



CITY COUNCIL REGULAR MEETING

St. Francis Area Schools District Office, 4115 Ambassador Blvd. NW

Monday, November 18, 2024 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 - November 4, 2024
 - B. City Council Work Session Minutes - October 28, 2024
 - C. Compensation Study – Phase I Implementation
 - D. Financial Policies
 - E. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
 - A. Ordinance Amendment – Chapter 6 – Section 13 Taxicabs -2nd Reading
 - *Ordinance 335 - Removing Chapter 6-13 Taxicabs from City Code*
 - *Resolution 2024-40 - Authorizing Summary Publication of Ordinance 335*
 - B. Rum River Preserve of St. Francis PUD – 2nd Reading
 - *Ordinance 336 Approving rezoning 3503 Bridge St NW from B-1 to The Rum River Preserve of St. Francis PUD*
 - *Resolution 2024-41 Authorizing Summary Publication of Ordinance 336*
9. **NEW BUSINESS**
 - A. Communication Strategic Plan
 - B. Ordinance Amendment – Chapter 2-9-1 Fee Schedule, 1st Reading
 - *Ordinance 337 Amending Chapter 2 Section 9 of the City Code regarding the Fee Schedule*
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
 - A. Fire Department Monthly Report - October
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**

November Planning Commission Meeting Cancelled

 - November 28 - City Offices Closed
 - November 29 - City Offices Closed
 - December 02 - City Council Meeting - 6:00 pm
 - December 03 - City Hall (Cree St) Closed - Moving to new facility
 - December 04 - City Hall (Cree St) Closed - Moving to new facility
 - December 16 - City Council Meeting - 6:00 pm (New Building - 3750 Bridge St NW)
 - December 18 - Planning Commission - 7:00 (New Building - 3750 Bridge St NW)
14. **ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW

November 04, 2024

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 Joe Muehlbauer.

2. ROLL CALL

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

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Community Development Director Jessica Rieland, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Administrative Fire Captain Tim Kizer, Fire Captain Carl Johnson, Finance Director Darcy Mulvihill, Liquor Store Manager Joe Pfeifer, and City Planner Beth Richmond (HKGi).

3. APPROVAL OF AGENDA

MOTION BY: ROBINSON SECOND: VOGEL APPROVING THE REGULAR CITY COUNCIL AGENDA

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

Nays: None

Motion carries: 5-0

4. CONSENT AGENDA

A. City Council Minutes - October 21, 2024

B. Embedded Systems Contract Renewal

C. Rink Management Agreement

D. Oak Grove Water/Wastewater Service and Purchase Agreement Request

E. Anoka County Recycling Agreement

F. Refuse Hauler License Application – Curbside Waste

G. Personnel Policy Updates

H. Residential Dog Kennel License Application

I. Conditional Offer of Employment – Facility Technician

J. Appointment Amendment

Resolution 2024-39 Resolution approving the appointments for 2024

K. Payment of Claims.

Robinson asked if the agreement in item D is a standalone agreement for this

development only and does not have an effect on future developments in Oak Grove. Public Works Director Carpenter said there was a park that was added to this agreement for future planning.

Robinson noted that he did not see anything about SAC and WAC charges in the agreement. Carpenter shared that these charges would be equivalent to what St. Francis residents are paying.

Carpenter noted that they always have St. Francis residents in mind first and this does not impede any ability to provide service to the St. Francis residents.

Vogel asked what kind of extra administrative fees went into coming up with the language for this agreement. He asked if there should be a surcharge on Oak Grove for this kind of work. Carpenter stated this was an old agreement that they updated and no surcharges were rolled in as they have not been in the past. He explained that Oak Grove's legal team reviews all of these agreements first before sending them over to St. Francis so there is minimal time invested in this by legal and administration.

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

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

Nays: None

Motion carries: 5-0

5. MEETING OPEN TO THE PUBLIC

Stephanie Ewalls, 5120 241st Avenue, came forward and advocated for approval for the Rum River Preserve as a potential business owner going into this area. She shared that she attended the Planning Commission meeting as she has bought into the Scooter's Coffee franchise and hopes to bring their location to this area.

Renee Wedan, 23645 Undercliff Street NW, came forward and shared her deep concern for the potential dismissal for Jon Faanes from the St. Francis Fire Department. She explained that she was a part of the Fire Department for 12 years where she witnessed the impact of leadership and support, or lack thereof, on the wellbeing of the firefighters. She shared that she struggled with PTSD which she sustained while serving on the Fire Department and that Mr. Faanes was a beacon of support for her during this time. She stated Mr. Faanes' empathy and dedication stood in stark contrast to the leadership with the Fire Department, particularly with the leadership of Fire Chief Dave Schmidt. She explained that after discussing her situation with Fire Department leadership, she felt unheard and abandoned. She said the news of his potential termination is troubling to her, in light of the invaluable support Mr. Faanes has given to herself, other firefighters, and the community. She stated Mr. Faanes has dedicated a commitment to the department and its members which is essential in fostering a culture of safety and support. She noted that losing someone like Mr. Faanes would not only affect the morale of the other firefighters

but would further perpetuate an environment where mental health struggles continue to go unaddressed. She added that she is questioning the priorities of the department under current leadership. She said decisions like the installation of a new brass fire pole in the new building which serves little to no practical purpose raises concerns about how resources are being allocated. She noted that it seems as though there is a trend of silencing voices that challenge these decisions rather than engaging in meaningful dialogue to improve the fire service. She urged the Council to reconsider the implications of Mr. Faanes' dismissal and to advocate for leadership that prioritizes the mental health and safety of all firefighters.

6. **SPECIAL BUSINESS - NONE**

7. **PUBLIC HEARINGS**

A. Miscellaneous Special Assessments

Resolution 2024-38 Authorizing and directing certification of municipal utility services, maintenance of private property, administrative civil notice fees, and repair of leaks as a lien upon premises.

Finance Director Mulvihill reviewed the Staff report in regard to miscellaneous special assessments.

Mayor Muehlbauer opened the Public Hearing at 6:10 p.m.

No one came forward to address the Council.

Mayor Muehlbauer closed the Public Hearing at 6:11 p.m.

Vogel noted that there were roughly 800 people who were delinquent on the MS4 charges. He asked how this compares to other years. Mulvihill stated that this is less than what they certified last year.

Vogel asked about the process of these notices going out before the amounts are certified. Mulvihill explained that the first notice goes out on March 1 to be due on June 1. She added that they send a late notice when they begin processing the special assessments.

Robinson asked if the total amount to be assessed has changed much from last year. Mulvihill said no.

MOTION BY: VOGEL SECONDED: ROBINSON TO ADOPT RESOLUTION 2024-38 AUTHORIZING AND DIRECTING CERTIFICATION OF MUNICIPAL UTILITY SERVICES, MAINTENANCE OF PRIVATE PROPERTY, ADMINISTRATIVE CIVIL NOTICE FEES, AND REPAIR OF LEAKS AS LIEN UPON PREMISES.

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

Nays: None

Motion carries: 5-0

8. OLD BUSINESS - NONE**A. Ambassador Donation Request**

City Administrator Thunstrom reviewed the Staff report concerning the Ambassador's donation request.

Robinson stated this donation will come from the Liquor Store fund and is a way of giving back to the community.

Kreklow shared that she is in favor of this because of all of the work the Ambassadors do for the City.

Vogel said he is not in favor of this because he does not see donating to the Ambassadors as a function of government. He read a section from a newsletter from the League of Minnesota Cities that talked about what cities should know about making donations and stated that cities cannot give away public funds as donations. He said he has no issue with the work of the Ambassadors; however, he does not support using public money as a donation.

Udvig shared she fully supports the Ambassadors as they are a great representation of the City in different areas.

Mayor Muehlbauer shared that he agreed with Vogel that this is not the government's responsibility or a function of the government.

MOTION BY: UDVIG SECONDED: KREKLOW TO APPROVE A DONATION TO THE ST. FRANCIS AMBASSADORS.

Ayes: Kreklow, Udvig, and Robinson.

Nays: Vogel and Mayor Muehlbauer.

Motion carries: 3-2

B. Compensation Study

Mulvihill reviewed the Staff report in regard to the compensation study which was conducted by Abdo Solutions.

Michael Mooney, Abdo Solutions, came forward and reviewed the findings and recommendations from the compensation study.

Robinson asked what the cost of the COLA, plus this implementation cost proposed would be. He stated he would like to move this item to the upcoming Work Session to allow the Council more time to discuss this as it is a lot of information. He asked how long the study is good for. Mr. Mooney said the plan can last five to ten years as long as it is maintained.

Kreklow agreed that she would like to see this moved to the Work Session to allow more time for discussion.

Vogel agreed. He asked if the next steps were included in the contract. Mr. Mooney said yes and explained that all training and implementation are included in the contract.

Vogel asked if these numbers have been reviewed by Mulvihill. Mulvihill said yes and noted that around \$20,000 of the implementation cost could come from the general fund, and the rest would come from the enterprise fund.

Udvig was in agreement with moving the discussion to the Work Session.

Robinson asked if they got information from all the cities they reached out to for this study. Mr. Mooney said yes.

MOTION BY: KREKLOW SECONDED: ROBINSON TO ACCEPT THE COMPENSATION STUDY AND TABLE THE DISCUSSION OF ITS FINDINGS TO THE UPCOMING WORK SESSION MEETING.

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

Nays: None

Motion carries: 5-0

9. **NEW BUSINESS**

A. Separation of Employment- Firefighter Jon Faanes

Thunstrom reviewed the Staff report concerning the separation of employment request for firefighter Jon Faanes.

Mr. Faanes came forward and shared that he is saddened to have to be in front of the Council for this matter. He stated he has been a firefighter for 21 years and has been on the St. Francis Fire Department for 14 of those years. He explained that he has a ten-page paper that he had planned on reading this evening; however, he does not feel as though he should 'air the dirty laundry' to the public. He noted that he wished there was a Human Resources Department within the Fire Department. He shared that since Chief Schmidt has been in charge of the Fire Department, it has changed the way they operate and respond to calls. He explained that the classification between a day firefighter and a night firefighter has changed and has taken a toll on the night firefighters as they have to respond to every call. He noted that there is an individual who at one time accounted for 6% of their calls for service and Chief Schmidt stated in an email that they will no longer be counting this as an all-call. He said there are a lot of numbers that do not make sense and have conflicting information. He added that he does not know where he can find a copy of the personnel policy. He shared that he has requested a list of what calls he has gone on and not gone on. He said it is very hard to figure out if these calculations are correct. He noted that he has an email from June 2024 showing the percentage of calls he went on as 9% for the month of April and 24% for May, and when he received the same email in July, it showed 8% for April and 21% for May. He noted he was not able to get an answer or verification on how these numbers changed. He explained that when they moved from the old fire

station to the new one, there were two months where they never signed signature sheets showing what days they were there, and the responsibility was on the officer who was there to record who was there. He asked the Council if he could provide them with the ten-page letter has prepared along with documentation of the inaccuracies that are going on.

Robinson said they have never had a situation like this before and do not know the best way to go about this.

Mayor Muehlbauer said they do not want this to turn into an argument or back and forth.

Kreklow asked what the grievance process would be for this situation and how this would play out with the decisions made this evening. Thunstrom explained that the personnel policy can be found at City Hall, and it could have been requested by anyone on the leadership team. She shared that she has sent several emails over the last few days on the grievance process, which would include a written request for a grievance with a minimum of 21 days from the initial grievance.

Vogel shared that there are always two sides to every story, and he does not see termination in this situation. He noted the fire stations for Nowthen and East Bethel are in disarray and are facing a lack of firefighters. He stated Mr. Faanes is a fully trained firefighter who wants to be a firefighter, and he does not feel as though termination is the right move at this point. He said he would like to discuss this more in-depth at a Work Session.

Mayor Muehlbauer noted that personnel items are not handled at Work Sessions.

Udvig said there is a lot of back and forth in this situation and it is hard to decipher what is really happening. She asked how many firefighters are actually able to meet the required number of calls. She added that there is still some information that is missing that would be helpful for consideration.

Schmidt shared that this request is not personal in any way. He explained that they have a policy that states each firefighter has to make 20% of their calls per quarter. He noted that he has been with the Fire Department for seven years and he has never had to fire anyone. He shared that for the first quarter of 2024, Mr. Faanes made 17% of his calls and was given a reprimand on April 17 letting him know his calls were below the percentage they needed to be and laid out the process if his numbers continue to be too low. He added that Mr. Faanes' calls for the second quarter was 18% which led to him being placed on suspension on July 17. He noted that for the second quarter, Mr. Faanes was also short on his training hours. He shared that his calls for the third quarter were 16% when he was placed on administrative leave after hitting the third occurrence of the attendance policy. He said this is what is laid out in the policy for attendance. He explained that they did an audit of all Fire Departments in Anoka County on what their attendance

requirements are and they found that St. Francis remains the lowest for attendance policy within the County. He shared that the department average for St. Francis is around 32%. He acknowledged that there are challenges in everyone's lives that can make this job difficult. He noted that while other departments are struggling with having enough firefighters, they have never had this high of recruitment. He shared that firefighters do get monthly updates to show where they are at with their attendance, and they can discuss with leadership at this time if they have any questions.

Robinson asked how many firefighters are currently on Staff. Schmidt said they have 27.

Robinson asked if any other firefighters had gotten to this point before. Schmidt shared that they have had a handful of firefighters over the last seven years that have had a reprimand for a quarter or went on suspension after two quarters; however, they have never had anyone be below their required attendance for three consecutive quarters within a 12-month period of time. He added that firefighters can also take personal or medical leave during which they would not be held to the same attendance standards.

Robinson asked if Human Resources or Administration had been reached out to about this matter. Thunstrom said no.

Mr. Faanes shared that Schmidt had told the firefighters that if they went to City Staff or Council about anything negative within the department they would be reprimanded or terminated. He noted that there was a firefighter in the past who made a comment to the Council which resulted in her being placed on suspension for 45 days.

Schmidt explained that if firefighters have a grievance or a concern, they follow the chain of command and report anything to the station officers or the Fire Chief. He stated the suspension Mr. Faanes mentioned was not directly related to this person going to the Council with concerns.

Mr. Faanes shared that he was aware of the 20% requirement when he was hired; however, he was also considered a night firefighter. He shared that they used to have a rescue sign-up which would have people sign up to take medical calls from 6:00 a.m. to 6:00 p.m. and 24 hours over the weekends and these types of medical calls would not go towards the entire department. He explained that it is hard for him with the changes that have been made since he was hired.

Schmidt stated that when he joined the Fire Department in 2017, there were no attendance requirements and there was a firefighter on the roster who had not made a call in over a year.

Mayor Muehlbauer asked if this has been in effect for seven years, and why the

issue with meeting percentages has only started recently. Mr. Faanes explained that his day job has changed as he used to do local lawn care and now, he has a job on the road. He said he is not around to take any kind of daytime calls.

Mayor Muehlbauer asked if a firefighter responds to a call, but they get turned away if they still get credit for responding. Schmidt said yes.

Mayor Muehlbauer asked if anyone could speak on Mr. Faanes' claim that he was denied documentation when it was requested. Administrative Fire Captain Kizer shared the email where Mr. Faanes requested his call percentages as well as the spreadsheets for the whole department on a monthly basis. He shared that he responded to this request by saying he would not send spreadsheets for every single person as it would be very time-consuming.

Mayor Muehlbauer asked if there are any other firefighters who were also having an attendance issue. Schmidt said no.

Mayor Muehlbauer asked what makes St. Francis the lowest in the county for their attendance rates. Schmidt explained that most other departments have an attendance percentage of 25% to 35%. He noted that some departments also allow firefighters to sign out for a certain period of time and added that they have looked into this kind of model. He stated the system that they have seems to be working and if there are any concerns brought to leadership's attention then they are addressed and worked through.

Mr. Faanes added that since Schmidt has taken over the department, ten firefighters have left due to call volume and would have ended up getting fired if they did not leave.

Udvig asked what steps are offered to firefighters who are not meeting their attendance percentages. Schmidt explained that they have a lot of flexibility on the training side for those hours. He noted they have an online training platform as well which helps make training hours easier. He shared that they always offer solutions to anyone who asks for them, whether it has to do with attendance or training requirements. He added that they encourage people to advocate for themselves. Kizer said that they also have other ways that they can award hours, for events like the French Toast Breakfast.

Vogel shared that the emails in the packet do not include any options to appeal these numbers as Mr. Faanes has made it clear from the beginning that he has questions about these numbers. He asked if there was more communication that was taking place orally that there is no record of. Schmidt explained that these reprimands are delivered in person, and he cannot speak to what was said in each one of these conversations. He reiterated that they do not take any of this lightly and they are following the process that is laid out in their policies.

Kreklow asked when the Fire Department policy changes went into effect. Schmidt said they went into effect in 2020.

Mayor Muehlbauer asked Mr. Faanes what he meant by disagreeing with the percentage calculations. Mr. Faanes explained that his emails from June and July show different percentages of calls that he reported for April and May and it is inconsistent and unclear what his actual numbers really were.

Kizer explained that these numbers could have changed due to slight discrepancies in the data that needed to be updated. He shared that these numbers can occasionally change if he catches a mistake that was made in the calculation.

Mayor Muehlbauer said the most important thing to him is that when residents call 911 needing help, someone shows up to help them. He noted that Mr. Faanes did make a choice to change day jobs which has caused him to be out of town more often. He shared that when he became Mayor, he had to give up certain things in order to be able to attend these meetings.

Mr. Faanes shared that he has been a firefighter for 21 years and has sacrificed time with his family to do this as he appreciates the opportunity to give back to the community. He said he does not do this as a way to get rich and does it solely to help the community. He noted that if he can be there to respond to a call for service to help a fellow resident on their worst days, he wants to be there to do that.

Mayor Muehlbauer asked what the process would look like if they were to continue this item to get more information. Thunstrom explained that they could continue this and call a Special meeting, or they could continue it to the next Council meeting. She noted that Staff would need to know what additional information the Council is looking for before they can make their decision.

Vogel asked if there is any other additional information that they had not been provided that was written communication or if the only communication they had not been presented with was communicated orally. Schmidt said the only other documentation that was not provided as part of the packet was the intent to terminate documentation.

MOTION BY: ROBINSON SECONDED: UDVIG TO APPROVE THE SEPARATION OF EMPLOYMENT WITH FIREFIGHTER JON FAANES IN ACCORDANCE WITH THE DEPARTMENT POLICY.

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

Nays: Vogel

Motion carries: 4-1

B. Ordinance Amendment – Chapter 6 – Section 13 Taxicabs - First Reading

Ordinance 335 - Removing the taxicab ordinance in city code chapter 6-31
Taxicabs

Thunstrom reviewed the Staff report in regard to the request to remove the taxicab ordinance from City Code.

Kreklow asked if removing this still allows for driving services such as Uber and Lyft. Thunstrom said yes and explained that they currently do not have any regulations for Uber or Lyft.

MOTION BY: VOGEL SECONDED: KREKLOW TO THE ADOPT ORDINANCE AMENDMENT - CHAPTER 6 - SECTION 13 TAXICABS - FIRST READING. ORDINANCE 335 - REMOVING THE TAXICAB ORDINANCE IN CITY CODE CHAPTER 6-31 TAXICABS.

