times averaging four minutes and 51 seconds for high-priority calls and five minutes and 20 seconds for low-priority calls. He noted that the department investigator was assigned 151 cases in 2025 and manages various responsibilities, including search warrants, criminal complaints, background investigations, forfeiture processing, and evidence room management.

Schwieger highlighted the Unmanned Aerial Vehicle (UAV) program, which had 29 deployments in 2025 for threat assessment and monitoring of large public events. He noted that Officer Humann will be obtaining his UAV license through the FAA this spring and summer. Schwieger stated that the department transitioned to Axon cameras for both in-car systems and body-worn cameras last July and is satisfied with the equipment and systems.

Schwieger reported that the department brought back the dog clinic after a couple of years and partnered with St. Francis Vet Clinic. He noted that the department continues to serve the community through camera registration, home security checks, courtesy notice tags, prescription drug take-back programs, and permit services.

Schwieger announced that the department's new canine program will include a dog named Viktor, a 15-month-old German Shepherd from Germany trained for narcotics detection and apprehension. He stated that Officer Barck will begin a three-month training course with Viktor through McDonough Canines, and Viktor will be on duty by mid-June. Schwieger noted that the department will post updates and photos on social media and recognize sponsors, including Bob King and St. Francis Vet Clinic.

Udvig thanked Schwieger for his leadership and noted that the officers are well respected in the community and very involved. She stated that their community involvement is impressive.

Muehlbauer expressed appreciation for the report and asked that the Council's appreciation be extended to all staff and officers.

Mayor Pro Tem Robinson thanked Schwieger for the report and noted that response times have improved. He praised the community involvement and outreach efforts, including the Citizens Academy scheduled for April 7th through May 12th, with a cutoff date of April 3rd. Robinson asked if there were any surprises in the report.

Schwieger stated that the numbers are consistent and there were no huge spikes. He noted that DWI numbers came down, which he attributed to increased education and messaging from both the department and the state.

Mayor Pro Tem Robinson asked about future goals for the department. Schwieger stated that the canine program is the biggest project and will be the main focus over the next year or two. He noted that the department is always looking at equipment upgrades and other items that could help the community.

Mayor Pro Tem Robinson asked about the effect of legalized marijuana on the department. Schwieger stated that the department is not seeing a ton of impaired driving situations in St. Francis. He noted that the state has seen over 600 cases with positive THC testing in the first quarter alone. Schwieger stated that the majority of what the department sees in St. Francis is open container violations rather than impaired driving situations.

Mayor Pro Tem Robinson asked if there is a testing apparatus available for marijuana use or driving under the influence. Schwieger stated that the State Patrol uses swab testing to build probable cause, but St. Francis does not currently use that testing. He noted that the department uses driving conduct and field sobriety testing to determine impairment and would use a search warrant for official testing.

Mayor Pro Tem Robinson asked if the traveler effect continues to be the norm for impaired driving arrests. Schwieger stated that the department sees a blend of St. Francis residents and outside residents. He noted that it is still likely that a majority of outside residents are traveling through the City.

Mayor Pro Tem Robinson expressed appreciation for the Police Department's work and noted that not many towns the size of St. Francis have their own police department.

Muehlbauer asked about the school resource officer program. Schwieger stated that the last discussion on the SRO program was at least a year ago, and he has not had any discussions with school officials since that time.

Mayor Pro Tem Robinson asked if there have been any discussions about pre-detection or prescreening at schools. Schwieger stated that he is not aware of any discussions on that front. He noted that the department monitors school board meeting notes from time to time, and school officials bring matters to the department's attention when needed.

C. Public Works Annual Report

Deputy Administrator-Public Works Director Paul Carpenter reviewed the Public Works annual report. He noted a staff change where Tom left after 13 years with the City and was replaced by Tony Bergmann. Carpenter gave a shout-out to Trevor Turner for his work on building maintenance and noted that he has been a great asset to the City.

Carpenter reported that snowplowing was looking up this year, but took a turn. He

noted that the City was planning to give kids a snowplow ride to school, but the snow situation did not work out as expected. Carpenter stated that building maintenance hours are up, particularly at the Police and Public Works facility, as the building ages and costs increase.

Carpenter reported that road maintenance in 2025 included rebuilding gravel roads, crack filling, and pothole patching. He noted that the hot patch trailer purchased last year worked amazingly and will pay for itself in three seasons. Carpenter stated that 2025 received a fair amount of rain, and the City did not turn on all irrigation systems. He noted that mowing was the majority of maintenance work.

Carpenter reported that the City completed the Rum River Woods Park playground replacement in 2025 with a very positive community response. He noted that the City partnered with installers to decrease costs and use the talents of the crew. Carpenter stated that grant work in 2025 included purchasing dog park benches with a SHIP grant, continuation of the EAV grant, and work with ACD for more grant work in Delwood Park.

Carpenter noted that grant work can span multiple years, and the EAB grant started in 2024, continued through 2025, and will finish by June 2026. He stated that grants starting in 2026 will continue into 2027 and probably into 2028.

Carpenter reported that other miscellaneous projects in 2025 included the replacement of the Woodbury Gazebo roof and a refresh and replant at Woodbury Park. He noted that the Public Works open house was a success with over 300 children attending.

Carpenter reported that the recycling program received a grant for \$19,000 for bin blocks to help with the separation of materials, and the City was able to put more recycling stations in the parks. He noted that with Tom's departure, the City will make some changes to the program to alleviate staff time.

Carpenter reported that stormwater continues to increase projects as infrastructure ages, including culverts, ditch work, and stormwater basins and ponds. He noted that the City has had a good response from the public, and staff go ahead of time, leaving door hangers and knocking on doors to let residents know about the work.

Carpenter reported that water sold in 2025 was equal to 2024, and the water treatment plant was inspected by the Department of Health with zero violations. He noted that the wastewater treatment plant continues to meet permit requirements and limits. Carpenter stated that the Fergus power pump processed approximately 1.2 million liquid gallons and turned them into 250 tons of biosolids.

Carpenter reported that the wastewater plant is at approximately 50% capacity in its ninth year of a 20-year design period, equating to about 1,300 residential

equivalent units. He noted that the wastewater team completed several projects, including pipe work, wellhouse work, hydrant generator load bank testing, water tower backflow preventer, water treatment VFD replacement, and ambassador lift station flow meter work.

Carpenter asked the public not to flushable wipes as the numbers are increasing and the City would like to return to previous levels.

Mayor Pro Tem Robinson thanked Carpenter for the report and noted that it is very detailed and good. He asked if the snowplow ride with kids could be rescheduled for March. Carpenter stated that the City could reschedule, but does not want to push it out too far when spring breaks begin. He noted that the City wants to fulfill its promises and will make it fun either way with candy, hard hats, and high visibility vests.

Mayor Pro Tem Robinson asked about the hot mix, where it comes from, how long it lasts, and if there are different mixtures. Carpenter stated that the hot mix is picked up in Saint Paul and is designed by them. He noted that it is more like sand and flows. Carpenter stated that once the trailer is full, it must be emptied that day, and the hot mix is packed or tamped. He noted that the City will try a roller to help with the process. Carpenter stated that the minimum crew is usually three or four people, and when they start, they finish with no stopping.

Mayor Pro Tem Robinson asked about the software program for stormwater. Carpenter stated that Public Works sent out a mailing about it and has received back 12 calls so far. He noted that the City is waiting for more feedback from the public. Carpenter stated that chlorides are up at the plant because of the season and cars going through car washes, but Parish has it well under control.

Mayor Pro Tem Robinson asked about Carpenter's visit to Champlin. Carpenter stated that he, Parish, Wyatt, and John visited Champlin to see their media replacement process at the water plant. He noted that Champlin was in the same situation, and the City learned a lot about the process. Carpenter stated that the radioactive material can stay in Minnesota, but goes to one of two places depending on the level. He noted that Champlin did not need to use the more expensive storage facility. Carpenter stated that the media replacement is still expensive, with Champlin's media costing approximately \$700,000, and there are limited providers of this product.

Mayor Pro Tem Robinson asked for an update on the Warming House ice rink. Carpenter stated that the design is at 95% completion, and the City ran into some trust issues at the Warming House, so the design has not shared yet. He noted that the Park Commission also had not gotten to see it yet. Carpenter stated that once he gets the design, he will share it with everyone.

