



CITY COUNCIL REGULAR MEETING

City Hall: 3750 Bridge St NW

Monday, May 19, 2025 at 6:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
 - [A.](#) City Council Minutes - May 5, 2025
 - [B.](#) City Council Work Session Minutes - April 28, 2025
 - [C.](#) Community Park Grant Assistance and Environmental Work
 - [D.](#) Connect Anoka County Agreement
 - [E.](#) Police Department Policy Manual
 - [F.](#) Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
 - A. Pioneer Days Update
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - [A.](#) 2024 Annual Comprehensive Financial Report
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
 - [A.](#) Public Works Report - Quarter 1
 - [B.](#) Fire Department Monthly Report - April
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
 - May 20 - Citizens Academy - 6:00 pm
 - May 21 - Planning Commission Meeting - CANCELLED
 - May 26 - City Offices Closed in observance of Memorial Day
 - May 27 - Citizens Academy - 6:00 pm
 - May 30 - Pioneer Days
 - May 31 - Pioneer Days
 - June 1 - Pioneer Days
14. **ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
May 5, 2025
6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Community Development Director Jessica Rieland, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Finance Director Darcy Mulvihill, and City Planner Beth Richmond (HKGi).

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carries: 5-0

4. CONSENT AGENDA

Faanes shared that she has questions on Items K and L.

A. City Council Minutes - April 21, 2025

B. Grant Navigation Resolution Authorization

Resolution 2025-22 authorizing application for grant navigation support for the city

C. Abandoned Property

Resolution 2025-23 declaring seized property related to St. Francis Police Case Number 1-40500 as abandoned surplus property

D. Canine Program Grant

Resolution 2025-24 accepting a canine grant to the city of St. Francis Police Department

E. Winning With Cops Donation

Resolution 2025-25 accepting a donation to the City of St. Francis Police Department

F. Canine Program Donation

Resolution 2025-26 accepting a donation to the City of St. Francis Police Department

- G. Application for On-Sale Wine and Strong Beer Liquor License for All Taco, LLC
Resolution 2025-27 approving on-sale wine and strong beer liquor license for All Taco, LLC
- H. URRWMO Annual Budget
- I. Zero Turn Replacement
- J. Appointment of Chad Schroeder to the position of Lieutenant - Training
- K. Authorization to Post for the Position of Fire Prevention Captain (Part-time)
- L. Job Description Update - Administrative Captain
- M. Rental License Approvals
- N. Site Improvement Performance Agreement for First Baptist Church
- O. Site Improvement Performance Agreement for Rum River Preserve
- P. TNT Fireworks – Sale of Consumer Fireworks License
- Q. Payment of Claims

MOTION BY: UDVIG SECOND: MUEHLBAUER APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA ITEMS A-J AND M-Q.

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

Nays: None

Motion carries: 5-0

Faanes asked if the Fire Prevention Captain role was for fire inspections or if the fire inspections would be done by other members of the department. Fire Chief Schmidt said they will be going through the application process and will wait to see if they can find someone who meets the fire inspector criteria.

Faanes asked if Schroeder had already met the Lieutenant requirements. Schmidt said yes.

MOTION BY: ROBINSON SECOND: UDVIG APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA ITEMS K AND L.

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

Nays: Muehlbauer

Motion carries: 4-1

5. **MEETING OPEN TO THE PUBLIC**

Jeff Taylor, a representative from R&R Investments, came forward and shared that he has an offer on the old City Hall building. He noted he was the highest bidder for the project by over \$10,000. He stated they have a facility in Bethel that they want to move into St. Francis because a lot of their employees live in the City, and this is a great location for a dispensary. He encouraged the Council to come and tour their Bethel facility to see how they make their products and how they run their business.

Derek Lind, with the Anoka County Elections Integrity Team (ACEIT), came forward and shared that he wanted to bring the Council's attention to poll pad agreements. He asked the Council to invite ACEIT back to talk with them at length about the issues with the current poll pad agreements. He said these poll pad agreements were brought in during 2018, and they were not voted on by the Council and were handled mostly by Staff. He noted there are some risks associated with using these poll pads and ACEIT would like to discuss these risks along with the statute surrounding the poll pads. He added that Oak Grove and Ramsey have already canceled their poll pad agreements with the County.

Mayor Vogel said he would be interested in inviting ACEIT back to a Work Session with someone from the County in attendance.

Amanda Stene, with Vista Prairie at Eagle Point, came forward and shared Vista Prairie's support for the new market-rate apartment complex that is proposed by North Shore Development. She noted that Vista Prairie will be opening soon and they will be employing approximately 40 full-time employees who will need somewhere to live in St. Francis, as this complex would expand housing availability and also provide a convenient location to the Vista Prairie facility.

Michael Powell, 23045 Ambassador Boulevard NW, came forward and shared that the apartment complex in this area has been discussed for two years and no one has done a traffic assessment. He noted that Bridge Street and Ambassador Boulevard are already very busy roads. He stated they already have the senior living facility coming, which will be 80% independent living. He said he understands that growth needs to happen; however, he thinks they are sacrificing too much in this main area of the City. He added that all of the natural barriers behind his home have already been removed and he will have no privacy from these apartments.

Mike Rodger, 2770 232nd Lane, came forward and shared his appreciation for all the Council and Staff does. He shared his admiration for their passion for this apartment project and urged them to look at the big-picture impacts of the whole project. He said there has never been a project to come into the City and paid over \$900,000 in WAC and SAC charges. He noted this will put the City in a good position for the future. He said if they do not move forward with this project, then Staff will once again have to take care of this lot until it is sold to something else. He added that if this project does not move forward, then they will have to raise the water rates significantly.

Tina Carrol, 23045 Ambassador Boulevard, came forward and shared that while she appreciates Mr. Rodger's opinion, he does not live on Bridge Street or Ambassador Boulevard. She noted that she understands that growth is needed in the City; however, there is plenty of other open land across the City than this proposed location. She said she is concerned with people from the apartment coming into her yard and possibly getting injured and it would be her responsibility even though these people were trespassing. She stated she would like to know

how much the property is being sold for.

Mayor Vogel said there is a purchase agreement with the EDA for \$5,000. Ms. Carroll said this seems extremely low for six and a half acres of land.

Amy Bening, 22983 Kiowa Street NW, came forward and shared her concern with the apartment complex. She asked why this property was not opened up for an open sale before entering a purchase agreement with North Shore. Mayor Vogel explained that the EDA sells land that they want to be developed and the developer has to follow through with what the plan for the property is. He said this is not like a normal sale as the property has to be developed using the proposed and approved plan.

City Administrator Thunstrom added that there will be certain deadlines that the developer has to follow and if they fail to meet these deadlines, the EDA can retract the agreement. She said it cannot be sold for the intent of sitting vacant or non-development.

Ms. Bening shared her concerns about traffic. She noted that they could use more apartments in the City; however, there are other properties available other than this one. She asked if the residents paid for the clearing of this lot. Mayor Vogel said yes.

Ms. Bening said it seems like the City and the taxpayers are paying the developer to take this land and it does not feel fair to the residents.

Sandra Schear, 22957 Rum River Boulevard NW, came forward and asked who would be eating the extra sewer and water fees. Muehlbauer explained that having this apartment complex would actually benefit the residents as the developer would be paying the WAC and SAC charges and there would be many more people added to the system.

Ms. Schear asked why the City could not buy this property and utilize it for the residents. She noted that the traffic in this area in the morning and after school is already terrible and this will make it significantly worse.

Ms. Carroll asked if a traffic study would be required for this project. Thunstrom said this would be up to the County and that would come out of the next steps of the application as it moves forward.

Ms. Carroll asked if the residents would have a say in the matter of this at all. She shared that the stop sign in the area is currently treated as a suggestion and people are often speeding on this road. She added that she thinks they should be allowed to request that the developer conduct a traffic analysis for the safety of the community.

Stacy Uhrich, 3845 226th Avenue, came forward and shared that she has lived in the City for 55 years and she lives here because she likes the small town feel. She said this development seems like they are bringing Minneapolis to St. Francis. She asked if they plan on adding more police officers to the Police Department to keep up with the increased crime. She asked if these apartments would be low-income apartments. She noted that taxes will be going up if they approve TIF for this project. She agreed with the traffic concerns of other residents. She said that she and other residents in the City are going to start moving out if this is the direction the City continues to go.

Kris, Lichtscheidl, 23843 Germanium Street, came forward and shared what low-income housing means to her and her family. She said her daughter has special needs but is high functioning so she lives independently in an apartment; however, she requires daily support. She noted she drives the roads that are being discussed every day. She stated the apartment that her daughter currently lives in is being sold and she will need somewhere else to go.

Scott Pechovnik, 23111 Butterfield Drive NW, came forward and shared that he has concerns with the traffic in this area with the new apartments. He said traffic is already an issue and this complex would likely add over 200 more cars to the roads. He noted that emergency services also have to get through this area. He said he is against this project as there are plenty of other locations in the City where this complex could go.

Danielle Ackerman, 23048 Butterfield Drive NW, came forward and shared that the trees behind her home were already torn down for this project, and feels as though it has already been decided that this apartment will go through. She noted that she has heard that they will be putting a pond behind her property and she shared her safety concerns with this as she has four small children. She added that traffic is also a concern of hers. She said the community in St. Francis is so beautiful and this project would diminish it. She added that she does not think they would even be able to get a good resale value for their home now that the trees have been removed. She noted that she does not think having these apartments will greatly benefit the senior facility as people will drive from other cities to work at this facility.

Ms. Bening came forward and said she wanted to think of a solution that would be good for the City overall. She asked if the developer was open to suggestions that would work for the community. She said that she thinks the residents should have a say in what goes here. She stated an apartment in this area just does not make sense.

Mr. Rodger shared that he believes the County already did a traffic study on Bridge Street and Ambassador Boulevard before the roundabouts were installed. He noted that Anoka has put in similar-sized apartment buildings. He asked if anyone had reached out to Anoka to ask how their traffic has increased as a result of apartments in the main area of the City.

Mr. Powell asked if they were going to have to wait for a few people to die as a result of the traffic in this area before the County would do anything since it is a County road. He said he is not against low-income housing as there is a need for it; however, he does not think this area is right for this housing.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS - NONE

9. NEW BUSINESS

A. Bridge Street Connection Feasibility Study

Thunstrom reviewed the Staff report in regard to the Bridge Street connection feasibility study.

Robinson asked where the bus barn would be relocated to if this moves forward. Thunstrom said they have discussed a few different locations. She stated they are still looking at the big picture of this, and the feasibility study would look into how this connection would work if the bus barn was to be moved. She said there are a lot of moving pieces in this study.

Robinson asked if the school would be contributing to the cost of the feasibility study. Thunstrom said no and noted that they have not spoken with the school about partnering on this study.

Faanes noted that the School District seems to be on board with looking at this and all options available. She said she does not think it would be wrong to ask them to share in some of these costs.

Mayor Vogel suggested they table this item to discuss with the School District about sharing these costs before moving forward.

Udvig asked if the School District does not want to share in these costs, if the City will still move forward with the study. She said she does not want to get to a place where all of these costs fall on the City but the project would benefit others who are not contributing financially. She added that she does not want the City to put money into this if it is not going to move through.

Muehlbauer asked the residents in the audience if they were aware of what this feasibility study was for. He explained that this project would put Bridge Street through to meet up with Pederson Drive. He said he would currently be against this as it would be a costly project and they have no tax base to support it. He shared that he is also concerned with people potentially speeding through this area.

MOTION BY: MUEHLBAUER SECOND: ROBINSON TO CONTINUE THE BRIDGE STREET CONNECTION FEASIBILITY STUDY PENDING DISCUSSIONS WITH THE SCHOOL DISTRICT.

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

Nays: None

Motion carries: 5-0

B. St. Francis Apartments Concept Review

City Planner Richmond reviewed the Staff report concerning the St. Francis Apartment concept review.

Matt Alexander, North Shore Development, came forward and shared his appreciation for those who have shared their concerns this evening. He noted that there is a traffic issue in this area and they have been considering this. He said that this is why they are looking at having access off of Ambassador Boulevard to alleviate the traffic on Bridge Street. He explained that this complex would be 120 units, which typically means about 90% to 95% will be occupied. He shared that the average number of cars per unit is 1.5, which would add about 170 to 190 cars to the roadways. He proposed that a traffic study be initiated by North Shore. He shared that he understands that the traffic in the area is a concern and he would like answers himself. He noted that for 20% of the units, they would be limiting the rent based on income. He shared that many of their projects have this kind of requirement. He said they conducted a market study last year and they found that market rates were at or lower than the area median income rents. He stated these apartments are a type of product that the City currently does not have. He answered the questions that residents have had about why they could not just put townhomes in this area rather than apartments by saying that the City does not have as much of a need for townhomes as they do for studio apartments. He shared that he hears the concerns about crime; however, they conduct background checks on everyone who will come into the apartments and they also have cameras all over the property. He added that they also have full-time property managers at the complex during the day. He noted that the amount of crime that is generated by a new apartment complex is low and has not been a concern at any of their past projects. He explained that they will be following every rule when it comes to the ponding behind the property, whether that be fencing requirements or other barriers. He shared that they have to go through a rigorous engineering process for a project like this. He added that they plan on giving the excess land to the north back to the City due to the wetlands.

Muehlbauer shared that he asked Police Chief Schwieger about the crime statistics for other apartment complexes in the City. He explained that there were 112 total calls for service to the three largest apartments over the last three years, 33 of which could be considered criminal calls. He noted most of the calls for service were non-emergency or medical calls.

This item was for discussion only.

C. Tax Increment Financing (TIF) Application – North Shore Development Partners

Community Development Director Rieland reviewed the Staff report in regard to the TIF application from North Shore Development Partners.

Nick Anhut, Ehlers and Associates, gave the Council an overview of the TIF application.

Muehlbauer asked if the term of the TIF was up to the Council or was based on what the developer needed. Mr. Anhut shared that Elhers will make a recommendation to the Council before approval. He stated that could not go any longer than 26 years.

Mayor Vogel shared that he is not in favor of using TIF as he does not understand why the residents should have to pay for private development. He said this is a developer problem and not a taxpayer problem. He explained that if he bought an empty lot in the City to build a house on, he would not get a tax break from the City. He said it is not the resident's responsibility to pay for development.

Faanes thanked Staff for their work on this. She said she has an issue with the concept of the project due to the traffic concerns. She stated she was not willing to say yes to this project without first having a traffic study conducted. She shared that she attended the Planning and Zoning Commission meeting where 15 residents spoke about this project and only one was in favor of the project. She explained that she, as well as many other residents, moved to St. Francis for the small-town feel. She said she does not think this project is what the community wants. She stated she is not in favor of TIF for this project. She added that she thinks the EDA having a purchase agreement for this project at only \$5,000 was wrong. She noted that she also thinks they removed the trees prematurely as it does not seem as though the residents in the area were aware of the tree removal.

Muehlbauer noted that no matter where they try to develop in the City, there are always going to be people who oppose the development. He explained that the Council is elected to represent the residents and they have to think about the community as a whole when making decisions. He shared that traffic is one of his concerns. He said there is an aspect of personal responsibility when it comes to traffic. He noted that there were people who complained about the Green Valley development who did not even live in St. Francis and even those who lived in the City had complaints about traffic and crime even though this development was for large property homes. He asked the residents to try and be reasonable about this matter. He said he is in favor of TIF for this project as this is a location in the MUSA district where this project would fit. He noted that if a car accident happens in the City, it is not the City's fault and there needs to be some personal accountability from residents.

Udvig shared that she is also supportive of using TIF for this project. She acknowledged that traffic is an issue in the area; however, if they do not grow as a City then all of the current residents will have to pay all of the increases that will happen. She noted that nothing is getting cheaper so they will need to increase taxes, and without growth, this will all fall on the current residents. She said it would cost more money to keep the City small. She stated all cities have a downtown area that is more dense than other areas. She said she is looking out for financing for the City which is why she would support TIF.

Robinson thanked everyone who was involved in this and the residents who came to share their opinions. He said he personally does not like TIF; however, he does understand the concept. He noted that 26 years is a long time for TIF. He stated he was not fond of the sale price for the property. He shared he is also concerned with the traffic in the area. He added that the water rates will increase; however, if they move forward with this project, the current residents will not feel this increase as much as they would without this development. He said they need more hookups to the water and sewer systems. He noted that social media is not the place for residents to get their information and encouraged residents to contact Staff or the Council.

Faanes shared that she agrees with everything that has been shared by her fellow Councilmembers.

MOTION BY: FAANES SECOND: ROBINSON TO DENY THE TIF APPLICATION.

Ayes: Faanes, Robinson, and Mayor Vogel.

Nays: Muehlbauer and Udvig

Motion carries: 3-2

D. Rivers Edge 8th Addition

Resolution 2025-28 approving the final plat and plans for the 8th addition of the Rivers Edge subdivision

Richmond reviewed the Staff report concerning the final plat for the 8th addition of Rivers Edge.

Muehlbauer asked how many homes would be in this addition to the project. Richmond said there are 29 homes proposed for the 8th addition, totaling 163 homes for the whole project.

MOTION BY: FAANES SECOND: UDVIG TO ADOPT RESOLUTION 2025-28 APPROVING THE FINAL PLAT AND PLANS OF THE 8TH ADDITION OF THE RIVERS EDGE SUBDIVISION WITH CONDITIONS AND FINDINGS OF FACT AS PRESENTED BY STAFF.

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

Nays: None

Motion carries: 5-0

10. MEETING OPEN TO THE PUBLIC

Mr. Rodger came forward and shared that some residents will likely be disappointed when they see the results of the traffic study. He explained that the County will be widening this road in 2030. He noted that this information has already been put out by the County.

Ms. Carroll came forward and shared that she agrees with Muehlbauer's comment about people needing to accept personal responsibility. She welcomed him to sit at her property and watch how people drove by her home, especially when she was trying to back into her driveway. She shared that she had stumps ground at her property recently and she had to stand in the road to stop traffic so they could get the stump grinding equipment across the street. She thanked the developer for listening to the residents' concerns about the pond behind the development. She asked if the developer would be contributing to mosquito control that will be needed as a result of this pond. She asked where the cameras on the property would be aimed and if they would be aimed at her and other residents' backyards.

Ms. Ackerman came forward and asked if there were future plans for the land now that the TIF application has been denied. She asked if they would still be putting a road through this area. Muehlbauer explained that they are required to put a road in order to market the corner lots. He said the County will not allow any new access.

Ms. Ackerman asked if they would be planting new trees where they were previously removed behind the homes. Mayor Vogel said no.

Robin Olson, 23041 Butterfield Drive NW, came forward and shared her concerns with the traffic going down Butterfield increasing. She shared that when she was four years old she watched her sister get hit by a car. She said there are a lot of kids who live in this area and she never wants anyone to have to witness what she witnessed with her sister.

11. REPORTS

A. Community Development Report - Quarter 1

Rieland reviewed the Community Development first quarter report. She reviewed the economic development projects that were worked on in the first quarter including the Bridge Street corridor and Highway 47 corridor. She shared that the owners of 3645 and 3631 Bridge Street are hoping to sell these two parcels together. She noted that Vista Prairie is on schedule to open this fall. She discussed the plans for the third season of the farmer's markets including planning for growth. She added that Staff has remained active in the Chamber of Commerce. She explained that there are an estimated 44 lots remaining with sewer and water connections and 34 lots that would be on private wells and septic. She stated two residential developments are currently under review, the Bluffs of Rum River and Rivers Edge, and two commercial projects under review, the old City Hall buildings and the property at 3503 Bridge Street. She added that the City

issued one new construction permit in the first quarter. She noted that they have processed a total of 103 permits so far this year. She shared that code enforcement Staff responded to 11 property complaints through the first quarter that are in active code enforcement. She stated all rental properties ending in an odd number were up for renewal this year and multiple locations have required corrections which is taking the licenses longer to process due to the State requiring Tax IDs or Social Security Numbers from landlords and homeowners. She shared that the Planning Commission met once during the first quarter in January. She added that there is currently a vacant seat on the Planning Commission and Staff has received two applications and will be scheduling interviews soon. She explained that the need for housing is an issue beyond the City and expands to the County and the State. She said housing is regional in nature and it is reasonable to take into account the study that Anoka County completed which illustrates the housing needs across the County. She stated the County needs 18,000 more housing units by 2030 and the study estimates that less than half of this number will be created due to current economics. She reviewed the anticipated growth for the City and how they can accommodate the growth. She said there is a housing shortage nationwide. She noted there is demand for 540 single-family or multi-family owned units between 2023 and 2030. She stated that high mortgage interest rates drive up the need for apartments and affordable housing. She shared the current demand for rental units between 2023 and 2030 of 173 new units. She said that they will be able to meet the senior housing demand with the addition of Vista Prairie.

Muehlbauer asked if the vacant lot number includes the North Shore property. Rieland said no and stated this number would change after the vote to deny TIF.

Robinson asked how long the oldest property in active code enforcement has been in the code enforcement process. Rieland said she does not have this information; however, she believes most of them are rental properties that are turning over.

Council thanked Rieland for the great report and all of her work.

12. COUNCIL MEMBER REPORTS

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

Muehlbauer shared his appreciation for residents coming out to share their opinions on things they are passionate about. He said he wishes they had more involvement in these things at earlier stages in the process. He explained that he wanted to join the Council after the water rates were being increased and one of the Councilmembers at the time, Councilmember Tim Brown, encouraged him to educate himself on the difference between the Met Council and a standalone system. He shared that he learned a lot during this time. He noted that a lot of the decisions made by the Council require them to look at the decision objectively and separate the decision from emotions. He encouraged residents to sign up for the Citizens Academy which is starting tomorrow.

Faanes thanked residents for sharing their opinions with the Council. She encouraged residents to pay attention to what is going on with the City more so they can get involved sooner in the process. She asked if they would have someone from Pioneer Days at the next Council meeting to give the Council more information. She shared that she received an email from a business owner about the length of the planning and zoning process. She asked about the current process of changing zoning. Rieland shared that she and Richmond met with the business owner, and they gave them guidance on this process. Richmond added that once there is an application on the table for land use, they are held to a 60-day deadline from the State, which can be extended if needed. She said they have not received an application for this site, so the timeline has not started.

Faanes noted that the business owner was not aware that their building was zoned differently, and she added that she has also heard this from other business owners. She said she wanted to understand how the process works when a property is rezoned. Richmond shared that they are required by the State to notify property owners whenever zoning is changing.

Mayor Vogel shared that he is hoping to set up a sit-down discussion with this business owner to clear up their concerns.

Robinson shared that they have begun early budget discussions for 2026.

Mayor Vogel shared that he had a meeting with Rum River Consultants, who is interested in the old City Hall building, and he will be contacting Jeff Taylor, the other interested party, to tour their facility in Bethel. He encouraged the rest of the Council to also take time to sit down with both interested parties before they decide on the sale of the property.

13. UPCOMING EVENTS

May 06 - Citizens Academy - 6:00 pm
May 15 - Parks Commission - 7:00 pm
May 19 - City Council Meeting - 6:00 pm
May 20 - Citizens Academy - 6:00 pm
May 21 - Planning Commission Meeting - 7:00 pm
May 26 - City Offices Closed in observance of Memorial Day
May 27 - Citizens Academy - 6:00 pm
May 30 - June 1 - Pioneer Days

14. ADJOURNMENT

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

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

Nays: None

Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 8:58 p.m.

Jennifer Wida, City Clerk

DRAFT

CITY OF ST. FRANCIS
CITY COUNCIL WORK SESSION AGENDA
St. Francis City Hall Fire Station 3750 Bridge Street NW
April 28, 2025
5:30 p.m.

1. CALL TO ORDER

The City Council Work Session meeting was called to order at 5:30 p.m. by Mayor Mark Vogel.

2. ROLL CALL

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

Members Absent: Councilmember Muehlbauer.

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, and Finance Director Darcy Mulvihill

3. AGENDA ITEMS

A. Fire Department Organizational Chart

Fire Chief Schmidt reviewed the Staff report and the Fire Department's organizational chart with the Council.

Robinson asked why no one shows as reporting to the Administrative Captain. Schmidt said all roles funnel up to him even though it does not show on the organization chart.

Robinson asked if they are currently short-staffed. Schmidt shared that they currently have the bandwidth for four to five more firefighters, specifically at Station #2. He said their doors are always open to add someone to the department.

Robinson asked if there were any new skill sets that had been added to the department from those who came from Bethel. Schmidt shared that one is a career firefighter from Brooklyn Park.

Robinson asked if there were any other possibilities for fire inspections than hiring a new Fire Inspector. Schmidt stated there has been interest from those who are already in the department to step up into the Fire Inspector role.

Faanes asked what the goal is for having the Fire Department fully staffed as they currently have 10 officers and 18 firefighters. Schmidt said they are currently well-

balanced. He explained that with the current duty crew rotation, people are not feeling as burnt out from their duty officer rotation time. He noted one of the complaints they got the most was that the last duty crew rotation was too much repetition. He added that everyone but himself and the Administrative Captain are part-time Staff so they have redundancy built in as they never know who will be available when.

Faanes asked for more information on what a duty officer is. Schmidt explained that each officer signs up to be a duty officer for one week on a rotating schedule. He said they are all required to do a Wednesday-to-Wednesday week with the expectation that they are the primary person available after hours for calls or issues that arise.

Faanes asked if every call had a duty officer respond. Schmidt said no as they have no way to ensure a duty officer could respond 24 hours a day.

Faanes asked what kind of calls only require the duty officer to respond. Schmidt shared that these calls would be illegal burns, phone call requests, and carbon monoxide calls.

Faanes noted that some of the people at Station #2 came from Bethel. She asked if they were not St. Francis employees. Schmidt said yes as all firefighters that came from Bethel are now St. Francis employees.

Faanes asked if the contract with Bethel was complete. Schmidt explained that the contract they are under currently will expire in 2026 and they are working towards a JPA that would have a longer term.

Faanes asked if these firefighters got to keep their retention for their retirement when they became St. Francis employees. Schmidt explained that these firefighters had their retirement funded through the Bethel Fire Department and their Relief Association is dissolving and paying out their share of the pension. He noted that once these firefighters became St. Francis employees, they started a new pension under the St. Francis program as any new employee would.

Faanes asked if they originally entered into this agreement with Bethel because they asked the City for help. Schmidt said yes.

Faanes asked if Sam Strassburg would be able to fill the Fire Inspector position since he is already working under the current Fire Inspection. Schmidt shared that Strassburg does not have daytime availability to do the fire inspections.

