



CITY COUNCIL REGULAR MEETING
City Hall: 3750 Bridge St NW
Monday, January 05, 2026 at 6:00 PM

AGENDA

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**
 - A. City Council Minutes - December 15, 2025
 - B. Council Appointments
Resolution 2026-01 Approving the appointments for 2026
 - C. Job Description Update – Finance Director
 - D. Payment of Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
- 8. OLD BUSINESS**
 - A. 2025 Code Revisions – 2nd Reading Revised
Ordinance 352 modifying divisions 2,4,6,7,8, and 9 in the zoning code
Resolution 2026-02 authorizing the Summary Publication of ordinance 352, modifying chapter 10 zoning in the city code
- 9. NEW BUSINESS**
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
 - A. City Administrator Report
- 12. MAYOR REPORT - DISCUSSION ITEMS**
 - A. Returning to 1957 MN State Flag
 - B. Post Election Review Discussion
- 13. COUNCIL MEMBER REPORTS**
- 14. UPCOMING EVENTS**
 - January 06 - URRWMO Meeting 6:30 pm (Oak Grove City Hall)
 - January 19 - City Offices Closed
 - January 20 - City Council Meeting (Tuesday) 6:00 pm
 - January 21 - Planning Commission Meeting *CANCELLED*
- 15. ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
December 15, 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 Jodie Steffes, Assistant City Attorney Travis Lutz (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, and Fire Chief Dave Schmidt,

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carries: 5-0

4. CONSENT AGENDA

A. City Council Minutes - December 1, 2025

B. Personnel Policy Updates

C. Accept Resignations of Fire Department Personnel

D. Accept Firefighter Evan Sturlz's Resignation

E. Payment of Claims

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

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

Nays: None

Motion carries: 5-0

5. MEETING OPEN TO THE PUBLIC

Barb Anderson, Parks Commission Chair, came forward and shared that she is here responding to the suggestions made by some residents at the last Council

meeting to cut funding to parks. She explained that the Parks Commission follows a park system plan. She noted that this was adopted in 2022 and is still used today. She said that parks are not just parks; they are an avenue of connection for residents to come together as a community. She stated that parks in the City are used by both young and old. She shared that St. Francis is on the lower end when compared to other cities of similar size in their park spending. She added that the City and Commission are doing very well with a small amount of funding for parks. She shared that parks also improve property values. She said they need to think long-term when it comes to the impact of parks. She thanked the Council for its support of the Parks Commission.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS

A. 2025 Code Revisions – Second Reading

Ordinance 352 Modifying divisions 2, 4, 5, 6, 7, 8, and 9 of the zoning code

Resolution 2025-61 Authorizing summary publication of Ordinance 352

Community Development Director Steffes reviewed the Staff report in regard to the 2025 code revisions.

MOTION BY: UDVIG SECOND: FAANES TO ADOPT ORDINANCE 352 MODIFYING DIVISIONS 2, 4, 5, 6, 7, 8, AND 9 OF THE ZONING CODE.

A roll call vote was performed:

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

Motion carried: 5-0

MOTION BY: ROBINSON SECOND: MUEHLBAUER TO ADOPT RESOLUTION 2025-61 AUTHORIZING SUMMARY OF PUBLICATION OF ORDINANCE 352.

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

Nays: None

Motion carries: 5-0

9. NEW BUSINESS

A. Resolution of PERA-SVF Pension Transfer to the Rum River Fire District

Resolution 2025-60 Opting to transfer records, assets, and liabilities from City of St. Francis Fire Department to the Rum River Fire District

Fire Chief Schmidt reviewed the Staff report concerning authorizing the transfer of Fire Department records, assets, and liabilities in the PERA-SVF fund to the Rum

River Fire District.

Faanes asked if the City still puts in \$500 per firefighter to these accounts or if the Fire District will start doing this. Schmidt shared that the Fire District intends to continue this contribution.

MOTION BY: MUEHLBAUER SECOND: ROBINSON TO ADOPT RESOLUTION 2025-60 OPTING TO TRANSFER RECORDS, ASSETS, AND LIABILITIES FROM CITY OF ST. FRANCIS FIRE DEPARTMENT TO RUM RIVER FIRE DISTRICT.

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

Nays: Faanes

Motion carries: 4-1

B. Fiscal Agent Agreement with the Rum River Fire District
Resolution 2025-62, entering into a fiscal agent agreement with the Rum River Fire District and granting signatory authority

City Administrator Thunstrom reviewed the Staff report in regard to the fiscal agent agreement with the Rum River Fire District.

Faanes asked if the Fire District's money would still be controlled by the City through this agreement. Thunstrom shared that Finance Director Mulvihill will still be over the funds; however, all of the direction for payments and authorization will come from the Fire District. She added that Mulvihill will be a contracted employee of the Fire District.

Faanes asked how long St. Francis will be the fiscal agent. Thunstrom said it will be a five-year term with automatic renewal of five-year terms.

Faanes asked if changes to the terms of the fiscal agent agreement would have to be approved by the Council. Thunstrom said yes and noted that the Fire District Board would also have to approve the change.

Muehlbauer noted that the largest part of this will be setting the budget every year.

MOTION BY: UDVIG SECOND: MUEHLBAUER TO ADOPT RESOLUTION 2025-62 ENTERING INTO A FISCAL AGENT AGREEMENT WITH THE RUM RIVER FIRE DISTRICT AND GRANTING SIGNATORY AUTHORITY.

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

Nays: None.

Motion carries: 5-0

C. Shared Space User Agreement with the Rum River Fire District
Resolution 2025-63, entering into a shared space user agreement with the Rum River Fire District and granting signatory authority

Thunstrom reviewed the Staff report concerning the shared space agreement with the Rum River Fire District.

Faanes asked about the term being 99 years for this agreement. Thunstrom shared that they have the ability to terminate this agreement at any time by a vote from the Council and Fire Board.

Faanes asked what would happen to the assets if this agreement were terminated. Thunstrom shared that this is addressed in the JPA.

Faanes shared her concerns that they would be giving these assets and equipment to a third party with no way to get them back fully if this agreement is ever terminated. Schmidt explained that if the Fire District is to ever fall apart, then the equipment would still be used for its intended use and be given back to the City. He noted that the Fire District will assume all of the maintenance and liability of this equipment.

Mayor Vogel added that it is not like this third party is completely separate from the City, as the Fire Board will have two members from the Council serving on it.

Muehlbauer shared that he had similar concerns to Faanes but was able to talk with Staff earlier to clear up his concerns.

MOTION BY: MUEHLBAUER SECOND: UDVIG TO ADOPT RESOLUTION 2025-63 ENTERING INTO A SHARED SPACE AGREEMENT WITH THE RUM RIVER FIRE DISTRICT AND GRANTING SIGNATORY AUTHORITY.

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

Nays: Faanes

Motion carries: 4-1

D. Transfer and Donation of Equipment Agreement

Resolution 2025-64 Approving the Donation of Property to the Rum River Fire District and Granting Signatory Authority

Thunstrom reviewed the Staff report in regard to the donation of property and assets to the Rum River Fire District.

Faanes shared that she wished that there were an estimated value outlined for these items as part of the equipment agreement, as it is a large list that has a lot of value. She said she is not comfortable with donating this equipment that was purchased using taxpayer dollars. Schmidt shared that they are getting an assessed value of all of these items for the City's records, and he is happy to share this when they have this finalized.

Faanes asked if the Fire Station building would still be covered by the City's insurance. Thunstrom shared that both the City and the Fire District will have insurance coverage through the League of Minnesota Cities.

Muehlbauer asked if everything on this list of equipment depreciates. Schmidt said no.

MOTION BY: ROBINSON SECOND: MUEHLBAUER TO ADOPT RESOLUTION 2025-64 APPROVING THE DONATION OF PROPERTY TO RUM RIVER FIRE DISTRICT AND GRANTING SIGNATORY AUTHORITY.

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

Nays: Faanes

Motion carries: 4-1

E. Employment Transition and Separation Agreement

Resolution 2025-65 Entering into an Employment Transition and Separation Agreement with the Rum River Fire District and Granting Signatory Authority

Thunstrom reviewed the Staff report concerning an employment transition and separation agreement with the Rum River Fire District.

Faanes asked if the Fire District employees would have their own email addresses. Schmidt said yes and noted that they have already secured their domain name for the new email addresses and website.

Faanes asked if the language around the Fire Department would be taken out of the City's employee handbook. Thunstrom said they will not be taking it out yet since the Fire District is still being finalized; however, they will likely make housekeeping revisions to the Personnel Policy next fall.

Faanes asked how they would know the vetting process that was followed for the hiring of firefighters who were not hired by St. Francis. She noted that these employees will now have access to the City Hall Fire Station. Schmidt shared that Fire District employees will only have limited access to the City Hall portion of the building. He noted that only Captains and above would have this access. He added that they are not changing how they vet their employees.

Faanes asked if the employees who are transferring over into the Fire District will have to go through this vetting process. Schmidt said they have already gone through this during their initial hiring process.

MOTION BY: MUEHLBAUER SECOND: UDVIG TO ADOPT RESOLUTION 2025-65 ENTERING INTO AN EMPLOYMENT TRANSITION AND SEPARATION AGREEMENT WITH THE RUM RIVER FIRE DISTRICT AND GRANTING SIGNATORY AUTHORITY.

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

Nays: Faanes

Motion carries: 4-1

10. MEETING OPEN TO THE PUBLIC

Hunter Carlson came forward and thanked Schmidt, Thunstrom, and City Clerk Wida for getting them a step closer to the Rum River Fire District. He thanked the Council and Staff for serving its citizens so well.

11. REPORTS**A. City Administrator Year-End Report**

Thunstrom reviewed the year-end City Administrator report for 2025. She shared that they had two big administrative projects this year: the Rum River Fire District and the construction of Highway 47. She added that this year, they also opened the City Hall Fire Station. She noted that the Council met 24 times with no Special Meetings and only 7 Work Session Meetings. She shared that the Parks Commission met four times throughout the year and is continuing to work on the ice rink and warming house project. She stated the dog park and Farmer's Market were a huge success this year. She noted that six land use applications came through, and Eagle Point at Vista Prairie opened this year. She added that they currently have 20 City employees with over 10 years of employment in the City. She noted that there were no retirements this year. She shared that the Personnel Committee met this year, and they are continuing to look at ideas to better work for the St. Francis employees. She said all financial documents are available online. She explained that they are continuing to work on their cybersecurity efforts. She shared that they are wrapping up work with the Fire District and will be working with the Police Department next year with their new K-9 unit. She noted that they will continue to require funds for the Highway 47 utility project. She added that they will be updating their website for 2026.

Faanes said she would love to know more about the Personnel Committee and what they do. Thunstrom explained that this is a Committee made up of a few people from each department that gets together at least twice a year to talk about what is working and what is not from a Staff perspective.

Mayor Vogel asked if this Committee reports back to Thunstrom on what they discuss. Thunstrom said yes.

The Council thanked Thunstrom and Staff for all of their hard work in 2025.

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 that he takes accountability for not knowing that they were voting on the budget at the last meeting. He explained that he researched some ideas that the City could pursue to save money, including leasing the 40 acres off of Roanoke, reducing community events, or possibly raising sales tax; however, he needs to research this further to see if it would be possible without having a project tied to it. He noted that residential and commercial growth is still the best

option. He added that they could look into different incentives to attract new businesses to the City. He said that tax abatement and TIF are two of the biggest incentives they can offer, and while they would not be getting the new tax for these businesses right away, they are also not covering the tax for these new businesses. He stated that if they stay stagnant when it comes to growth, then costs will continue to rise for those who are in the City. He read the guidelines around TIF and its benefits.

Faanes thanked Ms. Anderson for coming forward this evening to give more information about the Parks Commission. She noted that parks are not only beneficial for the children, but also for their parents. She shared that she attended the School Board budget hearing last week, and there were about the same number of residents in attendance at this meeting as there were at the City's budget hearing. She noted that the School portion of her taxes increased 27% this year; however, the budget was passed in a 5-2 vote. She added that the budget was high primarily due to the need to replace the HVAC system. She said she would like the City to redo its webpage to help people find information more easily.

Thunstrom shared that they are already underway with a website revamp, moving to a newer platform.

Udvig shared that she attended the tree lighting event this year, and it was a great event. She thanked Ms. Anderson for her continued involvement in coming to City meetings and her leadership on the Parks Commission. She also thanked firefighter Sturlz for all he has done for the Fire Department and said he will be greatly missed.