Mayor Pro Tem Robinson noted that the Warming House will be a meeting place

that can be rented out and will have better ADA equivalent facilities. Carpenter confirmed that the facility will be used year-round and will become a pickleball and basketball court with an overhang and a burning pit.

Mayor Pro Tem Robinson asked about gazebo use during the summer season for weddings or venue gatherings. Carpenter stated that residents can call Jen at Public Works to rent the space, and Public Works maintains it.

Mayor Pro Tem Robinson asked about recycling days and if the City will condense some events. Carpenter stated that the City was originally going to shift to six different weekends in 2026, but pulled that back to four for now and will reevaluate toward the end of the year. He noted that the City is now accepting appointments for recycling, and residents can call to schedule a time. Carpenter stated that in 2026, the April recycle day will not accept trash and will only accept recyclables. He noted that the City was one of the last two cities in Minnesota accepting trash at recycling events, and the trash portion cost the City about \$6,000.

Mayor Pro Tem Robinson expressed appreciation for the work of Carpenter's team and thanked him for the report.

Udvig stated that she does not have any questions and praised the detailed report with pictures. She thanked Carpenter and his team for their continued hard work and for educating the public.

Muehlbauer stated that he has no questions and thanked Carpenter for the great report, and asked that appreciation be passed on to everybody.

12. COUNCIL MEMBER REPORTS

Muehlbauer stated that he does not have a lot to report and thanked the administrative staff and the Fire Department.

Udvig reported that she attended the Charter Commission meeting on Monday night. She noted that Malcolm Beck is the chair, and she is the vice chair. Udvig stated that the Commission discussed vacancies in office, improvement in levy assessments, gender provisions, and filing fees. She noted that the filing fee is being raised from \$5 to \$15. Udvig stated that the Commission discussed how ordered minutes work and how readings take place. She noted that the Commission has two vacancies after a commissioner resigned and is moving out of town. Udvig encouraged interested residents to contact the City office and find the application on the website.

Udvig reported that she had her Parks Commission meeting and gave a shout-out to Paul and Jen for going after grants. She noted that the Commission is a great group of people, and there is still room for another person. Udvig stated that the Commission meets once every three months, and it is not a huge time commitment.

Mayor Pro Tem Robinson reported that he stopped in at the liquor store to check out the new walk-in cooler. He noted that the cooler came out of liquor store funds, and the place looked immaculate. Robinson stated that Joe Pfeifer said he was overdue for a report and would reach out to Kate to get that done.

Mayor Pro Tem Robinson reported that the work session is scheduled for February 23rd with five items to discuss. He noted that work sessions are open to the public to observe and are a more casual atmosphere for brainstorming. Robinson stated that the Council is trying to get a jump on budget work this year rather than doing it all at the end of the year.

Mayor Pro Tem Robinson mentioned the Citizens Academy scheduled for April 7th through May 12th, with a cutoff date of April 3rd. He noted that the Police Academy is highly recommended and the stuff learned is invaluable.

Mayor Pro Tem Robinson reported that the Rum River Fire District meeting is scheduled for February 24th at 5:00 p.m. at City Hall. He noted that the Council is working on a YouTube channel to broadcast the meeting to make it more public. Robinson stated that the administration has worked hard to make a template that is functional in case other neighboring communities want to come aboard.

Mayor Pro Tem Robinson reported that the City Council meeting is scheduled for March 2nd and the Upper Rum River meeting is on March 3rd. He noted that the City Council meeting is on March 16th and the Planning Commission meeting is on March 18th. Robinson stated that Jodie has been pretty quiet, but with the sun shining and things going on, there will be some stuff to talk about coming soon. He noted that interest rates seem to be stabilizing, and property is available.

Mayor Pro Tem Robinson stated that it has been a privilege to sit in for the Mayor.

13. UPCOMING EVENTS

February 23 - City Council Work Session - 5:30 p.m.

February 24 - Rum River Fire District Board Meeting - 5:00 p.m.

March 2 - City Council Meeting - 6:00 p.m.

March 3 - URRWMO Meeting - 6:30 p.m.

March 16 - City Council Meeting - 6:00 p.m.

March 18 - Planning Commission Meeting - 7:00 p.m.

14. ADJOURNMENT

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

Ayes: Muehlbauer, Udvig, and Mayor Pro Tem Robinson.

Nays: None

Motion carries: 3-0

There being no further business, Mayor Pro Tem Robinson adjourned the regular City Council at 6:44 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Acknowledgement for to Conduct Excluded Bingo Permit
DATE: March 2, 2026

OVERVIEW:

St. Francis Lions Club submitted an application to conduct excluded bingo on March 21 and November 14, 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 St. Francis Lions Club to conduct excluded bingo at St. Francis American Legion Post #622 March 21 and November 14, 2026.

MINNESOTA LAWFUL GAMBLING

LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: St Francis Lions Club Previous Gambling Permit Number: XB-02688-25-028
Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any: 411622197
Mailing Address: PO Box 173
City: St Francis State: MN Zip: 55070 County: Anoka
Name of Chief Executive Officer (CEO): Melissa Schrunk
CEO Daytime Phone: 763-238-0650 CEO Email: melissashairchair@gmail.com
Email permit to (if other than the CEO): Lpayment48@gmail.com

NONPROFIT STATUS

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

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

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

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? [] Yes [x] No
If yes, list the dates when bingo was conducted:
The proposed bingo event will be:
[x] one of four or fewer bingo events held this year. Dates: 3-21-26 11-14-26
-OR-
[] conducted on up to 12 consecutive days in connection with a:
[] county fair Dates:
[] civic celebration Dates:
[] Minnesota State Fair Dates:
Person in charge of bingo event: Melissa Schrunk Daytime Phone: 763-238-0650
Name of premises where bingo will be conducted: American Legion POST #622
Premises street address: 3073 Bridge St NW
City: St Francis If township, township name: County: Anoka

LG240B Application to Conduct Excluded Bingo

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p>
<div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: 80%;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p>TOWNSHIP (if required by the county)</p> <p>On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature:  Date: 2-13-24

(Signature must be CEO's signature; designee may not sign)

Print Name: _____

<p>MAIL OR FAX APPLICATION & ATTACHMENTS</p> <p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 20px;">Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p>Questions? Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
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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 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 Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Business Record Details »

Minnesota Business Name
St. Francis Lions Club

Business Type
Nonprofit Corporation (Domestic)

MN Statute
317A

File Number
I-898

Home Jurisdiction
Minnesota

Filing Date
12/29/1970

Status
Active ~~Outstanding~~

Renewal Due Date
12/31/2026

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

Number of Shares
NONE

Registered Agent(s)
Darlene P Behnke

President
Melissa Shrunk
22920 Poppy St NW
Saint Francis, MN 55070
USA

Filing History

Filing History

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

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	12/29/1970	Original Filing - Nonprofit Corporation (Domestic)	
	12/29/1970	Nonprofit Corporation (Domestic) Business Name (Business Name: St. Francis Lions Club)	



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Mower Replacement
DATE: March 2, 2026

OVERVIEW:

The attached invoice is for the trade-in and purchase of a Wide Area Mower (WAM). Public Works spend most of the time mowing in the summer months and need to increase time spent on other projects such as stormwater maintenance, potholing, and equipment/building maintenance. The WAM can decrease cutting time in two different ways; one is the size of the mower (11 feet wide) and the other is having a cab. The cab allows rain or shine cutting and increases mowing time on very hot days allowing the operator to remain in the piece of equipment longer.

The purchase of this mower was also planned, knowing the city will be responsible for the state right-of-way when highway 47 project is finished. The initial investment is higher with these mowers, but the long-term payback is better. The WAM mower will be put in the Capital Equipment Plan to be replaced after a ten-year period rather than a five.

ACTION TO BE CONSIDERED:

Council to authorize the purchase of the WAM from Minnesota Equipment in the amount of \$68,640.94 per state bid. The price listed also includes the old mower trade in.

BUDGET IMPLICATION:

\$80,000.00 is set aside in the Capital Equipment Plan for this piece of equipment.