Mayor Vogel shared that he is pleased to see the organizational chart and hopes that they can have one for every department posted on the website.

This item was for discussion only.

B. Updating Job Description - Administrative Captain

Schmidt reviewed the Staff report in regard to updating the Administrative Captain job description.

Mayor Vogel asked if some of the fire inspection duties would be able to be covered by the Administrative Captain now that there is a lot less work on the administrative side of the role. Schmidt explained that the challenge is that the Fire Inspector role accounts for about 900 hours a year, and he does not think the current Administrative Captain would have the bandwidth for even 400 hours a year on fire inspections. He said this role has been organically evolving to fit their needs. He shared that when the Assistant Chief left, there were some duties that he had to take on, and had to give some of his lower duties to the Administrative Captain. He stated they are currently very busy and the biggest department in the City and he does not see how they could effectively merge these two positions.

Mayor Vogel asked if they were to promote an existing firefighter to the Fire Inspector role, and what this would look like from the budget perspective. Schmidt said there would be no impact on the budget as he does not think whoever they put in this role will have as robust of daytime availability as the current Fire Inspector has. He noted that there would likely be some overflow hours that the new Fire Inspector would not be able to handle that would have to be taken care of by himself or the Administrative Captain. He shared that he hopes he can find someone who has at least eight hours of daytime availability a week.

Mayor Vogel said he would like this to stay budget-neutral.

Faanes noted the current Fire Inspector has averaged about 16 to 18 hours a week over the past few years. She asked if this was just for fire inspections. Schmidt said these hours were just the scheduled hours for fire inspections.

Faanes asked if they would be able to split the inspections and public education pieces of this role to two different people if they cannot find someone who can do both in one role. Schmidt shared that they discussed at the last Work Session if there is difficulty filling the role then the Council can re-discuss the role and the possibility of splitting it into two.

Faanes shared that she attended the meetings last year, as a resident, where Schmidt requested a new full-time Assistant Chief and this did not pass. She noted that at a different meeting, they discussed an Administrative Captain, which was then approved. She said she understands that things change; however, this seems sneaky to now be changing this Administrative Captain role to a full-time Fire Department role when this was originally not approved. Schmidt stated that this has been a cooperative position for the whole City. He noted that he wants to be transparent with everything they are doing to adjust the job description. He said

this is an opportunity to do some housekeeping based on how this position has evolved.

Faanes noted that transparency is very important to her, and she is never trying to tear someone down, she is just speaking her mind on this. She stated it is important for the job description to reflect the job.

Udvig shared that Schmidt coming to a Work Session to discuss changing the job description is him being transparent. She said Staff is looking at this from every angle and has come up with this as the best solution.

Robinson explained that a lot has happened in the Fire Department over the last three years, including working with Nowthen and Bethel, the transition to the new building, and changing their data management system.

The consensus of the Council was to update the Administrative Captain's job description to more accurately align with the work being done in this role.

C. Fire Inspector Pending Resignation/Replacement Considerations

Schmidt reviewed the Staff report concerning replacing the current Fire Inspector.

Robinson asked what are considered critical roles in the Fire Department. Schmidt explained that they have three main divisions in the department, operations, fire prevention and public education, and training. He noted that the people who have shown interest in this role are currently serving in a leadership role in another division.

Robinson said he worries about what will happen when the public safety funding is gone. Schmidt noted they would only need to utilize public safety dollars if they were looking to hire this as a full-time position.

Udvig shared that it would be ideal if they could find an internal candidate who was willing to fill this role in a part-time capacity. She noted they could have issues finding someone to fill this role since it is only part-time.

Faanes asked if finding someone internal to fill this role would have an impact on the budget. Schmidt explained if they went with hiring the position as it is filled currently then the cost of that for the remainder of the year is already accounted for in the 2025 budget.

Faanes asked if other cities have part-time Fire Inspectors. Schmidt said it depends on different factors and the needs of each fire department. He added that he sees them as having a future need for a full-time Fire Inspector.

Faanes noted that the paid on-call firefighters all live in St. Francis and she believes

they mostly start out by wanting to help their community rather than just to make money. She said they need to find the individuals who would fit this role and they may need to move people around within the department to make this work. She stated she would be in favor of hiring from within the department. She asked about the public safety dollars in the fund. Schmidt shared that this was a one-time grant from the State for public safety which was split between the Police and Fire Departments.

Mayor Vogel shared that he is also in favor of hiring from within. He said he is glad to hear that there are already internal candidates who are interested.

The consensus of the Council was to hire for the Fire Inspector position from within the current Fire Department Staff.

D. Medical Response

Schmidt reviewed the Staff report in regard to the types of incidents the Fire Department responds to.

Udvig noted there has been an increase in ambulance response times and there is the ability within the Fire Department to go to these calls and be the first ones to respond in these emergencies and she would hate to see this go away.

Mayor Vogel noted that East Bethel is currently looking at reducing what calls they respond to and cities who have tried this have seen significant decreases in the number of calls, then eventually got back up to the same volume again. He said the citizens will have to realize that if they want the Fire Department to respond to every call then it will not be cheap. He noted that one way to reduce calls is through dispatching; however, this would have to be done at the County level.

Schmidt explained that Anoka County dispatchers are not EMD certified while Allina dispatchers are. He shared that the Fire Chiefs in the County have been advocating for EMD-certified dispatchers. He noted that calls for fire service are going up everywhere and they have found ways to mitigate this. He added that there has been a cultural shift around what people are calling 911 for in the current day.

Udvig noted that they have been telling residents to call 911 whenever they need it. She shared that she had to call 911 when a water fountain was broken at one of the parks because she needed to get ahold of someone so the water did not run all night. Schmidt said the dispatchers have all of the on-call numbers for each department, so calling 911 would allow them to find who needs to report to and take care of the issue.

Faanes said she wants all residents to be able to get the best possible care; however, there may be a few things they should look at implementing to mitigate some of the responses to these calls. She suggested having only two firefighters

respond to certain medical calls rather than having the entire department respond. She added that if Allina is already en route to a call and they are closer than the firefighters, then they should look at canceling the firefighter response. She said she would like to see them try to minimize the calls they respond to. She noted that she was reviewing the East Bethel fire study and saw that their firefighters were reporting burnout due to the number of calls they were responding to. She stated she would like to see some kind of reduction in the budget. She added that firefighters are expected to respond to 20% of calls and as the calls for service increase, so does this expectation. She recommended that they take a close look at the East Bethel study and pull from it as East Bethel is a similar city to St. Francis. She noted that she wants the Fire Department to respond to all fires, car accidents, and major medical calls; however, she does not think they need to respond in full force to every call.

Schmidt shared that he does not see a solution that would be cheaper than what they are already doing today. He cautioned against using the East Bethel study and applying it to St. Francis as it was designed to cater to East Bethel's challenges. He noted they are in the middle of their own fire service study, and they will have specific information coming soon. He added that they are one of the only departments in the area that is not currently in crisis. He said he would love to have a duty crew; however, he does not think they have the staffing or the budget for this.

Faanes noted that even if they went to a duty crew model, they would still not be able to get rid of the on-call firefighters. She said they do not have a huge pool of people that they could pull from to be firefighters as there is a requirement to live within 10 minutes of the station. She added that there have been multiple firefighters over the past few years who have left the Fire Department but still live in the area. She shared that she wonders if they would have been able to keep these firefighters if it wasn't for the large number of calls they were responding to. Schmidt stated they conduct exit interviews with every firefighter that leaves the station, and he does not think any of them left because they were unhappy with the Fire Department. He noted that this is the reality of fire services.

Robinson asked if every firefighter is also an EMT. Schmidt said there are two firefighters who are not EMTs, one from Bethel and one from St. Francis. He noted that their standard for all new hires is that they will also go through the EMT training. He stated this is becoming a trend across fire services in the State.

Robinson noted that anyone calling 911 and having the Fire Department respond has essentially already paid for this service through their taxes. He shared that he is very proud of all of the work by the Fire Department. He said his main goals on the Council are to support Police, Fire, roads, and bridges as these are the core public services and he thinks they are doing a good job at providing these to residents.

Schmidt shared that he is extremely proud of his Fire Department.

This item was for discussion only.

E. Stormwater Fees

City Administrator Thunstrom reviewed the Staff report concerning the stormwater fees.

Mayor Vogel asked if the County charges a fee for the City to put someone's stormwater fees on their property taxes. Finance Manager Mulvihill said yes and noted that there is a fee to put a special assessment on the property taxes.

Mayor Vogel said he thinks it is crazy to not include this as part of the levy. He noted there are over 800 people a year not paying their stormwater fees. He stated it is causing more issues by creating this to be a separate bill.

Faanes added that it also calls attention to it when it is a separate bill.

Robinson asked if it would show up as its own line item on the levy. Mulvihill said it would show up under the general operating levy.

Robinson asked how much of these fees are used for existing infrastructure versus future products. Public Works Director Carpenter explained that these percentages are changing as the MPCA continues to tighten down on this.

Robinson asked how they would be communicating this change to the public if they do choose to move forward with this.

Mayor Vogel said he is all for transparency; however, he does not see how taking care of stormwater ponds is different from replacing roads or other infrastructure products. Robinson noted that some of what they have to do with stormwater ponds is done due to a requirement by the State.

Mulvihill explained that every resident would get their tax notice and could come to the Truth and Taxation hearing. She added that they are also planning on putting an article in the newsletter to explain more about the budgeting process and the levy.

Robinson said he would be supportive of moving these fees into the levy.

Udvig shared that she thinks residents will see this change and have an issue with it because, with the standard stormwater bills, they at least knew exactly how much they were paying for it. She said they will need to tell the residents that this fee will be going up every year.

Mayor Vogel asked how realistic it would be to be able to give residents a breakdown of their stormwater fees if they are rolled into the levy. Mulvihill said they could come up with something that would tell people how much they are paying in stormwater fees and other fees based on their home value. She added that there are a lot of hard feelings about these stormwater fees and some people will refuse to pay them so it has to be specially assessed to their property.

Udvig reiterated that she thinks people will have an issue with this since they will not know exactly how much they are paying for it. Mayor Vogel noted that most residents do not care for a breakdown of how much they are spending on everything else that goes into the levy.

Udvig said she would be more supportive of this if they still called out the increase every year so that the residents are aware.

Mayor Vogel shared that there was a city in the area that had software that gave residents a breakdown of exactly where their tax dollars were going based on each department within the city.

Mulvihill added that they get a lot of questions from residents asking why this bill is not included in the property taxes. She noted that there was a lot of outcry when they raised the stormwater fees in the past and they will have to raise them again in the future.

Udvig noted they will also have to be prepared for how they will respond to backlash and comments on social media.

Mulvihill shared that they are currently sending over 3,000 invoices a year.

Mayor Vogel shared that he is in favor of putting stormwater fees on the levy. The Council agreed.

The consensus of the Council was to move the stormwater fees to the levy.

F. Preliminary Levy Discussion

Mulvihill reviewed the Staff report in regard to the preliminary levy for 2026.

Faanes noted the tax increase for 2025 is 10.48% and in 2026 will be 11.24%. She asked if these numbers have just increased because of the new City Hall Fire Station building or if there are other causes for the increase. Mulvihill said they are not raising taxes due to this building anymore. She explained that the increases are based on the long-term plan that they did.

Mayor Vogel asked what COLA Mulvihill identified for 2026. Mulvihill shared that she typically stays around the 3% to 4% range. She said this increase is consistent with other cities in the area.

Mulvihill stated that the levy is increasing every year for street improvements as this typically increases by \$60,000 per year.

Mayor Vogel asked if there was an increase in the budget for everything due to increased costs. Mulvihill explained that she first inputs salaries and benefits and waits for department heads to send her their budgets and requests to put those into the overall budget.

Thunstrom asked if there are any initiatives that the Council would like Staff to look into. She shared that they will be discussing negotiations with Public Works at future meetings in Closed Session.

Faanes asked when the Council will be able to see the budget requests from each department head. Thunstrom said it will come to Staff first and they can figure out how much is needed for personnel requests, capital equipment, and other expenses. She shared that they would discuss this at a Work Session before setting the levy in September and they will have until the Truth and Taxation Hearing to bring the levy down if they choose to.

Mayor Vogel said he would like to look into software upgrades in regards to the levy, continuing the discussion on pushing Bridge Street through to Highway 47, and projects relating to Highway 47.

Robinson added that Highway 47 was at the top of his list of initiatives to direct Staff to look into. He asked if the wastewater treatment plant bond would be paid off soon. Mulvihill said this will not be paid off until 2046; however, this does not affect the levy.

Robinson asked if all Public Works employees are union members. Carpenter shared that there are six union members, and four non-union members, including himself.

Robinson noted that his property value went down but his taxes still went up. He asked if they should freeze their expectations due to the uncertainty of the real estate market. Mulvihill explained that even if the property values of all homes in the City went down, they still had to cover the levy that they set. She added that they raised the market value exclusion for 2025 which pushed the burden to industrial and commercial properties.

Mulvihill shared that Highway 47 would not be funded through the street fund and they will need to sell a bond for what they need to do in this project. Robinson noted they will need to come up with a way to communicate this to the residents.

Udvig added that Highway 47 is high on her priority list for 2026 as well.

Robinson noted that they invested in new software a few years ago. He asked if this is relative to anything that Mayor Vogel is looking for in 2026. Mayor Vogel noted that he is looking more for a program to estimate where people's tax dollars are going rather than new software.

Mulvihill shared that Ehlers and Associates had told her that they may be able to create a program like this for the City. She said she would reach out and discuss this with them.

Faanes stated her priority for 2026 is also Highway 47 and the possibility of the Bridge Street and Highway 47 connection.

Mulvihill noted that Thunstrom and Carpenter are working on a park fund with a maintenance schedule for parks, similar to what they have for roads.

Faanes shared that she would like to learn more about the City's emergency management program and what they do in major emergencies. She asked if they had enough people signed up for the Citizen's Academy. Police Chief Schwieger said yes.

The consensus of the Council was to move forward with a 3% COLA and direct Staff to start looking into the Council's 2026 priorities of Highway 47, the Bridge Street and Highway 47 connection, and a program to allow residents to look at a breakdown of where their tax dollars are going.

4. **ADJOURNMENT**

There being no further business, Mayor Vogel adjourned the City Council Work Session at 7:34 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Community Park Grant Assistance and Environmental Work
DATE: May 19, 2025

OVERVIEW:

Staff have recently worked with SEH to complete a Planning Study for the Warming House/Ice Rink location. Following the identification of proposed improvements, SEH informed Staff about the DNR Recreation Grant Program, which is well suited for the Warming House/Ice Rink Project. This grant program can provide up to \$350,000 for community parks. SEH will assist the City in applying for the grant to help fund a portion of the project costs.

Additionally, SEH will help the City apply for a League of Minnesota Cities grant which is aimed at providing up to \$5,000 for cities to help cover the costs for applying for other grants, including filling out the applications and the environmental work required. If awarded, the City can use the LMC grant towards the scope of work for the DNR Outdoor Recreation Grant.

The cost to apply for the DNR Outdoor Recreation Grant will be \$23,800 less the \$5,000 LMC Grant for a total of \$18,800 for a potential award of \$350,000 for the Warming House/Ice Rink Project.

ACTION TO BE CONSIDERED:

Council to authorize Staff to proceed and work with SEH to apply for the DNR Outdoor Recreation Grant.

BUDGET IMPLICATION:

This will be paid for out of the Park Fund.

Attachments:

- SEH Agreement for Professional Services

Agreement for Professional Services

Agenda Item # 4C.

This Agreement is effective as of May 1, 2025, between City of Saint Francis (Client) and Short Elliott Hendrickson Inc. (Consultant).

This Agreement authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Community Park Grant Assistance and Environmental Work**

Client's Authorized Representative: Paul Carpenter

Address: 4058 St. Francis Boulevard NW, St. Francis, Minnesota 55070, United States

Telephone: 763.235.2304

email: PCarpenter@stfrancismn.gov

Project Manager: Jessica Hedin

Address: 2351 Connecticut Avenue, Suite 300, Sartell, Minnesota 56377

Telephone: 612.247.2768

email: jhedin@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein are provided subject to the attached General Conditions of the Agreement for Professional Services (General Conditions Rev. 05.15.22), which is incorporated by reference herein and subject to Exhibits attached to this Agreement.

Refer to Exhibit 1 – Scope of Work and Schedule

Schedule: Refer to Exhibit 1 – Scope of Work and Schedule

Payment:

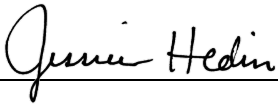
The fee is hourly estimated to be \$23,800 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-1.

This Agreement for Professional Services, attached General Conditions, Exhibits and any Attachments (collectively referred to as the "Agreement") supersedes all prior contemporaneous oral or written agreements and represents the entire understanding between Client and Consultant with respect to the services to be provided by Consultant hereunder. In the event of a conflict between the documents, this document and the attached General Conditions shall take precedence over all other Exhibits unless noted below under "Other Terms and Conditions". The Agreement for Professional Services and the General Conditions (including scope, schedule, fee and signatures) shall take precedence over attached Exhibits. This Agreement may not be amended except by written agreement signed by the authorized representatives of each party.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein:
None.

Short Elliott Hendrickson Inc.

By: 
Full Name: Jessica Hedin
Title: Project Manager/Client Service Manager

City of Saint Francis

By: _____
Full Name: _____
Title: _____

April 30, 2025

RE: City of St Francis
Community Park Grant Assist and
Environmental
SEH No. STFRA 185031 14.00

Paul Carpenter
Deputy Administrator/Public Works Director
City of St Francis
4058 St Francis Blvd
St Francis, MN 55070

Dear Mr. Carpenter:

The City of St Francis has recently completed a Park Planning Study for Community Park, aimed at constructing new park amenities and related infrastructure. Following the identification of proposed improvements, SEH informed the City about the DNR Outdoor Recreation Grant Program, which is well-suited for the Community Park project. This grant program can provide up to \$350,000 for community parks. SEH will assist the City in applying for the grant to help fund a portion of the project costs.

For even further assistance, SEH will help the City apply for a League of Minnesota Cities grant which is aimed at providing up to \$5,000 for cities to help cover the costs for applying for other grants, including filling out the applications and the environmental work required. If awarded, the City can use the \$5,000 towards the scope of work that SEH proposes below for the DNR Outdoor Recreation Grant.

TASK 1: LEAGUE OF MINNESOTA CITIES GRANT APPLICATION

SEH will assist in preparing an application for the Client to submit to the League of Minnesota Cities. The following work will be included:

- Assisting in writing, reviewing and submitting a League of Minnesota Cities (LMC) Grant Navigator application. This assistance would be provided by SEH at no cost to the city.
- The City would be notified within 30 days of submittal and receiving the grant dollars soon after.
- You will be responsible for completing a resolution in support of the LMC grant application.
- The Grant Navigator award of \$5,000 would be used to have SEH complete the DNR Outdoor Recreation Grant application.

TASK 2: DNR OUTDOOR RECREATION GRANT APPLICATION

SEH will assist the City of St Francis with the funding application to construct new park amenities and related infrastructure in Community Park. The funding application and required attachments will be completed by a team that consists of community development specialists and natural resources scientists. The team will be responsible for all application items listed below:

- Item 1: Application Summary
- Item 2: Project Narrative
- Item 3: Project Relation to SCORP
- Item 4: Cost Breakdown
- Item 5: Project Site Evaluation
- Item 6: Public Participation and Benefit
- Item 7: Availability for Public Use
- Item 8: Statement of Accessibility

Please note that this program is very competitive and the DNR strongly encourages applicants to allow enough time to complete the resolution, public participation, and any appraisals (if applicable). They also encourage submitting a draft application which DNR will provide comments for prior to submittal of the final application. SEH will coordinate the submittal of both a draft and final application at the appropriate deadlines identified in the grant requirements.

Task 2.1: DNR Outdoor Recreation Grant Application (Items 1-4, 6-8)

In coordination with the City, our community development specialist will be responsible for completing the following sections of the application. SEH will identify any information needed from the City and will review both draft and final applications with the City prior to submittal.

Item 1: Application Summary

- Applicant information
- Park information
- Project description
- Financial narrative for match funds

Item 2: Project Narrative

- General overview of the project

Item 3: Project Relation to the Statewide Comprehensive Outdoor Recreation Plan (SCORP)

- Discuss how the following strategic decisions from SCORP apply to the project
- Connection of people to outdoors
- Creation of opportunities for redevelopment of proposed project
- Discussion of how the project takes care of what the City has existing

Item 4: Cost Breakdown

- Cost breakdown by facility in table provided
- Discussion of costs including sources, assurances, life span

Item 6: Public Participation and Benefit

- Respond to questions regarding public participation, planning process, and how the project will provide new and/or expanded recreational opportunities

Item 7: Availability for Public Use

- Description of programmed use for the facilities

Item 8: Statement of Accessibility

- Discussion of how the project addresses access requirements under ADA Standards and Final Accessibility Guidelines for Outdoor Developed Areas

Task 2.2 – DNR Outdoor Grant Application (Item 5)

The scope of work related to the Project Site Evaluation requirements will be completed by natural resource scientists and includes the following Parts:

Part 1 – USFWS Information for Planning and Consultation (IPaC) Report

Coordinate review of the project by the US Fish and Wildlife Service (USFWS) to provide the following:

- List of species and other resources known or expected to be in or near the project area.
- Determination of the project's impact on the list of species and other resources.

Part 2 – Minnesota Conservation Explorer Conservation Planning Report

A Conservation Planning Report is required to provide information on ecologically significant areas.

- Use Minnesota Conservation Explorer (MCE) to generate a Conservation Planning Report.
- Prepare drawings that show the area of interest to be used by MCE.

Part 3 – Minnesota State Historic Preservation Office (SHPO)

The project area must be reviewed for any archeological and/or historic properties that may be impacted.

- Use Minnesota Statewide Historic Inventory Portal (MnSHIP) and the Office of the State Archeologist (OSA) Portal to identify any historical or archeological resources.
- Follow up with Minnesota Indian Affairs Council (MIAC) and/or OSA if needed.

Part 4 – Description of Environment and Environmental Impact of Proposed Project

Environmental impacts on the proposed project area need to be identified.

- Describe the existing site conditions, facilities, and park acres
- Answer the questions about the site in the application. The questions cover the following topics:
 - Environmental intrusions
 - Fish and wildlife
 - Vegetation
 - Wetland resources
 - Geologic and Physiographic Features
 - Flood plains
 - Air quality/noise
 - Archeology/ground disturbances
 - Historic structures
 - Surveys

Part 5 – Environmental Screening Form (ESF)

This will serve as a record of the environmental resources present at the site and whether the project is likely to have a significant negative impact on those resources.

- Prepare the ESF in consultation with relevant local, state, and federal governments, as appropriate.
- Respond to questions in the application related to the ESF.

EXCLUDED TASKS:

1. Past applications for the DNR Outdoor Recreation Grant Program have included Part 6 of the Project Site Evaluation. Part 6 was related to CEQ's Climate and Economic Justice Screening Tool (CEJST). The requirement has since been removed due to an Executive Order by President Trump on January 20, 2025. The proposed scope and fee for this proposal does not include completing Part 6. If Part 6 is reinstated prior to the submittal of the application, it would be considered an additional service.
2. Cost of various agency (DNR, Historical Society, SHPO, etc.) fees for reviews involved with preparing the Project Site Evaluation section of the grant application are not included and will be considered the responsibility of the City of St Francis.
3. If the City's application is funded, the DNR will require you to request and submit a Natural Heritage Review letter. This review is not to be done unless you have been selected for funding and there is a fee to conduct this step. This proposal does not include any SEH time or fees for the Natural Heritage Review letter, and this would be considered an additional service once the City has been selected for funding.
4. If the City's application is funded, the DNR will initiate the federal Section 106 and/or state review process with SHPO. If during the Section 106 or state review process, the SHPO determines you need to complete a Phase I or Phase II survey, it will need to be completed prior to contract approval. A Phase I or Phase II survey is not anticipated and has not been included in this proposal. Any Phase I or Phase II survey work would be considered an additional service.
5. Based on the project site evaluation information required for the application, no site visits are anticipated for the natural resource scientists, and none are included in the scope or fee of this

proposal. If it is determined that any site visits are needed, they would be considered an additional service.

6. This proposal does not include any services related to assisting the City with public participation. Any SEH assistance with public participation would be included in the separate contract for the parks design, bidding, and construction administration.

SCHEDULE:

Work on the application will begin upon receiving the signed contract. The 2026 application is not yet available; however, SEH will use the 2025 application as a guide until the 2026 application is released. In accordance with the anticipated submittal dates, SEH will have a draft application ready to submit prior to February 28, 2026, and a final application prior to March 31, 2026.

Important dates related to the grant include the following:

- Grant applications submitted at end of March 2026
- DNR will review and rank applications during the Spring of 2026
- Preliminary awards announced in Summer of 2026
- Earliest anticipated project construction start date Fall of 2026
- All work to be completed by June 30, 2028

ESTIMATED FEE:

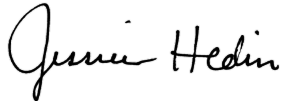
The hourly estimated fee is \$23,800 including expenses. Details of the hourly payment method will be set forth in the agreement documents. Please note, however, that if the City receives the League of Minnesota Cities grant for grant writing assistance in the amount of \$5,000, the City would only be paying \$18,800 out-of-pocket for these services.

We look forward to working with the City of St Francis on this very important project for the City. If you should have any questions, please contact Jessica Hedin directly at 612.247.2768 or jhedin@sehinc.com.

Thank you.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Jessica Hedin, PE
Project Manager/Client Service Manager
(Lic. MN, SD)

jah

c: Jeremy Shook, City of St Francis

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Exhibit A-1

Payments to Consultant for Services and Expenses Using the Hourly Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Hourly Basis Option

The Client and Consultant select the hourly basis for payment for services provided by Consultant. Consultant shall be compensated monthly. Monthly charges for services shall be based on Consultant's current billing rates for applicable employees plus charges for expenses and equipment.

Consultant will provide an estimate of the costs for services in this Agreement. It is agreed that after 90% of the estimated compensation has been earned and if it appears that completion of the services cannot be accomplished within the remaining 10% of the estimated compensation, Consultant will notify the Client and confer with representatives of the Client to determine the basis for completing the work.

Compensation to Consultant based on the rates is conditioned on completion of the work within the effective period of the rates. Should the time required to complete the work be extended beyond this period, the rates shall be appropriately adjusted.