A roll call vote was performed:

Mayor Muehlbauer	aye
Councilmember Vogel	aye
Councilmember Robinson	aye
Councilmember Kreklow	aye
Councilmember Udvig	aye

Motion carried: 5-0

C. Rum River Preserve of St. Francis PUD - First Reading

Ordinance 336 establishing the Rum River Preserve of St. Francis PUD at 3505
Bridge St NW with findings as presented by Staff

City Planner Richmond reviewed the Staff report concerning the Rum River Preserve PUD.

Vogel asked about the standalone apartments on Bridge Street. Richmond explained that standalone apartments are currently not permitted as a use in the B-1 district, while mixed use apartments that have a commercial or office component are allowed.

Mayor Muehlbauer asked who would be responsible for maintaining the trails. Richmond stated the trails throughout the development will be the developer's responsibility.

Vogel asked if there would be additional signage other than the signages on the buildings. Richmond explained that there have been no requests to have any flexibility for the City's current sign code.

Vogel asked if it is in the code that restaurants will drive-thrus must also have a dine-in component. Richmond said these businesses could be drive-thru only.

Grady Kinghorn, CEO of Kinghorn Construction, came forward and shared that

every business with a drive-thru will also have a seating area inside. He added that they will also have their signage on the buildings.

Robinson asked if the County has reviewed and commented on the traffic and access for this development. Richmond shared that the County has reviewed this, and they do not have any concerns.

Robinson asked if they will be able to see how the first two drive-thru work out before they approve a third. Richmond explained that since they do not have final plans for all of the phases, they are looking at the PUD as they see it today with an accommodation to add a third drive-thru in a later phase.

Mr. Kinghorn shared that in the packet they have circulation for traffic of all kinds for the project planned out and this plan is working really well at their project in Anoka. He stated that if they cannot do all three drive-thrus then they would not want to move forward with any of them. He explained that they have worked with Staff a lot on this project, and they are fixated on having these drive-thrus as they have become the norm since COVID-19.

Robinson asked if the third drive-thru is a sure thing. Community Development Director Rieland shared that the phase two design had some concerns with the commercial building not facing Bridge Street and the impacts of having the third drive-thru. She noted that since they are focusing on the first phase, the details of the second phase are being pushed to be discussed along with the second phase. She added that the Planning Commission and Staff have said the third drive-thru would be dependent on the success of the first two drive-thru. She said it is hard to guarantee anything as it will come down to the Planning Commission's review and recommendations, and the Council's final decision based on what happened in phase one.

Mr. Kinghorn explained that the entrance from the south has a median on it so there are two lanes going into the property and one lane coming out. He explained that the reason this is so long is because they provided enough distance for these types of drive-thru businesses.

MOTION BY: ROBINSON SECONDED: VOGEL TO ADOPT ORDINANCE 336 - FIRST READING, ESTABLISHING THE RUM RIVER PRESERVE OF ST. FRANCIS PUD AT 3505 BRIDGET STREET NW WITH FINDINGS AS PRESENTED BY STAFF.

A roll call vote was performed:

Mayor Muehlbauer	aye
Councilmember Vogel	aye
Councilmember Robinson	aye
Councilmember Kreklow	aye
Councilmember Udvig	aye

Motion carried: 5-0

D. Preliminary Grading Agreement Rum River Preserve of St. Francis

Rieland reviewed the Staff report concerning the preliminary grading agreement for the Rum River Preserve.

MOTION BY: UDVIG SECONDED: KREKLOW TO APPROVE THE AGREEMENT AND WAIVER REGARDING PRE-APPROVAL GRADING OF THE PUD KNOWN AS RUM RIVER PRESERVE OF ST. FRANCIS CONTINGENT ON CITY ATTORNEY'S APPROVAL.

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

Nays: None

Motion carries: 5-0

E. Special Meeting to Canvass Election Results

City Clerk Wida shared the request for Special meeting on November 12 to canvass the election results for the municipal election.

MOTION BY: KREKLOW SECONDED: ROBINSON TO SCHEDULE A SPECIAL MEETING TO CANVASS ELECTION RESULTS FOR NOVEMBER 12 AT 5:30 P.M.

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

Nays: None

Motion carries: 5-0

10. MEETING OPEN TO THE PUBLIC

Jon Faanes came forward and submitted his letter and documentation showed that he had tried to communicate with Schmidt about his attendance matter.

Trenton Trovik, 23462 University Avenue, came forward and shared concerns about the special assessment he had received. He shared that he had an inspection done at this property and started the process of abandoned property for the items on his property that do not belong to him.

Thunstrom shared that the Council has already taken action on this item and if there are any other questions, Rieland will be able to answer anything related to code enforcement.

Mayor Muehlbauer asked if there is an appeals process that someone can follow for these assessments. Thunstrom explained this would have been a part of this evening's public hearing.

Assistant City Attorney Schaps explained that this item has already been approved and if they would like to discuss it, it will need to be reopened.

MOTION BY: KREKLOW SECONDED: VOGEL TO REOPEN THE SPECIAL ASSESSMENT AT 23462 UNIVERSITY AVENUE.

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

Nays: None

Motion carries: 5-0

Rieland explained that this property has been an ongoing process for over a year. She shared that she suggested dividing this property into zones to help the property owner make progress in each zone to help meet the deadlines. She said they are following the process, and the property owner has received five offenses.

Mr. Trovik explained that the first notice he received was the final notice and he did not receive the five offenses Rieland is speaking of.

Kreklow shared that when they discussed this last year, there was a plan in place to get the property cleaned up over a certain time period. She asked if the plans that were originally negotiated for the cleanup had been followed. Mr. Trovik explained that the original plan was for him to haul off a certain amount of scraps every week. He shared that he has started the 28-day process of abandoned property for the items on his property that are not his and he is not able to do anything with them until after the 28 days are up.

Kreklow asked if there is any documentation for starting the process of abandoned property that he was advised to go through. She added that the responsibility is on him as the property owner to clean up the junk on his property whether it belongs to him or not. Rieland said they can put together the email correspondence which shows all that was communicated.

Mayor Muehlbauer asked if everything remaining on the property belonged to someone other than Mr. Trovik. He said that when they originally gave him a timeline of having the property cleaned up by February of 2024 it seemed unreasonable, and they extended it to June and this is still not taken care of. Mr. Trovik said that he still has a few scrap cars on his property.

Rieland explained that code enforcement is beginning again on this property as the deadline has passed, the cleanup was not complete during this time, and the property is still out of compliance.

Mayor Muehlbauer asked Mr. Trovik if he ever came into Staff to talk to them about not being able to meet the deadline. Mr. Trovik said he emailed Staff as soon as he got the notice of the special assessment.

Udvig asked if Staff has been able to get ahold of Mr. Trovik when they needed to. Rieland stated that code enforcement has been in touch with Mr. Trovik frequently.

Mulvihill noted that when they were sending out the special assessments, she was told to send it to two different addresses for Mr. Trovik, the address that he lives at and the address on the property tax records.

Mayor Muehlbauer stated his biggest issue with this is that they have done all they can to work with the property owner and get the deadline extended to be realistic, yet there has been excuse after excuse as to why it has not been taken care of. He noted that everyone has to be accountable for their own actions.

Kreklow noted if all that was left on the property were the items that belonged to someone else, then this would maybe be different; however, some of Mr. Trovik's items are still on the property and have not been taken care of that was supposed to be done months ago.

MOTION BY: UDVIG SECONDED: MAYOR MUEHLBAUER TO CLOSE THIS ITEM.

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

Nays:

None

Motion carries: 5-0

Renee Wedan, 23645 Undercliff Street NW, came forward and asked for clarification on whether or not City employees are allowed to speak to Council without being reprimanded. Udvig explained that if the chain of command has been followed and there has been no resolution, then employees are able to speak to the Council.

Jason Wedan, 23645 Undercliff Street NW, came forward and noted that Kizer mentioned that there can be human error in the reporting of the attendance for firefighters. He noted that the difference of one extra call per quarter could have increased this to 20%. Mayor Muehlbauer said it would be irresponsible of him to comment on this as he does not have all of this information.

Mr. Wedan asked if they fired someone with over 20 years of experience over something that was possibly a human error. Robinson explained that there was a lack of communication and correction after Mr. Faanes was reprimanded.

Mr. Wedan said he would rather have someone with 20 years of experience show up for a fire or EMS call than someone new who shows up to every call and does not have the experience. He said there should be some kind of better software in place for reporting.

11. **REPORTS**

A. Public Works Quarterly Report

Carpenter reviewed the quarterly report for Public Works. He reviewed the water and wastewater usage for the quarter and shared that they have serviced all seven

generators. He added that they also replaced a 12-inch meter at the largest lift station and River's Edge and rebuilt the retaining walls at the Royal Oaks lift station. He shared that Staff is continuing to work with the MPCA concerning the chloride limits in the water. He stated they have seen an increase in pump plugging in one particular lift station on Arrowhead. He noted that this lift station has been plugged nine times since July. He said they will be sending notifications to all residents who use this lift station. He shared that they removed 117 trees, and 139 trees planted in parks throughout the City. He stated they will be watering these trees through June of 2026. He noted that the dog park was completed this summer and there were roughly 40 dogs at the leash cutting event and the dog park remains quite busy. He added that there were two recycling events this summer, one in July and one in September. He noted that they have added a compost site at Public Works. He explained that the storm events in late August helped Public Works refine its response and procedures during these kinds of storm events. He thanked Staff, the Fire Department, and the Police Department for their help with the response to this storm. He thanked all Public Works employees for everything that they were able to accomplish this summer with more jobs being added as time went on.

Vogel asked if the compost site is open 24/7. Carpenter shared that it is inside the Public Works facility, and they will be setting it out for recycling events and hope to evolve as time goes on.

Robinson asked if the dog park has remained clean and dog owners are self-policing and cleaning up after their pets. Carpenter said yes and that the residents have been amazing at cleaning up after their dogs and the park has remained extremely clean.

Council thanked Carpenter for his report and the great work by him and his crew.

12. COUNCIL MEMBER REPORTS

The Council shared the meetings and events they attended in the past few weeks, as well as highlighting upcoming events. They encouraged the residents to go out and vote tomorrow.

13. UPCOMING EVENTS

November 5 - Election Day
November 11 - City Offices Closed in Observance of Veterans Day
November 12 - City Council Special Meeting/Work Session
November 16 - Recycling Event 8:00 am - 12:00 pm
November 18 - City Council Meeting
November 20 - Planning Commission Meeting

14. CLOSED MEETING

Move into closed meeting pursuant to Minn. Stat. 13D.03, Subd. 1(b), for the purposes of considering strategy for labor negotiations, including negotiation

strategies or developments or discussion and review of labor negotiation proposals.

MOTION BY: ROBINSON SECONDED: KREKLOW TO MOVE TO CLOSED MEETING.

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

The meeting closed at 8:31 p.m.

MOTION BY: UDVIG SECONDED: KREKLOW TO REOPEN THE MEETING.

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

15. ADJOURNMENT

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 8:52 p.m.

Jennifer Wida, City Clerk

CITY OF ST. FRANCIS
CITY COUNCIL WORK SESSION AGENDA
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
October 28, 2024
5:30 p.m.

1. **CALL TO ORDER**

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

2. **ROLL CALL**

Members Present: Mayor Joe Muehlbauer and Councilmembers Kevin Robinson, Crystal Kreklow, and Mark Vogel.

Also present: City Administrator Kate Thunstrom, Finance Director Darcy Mulvihill

3. **AGENDA ITEMS**

A. **Time Capsule Update**

City Administrator Thunstrom reviewed the Staff report in regard to a potential time capsule being donated by Stahl. She asked if there were any particular items that the Council would like to see in the time capsule or if there were any particular groups they would like to invite to participate in putting items in the box.

Kreklow suggested putting an item from the school in the capsule.

Robinson asked how this will be opened in 50 years. Thunstrom explained that it will be secured with bolts and will be placed inside of the elevator wall. She noted that the City would likely hold a time capsule opening ceremony.

Thunstrom shared that some seniors from the community are getting together some photos and history of the City to put in the capsule.

Robinson asked if anything will be put inside from churches, the Police Department, or the Fire Department. Thunstrom said they have not asked any of the local churches to participate; however, they can ask. She noted that Staff has not yet sat down to figure out what they would like to put into the capsule.

Thunstrom shared that when the flag poles were being dug at the new City Hall Fire Station, they found a little toy truck that was from the 1950s and they will be placing this in the time capsule.

Vogel suggested putting in a drone or GIS photo of what downtown looks like today.

Steve Kane with the Ambassadors suggested putting in something relating to the car show and Pioneer Days.

Mayor Muehlbauer suggested having the Ambassadors put something in as well.

Thunstrom said they are looking to set this on February 1 so they will need to know what items will be placed there by January.

The consensus of the Council was to direct Staff to reach out to different groups and individuals about more items to be placed in the time capsule.

B. Donation Request - Ambassadors

Thunstrom reviewed the Staff report concerning a donation request from the Ambassadors in the amount of \$1,400.

Mayor Muehlbauer shared his appreciation for the Ambassadors and what they do for the City; however, he does not see this as a function of government. He does not feel right giving someone else's money as a donation. He asked if they made a donation to the Ambassadors last year. Mulvihill said the last time they made a donation was 2022.

Robinson said the Ambassadors do good work and represent St. Francis to other cities. He noted that he would be supportive of this donation using funds from the liquor store.

Vogel agreed with Mayor Muehlbauer that this is not a function of government. He noted that he believes the government has lost its way and funds a lot of things that it should not fund. He added that if they do end up moving forward with this donation, he would like the funds to come from the liquor store.

Jacque Goedel, Program Coordinator for the Ambassadors, shared that she would not be seeking a donation from the City if they had enough funds. She noted that the float got damaged this year and they are having to replace the cover. She added that they take very good care of the float.

Mr. Kane added that the parents of the Ambassadors pay for a lot of the maintenance out of their own pockets. He noted that all the Ambassadors do is support the City everywhere they go. He invited the Council to next year's Anoka Day Parade to see what the Ambassadors do.

A current chaperone for the Ambassadors, and former 2019-2022 Ambassador, shared that she attended the Anoka Day Parade this past weekend and noted that the Ambassadors are well known for and represented the City incredibly well. She noted that one of the reasons they get such a good parade lineup is because the Ambassadors are out there communicating and connecting with other

communities as a representation of the City. She stated they are none as the friendliest City and are always willing to help out other cities.

Ms. Goedel added that Lino Lakes was not able to get into the Anoka Day Parade last weekend and the Ambassadors offered to let them join their float. She shared that she pays over \$2,000 a year out of pocket for things for the Ambassadors.

Robinson asked if Lino Lakes or other cities that they have let join them on their float have offered any stipend in return. Ms. Goedel said no; however, she knows that these cities are very appreciative. She noted that the Ambassadors are her priority first and they are the first seen on the float, the other groups are just able to ride along.

Ms. Goedel noted that the Ambassadors represent the City so if there is a City event, they are there. She said she has been a part of this program for 15 years and she does not want to see it go away.

Mr. Kane added that this program teaches these young ladies a lot. He noted that they get to meet and form relationships with people all over the State while learning to speak in public, interview, write a resume, and other things through the program.

Kreklow said she is in favor of this donation. She noted that this is a great program that teaches a lot of life skills to these girls. She asked if there would be a way that they could do other fundraising initiatives through the liquor store.

Mayor Muehlbauer noted that Udvig is also in support of the Ambassadors.

Vogel asked about the insurance on the float if the City owns and ensures the float but outside people are driving and operating the float. Ms. Goedel stated they also have their own insurance policies, including an umbrella policy. She noted that anyone who operates the float has to be on the umbrella policy. She added that it is a requirement of most parades that they are in to provide their insurance coverage.

Vogel asked if the damage that Ms. Goedel mentioned was covered by insurance. Ms. Goedel said it was cosmetic damage, so it is not covered.

Mayor Muehlbauer noted that the City insuring and owning the float is already a downside to him. He explained that he sees the government's job as providing necessary services at the lowest cost possible. He noted that the Ambassadors do provide a service to the City in a way; however, things like roads and Police are the services that are most needed.

Robinson noted that he likes the idea of doing a fundraiser through the liquor store; however, if they do this there will be other organizations that will want the same thing. Kreklow agreed.

The consensus of the Council was to move forward with a donation to the Ambassadors from the liquor store fund.

C. Tobacco Product License

Thunstrom reviewed the Staff report in regard to tobacco product licenses and proposed ordinance changes.

Kreklow shared that she is in support of changing the ordinance to add the definition of a tobacco retail store. She noted that the City does not seem to have a tobacco retail issue, and she does not see a need to restrict it any further than it is.

Vogel asked how many tobacco-only stores they have in the City. Thunstrom said there are two, one in the building next to Subway off of Bridge Street and one in the St. Francis Mall.

Vogel asked if regular retailers can carry vapes as well or just the tobacco-only stores. Mayor Muehlbauer said that regular retailers can have them.

Vogel said he would not like to see a tobacco shop open up right next to a school. He stated he does not think the number of licenses allowed needs to be restricted but would like to see some distance requirements.

Robinson stated he is content with just the two current tobacco stores. He noted that he would not want to limit the retail licenses for other commercial entities that are not just restricting a tobacco store. He asked if other cities have distance requirements from schools for tobacco stores. Thunstrom shared that she has found cities go as far as a 500-foot distance requirement. She added that some cities require a certain distance between other tobacco shops. She noted that they could put these distance requirements on all tobacco license holders and not just tobacco shops.

Robinson asked about the age requirement being 21 for these stores if tobacco cannot be purchased unless someone is over 21. Thunstrom noted that this confuses her as no one under 21 can purchase tobacco products and anyone under 21 would need to be accompanied by an adult to enter. She said that she was not sure how they would police this.

Robinson asked about smoking being allowed in these stores. Thunstrom explained that some cities have restrictions on smoking in stores in their ordinances. She noted that they can always put this in the ordinance, or they can leave it as is and see if they receive any complaints about smoking from these tobacco retailers.

Vogel suggested if smoking will be allowed in the building, it should only be allowed for standalone stores.

Robinson asked about the concerns that residents have with the tobacco store next to Subway. Thunstrom explained that the biggest concerns they heard about this location were with signage and the proximity to schools.

Mayor Muehlbauer said he does not think there needs to be a limit to how many tobacco stores they can have in the City. He noted his only fear is that there would be dozens of tobacco stores and if they all go out of business, there would be a lot of vacant businesses.

Kreklow agreed that they do not need to limit tobacco stores.

Thunstrom noted that she did not ask the school's opinion on distance requirements for tobacco stores.

Mayor Muehlbauer recommended a 500-foot distance for tobacco stores and a 1000-foot distance for cannabis stores.

Kreklow noted that tobacco shops will be able to sell low-dose THC products and recommended that they have a standardized distance requirement for both tobacco and cannabis retailers. She asked if this could potentially hinder the City in the future from opening up a dispensary of their own. Mayor Muehlbauer noted that they would be at least 500 feet from the nearest daycare.

Thunstrom explained that the State has in place that cannabis stores must be 1000 feet from a school and 500 feet from a daycare, a park or a treatment facility. She noted that the State created these numbers; however, with the tobacco stores, they have the flexibility to set the distance requirements.