Robinson shared that he has been attending the Fire District meetings and noted that they are going to start recording these meetings for the public. He thanked Ms. Anderson for continuing to show up for the City. He shared that the Chamber of Commerce has a podcast and encouraged residents to listen in.

Faanes thanked Public Works Director Carpenter and his Staff for their work clearing the snow in the recent snow events.

Mayor Vogel shared that he attended the tree lighting, and it was a fantastic event. He added that he attended a smart salt webinar put on by the State concerning chloride. He encouraged residents to stop into the hardware store to meet the new owners. He wished the residents a Merry Christmas and a Happy New Year.

13. UPCOMING EVENTS

December 17 - Planning Commission Meeting - Cancelled

December 18 - Santa at the Police Station 5:00 - 7:00

December 24 - City Offices closed

December 25 - City Offices closed

January 01 - City Offices closed

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 Vogel adjourned the regular City Council at 7:04 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Council Appointments
DATE: January 5, 2026

OVERVIEW:

Annual appointments for the 2026 Calendar year.

Please let the City Administrator know as soon as possible if your assignment will not work with your schedule for reappointment to another Council member.

ACTION TO BE CONSIDERED:

Council to approve Resolution 2026-01 Approving the Appointments for 2026

Attachments:

- Resolution 2026-01 Approving the Appointments for 2026

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

RESOLUTION 2026-01

A RESOLUTION APPROVING THE APPOINTMENTS FOR 2026

Mayor Pro Tem:	Kevin Robinson, Council Member
City Assessors:	Erik A. Skogquist, SAMA Mary Wells, CMA
City Attorney:	Barna, Guzy & Steffen, Ltd.
City Engineer:	Hakanson Anderson
Planning Consultants:	Hoisington Koegler Group Inc. (HKGI)
Health Care Services:	Allina Medical Clinic – Cambridge
Weed Inspector:	Mark Vogel, Mayor
Assistant Weed Inspector:	Paul Carpenter, Public Works Director
Emergency Management Director:	Todd Schwieger, Police Chief
Anoka County Joint Law Enforcement Council:	
Police Chief	Todd Schwieger, Police Chief
Council Representative	Kevin Robinson, Council Member Alt: Kate Thunstrom, City Administrator
Official Newspaper:	Anoka County Union Herald
Official Public Depository:	Village Bank of St. Francis Ehlers & Associates 4M Fund
Financial Consultant/Bond Underwriter:	Ehlers & Associates
Official Signatures:	Mark Vogel, Mayor Kevin Robinson, Mayor Pro Tem Kate Thunstrom, City Administrator Jennifer Wida, City Clerk Darcy Mulvihill, Finance Director (2 signatures required)

Council Representatives to Boards/Commissions/Committees:

Planning Commission:	Kevin Robinson, Council Member
Charter Commission:	Sarah Udvig, Council Member Amy Faanes, Council Member
Independent School District 15 (SFAS):	Amy Faanes, Council Member
Park Commission:	Sarah Udvig, Council Member
Economic Development Authority: Council Representative Council Representative	Joe Muehlbauer, Council Member Amy Faanes, Council Member
Upper Rum River Watershed Management Organization: Resident Members	Sarah Udvig, Council Member Andrew Wood, Resident
Metropolitan Council:	Mark Vogel, Mayor
Heritage Preservation Commission:	City Council
Pioneer Days: Council Representative Staff Representative	Sarah Udvig, Council Member Jenni Wida, City Clerk
Anoka County Fire Protection Council: Fire Chief Council Representative	David Schmidt, Fire Chief Mark Vogel, Mayor Alt: Joseph Muehlbauer, Council Member

The motion for the adoption of the foregoing resolution was made by Council Member _____ and was duly seconded by Council Member _____ and upon vote being taken thereon, the following voted in favor:
and the following voted against the same:

ADOPTED BY THE CITY COUNCIL OF ST. FRANCIS THIS 5th DAY OF JANUARY 2026.

APPROVED:

Mark Vogel, Mayor

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Job Description Update – Finance Director
DATE: January 5, 2026

OVERVIEW:

As we prepare to post for the Finance Director position, it was realized that the job description had not been updated since 2007. With industry changes, regulations and job duties that have evolved over the last 18 years, we made substantial changes to the description.

Staff is preparing to post the position from January 12th until February 9th. At that time interviews will be scheduled with a Staff group as well as with City Council.

REQUESTED COUNCIL ACTION:

Council is requested to review and approve the updates as presented by staff.

Attachments:

- Job Description – Finance Director, dated January 2026

City of
ST. FRANCIS

POSITION PROFILE

Effective Date:	January 2026	Status:	Exempt
Position Title:	Finance Director	Department:	Finance
Accountable to:	City Administrator	Date Approved:	January 20,2026

Primary Objectives:
Provide reliable professional services in directing, overseeing, and supervising the City Finance Department. Perform responsibilities that include complex data analysis, budget forecasting, overseeing accounts and budgets and making strategic decisions in the financial and accounting operations of the City.

Supervision Received
Works under the administrative direction of the City Administrator

Supervision Exercised
Provides general and technical supervision to staff performing payroll, accounts payable and accounts receivable functions, in whole or in part.

MAJOR AREAS OF ACCOUNTABILITY

Payroll and Daily Accounting

- Coordinates the administration of the ERP software, currently BS&A, and works with departments to ensure effective and consistent use of the software.
- Process bi-weekly and weekly payroll. Includes transmitting benefit contributions to third party administrators and processing ACH payments. Maintains Sick, Vacation and other leave accruals and processes adjustments. Includes following all employee contract agreements.
- Process monthly, quarterly and yearly reports to local, State and Federal agencies.
- Ensures timely reconciliation of bank accounts
- Prepare quarter financial reports to communicate the financial status of the City to Council.

- Clear and proactive communication within newsletters, online and social platforms regarding city financial situations to meet public transparency expectations.
- Oversee and administers the collection of all accounts receivable to ensure that proper amounts are billed and delinquent accounts collected, oversee or prepares journal entries; oversees accounts payable and documents all financial transactions in conformance with generally accepted accounting principles.
- Overseeing the management of accounting records concerning accounts payable, payroll, receipts and related financial records and reports, provides direction and corrective action when needed.
- Oversees the management of digital payment systems for all departments.
- Coordinates and oversees utility billing activities to ensure bills are accurate, issued on time and aligned with adopted rates, policies and applicable regulations.
- Supports the Bottle Shop financial needs including financial systems, ongoing accounting and financial management.
- Ensures sound accounting and payroll policies and procedures are followed for the management of the City's financial affairs.
- Develop reliable cash management plans to ensure that monies are available when needed from the sale of bonds and/or the liquidation of investments.
- Invests City's money with the help of the city's investment advisor to the greatest extent possible using care and judgment with consideration for the safety and rate of return on the investment; prepares journal entries to record investments and interest transactions.
- Provides advice and recommendations to the City Administrator and other members of the management team; reviews financial considerations of proposals submitted by department heads management staff, making appropriate comments and suggestions.
- Provides operational support as necessary at the front desk for finance and utility billing.
- Aid in the calculation and collection of WAC and SAC fees for commercial buildings and new construction. Prepares reports necessary to set rates of the water and sewer utilities.

Annual Financial Management

- Coordinate end-of-year payroll processes and preparation, delivery and filing of W-2's and 1099's and annual PERA reporting

- Responds to surveys from the League of Minnesota Cities, MUMA and other agencies regarding salary and benefit programs, census and other requests for information as directed by the City Clerk.
- Coordinates the City insurance programs and policies in a manner which will ensure that needed coverage is always in effect at a cost to the City that is consistent with coverage required
- Prepares and presents on Annual Budget, Capital Improvement Program, Comprehensive Financial Reports and Financial Plans. Ensure all documents and placed online for transparency.
- Coordinates the planning and drafting of the annual budget for submission to the City Administrator including coordination of each department, assisting the City Administrator in reviewing department budget requests, recommending revisions and preparing the budget documents.
- Oversee Long Term Financial planning efforts to assure the desired level and quality of service is provided; overall cost and operation needs of the city are met while developing long and short-range goals for implementation.
- Coordinate and oversee the annual audit process alongside the audit firm for the completion of the annual and preparation of the Annual Comprehensive Financial Report. Work towards timely corrections of any findings or compliance requirements.
- Model resilience planning and scenarios for community tax and rate users on long term needs for stabilization and sustainability and any crisis management impacts.
- Maintains finance department record retention
- Develops and implements policies and procedures for effective operation of the department consistent with City policies and relevant laws, rules, and regulations, and ensuring Council actions are implemented.

Supportive Actions

- Work closely with all departments to support donation and grant tracking and management ensuring timely invoices and collections of reimbursements.
- Arranges the sale of bonds to finance capital projects and coordinates with all departments to determine financial planning and funding of construction projects; oversees accounting for escrow fees for billing.
- Make formal presentations to credit rating firms to maintain and improve City credit ratings.
- Supervises accounting staff including, but not limited to, recommending hiring, ensuring contracts, personnel policies and safety rules are followed, assigning and reviewing work,

conducting performance evaluations, providing training and coaching and providing rewards and recommending discipline.

- Make public presentations and respond to questions and concerns from the public related to the budget or financing; attend and make presentations at City Council meetings as required; may give presentations to civic and governmental organizations.
- Oversee escrows working with Community Development to ensure active and appropriate. Monthly invoicing and management to support city collections and accuracy.
- Coordinate with Metro-Inet on security standards, IT inventory and annual computer replacements. Serving as the Alternate to City Administrator on Metro-Inet Board of Directors
- Works directly with the City Administrator to support departments on Cybersecurity including contingency planning, internal controls and coordination of data.
- While under contract for, acts as fiscal agent for the Rum River Fire District including; payments, receipts, budgeting and payroll.
- Performs other duties and assumes other responsibilities as needed or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of municipal accounting and finance principles, practices and procedures.
- Knowledge of budget preparation and administration.
- Knowledge of City purchasing and financing policies and procedures.
- Knowledge of State and Federal laws, rules and regulations relating to financial management and accounting in municipal government.
- Knowledge of effective customer service practices.
- Ability to analyze complex information, utilizes resources, develop alternatives and prepare reports.
- Ability to type and enter data with speed and accuracy including statistical data, operate normal office equipment including a networked personal computer, MS Word, financial data base and spreadsheet software.
- Ability to use creativity and sound judgment to resolve differences and respond to challenges.
- Ability to direct operations and work cooperatively with other departments to meet the financial and budgetary needs of the City.
- Ability to recognize, trace and correct errors in accounting entries and reports.
- Ability to communicate effectively and tactfully, both orally and in writing, including making presentations.
- Ability to apply policy and accounting principles and direct others in appropriate application.
- Ability to provide effective leadership and promote teamwork.
- Ability to hear and speak when conversing in person or by phone.
- Ability to see and read computer screens and documents.

- Ability to prioritize work and meet deadlines.
- Working ability to sit for long periods of time and to operate a personal computer including word processing, spreadsheet and cloud-based software.
- Working ability to supervise and motivate staff.