Attachments:

- Quote from Minnesota Equipment



ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513-2789 US
FED ID: 36-2382580
UEID: FNSWEDARMK53

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

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

Prepared For

CITY OF ST FRANCIS
PO BOX 728
SAINT FRANCIS, MN 550700728
(509) 687-3271

Prepared By

SHANE FISHER
Minnesota Equipment, Inc.
13725 Main Street
Rogers, MN 55374
763-204-1171
shanefisher@mnequip.com

Quote Id 1624751
Creation Date 13-Feb-2026
Expiration Date 15-Mar-2026

Quote Summary

Equipment Summary	Suggested List	Selling Price	QTY In Group	Extended
1600 Turbo TerrainCut Commercial Wide-Area Mower with 2-Post Folding ROPS Contract: Sourcewell Grounds Maint 112624-DAC (PG NB CG 70) Price Effective Date: 12-Feb-2026	\$93,922.00	\$72,319.94	1	\$72,319.94
TEK TITE HVAC CAB Contract: Open Market	\$13,321.00	\$13,321.00	1	\$13,321.00
Equipment Total				\$85,640.94

Trade In Summary	Extended
2024 Hustler Super Z 104	\$17,000.00
Final Trade Allowance	\$17,000.00

Quote Summary	
Total Selling Price	\$85,640.94
Total Trade-In Allowance	(\$17,000.00)
Trade Difference	\$68,640.94
Sub-total	\$68,640.94

Salesperson : X _____

Accepted By : X _____



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jodie Steffes, Community Development Director
SUBJECT: Rental License Approvals
DATE: March 2, 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
22794 ELDORADO ST NW	ALLEN PROPERTIES LLC
2780 235 th AVE NW	A.L.H. INVESTMENTS LLC
22872 POPPY ST NW	WEAVER BROTHERS COMPANIES
22874 POPPY ST NW	WEAVER BROTHERS COMPANIES
3602 232 ND CT NW	JOSEPH AND <u>SONS</u> PROPERTY SOLUTIONS LLC
3832 232 ND AVE NW #105	BERNU, LARRY
2598 234 TH CT NW	WOLFE, MATT



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
 Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: March 02, 2026

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$150,127.08 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:

- 03-02-2026 Packet List-\$150,127.08

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/03/2026 - 03/03/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4E.

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 6364 - ARTISAN BEER COMPANY							
3832546 00044183	ARTISAN BEER COMPANY BEER 609-49751-40252	02/24/2026 CBUSKEY		70.00	70.00	Open	N 02/24/2026
	BEER			70.00		1.00	70.00
3832547 00044185	ARTISAN BEER COMPANY THC 609-49751-40257	02/24/2026 CBUSKEY		1,456.00	1,456.00	Open	N 02/24/2026
	THC			1,456.00		1.00	1,456.00
Total Vendor 6364 - ARTISAN BEER COMPANY				1,526.00	1,526.00		
Vendor 2591 - ASPEN MILLS							
371317 00044202	ASPEN MILLS UNIFORM - RESERVE SIEBER 101-42110-40448	02/24/2026 DROBERTSON		25.95	25.95	Open	N 03/02/2026
	RESERVE OFFICERS			25.95		1.00	25.95
Total Vendor 2591 - ASPEN MILLS				25.95	25.95		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0210511100 00044172	BELLBOY CORPORATION BAR SUPPLY LIQUOR 609-49751-40206	02/24/2026 CBUSKEY		1,101.12	1,101.12	Open	N 02/24/2026
	FREIGHT			11.27		1.00	11.27
	LIQUOR			1,089.85		1.00	1,089.85
0110846800 00044209	BELLBOY CORPORATION BAR SUPPLY MISC/OPERATING 609-49751-40206	02/25/2026 CBUSKEY		283.69	283.69	Open	N 02/25/2026
	FREIGHT			7.29		1.00	7.29
	MISCELLANEOUS MERCHANDISE			86.40		1.00	86.40
	OPERATING SUPPLIES			190.00		1.00	190.00
0110863700 00044210	BELLBOY CORPORATION BAR SUPPLY MISC 609-49751-40254	02/25/2026 CBUSKEY		(26.40)	(26.40)	Open	N 02/25/2026
	MISCELLANEOUS MERCHANDISE			(26.40)		1.00	(26.40)
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				1,358.41	1,358.41		
Vendor 7244 - BREAKTHRU BEVERAGE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Agenda Item # 4E.

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 7244 - BREAKTHRU BEVERAGE							
125745466 00044177	BREAKTHRU BEVERAGE LIQUOR/MISC	02/24/2026	CBUSKEY	560.71	560.71	Open	N 02/24/2026
	609-49751-40206	FREIGHT		10.14		1.00	10.14
	609-49751-40254	MISCELLANEOUS MERCHANDISE		174.51		1.00	174.51
	609-49751-40251	LIQUOR		376.06		1.00	376.06
Total Vendor 7244 - BREAKTHRU BEVERAGE					<u>560.71</u>	<u>560.71</u>	
Vendor 6761 - COMPASS MINERALS, INC							
1625937 00044144	COMPASS MINERALS, INC SALT	02/10/2026	JSHOOK	7,272.34	7,272.34	Open	N 03/02/2026
	101-00000-14100	INVENTORY OF MATERIAL/SUPPLY		7,272.34		1.00	7,272.34
1625640 00044145	COMPASS MINERALS, INC SALT	02/10/2026	JSHOOK	2,428.47	2,428.47	Open	N 03/02/2026
	101-00000-14100	INVENTORY OF MATERIAL/SUPPLY		2,428.47		1.00	2,428.47
1626884 00044146	COMPASS MINERALS, INC PUBLIC WORKS	02/11/2026	JSHOOK	7,234.23	7,234.23	Open	N 03/02/2026
	101-00000-14100	INVENTORY OF MATERIAL/SUPPLY		7,234.23		1.00	7,234.23
1627707 00044147	COMPASS MINERALS, INC SALT	02/12/2026	JSHOOK	4,881.99	4,881.99	Open	N 03/02/2026
	101-00000-14100	INVENTORY OF MATERIAL/SUPPLY		4,881.99		1.00	4,881.99
Total Vendor 6761 - COMPASS MINERALS, INC					<u>21,817.03</u>	<u>21,817.03</u>	
Vendor 4448 - CORPORATE CONNECTION							
68887 00044197	CORPORATE CONNECTION CLOTHING ALLOWANCE - MATTHIES	02/23/2026	DROBERTSON	127.60	127.60	Open	N 03/02/2026
Total Vendor 4448 - CORPORATE CONNECTION					<u>127.60</u>	<u>127.60</u>	
Vendor 4854 - CRYSTAL SPRINGS ICE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/03/2026 - 03/03/2026

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Agenda Item # 4E.

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 4854 - CRYSTAL SPRINGS ICE							
02-603611 00044181	CRYSTAL SPRINGS ICE MISC	02/24/2026		94.40	94.40	Open	N 02/24/2026
	609-49751-40206 609-49751-40254	FREIGHT MISCELLANEOUS MERCHANDISE		4.00 90.40		1.00 1.00	4.00 90.40
Total Vendor 4854 - CRYSTAL SPRINGS ICE					94.40	94.40	
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2698875 00044175	DAHLHEIMER DIST. CO. INC BEER/NA/LIQUOR	02/24/2026		10,541.68	10,541.68	Open	N 02/24/2026
	609-49751-40255 609-49751-40251 609-49751-40252	N/A PRODUCTS LIQUOR BEER		223.70 210.40 10,107.58		1.00 1.00 1.00	223.70 210.40 10,107.58
2700490 00044176	DAHLHEIMER DIST. CO. INC BEER	02/24/2026		(68.00)	(68.00)	Open	N 02/24/2026
	609-49751-40252	BEER		(68.00)		1.00	(68.00)
2706143 00044208	DAHLHEIMER DIST. CO. INC BEER	02/25/2026		8,277.80	8,277.80	Open	N 02/25/2026
	609-49751-40252	BEER		8,277.80		1.00	8,277.80
Total Vendor 91 - DAHLHEIMER DIST. CO. INC					18,751.48	18,751.48	
Vendor 8132 - ERIK SKOGQUIST							
.02252025 00044206	ERIK SKOGQUIST 1ST QUARTER ASSESSING 2026	03/01/2026		4,606.44	4,606.44	Open	N 03/02/2026
	101-41550-40311	CONTRACT		4,606.44		1.00	4,606.44
Total Vendor 8132 - ERIK SKOGQUIST					4,606.44	4,606.44	
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
CM-23252 00044173	GLOBAL RESERVE DISTRIBUTION THC	02/24/2026		(115.00)	(115.00)	Open	N 02/24/2026
	609-49751-40257	THC		(115.00)		1.00	(115.00)

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Agenda Item # 4E.