Kreklow recommended having the distance requirement from schools to also be 1000 feet from schools as these tobacco shops will also be selling low-dose THC products.

Mayor Muehlbauer asked how far the store in St. Francis Mall is from the high school. Thunstrom said it is 650 feet; however, there is a daycare inside this building which is about 50 feet from the store. She noted that this store will be able to operate as is until they move to a different location when they would need to follow the new ordinance.

Kreklow added that the 1000-foot distance requirement would give the residents the peace of mind that they are looking for.

Robinson asked why some of the gas stations are not selling low-dose THC products. Thunstrom shared that there are likely some personal business

decisions that go along with these gas stations or grocery stores. She noted that KwikTrip has started selling low-dose THC products.

Thunstrom said she can create a first draft of this ordinance, and they can change any language after the first reading if they so choose.

The consensus of the Council was to update the tobacco ordinance to add the definition of a tobacco store, to not limit the number of tobacco stores in the City, and put a 1000-foot distance between tobacco stores and schools and a 500-foot distance from daycares.

D. Cannabis and THC Ordinance

Thunstrom reviewed the Staff report concerning the cannabis and THC ordinance.

Robinson said he would like to explore having a municipal cannabis dispensary. He noted the City already owns a liquor store that is well-received by the public. He added that he would still like to see something done for a Community Center for the residents.

Mayor Muehlbauer agreed with Robinson. He noted that if people are going to want THC and cannabis products, they have to purchase them somewhere so why not be at a municipal store as it can help supplement things within the City.

Kreklow stated they can look at how well the low-dose products are doing at the liquor store. She noted the sales have been through the roof and consistently increase by around 30% every time they receive a report. She said that this could be very profitable for the City.

Thunstrom shared that there is a potential property that is connected to one of the parks that may be a good fit for a Community Center. She said there are a lot of moving pieces with this, and they will discuss more at the next Work Session.

Vogel said he is opposed to having a municipal THC and cannabis store. He stated he is opposed due to principle, the money it would cost to get the store up and running, and how long it would take for the store to start being profitable.

Mayor Muehlbauer said that he thinks a municipal location would benefit the taxpayers and the products will already be for sale within the City so why not use it as a benefit to the residents.

Vogel stated there would be a lot of money spent in the short term just to get this store up and running.

Mayor Muehlbauer noted they would need to see the estimated costs for a store before they were able to make an informed decision.

Thunstrom asked if they wanted to limit the total number of THC and cannabis stores within the City.

Mayor Muehlbauer said he would like to limit it to one store within the City outside of a municipal store as this would not count as the one required location. Robinson, Kreklow, and Vogel agreed.

Thunstrom asked about distance requirements. She noted that parks, daycares, and treatment centers can be up to 500 feet away. She added that parks currently have no smoking signs and State law prohibits smoking these products in public. She noted that Anoka County has zero tolerance for smoking these products in facilities and parks. She shared that schools also have zero tolerance for these products and have requested that they honor the full 1000-foot distance requirement from the schools.

Mayor Muehlbauer said he would like to match the distance requirements for these stores to what they set for tobacco stores for consistency.

Robinson asked how many cannabis plants residents can grow in their homes. Kreklow said they can grow eight plants with only four mature and can carry up to two pounds.

Mayor Muehlbauer asked where the retailers would be getting the products if no one is a licensed grower for the City. Thunstrom explained that there is currently a lottery system with cultivators. She added that they do not have cultivators currently cultivating the product to be able to sell at the beginning of 2025. She noted that the State will not be able to issue a retail license until they have final rules.

Thunstrom asked if they wanted to put a distance requirement between different cannabis retail stores. Mayor Muehlbauer asked if they were to only have one non-municipal retailer if they would need a distance requirement between locations as there would only be one. Kreklow agreed.

Kreklow suggested that they may want locations to be closer together, so they are in a more concentrated area rather than being spread throughout the City.

Thunstrom shared that they are looking at proposing the same hours of operation that the liquor store currently carries. She added that the Police Department has requested this for consistency purposes.

Kreklow asked about the liquor store hours. Thunstrom said they are open until 10:00 p.m. throughout the week and until 6:00 p.m. on Sundays.

Kreklow suggested sticking with liquor store hours.

Thunstrom shared that since this ordinance has to do with zoning, there will need to be a Public Hearing at the December Planning Commission meeting for review. She said this process will continue over the next several months.

Robinson asked if the State will be pushing back their timeline on this as it does not seem as though they will be ready to go by January 2025. Thunstrom explained that the State has not put anything in writing about this and since some of it was written into statute, there is not much that can be done.

Vogel asked if the zoning changes are only for the retailer locations or if it also has to go with the growing and cultivating of cannabis. Thunstrom said the zoning code will have to address both retail and cultivation.

Mayor Muehlbauer asked if they are able to restrict the sale of the low potency products at bars or just liquor stores. Thunstrom shared that this is language from the State and in most of the zoning changes they are removing this as the low-potency products are everywhere.

Kreklow shared that she heard that money made from selling cannabis products cannot be put into banks as the sale of cannabis is still Federally illegal. Mulvihill explained that she was told originally that the purchase of these products would have to be done with cash; however, credit card purchases are now allowed.

The consensus of the Council was to move forward with the discussed changes to the THC and cannabis ordinance.

4. **ADDITIONAL TOPICS**

Robinson asked if there was an update on the Rum River Inn. Thunstrom shared that it is now in the hands of the bank, and they received a lot of calls at the beginning of this process and those calls have now gone silent and the property continues to worsen. She stated there was some local interest that was creative but not realistic. She added that this is a historical building and there would be a lot of work that would go into tearing the building down. She noted that the State does not see value in this building either.

Kreklow shared that she received an email from a resident about Rum River Park and the playground equipment there. She asked if this had been handled. Mayor Muehlbauer said Public Works Director Carpenter was working with this resident directly. Thunstrom added that this park is already on the repair schedule.

Robinson asked when they would be discussing the LELS contracts. Thunstrom said they are looking to go into a Closed Meeting at the next Council Meeting to discuss this.

Robinson asked how things were going with the new building. Thunstrom shared that they have all of the movers scheduled and they are continuing to work through

the small details to get things over the finish line. She added that they are doing very well with what was budgeted for this building.

5. ADJOURNMENT

There being no further business, Mayor Muehlbauer adjourned the City Council Work Session at 7:06 p.m.

Jennifer Wida, City Clerk

DRAFT



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Compensation Study – Phase I Implementation
DATE: November 18, 2024

OVERVIEW:

As discussed at the Council meeting on November 4th, Abdo completed a compensation study to address the wage tables and scoring structure of non-union positions. Council further discussed this item at the work session on November 12th to clarify questions related to the first phase but understand the budget impact and moving the second phase forward for future conversations.

ACTION TO BE CONSIDERED:

Council to approve the implementation of Phase I of the Compensation Study, effective January 1, 2025, for non-bargaining unit employees.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Financial Policies
DATE: November 18, 2024

OVERVIEW:

Attached is a document that pulls all of the city’s financial policies together in one spot. I was tasked with completing this project so that we would have one reference document. Some policies have been updated for current needs. The Capital Asset policy is new, but this guides the process for capitalizing assets for the financial statements.

ACTION TO BE CONSIDERED:

Approve the financial policies document.

BUDGET IMPLICATION:

None

Attachments:

- City of St. Francis Financial Policies

CITY OF ST. FRANCIS



FINANCIAL POLICIES

Approved by City Council
November 18, 2024

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REVENUE POLICY 4

OPERATING BUDGET POLICY 6

FUND BALANCE POLICY 9

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PURPOSE

The City of St. Francis (City) has a responsibility to provide quality services to its residents and considers it important to do so in a fiscally responsible fashion designed to keep services and taxes as consistent as possible over time. This Financial Policies document is designed to serve as the framework upon which consistent operations may be built and sustained, which guides responsible use of municipal resources and contributes to the City’s overall financial health.

This document serves three main purposes:

1. It draws together the City’s major financial policies into a single document.
2. The plan establishes principles to guide both staff and City Council members to make consistent and informed financial decisions.
3. The plan provides guidelines for ensuring and maintaining an appropriate level of funds, unreserved and reserved, to sustain the financial integrity of the City.

The objectives of this document are:

- To provide both short term and long-term future financial stability by ensuring adequate funding for the provision of services needed by the community;
- To protect the City Council’s policy-making ability by ensuring that important policy decisions are not controlled by financial problems or emergencies;
- Prevent financial difficulties in the future;
- To provide sound principles to guide the decisions of the City Council and Administration;
- To employ revenue policies which prevent undue or unbalanced reliance on certain revenues, distribute the cost of municipal services fairly, and provide funding to operate desired programs;
- To provide essential public facilities and prevent deterioration of the City’s public facilities and infrastructure;
- To protect and enhance the City’s credit rating and prevent default on any municipal debt;
- To create a document that City staff and City Council Members can reference during financial planning, budget preparation and other financial management issues.

REVENUE POLICY

PURPOSE

The City of St. Francis is committed to maintaining a revenue system that meets the City’s immediate and long-term service delivery needs, protects the City’s creditworthiness, and follows best practices for administration and collection. Understanding the revenue stream is essential to prudent planning. These policies seek stability to avoid potential service disruptions caused by revenue shortfalls. Estimates are arrived at by studying relevant revenue history along with economic trends and indices when available.

Revenue Diversification

Program demands require that an adequate revenue stream be maintained. The City will continuously seek to diversify its revenue sources in order to improve the ability to handle fluctuations or dependency on individual sources. New and expanded unrestricted revenue streams should be first applied to support existing programs prior to funding new or expanded programs. The various sources of revenue shall be monitored to determine that rates continue to be adequate, so each source is maximized. The City will pursue federal, state, and private grants but will strictly limit financial support of these programs to avoid commitments that continue beyond funding availability.

Fees and Charges

The City will charge fees for services where such an approach is permissible, and where there is only a limited or specific group of beneficiaries of the City service. Sufficient user charges and fees shall be pursued and levied to support the full cost (operating, direct, indirect and capital) of operations. The City will consider market rates and charges levied by other public and private organizations for similar services in establishing tax fees and charges. The City will periodically review fees and charges in order to keep pace with the cost of providing the service or that percentage of the total cost deemed appropriate by the City. Services shall be scaled to the level of support available from these fees and charges. When sufficient user charges and fees cannot be pursued and levied to support the full cost of operations (such as public record request), the City shall be aware of the costs not allocated to the user charges and fees. In conjunction with the annual budget process, departments will review the cost of providing services against the fee charged. Proposed increases will be brought before the City Council for approval. The City will set fees and user charges for each Enterprise Fund, such as Water and Sewer, at a level that fully supports the total direct and indirect costs of the activity. Indirect costs include the cost of annual depreciation of capital assets.

Use of One-time Revenues

Non-recurring revenue or one-time revenues are sources of revenue the City cannot anticipate receiving on a continuing basis. It is important to seek out and receive this non-recurring revenue because these revenues have value different than ongoing revenues. The City will pursue one-time revenues but will strictly limit expenses to avoid commitments that continue on an ongoing basis. The City shall not budget one-time revenues unless the revenue has been received or a commitment notice has been received. Use of one-time revenues will be reserved for the highest priorities of the current budget to include any revenue shortfalls impacting current budget, reducing and managing debt, use in considering one-time capital purchases and fund balance reserves.

Use of Unpredictable Revenues

The City uses a conservation approach in making ongoing revenue assumptions by utilizing growth patterns and knowledge of the developing areas. Unpredictable revenue assumptions need to also consider the various factors that make the source unpredictable. Unpredictable revenue shall be monitored to determine how the various factors are affecting the collection both currently and in the future. Unpredictable revenue shall be described in the budget document, and the factors that make the source unpredictable discussed. The City shall budget unpredictable revenue lower than the revenue assumption or anticipated collection. The City has not restricted the use of unpredictable revenues.

Stabilization

The City needs to maintain a prudent level of financial resources to protect the public against the need to reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. The long-range planning policy established a reserve general fund balance for unexpected operational changes, legislative impacts or other economic issues.

OPERATING BUDGET POLICY

PURPOSE:

The objective of the operating budget policy is to ensure that sufficient information is available to decision makers to provide adequate levels of funding for essential City services at reasonable costs.

Budgeting is an essential element of the financial planning, control and evaluation process of municipal government. The “operating budget” is the City’s annual financial operating plan. The annual budget includes all operating departments of the general fund, other governmental funds and proprietary funds.

The budget will provide for adequate maintenance of city facilities and equipment and for their orderly replacement.

During odd years, the city’s financial management plan will be updated to help guide the budgeting process for the next five years. This plan will be updated in the spring.

The following funds are included within the City’s annual budget:

GOVERNMENTAL FUNDS:

- 1) General Fund, which accounts for all financial resources except those required to be accounted for in another fund, and include basic governmental services, such as Police, Fire, Parks and Recreation, Streets and Highways, Building Inspections, and Administrative services.
- 2) Special Revenue Funds, which account for revenues that are legally restricted or committed to a specific purpose other than debt service and capital projects. The City currently budgets for the EDA Fund and the Police Forfeiture Fund.
- 3) Debt Service Funds, which are used to account for the payment of principal and interest on the City’s general obligation bond issues. The payments are funded by the City’s debt tax levy and special assessment repayments.
- 4) Capital Projects Funds, which are used to account for the acquisition of vehicles and equipment, and the construction of major capital projects other than those financed by proprietary fund activities. The City currently budgets for the Park Fund, Capital Improvements Fund, Street Fund, Building Fund and Gambling Fund.

PROPRIETARY FUNDS:

Proprietary funds will be self-supporting and user rates or fees will be reviewed annually and adjusted if necessary to ensure adequate funding of operating and capital expenditures.

- 1) Enterprise Funds, which include the City’s “business-type” activities. The City budgets for the Liquor, Water, Wastewater, and Storm Water.

BASIS OF ACCOUNTING AND OF BUDGETING:

The City accounts and budgets for all Governmental Funds using the modified accrual basis of accounting. This basis means that revenue is realized in the accounting period in which it becomes available and measurable, while the expenditures are recognized in the accounting period in which they are incurred. For revenue to be recorded within a given calendar year, it generally must be received within sixty (60) days after the year-end. Exceptions to the modified accrual basis include:

- Grants, which are considered revenue when awarded, not received; and
- Principal and interest on long-term debt, which are recognized when paid.

The City’s Proprietary Funds are accounted and budgeted using the full-accrual basis of accounting. Under this method, revenues are realized when they are earned and measurable, while expenses are recognized when they are incurred regardless of timing or related cash flows. The basis for preparing the budget is the same as the basis for accounting except for principal payments on long-term debt and capital outlay expense, which are treated as budgeted expenses.

BALANCED BUDGET:

The City recognizes that its citizens deserve a commitment from the City to live within its means and that a balanced operating budget is the cornerstone of fiscal responsibility. A balance must be struck between revenues and expenditures so the public can realize the benefits of a strong and stable government. Annual operating expenditures (personnel costs, operating expenses, capital expenses and transfers) will be fiscally balanced with revenues or income estimates that can be reasonably and normally projected to be received during the fiscal year.

On an annual basis the City will present a balanced General Fund operating budget to the City Council. Total resources available, including fund balances plus projected revenue, shall be equal to or greater than the projected expenditures for the coming year. In the event a budget deviates from being presented as balanced, full disclosure and City Council approval will be required including the factors affecting the budget such as economic factors or emergency capital expenditures.

- Any increase in expenses that requires budget revision shall be offset by a budget transfer, increased revenue or use of fund balance.
- Any significant decrease in revenue that results in a budget imbalance shall be offset by a budget revision to reduce expenditures. Any minor decrease in revenues that results in a budget imbalance shall be assumed to be offset by departments that won’t spend their entire expenditure budget.
- Temporary shortages, or operating deficits, can and will occur due to extraordinary events and circumstances. These operating deficits will not be tolerated as an extended trend.
- Any year-end operating surpluses will revert to unappropriated balances for use in maintaining reserve levels set by policy or transferring for use in capital projects or “one-time only” projects.
- Special Revenue Funds are supported by special levies and fees, grants or intergovernmental revenues. Expenditures in these funds are strictly limited to the mandates of the funding source.

BUDGETARY CONTROLS:

The Finance Director will ensure that a budgetary control system is in place to adhere to the adopted budget and will provide monthly reports comparing actual revenues and expenditures to the budgeted amounts to council. The legal level of budgetary control is at the department level within a fund.

- 1) Departments shall not exceed their overall budget without City Administrator approval.
- 2) Surplus departmental revenue may not be used to justify overspending an expenditure without approval from the City Administrator. An expenditure may exceed the budget when the overage is caused by unbudgeted revenue from grants, insurance proceeds, donations or other one-time monies.
- 3) No officer or employee of the City shall place any order or make any purchase except for a purpose and to the amount authorized in the budget resolution, or as authorized by the City Administrator.

CAPITAL IMPROVEMENT PLAN:

The City shall establish a multi-year Capital Improvement Plan that allows the City to maintain its equipment and infrastructure at an adequate level. This plan will be updated annually. The City will coordinate development of the Capital Improvement Budget with the development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budget forecasts. As resources are available, the most current year of the CIP will be incorporated into the current year operating budget as the Capital Improvement Budget. The City will provide ongoing preventative maintenance and upkeep on all its assets at a level adequate to protect the City’s capital investment and to minimize future maintenance and replacement costs. The Capital Improvement Plan will help reduce the debt and the need to bond for these costs.

PUBLIC HEARING:

The City’s budgeting process allows for public input at various city council workshops as well as the annual Truth in Taxation public hearing typically held in early December of each year.

FUND BALANCE POLICY

Policy Overview:

Fund Balance is defined as the difference between assets and liabilities reported in a governmental fund. It is essentially the accumulation of all prior years' net surpluses and/or deficits of revenues over expenditures.

The City of St. Francis (City) understands it has a responsibility to maintain prudent financial practices to ensure stable operations for the benefit of city residents and businesses. Fund balance reserves are an important component in ensuring the overall financial health of a community by giving the City cushion to meet contingency or cash flow timing needs.

The office of the State Auditor recommends that at year-end, local governments maintain an unrestricted fund balance in the general fund and special revenue funds of approximately 35 to 50% of fund operating revenues, or no less than five months of operating expenditures. While the bond rating agencies do not have recommended fund balance levels, the agencies look favorably on larger fund balances, which protect against contingencies and cash flow needs.

The purpose of this policy is to establish specific guidelines the City will use to classify fund balances into categories based primarily on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in these funds can be spent.

Classification of Fund Balance:

Annual financial statements shall be prepared in accordance with generally accepted accounting principles establishing fund balance at the end of each year into the following categories:

- 1) **Non-spendable**-This category includes amounts that are not in a spendable form (i.e. prepaid expenses or supply inventories). Resources that must be maintained intact pursuant to legal or contractual requirements are also considered non-spendable.
 - a. **Restricted**-Amounts subject to externally enforceable legal restrictions (creditors, grantors, contributors and by law through constitutional provisions or enabling regulations).
- 2) **Unrestricted**-The total of committed fund balance, assigned fund balance and unassigned fund balance as described below:
 - a. **Committed**
 - i. Fund balance that can only be used for the specific purposes determined by the City Council. The committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of action it employed to commit those amounts.
 - ii. The City Council will annually, or as deemed necessary, commit specific revenue sources for specified purposes by resolution. This formal action must occur prior to the end of the reporting period, however, the amount to be subject to the constraint, may be determined in the subsequent period.