MINIMUM QUALIFICATIONS

- Bachelor's degree in finance, business, economics or a related field, plus 3 or more years' experience; or
- Must have extensive knowledge of government and general accounting procedures. Public-sector experience preferred.
- Valid Minnesota Driver's License required



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: January 5, 2026

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$218,169.81 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Direct Transfers – \$2,568,290.49

Manual Checks- N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 01-05-2026 Packet List-\$218,169.81
- 01-05-2026 ACH Payment July to September 2025-\$2,568,290.49

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/06/2026 - 01/06/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4D.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
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Vendor 15 - AIRGAS NORTH CENTRAL

9167621621 00043424	AIRGAS NORTH CENTRAL CYLINDER CAP AND OXYGEN	12/16/2025 DROBERTSON		86.87	86.87	Open	N 12/31/2025
	101-43100-40217	OTHER OPERATING SUPPLIES		17.37			
	101-43210-40217	OTHER OPERATING SUPPLIES		17.37			
	101-45200-40217	OTHER OPERATING SUPPLIES		17.37			
	601-49440-40217	OTHER OPERATING SUPPLIES		17.37			
	602-49490-40217	OTHER OPERATING SUPPLIES		17.39			

Total Vendor 15 - AIRGAS NORTH CENTRAL

86.87	86.87
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Vendor 3811 - ANOKA COUNTY TREASURY

B251215P 00043399	ANOKA COUNTY TREASURY NOVEMBER AND DECEMBER FIBER	12/19/2025 DMULVIHILL		75.00	75.00	Open	N 12/31/2025
	101-42110-40321	TELEPHONE		12.50			
	101-42210-40321	TELEPHONE		12.50			
	101-43100-40321	TELEPHONE		12.50			
	101-45200-40321	TELEPHONE		12.50			
	601-49440-40321	TELEPHONE		12.50			
	602-49490-40321	TELEPHONE		12.50			

Total Vendor 3811 - ANOKA COUNTY TREASURY

75.00	75.00
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Vendor 2591 - ASPEN MILLS

367285 00043395	ASPEN MILLS BULERA-UNIFORM	12/18/2025 DROBERTSON		179.80	179.80	Open	N 12/31/2025
	101-42110-40437	UNIFORMS		179.80			
367491 00043400	ASPEN MILLS UNIFORM- N.SCHWIEGER	12/22/2025 DROBERTSON		246.80	246.80	Open	N 12/31/2025
	101-42110-40437	UNIFORMS		246.80			
367518 00043422	ASPEN MILLS UNIFORM-BARCK	12/22/2025 DROBERTSON		46.00	46.00	Open	N 12/31/2025
	101-42110-40437	UNIFORMS		46.00			

Total Vendor 2591 - ASPEN MILLS

472.60	472.60
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Vendor 53 - BELLBOY CORPORATION BAR SUPPLY

0110640800 00043374	BELLBOY CORPORATION BAR SUPPLY	12/17/2025		319.96	319.96	Open	N 12/17/2025
	MISC/OPERATING CBUSKEY						
	609-49751-40206	FREIGHT		7.46			
	609-49751-40254	MISCELLANEOUS MERCHANDISE		199.50			
	609-49750-40210	OPERATING SUPPLIES		113.00			

0209925200 00043375	BELLBOY CORPORATION BAR SUPPLY	12/17/2025		560.49	560.49	Open	N 12/17/2025
	LIQUOR CBUSKEY						
	609-49751-40206	FREIGHT		13.50			
	609-49751-40251	LIQUOR		546.99			

0110671200 00043425	BELLBOY CORPORATION BAR SUPPLY	12/23/2025		(141.00)	(141.00)	Open	N 12/23/2025
	MISC CBUSKEY						
	609-49751-40254	MISCELLANEOUS MERCHANDISE		(141.00)			

Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY

739.45

739.45

Vendor 7244 - BREAKTHRU BEVERAGE

12483864 00043409	BREAKTHRU BEVERAGE	12/23/2025		243.67	243.67	Open	N 12/23/2025
	LIQUOR CBUSKEY						
	609-49751-40206	FREIGHT		0.96			
	609-49751-40251	LIQUOR		242.71			

124843152 00043410	BREAKTHRU BEVERAGE	12/23/2025		7,131.84	7,131.84	Open	N 12/23/2025
	LIQUOR/MISC/WINE CBUSKEY						
	609-49751-40206	FREIGHT		106.82			
	609-49751-40253	WINE		360.00			
	609-49751-40254	MISCELLANEOUS MERCHANDISE		40.00			
	609-49751-40251	LIQUOR		6,625.02			

Total Vendor 7244 - BREAKTHRU BEVERAGE

7,375.51

7,375.51

Vendor 10807 - BRITZ STORE EQUIPMENT, INC.

116771 00043421	BRITZ STORE EQUIPMENT, INC.	12/22/2025		1,602.43	1,602.43	Open	N 12/31/2025
	SHELVING DROBERTSON						
	609-49750-40228	EQUIPMENT MAINTENANCE		1,602.43			

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Vendor 10807 - BRITZ STORE EQUIPMENT, INC.							
Total Vendor 10807 - BRITZ STORE EQUIPMENT, INC.				1,602.43	1,602.43		
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
3229962							
00043413	CAPITOL BEVERAGE SALES, L.P	12/23/2025		330.00	330.00	Open	N
	THC	CBUSKEY					12/23/2025
	609-49751-40257	THC		330.00			
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				330.00	330.00		
Vendor 10774 - CONTINUA INTERIORS OF MINNESOTA, LLC							
82141							
00043449	CONTINUA INTERIORS OF MINNESOTA, LL	12/30/2025		320.00	320.00	Open	N
	LABOR FOR CITY HALL MICROPHONES	DMULVIHILL					12/31/2025
Total Vendor 10774 - CONTINUA INTERIORS OF MINNESOTA, LLC				320.00	320.00		
Vendor 4854 - CRYSTAL SPRINGS ICE							
02-503367							
00043412	CRYSTAL SPRINGS ICE	12/23/2025		88.75	88.75	Open	N
	MISC	CBUSKEY					12/23/2025
	609-49751-40206	FREIGHT		4.00			
	609-49751-40254	MISCELLANEOUS MERCHANDISE		84.75			
Total Vendor 4854 - CRYSTAL SPRINGS ICE				88.75	88.75		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2649165							
00043268	DAHLHEIMER DIST. CO. INC	12/16/2025		(49.80)	(49.80)	Open	N
	BEER	CBUSKEY					12/16/2025
	609-49751-40252	BEER		(49.80)			
2650850							
00043383	DAHLHEIMER DIST. CO. INC	12/18/2025		(167.85)	(167.85)	Open	N
	BEER	CBUSKEY					12/18/2025
	609-49751-40252	BEER		(167.85)			

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Vendor 91 - DAHLHEIMER DIST. CO. INC							
2647919 00043384	DAHLHEIMER DIST. CO. INC BEER/LIQUOR/MISC/NA 609-49751-40254 609-49751-40255 609-49751-40251 609-49751-40252	12/18/2025 CBUSKEY MISCELLANEOUS MERCHANDISE N/A PRODUCTS LIQUOR BEER		9,245.43 204.00 92.00 470.00 8,479.43	9,245.43	Open	N 12/18/2025
2654468 00043414	DAHLHEIMER DIST. CO. INC THC 609-49751-40257	12/23/2025 CBUSKEY THC		(635.46) (635.46)	(635.46)	Open	N 12/23/2025
2654518 00043439	DAHLHEIMER DIST. CO. INC BEER/NA 609-49751-40255 609-49751-40252	12/24/2025 CBUSKEY N/A PRODUCTS BEER		16,741.50 96.15 16,645.35	16,741.50	Open	N 12/24/2025
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				25,133.82	25,133.82		
Vendor 10649 - DIAMOND MOWERS							
298836 00043456	DIAMOND MOWERS SUPPLIES	12/17/2025 DMULVIHILL		238.95	238.95	Open	N 12/31/2025
Total Vendor 10649 - DIAMOND MOWERS				238.95	238.95		
Vendor 10763 - DIAMOND Z IMPRINTS							
1787 00043464	DIAMOND Z IMPRINTS DZURIS CARDS 101-42110-40200	12/29/2025 DMULVIHILL OFFICE SUPPLIES		48.66 48.66	48.66	Open	N 12/31/2025
Total Vendor 10763 - DIAMOND Z IMPRINTS				48.66	48.66		
Vendor 293 - EAGLE GARAGE DOOR CO							

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Vendor 293 - EAGLE GARAGE DOOR CO							
11359 00043398	EAGLE GARAGE DOOR CO	12/11/2025		3,810.00	3,810.00	Open	N
	GARAGE DOOR SERVICE AND ADJUSTMENT DROBERTSON						12/31/2025
	101-43100-40401 BUILDINGS MAINTENANCE			952.50			
	101-45200-40401 BUILDINGS MAINTENANCE			952.50			
	601-49440-40401 BUILDINGS MAINTENANCE			952.50			
	602-49490-40401 BUILDINGS MAINTENANCE			952.50			
11378 00043423	EAGLE GARAGE DOOR CO	12/18/2025		1,650.00	1,650.00	Open	N
	GARAGE DOOR SERVICE AND MAINTENANCE DROBERTSON						12/31/2025
	101-42110-40401 BUILDINGS MAINTENANCE			1,650.00			
Total Vendor 293 - EAGLE GARAGE DOOR CO				5,460.00	5,460.00		
Vendor 107 - ECM PUBLISHERS, INC							
1078365 00043455	ECM PUBLISHERS, INC	12/19/2025		154.00	154.00	Open	N
	RESOLUTION #2025-61 DMULVIHILL						12/31/2025
Total Vendor 107 - ECM PUBLISHERS, INC				154.00	154.00		
Vendor 110 - ELECTRO WATCHMAN, INC							
453548 00043388	ELECTRO WATCHMAN, INC	01/01/2023		899.40	899.40	Open	N
	2026 FIRE ALARM MONITORING - BOTTLE SHOP DROBERTSON						01/05/2026
	609-49750-40445 SECURITY			899.40			
453549 00043389	ELECTRO WATCHMAN, INC	01/01/2026		840.00	840.00	Open	N
	2026 FIRE ALARM MONITORING - PUBLIC WORK DROBERTSON						01/05/2026
	101-43100-40311 CONTRACT			168.00			
	101-45200-40311 CONTRACT			168.00			
	602-49490-40311 CONTRACT			168.00			
	601-49440-40311 CONTRACT			168.00			
	101-42110-40401 BUILDINGS MAINTENANCE			168.00			
453550 00043390	ELECTRO WATCHMAN, INC	01/01/2026		1,439.40	1,439.40	Open	N
	2026 FIRE ALARM MONITORING - CITY HALL & DROBERTSON						01/05/2026
	101-41940-40401 BUILDINGS MAINTENANCE			1,439.40			
Total Vendor 110 - ELECTRO WATCHMAN, INC				3,178.80	3,178.80		

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Vendor 110 - ELECTRO WATCHMAN, INC							
Vendor 7818 - EVERGREEN RECYCLING LLC							
3921							
00043406	EVERGREEN RECYCLING LLC	12/22/2025		625.00	625.00	Open	N
	MATTERESS PICKUP	JSHOOK					12/31/2025
	101-43210-40439	RECYCLING DAYS		625.00			
Total Vendor 7818 - EVERGREEN RECYCLING LLC				625.00	625.00		
Vendor 5429 - FIRE SAFETY USA, INC							
250722							
00043467	FIRE SAFETY USA, INC	12/29/2025		1,286.75	1,286.75	Open	N
	ENGINE 1 SERVICE	DMULVIHILL					12/31/2025
Total Vendor 5429 - FIRE SAFETY USA, INC				1,286.75	1,286.75		
Vendor 4691 - GRANITE CITY JOBBING CO							
500848							
00043453	GRANITE CITY JOBBING CO	12/30/2025		2,532.52	2,532.52	Open	N
	TOBACCO/MISC	CBUSKEY					12/30/2025
	609-49751-40206	FREIGHT		10.00			
	609-49751-40254	MISCELLANEOUS MERCHANDISE		92.02			
	609-49751-40256	TOBACCO PRODUCTS		2,430.50			
Total Vendor 4691 - GRANITE CITY JOBBING CO				2,532.52	2,532.52		
Vendor 154 - JOHNSON BROTHERS							
2950571							
00043415	JOHNSON BROTHERS	12/23/2025		13,733.43	13,733.43	Open	N
	LIQUOR	CBUSKEY					12/23/2025
	609-49751-40206	FREIGHT		156.40			
	609-49751-40251	LIQUOR		13,577.03			
2950570							
00043416	JOHNSON BROTHERS	12/23/2025		151.68	151.68	Open	N
	WINE	CBUSKEY					12/23/2025
	609-49751-40206	FREIGHT		3.68			
	609-49751-40253	WINE		148.00			