B. Expenses

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client. Their costs are not included in the hourly charges made for services but instead are reimbursable expenses required in addition to hourly charges for services and shall be paid for as described in this Agreement:

1. Transportation and travel expenses.
2. Long distance services, dedicated data and communication services, teleconferences, Project Web sites, and extranets.
3. Lodging and meal expense connected with the Project.
4. Fees paid, in the name of the Client, for securing approval of authorities having jurisdiction over the Project.
5. Plots, Reports, plan and specification reproduction expenses.
6. Postage, handling and delivery.
7. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
8. Renderings, models, mock-ups, professional photography, and presentation materials requested by the Client.
9. All taxes levied on professional services and on reimbursable expenses.
10. Other special expenses required in connection with the Project.
11. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses.

Agenda Item # 4C.

C. Equipment Utilization

The utilization of specialized equipment, including automation equipment, is recognized as benefiting the Client. The Client, therefore, agrees to pay the cost for the use of such specialized equipment on the project. Consultant invoices to the Client will contain detailed information regarding the use of specialized equipment on the project and charges will be based on the standard rates for the equipment published by Consultant.

The Client shall pay Consultant monthly for equipment utilization.

SECTION I – SERVICES OF CONSULTANT

A. General

1. Consultant agrees to perform professional services as set forth in the Agreement for Professional Services or Supplemental Letter Agreement ("Services"). Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

B. Schedule

1. Unless specific periods of time or dates for providing services are specified, Consultant's obligation to render Services hereunder will be for a period which may reasonably be required for the completion of said Services.
2. If Client has requested changes in the scope, extent, or character of the Project or the Services to be provided by Consultant, the time of performance and compensation for the Services shall be adjusted equitably. The Client agrees that Consultant is not responsible for damages arising directly or indirectly from delays beyond Consultant's control. If the delays resulting from such causes increase the cost or the time required by Consultant to perform the Services in accordance with professional skill and care, then Consultant shall be entitled to a equitable adjustment in schedule and compensation.

C. Additional Services

1. If Consultant determines that any services it has been directed or requested to perform are beyond the scope as set forth in the Agreement or that, due to changed conditions or changes in the method or manner of administration of the Project, Consultant's effort required to perform its services under this Agreement exceeds the stated fee for the Services, then Consultant shall promptly notify the Client regarding the need for additional Services. Upon notification and in the absence of a written objection, Consultant shall be entitled to additional compensation for the additional Services and to an extension of time for completion of additional Services absent written objection by Client.
2. Additional Services, including delivery of documents, CAD files, or information not expressly included as deliverables, shall be billed in accord with agreed upon rates, or if not addressed, then at Consultant's standard rates.

D. Suspension and Termination

1. If Consultant's services are delayed or suspended in whole or in part by Client, or if Consultant's services are delayed by actions or inactions of others for more than 60 days through no fault of Consultant, then Consultant shall be entitled to either terminate its agreement upon seven days written notice or, at its option, accept an equitable adjustment of compensation provided for elsewhere in this Agreement to reflect costs incurred by Consultant.
2. This Agreement may be terminated by either party upon seven days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination.
3. This Agreement may be terminated by either party upon thirty days' written notice without cause. All provisions of this Agreement allocating responsibility or liability between the Client and Consultant shall survive the completion of the Services hereunder and/or the termination of this Agreement.
4. In the event of termination, Consultant shall be compensated for Services performed prior to termination date, including charges for expenses and equipment costs then due and all termination expenses.

SECTION II – CLIENT RESPONSIBILITIES

A. General

1. The Client shall, in proper time and sequence and where appropriate to the Project, at no expense to Consultant, provide full information as to Client's requirements for the Services provided by Consultant and access to all public and private lands required for Consultant to perform its Services.

2. The Consultant is not a municipal advisor and therefore Client shall provide its own legal, accounting, financial and insurance counseling, and other special services as may be required for the Project. Client shall provide to Consultant all data (and professional interpretations thereof) prepared by or services performed by others pertinent to Consultant's Services, such as previous reports; sub-surface explorations; laboratory tests and inspection of samples; environmental assessment and impact statements, surveys, property descriptions; zoning; deed; and other land use restrictions; as-built drawings; and electronic data base and maps. The costs associated with correcting, creating or recreating any data that is provided by the Client that contains inaccurate or unusable information shall be the responsibility of the Client.
3. Client shall provide prompt written notice to Consultant whenever the Client observes or otherwise becomes aware of any changes in the Project or any defect in Consultant's Services. Client shall promptly examine all studies, reports, sketches, opinions of construction costs, specifications, drawings, proposals, change orders, supplemental agreements, and other documents presented by Consultant and render the necessary decisions and instructions so that Consultant may provide Services in a timely manner.
4. Client shall require all utilities with facilities within the Project site to locate and mark said utilities upon request, relocate and/or protect said utilities to accommodate work of the Project, submit a schedule of the necessary relocation/protection activities to the Client for review, and comply with agreed upon schedule. Consultant shall not be liable for damages which arise out of Consultant's reasonable reliance on the information or services furnished by utilities to Client or others hired by Client.
5. Consultant shall be entitled to rely on the accuracy and completeness of information or services furnished by the Client or others employed by the Client and shall not be liable for damages arising from reasonable reliance on such materials. Consultant shall promptly notify the Client if Consultant discovers that any information or services furnished by the Client is in error or is inadequate for its purpose.
6. Client agrees to reasonably cooperate, when requested, to assist Consultant with the investigation and addressing of any complaints made by Consultant's employees related to inappropriate or unwelcomed actions by Client or Client's employees or agents. This shall include, but not be limited to, providing access to Client's employees for Consultant's investigation, attendance at hearings, responding to inquiries and providing full access to Client files and information related to Consultant's employees, if any. Client agrees that Consultant retains the absolute right to remove any of its employees from Client's facilities if Consultant, in its sole discretion, determines such removal is advisable. Consultant, likewise, agrees to reasonably cooperate with Client with respect to the foregoing in connection with any complaints made by Client's employees.
7. Client acknowledges that Consultant has expended significant effort and expense in training and developing Consultant's employees. Therefore, during the term of this Agreement and for a period of two years after the termination of this Agreement or the completion of the Services under this Agreement, whichever is longer, Client shall not directly or indirectly: (1) hire, solicit or encourage any employee of Consultant to leave the employ of Consultant; (2) hire, solicit or encourage any consultant or independent contractor to cease work with Consultant; or (3) circumvent Consultant by conducting business directly with its employees. The two-year period set forth in this section shall be extended commensurately with any amount of time during which Client has violated its terms.

SECTION III – PAYMENTS

A. Invoices

1. Undisputed portions of invoices are due and payable within 30 days. Client must notify Consultant in writing of any disputed items within 15 days from receipt of invoice. Amounts due Consultant will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) for invoices 30 days past due. Consultant reserves the right to retain Services or deliverables until all invoices are paid in full. Consultant will not be liable for any claims of loss, delay, or damage by Client for reason of withholding Services, deliverables, or Instruments of Service until all invoices are paid in full. Consultant shall be entitled to recover all reasonable

costs and disbursements, including reasonable attorney's fees, incurred in connection with collecting amounts owed by Client.

2. Should taxes, fees or costs be imposed, they shall be in addition to Consultant's agreed upon compensation.
3. Notwithstanding anything to the contrary herein, Consultant may pursue collection of past due invoices without the necessity of any mediation proceedings.

SECTION IV – GENERAL CONSIDERATIONS

A. Standards of Performance

1. The standard of care for all professional engineering and related services performed or furnished by Consultant under this Agreement will be the care and skill ordinarily exercised by members of Consultant's profession practicing under similar circumstances at the same time and in the same locality. Consultant makes no warranties, express or implied, under this Agreement or otherwise, in connection with its Services.
2. Consultant neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform the work in accordance with its construction contract or the construction documents prepared by Consultant. Client acknowledges Consultant will not direct, supervise or control the work of construction contractors or their subcontractors at the site or otherwise. Consultant shall have no authority over or responsibility for the contractor's acts or omissions, nor for its means, methods, or procedures of construction. Consultant's Services do not include review or evaluation of the Client's, contractor's or subcontractor's safety measures, or job site safety or furnishing or performing any of the Contractor's work.
3. Consultant's Opinions of Probable Construction Cost are provided if agreed upon in writing and made on the basis of Consultant's experience and qualifications. Consultant has no control over the cost of labor, materials, equipment or service furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions. Consultant cannot and does not guarantee that proposals, bids or actual construction cost will not vary from Opinions of Probable Construction Cost prepared by Consultant. If Client wishes greater assurance as to construction costs, Client shall employ an independent cost estimator.

B. Indemnity for Environmental Issues

1. Consultant is not a user, generator, handler, operator, arranger, storer, transporter, or disposer of hazardous or toxic substances. Therefore the Client agrees to hold harmless, indemnify, and defend Consultant and Consultant's officers, directors, subconsultant(s), employees and agents from and against any and all claims; losses; damages; liability; and costs, including but not limited to costs of defense, arising out of or in any way connected with, the presence, discharge, release, or escape of hazardous or toxic substances, pollutants or contaminants of any kind at the site.

C. Limitations on Liability

1. The Client hereby agrees that to the fullest extent permitted by law, Consultant's total liability to the Client for all injuries, claims, losses, expenses, or damages whatsoever arising out of or in any way related to the Project or this Agreement from any cause or causes including, but not limited to, Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty shall not exceed five hundred thousand dollars (\$500,000). In the event Client desires limits of liability in excess of those provided in this paragraph, Client shall advise Consultant in writing and agree that Consultant's fee shall increase by 1% for each additional five hundred thousand dollars of liability limits, up to a maximum limit of liability of five million dollars (\$5,000,000).
2. Neither Party shall be liable to the other for consequential damages, including without limitation lost rentals; increased rental expenses; loss of use; loss of income; lost profit, financing, business, or reputation; and loss of management or employee productivity, incurred by one another or their subsidiaries or successors, regardless of whether such damages are foreseeable and are caused by breach of contract, willful misconduct, negligent act or omission, or other wrongful act of either of them. Consultant expressly disclaims any duty to defend Client for any alleged actions or damages.
3. It is intended by the parties to this Agreement that Consultant's Services shall not subject Consultant's employees, officers or directors to any personal legal exposure for the risks associated with this Agreement. The Client agrees that as the Client's sole and exclusive remedy, any claim, demand or suit shall be directed and/or

asserted only against Consultant, and not against any individual employees, officers or directors, and Client knowingly waives all such claims against Consultant individual employees, officers or directors.

4. Causes of action between the parties to this Agreement pertaining to acts or failures to act shall be deemed to have accrued, and the applicable statutes of limitations shall commence to run, not later than either the date of Substantial Completion for acts or failures to act occurring prior to substantial completion or the date of issuance of the final invoice for acts or failures to act occurring after Substantial Completion. In no event shall such statutes of limitations commence to run any later than the date when the Services are substantially completed.

D. Assignment

1. Neither party to this Agreement shall transfer, sublet or assign any rights under, or interests in, this Agreement or claims based on this Agreement without the prior written consent of the other party. Any assignment in violation of this subsection shall be null and void.

E. Dispute Resolution

1. Any dispute between Client and Consultant arising out of or relating to this Agreement or the Services (except for unpaid invoices which are governed by Section III) shall be submitted to mediation as a precondition to litigation unless the parties mutually agree otherwise. Mediation shall occur within 60 days of a written demand for mediation unless Consultant and Client mutually agree otherwise.
2. Any dispute not settled through mediation shall be settled through litigation in the state and county where the Project at issue is located.

SECTION V – INTELLECTUAL PROPERTY

A. Proprietary Information

1. All documents, including reports, drawings, calculations, specifications, CAD materials, computers software or hardware or other work product prepared by Consultant pursuant to this Agreement are Consultant's Instruments of Service ("Instruments of Service"). Consultant retains all ownership interests in Instruments of Service, including all available copyrights.
2. Notwithstanding anything to the contrary, Consultant shall retain all of its rights in its proprietary information including without limitation its methodologies and methods of analysis, ideas, concepts, expressions, inventions, know how, methods, techniques, skills, knowledge, and experience possessed by Consultant prior to, or acquired by Consultant during, the performance of this Agreement and the same shall not be deemed to be work product or work for hire and Consultant shall not be restricted in any way with respect thereto. Consultant shall retain full rights to electronic data and the drawings, specifications, including those in electronic form, prepared by Consultant and its subconsultants and the right to reuse component information contained in them in the normal course of Consultant's professional activities.

B. Client Use of Instruments of Service

1. Provided that Consultant has been paid in full for its Services, Client shall have the right in the form of a nonexclusive license to use Instruments of Service delivered to Client exclusively for purposes of constructing, using, maintaining, altering and adding to the Project. Consultant shall be deemed to be the author of such Instruments of Service, electronic data or documents, and shall be given appropriate credit in any public display of such Instruments of Service.
2. Records requests or requests for additional copies of Instruments of Services outside of the scope of Services, including subpoenas directed from or on behalf of Client are available to Client subject to Consultant's current rate schedule. Consultant shall not be required to provide CAD files or documents unless specifically agreed to in writing as part of this Agreement.

C. Reuse of Documents

1. All Instruments of Service prepared by Consultant pursuant to this Agreement are not intended or represented to be suitable for reuse by the Client or others on extensions of the Project or on any other Project. Any reuse of the Instruments of Service without written consent or adaptation by Consultant for the specific purpose intended will be at the Client's sole risk and without liability or legal exposure to Consultant; and the Client shall release Consultant from all claims arising from such use. Client shall also defend, indemnify, and hold harmless Consultant from all claims, damages, losses, and expenses including attorneys' fees arising out of or resulting from reuse of Consultant documents without written consent.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Connect Anoka County Agreement
DATE: May 19, 2025

OVERVIEW:

The City buildings receive internet through Connect Anoka County, more commonly known as ZAYO. The current agreement with Anoka County is up for renewal for another five years.

ACTION TO BE CONSIDERED:

Council to authorize the Mayor to sign the connectivity agreement.

BUDGET IMPLICATION:

The cost is budgeted in City Department O & M's.

Attachments:

- Connectivity Services Agreement



April 29, 2025

Dear Connect Anoka County Entity,

Enclosed is the final 5-year renewal on the current Agreement with the County of Anoka to continue to participate in Connect Anoka County through August 17, 2030.

Please review the agreement, confirm the sites and connectivity listed in Attachment A, review and update as necessary the contact information and return the signed agreement and any updates to the contacts by **June 15, 2025**. Anoka County will complete the agreement and return a copy to you.

Return all documents to:

Anoka County IT
2100 3rd Ave Suite 330
Anoka, MN 55303

Any questions, please contact connectanokacounty@anokacountymn.gov.

Thank you for your continued support of this program.

Sincerely,

Vijay Naravane
Chief Information Officer
763-324-4102
Vijay.naravane@anokacountymn.gov

Carl Erickson
Assistant Anoka County Attorney
763-324-5514
carl.erickson@anokacountymn.gov

Attachments

Anoka County Contract C0000905C

AMENDMENT NO. 3
To Connectivity Services Agreement
With Community Anchor Institution(s)
For Broadband Services
At Co-Location Service Site(s)

THIS AMENDMENT is made this 17th day of August, 2025, the date of the signature of the parties notwithstanding, by and between the County of Anoka, a political subdivision of the State of Minnesota, 2100 Third Avenue, Anoka, Minnesota 55303, hereinafter referred to as the "County," and the City of St. Francis, 3750 Bridge St NW, St. Francis, MN 55070 hereinafter referred to as the "Entity."

WITNESSETH:

WHEREAS the County wishes to amend its Agreement with the Entity for Connectivity Services on the ConnectAnokaCounty Network dated January 11, 2012; and

WHEREAS, the Agreement was previously amended on August 16, 2015, to provide for continued services until August 16, 2020; and

WHEREAS, Paragraph XII. MODIFICATIONS of said Agreement provides that any material alterations, modifications or variations of the terms of this Agreement shall be valid and enforceable only when they have been reduced to writing as an amendment and signed by the parties.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter stated or contained in the Agreement, the parties do hereby agree as follows:

1. The parties agree to change Paragraph VI. TERM, as follows:

A. This Agreement will be for a period commencing on the date of signing by both parties, and continuing until August 16, 2030 (Initial Term), with up to a total of three (3) renewal periods of additional five (5) years terms (Renewal Terms) upon written amendment. Both parties shall provide written notice of intent to renew this agreement not less than one hundred eighty days (180) before the end of the Initial Term or Renewal Term. For purposes of this agreement, written notices shall be sent to the addresses of each of the Parties as indicated above. Upon the termination or expiration of this Agreement, the County shall have no further obligation to provide Services and no further liability to Entity. Upon termination or expiration of this agreement, ZAYO shall be provided a reasonable opportunity to retrieve its equipment from the co-location service site(s). At the request of the entity, ZAYO will remove equipment from individual terminated co-location sites within a mutually agreed time not to exceed 180 days. Upon termination of Entity's connectivity service from a co-location site, without terminating this entire agreement, ZAYO, at the request of the entity, shall remove its equipment from said co-location

site within a mutually agreed time not to exceed 180 days and any underlying rights for that co-location site shall terminate with the removal without further action or notice by any party. Any underlying rights granted by the Entity under this Agreement shall terminate or expire with the Agreement without need for further action or notice by any party.

B. Pursuant to the above paragraph, both parties have sent written notice to each other one hundred eighty (180) days or more in advance of August 16, 2025, indicating the desire to renew the agreement for the next five (5) years. The commencement date of the new term is August 17, 2025, and the new expiration date is August 16, 2030.

C. If there have been any changes in service levels at the time of this Amendment, the parties will execute updated Attachment A.

2. This Amendment is hereby made a part of and shall be amended to the Agreement of the parties.
3. All other terms and conditions of the original Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have signed this Amendment on the dates written below.

COUNTY OF ANOKA

CITY OF ST. FRANCIS

By: _____

By: _____

Its: _____

Its: _____

Dated: _____

Dated: _____

APPROVED AS TO FORM

By: _____

Dated: _____

ATTACHMENT A

Capacity and Costs for Co-location Sites

- 1. Entity Name: City of St. Francis, Minnesota
- 2. Following are the site locations included for equipment co-location:

Site #	Owner Name	Site Name	Tier	Connectivity	Monthly Fee
141	City Of St. Francis	St. Francis City Hall	0	No Service	0.00
142	City of St. Francis	St. Francis Fire Station	1	100M	150.00
143	City of St. Francis	St. Francis Police / Public Works	1	100M	150.00
				Total	300.00



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department Policy Manual
DATE: May 19, 2025

OVERVIEW:

The St. Francis Police Department has adopted Lexipol policy 424- Automated License Plate Readers and amended policy 306, Vehicle Pursuits.

ACTION TO BE CONSIDERED:

St. Francis City Council to review and approve St. Francis Police Department policies 424 and 306. Both policies have received legal review.

BUDGET IMPLICATION:

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

Attachments:

- Police Department Policies:
 - 424 – Automated License Plate Readers,
 - 306 – Vehicle Pursuits.

Policy
424

Automated License Plate Readers (ALPR)

424.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology (Minn. Stat. § 626.8472).

424.2 POLICY

The policy of the St. Francis Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

424.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the St. Francis Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Chief of Police. The Chief of Police will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

424.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

- (a) An ALPR shall only be used for official law enforcement business.
- (b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not necessary before using an ALPR.
- (c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents.
- (d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- (e) No ALPR operator may access confidential department, state or federal data unless authorized to do so.
- (f) If practicable, the officer should verify an ALPR response through the Minnesota Justice Information Services (MNJIS) and National Law Enforcement Telecommunications System (NLETS) databases before taking enforcement action that is based solely upon an ALPR alert.

424.4.1 RESTRICTIONS, NOTIFICATIONS AND AUDITS

The St. Francis Police Department will observe the following guidelines regarding ALPR use (Minn.

Stat. § 13.824):

- (a) Data collected by an ALPR will be limited to:
 - 1. License plate numbers.
 - 2. Date, time and location of data captured.
 - 3. Pictures of license plates, vehicles and areas surrounding the vehicle captured.
- (b) ALPR data may only be matched with the Minnesota license plate data file, unless additional sources are needed for an active criminal investigation.
- (c) ALPRs shall not be used to monitor or track an individual unless done so under a search warrant or because of exigent circumstances.
- (d) The Bureau of Criminal Apprehension shall be notified within 10 days of any installation or use and of any fixed location of an ALPR.

424.5 DATA COLLECTION AND RETENTION

The Chief of Police is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

ALPR data received from another agency shall be maintained securely and released in the same manner as ALPR data collected by this department (Minn. Stat. § 13.824).

ALPR data not related to an active criminal investigation must be destroyed no later than 60 days from the date of collection with the following exceptions (Minn. Stat. § 13.824):

- (a) Exculpatory evidence - Data must be retained until a criminal matter is resolved if a written request is made from a person who is the subject of a criminal investigation asserting that ALPR data may be used as exculpatory evidence.
- (b) Address Confidentiality Program - Data related to a participant of the Address Confidentiality Program must be destroyed upon the written request of the participant. ALPR data already collected at the time of the request shall be destroyed and future related ALPR data must be destroyed at the time of collection. Destruction can be deferred if it relates to an active criminal investigation.

All other ALPR data should be retained in accordance with the established records retention schedule.

424.5.1 LOG OF USE

A public log of ALPR use will be maintained that includes (Minn. Stat. § 13.824):

- (a) Specific times of day that the ALPR collected data.
- (b) The aggregate number of vehicles or license plates on which data are collected for each period of active use and a list of all state and federal public databases with which the data were compared.
- (c) For each period of active use, the number of vehicles or license plates related to:
 - 1. A vehicle or license plate that has been stolen.
 - 2. A warrant for the arrest of the owner of the vehicle.
 - 3. An owner with a suspended or revoked driver's license or similar category.
 - 4. Active investigative data.

-
- (d) For an ALPR at a stationary or fixed location, the location at which the ALPR actively collected data and is installed and used.

A publicly accessible list of the current and previous locations, including dates at those locations, of any fixed ALPR or other surveillance devices with ALPR capability shall be maintained. The list may be kept from the public if the data is security information as provided in Minn. Stat. §

13.37, Subd. 2.

424.6 ACCOUNTABILITY

All saved data will be closely safeguarded and protected by both procedural and technological means. The St. Francis Police Department will observe the following safeguards regarding access to and use of stored data (Minn. Stat. § 13.824; Minn. Stat. § 13.05):

- (a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.
- (b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (c) Biennial audits and reports shall be completed pursuant to Minn. Stat. § 13.824, Subd. 6.
- (d) Breaches of personal data are addressed as set forth in the Protected Information Policy (Minn. Stat. § 13.055).
- (e) All queries and responses, and all actions, in which data are entered, updated, accessed, shared or disseminated, must be recorded in a data audit trail.
- (f) Any member who violates Minn. Stat. § 13.09 through the unauthorized acquisition or use of ALPR data will face discipline and possible criminal prosecution (Minn. Stat. § 626.8472).

424.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures (Minn. Stat. § 13.824):

-
- (a) The agency makes a written request for the ALPR data that includes:
 - 1. The name of the agency.
 - 2. The name of the person requesting.
 - 3. The intended purpose of obtaining the information.
 - 4. A record of the factual basis for the access and any associated case number, complaint or incident that is the basis for the access.
 - 5. A statement that the request is authorized by the head of the requesting law enforcement agency or his/her designee.
 - (b) The request is reviewed by the Chief of Police or the authorized designee and approved before the request is fulfilled.
 - 1. A release must be based on a reasonable suspicion that the data is pertinent to an active criminal investigation.
 - (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

Vehicle Pursuits

306.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to minimize the potential for pursuit-related collisions. Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers (Minn. Stat. § 626.8458 Subd. 1).

306.1.1 PHILOSOPHY

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the risk to public safety created by vehicle pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicle pursuit due to the risk involved. This includes circumstances where Department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicle pursuits are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit (Minn. Stat. § 626.8458 Subd. 1).

Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officers conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances. An individual's unreasonable desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement pursuit (Minn. Stat. § 626.8458 Subd. 2 (2)).

306.2 DEFINITIONS

Definitions related to this policy include:

Blocking or vehicle intercept - A slow-speed coordinated maneuver where two or more law enforcement vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop, with the goal of containment and preventing a pursuit. Blocking is not a moving or stationary road block.

Boxing-in - A tactic designed to stop a violator's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

Pursuit Intervention Technique (PIT) - A low-speed maneuver intended to terminate the pursuit by causing the violator's vehicle to spin out and come to a stop.

Ramming - The deliberate act of impacting a violator's vehicle with another vehicle to functionally damage or otherwise force the violator's vehicle to stop.

Roadblocks - A tactic designed to stop a violator's vehicle by intentionally placing a vehicle or other immovable object in the path of the violator's vehicle.

Spikes or tack strips - A device that extends across the roadway and is designed to puncture the tires of the pursued vehicle.

[Serious Felony - A felony that involves an actual or threatened offense which the officer has reason to believe could result or has resulted in death, great bodily harm or substantial bodily harm \(e.g., 1st, 2nd, 3rd degree assault, carjacking, robbery, sexual assault, murder, etc. Residential burglaries would also be included in this category.](#)

Vehicle pursuit - An event in which a peace officer attempts to apprehend a driver who ignores the signal to stop by increasing speed, extinguishing headlights or taillights, refusing to stop the vehicle, or using other means with intent to attempt to elude a peace officer (Minn. Stat. § 609.487).

306.3 OFFICER RESPONSIBILITIES

It is the policy of this department that a vehicle pursuit shall be conducted with at least one flashing red warning lamp visible from the front and a siren that is sounded when necessary to warn pedestrians or other drivers (Minn. Stat. § 169.17; Minn. Stat. § 169.68).

Operating an emergency vehicle in a pursuit with emergency lights and siren does not relieve the operator of an authorized emergency vehicle of the duty to drive with due regard for the safety of all persons, and does not protect the driver from the consequences of a reckless disregard for the safety of others (Minn. Stat. § 169.17).

306.3.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect is attempting to evade arrest or detention by fleeing in a vehicle that has been given a signal to stop by a peace officer.

[Officers are permitted to initiate or continue a pursuit in the following circumstances:](#)

-
- (a) When the officer knows or has reasonable grounds to believe the suspect has committed, attempted to commit, is about to commit a serious felony as defined under section 306.2 of this policy or;
 - (b) The suspects driving prior to the attempted stop is so reckless that the driver would pose an imminent threat to the safety of the public if not immediately apprehended or;
 - (c) It reasonably appears that the driver is incapacitated, severely impaired, or physically incapable of operating a vehicle and the continued driving conduct necessitates immediate apprehension outweighing the level of danger created by the pursuit.