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-23806							
00044211	GLOBAL RESERVE DISTRIBUTION	02/25/2026		1,172.00	1,172.00	Open	N
	THC	CBUSKEY					02/25/2026
	609-49751-40257	THC		1,172.00		1.00	1,172.00
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				1,057.00	1,057.00		
Vendor 4691 - GRANITE CITY JOBBING CO							
510346							
00044169	GRANITE CITY JOBBING CO	02/24/2026		2,932.21	2,932.21	Open	N
	TOBACCO	CBUSKEY					02/24/2026
	609-49751-40206	FREIGHT		10.00		1.00	10.00
	609-49751-40256	TOBACCO PRODUCTS		2,922.21		1.00	2,922.21
Total Vendor 4691 - GRANITE CITY JOBBING CO				2,932.21	2,932.21		
Vendor 1145 - HACH COMPANY							
14880069							
00044158	HACH COMPANY	02/18/2026		3,491.75	3,491.75	Open	N
	DIGITAL PH SENSOR	DROBERTSON					03/02/2026
	602-49490-40229	PROJECT MAINTENANCE		3,491.75		1.00	3,491.75
Total Vendor 1145 - HACH COMPANY				3,491.75	3,491.75		
Vendor 10476 - IUOE LOCAL #49							
.02252026							
00044203	IUOE LOCAL #49	02/25/2026		384.51	384.51	Open	N
	PW UNION DUES MARCH 2026	DROBERTSON					03/02/2026
	101-00000-21707	UNION DUES		384.51		1.00	384.51
Total Vendor 10476 - IUOE LOCAL #49				384.51	384.51		
Vendor 154 - JOHNSON BROTHERS							
2994353							
00044190	JOHNSON BROTHERS	02/24/2026		1,443.22	1,443.22	Open	N
	LIQUOR	CBUSKEY					02/24/2026
	609-49751-40206	FREIGHT		14.72		1.00	14.72
	609-49751-40251	LIQUOR		1,428.50		1.00	1,428.50

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 154 - JOHNSON BROTHERS							
2994352 00044191	JOHNSON BROTHERS WINE	02/24/2026 CBUSKEY		1,814.97	1,814.97	Open	N 02/24/2026
	609-49751-40206	FREIGHT		69.92		1.00	69.92
	609-49751-40253	WINE		1,745.05		1.00	1,745.05
2994351 00044192	JOHNSON BROTHERS LIQUOR	02/24/2026 CBUSKEY		595.22	595.22	open	N 02/24/2026
	609-49751-40206	FREIGHT		14.72		1.00	14.72
	609-49751-40251	LIQUOR		580.50		1.00	580.50
170625 00044193	JOHNSON BROTHERS LIQUOR CREDIT	02/16/2026 DROBERTSON		(24.00)	(24.00)	open	N 03/02/2026
	609-49751-40251	LIQUOR		(24.00)		1.00	(24.00)
159739 00044199	JOHNSON BROTHERS LIQUOR	02/24/2026 CBUSKEY		(23.00)	(23.00)	open	N 02/24/2026
	609-49751-40251	LIQUOR		(23.00)		1.00	(23.00)
Total Vendor 154 - JOHNSON BROTHERS					<u>3,806.41</u>	<u>3,806.41</u>	
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.02252026 00044204	LAW ENFORCEMENT LABOR SVCS. POLICE DUES MARCH 2026	02/25/2026 DROBERTSON		657.00	657.00	open	N 03/02/2026
	101-00000-21707	UNION DUES		657.00		1.00	657.00
.022520261 00044205	LAW ENFORCEMENT LABOR SVCS. SERGEANTS DUES MARCH 2026	02/25/2026 DROBERTSON		73.00	73.00	open	N 03/02/2026
	101-00000-21707	UNION DUES		73.00		1.00	73.00
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.					<u>730.00</u>	<u>730.00</u>	
Vendor 8133 - MARY WELLS							
.02252026 00044207	MARY WELLS 1ST QUARTER ASSESSING 2026	03/01/2026 DROBERTSON		4,606.44	4,606.44	open	N 03/02/2026
	101-41550-40311	CONTRACT		4,606.44		1.00	4,606.44

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 03/03/2026 - 03/03/2026

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Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 8133 - MARY WELLS							
Total Vendor 8133 - MARY WELLS				4,606.44	4,606.44		
Vendor 202 - MCDONALD DIST CO							
848215							
00044178	MCDONALD DIST CO	02/24/2026		11,583.85	11,583.85	Open	N
	BEER/NA						02/24/2026
	609-49751-40255	N/A PRODUCTS		108.00		1.00	108.00
	609-49751-40252	BEER		11,468.85		1.00	11,468.85
	609-49751-40206	FREIGHT		7.00		1.00	7.00
848214							
00044179	MCDONALD DIST CO	02/24/2026		(7.53)	(7.53)	Open	N
	BEER						02/24/2026
	609-49751-40252	BEER		(7.53)		1.00	(7.53)
847837							
00044180	MCDONALD DIST CO	02/24/2026		(73.13)	(73.13)	Open	N
	BEER						02/24/2026
	609-49751-40252	BEER		(73.13)		1.00	(73.13)
849138							
00044198	MCDONALD DIST CO	02/24/2026		1,177.05	1,177.05	Open	N
	BEER						02/24/2026
	609-49751-40206	FREIGHT		7.00		1.00	7.00
	609-49751-40252	BEER		1,170.05		1.00	1,170.05
Total Vendor 202 - MCDONALD DIST CO				12,680.24	12,680.24		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
5130058							
00044187	PHILLIPS WINE & SPIRITS CO	02/24/2026		1,282.32	1,282.32	Open	N
	WINE						02/24/2026
	609-49751-40206	FREIGHT		32.82		1.00	32.82
	609-49751-40253	WINE		1,249.50		1.00	1,249.50
5130057							
00044188	PHILLIPS WINE & SPIRITS CO	02/24/2026		350.32	350.32	Open	N
	LIQUOR						02/24/2026
	609-49751-40206	FREIGHT		5.52		1.00	5.52
	609-49751-40251	LIQUOR		344.80		1.00	344.80
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				1,632.64	1,632.64		

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Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B021352							
00044140	RMB ENVIRONMENTAL LABORATORIES, INC	02/18/2026		208.00	208.00	open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					03/02/2026
	602-49490-40313	SAMPLE TESTING		208.00		1.00	208.00
B021439							
00044159	RMB ENVIRONMENTAL LABORATORIES, INC	02/19/2026		80.00	80.00	open	N
	PROJECT 99	DROBERTSON					03/02/2026
	602-49490-40313	SAMPLE TESTING		80.00		1.00	80.00
B021387							
00044160	RMB ENVIRONMENTAL LABORATORIES, INC	02/20/2026		136.00	136.00	open	N
	ALL WEEKS COOLER 2	DROBERTSON					03/02/2026
	602-49490-40313	SAMPLE TESTING		136.00		1.00	136.00
B021445							
00044201	RMB ENVIRONMENTAL LABORATORIES, INC	02/24/2026		208.00	208.00	open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					03/02/2026
	602-49490-40313	SAMPLE TESTING		208.00		1.00	208.00
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC					632.00	632.00	
Vendor 8827 - SEH, INC							
503911							
00044117	SEH, INC	02/13/2026		6,032.37	6,032.37	open	N
	WARMING HOUSE IMPROVEMENTS	JSHOOK					03/02/2026
	226-45100-40457	WARMING HOUSE IMPROVEMENTS		6,032.37		1.00	6,032.37
500371							
00044200	SEH, INC	12/11/2025		13,187.80	13,187.80	open	N
	WARMING SHELTER & PARK IMPROVEMENTS	DROBERTSON					03/02/2026
	226-45100-40457	WARMING HOUSE IMPROVEMENTS		13,187.80		1.00	13,187.80
Total Vendor 8827 - SEH, INC					19,220.17	19,220.17	
Vendor 7455 - SOUTHERN GLAZERS OF MN							
9685997							
00044170	SOUTHERN GLAZERS OF MN	02/24/2026		(48.00)	(48.00)	open	N
	WINE	CBUSKEY					02/24/2026
	609-49751-40253	WINE		(48.00)		1.00	(48.00)