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Vendor 154 - JOHNSON BROTHERS							
2950569 00043417	JOHNSON BROTHERS LIQUOR 609-49751-40206 609-49751-40251	12/23/2025 CBUSKEY FREIGHT LIQUOR		129.84 1.84 128.00	129.84	Open	N 12/23/2025
162186 00043426	JOHNSON BROTHERS THC CREDIT 609-49751-40257	12/12/2025 DROBERTSON THC		(92.88) (92.88)	(92.88)	open	N 12/31/2025
162185 00043427	JOHNSON BROTHERS WINE CREDIT 609-49751-40253	12/12/2025 DROBERTSON WINE		(10.67) (10.67)	(10.67)	open	N 12/31/2025
2955689 00043433	JOHNSON BROTHERS FREIGHT 609-49751-40206	12/24/2025 CBUSKEY FREIGHT		0.46 0.46	0.46	open	N 12/24/2025
2955693 00043434	JOHNSON BROTHERS LIQUOR 609-49751-40206 609-49751-40251	12/24/2025 CBUSKEY FREIGHT LIQUOR		1,098.40 18.40 1,080.00	1,098.40	open	N 12/24/2025
2955692 00043435	JOHNSON BROTHERS THC 609-49751-40257	12/24/2025 CBUSKEY THC		342.60 342.60	342.60	open	N 12/24/2025
2955691 00043436	JOHNSON BROTHERS WINE 609-49751-40206 609-49751-40253	12/24/2025 CBUSKEY FREIGHT WINE		342.64 11.04 331.60	342.64	open	N 12/24/2025
2955690 00043437	JOHNSON BROTHERS LIQUOR 609-49751-40206 609-49751-40251	12/24/2025 CBUSKEY FREIGHT LIQUOR		1,087.10 16.56 1,070.54	1,087.10	open	N 12/24/2025

Total Vendor 154 - JOHNSON BROTHERS

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Vendor 154 - JOHNSON BROTHERS

				16,782.60	16,782.60		
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Vendor 4926 - JRS APPLIANCE, INC

117197

00043442

JRS APPLIANCE, INC
RECYCLING EVENT
101-43210-40439

12/23/2025
JSHOOK
RECYCLING DAYS

125.00

125.00

Open

N
12/31/2025

125.00

Total Vendor 4926 - JRS APPLIANCE, INC

125.00

125.00

Vendor 8910 - LEADS ONLINE

421474

00042691

LEADS ONLINE
INVESTIGATION SYSTEM
101-42110-40311

10/15/2025
DROBERTSON
CONTRACT

3,230.00

3,230.00

Open

N
01/05/2026

3,230.00

Total Vendor 8910 - LEADS ONLINE

3,230.00

3,230.00

Vendor 9469 - LEXIPOL, LLC

INVLEX11262371

00043281

LEXIPOL, LLC
2026 ANNUAL LAW ENFORCEMENT POLICY MANUA DROBERTSON
101-42110-40433 DUES AND SUBSCRIPTIONS

12/01/2025

9,558.68

9,558.68

Open

N
01/05/2026

9,558.68

Total Vendor 9469 - LEXIPOL, LLC

9,558.68

9,558.68

Vendor 165 - LMC INSURANCE TRUST

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Vendor 165 - LMC INSURANCE TRUST							
.01012026 00043403	LMC INSURANCE TRUST	12/05/2025		46,887.00	46,887.00	Open	N
	2ND INSTALLMENT PROPERTY	DMULVIHILL					01/05/2026
	101-41110-40360	INSURANCE		98.47			
	101-41400-40360	INSURANCE		3,336.57			
	101-41410-40360	INSURANCE		23.45			
	101-41500-40360	INSURANCE		543.92			
	101-41600-40360	INSURANCE		168.80			
	101-41910-40360	INSURANCE		670.53			
	101-41940-40360	INSURANCE		811.20			
	101-42110-40360	INSURANCE		9,236.33			
	101-42400-40360	INSURANCE		482.97			
	101-43100-40360	INSURANCE		5,125.08			
	101-43210-40360	INSURANCE		164.12			
	101-45000-40360	INSURANCE		4.69			
	101-45200-40360	INSURANCE		5,439.24			
	101-49200-40360	INSURANCE		14.07			
	601-49440-40360	INSURANCE		5,931.59			
	602-49490-40360	INSURANCE		9,063.84			
	609-49750-40360	INSURANCE		5,772.13			
Vendor 202 - MCDONALD DIST CO							
.01012026WC 00043404	LMC INSURANCE TRUST	12/09/2025		25,624.00	25,624.00	Open	N
	WC PAYMENT-2ND INSTALLMENT	DMULVIHILL					01/05/2026
	101-41400-40160	WORK COMP INSURANCE		332.00			
	101-41500-40160	WORK COMP INSURANCE		125.00			
	101-41910-40160	WORK COMP INSURANCE		224.00			
	101-42110-40160	WORK COMP INSURANCE		14,997.00			
	101-42210-40160	WORK COMP INSURANCE		4,113.00			
	101-42400-40160	WORK COMP INSURANCE		109.00			
	101-43100-40160	WORK COMP INSURANCE		1,481.00			
	101-43210-40160	WORK COMP INSURANCE		270.00			
	101-45200-40160	WORK COMP INSURANCE		1,221.00			
	601-49440-40160	WORK COMP INSURANCE		827.00			
	602-49490-40160	WORK COMP INSURANCE		733.00			
	609-49750-40160	WORK COMP INSURANCE		879.00			
	101-41940-40160	WORK COMP INSURANCE		302.00			
	101-41410-40160	WORK COMP INSURANCE		11.00			
Total Vendor 165 - LMC INSURANCE TRUST				72,511.00	72,511.00		

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Vendor 202 - MCDONALD DIST CO							
839292 00043269	MCDONALD DIST CO BEER/NA 609-49751-40255 609-49751-40252	12/16/2025 CBUSKEY N/A PRODUCTS BEER		4,879.00 214.00 4,665.00	4,879.00	Open	N 12/16/2025
839290 00043270	MCDONALD DIST CO LIQUOR 609-49751-40251	12/16/2025 CBUSKEY LIQUOR		(9.72) (9.72)	(9.72)	open	N 12/16/2025
839291 00043271	MCDONALD DIST CO BEER 609-49751-40252	12/16/2025 CBUSKEY BEER		(14.88) (14.88)	(14.88)	Open	N 12/16/2025
840585 00043428	MCDONALD DIST CO BEER 609-49751-40252	12/23/2025 CBUSKEY BEER		2,988.15 2,988.15	2,988.15	Open	N 12/23/2025
840664 00043429	MCDONALD DIST CO BEER 609-49751-40252	12/23/2025 CBUSKEY BEER		(168.60) (168.60)	(168.60)	Open	N 12/23/2025
840948 00043450	MCDONALD DIST CO BEER 609-49751-40252	12/30/2025 CBUSKEY BEER		(102.89) (102.89)	(102.89)	Open	N 12/30/2025
840955 00043451	MCDONALD DIST CO LIQUOR 609-49751-40251	12/30/2025 CBUSKEY LIQUOR		301.50 301.50	301.50	Open	N 12/30/2025
840956 00043452	MCDONALD DIST CO BEER 609-49751-40252	12/30/2025 CBUSKEY BEER		5,649.20 5,649.20	5,649.20	Open	N 12/30/2025
Total Vendor 202 - MCDONALD DIST CO				13,521.76	13,521.76		

Vendor 3689 - METRO SALES, INC

12/31/2025 08:32 AM

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Vendor 3689 - METRO SALES, INC							
INV2962110 00043276	METRO SALES, INC COPIES-PW 101-43100-40200 101-45200-40200 601-49440-40200 602-49490-40200	12/11/2025 DMULVIHILL OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES OFFICE SUPPLIES		252.62 63.15 63.15 63.15 63.17	252.62	Open	N 12/31/2025
INV2962491 00043277	METRO SALES, INC COPIES-CITY HALL 101-41400-40200	12/11/2025 DMULVIHILL OFFICE SUPPLIES		203.00 203.00	203.00	Open	N 12/31/2025
Total Vendor 3689 - METRO SALES, INC				455.62	455.62		
Vendor 3464 - METROPOLITAN AREA MANAGERS							
.01012026 00043457	METROPOLITAN AREA MANAGERS THUNSTROM DUES 101-41400-40433	01/01/2026 DMULVIHILL DUES AND SUBSCRIPTIONS		60.00 60.00	60.00	Open	N 01/05/2026
Total Vendor 3464 - METROPOLITAN AREA MANAGERS				60.00	60.00		
Vendor CD-REFUND - MGFC							
12/22/2025 00043401	MGFC Check Request For Escrow: E2023-0018 803-00000-20200	12/22/2025 DMULVIHILL E2023-0018 - PZ2023-0007	01/05/2026	12,800.00 12,800.00	12,800.00	Open	N 01/05/2026
Total Vendor CD-REFUND - MGFC				12,800.00	12,800.00		
Vendor 7588 - MINNESOTA EQUIPMENT							
E25203 00043391	MINNESOTA EQUIPMENT BLOWER 101-45200-40237	12/18/2025 JSHOOK SMALL EQUIPMENT		1,500.00 1,500.00	1,500.00	Open	N 12/31/2025
E25411 00043392	MINNESOTA EQUIPMENT DEBRIS VAC 101-45200-40218	12/18/2025 JSHOOK EQUIPMENT MAINTENANCE		3,000.00 3,000.00	3,000.00	Open	N 12/31/2025

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Vendor 7588 - MINNESOTA EQUIPMENT							
Total Vendor 7588 - MINNESOTA EQUIPMENT				4,500.00	4,500.00		
Vendor 390 - MN CHIEFS OF POLICE ASSN							
22258							
00043280	MN CHIEFS OF POLICE ASSN	01/01/2026		380.00	380.00	Open	N
	VOTING DUES - 2026 MEMBERSHIP	DROBERTSON					01/05/2026
	101-42110-40433	DUES AND SUBSCRIPTIONS		380.00			
Total Vendor 390 - MN CHIEFS OF POLICE ASSN				380.00	380.00		
Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION							
67745							
00043279	MN MUNICIPAL UTILITIES ASSOCIATION	01/01/2026		675.00	675.00	Open	N
	2026 WATER/SEWER MEMBER DUES	DROBERTSON					01/05/2026
	601-49440-40433	DUES AND SUBSCRIPTIONS		337.50			
	602-49490-40433	DUES AND SUBSCRIPTIONS		337.50			
68106							
00043466	MN MUNICIPAL UTILITIES ASSOCIATION	12/29/2025		7,422.50	7,422.50	Open	N
	1ST QUARTER SAFETY	DMULVIHILL					01/05/2026
	101-41400-40311	CONTRACT		674.77			
	101-42110-40311	CONTRACT		674.77			
	101-43100-40311	CONTRACT		1,349.55			
	101-45200-40311	CONTRACT		1,349.55			
	601-49440-40311	CONTRACT		1,349.55			
	602-49490-40311	CONTRACT		1,349.55			
	609-49750-40311	CONTRACT		674.76			
Total Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION				8,097.50	8,097.50		
Vendor 4745 - MN NCPERS LIFE INSURANCE							
733400012026							
00043373	MN NCPERS LIFE INSURANCE	12/01/2025		112.00	112.00	Open	N
	JANUARY 2026 COVERAGE	DROBERTSON					01/05/2026
	101-00000-21713	MN LIFE		112.00			
Total Vendor 4745 - MN NCPERS LIFE INSURANCE				112.00	112.00		

Vendor 10727 - NELSON SANITATION & RENTAL, INC

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/06/2026 - 01/06/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4D.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
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Vendor 10727 - NELSON SANITATION & RENTAL, INC

INV/2025/19768

00043394	NELSON SANITATION & RENTAL, INC	12/19/2025		165.00	165.00	Open	N
	WARMING HOUSE HANDICAP UNIT AND WINTER F DROBERTSON			165.00			12/31/2025
	101-45200-40311	CONTRACT					

Total Vendor 10727 - NELSON SANITATION & RENTAL, INC

165.00	165.00
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Vendor 214 - PHILLIPS WINE & SPIRITS CO

5097552

00043419	PHILLIPS WINE & SPIRITS CO	12/23/2025		53.29	53.29	Open	N
	WINE	CBUSKEY					12/23/2025
	609-49751-40206	FREIGHT		1.84			
	609-49751-40253	WINE		51.45			

5097551

00043420	PHILLIPS WINE & SPIRITS CO	12/23/2025		9,060.24	9,060.24	Open	N
	LIQUOR	CBUSKEY					12/23/2025
	609-49751-40206	FREIGHT		107.64			
	609-49751-40251	LIQUOR		8,952.60			

5101270

00043438	PHILLIPS WINE & SPIRITS CO	12/24/2025		218.18	218.18	Open	N
	LIQUOR	CBUSKEY					12/24/2025
	609-49751-40206	FREIGHT		3.68			
	609-49751-40251	LIQUOR		214.50			

Total Vendor 214 - PHILLIPS WINE & SPIRITS CO

9,331.71	9,331.71
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Vendor 458 - QUILL CORPORATION