Nonviolent offenses (e.g., traffic violations, stolen vehicle or other property crimes, drug offenses, or unknown offenses) alone do not justify the initiation or continuation of a pursuit.

The following factors individually and collectively shall be considered in deciding whether to initiate or continue a pursuit (Minn. Stat. § 626.8458 Subd. 2(2)):

- (a) Seriousness of the known or reasonably suspected crime and its relationship to community safety
- (b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists, and others
- (c) Apparent nature of the fleeing suspect (e.g., whether the suspect represents a serious threat to public safety)
- (d) The identity of the suspect has been verified and there is comparatively minimal risk in allowing the suspect to be apprehended at a later time
- (e) Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones), and the speed of the pursuit relative to these factors
- (f) The pursuing officer's familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the dispatcher/supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit
- (g) Weather, traffic, and road conditions that unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape
- (h) Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit
- (i) Vehicle speeds

- (j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders, hostages)
- (k) Age of the suspect and occupants
- (l) Availability of other resources, such as aircraft assistance
- (m) The police unit is carrying passengers other than on-duty police officers. Pursuits should not be undertaken with a prisoner in the pursuit vehicle unless exigent circumstances exist, and then only after the need to apprehend the suspect is weighed against the safety of the prisoner in transport. A unit containing more than a single prisoner should not participate in a pursuit.

306.3.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

The above factors on when to initiate a pursuit are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves, and the public when electing to continue a pursuit. In the context of this policy, the term "terminate" shall be construed to mean discontinue or to stop chasing the fleeing vehicle.

In addition to the factors listed above, the following factors should be considered when deciding whether to terminate a pursuit (Minn. Stat. § 626.8458 Subd. 2 (2)):

- (a) The distance between the pursuing officers and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.
- (b) The pursued vehicle's location is no longer definitely known.
- (c) The officer's pursuit vehicle sustains damage or a mechanical failure that renders it unsafe to drive.
- (d) The pursuit vehicle suffers an emergency equipment failure that causes the vehicle to no longer qualify for emergency operation use.
- (e) Extended pursuits of violators for misdemeanors not involving abuse or risk of serious harm (independent of the pursuit) are discouraged.
- (f) Hazards to uninvolved bystanders or motorists.
- (g) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing

the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.

- (h) When directed to terminate the pursuit by a supervisor.
- (i) When radio communications are broken or inadequate.
- (j) When the danger that the continued pursuit poses to the public, the officers, or the suspect is too great, balanced against the risk of allowing the suspect to remain at large.

306.3.3 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
- (b) Pursuit speeds have exceeded the driving ability of the officer.
- (c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

306.4 PURSUIT UNITS

Pursuit units should be limited to three vehicles. However, the number of units involved will vary with the circumstances.

An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspect(s). All other officers shall stay out of the pursuit but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

Distinctively marked patrol vehicles should replace unmarked vehicles involved in a pursuit whenever practicable.

306.4.1 PRIMARY UNIT RESPONSIBILITIES

The initial pursuing officer will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless it is unable to remain reasonably close

enough to the violator's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspects without unreasonable danger to the officer or other persons (Minn. Stat. § 626.8458 Subd. 2 (4)).

The primary unit should notify Central Communications, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including but not limited to:

- (a) Reason for the pursuit.
- (b) Location and direction of travel.
- (c) Speed of the fleeing vehicle.
- (d) Description of the fleeing vehicle and license number, if known.
- (e) Number of occupants.
- (f) The identity or description of the known occupants.
- (g) Weather, road, and traffic conditions.
- (h) Identity of other agencies involved in the pursuit.
- (i) Information concerning the use of firearms, threat of force, injuries, hostages, or other unusual hazards.
- (j) Request for medical assistance for any person injured in the course of the pursuit (Minn. Stat. § 626.8458 Subd. 2 (6)).

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary unit should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit to minimize distractions and allow the primary unit to concentrate foremost on safe pursuit tactics.

306.4.2 SECONDARY UNIT RESPONSIBILITIES

The second officer in the pursuit is responsible for the following:

- (a) Immediately notifying the dispatcher of entry into the pursuit
- (b) Remaining at a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit
- (c) Broadcasting the progress of the pursuit unless the situation indicates otherwise
- (d) Serve as backup to the primary unit once the subject has been stopped

306.4.3 PURSUIT DRIVING TACTICS

The decision to use or not use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit (Minn. Stat. § 626.8458 Subd.

2 (3)):

- (a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
- (b) Officers may proceed past a red, or stop signal, or stop sign but only after slowing down and utilizing a flashing red lamp or siren as may be necessary for safe operation (Minn. Stat. § 169.03, Subd. 2).
- (c) As a general rule, officers should not pursue a vehicle driving the wrong way on a roadway, highway, or freeway (Minn. Stat. § 169.03). In the event the pursued vehicle does so, the following tactics should be considered:
 - 1. Request assistance from an available air unit.
 - 2. Maintain visual contact with the pursued vehicle by paralleling on the correct side of the roadway.
 - 3. Request other units to observe exits available to the suspects.
- (d) Notify the Minnesota State Patrol or other law enforcement agency if it appears the pursuit may enter their jurisdiction.
- (e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit, and a clear understanding of the maneuver process exists between the involved officers.

306.4.4 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public.

Officers should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

Officers not involved in the pursuit should ready themselves for possible involvement in the pursuit by placement of stop sticks if the pursuit comes through their area.

Non-pursuing personnel needed at the termination of the pursuit should respond in a nonemergency manner, observing the rules of the road.

306.4.5 PURSUIT TRAILING

In the event the initiating unit from this agency relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspects.

The term "trail" means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

306.4.6 AIRCRAFT ASSISTANCE

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider whether the participation of an aircraft warrants their continued involvement in the pursuit (Minn. Stat. § 626.8458 Subd. 2 (4)).

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit should recommend terminating the pursuit.

306.5 SUPERVISORY CONTROL AND RESPONSIBILITIES

It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department (Minn. Stat. § 626.8458 Subd. 2 (4)).

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

- (a) Upon becoming aware of a pursuit, immediately notify involved officers and Central Communications of supervisory presence and ascertain all reasonably available information to continuously assess the situation and risk factors associated with the pursuit in order to ensure that the pursuit is conducted within established department guidelines.
- (b) Engage in the pursuit, when appropriate, to provide on-scene supervision.
- (c) Exercise management and control of the pursuit even if not engaged in it.
- (d) Ensure that no more than the number of required law enforcement units needed are involved in the pursuit under the guidelines set forth in this policy.

- (e) Direct that the pursuit be terminated if, in the field supervisor's judgment, it is not justified to continue the pursuit under the guidelines of this policy.
- (f) Ensure that aircraft assistance is requested if available.
- (g) Ensure that the proper radio channel is being used.
- (h) Ensure the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this agency.
- (i) Control and manage SFPD units when a pursuit enters another jurisdiction.
- (j) Prepare a post-pursuit critique and analysis of the pursuit for training purposes.

306.6 COMMUNICATIONS

If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or communications dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units.

306.6.1 CENTRAL COMMUNICATIONS RESPONSIBILITIES

Upon notification that a pursuit has been initiated, Central Communications will be responsible for the following (Minn. Stat. § 626.8458 Subd. 2 (4)):

- (a) Coordinate pursuit communications of the involved units and personnel.
- (b) Notify and coordinate with other involved or affected agencies as practicable.
- (c) Ensure that a supervisor, if available, is notified of the pursuit.
- (d) Assign an incident number and log all pursuit activities.
- (e) Broadcast pursuit updates as well as other pertinent information as necessary.

306.6.2 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating the vehicle. The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

306.7 INTER-JURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area, and other pertinent facts, should determine whether to request the other agency to assume the

pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to the dispatcher and to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist (Minn. Stat. § 626.8458 Subd. 2 (5)).

If a pursuit from another agency enters the department's jurisdiction, Central Communications should update the on-duty supervisor.

306.7.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

St. Francis Police Department officers will discontinue the pursuit when another agency has assumed the pursuit unless continued assistance of the St. Francis Police Department is requested by the agency assuming the pursuit. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies, a request for another agency's assistance will mean that its personnel will assume responsibilities for the pursuit. For the same reasons, when a pursuit leaves another jurisdiction and a request for assistance is made to this department, the other agency should relinquish control.

306.7.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the agency whose peace officers are in pursuit. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this department may join the pursuit until sufficient units from the initiating agency join the pursuit.

When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

- (a) The pursuits compliance with Office policy.
- (b) Ability to maintain the pursuit.
- (c) Circumstances serious enough to continue the pursuit.

(d) Adequate staffing to continue the pursuit. (e) The public's safety within this jurisdiction.

(f) Safety of the pursuing officers.

As soon as practicable, a supervisor should review a request for assistance from another agency. The supervisor, after consideration of the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing outside agency by officers of this department will terminate at the City limits provided that the pursuing peace officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to peace officers from the outside agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

306.8 PURSUIT INTERVENTION

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT (Pursuit Intervention Technique), ramming or roadblock procedures.

306.8.1 WHEN USE AUTHORIZED

In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers, and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the officer at the time of the decision (Minn. Stat. § 626.8458 Subd. 2).

It is imperative that officers act within legal bounds using good judgment and accepted practices.

306.8.2 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be

construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

306.8.3 INTERVENTION STANDARDS

Any pursuit intervention technique, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention techniques may be construed to be a use of force, including deadly force, and are subject to Department policies guiding such use. Officers who have not received Department-approved training in the application and use of any intervention technique or equipment shall consider these facts and requirements prior to deciding how, when, where and if an intervention technique should be employed.

- (a) **Pursuit Intervention Tactic (PIT):** Only those officers trained in the use of the PIT will be authorized to use this procedure upon consideration of the circumstances and conditions presented at the time, including the potential for risk of injury to officers, the public and occupants of the pursued vehicle. If feasible, officers should obtain approval from a supervisor prior to initiating PIT.
- (b) **Blocking :** Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to public safety when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this technique should only be employed by officers who have received training in such tactics and after giving consideration to the following:
 - 1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risks of injury or death to occupants of the suspect vehicle, officers or other members of the public.
 - 2. All other reasonable intervention techniques have failed or reasonably appear ineffective.
 - 3. Employing the blocking maneuver does not unreasonably increase the risk to officer safety.
 - 4. The target vehicle is stopped or traveling at a low speed.
 - 5. At no time should civilian vehicles be used to deploy this technique.
- (c) **Ramming :** Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted. This tactic should be reserved for situations where there does not appear to be another reasonable alternative method. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:

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1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.
 2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner.
 3. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized.
- (d) **Boxing In:** As with all intervention techniques, If feasible, officers should obtain approval from a supervisor before attempting to box a suspect vehicle during a pursuit. The use of such a technique must be carefully coordinated with all involved units, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle.
- (e) **Spike Strips:** Spike strips should be deployed only when it is reasonably apparent that only the pursued vehicle will be affected by their use. Prior to the deployment of spike strips, the officer shall notify pursuing units and the supervisor of the intent and location. Officers should carefully consider the limitations of such devices as well as the potential risks to officers, the public and occupants of the pursued vehicle. The deploying officer should seek adequate cover, a patrol car is not adequate cover. Officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle. Other factors to consider are; traffic congestion, roadway configuration, construction area, special events or activities, innocent persons, and safe stopping distance for suspect vehicle.
1. Officers deploying spike strips shall not wrap the cord reel line around any part of their hand or body.
 - (a) After deployment, officers must seek a safe location to observe target vehicle.
 2. The use of Spike strips is not authorized to terminate pursuits involving motorcycles, three wheel or four wheel ATVs. Officers who have not received training in the use of spike strip devices are not authorized to deploy them.
 3. After deployment, the officer is responsible and securing it. A search of the area for all parts and pieces will take place. All used portions will be collected as evidence and treated as such, and will be kept until a disposition is received through the courts.
- (f) **Roadblocks:** Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the

intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor, and only then under extraordinary conditions when all other reasonable intervention techniques have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or other members of the public.

306.8.4 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force that reasonably appears necessary under the circumstances to properly perform their lawful duties.

Unless relieved by a supervisor, the primary officer should coordinate efforts to apprehend the suspect(s) following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspect.

306.9 REPORTING AND REVIEW REQUIREMENTS

All appropriate reports shall be completed to comply with appropriate local and state regulations. The Administrative Assistant shall ensure the appropriate forms are filed with the Department of Public Safety within 30 days (Minn. Stat. § 626.5532):

- (a) The primary officer shall complete appropriate crime/arrest reports.
- (b) The primary officer or supervisor shall complete the appropriate pursuit report.
- (c) After first obtaining available information, the on-duty field supervisor shall promptly complete a Supervisor's Log or interoffice memorandum, briefly summarizing the pursuit to the Chief of Police or designee. This memo should minimally contain the following information (Minn. Stat. § 626.5532):
 - 1. Date and time of pursuit.
 - 2. Length of pursuit in distance and time.
 - 3. Involved units and officers.
 - 4. Initial reason and circumstances surrounding the pursuit.
 - 5. Starting and termination points.
 - 6. Alleged offense, charges filed or disposition: arrest, citation or other release.

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7. Arrestee information should be provided if applicable.
 8. Injuries and/or property damage.
 9. Medical treatment.
 10. The outcome of the pursuit.
 11. Name of supervisor handling or at the scene.
 12. A preliminary determination that the pursuit appears to be in compliance with this policy or additional review and/or follow-up is warranted.
- (d) After receiving copies of reports, logs and other pertinent information, the Chief of Police or designee shall conduct or assign the completion of a post-pursuit review as appropriate to the circumstances.
- (e) Annually, the Chief of Police should direct a documented review and analysis of Department vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

306.9.1 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all licensed non-exempt employees will participate, no less than annually, in regular and periodic training on this policy and the importance of vehicle safety and protecting the public at all times. Training will include a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

The Instructor shall ensure the frequency and content of emergency vehicle operations and vehicle pursuit training meets or exceeds that required by law (Minn. Stat. § 626.8458 Subd. 5).

306.9.2 POLICY REVIEW

Each licensed member of this department shall certify in writing that they have received, read and understand this policy initially and upon any amendments.

306.9.3 YEARLY CERTIFICATION

This policy shall be reviewed and certified to the state annually that it complies with requirements of any new or revised model policy adopted by the state (Minn. Stat. § 626.8458 Subd. 3).

306.9.4 PUBLIC DISCLOSURE

Copies of the current pursuit policy shall be made available to the public on request.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: May 19, 2025

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$303,750.94 plus any additional bills that are handed out at council meeting.

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:

- 05-20-2025 Packet List-\$303,750.94

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/20/2025 - 05/20/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4F.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 3998 - ABDO							
506207							
00040395	ABDO	04/30/2025		234.00	234.00	Open	N
	2024 AUDIT	DMULVIHILL					05/19/2025
	101-41540-40301	AUDITING AND ACCTG SERVICES		234.00		1.00	234.00
	601-49440-40301	AUDITING AND ACCTG SERVICES		0.00		1.00	0.00
	602-49490-40301	AUDITING AND ACCTG SERVICES		0.00		1.00	0.00
	609-49750-40301	AUDITING AND ACCTG SERVICES		0.00		1.00	0.00
Vendor 3998 - ABDO							
506122							
00040396	ABDO	04/30/2025		2,500.00	2,500.00	Open	N
	2024 AUDIT	DMULVIHILL					05/19/2025
	101-41540-40301	AUDITING AND ACCTG SERVICES		625.00		1.00	625.00
	601-49440-40301	AUDITING AND ACCTG SERVICES		625.00		1.00	625.00
	602-49490-40301	AUDITING AND ACCTG SERVICES		625.00		1.00	625.00
	609-49750-40301	AUDITING AND ACCTG SERVICES		625.00		1.00	625.00
Total Vendor 3998 - ABDO				2,734.00	2,734.00		
Vendor 15 - AIRGAS NORTH CENTRAL							
5515925932							
00040575	AIRGAS NORTH CENTRAL	04/30/2025		109.60	109.60	Open	N
	CYLINDER RENTAL	DROBERTSON					05/19/2025
	101-43100-40217	OTHER OPERATING SUPPLIES		21.92		1.00	21.92
	101-43210-40217	OTHER OPERATING SUPPLIES		21.92		1.00	21.92
	101-45200-40217	OTHER OPERATING SUPPLIES		21.92		1.00	21.92
	601-49440-40217	OTHER OPERATING SUPPLIES		21.92		1.00	21.92
	602-49490-40217	OTHER OPERATING SUPPLIES		21.92		1.00	21.92
Total Vendor 15 - AIRGAS NORTH CENTRAL				109.60	109.60		
Vendor 17 - ALLIED BACKTOP COMPANY							
12701							
00040359	ALLIED BACKTOP COMPANY	05/02/2025		11,115.00	11,115.00	Open	N
	SPRING STREET SWEEPING	JSHOOK					05/19/2025
	603-49500-40403	STREET SWEEPING		11,115.00		1.00	11,115.00
Total Vendor 17 - ALLIED BACKTOP COMPANY				11,115.00	11,115.00		

Vendor 6592 - ALLINA HEALTH

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/20/2025 - 05/20/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4F.

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 6592 - ALLINA HEALTH							
330579328							
00040574	ALLINA HEALTH	05/03/2025		1,016.20	1,016.20	Open	N
	DOHERTY PHYSICAL	DROBERTSON					05/19/2025
	101-42210-40305	MEDICAL FEES		1,016.20		1.00	1,016.20
Total Vendor 6592 - ALLINA HEALTH				1,016.20	1,016.20		
Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD							
1106							
00040407	ALWAYS BRIGHT LIGHTS LTD	05/08/2025		500.00	500.00	Open	N
	INSTALLED SUMMER/PIONEER DAY BANNERS	DROBERTSON					05/19/2025
	101-45200-40311	CONTRACT		500.00		1.00	500.00
Total Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD				500.00	500.00		
Vendor 19 - ANOKA AREA CHAMBER OF COMMERCE							
34517							
00040388	ANOKA AREA CHAMBER OF COMMERCE	05/01/2025		250.00	250.00	Open	N
	ANNUAL MEMBERSHIP DUES	DROBERTSON					05/19/2025
	101-41400-40433	DUES AND SUBSCRIPTIONS		250.00		1.00	250.00
Total Vendor 19 - ANOKA AREA CHAMBER OF COMMERCE				250.00	250.00		
Vendor 2591 - ASPEN MILLS							
354152							
00040587	ASPEN MILLS	05/13/2025		144.99	144.99	Open	N
	UNIFORM - KIZER	DROBERTSON					05/19/2025
354118							
00040588	ASPEN MILLS	05/13/2025		304.50	304.50	Open	N
	UNIFORM - LANCE	DROBERTSON					05/19/2025
Total Vendor 2591 - ASPEN MILLS				449.49	449.49		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0109770800							
00040370	BELLBOY CORPORATION BAR SUPPLY	05/06/2025		183.34	183.34	Open	N
	MISC	CBUSKEY					05/06/2025
	609-49751-40206	FREIGHT		6.84		1.00	6.84
	609-49751-40254	MISCELLANEOUS MERCHANDISE		176.50		1.00	176.50

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							Unit Price

Vendor 53 - BELLBOY CORPORATION BAR SUPPLY

0207613800	BELLBOY CORPORATION BAR SUPPLY	05/06/2025		3,463.89	3,463.89	Open	N
00040371	LIQUOR	CBUSKEY					05/06/2025
	609-49751-40206	FREIGHT		26.40		1.00	26.40
	609-49751-40251	LIQUOR		3,437.49		1.00	3,437.49

Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY

3,647.23	3,647.23
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Vendor 10771 - BOB'S REPAIR OF MAYER INC.

134610	BOB'S REPAIR OF MAYER INC.	04/18/2025		15,119.68	15,119.68	Open	N
00040393	MOWER	DROBERTSON					05/19/2025
	402-43100-40596	MOWERS		15,119.68		1.00	15,119.68

Total Vendor 10771 - BOB'S REPAIR OF MAYER INC.

15,119.68	15,119.68
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Vendor 7244 - BREAKTHRU BEVERAGE

121367970	BREAKTHRU BEVERAGE	05/09/2025		13,880.89	13,880.89	Open	N
00040420	LIQUOR/WINE/MISC	CBUSKEY					05/09/2025
	609-49751-40206	FREIGHT		124.70		1.00	124.70
	609-49751-40254	MISCELLANEOUS MERCHANDISE		174.51		1.00	174.51
	609-49751-40253	WINE		220.00		1.00	220.00
	609-49751-40251	LIQUOR		13,361.68		1.00	13,361.68

121195535	BREAKTHRU BEVERAGE	05/13/2025		32.45	32.45	Open	N
00040579	LIQUOR	CBUSKEY					05/13/2025
	609-49751-40206	FREIGHT		0.41		1.00	0.41
	609-49751-40251	LIQUOR		32.04		1.00	32.04

Total Vendor 7244 - BREAKTHRU BEVERAGE

13,913.34	13,913.34
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Vendor 5498 - BROTHERS FIRE & SECURITY

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 5498 - BROTHERS FIRE & SECURITY							
w40885							
00040592	BROTHERS FIRE & SECURITY	05/05/2025		2,480.00	2,480.00	Open	N
	FIRE SPRINKER TESTING	JSHOOK					05/19/2025
	602-49490-40401	BUILDINGS MAINTENANCE		496.00		1.00	496.00
	601-49440-40401	BUILDINGS MAINTENANCE		496.00		1.00	496.00
	101-45200-40401	BUILDINGS MAINTENANCE		496.00		1.00	496.00
	101-43100-40401	BUILDINGS MAINTENANCE		496.00		1.00	496.00
	101-42110-40401	BUILDINGS MAINTENANCE		496.00		1.00	496.00
Total Vendor 5498 - BROTHERS FIRE & SECURITY				2,480.00	2,480.00		
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
3132897							
00040580	CAPITOL BEVERAGE SALES, L.P	05/13/2025		464.65	464.65	Open	N
	BEER/THC/WINE	CBUSKEY					05/13/2025
	609-49751-40252	BEER		59.50		1.00	59.50
	609-49751-40253	WINE		165.15		1.00	165.15
	609-49751-40257	THC		240.00		1.00	240.00
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				464.65	464.65		
Vendor 9746 - CENTURY COLLEGE							
1296320							
00040567	CENTURY COLLEGE	05/12/2025		6,135.00	6,135.00	Open	N
	DAVIS, CURRAN, & TISCHER FIREFIGHTER & H DROBERTSON						05/19/2025
	101-42210-40208	TRAINING		6,135.00		1.00	6,135.00
Total Vendor 9746 - CENTURY COLLEGE				6,135.00	6,135.00		
Vendor 4854 - CRYSTAL SPRINGS ICE							
01-500195							
00040364	CRYSTAL SPRINGS ICE	05/06/2025		319.76	319.76	Open	N
	MISC	CBUSKEY					05/06/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		319.76		1.00	319.76
Total Vendor 4854 - CRYSTAL SPRINGS ICE				319.76	319.76		
Vendor UB-REFUND - CTW GROUP CORP							

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Vendor UB-REFUND - CTW GROUP CORP							
.05152025							
00040593	CTW GROUP CORP	05/15/2025		157.44	157.44	Open	N
	CREDIT REFUND	DROBERTSON					05/19/2025
	601-49440-40444	REFUND & REIMBURSEMENT		157.44		1.00	157.44
Total Vendor UB-REFUND - CTW GROUP CORP				157.44	157.44		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2459595							
00040372	DAHLHEIMER DIST. CO. INC	05/06/2025		(36.30)	(36.30)	Open	N
	BEER	CBUSKEY					05/06/2025
	609-49751-40252	BEER		(36.30)		1.00	(36.30)
2462996							
00040400	DAHLHEIMER DIST. CO. INC	05/07/2025		11,641.40	11,641.40	Open	N
	BEER/NA/MISC/IQUOR	CBUSKEY					05/07/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		204.00		1.00	204.00
	609-49751-40255	N/A PRODUCTS		141.60		1.00	141.60
	609-49751-40251	LIQUOR		368.20		1.00	368.20
	609-49751-40252	BEER		10,927.60		1.00	10,927.60
2467348							
00040578	DAHLHEIMER DIST. CO. INC	05/13/2025		338.00	338.00	Open	N
	BEER	CBUSKEY					05/13/2025
	609-49751-40252	BEER		338.00		1.00	338.00
2469437							
00040589	DAHLHEIMER DIST. CO. INC	05/14/2025		19,415.73	19,415.73	Open	N
	BEER/LIQUOR/NA	CBUSKEY					05/14/2025
	609-49751-40255	N/A PRODUCTS		233.25		1.00	233.25
	609-49751-40251	LIQUOR		938.25		1.00	938.25
	609-49751-40252	BEER		18,244.23		1.00	18,244.23
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				31,358.83	31,358.83		
Vendor CD-REFUND - DEALERS RENTALS LLC							
.05072025							
00040398	DEALERS RENTALS LLC	05/07/2025		1,000.00	1,000.00	Open	N
	DRIVEWAY ESCROW RELEASE	DMULVIHILL					05/19/2025
	803-00000-22000	DEPOSITS		1,000.00		1.00	1,000.00
Total Vendor CD-REFUND - DEALERS RENTALS LLC				1,000.00	1,000.00		