- iii. To remove the constraint on specified use of committed resources, the City Council shall pass a resolution.

b. Assigned

- i. Amounts that are constrained by the government’s intent to use for specified purposes but are neither restricted nor committed. Assigned fund balance in the General fund includes amounts that are intended to be used for specific purposes.
- ii. The City Council has delegated the authority to assign and remove assignments of fund balance amounts for specific purposes to the City Administrator.

3) Unassigned

- a. Unassigned fund balance represents the residual classification for the General fund. This includes amounts that have not been assigned to other funds and have not been restricted, committed, or assigned to specific purposes within the General fund. The General fund should be the only fund that reports a positive unassigned fund balance amount.

Governmental Funds:

The City’s governmental funds include the following fund types:

1) General Fund

The City will commit 40% of the next year’s General fund budgeted expenditures for working capital. This provides adequate cash flow to fund operations since major revenues, including property taxes and other government aid, are received on a biannual basis.

The City will commit 10% of the next year’s General fund budgeted expenditures to plan for contingencies and tax levy stabilization.

Use of Reserves

Use of the contingency or tax levy stabilization reserve requires city council approval and will be limited to non-recurring or temporary events. Use may include, but not be limited to:

- Provide resources to make up for temporary decreases in revenues
- Provide temporary resources in the event of an economic downturn while expenditure reductions are being implemented
- Provide resources to meet emergency expenditures in the event of extreme weather, natural disasters or other public emergencies
- Provide temporary funding until proceeds are received from insurance, FEMA or other potential reimbursement source, if applicable
- Stabilize or soften the impact of tax levy increases

Replenishment of Reserves

A plan to replenish reserves will be formulated during the annual budget process and five- year strategic planning. Potential sources for replenishment include budgetary surpluses, retired bond funds, uncommitted one-time monies, other city funds, and tax levy increases.

Excess Reserves

The unassigned fund balance represents reserves in excess of the 50% commitment for working capital, contingencies and levy stabilization. These funds are available for use at the city council's discretion. City council and staff will review excess reserves on an annual basis to discuss potential uses for the funds. Emphasis will be placed on one-time uses that achieve future operating cost reductions. Consideration will also be given to limiting the use of reserves to levels that do not adversely affect the City's credit rating.

Periodic Review of Reserve Targets

The reserve target amounts will be reviewed by city council and staff on an annual basis during the budget process.

2) Special Revenue Funds

Special Revenue funds are used to account for the proceeds of specific revenue sources that are restricted or committed to expenditures for specified purposes other than debt service or capital projects. Governmental accounting standards require that substantial inflows of revenues into a special revenue fund be either restricted or committed in order to be considered a special revenue fund.

3) Debt Service Funds

Debt Service fund balances are considered restricted. They are resources that are being accumulated for payments of principal and interest maturing in the current and future years.

The remaining fund balance will typically be transferred into the Community Improvement fund when all debt requirements have been met for a specific debt fund. A transfer into another debt fund may be warranted to avoid any unplanned, adverse impacts to the debt tax levy.

4) Capital Projects Funds

Capital Project fund balances are considered either committed or assigned. They are resources that are used to account for the acquisition or construction of capital facilities, infrastructure and equipment, other than those financed by Enterprise funds.

The majority of these funds should be assigned for the Capital Improvement Plan (CIP) or reserved for a specific project.

Specific Capital Project funds may temporarily have a negative fund balance due to the timing of federal, state or other funding.

Future capital projects shall be identified and quantified, to the extent possible, within the City's five-year CIP, which shall be included in the City's annual budget document.

The City has several capital projects funds, including:

Capital Projects fund, Community Improvement fund, Equipment Replacement fund, Airport Construction fund, and the annual Capital Improvement Construction funds.

The Capital Projects fund accounts mainly for capital improvements related to General fund facilities and miscellaneous infrastructure maintenance.

The Community Improvement fund accounts for city enhancement and public arts projects as approved by the City Council. The main funding sources are retired bond funds, grants and donations.

The Equipment Replacement fund accounts for the acquisition and disposition of General fund vehicles and equipment. The main funding sources are transfers from the General fund and proceeds from the sale of vehicles/equipment.

The Capital Improvement Construction funds account for the annual roadway and infrastructure improvement projects. The main funding sources are federal and state aid, grants, enterprise fund contributions, other city funds, and bond proceeds. Excess fund balance when the projects are complete generally are transferred into the debt service fund but may also be used to fund deficits in other capital improvement construction funds.

Enterprise Funds:

1) It is the goal of each enterprise fund to cover the costs of operations, including depreciation and a transfer to the General fund, to maintain a financially healthy enterprise. The City will maintain cash reserves in the Enterprise funds at a minimum level equal to 50% of the following year's annual operating expenses plus one year of debt service payments and transfers to the General fund (Target Cash Balance).

*The Liquor fund shall be exempt from this provision since the majority of profits are transferred to the General fund.

2) The Water, Wastewater and Storm Water funds may contribute capital improvement dollars to the annual Capital Improvement Construction fund as a reimbursement for infrastructure placed in service in conjunction with roadway and other improvement projects. Contributions shall not exceed the total cost of the specific infrastructure being capitalized within the enterprise fund.

3) Projects utilizing reserves shall be planned in advance and included within the 5-year Capital Plan, to the extent possible. The amount of reserve funds utilized will be limited to an amount that maintains a cash balance above the Target level and does not result in user rate increases solely due to the use of those reserves.

4) Utility rates will be reviewed annually regarding projected expenses and capital improvements. The City Council will annually establish rates in accordance to operating cost recovery and the projected capital improvements.

Order of Fund Balance Spend-Down:

1) When both restricted and unrestricted resources are available for use, it is the City's policy to first use restricted resources, and then unrestricted, as they are needed.

2) When committed, assigned or unassigned resources are available for use, it is the City's policy to use resources in the following order; (1) Committed; (2) Assigned; and (3) Unassigned.

3) A negative residual amount may not be reported for restricted, committed, or assigned fund balances in the General fund.

Monitoring and Reporting:

The City Council shall review fund balance and cash-flow needs during the budget process in accordance with this policy. Annually, after the audited financial report has been completed, the City Council shall review fund balance results with the City Administrator, Finance Director and the City's independent auditor.

CAPITAL IMPROVEMENT PLAN POLICY

VISIONS AND GOALS

The City plans for capital improvements by preparing a five-year Capital Improvement Plan (CIP). The CIP serves as a valuable planning tool for the preservation and expansion of the City’s capital assets, including facilities, infrastructure, amenities and equipment. It provides details of proposed improvements by department and year, along with the estimated cost and funding sources for the improvements. It is based upon several long-range planning documents that are updated regularly as identified City staff and council members.

The CIP identifies projects that will support existing and projected needs in the following areas: transportation, public safety, parks & recreation, general government and enterprise fund operations. The CIP establishes a development program to maximize outside revenue sources and effectively plan for the growth and maintenance of the City's infrastructure.

POLICIES

Criteria identified for inclusion of capital items in the CIP plan are as follows:

- 1. Capital Item must have a minimum cost of \$10,000
- 2. Project must define the year proposed
- 3. Funding source should be identified
- 4. Must have a useful life of three years or greater

The plan encompasses projects using the following priority levels:

Priority 1: (Urgent) Projects currently underway or those that are considered essential to the departments of City operations, and should not be delayed beyond the year requested. Failure to fund these projects will seriously jeopardize City's ability to provide service to the residents and/or expose the City to a potential liability and negative legal exposure.

Priority 2: (Very Important) Projects that are needed by a department or the City to improve or maintain their operations, and to delay would cause deterioration or further deterioration of their current operation and/or level of service to the residents of the City. These should not be delayed beyond the year requested.

Priority 3: (Important) Projects that are needed by a department or the City to improve or maintain their operations, and should be done as soon as funds can reasonably be made available.

Priority 4: (Less Important) Projects, which are desirable, but needing further study.

Priority 5: (Future Consideration) Projects which sometime in the future will need to be funded to maintain operations, safety or infrastructure desired within the community.

CIP PROCESS

1. Finance distributes CIP forms and the prior year’s data to departments for updating.
2. Departments add, remove and reprioritize CIP data from the prior year’s report.
3. Finance updates the CIP database with recommendations made by the department directors.
4. Initial draft is reviewed with City Administrator and Department directors; corrections or adjustments are made.
5. Preliminary CIP plan is submitted to City council by July 1st.
6. Final CIP plan is reviewed and adopted by City council by August 15th.

PROCESS CALENDAR

April - Departments work on updating the CIP. Any new capital items should be requested at this time.

May - Departments return updated CIP items. An initial CIP draft is reviewed with Department directors and corrections or adjustments are made. Current year CIP items are incorporated into the early stages of the budgeting process during this time frame.

July 1st - Per Section 7.16 of the St. Francis City Charter, a Capital Improvement Plan shall be submitted to the council no later than July 1st of each year.

By August 15th, Public hearing and Final adoption of the Plan by City Council.

CAPITAL PROJECT APPROVAL

The CIP is a planning document comprised of potential capital improvement projects known at a certain point in time. Projects are not approved simply by being included in the CIP as funding sources or City priorities may change. All capital projects are subject to the City’s purchasing policy, requiring quotes/bids and approvals commensurate to the total cost.

CAPITAL ASSET POLICY

Purpose

It is the policy of the City of St. Francis to maintain appropriate procedures regarding the procurement, management, and disposal of all capital assets in accordance with Governmental Accounting Standards Board Statement No. 34 (GASB 34). This Capital Assets Policy establishes criteria for reporting capital assets within the City’s financial statements in order to provide users with consistent and comparable information for the current and all future fiscal periods.

Section 1: Define Capital Assets and Capitalization Thresholds

Capital assets are reported in the applicable governmental or business-type activities columns in the City’s government-wide financial statements.

A capital asset is real or personal property used in operations which has an individual value equal to or greater than the capitalization threshold set forth by the City, for that specific asset classification, and has an estimated useful life greater than one year. For financial reporting purposes only, the City will classify and establish capitalization thresholds for each asset class as follows:

Land	\$10,000
Buildings and building improvements	\$50,000
Improvements other than buildings (land improvements)	\$25,000
Machinery and equipment	\$10,000
Infrastructure and other improvements	\$100,000
Other assets	\$10,000
Construction in progress	***

***Accumulate all costs and capitalize if over the capitalization threshold for the applicable asset class.

Section 2: Reporting Capital Assets

Capital assets are reported at their historical cost. The historical cost of a capital asset should include the cost of the asset itself and the following:

- Ancillary charges necessary to place the asset into its intended location (e.g., freight charges)
- Ancillary charges necessary to place the asset into its intended condition for use (e.g., installation and site preparation charges)

A cost should only be capitalized if it is (1) directly identifiable with a specific asset and (2) only if it is incurred after the acquisition of the related asset has come to be considered probable (i.e., “likely to occur”). For example, a study to determine the best location for a building or a feasibility study would not be capitalized while legal costs to acquire property would be capitalized.

The historical cost of a capital asset should include the cost of any subsequent additions or improvements but exclude the cost of repairs and maintenance. An addition or improvement, unlike a repair, either enhances a capital asset’s functionality (effectiveness or efficiency), or it

extends a capital asset's expected useful life. For example, mill and overlays or periodically resurfacing a new road would be treated as a repair (the cost would not be capitalized), while reconstructing a road or adding a new lane constitutes an addition (a cost that would be capitalized). In the event the historical cost of a capital asset is not practically determinable, it will be necessary to record an estimated historical cost of the asset using alternative methods. Alternative methods include standard costing and normal costing. Standard costing estimates the historical cost of a capital asset by establishing the average cost of obtaining the same or a similar asset at the time of acquisition. Normal costing estimates historical cost based on the current cost to either reproduce or replace the capital asset, indexed by a reciprocal factor from the estimated acquisition date, i.e., taking the value of acquiring the asset new today and then discounting that amount by an appropriate inflation factor back to the date of acquisition.

Assets that the City purchases at a nominal amount or are given by another party are to be recorded as donations rather than using the actual nominal cost to the City. Donated capital assets should be reported at their estimated fair value at the time of acquisition plus ancillary charges, if any. Fair value is the amount at which an asset could be exchanged in a current transfer at arm's length between willing parties, other than in a forced or liquidation sale. For assets that do not have easily obtainable fair market values, the City should use the amount it would cost them to purchase or contract the asset in question. Donations are defined as voluntary contributions of resources to the City by a non-governmental entity. A voluntary contribution of resources between governmental entities is not a donation.

Section 3: Major Asset Classes

Governments commonly report seven or more major classes of capital assets:

1. Land

Land is generally characterized by an indefinite useful life; therefore, it is not depreciated. The cost of land should not only include its acquisition price, but also the cost of initially preparing the land for its intended use (excavation, fill, grading). Land frequently is closely associated with some other assets (e.g., land under a building or road). No matter how close this relationship may be, land should always be treated separately. Examples of items to be capitalized as land and land improvements include:

- Purchase price or fair value at time of gift
- Commissions
- Professional fees, including title searches, architect, legal, engineering, appraisal, surveying, environmental assessments, etc.
- Land excavation, fill, grading, and drainage
- Demolition of existing buildings and improvements (less salvage value)
- Removal, relocation, or reconstruction of property owned by others such as power, telephone, and railroad lines
- Interest on mortgages accrued at the date of purchase
- Accrued and unpaid taxes at the date of purchase
- Other costs incurred in acquiring the land
- Water wells, including initial cost for drilling, the pump, and its casing
- Permanent right-of-way

2. Buildings and Building Improvements

Buildings. All permanent structures that are attached to land, have a roof, are partially or completely enclosed by walls, and are not intended to be transportable or moveable are included in this asset class. The City can elect to report major components of buildings as separate capital assets in their own right, when these components have a significantly shorter estimated useful life than the structure to which they relate (e.g., HVAC). Examples of items to be capitalized as buildings include:

Purchased Buildings

- Original purchase price
- Expenses for remodeling, reconditioning, or altering a purchased building to make it ready for its intended purpose
- Environmental compliance, i.e., asbestos abatement
- Professional fees, includes architectural, engineering, management fees for design and supervision, and legal fees
- Cancellation or buyout of existing leases
- Other costs required to place or render the asset into operation

Constructed Buildings

- Completed project costs
- Cost of excavation, grading, or filling of land for a specific building
- Expenses incurred for the preparation of plans, specifications, and blueprints
- Building permits
- Costs of temporary buildings used during construction
- Additions to buildings, i.e., expansions, extensions, or enlargements

Building Improvements. Building improvements include capitalized costs that materially extend the useful life of a building, increase the value of a building, or both. Building improvements should not include maintenance and repairs done in the normal course of business. If practical, the costs of an improvement are normally added to the cost of the related structure, rather than treating it as a separate asset.

Examples of items to be capitalized as building improvements include:

- Installation or upgrade of heating and cooling systems, including ceiling fans and attic fans
- Original installation or upgrade of wall or ceiling covering such as carpeting, tiles, paneling, or parquet
- Structural changes such as reinforcement of floors or walls, installation or replacement of beams, rafters, joists, steel grids, or other interior framing
- Installation or upgrade of window or door-frames, upgrading windows or doors, built-in closet and cabinets
- Interior renovation of casings, baseboards, light fixtures, and ceiling trim
- Installation or upgrade of plumbing and electrical wiring
- Installation or upgrade of telecommunication systems

Examples of items considered repairs or maintenance in nature and should not be capitalized as buildings or building improvements include:

- Adding, removing and/or moving of walls relating to renovation projects that are not considered major rehabilitation projects and do not increase the value of the building
- Improvement projects of minimal or no added life expectancy and/or value to the building
- Plumbing or electrical repairs
- Cleaning, pest extermination, or other periodic maintenance
- Interior decoration, i.e., draperies, blinds, curtain rods, wallpaper
- Exterior decoration, i.e., detachable awnings, uncovered porches, decorative fences
- Maintenance-type interior renovation including repainting, touch-up plastering, replacement of carpet, tile, or pane sections, and refinishing of sinks and fixtures
- Replacement of a part or component of a building with a new part of the same type and performance capabilities, e.g., replacement of an old boiler with a new one of the same type and performance capabilities
- Any other maintenance-related expenditure which does not increase the value of the building

3. Improvements Other Than Buildings (Land Improvements)

This asset class is used for permanent (i.e., non-moveable) improvements, other than buildings, that add value to land but do not have an indefinite useful life (i.e. fences, parking lots, retaining walls). Moveable items should be classified as machinery and equipment.

4. Machinery and Equipment

This asset class includes vehicles, furnishings, and similar moveable items used for operations for which the benefit extends beyond one year from the date of receipt. Examples of expenditures to be capitalized as machinery and equipment include:

- Original contract or invoice price
- Freight charges
- Handling and storage charges
- In-transit insurance charges
- Sales, use and other taxes imposed on the acquisition
- Installation charges
- Charges for testing and preparation for use
- Cost of reconditioning used items
- Parts and labor associated with the construction of equipment, machinery, or vehicles

Note that the cost of extended warranties and/or maintenance agreements, which can be separately identified from the cost of the equipment, machinery, or vehicle, shall not be capitalized.

5. Infrastructure

Infrastructure assets are long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets (i.e. roads, bridges, tunnels, drainage systems, water and sewer systems, dams, and lighting systems). As a general rule, the cost of buildings associated with infrastructure should be reported separately as buildings rather than as part of the cost of the infrastructure. The exception to this rule is buildings that are purely ancillary to a network or subsystem of

infrastructure (e.g., road maintenance structures such as shops and garages associated with a highway system and water pumping stations associated with water systems).

Examples of infrastructure assets include:

- Roads, streets, curbs, gutters, and sidewalks
- Bridges
- Water and sanitary sewer systems
- Drainage and storm water systems
- Street light systems
- Signage

6. Other assets

This asset class is used for assets that do not fit into one of the other major asset classes. It also includes computer software that is either purchased or developed for internal use, which should be capitalized if the cost of the software exceeds the capitalization threshold and is depreciated over the software's estimated useful life. Capitalization of computer software includes software license fees if the total dollar amount of the fee divided by the number of units or terminals exceeds the threshold.

Examples of expenditures to be capitalized as computer software include:

- External direct costs of materials and services, i.e., third-party fees for services
- Costs to obtain software from third parties
- Travel costs incurred by employees in their duties directly associated with development
- Payroll and payroll-related costs of employees directly associated with or devoting time to encoding, installing, or testing
- Costs to develop or obtain software that allows for access or conversion of old data by new information systems

Note that upgrades and enhancements should only be capitalized to the extent that they increase the functionality of the product.

7. Construction in progress

This asset class is used for costs incurred to construct or develop an asset before it is substantially ready to be placed into service (at which time it is reclassified into the appropriate major asset class).

Section IV: Depreciating Capital Assets

Depreciation is the process of allocating the cost of a tangible asset to the periods of benefit. Capital assets shall be depreciated over their estimated useful live with exception of the following:

- Inexhaustible assets, i.e., land, and land improvements that do not require maintenance or replacement, e.g., certain works of art and historical treasures
- Construction work-in-progress

For financial purposes, the City will use the straight-line method of depreciation, which allocates the cost evenly over the life of the asset. Generally, at the end of an asset's life, the sum of the amounts charged for depreciation in each accounting period, or accumulated depreciation, will equal the original cost less salvage value.