47064585

00043458	QUILL CORPORATION	12/18/2025		13.27	13.27	Open	N
	OFFICE SUPPLIES	DMULVIHILL					12/31/2025
	101-41910-40200	OFFICE SUPPLIES		13.27			

47086674

00043459	QUILL CORPORATION	12/18/2025		13.89	13.89	Open	N
	OFFICE SUPPLIES	DMULVIHILL					12/31/2025
	101-41910-40200	OFFICE SUPPLIES		13.89			

Total Vendor 458 - QUILL CORPORATION

27.16	27.16
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Vendor UB-REFUND - RICH JOHNSON

12/31/2025 08:32 AM

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INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/06/2026 - 01/06/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4D.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
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Vendor UB-REFUND - RICH JOHNSON

.12132025							
00043454	RICH JOHNSON	12/13/2025		70.27	70.27	Open	N
	FOOD FOR RESERVES	DMULVIHILL					12/31/2025
	101-42110-40448	RESERVE OFFICERS		70.27			

Total Vendor UB-REFUND - RICH JOHNSON

70.27	70.27
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Vendor 7655 - RITEWAY BUSINESS FORMS

25-85266							
00043393	RITEWAY BUSINESS FORMS	12/18/2025		172.52	172.52	Open	N
	W-2S	DMULVIHILL					12/31/2025
	101-41400-40200	OFFICE SUPPLIES		43.13			
	601-49440-40200	OFFICE SUPPLIES		43.13			
	602-49490-40200	OFFICE SUPPLIES		43.13			
	609-49750-40200	OFFICE SUPPLIES		43.13			

Total Vendor 7655 - RITEWAY BUSINESS FORMS

172.52	172.52
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Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC

B020798							
00043278	RMB ENVIRONMENTAL LABORATORIES, INC	12/15/2025		198.00	198.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					12/31/2025
	602-49490-40313	SAMPLE TESTING		198.00			
ALL WEEKS COOLE							
00043385	RMB ENVIRONMENTAL LABORATORIES, INC	12/18/2025		150.00	150.00	Open	N
	B020837	DROBERTSON					12/31/2025
	602-49490-40313	SAMPLE TESTING		150.00			
B020919							
00043396	RMB ENVIRONMENTAL LABORATORIES, INC	12/19/2025		80.00	80.00	Open	N
	PROJECT 99	DROBERTSON					12/31/2025
	601-49440-40313	SAMPLE TESTING		40.00			
	602-49490-40313	SAMPLE TESTING		40.00			
B020867							
00043405	RMB ENVIRONMENTAL LABORATORIES, INC	12/22/2025		198.00	198.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					12/31/2025
	601-49440-40313	SAMPLE TESTING		99.00			
	602-49490-40313	SAMPLE TESTING		99.00			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/06/2026 - 01/06/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4D.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
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Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC

B020961 00043462	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1	12/29/2025 DMULVIHILL		198.00	198.00	Open	N 12/31/2025
B020985 00043463	RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2	12/29/2025 DMULVIHILL		150.00	150.00	Open	N 12/31/2025
B020925 00043465	RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2	12/29/2025 DMULVIHILL		130.00	130.00	Open	N 12/31/2025
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				1,104.00	1,104.00		

Vendor 7455 - SOUTHERN GLAZERS OF MN

2705372 00043407	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40251	12/23/2025 CBUSKEY FREIGHT LIQUOR		2,205.73 16.21 2,189.52	2,205.73	Open	N 12/23/2025
2705373 00043408	SOUTHERN GLAZERS OF MN WINE 609-49751-40206 609-49751-40253	12/23/2025 CBUSKEY FREIGHT WINE		48.84 1.28 47.56	48.84	Open	N 12/23/2025
2707891 00043440	SOUTHERN GLAZERS OF MN WINE 609-49751-40206 609-49751-40253	12/24/2025 CBUSKEY FREIGHT WINE		926.95 12.80 914.15	926.95	Open	N 12/24/2025
2707890 00043441	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40251	12/24/2025 CBUSKEY FREIGHT LIQUOR		1,847.01 19.41 1,827.60	1,847.01	Open	N 12/24/2025
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				5,028.53	5,028.53		

Vendor 863 - THE BERNICK COMPANIES

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/06/2026 - 01/06/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4D.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
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Vendor 863 - THE BERNICK COMPANIES

10437516 00043386	THE BERNICK COMPANIES BEER 609-49751-40252	12/18/2025 CBUSKEY		542.80	542.80	Open	N 12/18/2025
	BEER			542.80			
10439790 00043430	THE BERNICK COMPANIES BEER 609-49751-40252	12/24/2025 CBUSKEY		1,435.90	1,435.90	Open	N 12/24/2025
	BEER			1,435.90			
10439791 00043431	THE BERNICK COMPANIES THC 609-49751-40257	12/24/2025 CBUSKEY		(112.66)	(112.66)	Open	N 12/24/2025
	THC			(112.66)			
10439789 00043432	THE BERNICK COMPANIES THC 609-49751-40257	12/24/2025 CBUSKEY		83.00	83.00	Open	N 12/24/2025
	THC			83.00			
Total Vendor 863 - THE BERNICK COMPANIES				1,949.04	1,949.04		

Vendor 10642 - THE LEADERSHIP GROWTH GROUP

26219 00043190	THE LEADERSHIP GROWTH GROUP 2026 LEADERSHIP GROWTH GROUP SERIES 101-41400-40208	12/04/2025 DROBERTSON TRAINING		600.00	600.00	Open	N 01/05/2026
				600.00			
Total Vendor 10642 - THE LEADERSHIP GROWTH GROUP				600.00	600.00		

Vendor 9559 - TIMESAVER OFF SITE SEC. INC

31630 00043460	TIMESAVER OFF SITE SEC. INC PARK COMMISSION MEETING	12/30/2025 DMULVIHILL		172.00	172.00	Open	N 12/31/2025
31629 00043461	TIMESAVER OFF SITE SEC. INC CITY COUNCIL 12/15/2025	12/30/2025 DMULVIHILL		191.50	191.50	Open	N 12/31/2025
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				363.50	363.50		

Vendor 4482 - TOTAL CONTROL SYSTEMS, INC

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/06/2026 - 01/06/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4D.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Vendor 4482 - TOTAL CONTROL SYSTEMS, INC							
11972							
00043387	TOTAL CONTROL SYSTEMS, INC	12/18/2025		723.80	723.80	Open	N
	WTP MONTHLY SERVICE & PUMP MAINTENANCE	DROBERTSON					12/31/2025
	601-49440-40229	PROJECT MAINTENANCE		723.80			
Total Vendor 4482 - TOTAL CONTROL SYSTEMS, INC				723.80	723.80		
Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC							
1238							
00043397	TRUE NORTH PSYCHOLOGY & CONSULTING, 12/21/2025			600.00	600.00	Open	N
	THERAPY FIRE & POLICE	DROBERTSON					12/31/2025
	103-42110-40300	PROFESSIONAL SERVICES		280.00			
	103-42210-40441	MISCELLANEOUS		320.00			
Total Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC				600.00	600.00		
Vendor 5463 - UPPER RUM RIVER WATERSHED MGT							
.01012026							
00043402	UPPER RUM RIVER WATERSHED MGT	12/05/2025		5,401.86	5,401.86	Open	N
	1ST HALF 2026	DMULVIHILL					01/05/2026
	101-49200-40471	WATERSHED		5,401.86			
Total Vendor 5463 - UPPER RUM RIVER WATERSHED MGT				5,401.86	5,401.86		
Vendor 4344 - VINOCOPIA, INC							
0387407							
00043411	VINOCOPIA, INC	12/23/2025		612.00	612.00	Open	N
	WINE	CBUSKEY					12/23/2025
	609-49751-40206	FREIGHT		12.00			
	609-49751-40253	WINE		600.00			
Total Vendor 4344 - VINOCOPIA, INC				612.00	612.00		
Vendor 2926 - WINE MERCHANTS							
7547037							
00043418	WINE MERCHANTS	12/23/2025		137.15	137.15	Open	N
	WINE	CBUSKEY					12/23/2025
	609-49751-40206	FREIGHT		2.15			
	609-49751-40253	WINE		135.00			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/06/2026 - 01/06/2026

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4D.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
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Vendor 2926 - WINE MERCHANTS

Total Vendor 2926 - WINE MERCHANTS

137.15

137.15

of Invoices: 83 # Due: 83
 # of Credit Memos: 11 # Due: 11
 Net of Invoices and Credit Memos:

Totals:
 Totals:

219,676.22
 (1,506.41)
 218,169.81

219,676.22
 (1,506.41)
 218,169.81

--- TOTALS BY FUND ---

101 GENERAL FUND
 103 PUBLIC SAFETY FUNDS
 601 WATER FUND
 602 SEWER FUND
 609 LIQUOR FUND
 803 ESCROW

84,702.25
 600.00
 10,565.09
 13,227.58
 93,433.69
 12,800.00

84,702.25
 600.00
 10,565.09
 13,227.58
 93,433.69
 12,800.00

--- TOTALS BY DEPT/ACTIVITY ---

00000 UNASSIGNED
 41110 CITY COUNCIL
 41400 ADMINISTRATION
 41410 ELECTIONS
 41500 FINANCE
 41600 LEGAL
 41910 COMMUNITY DEVELOPMENT
 41940 BUILDINGS
 42110 POLICE
 42210 FIRE
 42400 BUILDING INSPECTIONS
 43100 STREETS
 43210 RECYCLING
 45000 COMMUNITY CENTER
 45200 PARKS
 49200 UNALLOCATED
 49440 WATER DEPT
 49490 SEWER DEPT
 49750 LIQUOR STORE
 49751 MERCHANDISE PURCHASES

12,912.00
 98.47
 5,249.47
 34.45
 668.92
 168.80
 921.69
 2,552.60
 40,778.81
 4,445.50
 591.97
 9,169.15
 1,201.49
 4.69
 13,888.31
 5,415.93
 10,565.09
 13,227.58
 9,983.85
 83,449.84

12,912.00
 98.47
 5,249.47
 34.45
 668.92
 168.80
 921.69
 2,552.60
 40,778.81
 4,445.50
 591.97
 9,169.15
 1,201.49
 4.69
 13,888.31
 5,415.93
 10,565.09
 13,227.58
 9,983.85
 83,449.84