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor CD-REFUND - DEALERS RENTALS LLC							
Vendor 10763 - DIAMOND Z IMPRINTS							
1542							
00040583	DIAMOND Z IMPRINTS	05/09/2025		48.61	48.61	Open	N
	DOG LICENSE	DROBERTSON					05/19/2025
	101-42110-40200	OFFICE SUPPLIES		48.61		1.00	48.61
Total Vendor 10763 - DIAMOND Z IMPRINTS				48.61	48.61		
Vendor 10773 - DUNCAN CO							
3164701							
00040423	DUNCAN CO	05/08/2025		180.10	180.10	Open	N
	AQMATIC	DROBERTSON					05/19/2025
	601-49440-40259	WATER METERS		180.10		1.00	180.10
Total Vendor 10773 - DUNCAN CO				180.10	180.10		
Vendor 7927 - DW COMPANIES LLC							
2228							
00040424	DW COMPANIES LLC	05/08/2025		21,500.00	21,500.00	Open	N
	CULVERTS ON 238TH AVE	JSHOOK					05/19/2025
	603-49500-40414	STORM SEWERS		21,500.00		1.00	21,500.00
Total Vendor 7927 - DW COMPANIES LLC				21,500.00	21,500.00		
Vendor 3447 - FERGUSON WATERWORKS							
0540793							
00040414	FERGUSON WATERWORKS	04/03/2025		1,248.30	1,248.30	Open	N
	HORNS	DROBERTSON					05/19/2025
	601-49440-40259	WATER METERS		1,248.30		1.00	1,248.30
0543011							
00040415	FERGUSON WATERWORKS	02/19/2025		120.00	120.00	Open	N
	FERGUSON ACADEMY 2025	DROBERTSON					05/19/2025
	601-49440-40208	TRAINING		120.00		1.00	120.00
WL006152							
00040416	FERGUSON WATERWORKS	03/21/2025		4,813.00	4,813.00	Open	N
	STOCK ORDER	DROBERTSON					05/19/2025
	601-49440-40259	WATER METERS		4,813.00		1.00	4,813.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 3447 - FERGUSON WATERWORKS							
0542888							
00040417	FERGUSON WATERWORKS	04/25/2025		15,276.00	15,276.00	Open	N
	N360	DROBERTSON					05/19/2025
	601-49440-40311	CONTRACT		15,276.00		1.00	15,276.00
Total Vendor 3447 - FERGUSON WATERWORKS				21,457.30	21,457.30		
Vendor 113 - FERRELLGAS, LP							
2042467030							
00040570	FERRELLGAS, LP	04/10/2025		48.78	48.78	Open	N
	33LB CYLINDERS	DROBERTSON					05/19/2025
	101-43100-40218	EQUIPMENT MAINTENANCE		48.78		1.00	48.78
Total Vendor 113 - FERRELLGAS, LP				48.78	48.78		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-16831							
00040418	GLOBAL RESERVE DISTRIBUTION	05/09/2025		350.00	350.00	Open	N
	THC	CBUSKEY					05/09/2025
	609-49751-40257	THC		350.00		1.00	350.00
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				350.00	350.00		
Vendor 130 - GOPHER STATE ONE-CALL, INC							
5040770							
00040399	GOPHER STATE ONE-CALL, INC	04/30/2025		72.90	72.90	Open	N
	APRIL 2025 BILLING	DROBERTSON					05/19/2025
	601-49440-40442	GOPHER STATE		36.45		1.00	36.45
	602-49490-40442	GOPHER STATE		36.45		1.00	36.45
Total Vendor 130 - GOPHER STATE ONE-CALL, INC				72.90	72.90		
Vendor 1175 - HAWKINS, INC							
7058977							
00040402	HAWKINS, INC	05/05/2025		12,197.38	12,197.38	Open	N
	FERRIC CHLORIDE	DROBERTSON					05/19/2025
	602-49490-40216	CHEMICALS		12,197.38		1.00	12,197.38
Total Vendor 1175 - HAWKINS, INC				12,197.38	12,197.38		

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 1175 - HAWKINS, INC							
Vendor 4919 - JEFFERSON FIRE & SAFETY, INC.							
IN326618							
00040387	JEFFERSON FIRE & SAFETY, INC.	05/06/2025		756.92	756.92	Open	N
	FIRE HOSES	DROBERTSON					05/19/2025
	402-42210-40593	HOSE REPLACEMENT		756.92		1.00	756.92
Total Vendor 4919 - JEFFERSON FIRE & SAFETY, INC.				756.92	756.92		
Vendor 154 - JOHNSON BROTHERS							
2785355							
00040412	JOHNSON BROTHERS	05/08/2025		537.36	537.36	Open	N
	LIQUOR	CBUSKEY					05/08/2025
	609-49751-40206	FREIGHT		7.36		1.00	7.36
	609-49751-40251	LIQUOR		530.00		1.00	530.00
2785356							
00040413	JOHNSON BROTHERS	05/08/2025		235.36	235.36	Open	N
	WINE	CBUSKEY					05/08/2025
	609-49751-40206	FREIGHT		7.36		1.00	7.36
	609-49751-40253	WINE		228.00		1.00	228.00
Total Vendor 154 - JOHNSON BROTHERS				772.72	772.72		
Vendor 165 - LMC INSURANCE TRUST							
.05012025							
00040397	LMC INSURANCE TRUST	05/01/2025		109.81	109.81	Open	N
	DEDUCTIBLE	DMULVIHILL					05/19/2025
	101-42210-40160	WORK COMP INSURANCE		109.81		1.00	109.81

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 165 - LMC INSURANCE TRUST							
.05152025 PROPE							
00040597	LMC INSURANCE TRUST	05/15/2025		45,962.00	45,962.00	Open	N
	PROPERTY INSURANCE	DMULVIHILL					05/19/2025
	101-41110-40360	INSURANCE		96.00		1.00	96.00
	101-41400-40360	INSURANCE		1,019.40		1.00	1,019.40
	101-41410-40360	INSURANCE		22.86		1.00	22.86
	101-41500-40360	INSURANCE		530.27		1.00	530.27
	101-41600-40360	INSURANCE		164.57		1.00	164.57
	101-41910-40360	INSURANCE		653.70		1.00	653.70
	101-42110-40360	INSURANCE		9,005.46		1.00	9,005.46
	101-42210-40360	INSURANCE		2,235.37		1.00	2,235.37
	101-42400-40360	INSURANCE		470.84		1.00	470.84
	101-43100-40360	INSURANCE		5,450.43		1.00	5,450.43
	101-43210-40360	INSURANCE		160.00		1.00	160.00
	101-45000-40360	INSURANCE		4.57		1.00	4.57
	101-45200-40360	INSURANCE		5,302.71		1.00	5,302.71
	101-49200-40360	INSURANCE		13.71		1.00	13.71
	601-49440-40360	INSURANCE		5,782.69		1.00	5,782.69
	602-49490-40360	INSURANCE		8,836.32		1.00	8,836.32
	609-49750-40360	INSURANCE		5,627.27		1.00	5,627.27
	101-41940-40360	INSURANCE		335.83		1.00	335.83
	101-45230-40360	INSURANCE		250.00		1.00	250.00

Total Vendor 165 - LMC INSURANCE TRUST

46,071.81	46,071.81
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Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP

119454							
00040405	LOCKRIDGE GRINDAL NAUEN PLLP	05/01/2025		3,333.33	3,333.33	Open	N
	MAY 2025 SERVICES - GOVERNMENT RELATIONS	DROBERTSON					05/19/2025
	101-41400-40311	CONTRACT		3,333.33		1.00	3,333.33

Total Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP

3,333.33	3,333.33
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Vendor 9246 - MACQUEEN EMERGENCY

P47860							
00040390	MACQUEEN EMERGENCY	04/25/2025		41.05	41.05	Open	N
	MSA PARTS	DROBERTSON					05/19/2025
	101-42210-40218	EQUIPMENT MAINTENANCE		41.05		1.00	41.05

Total Vendor 9246 - MACQUEEN EMERGENCY

41.05	41.05
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Vendor 202 - MCDONALD DIST CO

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 202 - MCDONALD DIST CO							
805003							
00040365	MCDONALD DIST CO	05/06/2025		11,759.75	11,759.75	Open	N
	BEER	CBUSKEY					05/06/2025
	609-49751-40252	BEER		11,759.75		1.00	11,759.75
805178							
00040366	MCDONALD DIST CO	05/06/2025		(35.60)	(35.60)	Open	N
	BEER	CBUSKEY					05/06/2025
	609-49751-40252	BEER		(35.60)		1.00	(35.60)
805179							
00040367	MCDONALD DIST CO	05/06/2025		(57.30)	(57.30)	Open	N
	LIQUOR	CBUSKEY					05/06/2025
	609-49751-40251	LIQUOR		(57.30)		1.00	(57.30)
805002							
00040368	MCDONALD DIST CO	05/06/2025		1,432.50	1,432.50	Open	N
	LIQUOR	CBUSKEY					05/06/2025
	609-49751-40251	LIQUOR		1,432.50		1.00	1,432.50
806273							
00040581	MCDONALD DIST CO	05/13/2025		(407.90)	(407.90)	Open	N
	BEER	CBUSKEY					05/13/2025
	609-49751-40252	BEER		(407.90)		1.00	(407.90)
806015							
00040582	MCDONALD DIST CO	05/13/2025		9,092.65	9,092.65	Open	N
	BEER/NA	CBUSKEY					05/13/2025
	609-49751-40255	N/A PRODUCTS		214.00		1.00	214.00
	609-49751-40252	BEER		8,878.65		1.00	8,878.65
Total Vendor 202 - MCDONALD DIST CO				21,784.10	21,784.10		
Vendor 176 - MED-COMPASS, INC							
47483							
00040566	MED-COMPASS, INC	05/08/2025		115.00	115.00	Open	N
	DOHERTY OFFICE VISIT, RESPIRATORY MED CL DROBERTSON						05/19/2025
	101-42210-40305	MEDICAL FEES		115.00		1.00	115.00
Total Vendor 176 - MED-COMPASS, INC				115.00	115.00		
Vendor 3689 - METRO SALES, INC							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 3689 - METRO SALES, INC							
INV2786984 00040421	METRO SALES, INC	05/12/2025		199.00	199.00	Open	N
	COPIES	DMULVIHILL					05/19/2025
	101-41400-40200	OFFICE SUPPLIES		199.00		1.00	199.00
Vendor 3689 - METRO SALES, INC							
INV2785088 00040422	METRO SALES, INC	05/08/2025		245.71	245.71	Open	N
	COPIES	DMULVIHILL					05/19/2025
	101-43100-40240	OFFICE EQUIP		61.43		1.00	61.43
	101-45200-40240	OFFICE EQUIP		61.43		1.00	61.43
	601-49440-40240	OFFICE EQUIP		61.43		1.00	61.43
	602-49490-40200	OFFICE SUPPLIES		61.42		1.00	61.42
Total Vendor 3689 - METRO SALES, INC				444.71	444.71		
Vendor 10337 - METRO-INET							
2686 00040406	METRO-INET	05/01/2025		17,685.00	17,685.00	Open	N
	MAY SERVICES	DROBERTSON					05/19/2025
	101-41110-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	101-41400-40310	COMPUTER CONSULTING FEES		2,475.90		1.00	2,475.90
	101-41910-40310	COMPUTER CONSULTING FEES		353.70		1.00	353.70
	101-42110-40310	COMPUTER CONSULTING FEES		8,665.65		1.00	8,665.65
	101-42210-40310	COMPUTER CONSULTING FEES		1,591.65		1.00	1,591.65
	101-42400-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	101-43100-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	101-45200-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	601-49440-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	602-49490-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	609-49750-40310	COMPUTER CONSULTING FEES		353.70		1.00	353.70
Total Vendor 10337 - METRO-INET				17,685.00	17,685.00		
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13332710114704 00040380	MIDCONTINENT COMMUNICATIONS	05/02/2025		45.43	45.43	open	N
	MAY 2025 BILLING	DROBERTSON					05/19/2025
	601-49440-40321	TELEPHONE		45.43		1.00	45.43

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13334860114704							
00040383	MIDCONTINENT COMMUNICATIONS	05/02/2025		160.39	160.39	Open	N
	MAY 2025 BILLING	DROBERTSON					05/19/2025
	101-42110-40321	TELEPHONE		160.39		1.00	160.39
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS				205.82	205.82		
Vendor 5661 - MIDWEST TESTING LLC							
6397							
00040572	MIDWEST TESTING LLC	05/08/2025		2,900.00	2,900.00	Open	N
	WELL HOUSE METER TESTING	DROBERTSON					05/19/2025
	601-49440-40259	WATER METERS		2,900.00		1.00	2,900.00
Total Vendor 5661 - MIDWEST TESTING LLC				2,900.00	2,900.00		
Vendor 7588 - MINNESOTA EQUIPMENT							
E23851							
00040557	MINNESOTA EQUIPMENT	05/02/2025		20,599.00	20,599.00	Open	N
	FORESTRY MULCHER	JSHOOK					05/19/2025
	101-43100-40237	SMALL EQUIPMENT		5,150.00		1.00	5,150.00
	101-45200-40237	SMALL EQUIPMENT		5,150.00		1.00	5,150.00
	601-49440-40237	SMALL EQUIPMENT		5,149.00		1.00	5,149.00
	602-49490-40237	SMALL EQUIPMENT		5,150.00		1.00	5,150.00
Total Vendor 7588 - MINNESOTA EQUIPMENT				20,599.00	20,599.00		
Vendor 10744 - MINNESOTA FIRE SERVICE CERTIFI							
13998							
00040576	MINNESOTA FIRE SERVICE CERTIFI	05/07/2025		935.00	935.00	Open	N
	INSTRUCTOR II & RETEST	DROBERTSON					05/19/2025
	101-42210-40208	TRAINING		935.00		1.00	935.00
Total Vendor 10744 - MINNESOTA FIRE SERVICE CERTIFI				935.00	935.00		
Vendor CCMISC - MINNESOTA HOIST							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor CCMISC - MINNESOTA HOIST							
2911							
00040391	MINNESOTA HOIST	05/06/2025		2,530.37	2,530.37	Open	N
	CRANE TRUCK/HOIST INSPECTIONS	JSHOOK					05/19/2025
	101-43100-40218	EQUIPMENT MAINTENANCE		632.60		1.00	632.60
	101-45200-40218	EQUIPMENT MAINTENANCE		632.60		1.00	632.60
	602-49490-40228	EQUIPMENT MAINTENANCE		632.60		1.00	632.60
	601-49440-40228	EQUIPMENT MAINTENANCE		632.57		1.00	632.57
Total Vendor CCMISC - MINNESOTA HOIST				2,530.37	2,530.37		
Vendor 4745 - MN NCPERS LIFE INSURANCE							
733400062025							
00040573	MN NCPERS LIFE INSURANCE	05/01/2025		112.00	112.00	Open	N
	JUNE 2025 COVERAGE	DROBERTSON					05/19/2025
	101-00000-21713	MN LIFE		112.00		1.00	112.00
Total Vendor 4745 - MN NCPERS LIFE INSURANCE				112.00	112.00		
Vendor 167 - M-R SIGN COMPANY, INC							
227601							
00040384	M-R SIGN COMPANY, INC	04/25/2025		242.06	242.06	Open	N
	SIGNS	DROBERTSON					05/19/2025
	101-43100-40226	SIGN MATERIALS		242.06		1.00	242.06
Total Vendor 167 - M-R SIGN COMPANY, INC				242.06	242.06		
Vendor 4523 - NORTH METRO TREE SERVICE INC							
#001							
00040590	NORTH METRO TREE SERVICE INC	05/12/2025		475.00	475.00	Open	N
	RECYCLING EVENT	JSHOOK					05/19/2025
	101-43210-40439	RECYCLING DAYS		475.00		1.00	475.00
Total Vendor 4523 - NORTH METRO TREE SERVICE INC				475.00	475.00		
Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC							
48984							
00040559	NYSTROM PUBLISHING COMPANY, INC	05/12/2025		2,582.17	2,582.17	Open	N
	SUMMER 2025 NEWSLETTER AND POSTAGE	DROBERTSON					05/19/2025
	101-43210-40439	RECYCLING DAYS		234.74		1.00	234.74
	609-49750-40441	MISCELLANEOUS		234.74		1.00	234.74
	602-49490-40441	MISCELLANEOUS		234.74		1.00	234.74
	601-49440-40441	MISCELLANEOUS		234.74		1.00	234.74
	101-45200-40441	MISCELLANEOUS		234.74		1.00	234.74
	101-43100-40441	MISCELLANEOUS		234.74		1.00	234.74
	101-42400-40352	GENERAL PUBLISHING		234.77		1.00	234.77
	101-42210-40441	MISCELLANEOUS		234.74		1.00	234.74
	101-42110-40441	MISCELLANEOUS		234.74		1.00	234.74
	101-41400-40441	MISCELLANEOUS		234.74		1.00	234.74
	101-41110-40344	NEWSLETTER		234.74		1.00	234.74
Total Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC				2,582.17	2,582.17		
Vendor 10211 - ON LINE RETRIEVERS							
.05132025							
00040571	ON LINE RETRIEVERS	05/02/2025		425.10	425.10	Open	N
	APRIL 2025 ANIMAL CONTROL	DROBERTSON					05/19/2025
	101-42110-40388	ANIMAL CONTROL		425.10		1.00	425.10
Total Vendor 10211 - ON LINE RETRIEVERS				425.10	425.10		
Vendor 4605 - OPUS 21							
250404							
00040596	OPUS 21	05/11/2025		3,210.30	3,210.30	Open	N
	APRIL 2025 SERVICES	DROBERTSON					05/19/2025
	601-49440-40382	UTILITY BILLING		1,605.15		1.00	1,605.15
	602-49490-40382	UTILITY BILLING		1,605.15		1.00	1,605.15
Total Vendor 4605 - OPUS 21				3,210.30	3,210.30		
Vendor 10302 - PATRICIA JOHNSON							
.05102025							
00040558	PATRICIA JOHNSON	05/10/2025		200.00	200.00	Open	N
	SUMMER 2025 NEWSLETTER	DROBERTSON					05/19/2025
	101-41400-40311	CONTRACT		200.00		1.00	200.00
Total Vendor 10302 - PATRICIA JOHNSON				200.00	200.00		

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 10302 - PATRICIA JOHNSON							
Vendor EMP-REIMB - PAUL CARPENTER							
.05082025							
00040404	PAUL CARPENTER	04/24/2025		9.30	9.30	Open	N
	PARKING RAMP FEE REIMBURSEMENT	DROBERTSON					05/19/2025
	101-43100-40331	TRAVEL EXPENSES		9.30		1.00	9.30
Total Vendor EMP-REIMB - PAUL CARPENTER				9.30	9.30		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
6973827							
00040410	PHILLIPS WINE & SPIRITS CO	05/08/2025		3,051.01	3,051.01	Open	N
	LIQUOR	CBUSKEY					05/08/2025
	609-49751-40206	FREIGHT		53.36		1.00	53.36
	609-49751-40251	LIQUOR		2,997.65		1.00	2,997.65
6973828							
00040411	PHILLIPS WINE & SPIRITS CO	05/08/2025		415.40	415.40	Open	N
	MISC	CBUSKEY					05/08/2025
	609-49751-40206	FREIGHT		10.12		1.00	10.12
	609-49751-40254	MISCELLANEOUS MERCHANDISE		405.28		1.00	405.28
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				3,466.41	3,466.41		
Vendor UB-REFUND - PROGRESSIVE BUILDERS							
.05152025							
00040594	PROGRESSIVE BUILDERS	05/15/2025		59.25	59.25	Open	N
	CREDIT REFUND	DROBERTSON					05/19/2025
	601-49440-40444	REFUND & REIMBURSEMENT		59.25		1.00	59.25
Total Vendor UB-REFUND - PROGRESSIVE BUILDERS				59.25	59.25		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B017089							
00040369	RMB ENVIRONMENTAL LABORATORIES, INC	05/06/2025		233.04	233.04	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					05/19/2025
	602-49490-40313	SAMPLE TESTING		233.04		1.00	233.04

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B017143							
00040386	RMB ENVIRONMENTAL LABORATORIES, INC	05/06/2025		188.10	188.10	Open	N
	PROJECT 99	DROBERTSON					05/19/2025
	602-49490-40313	SAMPLE TESTING		188.10		1.00	188.10
B017145							
00040401	RMB ENVIRONMENTAL LABORATORIES, INC	05/07/2025		182.88	182.88	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					05/19/2025
	602-49490-40313	SAMPLE TESTING		182.88		1.00	182.88
B017202							
00040569	RMB ENVIRONMENTAL LABORATORIES, INC	05/12/2025		2,683.59	2,683.59	Open	N
	INFORMAL CHLORIDE TESTING	DROBERTSON					05/19/2025
	602-49490-40313	SAMPLE TESTING		2,683.59		1.00	2,683.59
B017204							
00040584	RMB ENVIRONMENTAL LABORATORIES, INC	05/13/2025		489.00	489.00	Open	N
	WEEK 1 COOLER 1	DROBERTSON					05/19/2025
	602-49490-40313	SAMPLE TESTING		489.00		1.00	489.00
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				3,776.61	3,776.61		
Vendor 10772 - RUM RIVER CONSULTANTS							
.05072025							
00040394	RUM RIVER CONSULTANTS	05/07/2025		150.00	150.00	Open	N
	REFUND 3 RENTALS (\$50.00 EACH)	DMULVIHILL					05/19/2025
	101-00000-36225	COMMUNITY CENTER RENTAL		150.00		1.00	150.00
Total Vendor 10772 - RUM RIVER CONSULTANTS				150.00	150.00		
Vendor 8827 - SEH, INC							
487297							
00040595	SEH, INC	05/12/2025		1,453.32	1,453.32	Open	N
	CHLORIDE MONITORING	DMULVIHILL					05/19/2025
	601-49440-40303	ENGINEERING FEES		726.66		1.00	726.66
	602-49490-40303	ENGINEERING FEES		726.66		1.00	726.66
Total Vendor 8827 - SEH, INC				1,453.32	1,453.32		
Vendor 7455 - SOUTHERN GLAZERS OF MN							

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2621230							
00040408	SOUTHERN GLAZERS OF MN	05/08/2025		225.68	225.68	Open	N
	WINE	CBUSKEY					05/08/2025
	609-49751-40206	FREIGHT		5.12		1.00	5.12
	609-49751-40253	WINE		220.56		1.00	220.56
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2621229							
00040409	SOUTHERN GLAZERS OF MN	05/08/2025		1,371.96	1,371.96	Open	N
	LIQUOR	CBUSKEY					05/08/2025
	609-49751-40206	FREIGHT		12.80		1.00	12.80
	609-49751-40251	LIQUOR		1,359.16		1.00	1,359.16
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				1,597.64	1,597.64		
Vendor 8792 - ST. FRANCIS AREA SCHOOLS							
.05122025							
00040568	ST. FRANCIS AREA SCHOOLS	05/12/2025		3,339.75	3,339.75	Open	N
	SALES TAX REFUND	DMULVIHILL					05/19/2025
	601-49440-40444	REFUND & REIMBURSEMENT		3,339.75		1.00	3,339.75
Total Vendor 8792 - ST. FRANCIS AREA SCHOOLS				3,339.75	3,339.75		
Vendor 6142 - TACTICAL SOLUTIONS							
10730							
00040373	TACTICAL SOLUTIONS	05/02/2025		375.00	375.00	Open	N
	RADAR CERTIFICATIONS	DROBERTSON					05/19/2025
	101-42110-40218	EQUIPMENT MAINTENANCE		375.00		1.00	375.00
Total Vendor 6142 - TACTICAL SOLUTIONS				375.00	375.00		
Vendor 863 - THE BERNICK COMPANIES							
10353123							
00040403	THE BERNICK COMPANIES	05/08/2025		506.85	506.85	Open	N
	BEER/NA	CBUSKEY					05/08/2025
	609-49751-40255	N/A PRODUCTS		58.00		1.00	58.00
	609-49751-40252	BEER		448.85		1.00	448.85
Total Vendor 863 - THE BERNICK COMPANIES				506.85	506.85		
Vendor 10705 - THE WINE COMPANY							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 10705 - THE WINE COMPANY							
299855							
00040419	THE WINE COMPANY	05/09/2025		487.00	487.00	Open	N
	WINE/LIQUOR	CBUSKEY					05/09/2025
	609-49751-40206	FREIGHT		17.00		1.00	17.00
	609-49751-40253	WINE		120.00		1.00	120.00
	609-49751-40251	LIQUOR		350.00		1.00	350.00
Total Vendor 10705 - THE WINE COMPANY				487.00	487.00		
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
30413							
00040586	TIMESAVER OFF SITE SEC. INC	05/14/2025		262.50	262.50	Open	N
	CITY COUNCIL WORK SESSION 04/08/2025	DROBERTSON					05/19/2025
	101-41400-40311	CONTRACT		262.50		1.00	262.50
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				262.50	262.50		
Vendor 4491 - TOM LYNCH ELECTRIC LLC							
05142025							
00040591	TOM LYNCH ELECTRIC LLC	05/14/2025		2,900.00	2,900.00	Open	N
	ELECTRICAL REPAIR	JSHOOK					05/19/2025
	602-49490-40401	BUILDINGS MAINTENANCE		1,625.00		1.00	1,625.00
	601-49440-40401	BUILDINGS MAINTENANCE		425.00		1.00	425.00
	101-43100-40401	BUILDINGS MAINTENANCE		425.00		1.00	425.00
	101-45200-40401	BUILDINGS MAINTENANCE		425.00		1.00	425.00
Total Vendor 4491 - TOM LYNCH ELECTRIC LLC				2,900.00	2,900.00		
Vendor 4482 - TOTAL CONTROL SYSTEMS, INC							
11628							
00040577	TOTAL CONTROL SYSTEMS, INC	05/13/2025		366.40	366.40	Open	N
	FILTER AND SENSOR MAINTENANCE	DROBERTSON					05/19/2025
	602-49490-40229	PROJECT MAINTENANCE		366.40		1.00	366.40
Total Vendor 4482 - TOTAL CONTROL SYSTEMS, INC				366.40	366.40		
Vendor 10364 - TWIN CITIES TRANSPORT, INC							

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 10364 - TWIN CITIES TRANSPORT, INC							
25-0414-236297							
00040389	TWIN CITIES TRANSPORT, INC	05/01/2025		250.00	250.00	Open	N
	TOW CHARGE	DROBERTSON					05/19/2025
	101-42110-40441	MISCELLANEOUS		250.00		1.00	250.00
Total Vendor 10364 - TWIN CITIES TRANSPORT, INC				250.00	250.00		
Vendor 4556 - UTILITY SERVICE CO., INC							
625245							
00040585	UTILITY SERVICE CO., INC	05/01/2025		12,038.57	12,038.57	Open	N
	HYDROPILLAR NEW TOWER	DROBERTSON					05/19/2025
	601-49440-40234	WATER TOWER MAINTENANCE		12,038.57		1.00	12,038.57
Total Vendor 4556 - UTILITY SERVICE CO., INC				12,038.57	12,038.57		
Vendor 4867 - VESSCO, INC							
097538							
00040392	VESSCO, INC	05/06/2025		665.59	665.59	Open	N
	PARTS	DROBERTSON					05/19/2025
	602-49490-40401	BUILDINGS MAINTENANCE		665.59		1.00	665.59
Total Vendor 4867 - VESSCO, INC				665.59	665.59		

# of Invoices:	84	# Due: 84	Totals:	304,288.04	304,288.04
# of Credit Memos:	4	# Due: 4	Totals:	(537.10)	(537.10)
Net of Invoices and Credit Memos:				303,750.94	303,750.94