Section 4: Capital Assets Estimated Useful Life

The City's capital assets are depreciated over the following estimated useful lives derived from the Internal Revenue Service Alternative Depreciation System (ADS):

Land Indefinite life, not depreciated

Buildings and Building Improvements

Buildings	40 years
Temporary and portable buildings	25 years
Roof	20 years
HVAC (heating, ventilation, air conditioning)	20 years
Electrical	20 years
Plumbing	20 years
Sprinkler system	20 years
Elevators	20 years
Floor covering other than carpet	15 years
Interior construction	15 years
Security and fire alarm system	10 years
Cabling	10 years
Interior renovation	10 years
Carpeting	7 years
Other buildings and building improvements not listed above	7-40 years

Improvements Other Than Buildings (Land Improvements)

Fencing and gates	20 years
Landscaping	20 years
Outdoor sprinkler and irrigation systems	20 years
Golf courses	20 years
Swimming pools, tennis and basketball courts, skate parks	20 years
Fountains	20 years
Retaining walls	20 years
Outdoor lighting	20 years
Recreation areas and athletic fields, including bleachers	15 years
Paths and trails	15 years
Septic systems	15 years
Other improvements not listed above	15-20 years

Machinery and Equipment

Outdoor equipment (playgrounds, scoreboards)	15 years
Firefighting trucks	15 years
Athletic equipment	10 years
Telecommunications equipment	10 years

Fire department equipment	10 years
Furniture and fixtures (excluding structural components)	10 years
Grounds equipment (mowers, tractors, bobcats)	10 years
Kitchen equipment (appliances)	10 years
Lab equipment	10 years
Law enforcement equipment	10 years
Custodial equipment	10 years
Business machines and office equipment	7 years
Audio visual equipment	6 years
Heavy general purpose truck (weight > 13,000lbs)	6 years
Cars, light general purpose trucks (weight < 13,000lbs)	5 years
Machinery, tools, and other equipment not listed above	5 years

Infrastructure and Other Improvements

Water, sanitary sewer, storm sewer systems	50 years
Roads, streets, curb, and gutter	20 years
Sidewalks	20 years
Bridges	20 years
Parking lots, driveways, and parking barriers	15 years
Other infrastructure and improvements not listed above	15-50 years

INVESTMENTS POLICY

I. PURPOSE AND NEED FOR POLICY

It is the policy of the City to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow requirements of the City and conforming to all state and local statutes governing the investment of public funds. The purpose of this Policy is to develop an overall program for cash investments, designed and managed with a high degree of professionalism, worthy of the public trust; to establish that elected and appointed officials and employees are custodians of a portfolio which shall be subject to public review; to establish cash investment objectives, delegation of authority, standards of prudence, internal controls, authorized investments, selection process for investments, and broker representations.

II. SCOPE

This Policy applies to the investment and deposits of all funds of the City.

Pooling of Funds

Except for cash in certain restricted and special funds, the City will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. OBJECTIVE

At all times, investments of the City shall be in accordance with Minnesota Statutes Chapter 118A and amendments thereto. The primary objectives of the City's investment activities shall be in the following order of priority:

A. Safety

Safety of principal is the foremost objective of the investment portfolio. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk, interest rate risk, and custodial risk.

Credit Risk: Credit Risk is the risk of loss due to failure of the security issuer or backer. Thus, designated depositories shall have insurance through the FDIC (Federal Insurance) or the SIPC (Securities Investor Protection Corporation). To ensure safety, it is the policy of the City that when considering an investment, all depositories under consideration be cross-checked against existing investments to make certain that funds in

excess of insurance limits are not made in the same institution unless collateralized as outlined below. Furthermore, the City Council will approve all financial institutions, brokers, and investment advisers with which the City will do business.

Interest Rate Risk: Interest Rate Risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates. The City will minimize Interest Rate Risk by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.

Custodial Risk: The City will minimize deposit Custodial Risk, which is the risk of loss due to failure of the depository bank (or credit union), by obtaining collateral or bond for all uninsured amounts on deposit, and by obtaining necessary documentation to show compliance with state law and a perfected security interest under federal law.

B. Liquidity

The investment portfolio shall remain sufficiently liquid to meet projected disbursement requirements. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands. Investment portfolios will be structured so that securities mature concurrent with cash needs to meet anticipated demands. Liquid funds will allow the City to meet possible cash emergencies without being penalized on investments.

C. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary cycles, considering investment risk and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. Securities shall generally be held until maturity with the following exceptions.

- A security with declining credit quality may be sold prior to maturity to minimize loss of principal.
- Liquidity needs of the City require a security or securities are sold prior to maturity.
- A security swap would improve the safety and yield of the overall portfolio.

IV. DELEGATION OF AUTHORITY

Responsibility for the investment program is hereby delegated from the City Council to the Finance Director. Authority to conduct actual investment transactions may be delegated to the Finance Director, who shall act in accordance with procedures as established with this investment policy. The authorized individuals, when acting in accordance with this Policy and exercising due diligence, shall not be held responsible for losses, provided that the losses are reported immediately, and that appropriate action is taken to control further losses.

The City may utilize SEC-registered investment advisory/management firms (External Investment Managers) to invest segments of the investment portfolio. The External Investment Manager will operate within the constraints of this investment policy and an executed Investment Advisory Agreement. The External Investment Manager shall have discretion over the assigned segment of the investment portfolio. All External Investment Managers shall purchase and sell securities in accordance with Minnesota Statute 118A, this investment policy statement, and the Investment Advisory Agreement. External Investment Managers must be registered under the Investment Advisers Act of 1940 and be licensed and registered to do business in Minnesota and registered as an investment advisor through IARD (Investment Advisor Registration Depository) in Minnesota.

Authorized Financial Dealers and Institutions:

If the City chooses to engage an investment advisor, that investment advisor may choose to utilize any broker-dealer that it deems prudent. Qualified investment advisors assisting the City in the management of its overall investment portfolio may purchase and sell investment securities in accordance with this investment policy and may utilize their own approved list of broker-dealers and security issuers; however, the list shall fully comply with the criteria maintained in this policy.

If the City chooses not to engage an investment advisor, the City will maintain a list of financial institutions authorized to provide investment services to the City. Prior to any investment transactions with the City, all broker/dealers who desire to become qualified bidders for investment transactions must supply the treasurer with audited financial statements, proof of FINRA registration, proof of Minnesota registration, a certificate of insurance for excess SIPC coverage, and completion of the broker notification and certification form required by Minnesota Statutes 118A.

V. PRUDENCE

The standard of prudence to be used by investment officials shall be the “prudent investor,” and shall be applied in the context of managing the investments. All investment transactions shall be made in good faith with the degree of judgment and care, under the circumstances, that a person of prudence, discretion and intelligence would exercise in the management of their own affairs. This standard of prudence shall mean not for speculation, and with consideration of the probable safety of the capital as well as the probable investment return derived from assets.

VI. INTERNAL CONTROLS

Internal controls are designed to prevent loss of public funds due to fraud, error, misrepresentation, unanticipated market changes, or imprudent actions. Internal controls shall address:

- Separation of transaction authority from accounting and record keeping.
- Clear delegation of authority to subordinate staff members.
- Confirmation of transactions for investments and wire transfers.
- Development of a wire transfer agreement with the lead bank and third-party custodian.
- Investment and interest earnings will be recorded in the City’s accounting records based on generally accepted government accounting procedures.
- A periodic summary of all investment transactions will be prepared by the City Administrator for review by the City Finance Committee or Council.
- Each year, as part of the annual audit by an external auditing firm, there will be an independent review. This review will provide internal control by assuring compliance with this policy.

The City Administrator will report periodically to the City Council on the total of all funds invested and the total interest received on all securities year to date.

VII. AUTHORIZED INVESTMENTS AND COLLATERALIZATION

All City investments and deposits shall be those allowable by Minnesota Statutes Chapter 118A and amendments thereto. In accordance with MN Statutes 118A, collateralization will be required on all demand deposit accounts, including checking, savings, and money market accounts, and non-negotiable certificates of deposit in excess of federal deposit insurance.

State law defines the types of collateral that a financial institution may pledge for public deposits.

These types of collateral include:

- United States Government Treasury issues;
- Issues of United States Government Agencies and Instrumentalities;
- Obligations of state and local governments;
- Time Deposits fully insured by the Federal Deposit Insurance Company (FDIC) or any federal agency; and
- Irrevocable standby letters of credit issued by federal home loan banks.

Since the amount a public entity has on deposit will vary from time to time, the financial institution needs sufficient amounts of pledged collateral to cover 110% of the uninsured amount on deposit during peak deposit times.

VIII. SAFEKEEPING AND CUSTODY

All security transactions, including collateral for repurchase agreements, entered by the City shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the City Administrator.

IX. DIVERSIFICATION

The City will attempt to diversify its investments according to type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields.

X. CONFLICT OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. For further details, please refer to the City's policies and ordinances.

XI. BROKER REPRESENTATIONS

Municipalities must obtain from their brokers or advisors certain representations regarding future investments. Pursuant to Minnesota Statutes 118A, the City shall provide each broker or advisor with the City's investment policy, and the securities broker or advisor shall submit a certification

annually to the City stating that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the City. Agents of financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the City's funds.

XII. PERFORMANCE STANDARDS AND BENCHMARK

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs. The basis used by the City Administrator to determine whether market yields is being achieved shall be to a comparable benchmark.

e.g., 90-day US Treasury Bill, 6-month US Treasury Bill, Average Fed Funds Rate.

XIII. REPORTING

The Finance Director shall present a periodic report on the investment program and investment activity to the City Council. The management summary shall be prepared in a manner that will allow the Governing Body to determine if investment activities during the reporting period conform to this Investment Policy.

DEBT MANAGEMENT POLICY

The Finance Department of the City of St. Francis has developed this Debt Management Policy to provide guidelines for the issuance of bonds and other forms of indebtedness to finance necessary land acquisitions, capital construction, equipment and other capital assets for the City. While the issuance of debt is an appropriate method of financing the acquisitions of capital projects and major equipment, such issuance must be carefully monitored to preserve the City's credit strength and to provide the necessary flexibility to fund future capital needs.

The goal of the City's Debt Management Policy is to ensure a stabilized overall debt burden and future tax levy requirement, in addition to ensuring that issued debt can be repaid without weakening the City's financial condition. Adequate resources must be provided for the repayment of debt and the level of debt incurred by the City must be effectively managed to maintain or enhance the City's credit rating.

Financing capital projects with debt in certain circumstances may be the most cost-effective means available to the City. City staff will analyze each potential capital improvement and make a recommendation to City Council to either use cash reserves or issue debt. The City's 5-year Capital Improvement Plan will be a valuable planning tool for the financing of future improvements.

Purpose

The purpose of this policy is to establish parameters and provide guidance governing the issuance, management, continuing evaluation of and reporting on debt obligations issued by the City of St. Francis ("City").

Background

The use of borrowing and debt is an important and flexible revenue source available to the City. Debt is a mechanism which allows capital improvements to proceed when needed, in advance of when it would otherwise be possible. It can reduce long-term costs due to inflation, prevent lost opportunities, and equalize the costs of improvements to present and future constituencies.

Debt management is an integral part of the financial management of the City. Adequate resources must be provided for the repayment of debt, and the level of debt incurred by the City must be effectively controlled to amounts that are manageable and within levels that will maintain or enhance the City's credit rating. A goal of debt management is to stabilize the overall debt burden and future tax levy requirements to ensure that issued debt can be repaid and prevent default on any municipal debt. A debt level which is too high places a financial burden on taxpayers and can create problems for the City's economy as a whole.

Policy Statement

Under the governance and guidance of Federal and State laws, and the City's ordinances and resolutions, the City may periodically enter into debt obligations to finance the construction or acquisition of infrastructure and other assets, or to refinance existing debt. It is the City's objective to assure that such debt obligations are issued and administered to obtain the best

long-term financial advantage to the City and its residents, while making every effort to maintain and improve the City's bond ratings and reputation in the investment community.

Policy

- A. The City will not issue debt obligations or use debt proceeds to finance current operations, except in the case of an extreme financial emergency which is beyond the City's control or reasonable ability to forecast.
- B. The City will confine long-term borrowing to capital improvements, equipment or projects that have a life of more than 4 years and cannot be financed from current revenues or in such cases wherein it is more equitable to finance a project or purchase of equipment.
- C. The City will keep the maximum maturity length of all debt obligations to the earlier of: (i) the estimated useful life of the capital improvements, equipment or projects being financed; or, (ii) 25 years; or, (iii) in the event they are being issued to refinance outstanding debt obligations, the final maturity of the debt obligations being financed, unless a longer term is recommended by the City's financial advisor.
- D. The City will pay back debt so that 50% of the principal is retired within 2/3 of the term of the bond issue.
- E. The City will limit debt to the statutory limit of 3% of the market value of taxable property in the City as prescribed by Minnesota Statute 475.53.
- F. The City will use refunding mechanisms to reduce interest cost when it has been determined that a minimum present value savings of 3% of refunded principal can be realized.
- G. The City will maintain good communications with bond rating agencies about its financial condition and will follow a policy of full disclosure in every financial report and bond prospectus.
- H. The City will strive to maintain the best possible credit rating which shall be a major factor in all financial decisions.

POST-ISSUANCE TAX COMPLIANCE PROCEDURES FOR TAX-EXEMPT BONDS POLICY

The City Council (the “Council”) of the City of St. Francis, Minnesota (the “City”) has chosen, by policy, to take steps to help ensure that all obligations will be in compliance with all applicable federal regulations. This policy may be amended, as necessary, in the future.

IRS Background

The Internal Revenue Service (IRS) is responsible for enforcing compliance with the Internal Revenue Code (the “Code”) and regulations promulgated thereunder (“Treasury Regulations”) governing certain obligations (for example: tax-exempt obligations, Build America Bonds, Recovery Zone Development Bonds and various “Tax Credit” Bonds). The IRS encourages issuers and beneficiaries of these obligations to adopt and implement a post-issuance debt compliance policy and procedures to safeguard against post-issuance violations.

SEC Background

The Securities and Exchange Commission (SEC) is responsible for enforcing compliance with the SEC Rule 15c2-12 (the “Rule”). Governments or governmental entities issuing obligations generally have a requirement to meet specific continuing disclosure standards set forth in continuing disclosure agreements (“CDA”). Unless the issuer, obligated person, or a specific obligation is exempt from compliance with CDAs, these agreements are entered into at the time of obligation issuance to enable underwriter(s) to comply with the Rule. The Rule sets forth certain obligations of (i) underwriters to receive, review and disseminate official statements prepared by issuers of most primary offerings of municipal securities, (ii) underwriters to obtain CDAs from issuers and other obligated persons to provide material event disclosure and annual financial information on a continuing basis, and (iii) broker-dealers to have access to such continuing disclosure in order to make recommendations of municipal securities transactions in the secondary market. The SEC encourages issuers and beneficiaries adopt and implement a post-issuance debt compliance policy and procedures to safeguard against Rule violations.

When obligations are issued, the CDA commits the issuer or obligated person to provide certain annual financial information and material event notices to the public. Issuers and other obligated persons may also choose to provide periodic, voluntary financial information and filings to investors in addition to fulfilling the specific responsibilities delineated in their CDA. It is important to note that issuers and other obligated persons should not give any one investor certain information that is not readily available to all market participants by disseminating information to the marketplace, at large. Issuers and other obligated persons should be aware that any disclosure activities determined to be “communicating to the market” can be subject to regulatory scrutiny.

Post-Issuance Debt Compliance Policy Objective

The City desires to monitor these obligations to ensure compliance with the IRS Code, Treasury Regulations and the SEC Rule. To help ensure compliance, the City has developed the following policy (the “Post-Issuance Debt Compliance Policy”). The Post-Issuance Debt Compliance Policy shall apply to the obligations mentioned above, including bonds, notes, loans, lease purchase contracts, lines of credit, commercial paper or any other form of debt that is subject to compliance.

Post-Issuance Debt Compliance Policy

The Finance Director of the City is designated as the City’s agent who is responsible for post-issuance compliance of these obligations.

The Finance Director shall assemble all relevant documentation, records and activities required to ensure post-issuance debt compliance as further detailed in corresponding procedures (the "Post-Issuance Debt Compliance Procedures"). At a minimum, the Post-Issuance Debt Compliance Procedures for each qualifying obligation will address the following:

1. General Post-Issuance Compliance
2. General Recordkeeping
3. Arbitrage Yield Restriction and Rebate Recordkeeping
4. Expenditure and Asset Documentation to be Assembled and Retained
5. Miscellaneous Documentation to be Assembled and Retained
6. Additional Undertakings and Activities that Support Sections 1 through 5 above
7. Continuing Disclosure Obligations
8. Compliance with Future Requirements

The Finance Director shall apply the Post-Issuance Debt Compliance Procedures to each qualifying obligation and maintain a record of the results. Further, the Finance Director will ensure that the Post-Issuance Debt Compliance Policy and Procedures are updated on a regular and as needed basis.

The Finance Director or any other individuals responsible for assisting the Finance Director in maintaining records needed to ensure post-issuance debt compliance, are authorized to expend funds as needed to attend training or secure use of other educational resources for ensuring compliance such as consulting, publications, and compliance assistance.

Most of the provisions of this Post-Issuance Debt Compliance Policy are not applicable to taxable governmental obligations unless there is a reasonable possibility that the City may refund their taxable governmental obligation, in whole or in part, with the proceeds of a tax-exempt governmental obligation. If this refunding possibility exists, then the Finance Director shall treat the taxable governmental obligation as if such issue were an issue of tax-exempt governmental obligations and comply with the requirements of this Post-Issuance Debt Compliance Policy.

Private Activity Bonds

The City may issue tax-exempt obligations that are "private activity" bonds because either (1) the bonds finance a facility that is owned by the City but used by one or more qualified 501(c)(3) organizations, or (2) the bonds are so-called "conduit bonds", where the proceeds are loaned to a qualified 501(c)(3) organization or another private entity that finances activities eligible for tax-exempt financing under federal law (such as certain manufacturing projects and certain affordable housing projects). Prior to the issuance of either of these types of bonds, the Finance Director shall take steps necessary to ensure that such obligations will remain in compliance with the requirements of this Post-Issuance Debt Compliance Policy.

In a case where compliance activities are reasonably within the control of a private party (i.e., a 501(c)(3) organization or conduit borrower), the Finance Director may determine that all or some portion of compliance responsibilities described in this Post-Issuance Debt Compliance Policy shall be assigned to the relevant party. In the case of conduit bonds, the conduit borrower will be assigned all compliance responsibilities other than those required to be undertaken by the City under federal law. In a case where the Finance Director is concerned about the compliance ability of a private party, the Finance Director may require that a trustee or other independent third party be retained to assist with record keeping for the obligation and/or that the trustee or such third party be responsible for all or some portion of the compliance responsibilities.

The Finance Director is additionally authorized to seek the advice, as necessary, of bond counsel and/or its financial advisor to ensure the City is in compliance with this Post-Issuance Debt Compliance Policy.