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 07/01/2025 - 09/30/2025

Agenda Item # 4D.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
Check Type: EFT Transfer GNCKG			
07/03/2025	3984(E)	EFTPS	31,760.48
07/03/2025	3985(E)	ICMA	300.00
07/03/2025	3986(E)	PERA	30,036.97
07/03/2025	3987(E)	RHS HEALTHCARE SAVINGS	10,801.72
07/03/2025	3988(E)	STATE	6,932.72
07/03/2025	3989(E)	VOYA	1,880.00
07/09/2025	3991(E)	ACE SOLID WASTE, INC	1,917.69
07/09/2025	3992(E)	CITY HIVE	99.00
07/09/2025	3993(E)	COLONIAL INSURANCE	457.69
07/09/2025	3994(E)	DELTA DENTAL	2,063.48
07/09/2025	3995(E)	EFTPS	533.77
07/09/2025	3996(E)	HEALTH PARTNERS	39,293.51
07/09/2025	3997(E)	PERA	356.24
07/09/2025	3998(E)	SPOT ON-LIQUOR CC	6,600.62
07/09/2025	3999(E)	STATE	64.66
07/09/2025	4000(E)	SUN LIFE FINANCIAL	3,822.25
07/09/2025	4001(E)	WEX CARD	5,399.01
07/10/2025	4002(E)	US BANK CREDIT CARD	15,797.06
07/14/2025	4005(E)	CINTAS	560.41
07/14/2025	4006(E)	NEW BENEFITS (FRESH BENIES)	495.69
07/17/2025	4007(E)	EFTPS	27,473.38
07/17/2025	4008(E)	ICMA	240.00
07/17/2025	4009(E)	PERA	28,100.69
07/17/2025	4010(E)	RHS HEALTHCARE SAVINGS	678.27
07/17/2025	4011(E)	STATE	6,038.18
07/17/2025	4012(E)	VOYA	1,750.00
07/22/2025	4013(E)	AZ DEPARTMENT OF ECONOMIC SEC	158.00
07/22/2025	4014(E)	EFTPS	2,574.53
07/22/2025	4015(E)	MN DEPARTMENT OF REVENUE	240.11
07/22/2025	4016(E)	PERA	40.00
07/22/2025	4017(E)	STATE	227.70
07/22/2025	4018(E)	STATE OF FLORIDA CHILD SUPPOR	30.86
07/23/2025	4019(E)	ALERUS	191.96
07/23/2025	4020(E)	CAYAN	898.08
07/23/2025	4021(E)	CONNEXUS ENERGY	24,756.06
07/23/2025	4022(E)	ENTERPRISE FLEET MGMT	21,891.74
07/23/2025	4023(E)	INVOICE CLOUD, INC	1,188.30
07/23/2025	4024(E)	MN DEPT OF REVENUE-SALES TAX	30,961.00
07/23/2025	4025(E)	MN POLLUTION CONTROL AGENCY	1,451.00
07/31/2025	4026(E)	EFTPS	28,723.11
07/31/2025	4027(E)	ICMA	240.00
07/31/2025	4028(E)	PERA	28,615.15
07/31/2025	4029(E)	RHS HEALTHCARE SAVINGS	699.94
07/31/2025	4030(E)	STATE	6,366.20
07/31/2025	4031(E)	VOYA	1,750.00
07/31/2025	4032(E)	ALERUS	50.00
07/31/2025	4033(E)	BOND TRUST SERVICES	380,316.26
07/31/2025	4034(E)	CENTERPOINT ENERGY	1,494.73
07/31/2025	4035(E)	U S BANK EQUIPMENT FINANCE	967.04
07/31/2025	4036(E)	VILLAGE BANK	205.25
08/10/2025	4037(E)	US BANK CREDIT CARD	28,979.04
08/14/2025	4041(E)	EFTPS	27,979.46
08/14/2025	4042(E)	ICMA	240.00
08/14/2025	4043(E)	PERA	28,750.33
08/14/2025	4044(E)	RHS HEALTHCARE SAVINGS	667.59
08/14/2025	4045(E)	STATE	6,249.27
08/14/2025	4046(E)	VOYA	1,750.00
08/13/2025	4047(E)	ACE SOLID WASTE, INC	1,677.69
08/13/2025	4048(E)	CINTAS	485.82
08/13/2025	4049(E)	CITY HIVE	99.00
08/13/2025	4050(E)	COLONIAL INSURANCE	410.67
08/13/2025	4051(E)	DELTA DENTAL	2,063.48
08/13/2025	4052(E)	HEALTH PARTNERS	39,094.31
08/13/2025	4053(E)	NEW BENEFITS (FRESH BENIES)	463.71
08/13/2025	4054(E)	SPOT ON-LIQUOR CC	6,443.02
08/13/2025	4055(E)	SUN LIFE FINANCIAL	3,585.61
08/13/2025	4056(E)	WEX CARD	5,222.16
08/19/2025	4057(E)	AZ DEPARTMENT OF ECONOMIC SEC	158.00
08/19/2025	4058(E)	EFTPS	2,335.36

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 07/01/2025 - 09/30/2025

Agenda Item # 4D.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
Check Type: EFT Transfer GNCKG			
08/19/2025	4059(E)	MN DEPARTMENT OF REVENUE	240.11
08/19/2025	4060(E)	PERA	40.00
08/19/2025	4061(E)	STATE	211.11
08/19/2025	4062(E)	STATE OF FLORIDA CHILD SUPPOR	89.14
08/28/2025	4063(E)	EFTPS	28,150.30
08/28/2025	4064(E)	ICMA	240.00
08/28/2025	4065(E)	PERA	28,879.21
08/28/2025	4066(E)	RHS HEALTHCARE SAVINGS	714.00
08/28/2025	4067(E)	STATE	6,239.24
08/28/2025	4068(E)	VOYA	1,750.00
08/31/2025	4069(E)	ALERUS	50.00
08/31/2025	4070(E)	CAYAN	958.08
08/31/2025	4071(E)	CENTERPOINT ENERGY	995.72
08/31/2025	4072(E)	CONNEXUS ENERGY	25,116.76
08/31/2025	4073(E)	ENTERPRISE FLEET MGMT	21,191.60
08/31/2025	4074(E)	INVOICE CLOUD, INC	1,162.35
08/31/2025	4075(E)	MN DEPT OF REVENUE-SALES TAX	33,839.00
08/31/2025	4076(E)	MN PUBLIC FACILITIES AUTHORIT	1,210,443.41
08/31/2025	4077(E)	U S BANK EQUIPMENT FINANCE	967.04
08/31/2025	4078(E)	VILLAGE BANK	192.65
09/11/2025	4079(E)	EFTPS	28,585.22
09/11/2025	4080(E)	ICMA	240.00
09/11/2025	4081(E)	PERA	29,368.06
09/11/2025	4082(E)	RHS HEALTHCARE SAVINGS	710.32
09/11/2025	4083(E)	STATE	6,400.30
09/11/2025	4084(E)	VOYA	1,750.00
09/16/2025	4085(E)	AZ DEPARTMENT OF ECONOMIC SEC	158.00
09/16/2025	4086(E)	EFTPS	2,213.80
09/16/2025	4087(E)	MN DEPARTMENT OF REVENUE	240.11
09/16/2025	4088(E)	PERA	40.00
09/16/2025	4089(E)	STATE	219.48
09/16/2025	4090(E)	STATE OF FLORIDA CHILD SUPPOR	17.15
09/15/2025	4091(E)	ACE SOLID WASTE, INC	2,082.59
09/15/2025	4092(E)	CINTAS	559.75
09/15/2025	4093(E)	CITY HIVE	94.00
09/15/2025	4094(E)	COLONIAL INSURANCE	410.67
09/15/2025	4095(E)	DELTA DENTAL	2,282.32
09/15/2025	4096(E)	HEALTH PARTNERS	41,436.49
09/15/2025	4097(E)	NEW BENEFITS (FRESH BENIES)	463.71
09/15/2025	4098(E)	SPOT ON-LIQUOR CC	6,155.31
09/15/2025	4099(E)	SUN LIFE FINANCIAL	3,732.59
09/15/2025	4100(E)	WEX CARD	5,214.72
09/10/2025	4101(E)	US BANK CREDIT CARD	24,700.75
09/25/2025	4105(E)	EFTPS	27,819.85
09/25/2025	4106(E)	ICMA	240.00
09/25/2025	4107(E)	MN DEPARTMENT OF REVENUE	109.02
09/25/2025	4108(E)	PERA	28,463.06
09/25/2025	4109(E)	RHS HEALTHCARE SAVINGS	679.91
09/25/2025	4110(E)	STATE	6,147.52
09/25/2025	4111(E)	VOYA	1,750.00
09/23/2025	4112(E)	CAYAN	954.84
09/23/2025	4113(E)	CONNEXUS ENERGY	27,021.31
09/23/2025	4114(E)	ENTERPRISE FLEET MGMT	4,165.44
09/23/2025	4115(E)	MN DEPT OF REVENUE-SALES TAX	33,406.00
09/30/2025	4116(E)	ALERUS	50.00
09/30/2025	4117(E)	CENTERPOINT ENERGY	1,581.32
09/30/2025	4118(E)	INVOICE CLOUD, INC	1,193.90
09/30/2025	4119(E)	MN DRIVER & VEHICLE SERVICES	215.25
09/30/2025	4120(E)	U S BANK EQUIPMENT FINANCE	982.87
09/30/2025	4127(E)	ALERUS	658.11
09/30/2025	4128(E)	VILLAGE BANK	162.00
Total EFT Transfer:			2,568,290.49

GNCKG TOTALS:

Total of 130 Checks:	2,568,290.49
Less 0 Void Checks:	0.00
Total of 130 Disbursements:	2,568,290.49



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: 2025 Code Revisions – 2nd Reading Revised
DATE: January 5, 2025

OVERVIEW:

The City made several housekeeping amendments to the Zoning Code (Chapter 10 of the City Code) in December 2025. The City Council reviewed and approved the 1st reading of Ordinance 352 on December 1, 2025 and the 2nd reading on December 15, 2025. The ordinance was published for comment on December 19, 2025.

Anytime the City creates or amends an ordinance that affects buildings or property within the Rum River Management Overlay District, those changes are sent to the MnDNR to review and certify. The City received conditional approval of the ordinance amendments from the MnDNR on December 17, 2025. The DNR has requested a small change to Section 10 of the ordinance to specify that accessory buildings within the Rum River Management Overlay District that are under 200 square feet will still be required to obtain a zoning permit. This change must be made before the DNR will provide final approval.

ACTION TO BE CONSIDERED:

Staff has made the requested changes to Section 10 of the attached draft ordinance and prepared a revised resolution allowing for publication by summary based on the MnDNR's conditional approval. The City Council is requested to review and approve the revised 2nd Reading of Ordinance 352. The following timeline will apply:

- December 1 – 1st reading
- December 15 – 2nd reading
- January 5 – 2nd reading REVISED
- January 9 – Revisions published for comment
- February 9 – Revisions effective

Suggested Motions:

1. Move to approve the revised 2nd reading of Ordinance 352 approving housekeeping amendments to Divisions 2, 4, 5, 6, 7, 8, and 9 of the Zoning Code.
2. Move to approve Resolution 2026-02 allowing publication of Ordinance 352 by summary.

ATTACHMENTS:

- Draft Ordinance 352 (2nd Reading – revised) – Chapter 10 Zoning

- Summary Resolution 2026-02
- MnDNR Conditional Approval dated 12/17/25

ORDINANCE NO. 352

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE MODIFYING DIVISIONS 2, 4, 5, 6, 7, 8, AND 9 IN THE ZONING
CODE – 2ND READING

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

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

Section 1. Section 10-22-14 P. of the St. Francis Code of Ordinances is hereby amended to read as follows:

Property line: A boundary line of any lot held in single or separate ownership except that where any portion of the lot extends into the abutting street or alley, the lot line shall be deemed to be the street or alley right-of-way.

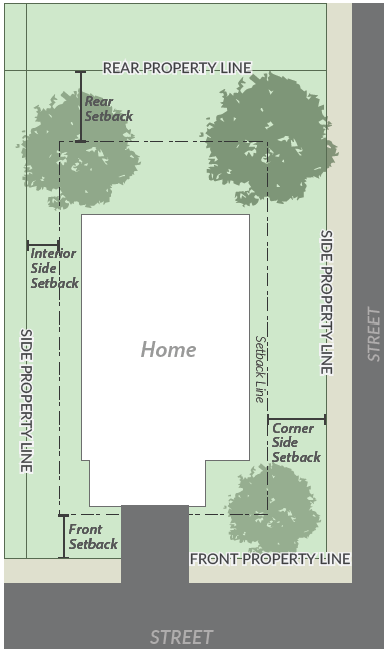
Property line, front: The property line which is along an existing or dedicated street. In the case of a corner lot, the front lot line shall be the shortest dimension along a public street or as designated by the Zoning Administrator based on the practical front yard of the property as determined by such factors as the existing or proposed building configuration of the property and taking into consideration the characteristics of surrounding properties.

Property line, rear: The property line opposite and most distant from the front property line. If the rear property line is less than 10 feet in length or if the lot forms a point at the rear, the rear property line shall be deemed to be a line 10 feet in length within the lot, parallel to and at the maximum distance from the front property line.

Property line, side: Any boundary of a lot which is not a front or rear property line.

Section 2. Section 10-22-16 S. of the St. Francis Code of Ordinances is hereby amended to read as follows:

Setback: The required minimum horizontal distance between a structure and property line, ordinary high-water mark, top of bluff, street, or right-of-way easement. Distances are to be measured from the most outwardly extended portion of the structure at ground level, except as provided hereinafter.



Setback, perimeter: The minimum horizontal distance between structure(s) and the most exterior property lines of a PUD or similarly planned development regardless of the existence of lot divisions within the development itself.

Section 3. Section 10-22-21 Y. of the St. Francis Code of Ordinances is hereby amended to read as follows:

Yard: An open space at grade between a building and the adjoining lot lines, unoccupied and unobstructed by any portion of a structure from the ground upward, except as otherwise provided herein. In measuring a yard for the purpose of determining the width of a side yard, the depth of a front yard, or the depth of the rear yard, the minimum horizontal distance between the lot line and the main building shall be used.

Yard, front: The area extending along the full width of the lot lying between the front property line and the nearest line of the principal building.

Yard, rear: A yard extending across the full width of the lot lying between the rear property line of the lot and the nearest line of the principal building.

Yard, required: That distance specified in the yard requirements pertaining to setbacks. Setbacks and required yards are used interchangeably.