--- TOTALS BY GL BANK ---

GNCKG

303,750.94

--- TOTALS BY GL DISTRIBUTIONS ---

101-00000-21713	112.00
101-00000-36225	150.00
101-41110-40310	707.40
101-41110-40344	234.74
101-41110-40360	96.00
101-41400-40200	199.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
	101-41400-40310			2,475.90			
	101-41400-40311			3,795.83			
	101-41400-40360			1,019.40			
	101-41400-40433			250.00			
	101-41400-40441			234.74			
	101-41410-40360			22.86			
	101-41500-40360			530.27			
	101-41540-40301			859.00			
	101-41600-40360			164.57			
	101-41910-40310			353.70			
	101-41910-40360			653.70			
	101-41940-40360			335.83			
	101-42110-40200			48.61			
	101-42110-40218			375.00			
	101-42110-40310			8,665.65			
	101-42110-40321			160.39			
	101-42110-40360			9,005.46			
	101-42110-40388			425.10			
	101-42110-40401			496.00			
	101-42110-40441			484.74			
	101-42210-40160			109.81			
	101-42210-40208			7,070.00			
	101-42210-40218			41.05			
	101-42210-40305			1,131.20			
	101-42210-40310			1,591.65			
	101-42210-40360			2,235.37			
	101-42210-40441			234.74			
	101-42400-40310			707.40			
	101-42400-40352			234.77			
	101-42400-40360			470.84			
	101-43100-40217			21.92			
	101-43100-40218			681.38			
	101-43100-40226			242.06			
	101-43100-40237			5,150.00			
	101-43100-40240			61.43			
	101-43100-40310			707.40			
	101-43100-40331			9.30			
	101-43100-40360			5,450.43			
	101-43100-40401			921.00			
	101-43100-40441			234.74			
	101-43210-40217			21.92			
	101-43210-40360			160.00			
	101-43210-40439			709.74			
	101-45000-40360			4.57			
	101-45200-40217			21.92			
	101-45200-40218			632.60			
	101-45200-40237			5,150.00			
	101-45200-40240			61.43			
	101-45200-40310			707.40			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/20/2025 - 05/20/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4F.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
	101-45200-40311			500.00			
	101-45200-40360			5,302.71			
	101-45200-40401			921.00			
	101-45200-40441			234.74			
	101-45230-40360			250.00			
	101-49200-40360			13.71			
	402-42210-40593			756.92			
	402-43100-40596			15,119.68			
	601-49440-40208			120.00			
	601-49440-40217			21.92			
	601-49440-40228			632.57			
	601-49440-40234			12,038.57			
	601-49440-40237			5,149.00			
	601-49440-40240			61.43			
	601-49440-40259			9,141.40			
	601-49440-40301			625.00			
	601-49440-40303			726.66			
	601-49440-40310			707.40			
	601-49440-40311			15,276.00			
	601-49440-40321			45.43			
	601-49440-40360			5,782.69			
	601-49440-40382			1,605.15			
	601-49440-40401			921.00			
	601-49440-40441			234.74			
	601-49440-40442			36.45			
	601-49440-40444			3,556.44			
	602-49490-40200			61.42			
	602-49490-40216			12,197.38			
	602-49490-40217			21.92			
	602-49490-40228			632.60			
	602-49490-40229			366.40			
	602-49490-40237			5,150.00			
	602-49490-40301			625.00			
	602-49490-40303			726.66			
	602-49490-40310			707.40			
	602-49490-40313			3,776.61			
	602-49490-40360			8,836.32			
	602-49490-40382			1,605.15			
	602-49490-40401			2,786.59			
	602-49490-40441			234.74			
	602-49490-40442			36.45			
	603-49500-40403			11,115.00			
	603-49500-40414			21,500.00			
	609-49750-40301			625.00			
	609-49750-40310			353.70			
	609-49750-40360			5,627.27			
	609-49750-40441			234.74			
	609-49751-40206			271.47			
	609-49751-40251			24,749.67			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/20/2025 - 05/20/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4F.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
	609-49751-40252			50,176.78			
	609-49751-40253			953.71			
	609-49751-40254			1,280.05			
	609-49751-40255			646.85			
	609-49751-40257			590.00			
	803-00000-22000			1,000.00			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			73,854.12	73,854.12		
	402 CAPITAL EQUIPMENT FUND			15,876.60	15,876.60		
	601 WATER FUND			56,681.85	56,681.85		
	602 SEWER FUND			37,764.64	37,764.64		
	603 STORM WATER FUND			32,615.00	32,615.00		
	609 LIQUOR FUND			85,509.24	85,509.24		
	803 ESCROW			1,000.00	1,000.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			1,262.00	1,262.00		
	41110 CITY COUNCIL			1,038.14	1,038.14		
	41400 ADMINISTRATION			7,974.87	7,974.87		
	41410 ELECTIONS			22.86	22.86		
	41500 FINANCE			530.27	530.27		
	41540 AUDITING & ACCOUNTING			859.00	859.00		
	41600 LEGAL			164.57	164.57		
	41910 COMMUNITY DEVELOPMENT			1,007.40	1,007.40		
	41940 BUILDINGS			335.83	335.83		
	42110 POLICE			19,660.95	19,660.95		
	42210 FIRE			13,170.74	13,170.74		
	42400 BUILDING INSPECTIONS			1,413.01	1,413.01		
	43100 STREETS			28,599.34	28,599.34		
	43210 RECYCLING			891.66	891.66		
	45000 COMMUNITY CENTER			4.57	4.57		
	45200 PARKS			13,531.80	13,531.80		
	45230 PIONEER DAYS			250.00	250.00		
	49200 UNALLOCATED			13.71	13.71		
	49440 WATER DEPT			56,681.85	56,681.85		
	49490 SEWER DEPT			37,764.64	37,764.64		
	49500 STORM WATER DEPT			32,615.00	32,615.00		
	49750 LIQUOR STORE			6,840.71	6,840.71		
	49751 MERCHANDISE PURCHASES			78,668.53	78,668.53		



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: 2024 Annual Comprehensive Financial Report
DATE: May 19, 2025

OVERVIEW:

The 2024 Annual Comprehensive Financial Report and Audit presentation was posted on the city's website back on 05/07/2025. Council was emailed the link so they could review. The link is <https://youtu.be/DEtRgYnbPVU> or go to www.stfrancismn.gov and go to finance and the video is posted there. The 2024 Annual Comprehensive Financial Report was also posted on the website under departments-finance. Included in the packet is the 2024 Executive Governance and the Presentation.

ACTION TO BE CONSIDERED:

Motion to accepted the 2024 Annual Comprehensive Financial Report and presentation.

BUDGET IMPLICATION:

None

Attachments:

- 2024 Executive Governance Summary
- 2024 Final Audit Presentation



Executive Governance Summary

City of St. Francis

St. Francis, Minnesota

For the year ended December 31, 2024



Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727

Scottsdale Office

14500 N Northsight Blvd, Ste 233
Scottsdale, AZ 85260
P 480.864.5579

April 28, 2025

Management, Honorable Mayor and City Council
City of St Francis, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, discretely presented component unit, each major fund and the aggregate remaining fund information of the City of St Francis, Minnesota (the City), for the year ended December 31, 2024. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 6, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We consider the deficiency below as item 2024-001 to be a significant deficiency.

<u>Finding</u>	<u>Description</u>
2024-001	Limited Segregation of Duties
<i>Condition:</i>	During our audit we reviewed procedures over cash receipts, cash disbursements, payroll, financial reporting, and capital assets and found the City to have limited segregation of duties over those transaction cycles.
<i>Criteria:</i>	There are four general categories of duties: authorization, custody, recording and reconciliation. In an ideal system, different employees perform each of these four major functions. In other words, no one person has control of two or more of these responsibilities.
<i>Cause:</i>	One employee of the City (Finance Director) is responsible for all four general categories in the transaction cycles listed above.
<i>Effect:</i>	The existence of this limited segregation of duties increases the risk of fraud and error.
<i>Recommendation:</i>	While we recognize the number of staff is not large enough to eliminate this deficiency, we recommend that the City evaluate the current procedures and segregate duties where possible and implement any compensating controls. It is important that the City Council is aware of this condition and monitor all financial information.

Management Response:

Management recognizes that it is not economically feasible to correct this finding, however is aware of the deficiency and is relying on oversight by management and the City Council to monitor this deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters that are required to be reported under Minnesota statutes.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. The City changed accounting policies during the year ended December 31, 2024 related to the accounting and financial reporting for accounting changes and error corrections (GASB 100) and compensated absences (GASB 101). We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.



Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements are included below:

- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.
- Allocations of gross wages and payroll benefits are approved by City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective functions of the City. These allocations are also used in allocating accrued compensated absences payable.
- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.
- Management's estimate of its lease receivable is based on the present value of lease payments expected to be received during the lease term.
- Management's estimate of future paid sick time usage is based on historical usage data.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit or the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 28, 2025.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.



Other Matters

We applied certain limited procedures to the required supplementary information (RSI) (Management’s Discussion and Analysis, the Schedules of Employer’s Share of the Net Pension Liability, the Schedules of Employer’s Contributions, and the Schedule of Changes in Net Pension Liability (Asset) and Related Ratios), which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (Combining and Individual Fund Financial Statements and Schedules) , which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section or statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on them.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City’s financial statements:

GASB Statement No. 102 – <i>Certain Risk Disclosures</i>	<i>Effective: 12/31/2025</i>
GASB Statement No. 103 – <i>Financial Reporting Model Improvements</i>	<i>Effective: 12/31/2026</i>
GASB Statement No. 104 – <i>Disclosure of Certain Capital Assets</i>	<i>Effective: 12/31/2026</i>

Further information on upcoming [GASB pronouncements](#).



Restriction on Use

This purpose of this communication is solely for the information and use of the City Council and management of the City and is not intended to be, and should not be used by anyone other than those specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.



Abdo
Minneapolis, Minnesota
April 28, 2025



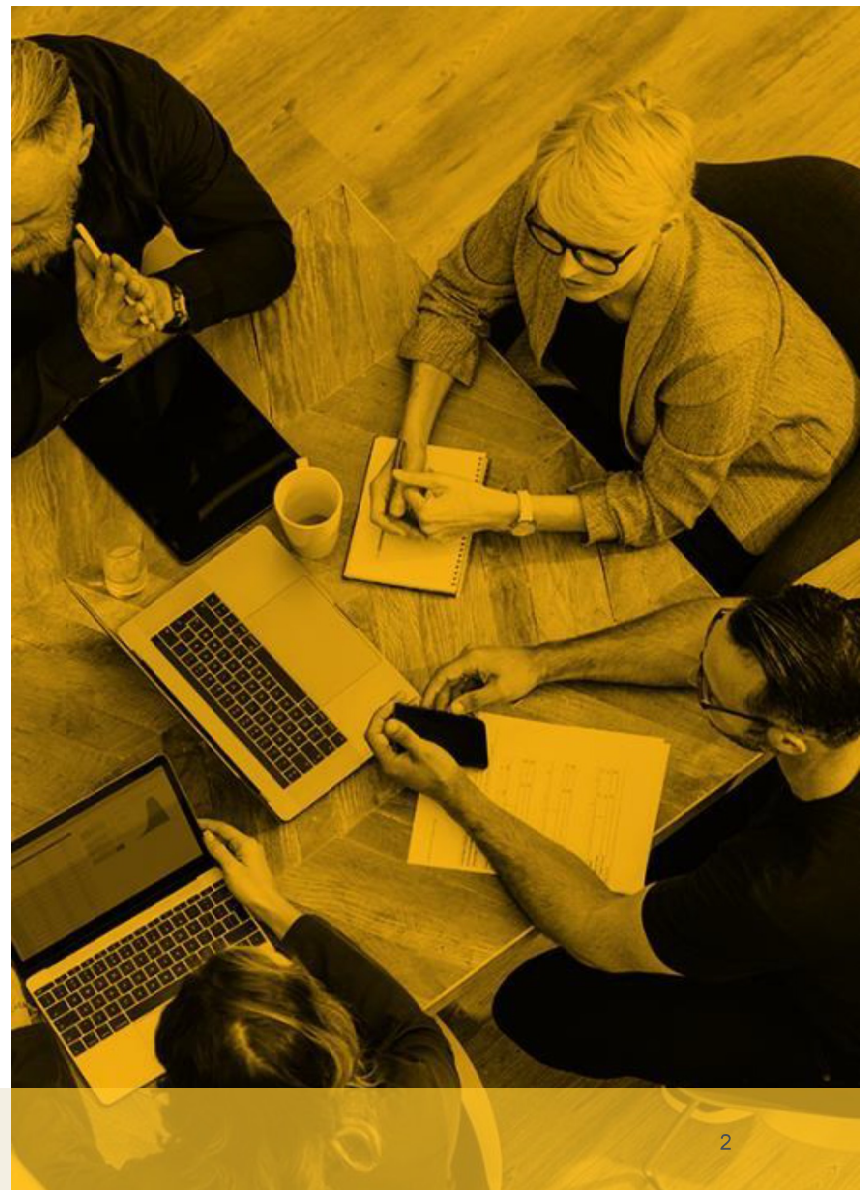
City of St. Francis

2024 Financial Statement Audit

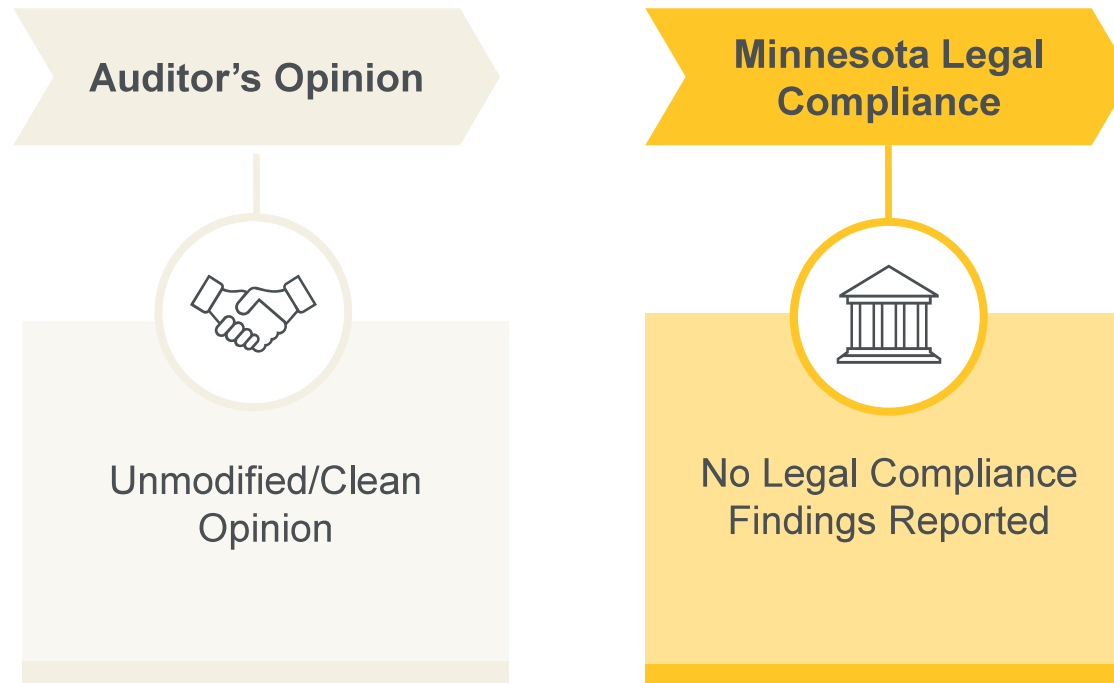


Introduction

- Audit Results
- General Fund Results
- Other Governmental Funds
- Enterprise Funds
- Key Performance Indicators



Audit Results



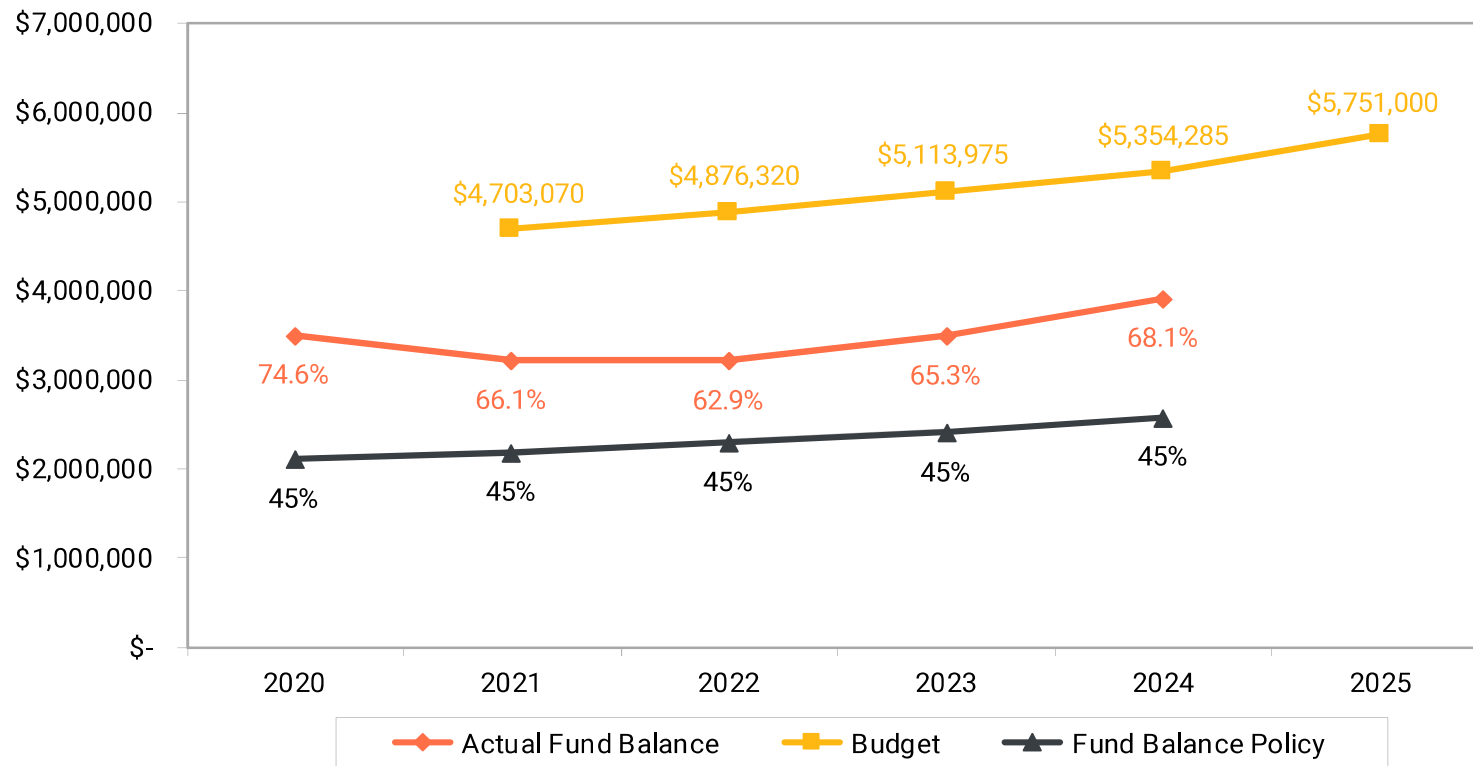
Audit Results

2024 Audit Findings

- Limited Segregation of Duties
 - Internal Control Finding



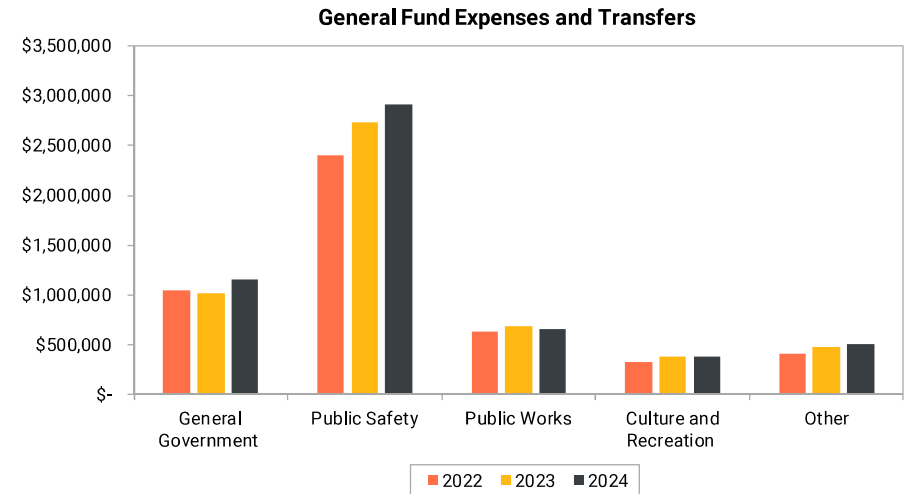
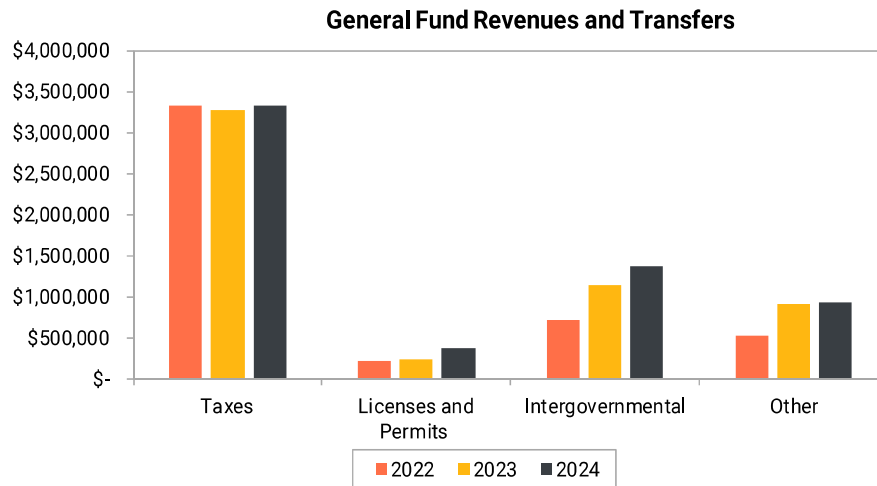
General Fund Compared to Budget



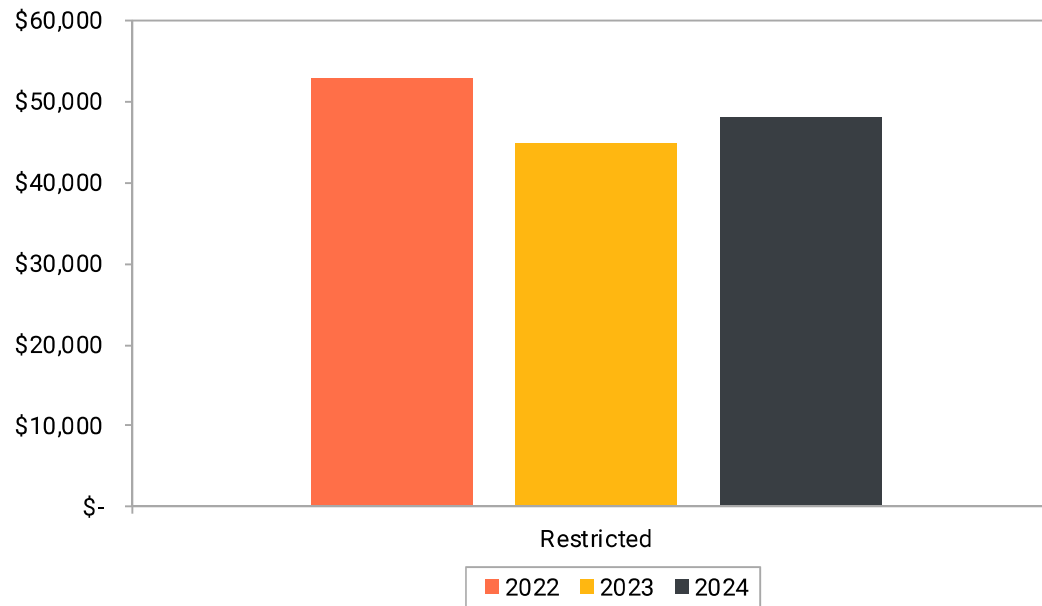
General Fund Budget to Actual

	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 5,289,285	\$ 5,960,786	\$ 671,501
Expenditures	5,354,285	5,604,015	(249,730)
Excess (Deficiency) of Revenues Over Expenditures	(65,000)	356,771	421,771
Other Financing Sources (Uses)			
Transfers in	65,000	65,000	-
Net Change in Fund Balances	-	421,771	421,771
Fund Balances, January 1	3,496,151	3,496,151	-
Fund Balances, December 31	<u>\$ 3,496,151</u>	<u>\$ 3,917,922</u>	<u>\$ 421,771</u>

General Fund Revenues and Expenditures

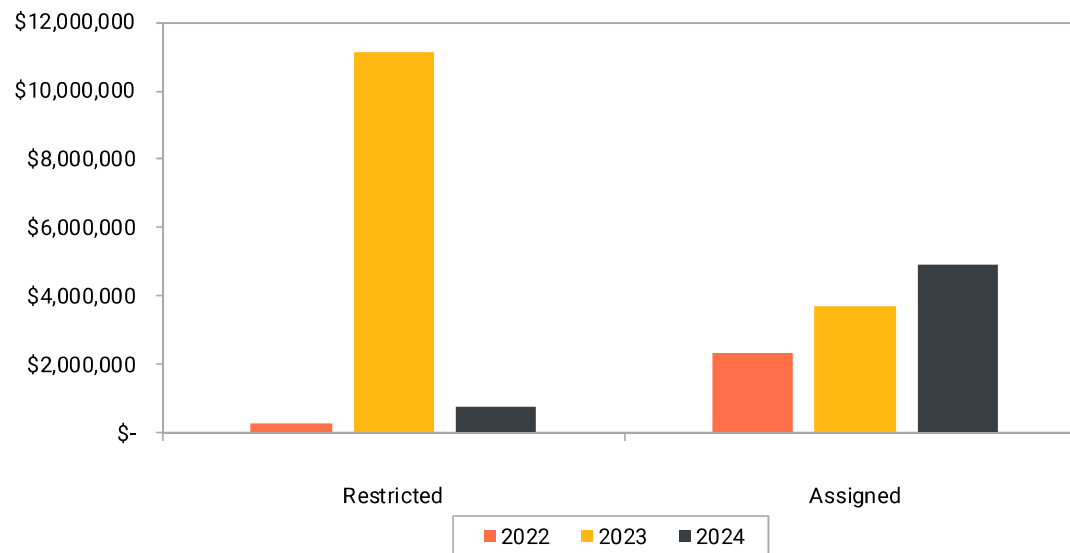


Fund	Fund Balances/Net Position December 31,		Increase (Decrease)
	2023	2024	
Component Unit			
EDA	\$ 43,736	\$ 46,613	\$ 2,877
Nonmajor			
Police Forfeiture	1,145	1,396	251
Total	<u>\$ 44,881</u>	<u>\$ 48,009</u>	<u>\$ 3,128</u>