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 7455 - SOUTHERN GLAZERS OF MN							
10459329							
00044171	SOUTHERN GLAZERS OF MN	02/24/2026		2,122.23	2,122.23	Open	N
	LIQUOR		CBUSKEY				02/24/2026
	609-49751-40206	FREIGHT		18.88		1.00	18.88
	609-49751-40251	LIQUOR		2,103.35		1.00	2,103.35
Total Vendor 7455 - SOUTHERN GLAZERS OF MN					<u>2,074.23</u>	<u>2,074.23</u>	
Vendor 863 - THE BERNICK COMPANIES							
10459329							
00044182	THE BERNICK COMPANIES	02/24/2026		1,190.70	1,190.70	Open	N
	BEER/NA		CBUSKEY				02/24/2026
	609-49751-40255	N/A PRODUCTS		33.80		1.00	33.80
	609-49751-40252	BEER		1,156.90		1.00	1,156.90
Total Vendor 863 - THE BERNICK COMPANIES					<u>1,190.70</u>	<u>1,190.70</u>	
Vendor 4482 - TOTAL CONTROL SYSTEMS, INC							
12043							
00044141	TOTAL CONTROL SYSTEMS, INC	02/18/2026		931.80	931.80	Open	N
	VFD REINSTALLATION		DROBERTSON				03/02/2026
	601-49440-40233	WATER PLANT MAINT		931.80		1.00	931.80
Total Vendor 4482 - TOTAL CONTROL SYSTEMS, INC					<u>931.80</u>	<u>931.80</u>	
Vendor 10641 - UNION HERALD							
52399							
00044174	UNION HERALD	01/31/2026		20.00	20.00	Open	N
	ANOKA COUNTY UNION HERALD JANUARY 2026		DROBERTSON				03/02/2026
Total Vendor 10641 - UNION HERALD					<u>20.00</u>	<u>20.00</u>	
Vendor 8383 - WSB & ASSOCIATES, INC							
R028272-000-10R							
00044142	WSB & ASSOCIATES, INC	02/12/2026		21,601.70	21,601.70	Open	N
	HWY 47-JANUARY		DMULVIHILL				03/02/2026
	405-43100-40810	HWY 47		21,601.70		1.00	21,601.70

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 8383 - WSB & ASSOCIATES, INC							
CORRECTED 6,7,8							
00044143	WSB & ASSOCIATES, INC HWY 47-SEPTEMBER-DECEMBER 405-43100-40810	02/12/2026 DMULVIHILL HWY 47		2,066.00	2,066.00	Open	N 12/31/2025 2,066.00
R-031945-000 - 00044189	WSB & ASSOCIATES, INC BRIDGE ST-AMBASSADOR BLVD TRAFFIC STUDY DROBERTSON	02/18/2026		6,408.50	6,408.50	Open	N 03/02/2026
Total Vendor 8383 - WSB & ASSOCIATES, INC				<u>30,076.20</u>	<u>30,076.20</u>		
Vendor 3742 - YALE MECHANICAL							
276575							
00044168	YALE MECHANICAL COMPRESSOR REPLACEMENT 609-49750-40401	02/20/2026 DROBERTSON BUILDINGS MAINTENANCE		5,072.00	5,072.00	Open	N 03/02/2026 5,072.00
281199 00044184	YALE MECHANICAL REPAIRS FOUND ON MAINTENANCE 601-49440-40401	02/23/2026 DROBERTSON BUILDINGS MAINTENANCE		6,992.36	6,992.36	Open	N 03/02/2026 6,992.36
282223 00044186	YALE MECHANICAL REPLACE THERMOSTATS 602-49490-40401	02/23/2026 DROBERTSON BUILDINGS MAINTENANCE		3,728.40	3,728.40	Open	N 03/02/2026 3,728.40
Total Vendor 3742 - YALE MECHANICAL				<u>15,792.76</u>	<u>15,792.76</u>		
# of Invoices: 45 # Due: 45				Totals:	150,512.14	150,512.14	
# of Credit Memos: 8 # Due: 8				Totals:	(385.06)	(385.06)	
Net of Invoices and Credit Memos:					150,127.08	150,127.08	
--- TOTALS BY GL BANK ---							
GNCKG					150,127.08		
--- TOTALS BY GL DISTRIBUTIONS ---							
101-00000-14100					21,817.03		
101-00000-21707					1,114.51		

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
	101-41550-40311			9,212.88			
	101-42110-40448			25.95			
	226-45100-40457			19,220.17			
	405-43100-40810			23,667.70			
	601-49440-40233			931.80			
	601-49440-40401			6,992.36			
	602-49490-40229			3,491.75			
	602-49490-40313			632.00			
	602-49490-40401			3,728.40			
	609-49750-40210			190.00			
	609-49750-40401			5,072.00			
	609-49751-40206			213.28			
	609-49751-40251			6,086.46			
	609-49751-40252			32,102.52			
	609-49751-40253			2,946.55			
	609-49751-40254			324.91			
	609-49751-40255			365.50			
	609-49751-40256			2,922.21			
	609-49751-40257			2,513.00			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			32,170.37	32,170.37		
	226 PARK FUND			19,220.17	19,220.17		
	405 STREET IMPROVEMENT FUND			23,667.70	23,667.70		
	601 WATER FUND			7,924.16	7,924.16		
	602 SEWER FUND			7,852.15	7,852.15		
	609 LIQUOR FUND			52,736.43	52,736.43		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 UNASSIGNED			22,931.54	22,931.54		
	41550 ASSESSING			9,212.88	9,212.88		
	42110 POLICE			25.95	25.95		
	43100 STREETS			23,667.70	23,667.70		
	45100 RECREATION			19,220.17	19,220.17		
	49440 WATER DEPT			7,924.16	7,924.16		
	49490 SEWER DEPT			7,852.15	7,852.15		
	49750 LIQUOR STORE			5,262.00	5,262.00		
	49751 MERCHANDISE PURCHASES			47,474.43	47,474.43		



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Council Meeting Schedule – Discussion
DATE: March 2, 2026

OVERVIEW:

Staff were asked as to why St. Francis has two council meetings a month. With this question in mind, I recently became aware of another city that had just completed a step to move from two meetings to one meeting a month. This is a city with 12k residents and heavy into development.

If this is something that Council is interested in, staff would need to iron out operational details. We need to be mindful of the payment of bills, land use applications and ordinances. However, we would not be creating a new process as other cities do this. We would look to take best practices and appropriately apply them to St. Francis.

If there was a need for a second meeting, Council would have the ability to call for a special meeting much like a work session. We would maintain our second Monday for those purposes and use them as necessary for items such as ordinances, land use, contracts, etc.

Tonight is a general discussion on the topic and not about logistics. To be mindful of time, we would research this further if it is of interest to Council to move in that direction. If so, staff will review other city practices and create a proposal for a one meeting a month process.

ACTION TO BE CONSIDERED:

Council to discuss subject and identify if it warrants any further research by staff.



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Adopt Resolution Requesting General Election Post-Election Review
DATE: March 2, 2026

OVERVIEW:

The Council discussed the topic of post-election reviews at the January 20th City Council meeting. At that time a letter was sent to the Elections Director of Anoka County requesting the city to have the ability to request post-election reviews. No comment has been received by Anoka County.

Staff was requested to prepare and bring forward the Resolution that would further address this message so that it may be forwarded to Anoka County.

The attached resolution is that of other cities expressing our City's interest in joining others to request the county take further action on post-election reviews of the general election.

ACTION TO BE CONSIDERED:

Motion to adopt or deny the resolution requesting general election, post elections review.

Attachments:

- Resolution 2026- 08 Resolution Requesting General Election Post Election Review

RESOLUTION 2026-08

RESOLUTION REQUESTING GENERAL ELECTION POST-ELECTION REVIEW

WHEREAS, the City Council of the City of St. Francis desires to have a Post-Election Review conducted on additional precincts for general elections pursuant to Minnesota Statute 206.86; and

WHEREAS, Post-Election Reviews are conducted for precincts that must be chosen by lot by the Anoka County Canvassing Board, but there is not a limit on the number of lot selections that may be performed and there is not a restriction on establishing the lot from which the selection is made; and

WHEREAS, a Post-Election Review is required to include counting the votes for President or Governor, United States Senator, and United State Representative; and the county-appointed post-election review official may conduct a Post-Election Review of votes cast for additional offices; and

WHEREAS, the City Council desires to have Post-Election Reviews performed for additional precincts and to include all offices for which there is more than one candidate but exclude all judicial offices.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST FRANCIS, ANOKA COUNTY, STATE OF MINNESOTA, as follows:

1. In the event a St. Francis election precinct is selected for a Post-Election Review of the general election, the City Council requests that the Anoka County Canvassing Board perform a second lot selection that includes the other precincts in St. Francis
2. In the event a St. Francis election precinct is not selected for a Post-Election Review of the general election, the City Council request that the Anoka County Canvassing Board perform a second lot selection that includes St. Francis precincts.
3. The City Council request that any Post-Election Review of a St. Francis precinct include a review of the results of all state, county and city offices, except judicial races that include more than one candidate.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

I CERTIFY THAT the above resolution was adopted by the City Council of the City of St. Francis on the 2nd day of March 2026.