Yard, side: A yard between the side property line and the nearest line of the principal building and extending from the front yard to the rear yard.

Section 4. Section 10-23-11 L. of the St. Francis Code of Ordinances is hereby amended to read as follows:

Lower potency hemp edible wholesale: A business licensed to purchase and sell lower-potency hemp edible products to and from other licensed cannabis and hemp businesses. These businesses may also import and export lower-potency hemp edibles.

Section 5. Section 10-42-02 Uses of the St. Francis Code of Ordinances is hereby amended to read as follows:

B. Table 10-42-2 Accessory Use Table – Agriculture Districts:

Use Type	Zoning District		
	A-1	A-2	UR
Accessory agricultural building	PS	PS	PS
Accessory agriculture (hobby farm)	P	P	PS
Accessory building	PS	PS	PS
Accessory dwelling unit			PS
Antenna, accessory and secondary use	PS	PS	PS
Compost structure and firewood pile	PS	PS	PS
Day care, family	PS	PS	PS
Day care, group family	PS	PS	PS
Domestic animal enclosure	PS	PS	PS
Home extended business		I	I
Home occupation		PS	PS
Keeping of animals or fowl	PS	PS	PS
Keeping of bees	PS	PS	PS
Keeping of chickens	PS	PS	PS
Off-street parking and loading facilities	PS	PS	PS
Outdoor wood-burning furnace	PS	PS	PS
Personal vehicle/equipment sales	PS	PS	PS
Recreational camping vehicle, utility trailer, boat, and unlicensed vehicle storage and parking		PS	PS
Short-term vacation rental		PS	PS
Solar energy system, accessory	PS	PS	PS
Swimming pools, tennis courts, and other individual recreational facilities	PS	PS	PS
Temporary/seasonal outdoor sales		PS	PS
Wind energy conversion system	C	C	C
P = permitted use; PS = permitted with standards use; C = conditional use; I = interim use; blank cell = prohibited use			

For more information about the different types of uses, see Section [10-41-02](#).
For use-specific standards, see Division 6.

Section 6. Section 10-43-02 Uses of the St. Francis Code of Ordinances is hereby amended to read as follows:

B. Table 10-43-2 Accessory Use Table—Residential Districts.

Use Type	Zoning District			
	RR	R-1	R-2	R-3
Accessory agricultural building	PS			
Accessory agriculture (hobby farm)	PS			
Accessory building	PS	PS	PS	PS
Accessory dwelling unit	PS	PS		
				PS
Antenna, accessory and secondary use	PS	PS	PS	PS
Compost structures and firewood piles	PS	PS	PS	PS
Day care, family	PS	PS	PS	PS
Day care, group family	PS	PS	PS	PS
Domestic animal enclosures	PS	PS	PS	PS
Home extended business	I			
Home occupation	PS	PS	PS	
Keeping of animals or fowl	PS	PS	PS	
Keeping of bees	PS	PS	PS	
Keeping of chickens	PS	PS		
Off-street parking and loading facilities	PS	PS	PS	PS
Outdoor wood-burning furnace	PS			
Personal vehicle/equipment sales	PS	PS	PS	PS
Recreational camping vehicle, utility trailer, boat, and unlicensed vehicle storage and parking	PS	PS	PS	
Sacred community	PS	PS	PS	PS
Short-term vacation rental	PS	PS	PS	
Solar energy system, accessory	PS	PS	PS	PS
Swimming pools, tennis courts, and other individual recreational facilities	PS	PS	PS	PS
Wind energy conversion system	C			
P = permitted use; PS = permitted with standards use; C = conditional use; I = interim use; blank cell = prohibited use For more information about the different types of uses, see Section 10-41-02 . For use-specific standards, see Division 6.				

Section 7. Section 10-44-02 Uses of the St. Francis Code of Ordinances is hereby amended to read as follows:

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

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Industrial					
Brewery, winery, or distillery	PS	PS	PS	PS	
Cannabis delivery				P	
Cannabis and hemp manufacturing			P	P	
Cannabis transportation				P	
Cannabis wholesale			P	P	
Construction contractor yard				P	
Lower potency hemp edible wholesale			P	P	
Makespace or studio			PS		
Manufacturing, heavy				PS	
Manufacturing, light			P	P	
Manufacturing, storage, and testing of explosives and component parts of instruments used therewith, along with the installation and use of all equipment and buildings necessary therefore, all subject to state and federal regulations pertaining thereto					P
Mining, sand, and gravel extraction					I
Open or outdoor service, sale, or rental				C	
Open and outdoor storage				C	
Scrap or salvage yard				C	
Self-storage facility				C	
Storage and sale of machinery and equipment			C	P	
Storage, utilization, or manufacture of materials or products which could decompose by demolition; refuse and garbage disposal; crude oil; bulk fuel; gasoline, or other liquid storage				C	
Warehouse facility			P	P	
Wholesale establishment			P	P	

B. Table 10-44-2 Accessory Use Table—Business and Industrial Districts:

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Accessory building					PS
Antenna, accessory and secondary use	PS	PS	PS	PS	PS
Drive-thru establishment		PS			
Mobile food unit	PS	PS	PS		
Off-street parking and loading facilities	PS	PS	PS	PS	PS
Outdoor dining	PS	PS			
Sacred community	PS	PS			
Solar energy system, accessory	PS	PS	PS	PS	PS
Taproom	P	P	P		
Temporary/seasonal outdoor sales		PS	PS	PS	

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Uses incidental to the principal use	P	P	P	P	P
P = permitted use; PS = permitted with standards use; C = conditional use; I = interim use; blank cell = prohibited use For more information about the different types of uses, see Section 10-41-02 . For use-specific standards, see Division 6.					

Section 8. Section 10-53-08 Landscape Alterations of the St. Francis Code of Ordinances is hereby amended to read as follows:

- B. Landscape Alterations. The landscape alteration provisions established in Minnesota Rules, Pt. 6105.0150 and in this Section shall apply to the following lands:
1. Lands in the rural Rum River Management District located within 150 feet of the normal high water mark and 30 feet landward of the bluffline
 2. Lands in the urban Rum River Management District located within the required setbacks for the Urban Overlay District established in Section 10-53-06 Land Use District Provisions.

Section 9. Section 10-63-03 Cannabis Retail of the St. Francis Code of Ordinances is hereby amended to read as follows:

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

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

10-68-04 Accessory Building

- A. Application. Any accessory structure which requires a building permit or which is 30 inches or more in height shall be subject to setback, floor area and other requirements of this Section.
- B. Time of construction. No detached accessory building shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.
- C. Building permits.
 - 1. Detached accessory buildings not exceeding 200 square feet in floor area shall be allowed without issuance of a building permit or zoning permit, except that any detached accessory building under 200 square feet located within the Rum River Management Overlay District shall obtain a zoning permit from the City. All detached accessory buildings shall comply with all other provisions of this Ordinance. .
 - 2. Detached accessory buildings 200 square feet or greater in floor area shall require a building permit. The Building Official shall review the site plan and construction drawings to determine compliance with the Building Code and other applicable ordinances, laws, and regulations.
 - 3. In conjunction with the issuance of a building permit for a detached accessory building in the Rural Service Area, the property owner shall execute a home occupation awareness form. Said form shall certify that the detached accessory building and the premises on which it is located, will not be used for the purposes of a Home Occupation without first obtaining the required approvals.
- D. Schools in any district shall follow the standards listed in this Section for accessory buildings, except for the following:
 - 1. Exterior building standards in provision E below; and
 - 2. Area, number, and height limitations listed in provision F.1 and 2 below.
- E. Exterior building standards. Architectural details of accessory buildings are to be the same or similar to the principal building based upon (but not limited to) the following criteria:
 - 1. Scale and detailing.
 - 2. Roof pitch orientation and slope.
 - 3. Overhang depth and details.
 - 4. Window and exterior door proportion and types.
 - 5. Building material. Detached accessory structures in the Rural Service Area may, however, be finished with baked enamel siding.
 - 6. Exterior color.
- F. Area, number and height limitations. Accessory buildings shall comply with the following area, number and height limitations:
 - 1. Rural Service Area.
 - a. Attached accessory buildings shall not exceed 840 square feet in size, except that the maximum square footage can be increased, provided that the accessory structure size does not exceed 80 percent of the above-ground square footage of the principal building.

- b. All new and relocated residential homes shall be constructed with an accessory building or garage meeting the minimum standards required in Section 10-72-09 Parking Supply Requirements. Said accessory building shall have a minimum floor area of at least 440 square feet.
- c. Detached accessory buildings shall be limited as follows:

Lot Size	Accessory Building Limits	
Less than 1 acre	Total detached square footage	600 SF
	Maximum number of detached buildings	1
	NO POLE BUILDINGS ALLOWED	
	Maximum sidewall height	10 feet
1 acre but less than 2.5 acres	Total detached square footage	1,200 SF
	Maximum number of detached buildings	1
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	12 feet
2.5 acres but less than 5 acres	Total detached square footage	2,500 SF
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	14 feet
5 acres but less than 10 acres	Total detached square footage	4,000 SF
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	16 feet
10 acres and larger	Total detached square footage	5,000 SF
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	18 feet

2. Urban Service Area.

- a. Attached and detached private residential garages shall not exceed 840 square feet in size, except that the minimum square footage can be increased to 1,200 square feet, provided that the accessory garage does not exceed 80 percent of the above-ground square footage of the principal building.
- b. All new and relocated residential homes shall be constructed with an accessory building or garage meeting the minimum standards required in Section 10-72-09 Parking Supply Requirements. For one- and two-unit dwelling units, said accessory building shall have a minimum floor area of at least 440 square feet.

- c. Residential properties within the Urban Service Area may have one (1) detached accessory building in addition to a private residential garage. The building shall not exceed 250 square feet in size. On properties that have at least one half (1/2) acre of buildable land, the detached accessory building may be up to 500 square feet in size and 16 feet in height.
 - d. Residential properties with detached accessory buildings that subsequently construct an attached accessory building, shall deduct the square footage of the detached building from the allowable square footage.
 - e. No accessory buildings shall be allowed on non-residential property in the urban service area.
 - f. Unless otherwise permitted, all detached accessory buildings shall not exceed 20 feet in height or the height of the principal structure, whichever is less.
3. General Standards and Conditions, All Districts.
- a. PUD Districts in rural areas: Total accessory building square footage shall not exceed 1,200 square feet per lot or as otherwise identified in the Development Agreement.
 - b. Temporary, hoop, carport, tarpaulin or similar types of non-permanent building are not permitted.
 - c. Semi-trailers, truck boxes, rail boxes, box cars, and similar are prohibited.
 - d. Moving storage containers, Portable on demand storage (PODS) units or similar type units may be allowed with city approval for up to 30 days within an 18-month period.
 - e. No buildings shall be located within a drainage, utility or any other publicly owned easement.

G. Setbacks.

- 1. Attached Buildings/Garages. An attached garage or accessory building shall be considered an integral part of the principal building and shall conform to district setback requirements.
- 2. Detached Buildings:
 - a. Any detached accessory building shall be set back at least 10 feet from any principal structure or other detached accessory buildings on the same parcel.
 - b. Rural Service Area:
 - i. Lots Less Than One (1) Acre. Twenty-five (25) feet from the side and rear property lines.
 - ii. Lots One (1) Acre and Larger. Twenty-five (25) feet from the side and rear property lines.
 - iii. All detached accessory buildings in the Rural Service Area shall be placed no closer to the front property line than the principal building, except when the principal building has a front yard

setback of at least 150 feet. In that case, the detached accessory building may be located closer to the front property line than the principal building, but shall maintain at least a 75 foot front yard setback off a City street and a 100 foot front yard setback off of a County or State road.

c. Urban Service Area:

- i. All Lots. No accessory building shall be located in front of the principal building. Accessory buildings must maintain setbacks of five (5) feet from the side property line and 10 feet from the rear property line.
- ii. Street Side Yard. Detached accessory buildings shall be located no closer than 20 feet from a street side yard on corner lots, provided the building does not have access to the public right-of-way on the side yard.

Section 11. Section 10-72-02 Application of Off-Street Parking Regulations of the St. Francis Code of Ordinances is hereby amended to read as follows:

The regulations and requirements set forth in this Ordinance shall apply to the required and non-required off-street parking facilities in all use districts.