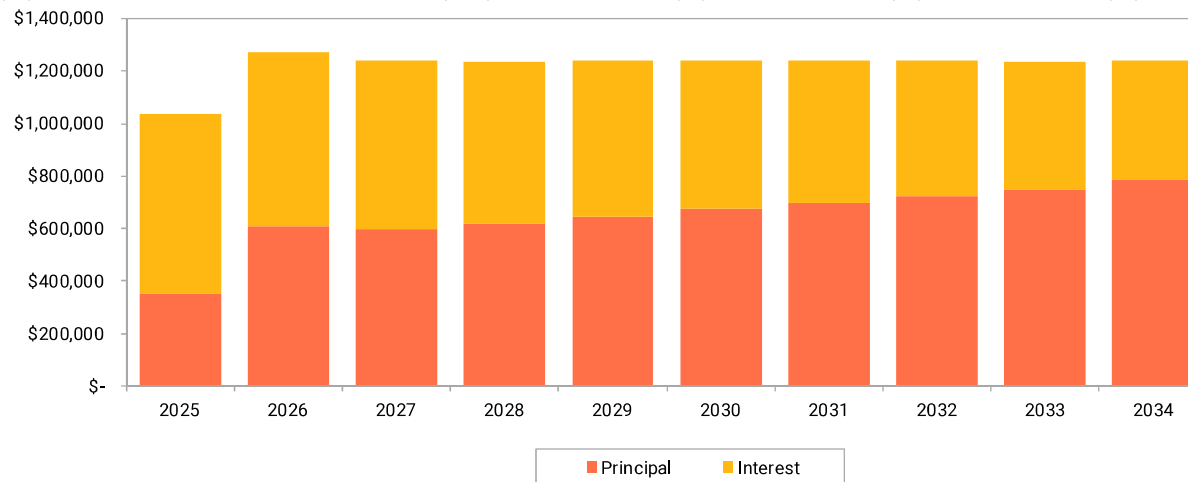
Special Revenue and Component Unit Balances

Capital Projects Fund	Fund Balances December 31,		Increase (Decrease)
	2023	2024	
Major			
Building Improvement	\$ 12,079,572	\$ 1,970,769	\$ (10,108,803)
Street Improvement	1,097,874	1,733,709	635,835
Nonmajor			
Charitable Gambling	198,960	193,317	(5,643)
Park Improvements	167,756	468,536	300,780
Capital Equipment	1,292,429	1,323,956	31,527
Total	\$ 14,836,591	\$ 5,690,287	\$ (9,146,304)

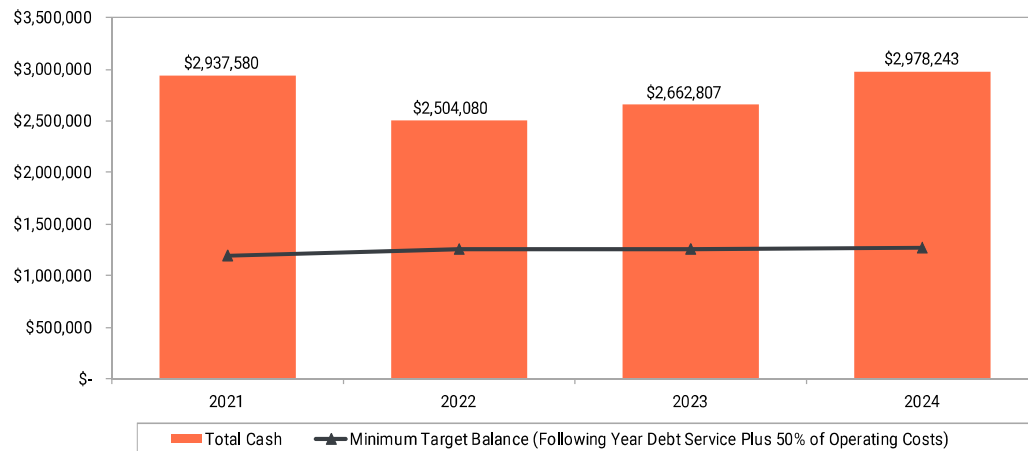
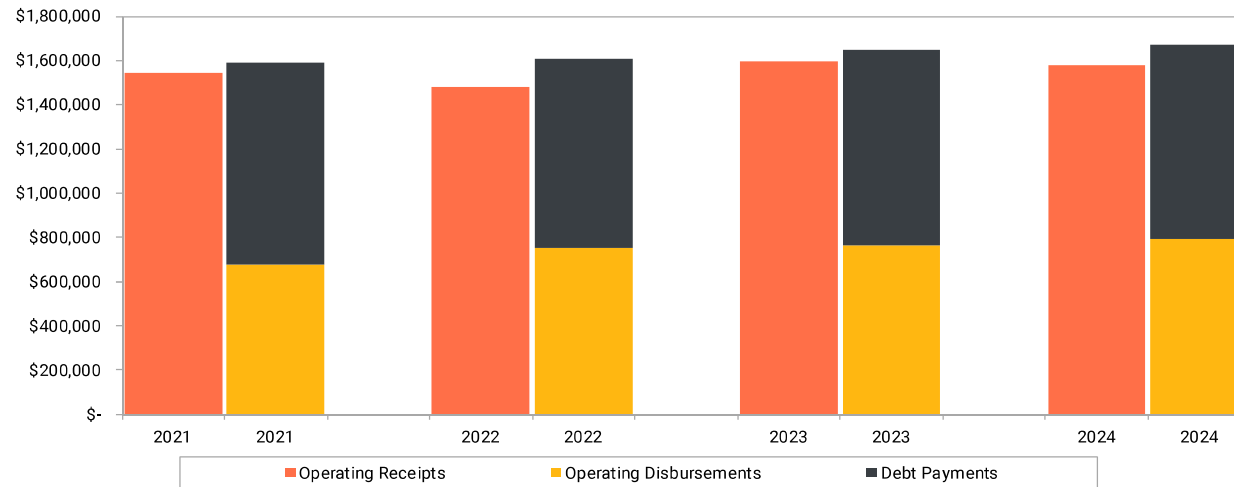


Capital Project Fund Balance

Debt Service Fund	Total Cash	Total Assets	Bonds Outstanding	Maturity Date
G.O. Improvement Bonds, 2015A	\$ 86,481	\$ 93,695	\$ 60,000	2026
G.O. Capital Improvement Bonds, 2017A	154,887	174,114	4,625,000	2036
G.O. Capital Improvement Bonds, 2023A	300,408	314,724	13,000,000	2053
Total	\$ 541,776	\$ 582,533	\$ 17,685,000	
Total Remaining Interest Payments			\$ 10,195,133	

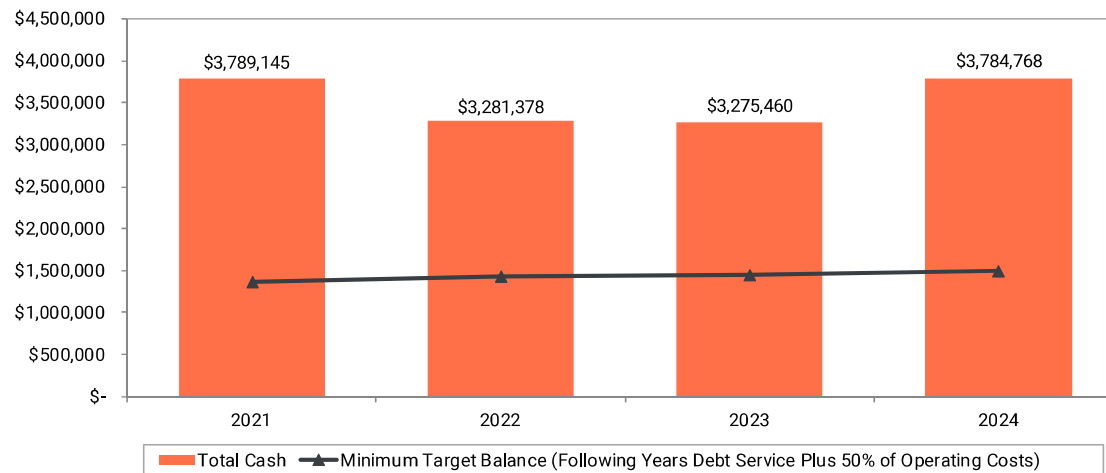
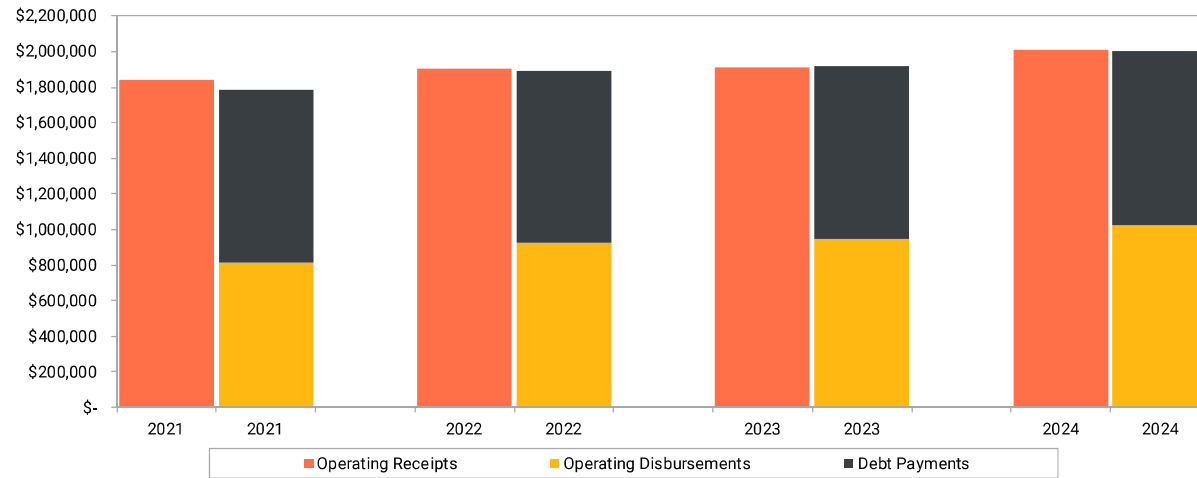


Debt Service



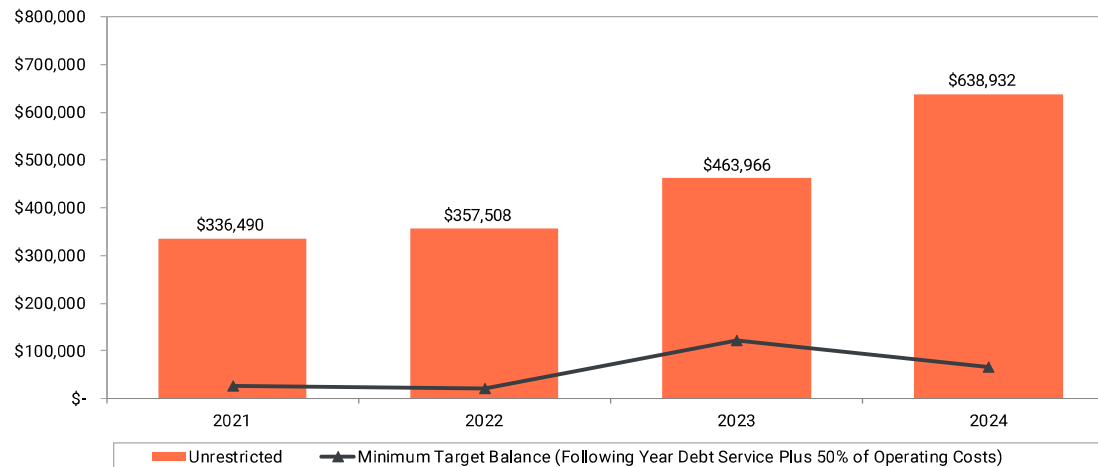
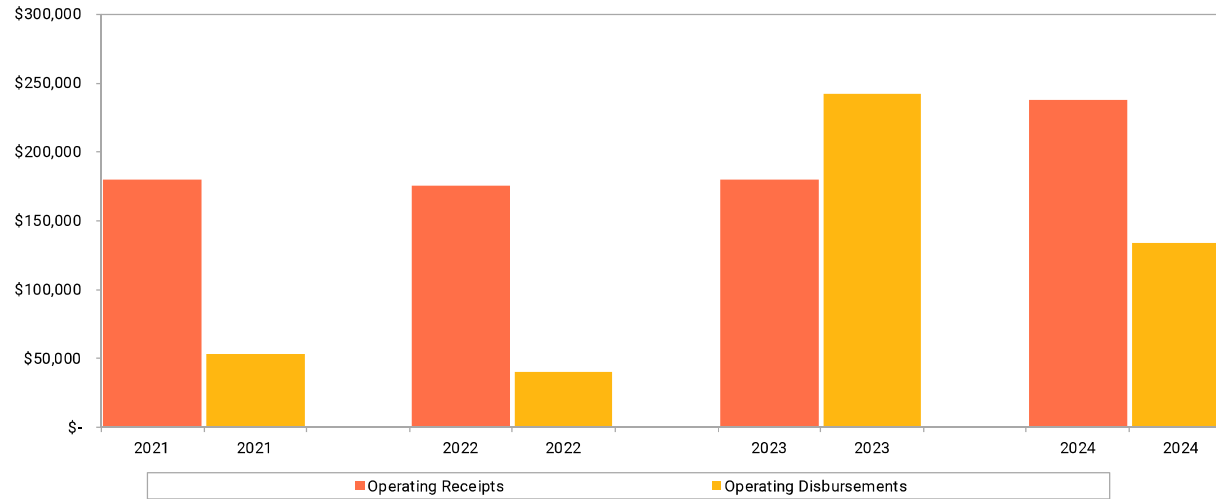
Water Fund

Cash Flows from Operations and Cash Balances



Sewer Fund

Cash Flows from Operations and Cash Balances



Storm Water Fund

Cash Flows from Operations and Cash Balances

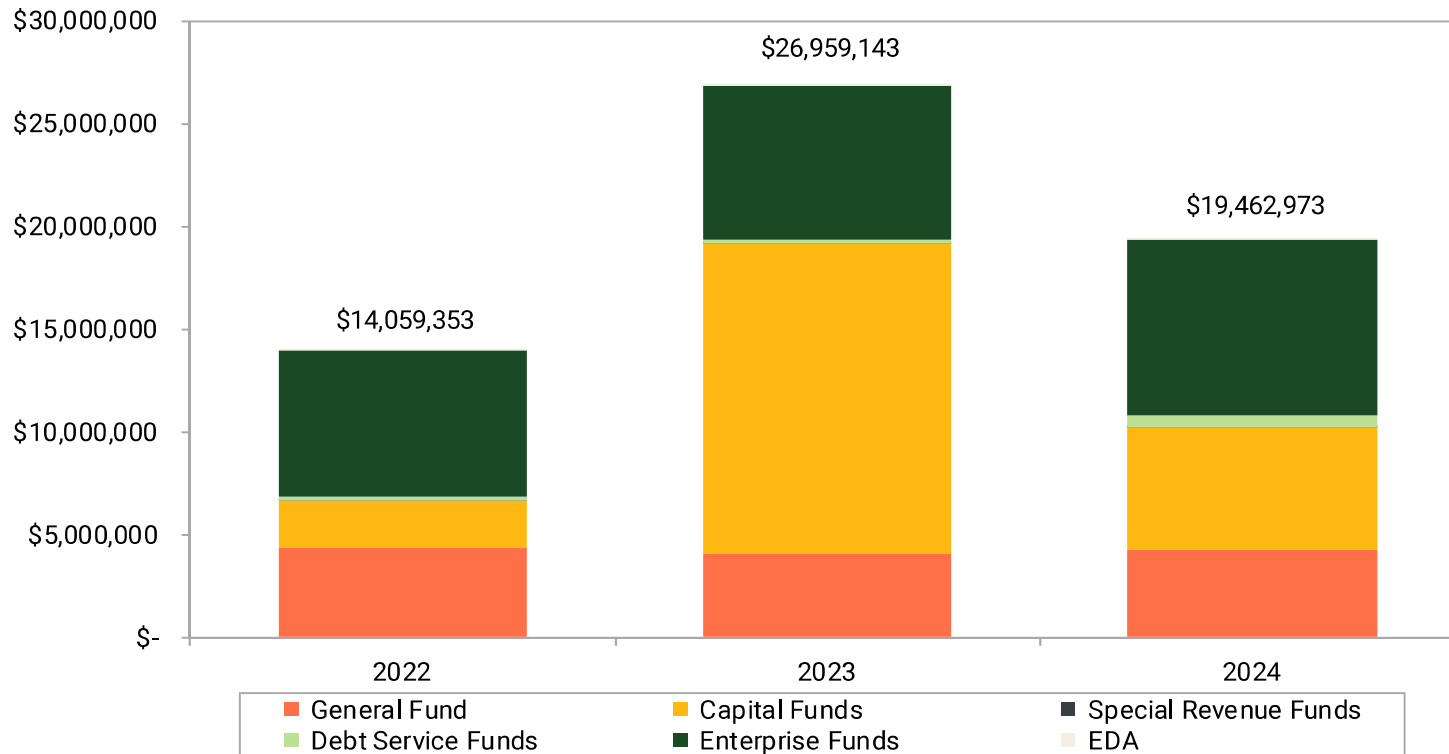
	2022		2023		2024		2023 Statewide Average
	Total	Percent	Total	Percent	Total	Percent	
Sales	\$ 2,937,081	100.0 %	\$ 3,086,966	100.0 %	\$ 3,263,226	100.0 %	100.0
Cost of Sales	<u>2,211,211</u>	<u>75.3</u>	<u>2,318,382</u>	<u>75.1</u>	<u>2,354,198</u>	<u>72.1</u>	<u>72.8</u>
Gross Profit	725,870	24.7	768,584	24.9	909,028	27.9	27.2
Operating Expenses	<u>726,267</u>	<u>24.7</u>	<u>654,991</u>	<u>21.2</u>	<u>709,993</u>	<u>21.8</u>	<u>20.3</u>
Operating Income	(397)	(0.0)	113,593	3.7	199,035	6.1	6.9
Nonoperating Revenues	(24,175)	(0.8)	63,239	2.0	81,227	2.5	0.7
Transfers (Net)	<u>(60,000)</u>	<u>(2.0)</u>	<u>(60,000)</u>	<u>(1.9)</u>	<u>(65,000)</u>	<u>(2.0)</u>	<u>(0.4)</u>
Change in Net Position	<u>\$ (84,572)</u>	<u>(2.9) %</u>	<u>\$ 116,832</u>	<u>3.8 %</u>	<u>\$ 215,262</u>	<u>6.6 %</u>	<u>7.2</u>
Cash and Temporary Investments	<u>\$ 998,920</u>		<u>\$ 1,134,314</u>		<u>\$ 1,218,680</u>		

Liquor Fund



Liquor Fund

Cash and Investments Balances by Type

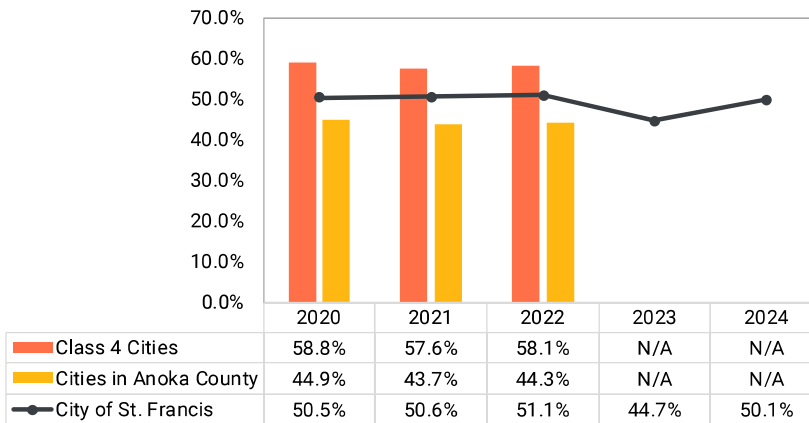


Note the 2023 cash balance includes approximately \$12,000,000 of unspent bond proceeds.

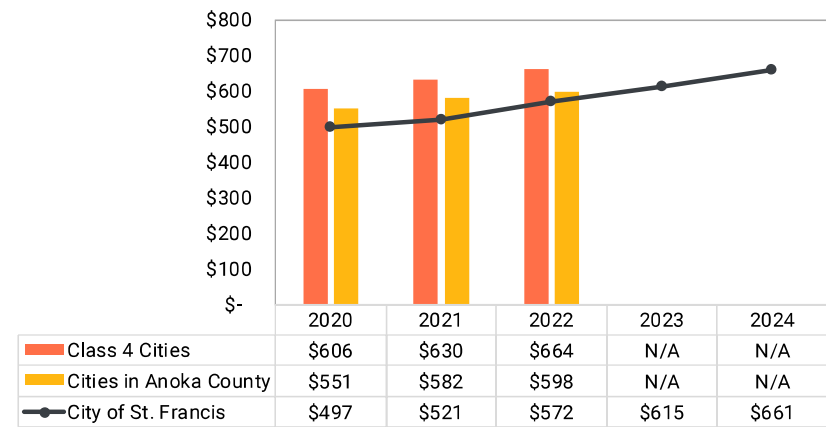
Taxes

Key Performance Indicators

Tax Rate



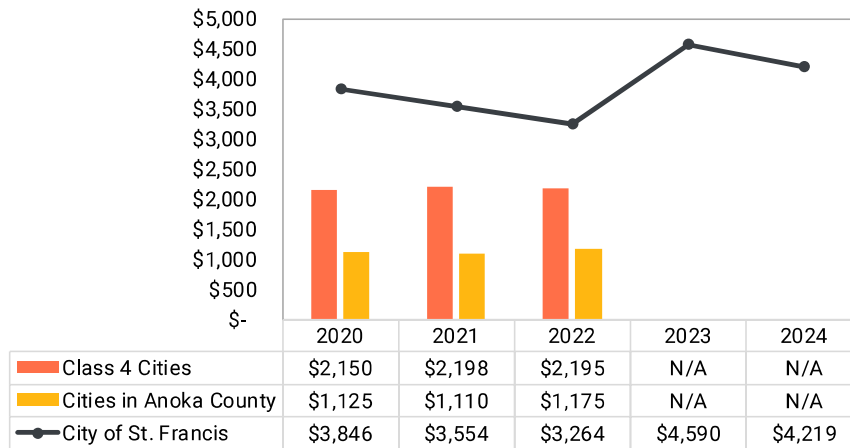
Taxes Per Capita



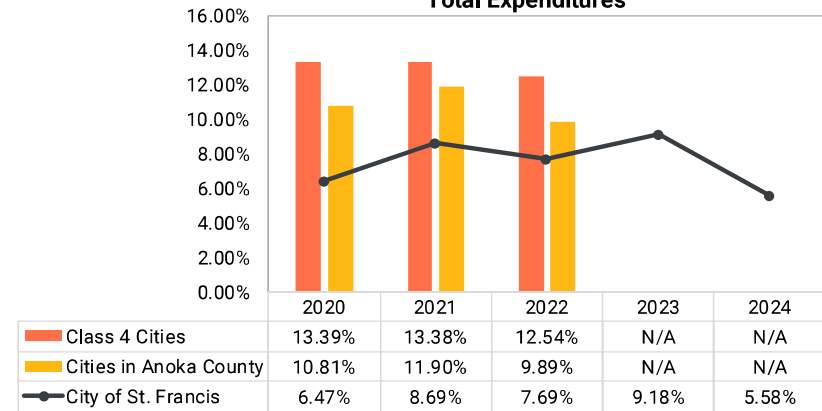
Debt

Key Performance Indicators

Debt Per Capita



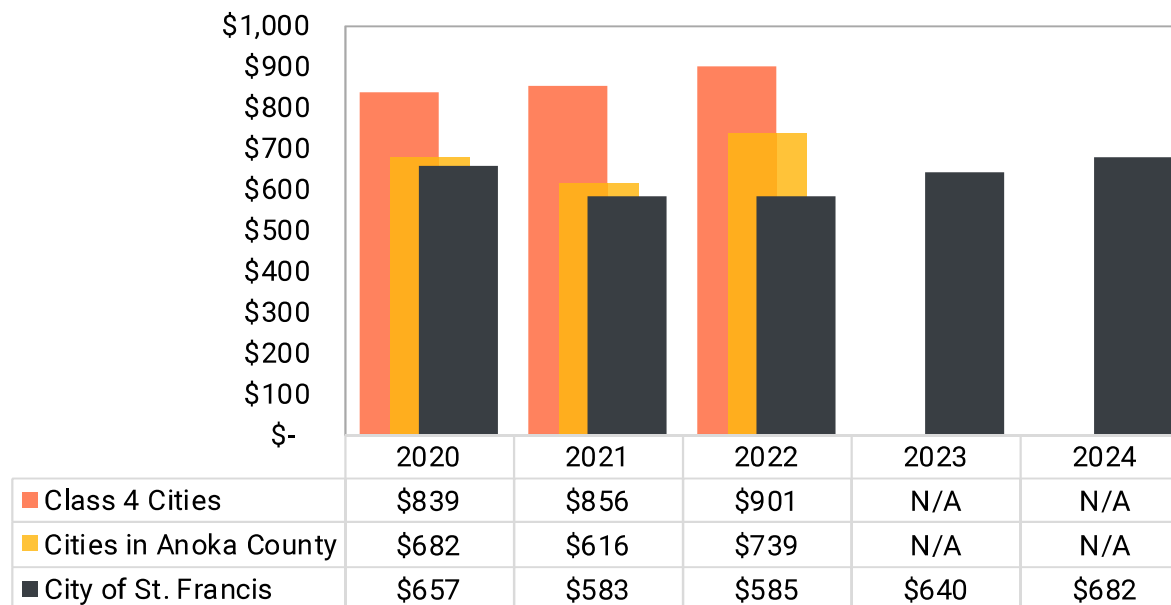
Debt Service Expenditures as a Percent of Total Expenditures



Expenditures

Key Performance Indicators

Current Expenditures Per Capita



Your Abdo Team



Justin Nilson, CPA
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Public Works Quarterly Report – 2025



1st Quarterly Report - 2025



1602 tons of gravel were spread throughout the cities gravel roads.