SIGNED:

WITNESSED:

Mark Vogel
Mayor

Jennifer Wida
City Clerk



Community Development

Annual Report

2025

Respectfully Submitted by:

Jodie Steffes

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March 2, 2026

Mayor and City Council:

The Community Development Department experienced significant transitions in 2025. I stepped into the Community Development Director role after serving as Community Development Specialist since 2018, and the resulting vacancy was filled, restoring full departmental staffing. During this period of change, the team navigated staffing shortages, redistributed responsibilities, and onboarded new members while maintaining service levels and operational continuity. Despite these challenges and amid an economic environment marked by slower growth and shifting development dynamics, the department remained committed to fostering economic growth and expanding housing opportunities through strategic development efforts and meaningful community engagement.

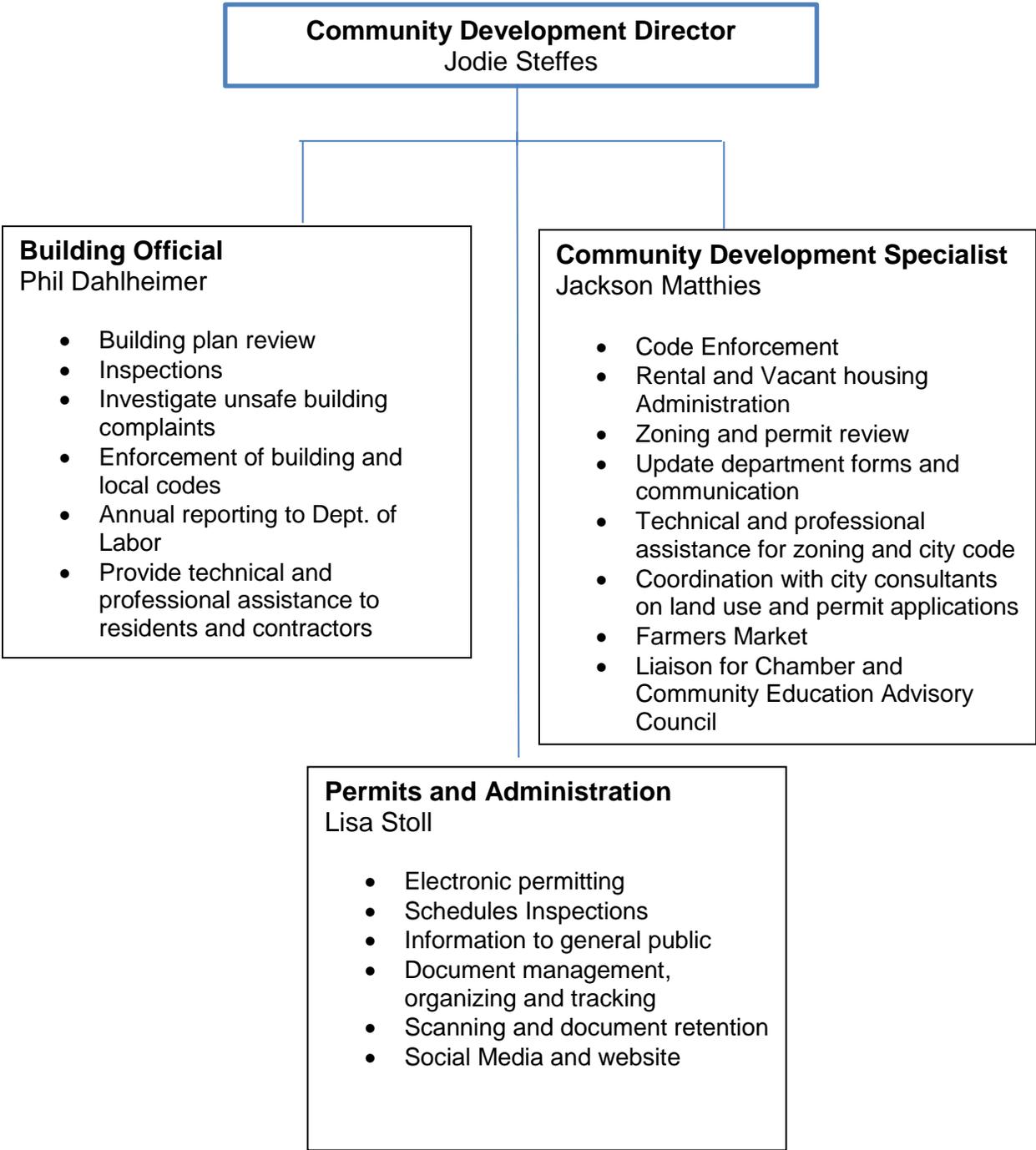
The core functions of Community Development include Building Code and Inspections, Planning and Zoning, Economic Development, Communications, Code Enforcement, and Rental and Vacant Housing programs. Although these functions are related, they each have a separate responsibility for the city as a whole.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

I am pleased to provide this report highlighting the accomplishments and activities of the Community Development Department in 2025. Our work continues on redevelopment to encourage activity that supports the City's long-term vision.

Regards,

Jodie Steffes

COMMUNITY DEVELOPMENT ORGANIZATIONAL CHART



Economic Development

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

Downtown Redevelopment - Bridge Street

- 3750 Bridge St – Following its completion in 2024, this facility has quickly become a cornerstone of our community. Beyond housing essential municipal and fire services, it serves as a vital civic hub for City Council and Fire District meetings, hosts various community events, and provides a large enough space for the Chamber of Commerce's monthly meetings. This multi-purpose facility has become an invaluable community asset.



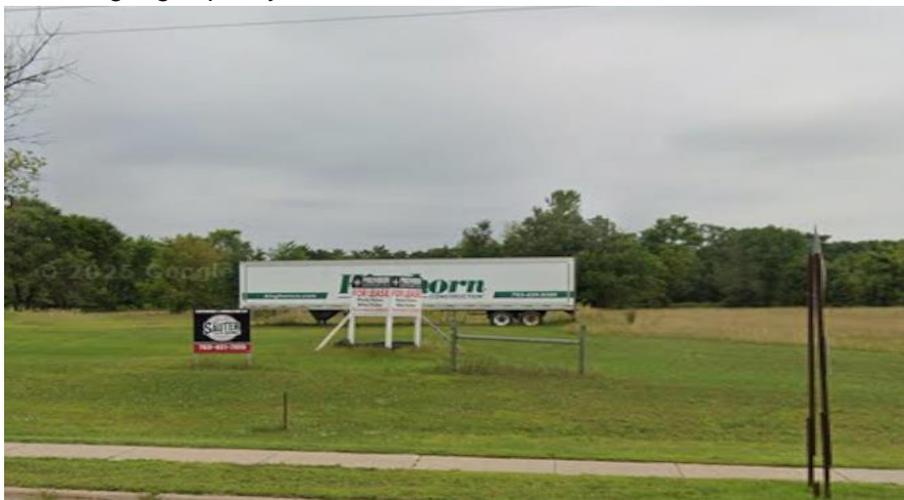
- 3731 Bridge Street – North Shore Development Partners: Following the EDA's acceptance of a purchase agreement, a legal review is currently underway to finalize property boundaries. The City is collaborating closely with the developer on a residential infill concept plan for a townhouse community. This project aims to introduce high-quality housing options that will bring a new influx of residents to support the vitality of the Bridge Street commercial district.
- 3518 Bridge Street – Property is listed for sale and is a premier opportunity for commercial development that has views of the Rum River.



- 3631 Bridge Street – Rum River Inn: Following the sale of the property in 2025, the new owners have engaged closely with City staff to navigate the land use process. To support this transition, staff developed a comprehensive guide to help the owners manage the various local and state codes governing the site. Given its status on the National Register of Historic Places and its location within the Rum River Overlay District, this project offers a unique opportunity for creative, high-standard redevelopment.