- A. Truck Parking. It is unlawful to park a truck (other than a truck of 12,000 gross vehicle rated weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within residential districts (RR, R1, R2, and R3) of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity.
- B. Parking in Residential Districts. It is unlawful to park a vehicle in the yard of any property in the RR, R1, R2, and R3 Districts except on parking surface adjacent to a driveway. In the RR district, an approved parking surface is required. In the R1, R2, or R3 districts, the parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-72-11. Properties in the RR district may receive a waiver from the surfacing requirements as stated in Section 10-72-11.

Section 12. Section 10-72-11 Residential Driveway Performance Standards of the St. Francis Code of Ordinances is hereby amended to read as follows:

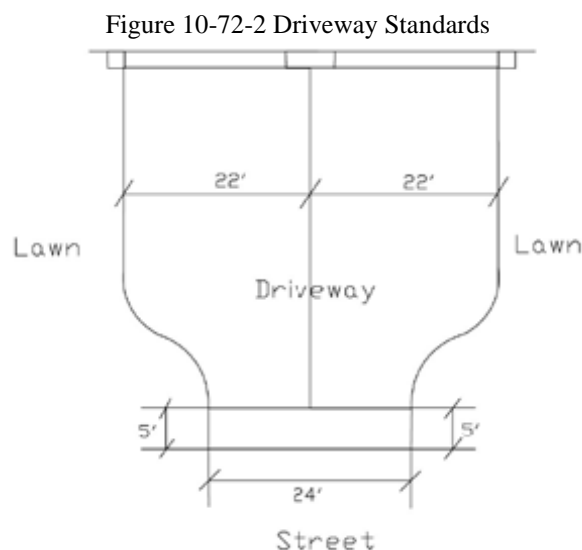
- A. All lots or parcels shall have direct adequate physical access for emergency vehicles along the frontage of the lot or parcel from either an existing dedicated public roadway, or an existing private roadway approved by the City.
- B. Permit Required. All proposed driveway and private drive connections to a City street shall require a permit.
- C. Driveways that access roads that have a paved surface shall be surfaced with bituminous, concrete pavement, concrete pavers, or other similar material as approved by the Zoning

Administrator and shall extend from the existing paved surface to the principal structure in the urban service area, or a minimum of fifty (50) feet in the rural service district, unless a longer length is needed to control erosion.

- D. Controlling Erosion. All driveways shall be constructed in a manner which controls erosion. Driveways with moderate slopes (greater than 4%) which drain towards a paved street shall extend the bituminous, concrete pavement, concrete pavers or other similar hard surface to the crest of the hill. Drainage swales shall be utilized adjacent to the driving surface to control stormwater runoff.
- E. Driveways that access roads that have a gravel surface shall meet the rural driveway standard set forth herein. Driveways shall be constructed to minimize erosion by utilizing drainage swales adjacent to the driving surface to control stormwater runoff.
- F. No residential driveway shall be less than ten (10) feet in width or exceed twenty-four (24) feet in width at the point where it adjoins the street. The driveway shall not exceed a width of twenty-four (24) feet for a distance of at least five (5) feet behind the street, at which point the driveway may exceed twenty-four (24) feet in width.
- G. Number allowed. Residential lots within the urban service district shall be limited to one driveway access to a public street. Residential lots within the rural service area may have two driveway accesses, provided that the driveways have at least one hundred (100) foot separation and the secondary driveway is intended to serve an accessory structure.
- H. Secondary driveways which access paved roads shall be surfaced with bituminous, concrete, or pavers from the edge of the constructed public roadway to the property line, at minimum. All other rural driveway standards shall be met.
- I. Driveways of any type surface shall maintain at least a three-foot side yard adjacent property lines in residential districts.
- J. Two single family residences may share a driveway provided both parcels have adequate frontage, easements are recorded, both property owners agree to maintenance and dissolution agreements, and the driveway meets the minimum fire and safety standards. No more than two single family residences may share a driveway. For the purposes of setbacks, the two parcels shall be counted as one, while the agreement is in effect.
- K. No residential driveway access shall be allowed onto a designated collector or arterial street, unless the Planning and Zoning Commission finds that no other practical alternative exists and the Council approves said access.
- L. No driveway shall obstruct drainage utility access, or impair public safety. When necessary, the lot owner shall install a culvert of adequate size and type, as determined by the City Engineer.
- M. Driveways shall not have a slope of greater than ten (10) percent.
- N. Rural Driveway Standard. Driveways shall be of a design that will provide reasonable access for emergency service vehicles and meet all fire and public safety standards. At a minimum, the driveway shall have at least a 10 foot wide driving surface with a driveway base that is suitable to support the City's largest piece of firefighting apparatus. Gravel driveways in the rural service district shall have a minimum class 5 aggregate thickness of eight (8) inches compacted. Obstructions adjacent to and directly over the driveway,

including, but not limited to; tree branches, shrubs, landscaping materials, etc. shall be removed to provide a fourteen (14) feet clear height.

- O. The property owner shall be responsible for the maintenance in safe condition of all driveways leading to his or her property, including the portions of sidewalks used as part of said driveways.
- P. In lieu of two separate townhome driveways, one shared driveway may be utilized subject to the following conditions:
 - 1. The shared driveway shall not exceed twenty-four (24) feet in width at the point it adjoins the street.
 - 2. Townhome driveways shall be required and maintained by a property owner association.



- Q. Town homes and multi-family dwellings under the ownership and/or control of a property owner association shall be maintained, repaired, and replaced under the cost of property owner association. Said association shall maintain a capital improvement program for the driveways under its ownership.
- R. Financial Surety. Driveways that will exceed 600 feet in length and are not combined with another permit (i.e., principal structure) will require a financial surety in the amount 150% of the estimated construction cost in the form of a cash escrow or Irrevocable Letter of Credit in a form as approved by the City Attorney.

Section 13. Section 10-82-09 Securities of the St. Francis Code of Ordinances is hereby amended to read as follows:

The applicant shall provide security for the performance of the work described and delineated on the approved grading plan involving the Stormwater Pollution Prevention Plan related remedial work as listed in the City's fee schedule. This security must be available prior to commencing the project. The form of the securities must be;

- A. Currency. The financial security shall be provided as a letter of credit in a form approved by the City Attorney.

Section 14. Section 10-91-05 District Regulations of the St. Francis Code of Ordinances is hereby amended to read as follows:

H. B-1 District:

1. All signs not requiring permits as set forth in this Division.
2. One (1) monument sign per development, not to exceed 32 square feet in sign area and six (6) feet in height shall be permitted. The monument sign shall not be placed outside the applicable subdivision or development.
3. One (1) freestanding sign per lot is permitted. The total area of the freestanding sign shall not exceed 64 square feet for lots with a lot width of 100 feet or more and 36 square feet for lots with a lot width of less than 100 feet. The maximum height of a freestanding sign shall be 20 feet.
4. For legally established institutional uses, one (1) freestanding sign per street frontage shall be permitted. The freestanding sign shall not exceed 60 square feet in sign area and 10 feet in height.
5. One (1) wall sign per street frontage shall be permitted according to the following: The total area of all wall signs on any wall of a building shall not exceed 15 percent of the wall area of that wall when said wall area does not exceed 500 square feet. When said surface area exceeds 500 square feet, then the total area of such wall sign shall not exceed 75 square feet plus five (5) percent of the wall area in excess of 500 square feet, provided that the maximum sign area for any wall sign shall be 300 square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.
6. One (1) sign displaying electronic, scrolling text-based messages provided that the electronic message board component of any sign is no greater than 40 square feet in area.
7. One (1) window sign per window provided each sign does not occupy more than 75 percent of the window area.

Section 15. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 5th day of January, 2026.

SEAL

CITY OF ST. FRANCIS

By: _____
Mark Vogel, Mayor

Attest: Jennifer Wida, City Clerk

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

CITY OF ST. FRANCIS
ST. FRANCIS
ANOKA COUNTY

RESOLUTION 2026-02

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

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 352, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

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

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 352 Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 352, SECOND SERIES

Section 1. Ordinance 352, as adopted, amends Chapter 10 Zoning of the City Code:

1. Definitions for property line, setback, and yard have been modified, with a graphic added for clarity.
2. Lower potency hemp edible wholesale has been added as a permitted use in the BPK and I-1 districts and a definition for this use has been added.
3. Restrictions on landscape alterations within the Rum River Management Overlay District have been adjusted to reflect the requirements in MN Rules.
4. The required 500’ buffer between day cares and cannabis retail businesses was adjusted to specify that this provision pertains specifically to child care centers, rather than in-home daycares.
5. The use “accessory structure” has been changed to “accessory building.” The use tables have been updated to reflect this terminology change. The zoning permit requirement for accessory small accessory buildings located outside of the Rum River Management Overlay District has been removed.
6. Language was added to Section 10-72-11 to specify that permits are required for all driveways.
7. Securities language has been updated to allow a security in the form of a letter of credit, rather than cash.
8. Maximum square footage for wall signs in the B-1 District was adjusted to be consistent with the requirements for the B-2 and BPK districts. wall signs in the B-1 District was adjusted to be consistent with the requirements for the B-2 and BPK districts.
9. References and numbering have been updated throughout the Code to reflect additions and deletions. Grammatical errors have been corrected.

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

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5TH DAY OF JANUARY, 2026.

APPROVED:

Mark Vogel, Mayor

Attest:

Jenni Wida, City Clerk

Published in the Anoka County Union Herald the __ day of January, 2026.

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



1200 Warner Road
St. Paul, MN, 55106

12/17/2025

Jodie Steffes
Community Development Director
3750 Bridge St NW
St. Francis, MN 55070

Re: Conditional Approval of City of Saint Francis Wild & Scenic River Ordinance Amendment

Dear Jodie:

Thank you for sending your proposed Wild & Scenic River ordinance amendment to the DNR for conditional approval review. I am pleased to inform you that the proposed amendment is substantially compliant with the statewide WSR Rules (MR 6105.0010 – 6105.0250) and the rules specific to the Rum River (MR 6105.1400 – 6105.1500), and hereby approved, provided the conditions of approval in this letter are met.

Ordinance Evaluation

We have reviewed sections 1 – 15 that you propose to amend, received on 12/09/2025, for compliance with applicable state rules. Our conditional approval only applies to the specific sections listed below.

Attached is the proposed amendment with my comments, color-coded as follows (*delete any color-coded category that you are not using for this review*):

Non colored Comments. These include suggestions to improve administration or shoreland protection.

Conditions of Approval

The following conditions must be met before the DNR will issue final approval:

The City is proposing to exempt buildings less than 200 square feet from obtaining a zoning permit. This is fine, except in the Rum Scenic District. The Rum Scenic district Section 10-53-03 – Compliance, requires a permit for the construction of buildings. We understand that the state building code does not require a building permit for buildings less than 200 sf, however, such a permit also ensures that OHWL and bluff setbacks are met. To ensure that small buildings meet these setbacks, the City needs to require a zoning permit for all buildings in the Rum Scenic District. Alternatively, administrative and enforcement procedures that ensure such buildings meet these setbacks will also be acceptable. ordinances. Please provide the procedures or guidance to DNR for review prior to a final approval.

Next Steps

Following are the steps for completing and receiving final DNR approval for your amendment:

1. Revise the amendment based on the conditions listed above under conditional approval.
2. The City Council adopts the amendment revised according to the listed conditions.
3. Email the completed Ordinance Processing Checklist (attached) and the documents identified on the checklist within 10 days of City Council adoption to:
 - a. Ryan Toot; ryan.toot@state.mn.us
 - b. Ordinance.review.dnr@state.mn.us
4. We will review the amendment adopted by the City Council for consistency with the above conditions.
5. If the adopted amendments are consistent with the conditions, I will send you a "final approval" letter. State rules require DNR final approval of Wild & Scenic ordinances and amendments for those ordinances to be effective.

A Wild & Scenic ordinance is an important land use regulation that helps to protect surface water quality, near-shore habitat, and shoreland aesthetics of Minnesota's wild and scenic rivers. We appreciate your efforts to protect these resources for all present and future Minnesotans. Ryan Toot is available to assist with ordinance technical guidance and to consult with you on land and other water-related projects.

Sincerely,



Megan Moore
District Manager

Attachments:

Proposed Ordinance with DNR comments
Ordinance Processing Checklist

- c: Ryan Toot, DNR Area Hydrologist
Ordinance.review.dnr@state.mn.us
Beth Richmond, Planner: beth@hkgi.com