Policy Overview

It is the intent of the City of St. Francis to purchase, in the most efficient and effective manner possible, those goods and services necessary to conduct City operations. To accomplish this, a formal set of purchasing procedures has been adopted. This policy recognizes and retains that the ultimate purchasing authority is that of the City Administrator. This policy delegates purchasing authority as outlined below.

Public Purpose

The City Council recognizes that public funds may only be spent if the expenditure meets a public purpose and the expenditure relates to the governmental purpose for which the City of St. Francis was created.

The meaning of “public purpose” is constantly evolving. The Minnesota Supreme Court has followed a broad approach and has generally concluded that “public purpose” means all activity that meets all of the following standards:

- The activity will benefit the community as a body.
- The activity directly relates to the function of government.
- The activity does not have, as its primary objective, the benefit of a private interest.

Purchasing Agent

The City Administrator shall be the chief purchasing agent of the City. The City Administrator is responsible for the citywide purchasing function and shall have the authority to delegate powers to the City Department Directors and Supervisors for purchasing items within their respective budgets.

Purchasing

Purchasing and budgetary control is the responsibility of the department Director. Departments shall strive to obtain the best possible prices and value and are encouraged to buy locally whenever possible or practical.

In no case shall an employee make a purchase for personal use utilizing his/her city purchasing authority. Violation of this policy may result in an employee’s purchasing authority being revoked.

1) Purchasing Limits:

\$ 0	\$10,000	Department Head
\$ 10,001	\$ 24,999	Finance Director/City Administrator approval required
\$ 25,000	\$174,999	Council
\$175,000+		Competitive Bidding required

2) Written Quotes:

- a. Purchases estimated to cost less than \$10,000 may be made without seeking more than one quote, however more than one quote is encouraged.
- b. Purchases estimated to cost more than \$10,000 but less than \$175,000 must have at least two written quotes. Verbal quotes should not be accepted. The City will maintain documentation for a period of at least one year of its efforts to obtain at least two written quotes as required by state statute 471.345.
- c. The City will require competitive bidding on the sale, purchase or rental of supplies, materials or equipment and on contracts for the construction, alteration, repair or maintenance of real or personal property estimated to exceed \$175,000.

3) Competitive Bidding

Competitive bidding is required for certain contracts estimated to exceed \$175,000. The competitive bidding process may not be avoided by splitting a contract into several smaller contracts, each of which is under the competitive bidding threshold.

4) State Pricing & Cooperative Purchasing

Contracts or purchases estimated to exceed \$25,000 must consider the availability, price and quantity of supplies, materials, or equipment available through the State's Cooperative Purchasing Venture (CPV) before buying through another source.

The City may also purchase through a national municipal association's purchasing alliance or cooperative. The alliance or cooperative must have been created by a joint powers agreement and must purchase items from more than one source based on a competitive bidding process or competitive quotations.

5) Purchases not requiring quotes

- Annual Service Contracts – The City shall evaluate the performance of service contracts at least every three years and determine if the City will renew the agreement or seek written proposals from service providers.
- Professional Services - Contracts with a total cost of \$5,000 to \$50,000 to provide professional services shall be approved by the City Administrator. Contracts with a total cost over \$50,000 shall be approved by City Council.
- Inventory Purchases - Purchases for inventory assets of certain operations shall not require a purchase order as doing so would delay purchases and potentially hinder operations. This shall apply to the Liquor store, Water and Sewer chemical purchases. The department directors shall be responsible for ensuring that the City is receiving favorable pricing.
- Emergency Purchases - Purchases required by emergencies which impair the City's ability to deliver services shall be outside the scope of this policy.

Change Orders

Project change orders require either City Administrator or City Council approval. The City Administrator is authorized to approve change orders less than \$25,000. Change orders of \$50,000 or more shall be approved by the City Council.

Disbursement Methods

The following disbursement methods are available for departmental approved purchases:

- 1) City Check – This is the standard disbursement process described in the next section.
- 2) Departmental Procurement Card – Covered under separate policy; “Procurement Card Policy”.
- 3) EFT/ACH *see EFT Policy

Disbursement Process

Departments will approve their invoices within the Accounts Payable system by 12:00pm on Monday, of each City Council meeting. In the case of a Monday holiday, the deadline shall be 12:00pm on Tuesday. Invoices approved after the deadline may be delayed to the next council check run. Checks will be distributed on the day after each City Council meeting.

1) Invoices – Content and Approvals

- a) Payments will only be made from original mailed or emailed invoices.
 - i) Payments will not be made from faxes, photocopies, vendor statements or quotes/estimates.
- b) The City of St. Francis shall be named on the invoice as the purchaser.
 - i) Invoices naming another entity as the purchaser will not be processed for payment. The vendor should be contacted to correct the invoice.
- c) The invoice date shall accurately reflect the actual date of service or purchase.
- d) The invoice is sent directly from the vendor to the City’s Accounts Payable Specialist at City Center (finance@stfrancismn.org).
- e) A vendor invoice should provide a reasonable description of the purchase or service.
- f) Departments will provide the proper budgetary expense code for each invoice.
- g) Departments are responsible for ensuring that the merchandise is received or the services are performed prior to approving an invoice for payment.
 - i) The City generally does not provide down payments for merchandise or services. Progress payments may be made to vendors based upon a reasonable percentage of completion for the service or project.
 - ii) Departments shall work directly with the vendor to correct any issues regarding incorrect or defective merchandise or service.

Prompt Payment of City Bills

Minnesota Statute 471.425 requires cities to pay each vendor obligation according to the terms of the contract. If no contract terms apply, payment must be made within the standard payment period of 35 days from the date of receipt.

1) Date of receipt is defined as the later of:

- a. The completed delivery of the goods or services, or the satisfactory installation, assembly or specified portion thereof; or
- b. The receipt of the invoice for the delivery of goods or services.

2) Invoice Errors

- a. The City must notify a vendor within 10 days of the date of receipt if the invoice is incorrect. The 35-day standard period begins when a corrected invoice is received.

3) Payment of Interest

- a. The City must calculate and pay interest if an invoice is not paid according to the terms of the contract, or if no contract terms apply, within the standard period of 35 days.
 - i. Interest rate shall be 1.5% per month or part of month.
 - ii. The minimum monthly interest penalty that the City shall calculate and pay a vendor for the unpaid balance of any one overdue bill of \$100 or more is \$10.
 - iii. For an unpaid balance of less than \$100, the City shall calculate and pay the actual interest penalty due to the vendor.

4) Prompt payment to Subcontractors

- a. Each contract of the City must require the prime contractor to pay any subcontractor within 10 days of the prime contractor's receipt of payment from the City for undisputed services provided by the subcontractor.
- b. The City's contract must require the prime contractor to pay interest of 1.5% per month or any part of a month to the subcontractor on any undisputed amount not paid on time to the subcontractor.
 - i. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10.
 - ii. For an unpaid balance of less than \$100, the prime contractor shall calculate and pay the actual interest penalty due to the subcontractor.

Permitted Expenditures for Meals and Refreshments

Use of City funds for reasonable meals and/or refreshments for elected officials and employees shall be permitted in the following circumstances, upon City Administrator's approval:

- City-sponsored events of a community-wide interest where staff are required to be present (e.g., Town Hall Meeting);
- City Council, boards and commissions meetings held during the meal hour (e.g., City Council Conference Meetings, City Council Retreats);
- Professional association meetings, conferences, and training when meals are included as part of the registration or program fee, or in accordance with the travel and training section of this Manual;
- Annual employee recognition and appreciation events (e.g., service awards);
- Annual recognition events for volunteer and non-employees (e.g., volunteer appreciation lunch);
- City-sponsored training or work-related meetings where employees are required to participate and be available during the meal hour;
- Multi-departmental meetings scheduled during the meal hour;
- Work activities requiring continuous service when it is unreasonable to break for meals (e.g., election days, water main breaks, emergency snow removal, time-sensitive public safety responses); and
- Healthy snacks and incentives of modest value provided during safety, health and/or wellness programs for City employees.

ELECTRONIC PAYMENTS POLICY

Agenda Item # 4D.

General

Electronic payments are financial transactions that are often initiated through the use of computer terminals, online banking automated phone systems or other methods of electronic funds transfer in effort to reduce cost and improve security and efficiency.

Use of the electronic payments will:

- Eliminate the storage, handling, and processing of paper checks.
- Reduce the time spent on reconciliation.
- Eliminate the occurrence of lost or stolen checks and the cost of check reissuance.
- Reduce security risks, including reducing the visibility of information used in check payment fraud.
- Improve the tracking of payments through enterprise resource planning (ERP) systems and integration with banking technologies.

Definitions

Automated clearing house (ACH) - movement of funds in a batch process, which is best for high volume, low dollar transactions such as payroll, expense reimbursement, and routine vendor payments, as the cost per transaction is low relative to other forms of electronic payment.

Wire transfer - immediate movement of funds between bank accounts with guaranteed settlement, which is most suitable for high dollar transactions because the cost per transaction is high relative to other forms of electronic payment.

Purchasing (procurement or PCard) cards - a credit card transaction designed to reduce the volume of local "house" accounts, purchase orders issued or to eliminate petty cash. Purchasing cards are used at the point of sale, which is convenient for the customer, and payments are made in aggregate. Vendors that accept the payment will pay a processing fee. There is usually no cost to the government, and the issuing bank usually provides a rebate based on transaction volume.

Electronic accounts payable - a credit card transaction, often without physical cards, that allows governments to pay invoices electronically. These transactions are similar to purchasing cards but occur after the point of sale and thus do not provide the processing benefits of purchasing cards. As with purchasing cards, the vendor pays a processing fee, and the government usually receives a rebate.

Stored value cards - generally used for payroll to unbanked employees or for rebate/incentive programs. The card is tied to a bank account and is loaded via an ACH transaction. There are costs associated with activation and use of the card.

Policy

The City will ensure that the use of electronic fund transfers and receipts are initiated, executed and approved in a secure manner. Payments issued by accounts payable are made by Automated Clearing House by means of Electronic Funds Transfers (EFT).

All EFT payments will be coordinated and submitted through the Finance department. The Finance Director will approve all new, and changes to, electronic funds transfer requests, ensuring the payment via wire is necessary, all required documentation is provided and appropriately approved, and the request and banking account information is accurate and valid.

PURCHASING CARD POLICY

POLICY:

The purpose of this policy is to provide detailed information regarding the use of purchasing cards (p- card) authorized by the St. Francis City Council and assigned by the Finance Director to most fulltime staff to purchase goods and services for the City.

STATUE AUTHORITY:

Minnesota Statute 471.382 Credit Cards. “A city council may authorize the use of a credit card by any city officer or employee otherwise authorized to make a purchase on behalf of the city. If a city officer or employee makes or directs a purchase by credit card that is not approved by the city council, the officer or employee is personally liable for the purchase. A purchase by credit card must otherwise comply with all statutes, rules, or city policy applicable to city purchases.”

POLICY ADMINISTRATION:

The Finance Director shall determine the appropriate employees to be issued City p-cards. The Finance Director, with the oversight of the City Administrator, is hereby designated the responsibility of p-card issuance, accounting, monitoring of use, retrieval, payment of all charges, maintenance of a list of authorized users and cards assigned to them and general compliance with the City’s Purchasing Card Policy.

MAXIMUM LIMITS:

The monthly maximum card limit per director will be established by the City Administrator and Finance Director based on the anticipated need.

DOCUMENTATION:

Itemized invoices or receipts are required to support all p-card purchases since the monthly billing statements lack sufficient detail to comply with Minnesota Statutes. For purchases in which a receipt is not normally available, a copy of the completed application or order form should be used as a receipt (for example, conference registration forms).

CARDHOLDER RESPONSIBILITIES:

- 1) The employee is responsible for the authorized use of the City issued p-card and for any purchases made on it.
- 2) Ensure that the p-card is used in compliance with the City’s Purchasing Policy.
 - a) Purchases must be budgeted.
 - b) Use of the p-card for personal purchases is strictly prohibited. If the p-card is inadvertently used for a personal purchase, contact the Finance Director/City Administrator immediately. Not reporting inadvertent personal purchases will result in immediate revocation of the p-card and the cardholder may be subject to disciplinary and/or legal actions. The cardholder will be personally responsible for reimbursing the City for any inadvertent personal purchases.
- 3) The p-card may only be used for the purchase of goods or services for official City

business.

- a) The p-card may not be used for cash advances or any other type of purchase not permitted under the City's Purchasing Policy.
- b) Fuel for personal vehicles used for official city business is reimbursed to the employee based on the IRS mileage reimbursement through the Employee Expense Reimbursement process covered under separate policy.
- c) Cardholders shall verify with the Finance Department and notify vendors if the transaction is exempt from Minnesota sales tax. All transactions should be exempt from all local sales tax.
- d) Online orders using a City p-card should be completed on a city computer as personal computers or devices may not be properly protected against online fraud.
- 4) Authorized cardholders are responsible for the secure custody of the p-card and protection against theft, misuse and fraud.
 - a) Notify the Finance Director immediately if the p-card is lost or stolen and when fraudulent activity is suspected.
 - b) When fraudulent activity is suspected, immediately contact the p-card company at the phone number listed on the back of the card. The procurement card must not be used again until the situation is resolved. A new procurement card will be issued if the activity was in fact fraudulent.
 - c) To prevent fraudulent activity, the cardholder shall not make transactions over unsecured websites. Giving out p-card information over the telephone is not recommended and should only be done in rare instances where the order cannot be completed in any other manner.
- 5) Monthly review, approval and reporting of transactions:
 - a) At the end of each month, department directors shall have 10 days to review and approve the prior month purchases via the monthly activity file provided by the Finance department.
 - i) Each transaction shall be evidenced by a detailed receipt or order confirmation.
 - ii) Directors shall code each purchase to the correct departmental expense account and provide an adequate description of the expense.
 - iii) Directors remit the completed monthly statements and receipts to the Finance department along with all detailed receipts supporting the purchases. Finance shall receive this information by the 10th day of the month, or next business day if the 10th falls on a weekend.
 - b) The Finance department will review all transactions and provide the final approval to the p-card provider to deduct from the City's bank account the total payment amount to cover all authorized purchases.
- 6) Returns or Disputed Transactions:
 - a) It is the cardholder's initial responsibility to work directly with the merchant to receive proper credit on returned merchandise or disputed transactions.
 - b) Finance Department will be available to assist cardholders with returns or disputed transactions if initial contact by the cardholder is unsuccessful.
- 7) The cardholder must immediately surrender the procurement card to the Finance Director upon retirement or termination of employment. All receipts for current purchases shall be coded and submitted to the Finance Director when the credit card is surrendered.

8) Any exceptions to this policy must be approved in advance by the City Administrator.

SUSPENSION OR REVOCATION OF CARDS:

If any of the following occur, immediate suspension and/or revocation of the p-card privileges may result, including discipline, as determined by the City Administrator:

- 1) Use of the p-card for personal purchases or cash advances.
- 2) Unauthorized use of p-card.
- 3) Failure to notify the p-card company and Finance Director of a lost or stolen card, and fraudulent activity.
- 4) Repeated failure to submit in a timely manner the monthly billing statement with proper receipts/support for payment.
- 5) Repeated failure in which the attached receipts do not match the item description or dollar amounts listed on the monthly billing statement with no explanation.

FUEL CARDS FOR CITY VEHICLES

The city will have a fuel card in the city vehicles for putting gas in that vehicle. The odometer and employee number must be entered into the pump when using. These cards are issued by WEX mobile. These cards are to be used for fuel only in the city vehicle.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
 Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: November 18, 2024

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$164,086.05 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-N/A

Credit Card Payment- N/A

Manual Checks- N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 11-18-2024 Packet List-\$164,086.05

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Agenda Item # 4E.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 3998 - ABDO							
498361							
00038076	ABDO	10/31/2024		11,410.00	11,410.00	Open	N
	COMP STUDY-FINAL		DMULVIHILL				11/18/2024
	101-41400-40311	CONTRACT		11,410.00		1.00	11,410.00
Total Vendor 3998 - ABDO					<u>11,410.00</u>	<u>11,410.00</u>	
Vendor 15 - AIRGAS NORTH CENTRAL							
5511713773							
00038068	AIRGAS NORTH CENTRAL	10/31/2024		101.78	101.78	Open	N
	CYLINDER RENTAL		DROBERTSON				11/18/2024
	101-43100-40217	OTHER OPERATING SUPPLIES		20.36		1.00	20.36
	101-43210-40217	OTHER OPERATING SUPPLIES		20.36		1.00	20.36
	101-45200-40217	OTHER OPERATING SUPPLIES		20.36		1.00	20.36
	601-49440-40217	OTHER OPERATING SUPPLIES		20.36		1.00	20.36
	602-49490-40217	OTHER OPERATING SUPPLIES		20.34		1.00	20.34
Total Vendor 15 - AIRGAS NORTH CENTRAL					<u>101.78</u>	<u>101.78</u>	
Vendor 6592 - ALLINA HEALTH							
329235473							
00038071	ALLINA HEALTH	11/03/2024		593.60	593.60	Open	N
	OFFICE VISIT - CURRAN		DROBERTSON				11/18/2024
Total Vendor 6592 - ALLINA HEALTH					<u>593.60</u>	<u>593.60</u>	
Vendor 10634 - ANOKA CONSERVATION DISTRICT							
2024287							
00037994	ANOKA CONSERVATION DISTRICT	10/31/2024		1,254.88	1,254.88	Open	N
	CEDAR TREE REVETMENT RUM RIVER		JSHOOK				11/18/2024
	603-49500-40311	CONTRACT		1,254.88		1.00	1,254.88
Total Vendor 10634 - ANOKA CONSERVATION DISTRICT					<u>1,254.88</u>	<u>1,254.88</u>	
Vendor 2591 - ASPEN MILLS							
342453							
00038051	ASPEN MILLS	11/07/2024		61.95	61.95	Open	N
	UNIFORM - CHANTHAPANYA		DROBERTSON				11/18/2024
	101-42110-40437	UNIFORMS		61.95		1.00	61.95