- 3503 Bridge St – Rum River Preserve of St. Francis: Following the 2024 sale and subsequent demolition of existing structures, this privately owned parcel is slated for a four-phase master plan. The development will feature a strategic mix of two commercial buildings and two residential apartment buildings. To support the project’s success, City staff have provided comprehensive statistical and demographic data to assist the developer in attracting high-quality commercial tenants and businesses.



Initiatives and Marketing:

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

- Work with the Anoka County Regional Economic Development (ACRED) partnership, including Connexus Energy, Metro North Chamber, and cities participating, to improve economic development as a region.
- Partnering with the St. Francis Chamber of Commerce by providing logistical, strategic, and practical support for their efforts.
- Direct outreach to residential and commercial developers for infill projects.



Broadband and Internet:

In 2025, Midco had multiple projects that expanded fiber optic cable in the St. Francis area.
Project 1: Ambassador Blvd to Zea Street
Project 2: Pederson Drive, from Guarani Street to Lipan Street
Project 3: Arrowhead Street and 231st Lane
Project 4: Woodbine Street

St. Francis Economic Development Authority

The EDA held two meetings in 2025, one in February and one in July. During the year, the EDA entered into a purchase agreement with North Shore Development Partners. In addition, the Executive Director worked with a realtor to list the property at 3518 Bridge Street.

The EDA partnered with the St. Francis branch of the Anoka County Library (MELSA) and hosted a ChatGPT for Marketing workshop event in October. The guest speaker was Nickie Welsh of Social Club Simple. She taught local business owners and marketers how to leverage the capabilities of ChatGPT to generate compelling marketing content. The event was open to all businesses in the community and received positive feedback.

Farmers Market

The Farmers Market completed its third season in 2025 with record-setting attendance. We welcomed more than 450 visitors each week over the 16-week season. A total of 25 vendors registered, with an average of 18 vendors participating each market day. Of those registered vendors, 10 are St. Francis residents.

Nine community groups also participated throughout the season, connecting with market visitors and sharing valuable information. From UMN Turfgrass Education and the Anoka County Master Gardeners to ISD 15 Early Childhood Education, community organizations engaged residents and strengthened local connections. In addition, 8 food trucks registered this season, adding to the vibrant atmosphere and providing a variety of food options for attendees. The addition of live music further enhanced the experience and helped make each market day a special community gathering.



Land Use Development

The city continued to utilize HKGi for planning services in 2025 to support land use development working primarily with Beth Richmond. This partnership has worked well, and staff are happy with their consultation services.

Residential Development

According to the St. Paul Area Association of Realtors, housing inventory remains constrained in most segments of the market. In 2025, the median home sales price in St. Francis was \$338,500, representing a 5.4% decrease from 2024. While this reflects a shift from the steady price increases experienced between 2021 and 2024, home values remain approximately 12.5% higher than 2021 levels. This change suggests a stabilizing housing market following several years of strong appreciation.

City of St. Francis Median Home Price Since 2021

2021	2022	2023	2024	2025	YOY	Since 2021
\$301,000	\$330,000	\$340,000	\$358,000	\$338,000	- 5.4%	+ 12.5%

Staff continues to provide technical assistance to housing developers. The following projects were continued or reviewed in 2025.

- **Bluffs of Rum River** – Amended Preliminary Plat for approval August 2025. Final Plat submitted September 2025, Incomplete. This development will add 40 single-family units, 115 detached townhomes/villas, 26 attached rowhouse and a 110 unit apartment building.
- **Eagle Point/Vista Prairie - Senior Living Project** – Vista Prairie completed construction and welcomed its first tenant on November 12, 2025. The units consist of 65 independent, 40 assisted living, 24 memory care, and 8 care suites.
- **3731 Bridge Street** – This is an EDA owned infill housing site that is being considered for a townhouse community by North Shore Development Partners. The city accepted a purchase agreement, and the legal department is currently finalizing the property boundaries.
- **Rivers Edge Development** – In 2025, the 8th Addition Final Plat of the Rivers Edge PUD was approved. The final plat includes 29 lots on the west end of the development. This is the final phase.
- **Dalton River Villas** – The final plat was approved November 2025 for 19 Villa lots. Construction began in December and is located on Ambassador Blvd and Woodbine Street.

Commercial Development

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

- **1st Baptist Church** – 1st Baptist church started construction of a 6,000 sq. ft. building addition that will create the added space needed for their growing staff, students, and congregation. It is expected to be completed in January 2026.
- **Opp Medical Building Expansion** – Opp Family Chiropractic is in the process of completing construction of the lower level of the building. Compound Fitness Gym will occupy this portion of the building.

Planning Commission

The Planning Commission met 6 times in 2025, working its way through code updates and developments. Many items required a public hearing, which they are responsible for in the land use process.

The Planning Commission had one vacancy in 2025 that was filled in December.

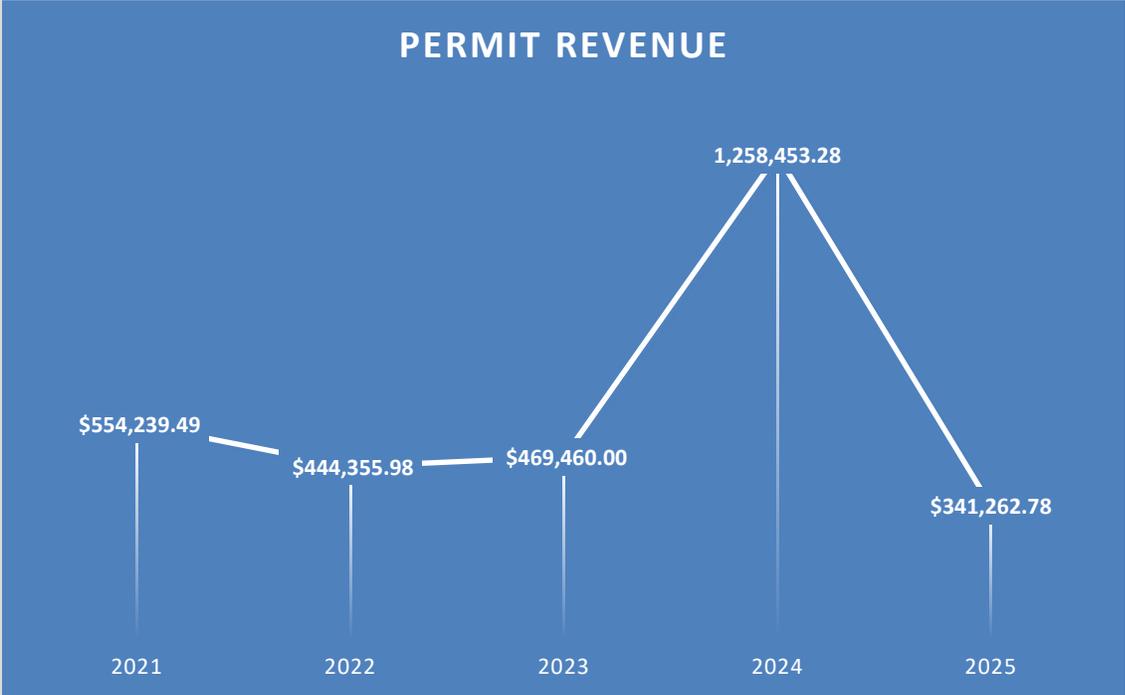
During the year, they collected input from the public and made recommendations to Council on the following items:

- Developments: Bluffs of Rum River, Rivers Edge 8th Addition, Dalton River Villas, St. Francis Apartments Concept
- IUP: Northrup Grumman/Cedar Creek Energy Solar Farm Rural Driveway
- Ordinance Amendments: Housekeeping updates, text amendment to solar energy systems, accessory structure size, stormwater management
- Rezoning and Comprehensive Plan Amendment: Rezoning 23671 St. Francis Blvd NW from I-1 General Industrial to B-2 General Business Commercial district.