3700 yards of woodchips were hauled out from the lot across from the City Hall/Fire Station. Some of these chips have been used to create new nature walking trails in our parks.

Stormwater -

- 9 New Construction Residential Inspections
- 3 Accessory Building Inspections
- 1 Pool Inspection
- Staff continues to utilize the RTK to identify stormwater catch basins for future maintenance.



There was actually some snow this year for staff to give our winners of the snow plow ride to school. Its fun to see the smile on the kids faces when they are dropped off at school.



Recycling



Recycling events are moved to the east end of Public Works. We are using the old building to temporarily store recycling until venders can pick it up after events. We are also accepting recyclables during the week by appointment only.



316.8
Miles of Road Plowed



170
Miles of Trail Plowed



413
Cul De Sacs Plowed



228.5
Tons of Salt Applied



52
Events in Parks



137 Hrs
Building Maintenance



105 Hrs
Equipment Repair



210 Hrs
Equipment Maintenance



31
Miles of Road Graded



10
Call Ins

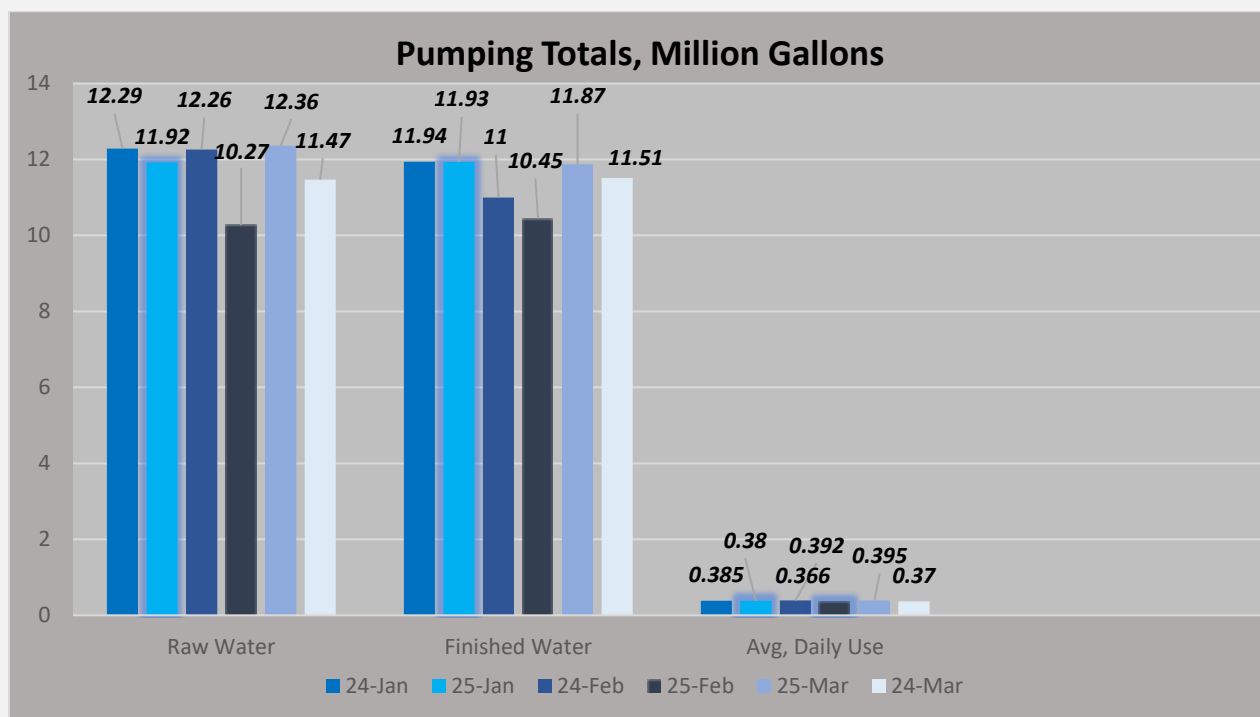


Water and Wastewater 1st Quarter Report

Winter-Spring 2025

To: City Council

Water Treatment Facility Report: The first quarter difference between 2024-2025 monthly and daily water usage.

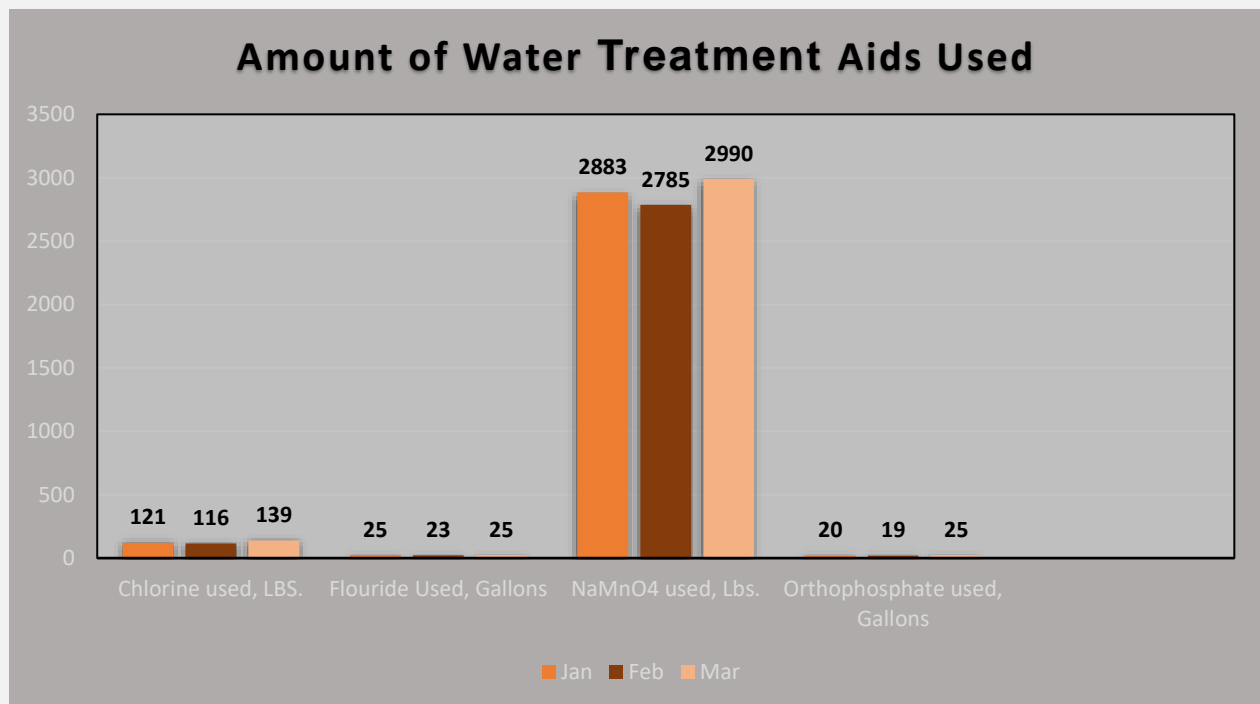


For the first quarter of 2025, we pumped about three percent less finished water than in 2024. We have billed for 35.41 million gallons of water used, compared to pumping 35.08 million gallons of finished water. That is an excellent, water accounted for percentage.

Great news...One major condition that can affect our pumping rates is dry or drought conditions. The DNR classifies drought by intensity. None, abnormally dry, moderate, severe, extreme and exceptional. We are classified as none, compared to northern parts of the state that are experiencing severe conditions.

Water Treatment Facility Task:

TASK	DESCRIPTION	QUANTITY	UNITS
Inspect Facility Daily	Facility Inspection	63	Inspections
Operational Hours	Hours spent at facility.	126	Hours
Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	325	Labs
Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	91	Inspections
Bacteria Samples	Take set of monthly MDH bacteria samples.	20	Samples Per Set



NaMnO₄ or Sodium permanganate is used to remove manganese and radium in raw water. Chlorine, fluoride and Orthophosphate are added to the finished water when leaving the facility.

Water Treatment Facility Lab Results:

Disinfectant	Average Chlorine	.74	Mg/l
Before treatment	Average Raw Iron	.99	Mg/l
Before treatment	Average Raw Manganese	.071	Mg/l
Dental	Average Fluoride	.72	Mg/l
Facility removal rate	Iron Removal	99	%
Facility removal rate	Manganese Removal	87	%

Drinking Water 1st Quarter Summary:

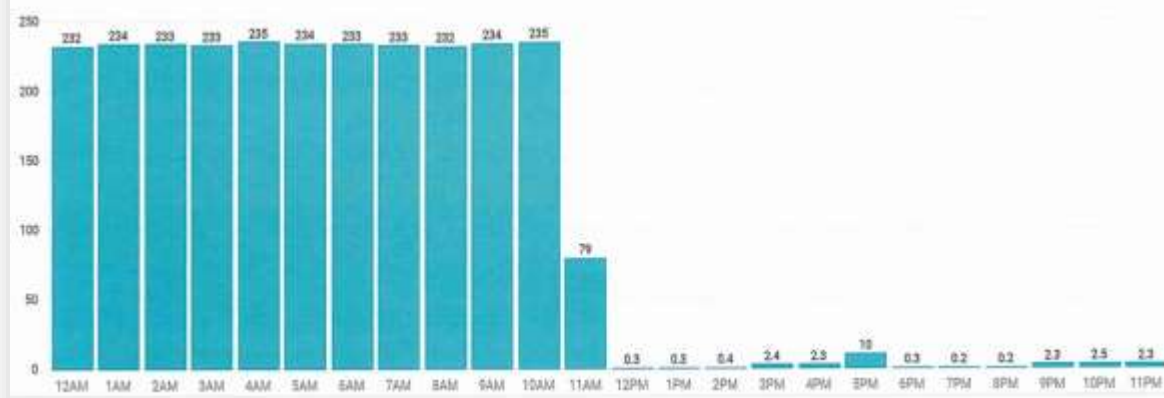
DNR Appropriations: Staff continue to work with our DNR hydrologist to allow an increase with our water appropriations.

High Water Use: Over the winter months, staff continued to monitor high water use, using our Neptune 360 software. Here is just one example from March, of staff assisting one of our residents.

HOURLY CONSUMPTION ANALYSIS

March 24, 2025 - March 24, 2025

Account Number:
Address: 3UTTERFIELD DR NW
MIU ID: 1564207666
Meter Number: 54710059
Unit of Measure: 000



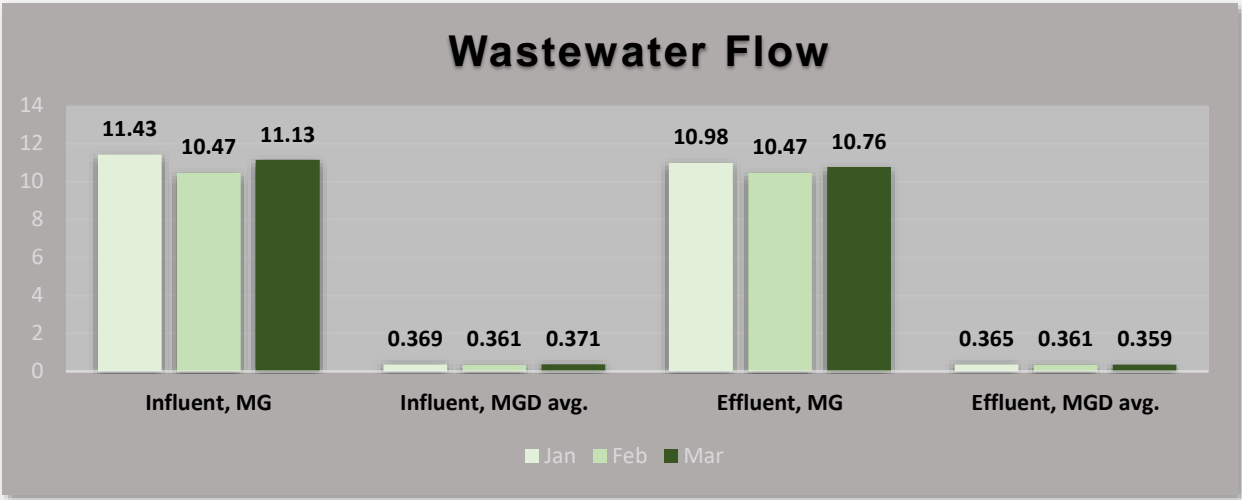
This home was using over two hundred gallons of water an hour! Neptune 360 flagged it as high consumption. After staff reached out to the resident and scheduled an appointment, it was determined that leaking toilet was the cause. The resident was very grateful that this was found.

District Two Asset Management: Staff completed exercising over 300 gate valves. Each valve requires about 15 revolutions to close and 15 to open.

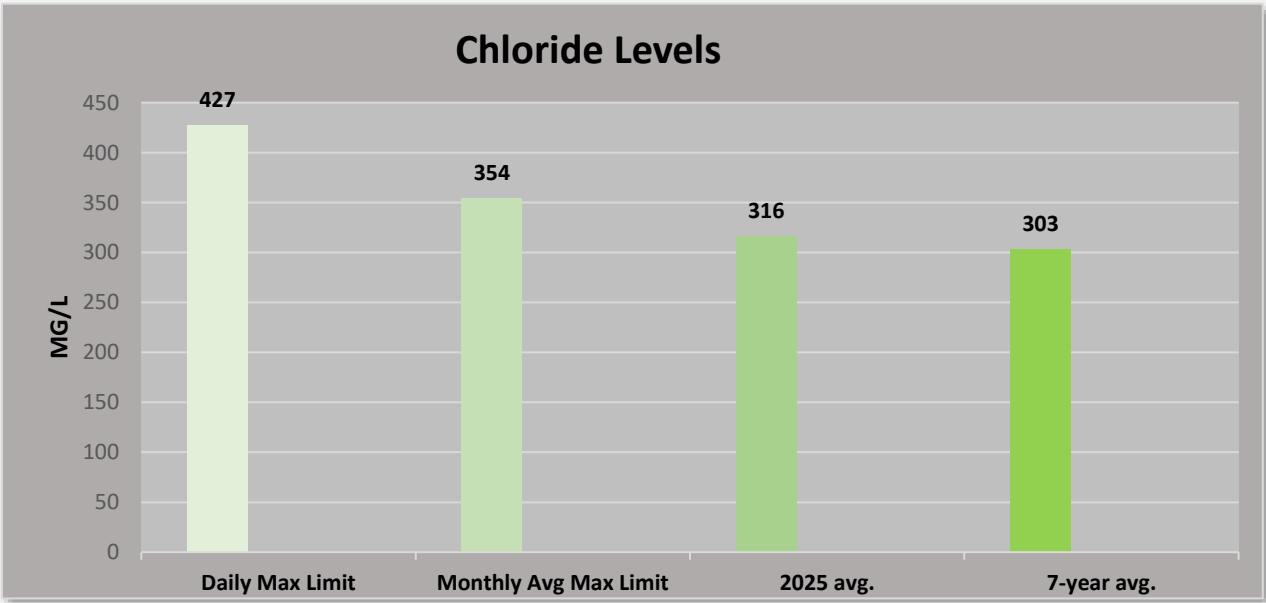
Fire Hydrants: Staff completed greasing over 400 hydrants prior to spring flushing. This is done bi-annually to ensure working order.

Water Treatment Facility Maintenance: Staff completed high service pump and well maintenance. This work includes oil changes and greasing, if needed. They also inspect the packing for correct leakage. They completed rebuilding our chlorine feed system. That work included making a new manifold and installing over 250 feet of tubing.

Wastewater Treatment Facility Report: Our monthly flow totals for the first three months of 2025.



The graph below shows our new, 2026 daily and monthly max limit and our current chloride levels.



Task	Description	Quantity	Units
Monthly Sampling	Perform required monthly sampling: 8 Influent 29 Constituents); 8 Effluent (50 Constituents:	230	Constituents
Operational Hours	Hours spent at facility.	520	Hours
Inspect Operations Building	Daily inspection of building.	63	Inspections
Inspect Pre-treatment Building	Daily inspection of building.	63	Inspections
Inspect Tertiary Building	Daily inspection of building.	63	Inspections
D.O Readings	Take Required D.O Readings.	90	D.O Readings
pH Readings	Take Required pH Readings.	90	pH Readings
Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	496	Lift Station Inspections
Daily Lab	Process Control Test	216	Tests

Facility Report: Wastewater Treatment Facility Lab Results:

	Influent TSS	245	Mg/l
<i>Limit: (15 mg/l)</i>	Effluent TSS	0	Mg/l
<i>Limit: (85 %)</i>	TSS % Removal	100	% Removal
	Influent CBOD	221	Mg/l
<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
	Influent Phosphorus	5.1	Mg/l
<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
	Phosphorus % Removal	100	% Removal
	Influent Ammonia Nitrogen	27.4	Mg/l
<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	0	Mg/l
	Ammonia Nitrogen % Removal	100	% Removal

Summary: The wastewater treatment facility met all MPCA assigned limits this quarter.

Daily Tasks:

Locates	Process Locate Requests	25	Utility Locate Requests
Water/Sewer Connections	Inspect Water and Sewer	3	Inspections
Water Miscellaneous	Work orders:	5	Work Orders

First Quarter Events and Tasks:

Chlorides: Staff has started chloride sampling throughout the city using our eight lift station as a sample sites. Results of this project will be presented after all sampling is complete.

Aeration Blower Maintenance: Staff completed yearly maintenance on the three blowers. This includes oil changes, belt inspections, greasing, and filter changes.

Biosolids Blower Maintenance: Staff completed yearly maintenance on the three blowers. This includes oil changes, belt inspections, greasing, and filter changes.

Rapid Mixer Maintenance: Staff completed maintenance on the rapid mixer. This includes oil changes and greasing.

Clarifier Maintenance: Staff completed maintenance on the clarifier. This includes greasing and oil changes.

UV System: The UV system is up and running for the next eight months. This is used for disinfection of the wastewater.

Met Council Wastewater Facility Tour: Staff was able to go and tour the met treatment facility and meet met council staff. It was a great to see one of the largest facilities in the US in person.

Cyber Security Training: Staff attended a two day training session on cyber threats and how to limit our exposure to threats at our water and wastewater facilities.

MPCA Compliance Inspection: In February, the MPCA was here and completed a compliance inspection of our wastewater facility. This is done about every three years.

A Few Upcoming Projects This Year...and Next:

Woodbine and 229th project will begin soon. Replacement of the fifty year old watermain, curbstops and increasing its size will be a great benefit to the residents. This project will also eliminate one of the few remaining "path" roads.

Sanitary sewer jetting will take place early this summer to make sure that our sanitary collection system is in working order. This is done to eliminate any blockages.

Diamond maps and RTK work is continuing on storm water. Staff is locating all storm pond outfalls and other storm related structures. This will be completed this summer.

Programmable logic Controller (PLC) replacement at the water treatment facility and well house will be happening in May. This equipment is deemed “out of date” and no longer capable of any updates. The main function of this equipment is that it controls all operational functions.

Well 4 VFD replacement will be happen this latter this spring. The current one is over 12 years old and is starting to fail.

And looking into 2026...The water tower will be taken out of service in 2026 for month for a fresh coat of exterior paint. This will not be a complete sand blasting and paint job, but a preventative maintenace coat.

April 2025 St. Francis Fire Department Report

Total Incidents

66

"Dispatch" to "Enroute"
(Average)

9m 20s

"Dispatch" to "At Scene"
(Average)

14m 9s

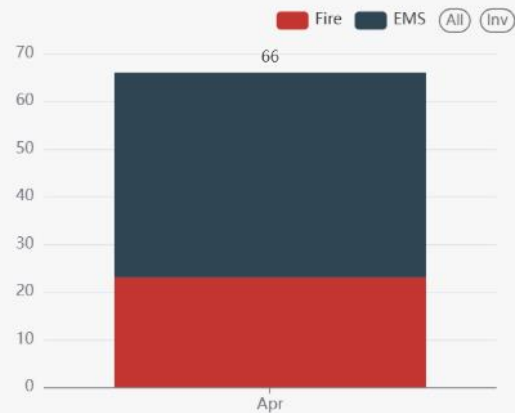
Incident Type Code	Incident Type Description	Fire Or EMS	Incident Count
321	EMS call, excluding vehicle accident with injury	EMS	38
611	Dispatched & canceled en route	Fire	5
111	Building fire	Fire	4
5532	Phone Call Assist	EMS	2
700	False alarm or false call, other	Fire	2
143	Grass fire	Fire	2
322	Motor vehicle accident with injuries	EMS	2
413	Oil or other combustible liquid spill	Fire	1
651	Smoke scare, odor of smoke	Fire	1
324	Motor vehicle accident with no injuries.	EMS	1
735	Alarm system sounded due to malfunction	Fire	1
7441	False crash/fall alarm from smartphone/smart watch, unintentional	Fire	1
551	Assist police or other governmental agency	Fire	1
141	Forest, woods or wildland fire	Fire	1
123	Fire in portable building, fixed location	Fire	1
142	Brush or brush-and-grass mixture fire	Fire	1
118	Trash or rubbish fire, contained	Fire	1
561	Unauthorized/Illegal burning	Fire	1

Incident Volume by Alarm Type

Recorded Shift	Incident Count
STATION 1	36
ALL CALL	18
STATION 2	9
DUTY OFFICER	3

Fire Dispatch Code Description	Incident Count
Medical	9
Med - Med - Heart	7
Med - Med - Breathing-Difficult	5
GRASS FIRE	5
Personal Inj Accident	5
Fire Alarm No Smoke	4
Med - Med - Seizure	4
Med - MEDICAL	4
Structure Fire	3
Med - Med - Uncon	3
STRUCTURE FIRE	3
Phone Call Request	2
Med - Med - Fall	2
Med - Abdominal Pain	2
Fluid Clean Up	1
Assist	1
Suicide Attempt In Prog	1
Med - Med - Alarm	1
Smoke Outside	1
Illegal Burn	1
MED STROKE	1
Med - Med - Assault	1

Total Incidents by Month



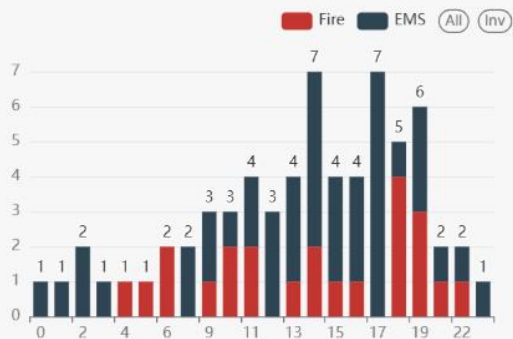
Current Incident Volume
Projected YoY Change (YTD)

10.55%

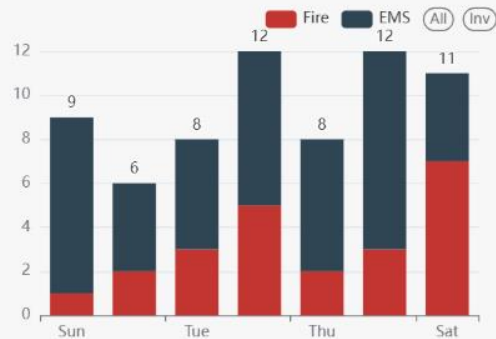
Average Daily Incidents Department Wide

2.2

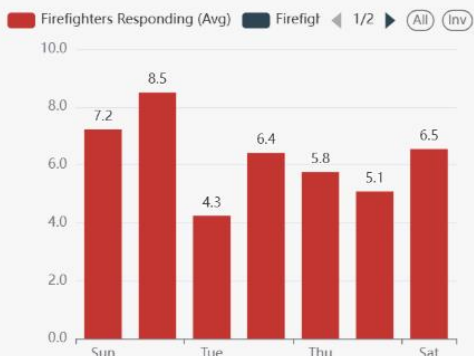
Incident Count by Hour of Day



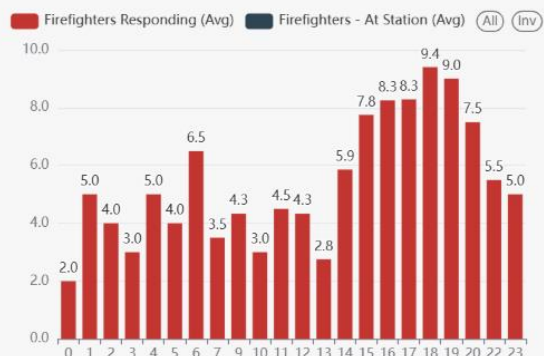
Incident Count Day of Week



Firefighter Response by Day of Week (Avg)



Firefighter Response by Hour of Day (Avg)



Incidents - Fire

23

Incidents - EMS

43

"Dispatch" to "Clear"
(Average)

40m 13s

Content Loss

\$2

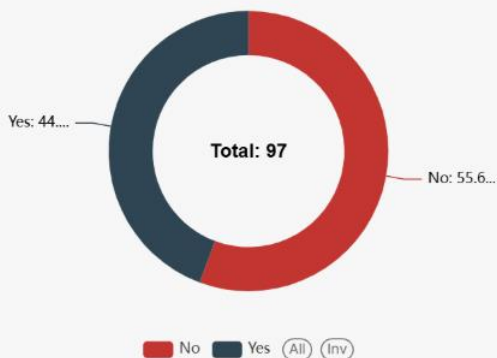
Property Loss

\$3,002

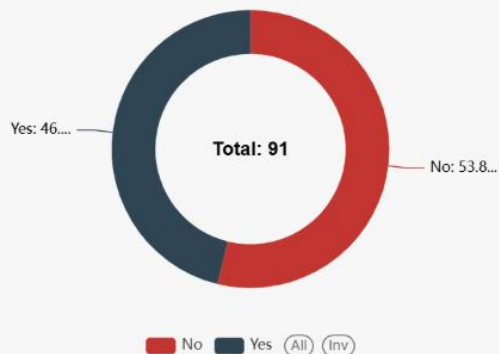
Total Property & Content Losses

\$3,004

Turn Out Goal Met? (5 Minutes)



Time to Arrival Goal Met? - (10:00)



Mutual Aid Given

9

Mutual Aid Given

Show All

entries

Provided Mutual Aid	Incident Count
Nowthen Fire Department	5
Andover Fire Department	2
East Bethel Fire Department	1
Oak Grove Fire Department	1

Mutual Aid Received

2