Building Department

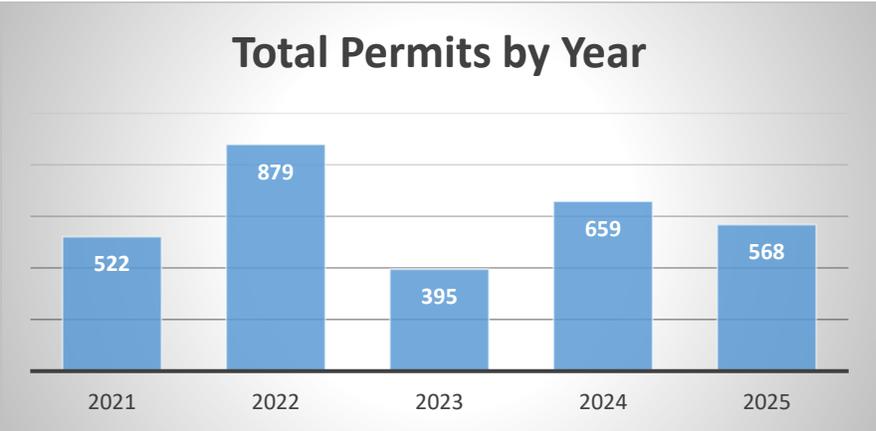
Building permit revenue continues to fluctuate with the city growth and development patterns in new housing units, residential remodeling and commercial construction. Building and zoning fees are set through the Fee Schedule. The graph below shows how permit revenues have changed over the past five years.



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

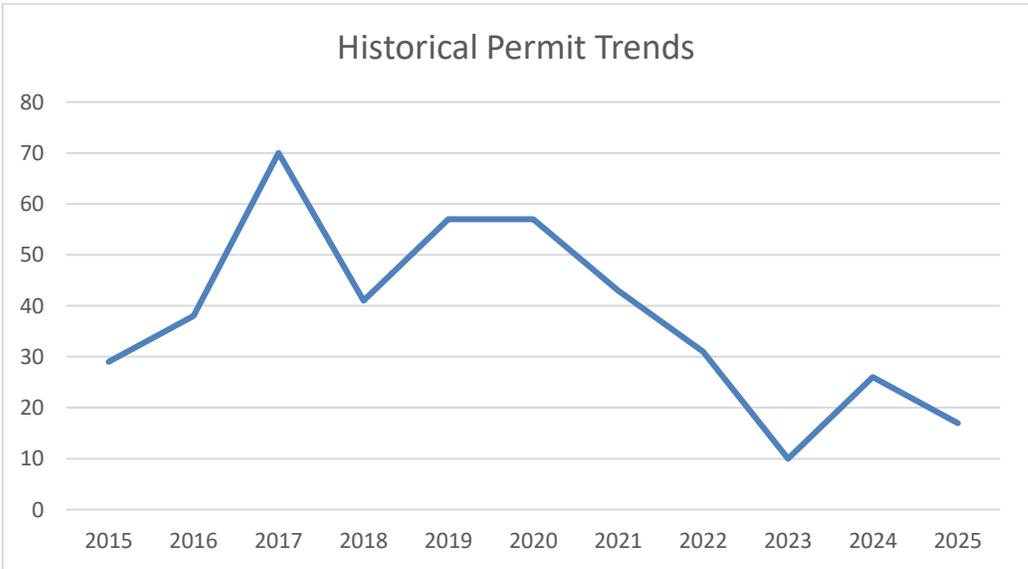
However, permit revenue does not necessarily correlate with the number of permits and workload required by staff. In 2025, 75% of the City's permits were flat fee permits, which typically do not require a review and only require one inspection. These permits require almost as much administrative time, primarily completed by Lisa Stoll, to process as permits that require a valuation.

In 2025, there were a total of 568 permits, a decrease of 13.8%.



Growth

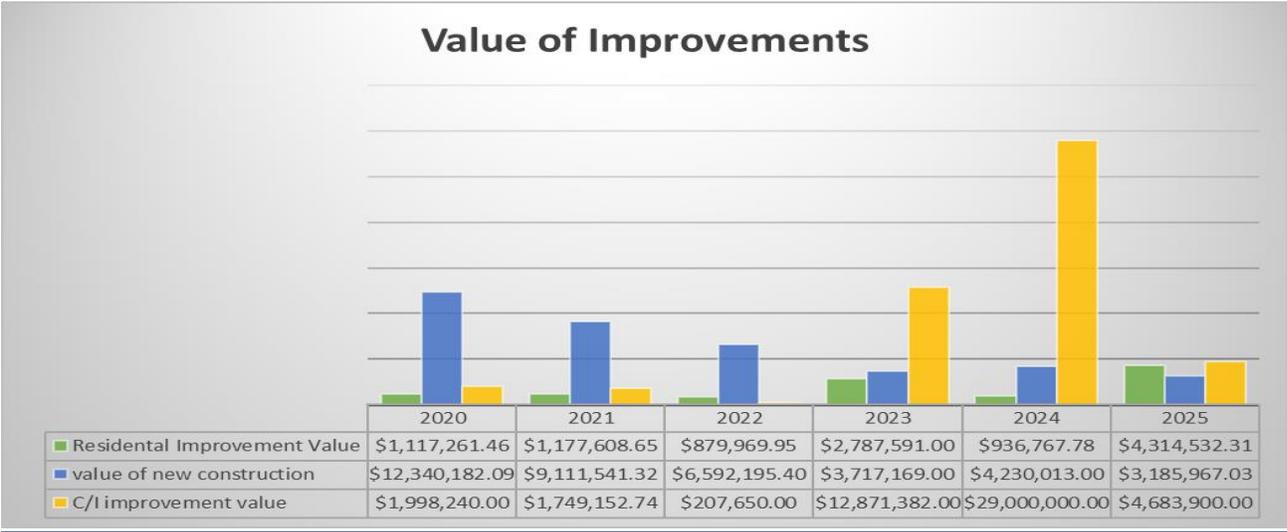
The leading indicator of growth in a city is new construction permits. In 2025, the city had 17 new homes built in the form of single units. Builders expressed additional caution due to increased interest rates. Below is the historical data of all new single-family construction permits. The highest year of tracked new construction permits was in 2017, with a total of 70 new homes in a single year. Manufactured Homes are not included.



Investment

Investment in our building stock comes from new construction and building improvements. Every permit brings a value to the community through improvement, supporting sustainability and the ongoing value of the improved structure. In 2025, we saw a strong

increase in residential improvement activity, indicating reinvestment in existing housing stock. While new construction slowed slightly and commercial valuation declined from 2024 levels, last year’s commercial totals were influenced by a significant one-time project. Overall, 2025 reflects continued investment, particularly in residential properties. Higher material and labor costs may also be contributing to shifts.



Code Enforcement

Enforcement is an ongoing function of staff, and it is primarily managed by the Community Development Specialist with inspection support from the Building Official. Most of the code enforcement is administered on a community complaint basis with some staff-initiated outreach and corrections. After a complaint is received, staff sends an Administrative Notice to the property owner to inform them of the violation. Most issues are resolved with this notice. Typically, the property owner creates a resolution plan, and follow-up inspections are scheduled.

During 2025, staff worked with 73 properties to address complaints that required an Administrative Notice be sent. Of the notices issued, 6 properties received citations. The top three complaints were vehicle parking issues, junk/debris, and work without a permit. Properties contacted with Code enforcement concerns:

Year	Number of Properties:	Number of Citations:
2020	120	10
2021	165	12
2022	88	10
2023	66	7
2024	72	15
2025	73	6

There was one large code enforcement case that required City Council review in 2025.

- **2127 243rd Ave** – The property has significant City Code violations regarding outdoor storage and junk/debris. This property owner’s representative worked with staff to create a clean-up plan and received an extension from City Council. To date, the property has met the requirements of each interim checkpoint and is considered a code enforcement success.

Administrative Projects:

- **BS&A Transition** – Staff transitioned to the BS&A software system in late 2023. Nearly all aspects of the Community Development teams’ work changed dramatically with the new system. The BS&A software now manages permits, inspections, plan review, code enforcement, rental/vacant registration, land use applications, and payment processing. In 2025, Staff continued to work on implementing the online permitting system.
- **Rental Housing Licensing** – The rental license program helps to ensure that all residents are living in safe and decent housing that is being properly maintained. The properties are inspected every few years to ensure they are safe. There are currently 119 rental properties registered in the City, and this is a slight increase from 2024, which had 114.
- **Vacant Property Registration** –The vacant registration program helps to ward off blight and uphold quality buildings in the City. In 2025, there was one known vacant property being tracked – the Rum River Inn. There were four new properties registered that have since been reoccupied.
- **Website and Department forms/applications** – Keeping the website up-to-date is an ongoing activity. Staff values the website being up-to-date for transparency with the public and easy reference for the status of projects. It is also important to ensure that all of our informational handouts and documents are aligned with current codes, fees, and procedures.