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 2591 - ASPEN MILLS							
342695							
00038064	ASPEN MILLS	11/11/2024		189.89	189.89	Open	N
	UNIFORM - HEARN		DROBERTSON				11/18/2024
	101-42110-40437	UNIFORMS		189.89		1.00	189.89
Total Vendor 2591 - ASPEN MILLS					<u>251.84</u>	<u>251.84</u>	
Vendor CD-REFUND - AURORA ASPHALT AND CONCRETE							
11/14/2024							
00038072	AURORA ASPHALT AND CONCRETE	11/14/2024	11/18/2024	250.00	250.00	Open	N
	Check Request For Escrow: E2024-0029		DMULVIHILL				11/18/2024
	803-00000-20200	E2024-0029 - P2024-00545		250.00		1.00	250.00
11/14/2024							
00038073	AURORA ASPHALT AND CONCRETE	11/14/2024	11/18/2024	50.00	50.00	Open	N
	REFUND PERMIT		DMULVIHILL				11/18/2024
	101-00000-20200	Driveway - Under 75'		50.00		1.00	50.00
Total Vendor CD-REFUND - AURORA ASPHALT AND CONCRETE					<u>300.00</u>	<u>300.00</u>	
Vendor 7244 - BREAKTHRU BEVERAGE							
118579329							
00038053	BREAKTHRU BEVERAGE	11/08/2024		1,162.85	1,162.85	Open	N
	LIQUOR/WINE		CBUSKEY				11/08/2024
	609-49751-40206	FREIGHT		18.85		1.00	18.85
	609-49751-40251	LIQUOR		784.00		1.00	784.00
	609-49751-40253	WINE		360.00		1.00	360.00
Total Vendor 7244 - BREAKTHRU BEVERAGE					<u>1,162.85</u>	<u>1,162.85</u>	
Vendor 9051 - C. EMERY NELSON, INC							
43105							
00038057	C. EMERY NELSON, INC	11/06/2024		1,195.00	1,195.00	Open	N
	REPLACE DRIVE SEALS		DMULVIHILL				11/18/2024
	602-49490-40229	PROJECT MAINTENANCE		1,195.00		1.00	1,195.00
Total Vendor 9051 - C. EMERY NELSON, INC					<u>1,195.00</u>	<u>1,195.00</u>	
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
3059883							
00038062	CAPITOL BEVERAGE SALES, L.P	11/12/2024		2,528.50	2,528.50	Open	N
	BEER/THC	CBUSKEY					11/12/2024
	609-49751-40252	BEER		1,516.50		1.00	1,516.50
	609-49751-40257	THC		1,012.00		1.00	1,012.00
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P					<u>2,528.50</u>	<u>2,528.50</u>	
Vendor 4854 - CRYSTAL SPRINGS ICE							
03-400084							
00038080	CRYSTAL SPRINGS ICE	11/13/2024		48.07	48.07	Open	N
	MISC	CBUSKEY					11/14/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		44.07		1.00	44.07
Total Vendor 4854 - CRYSTAL SPRINGS ICE					<u>48.07</u>	<u>48.07</u>	
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2326945							
00038032	DAHLHEIMER DIST. CO. INC	11/06/2024		255.00	255.00	Open	N
	BEER	CBUSKEY					11/07/2024
	609-49751-40252	BEER		255.00		1.00	255.00
2326753							
00038033	DAHLHEIMER DIST. CO. INC	11/05/2024		(478.19)	(478.19)	Open	N
	BEER	CBUSKEY					11/07/2024
	609-49751-40252	BEER		(478.19)		1.00	(478.19)
2326374							
00038034	DAHLHEIMER DIST. CO. INC	11/06/2024		12,448.63	12,448.63	Open	N
	BEER/MISC//NA	CBUSKEY					11/07/2024
	609-49751-40255	NA		230.05		1.00	230.05
	609-49751-40254	MISC		204.00		1.00	204.00
	609-49751-40252	BEER		12,014.58		1.00	12,014.58
2331356							
00038077	DAHLHEIMER DIST. CO. INC	11/13/2024		6,829.75	6,829.75	Open	N
	BEER	CBUSKEY					11/14/2024
	609-49751-40252	BEER		6,829.75		1.00	6,829.75
Total Vendor 91 - DAHLHEIMER DIST. CO. INC					<u>19,055.19</u>	<u>19,055.19</u>	

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Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 107 - ECM PUBLISHERS, INC							
1022598							
00038050	ECM PUBLISHERS, INC	11/01/2024		75.25	75.25	Open	N
	UNION HERALD PROPOSED ASSESSMENT 2024	DROBERTSON		75.25		1.00	11/18/2024
	101-41400-40352	GENERAL PUBLISHING					75.25
Total Vendor 107 - ECM PUBLISHERS, INC				75.25	75.25		
Vendor 110 - ELECTRO WATCHMAN, INC							
431706							
00038019	ELECTRO WATCHMAN, INC	10/28/2024		306.00	306.00	Open	N
	NEW SERVICE - CELLULAR FIRE ALARM MONITO	DROBERTSON		306.00		1.00	11/18/2024
	101-42210-40311	CONTRACT					306.00
431698							
00038020	ELECTRO WATCHMAN, INC	10/28/2024		595.00	595.00	Open	N
	MATERIAL INSTALL AND LABOR	DROBERTSON		595.00		1.00	11/18/2024
	404-41400-40589	CITY HALL/FIRE STATION					595.00
Total Vendor 110 - ELECTRO WATCHMAN, INC				901.00	901.00		
Vendor 10704 - EMERALD ELEMENTS							
2292							
00038054	EMERALD ELEMENTS	11/08/2024		360.00	360.00	Open	N
	THC	CBUSKEY		360.00		1.00	11/08/2024
	609-49751-40257	THC					360.00
Total Vendor 10704 - EMERALD ELEMENTS				360.00	360.00		
Vendor 8663 - FIRE CATT, LLC							
15136							
00038063	FIRE CATT, LLC	10/09/2024		2,655.00	2,655.00	Open	N
	FIRE HOSE & LADDER TESTING	DROBERTSON		2,655.00		1.00	11/18/2024
	101-42210-40218	EQUIPMENT MAINTENANCE					2,655.00
Total Vendor 8663 - FIRE CATT, LLC				2,655.00	2,655.00		
Vendor 4691 - GRANITE CITY JOBBING CO							

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 4691 - GRANITE CITY JOBBING CO							
421893							
00037995	GRANITE CITY JOBBING CO	11/05/2024		8,243.77	8,243.77	Open	N
	TOBACCO/MISC		CBUSKEY				11/05/2024
	609-49751-40206		FREIGHT	10.00		1.00	10.00
	609-49751-40254		MISCELLANEOUS MERCHANDISE	131.89		1.00	131.89
	609-49751-40256		TOBACCO PRODUCTS	8,101.88		1.00	8,101.88
Total Vendor 4691 - GRANITE CITY JOBBING CO				8,243.77	8,243.77		
Vendor 1145 - HACH COMPANY							
14249631							
00038022	HACH COMPANY	11/05/2024		384.20	384.20	Open	N
	SENSOR CAP REPLACEMENT		DROBERTSON				11/18/2024
	602-49490-40235		LAB SUPPLIES	384.20		1.00	384.20
Total Vendor 1145 - HACH COMPANY				384.20	384.20		
Vendor 1175 - HAWKINS, INC							
6907207							
00038021	HAWKINS, INC	11/05/2024		2,921.95	2,921.95	Open	N
	SUPPLIES		DROBERTSON				11/18/2024
	601-49440-40216		CHEMICALS	1,460.98		1.00	1,460.98
	602-49490-40216		CHEMICALS	1,460.97		1.00	1,460.97
Total Vendor 1175 - HAWKINS, INC				2,921.95	2,921.95		
Vendor 154 - JOHNSON BROTHERS							
2662275							
00038042	JOHNSON BROTHERS	11/07/2024		6,238.89	6,238.89	Open	N
	LIQUOR		CBUSKEY				11/07/2024
	609-49751-40206		FREIGHT	93.73		1.00	93.73
	609-49751-40251		LIQUOR	6,145.16		1.00	6,145.16
2662277							
00038043	JOHNSON BROTHERS	11/07/2024		415.26	415.26	Open	N
	THC		CBUSKEY				11/07/2024
	609-49751-40257		THC	415.26		1.00	415.26

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 154 - JOHNSON BROTHERS							
2662276							
00038044	JOHNSON BROTHERS	11/07/2024		2,312.06	2,312.06	Open	N
	WINE	CBUSKEY					11/07/2024
	609-49751-40206	FREIGHT		60.06		1.00	60.06
	609-49751-40253	WINE		2,252.00		1.00	2,252.00
Total Vendor 154 - JOHNSON BROTHERS				8,966.21	8,966.21		
Vendor EMP-REIMB - KAITLYN HENNES							
.11142024							
00038074	KAITLYN HENNES	11/14/2024		104.00	104.00	open	N
	EMT APPLICATION FEE	DROBERTSON					11/18/2024
Total Vendor EMP-REIMB - KAITLYN HENNES				104.00	104.00		
Vendor 165 - LMC INSURANCE TRUST							
.11122024							
00038075	LMC INSURANCE TRUST	11/12/2024		22,121.00	22,121.00	open	N
	CITY HALL/FIRE STATION ENDORSEMENT	DMULVIHILL					11/18/2024
	404-41400-40589	CITY HALL/FIRE STATION		22,121.00		1.00	22,121.00
Total Vendor 165 - LMC INSURANCE TRUST				22,121.00	22,121.00		
Vendor 173 - MARTIN-MCALLISTER							
16509							
00038016	MARTIN-MCALLISTER	10/31/2024		625.00	625.00	Open	N
	PUBLIC SAFETY ASSESSMENT	DROBERTSON					11/18/2024
	101-42210-40305	MEDICAL FEES		625.00		1.00	625.00
Total Vendor 173 - MARTIN-MCALLISTER				625.00	625.00		
Vendor 202 - MCDONALD DIST CO							
776661							
00038037	MCDONALD DIST CO	11/06/2024		12,933.09	12,933.09	open	N
	BEER/WINE/NA	CBUSKEY					11/07/2024
	609-49751-40252	BEER		12,658.70		1.00	12,658.70
	609-49751-40253	WINE		187.99		1.00	187.99
	609-49751-40255	N/A PRODUCTS		86.40		1.00	86.40

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 202 - MCDONALD DIST CO							
5810434							
00038038	MCDONALD DIST CO BEER 609-49751-40252	11/06/2024 CBUSKEY BEER		(128.00)	(128.00)	Open	N 11/07/2024 (128.00)
777791							
00038078	MCDONALD DIST CO BEER/NA 609-49751-40252 609-49751-40255	11/13/2024 CBUSKEY BEER N/A PRODUCTS		3,720.60 3,591.15 129.45	3,720.60	Open	N 11/14/2024 3,591.15 129.45
777981							
00038079	MCDONALD DIST CO BEER 609-49751-40252	11/13/2024 CBUSKEY BEER		(218.10) (218.10)	(218.10)	Open	N 11/14/2024 (218.10)
Total Vendor 202 - MCDONALD DIST CO				16,307.59	16,307.59		
Vendor 3689 - METRO SALES, INC							
INV2641165							
00038056	METRO SALES, INC CITY HALL COPIER 101-41400-40200	11/08/2024 DMULVIHILL OFFICE SUPPLIES		203.00 203.00	203.00	open	N 11/18/2024 203.00
INV2641692							
00038059	METRO SALES, INC CONTRACT - NOVEMBER 2024 101-43100-40240 101-45200-40240 601-49440-40240 602-49490-40240	11/08/2024 DROBERTSON OFFICE EQUIP OFFICE EQUIP OFFICE EQUIP OFFICE EQUIP		268.74 67.20 67.20 67.20 67.14	268.74	Open	N 11/18/2024 67.20 67.20 67.20 67.14
Total Vendor 3689 - METRO SALES, INC				471.74	471.74		
Vendor 10337 - METRO-INET							
2280							
00038023	METRO-INET VPN LICENSE-BARTEN 601-49440-40310 602-49490-40310	10/18/2024 DMULVIHILL COMPUTER CONSULTING FEES COMPUTER CONSULTING FEES		370.00 185.00 185.00	370.00	Open	N 11/18/2024 185.00 185.00

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Invoice Number	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By					Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 10337 - METRO-INET							
2273							
00038024	METRO-INET	11/01/2024		15,039.00	15,039.00	Open	N
	IT SERVICES	DMULVIHILL					11/18/2024
	101-41110-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	101-41400-40310	COMPUTER CONSULTING FEES		2,105.46		1.00	2,105.46
	101-41910-40310	COMPUTER CONSULTING FEES		300.78		1.00	300.78
	101-42110-40310	COMPUTER CONSULTING FEES		7,369.11		1.00	7,369.11
	101-42210-40310	COMPUTER CONSULTING FEES		1,353.51		1.00	1,353.51
	101-42400-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	101-43100-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	101-45200-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	601-49440-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	602-49490-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	609-49750-40310	COMPUTER CONSULTING FEES		300.78		1.00	300.78
Total Vendor 10337 - METRO-INET				15,409.00	15,409.00		
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13334860114365							
00038066	MIDCONTINENT COMMUNICATIONS	11/02/2024		158.39	158.39	Open	N
	NOVEMBER BILLING 2024	DROBERTSON					11/18/2024
	601-49440-40321	TELEPHONE		158.39		1.00	158.39
13332710114365							
00038067	MIDCONTINENT COMMUNICATIONS	11/02/2024		45.36	45.36	Open	N
	NOVEMBER BILLING 2024	DROBERTSON					11/18/2024
	101-42110-40321	TELEPHONE		45.36		1.00	45.36
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS				203.75	203.75		
Vendor 10730 - MOBILE RADIO ENGINEERING, INC							
206000074-1							
00038048	MOBILE RADIO ENGINEERING, INC	11/07/2024		24,528.00	24,528.00	Open	N
	SERVICE INSTALL	DROBERTSON					11/18/2024
	404-41400-40589	CITY HALL/FIRE STATION		24,528.00		1.00	24,528.00
206000075-1							
00038052	MOBILE RADIO ENGINEERING, INC	11/07/2024		2,505.00	2,505.00	Open	N
	SERVICE INSTALL	DROBERTSON					11/18/2024
	404-41400-40589	CITY HALL/FIRE STATION		2,505.00		1.00	2,505.00
Total Vendor 10730 - MOBILE RADIO ENGINEERING, INC				27,033.00	27,033.00		

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 10730 - MOBILE RADIO ENGINEERING, INC							
Vendor 8990 - MORRELL & MORRELL LP							
96655							
00038049	MORRELL & MORRELL LP	11/07/2024		1,272.00	1,272.00	Open	N
	BLACK DIRT	JSHOOK					11/18/2024
	101-45200-40229	PROJECT MAINTENANCE		1,272.00		1.00	1,272.00
Total Vendor 8990 - MORRELL & MORRELL LP				1,272.00	1,272.00		
Vendor 4523 - NORTH METRO TREE SERVICE INC							
011							
00038061	NORTH METRO TREE SERVICE INC	11/05/2024		1,250.00	1,250.00	Open	N
	TREE TRIMMING	JSHOOK					11/18/2024
	101-45200-40311	CONTRACT		1,250.00		1.00	1,250.00
Total Vendor 4523 - NORTH METRO TREE SERVICE INC				1,250.00	1,250.00		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
6877303							
00038039	PHILLIPS WINE & SPIRITS CO	11/07/2024		39.62	39.62	Open	N
	MISC	CBUSKEY					11/07/2024
	609-49751-40206	FREIGHT		1.82		1.00	1.82
	609-49751-40254	MISCELLANEOUS MERCHANDISE		37.80		1.00	37.80
6877302							
00038040	PHILLIPS WINE & SPIRITS CO	11/07/2024		59.67	59.67	Open	N
	WINE	CBUSKEY					11/07/2024
	609-49751-40206	FREIGHT		1.82		1.00	1.82
	609-49751-40253	WINE		57.85		1.00	57.85
6877301							
00038041	PHILLIPS WINE & SPIRITS CO	11/07/2024		325.64	325.64	Open	N
	LIQUOR	CBUSKEY					11/07/2024
	609-49751-40206	FREIGHT		3.64		1.00	3.64
	609-49751-40251	LIQUOR		322.00		1.00	322.00
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				424.93	424.93		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							

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Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B015386							
00038025	RMB ENVIRONMENTAL LABORATORIES, INC	11/06/2024		233.04	233.04	Open	N
	WEEKS 2-4 COOLER 1		DROBERTSON				11/18/2024
	602-49490-40313		SAMPLE TESTING	233.04		1.00	233.04
B015419							
00038031	RMB ENVIRONMENTAL LABORATORIES, INC	11/06/2024		182.88	182.88	Open	N
	ALL WEEKS COOLER 2		DROBERTSON				11/18/2024
	602-49490-40313		SAMPLE TESTING	182.88		1.00	182.88
B015449							
00038055	RMB ENVIRONMENTAL LABORATORIES, INC	11/08/2024		209.00	209.00	Open	N
	PROJECT 99		DROBERTSON				11/18/2024
	602-49490-40313		SAMPLE TESTING	209.00		1.00	209.00
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC					<u>624.92</u>	<u>624.92</u>	
Vendor 6072 - ROYAL SUPPLY							
7051							
00038060	ROYAL SUPPLY	11/07/2024		167.50	167.50	Open	N
	SUPPLIES		DMULVIHILL				11/18/2024
	101-41940-40210		OPERATING SUPPLIES	27.92		1.00	27.92
	101-42110-40217		OTHER OPERATING SUPPLIES	27.92		1.00	27.92
	101-43100-40217		OTHER OPERATING SUPPLIES	27.92		1.00	27.92
	101-45200-40217		OTHER OPERATING SUPPLIES	27.92		1.00	27.92
	601-49440-40217		OTHER OPERATING SUPPLIES	27.92		1.00	27.92
	602-49490-40217		OTHER OPERATING SUPPLIES	27.90		1.00	27.90
Total Vendor 6072 - ROYAL SUPPLY					<u>167.50</u>	<u>167.50</u>	
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2550944							
00038045	SOUTHERN GLAZERS OF MN	11/07/2024		347.96	347.96	Open	N
	WINE		CBUSKEY				11/07/2024
	609-49751-40206		FREIGHT	5.12		1.00	5.12
	609-49751-40253		WINE	342.84		1.00	342.84
2550945							
00038046	SOUTHERN GLAZERS OF MN	11/07/2024		1,416.91	1,416.91	Open	N
	LIQUOR		CBUSKEY				11/07/2024
	609-49751-40206		FREIGHT	10.67		1.00	10.67
	609-49751-40251		LIQUOR	1,406.24		1.00	1,406.24

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/19/2024 - 11/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2550946							
00038047	SOUTHERN GLAZERS OF MN	11/07/2024		223.24	223.24	Open	N
	LIQUOR		CBUSKEY				11/07/2024
	609-49751-40206	FREIGHT		5.12		1.00	5.12
	609-49751-40253	WINE		218.12		1.00	218.12
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				1,988.11	1,988.11		
Vendor 863 - THE BERNICK COMPANIES							
10285779							
00038035	THE BERNICK COMPANIES	11/07/2024		(36.00)	(36.00)	open	N
	BEER		CBUSKEY				11/07/2024
	609-49751-40252	BEER		(36.00)		1.00	(36.00)
10285778							
00038036	THE BERNICK COMPANIES	11/07/2024		663.85	663.85	Open	N
	BEER		CBUSKEY				11/07/2024
	609-49751-40252	BEER		663.85		1.00	663.85
Total Vendor 863 - THE BERNICK COMPANIES				627.85	627.85		
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
M29615							
00038013	TIMESAVER OFF SITE SEC. INC	10/31/2024		668.00	668.00	open	N
	OCTOBER MEETINGS		DROBERTSON				11/18/2024
	101-41400-40311	CONTRACT		668.00		1.00	668.00
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				668.00	668.00		
Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC							
1106							
00038058	TRUE NORTH PSYCHOLOGY & CONSULTING, LLC	11/11/2024		320.00	320.00	Open	N
	SFPD THERAPY		DROBERTSON				11/18/2024
	103-42110-40300	PROFESSIONAL SERVICES		320.00		1.00	320.00
Total Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC				320.00	320.00		
Vendor 10641 - UNION HERALD							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/19/2024 - 11/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 10641 - UNION HERALD							
43945 00038069	UNION HERALD ANOKA COUNTY UNION HERALD OCT 2024 101-41400-40352	10/31/2024 DROBERTSON GENERAL PUBLISHING		20.00 20.00	20.00	Open 1.00	N 11/18/2024 20.00
Total Vendor 10641 - UNION HERALD				20.00	20.00		
Vendor 4556 - UTILITY SERVICE CO., INC							
614347 00038065	UTILITY SERVICE CO., INC HYDROPILLAR NEW TOWER 601-49440-40234	11/01/2024 DROBERTSON WATER TOWER MAINTENANCE		12,038.57 12,038.57	12,038.57	Open 1.00	N 11/18/2024 12,038.57
Total Vendor 4556 - UTILITY SERVICE CO., INC				12,038.57	12,038.57		

# of Invoices:	56	# Due: 56	Totals:	164,946.34	164,946.34
# of Credit Memos:	4	# Due: 4	Totals:	(860.29)	(860.29)
Net of Invoices and Credit Memos:				164,086.05	164,086.05

--- TOTALS BY GL BANK ---
GNCKG

164,086.05

--- TOTALS BY GL DISTRIBUTIONS ---

101-00000-20200	50.00
101-41110-40310	601.56
101-41400-40200	203.00
101-41400-40310	2,105.46
101-41400-40311	12,078.00
101-41400-40352	95.25
101-41910-40310	300.78
101-41940-40210	27.92
101-42110-40217	27.92
101-42110-40310	7,369.11
101-42110-40321	45.36
101-42110-40437	251.84
101-42210-40218	2,655.00
101-42210-40305	625.00
101-42210-40310	1,353.51
101-42210-40311	306.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/19/2024 - 11/19/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4E.

Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By		Units	Quantity	Post Date
Inventory	GL Distribution					Unit Price
	101-42400-40310		601.56			
	101-43100-40217		48.28			
	101-43100-40240		67.20			
	101-43100-40310		601.56			
	101-43210-40217		20.36			
	101-45200-40217		48.28			
	101-45200-40229		1,272.00			
	101-45200-40240		67.20			
	101-45200-40310		601.56			
	101-45200-40311		1,250.00			
	103-42110-40300		320.00			
	404-41400-40589		49,749.00			
	601-49440-40216		1,460.98			
	601-49440-40217		48.28			
	601-49440-40234		12,038.57			
	601-49440-40240		67.20			
	601-49440-40310		786.56			
	601-49440-40321		158.39			
	602-49490-40216		1,460.97			
	602-49490-40217		48.24			
	602-49490-40229		1,195.00			
	602-49490-40235		384.20			
	602-49490-40240		67.14			
	602-49490-40310		786.56			
	602-49490-40313		624.92			
	603-49500-40311		1,254.88			
	609-49750-40310		300.78			
	609-49751-40206		214.83			
	609-49751-40251		8,657.40			
	609-49751-40252		36,669.24			
	609-49751-40253		3,418.80			
	609-49751-40254		417.76			
	609-49751-40255		445.90			
	609-49751-40256		8,101.88			
	609-49751-40257		1,787.26			
	803-00000-20200		250.00			
--- TOTALS BY FUND ---						
	101 GENERAL FUND		32,673.71	32,673.71		
	103 PUBLIC SAFETY FUNDS		320.00	320.00		
	404 BUILDING IMPROVEMENT FUND		49,749.00	49,749.00		
	601 WATER FUND		14,559.98	14,559.98		
	602 SEWER FUND		4,567.03	4,567.03		
	603 STORM WATER FUND		1,254.88	1,254.88		
	609 LIQUOR FUND		60,013.85	60,013.85		
	803 ESCROW		250.00	250.00		
--- TOTALS BY DEPT/ACTIVITY ---						

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/19/2024 - 11/19/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4E.

Invoice Number	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By					Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
	00000 UNASSIGNED			300.00			
	41110 CITY COUNCIL			601.56			
	41400 ADMINISTRATION			64,230.71			
	41910 COMMUNITY DEVELOPMENT			300.78			
	41940 BUILDINGS			27.92			
	42110 POLICE			8,014.23			
	42210 FIRE			4,939.51			
	42400 BUILDING INSPECTIONS			601.56			
	43100 STREETS			717.04			
	43210 RECYCLING			20.36			
	45200 PARKS			3,239.04			
	49440 WATER DEPT			14,559.98			
	49490 SEWER DEPT			4,567.03			
	49500 STORM WATER DEPT			1,254.88			
	49750 LIQUOR STORE			300.78			
	49751 MERCHANDISE PURCHASES			59,713.07			



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Ordinance Amendment – Chapter 6 – Section 13 Taxicabs -2nd Reading
DATE: November 18, 2024

OVERVIEW

The city adopted an ordinance to regulate through business licenses Taxicabs in 2009. Since that time there have been registrations. As transportation has changed over the last decade the city no longer has anyone registering a taxi. Additionally, as staff reviewed other cities, these codes have either been eliminated, like ours not touched in decades or now include rules that guide Uber and Lyft drivers.

Staff has a conversation with our Legal team about the elimination of this ordinance. Staff is recommending that Council eliminate the need for Taxicab registration in St. Francis. If our growth and transportation types in the future call for some type of ordinance we will react at that time to address those needs.

ITEMS TO BE DISCUSSED:

Review and consider approval of the removal of Taxicab ordinance in City Code Chapter 6-31 Taxicabs

TIMELINE:

1st Reading: November 4, 2024
 2nd Reading: November 18, 2024
 30-day public Comment: November 22, 2024
 Effective: December 23, 2024

ATTACHMENTS:

- Ordinance 335 Chapter 6, Section 13 Taxicabs - Redline Version
- Resolution 2024-40 Summary publication of Ordinance 335

ORDINANCE NO. 335,
SECOND SERIES
CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE REMOVING CHAPTER 6-13. TAXICABS FROM
CITY CODE

Code -

CHAPTER 6. - BUSINESS REGULATION AND LICENSING
SECTION 13. TAXICABS

SECTION 13. TAXICABS RESERVED FOR FUTURE USE

~~(Ord. 142, SS, 11-16-2009)~~

~~6-13-1. Definitions.~~

~~The following terms, as used in this Section, shall have the meanings stated:~~

~~A. Taxicab shall mean and include any motor vehicle engaged in the carrying of persons for hire, whether over a fixed route or not, and whether the same be operated from a street stand or subject to calls from a garage, or otherwise operated for hire except buses or limousines as herein defined, but the term shall not include vehicles regularly used by undertakers in carrying on their business.~~

~~Taxi cabs shall not include any vehicle owned and operated by any non-profit agencies, school buses or political subdivision.~~

~~B. Street shall mean and include any street, alley, avenue, court, bridge, lane, or public place in the City.~~

~~C. Taxicab driver shall mean and include any person who drives a taxicab, whether such person be the owner of such taxicab or be employed by a taxicab owner or operator.~~

~~D. Operator shall mean and include any person owning or having control of the use of one (1) or more taxicabs used for hire upon the streets or engaged in the business of operating a taxicab within the City.~~

~~E. Limousine shall mean a plain painted, unmarked motor vehicle which carries passengers for hire, driven by a uniformed chauffeur, subject to call only~~

~~from its own garage or central place of business, and which charges its customers a flat rate by the trip or by the hour, day or longer period of time.~~

~~6-13-2. Operator license required.~~

~~No person shall engage in the business of operating one (1) or more taxicabs on the streets in the City of St. Francis without first obtaining a taxicab operator license.~~

~~6-13-3. Taxicab driver license.~~

~~No person shall drive a taxicab for hire on the streets in the City of St. Francis without first obtaining a taxicab driver license.~~

~~6-13-4. Exceptions.~~

~~Any taxicab currently licensed to operate in any other municipality in this state may carry passengers for hire from a community where it is licensed to any location in the City of St. Francis, but no such taxicab operator/driver may pick up passengers within the City unless there is a valid driver and/or operator's license pursuant to this Section.~~

~~6-13-5. Taxicab operator application.~~

~~An application of a new or renewal taxicab operator license shall be submitted to the City Clerk on forms provided by the City. In addition to such information as required by the Clerk, the application shall include the following:~~

- ~~A. Name, address, date of birth, and telephone number of the applicant.~~
- ~~B. The number of vehicles to be used as part of the taxicab operation.~~
- ~~C. The description of the method to be used to distinguish the vehicles as taxicabs operating pursuant to the applicant's business.~~
- ~~D. Number of persons, other than the applicant, to be employed, full time or part time, as taxicab drivers.~~
- ~~E. Personal history and background information regarding the applicant sufficient to address the requirements of this Section.~~
- ~~F. Evidence to the satisfaction of the City that each of the vehicles to be used in the taxicab operation meet the requirements of this Section.~~
- ~~G. Proof of insurance as required by this Section.~~

~~6-13-6. Taxicab driver application.~~

~~An application for a taxicab driver license shall be submitted to the City Clerk on forms provided by the City. In addition to such information as the Clerk may require pursuant to this Section, the application shall include the following:~~

- ~~A. Name, address, date of birth, and telephone number of the applicant.~~
- ~~B. Personal history and background information regarding the applicant sufficient to address the requirements this Section.~~

~~6-13-7. Conditions for taxicab operator license.~~

~~A new or renewal taxicab operator license shall not be issued to an applicant if any one of the following conditions exists:~~

- ~~A. The applicant is not the owner or lessee of the vehicles to be used in the taxicab operation.~~
- ~~B. The applicant is less than eighteen (18) years of age, or, if a corporation, partnership, or association, is not properly chartered or otherwise authorized to conduct business as a taxicab operator under the laws of the State of Minnesota.~~

~~6-13-8. Conditions for taxicab driver license.~~

~~A new or renewal taxicab driver license shall not be issued to an applicant if any one of the following conditions exists:~~

- ~~A. The applicant is less than eighteen (18) years of age.~~
- ~~B. The applicant has been convicted of any one of the following crimes or offenses: murder, criminal vehicular homicide or injury, felony assault, criminal sexual conduct, indecent exposure, felony controlled substance violation, driving under the influence of alcohol or controlled substance, leaving the scene of an accident, or reckless or careless driving, unless the applicant has demonstrated rehabilitation in accordance with Minnesota Statutes § 364.03.~~
- ~~C. The applicant has been convicted of or pled guilty to three motor vehicle moving violations within the immediately preceding twelve (12) months.~~
- ~~D. The applicant fails to provide any information on the application or provides false or misleading information.~~

~~6-13-9. Vehicle requirement.~~

~~Each vehicle used to transport passengers for hire as part of a taxicab operation must meet the following requirements:~~

- ~~A. Be clearly marked to identify the vehicle as a taxicab for hire and include at least the name and telephone number of the taxicab business or company.~~
- ~~B. Be equipped with an accurate, operating meter, and with an operating radio, telephone, or similar device.~~
- ~~C. Have passed a safety and functional inspection conducted by a service station or motor vehicle repair garage acceptable to the City. The City reserves the right to make its own independent examination and inspection of taxicabs as it deems necessary.~~
- ~~D. Be clean, painted and free of rust or substantial bodily damage. There shall be no loose or hanging metal, body molding, or chrome stripping. The taxicab must be equipped with all required fenders, bumpers, doors, door handles, lights, and turn signals, all of which must be in good working order.~~
- ~~E. The taxicab must properly display current State of Minnesota motor vehicle registration plates.~~

~~6-13-10. Insurance required.~~

- ~~A. A taxicab operator must maintain a commercial general liability insurance policy issued by an insurance company authorized to do business in the State of Minnesota, and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 for each occurrence. If such insurance contains a general aggregate limit, the general aggregate limit must not be less than \$2,000,000 and the aggregate limit will apply on a per license year basis. The insurance must cover liability arising from operations of the taxicab business including, but not limited to, personal injuries and advertising injuries. The City must be named as an additional insured under the policy.~~
- ~~B. A taxicab operator must also maintain automobile liability insurance issued by a company authorized to do business in the State of Minnesota and, if necessary, umbrella liability insurance with a limit of not less than \$1,000,000 for each accident. If such insurance contains a general aggregate limit, the general aggregate limit must not be less than \$2,000,000. Insurance shall cover liability arising out of any~~

~~incident involving a motor vehicle used as part of the taxicab operation.~~

~~C. A certificate of insurance acceptable to the City shall be filed with the City prior to commencement of operations. The certificate and the required insurance policies shall contain a provision that the coverage afforded under the contract will not be cancelled or allowed to expire until at least thirty (30) days prior written notice has been given to the City.~~

~~6-13-11. Business records.~~

~~A taxicab operator shall maintain, at a minimum, the following records:~~

~~A. Order slips upon which are recorded all trips requested showing the time and place of origin and the destination of each trip. Order slips must be maintained and preserved, in chronological order, in a safe place for at least twelve (12) consecutive months. All order slips shall be available to the City upon demand.~~

~~B. Current business records, including, but not limited to information on all drivers and vehicles, at the operator's designated place of business. Such business records shall be made available for inspection by the City during reasonable business hours.~~

~~6-13-12. Rates.~~

~~Each taxicab operated under this Section shall have a rate card setting forth the authorized rates of fare displayed in such a place as to be in view of all passengers.~~

~~6-13-13. Suspension or revocation.~~

~~Any license issued under the provisions of this Section shall be suspended or revoked by the City Council if the licensee has:~~

~~A. Violated any of the provisions of this Section.~~

~~B. Discontinued operations for more than sixty (60) consecutive days.~~

~~6-13-14. Transfers.~~

~~Any license issued under this Section is not transferable.~~

~~6-13-15. Term.~~

~~All licenses issued under this ordinance expire on December 31 of the year issued.~~

~~6-13-16. Renewal.~~

~~The renewal of any license under this section shall be handled in the same manner as the original application. The request for renewal shall be made thirty (30) days but no more than sixty (60) days before the expiration of the current license.~~

~~6-13-17. Fees.~~

~~The applicant is responsible for the license fee as established by ordinance and any other costs incurred by the City associated with confirming the information requested above.~~

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 18TH DAY OF NOVEMBER, 2024.**

APPROVED:

Joseph Muehlbauer, Mayor of St. Francis

ATTEST:

Jennifer Wida, City Clerk

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

RESOLUTION 2024-40

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
ORDINANCE 335, AMENDING SECTION 6-31 OF THE CITY CODE REMOVING
TAXICABS FROM 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 335 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.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 335, Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 335**

Section 1. The St. Francis City Code is hereby amended to include the following ordinance summarized below:

St. Francis City Code is hereby removing Chapter 6-31 Taxicabs

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.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th DAY OF NOVEMBER, 2024.

APPROVED:

ATTEST:

Joseph Muehlbauer, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: Rum River Preserve of St. Francis PUD – 2nd Reading
DATE: November 18, 2024

OVERVIEW:

The City has received an application for the “Rum River Preserve of St. Francis” planned unit development (PUD) at 3503 Bridge St NW. This PUD is proposed to be a phased commercial and residential development which will include commercial buildings along Bridge Street and eventually apartment units to the north. The applicant is proposing to begin development with the commercial building in the southeast corner of the site.

The City Council reviewed this application at their November 4, 2024 meeting and approved the 1st reading of Ordinance 336 to establish the Rum River Preserve of St. Francis PUD.

ACTION TO BE CONSIDERED:

Following Council’s approval of the 1st reading of Ordinance 336, Staff has prepared a 2nd reading of the Ordinance and a resolution allowing for publication of the ordinance by summary for Council’s review. The following timeline will apply:

- November 4th – 1st Reading
- November 18th – 2nd Reading
- November 22nd – Published for Comment
- December 22nd - Effective

Suggested Motions:

1. Move to approve the 2nd reading of Ordinance 336 establishing the Rum River Preserve of St. Francis PUD at 3505 Bridge St NW.
2. Move to approve Resolution 2024-41 allowing publication of Ordinance 336 by summary.

ATTACHMENTS:

- Draft Ordinance 336 – 2nd Reading
- Draft Summary Resolution 2024-41

ORDINANCE NO. 336, SECOND SERIES

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE APPROVING REZONING 3503 BRIDGE ST NW FROM B-1 TO
THE RUM RIVER PRESERVE OF ST. FRANCIS PUD – 2ND READING**

WHEREAS, the applicant, Kinghorn Construction, applied for preliminary and final PUD plan approval on September 19, 2024 on behalf of The Weaver Brothers Company for the property legally described in Exhibit A; and

WHEREAS, on October 16, 2024, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on October 16, 2024, at an official public hearing, the Planning Commission considered the applicant’s submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, on November 4, 2024 and November 18, 2024, the City Council has considered the proposed project and found that the project will not negatively impact the public health, safety, or welfare; and

WHEREAS, the rezoning to PUD is consistent with the Comprehensive Plan designation for the site; and

WHEREAS, the applicant is proposing a mix of uses on the site, including high density residential and commercial; and

WHEREAS, the proposed development provides a clear and identified public benefit to the City in the form of additional site landscaping and pedestrian connections to the existing sidewalk and trail system along Bridge St and Rum River North County Park to enhance the pedestrian nature of this development and the Bridge St corridor as a whole.

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

Section 1. The property legally described in Exhibit A is hereby rezoned from the B-1 Central Business District to the Rum River Preserve of St. Francis Planned Unit Development dated October 25, 2024 and included in Exhibit B.

Section 2. The following conditions shall apply to property rezoned to the Rum River Preserve of St. Francis PUD by this Ordinance:

1. The following uses are permitted within the Rum River Preserve of St. Francis PUD:
 - a. Three drive-thrus
 - b. Standalone apartments
 - c. Principal and accessory uses allowed in the B-1 District

2. Minimum dimensional requirements shall be as follows:
 - a. Commercial buildings shall be set back no more than 85 feet from the front property line. All other dimensional standards of the B-1 District shall apply.
 - b. Apartments shall meet the lot and site requirements established for the R-3 District.

3. Design Standards
 - a. A parking area may be located between the Phase 1 commercial building and Bridge Street.
 - b. All other design standards for the B-1 District shall apply to the commercial buildings within the PUD.
 - c. The parking lot and parking spaces shall be designed to meet the standards in City Code Section 10-72-04 Performance Standards.

4. Multiple principal structures shall be permitted on one lot in accordance with the site plan.
5. The drive-thru use shall meet all use-specific standards established for this use type in City Code Section 10-68-09 Drive-Thru Establishment.
6. Signage shall be installed to clearly indicate the circulation patterns around the drive-thrus in Phase 1.
7. Applicant shall address all comments from Anoka County to the County's satisfaction.
8. Applicant shall address all comments from the City Engineer as specified in the Engineer's memo dated November 1, 2024 to the Engineer's satisfaction.
9. Applicant shall be responsible for all fees associated with this land use application.
10. Each subsequent phase of the Rum River Preserve of St. Francis PUD shall include a site plan which will be reviewed by the Planning Commission and City Council.
11. Screening between the Phase 1 commercial building and the future residential building(s) to the north in accordance with City Code Section 10-73-05 Required Screening shall be established at the time of residential development.
12. All general zoning standards in the St. Francis City Code, to the extent not inconsistent with the terms of this ordinance, shall apply.

Section 3. The Zoning Map of the City of St. Francis referred to and described in Section 10-14-03 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 4. 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 this 18th day of November, 2024.

SEAL

BY: _____
Joseph Muehlbauer, Mayor

Attest: Jenni Wida, City Clerk

DRAFTED BY:
HKGi
800 Washington Ave N, Suite 103
Minneapolis, MN 55401

EXHIBIT A

Legal Description

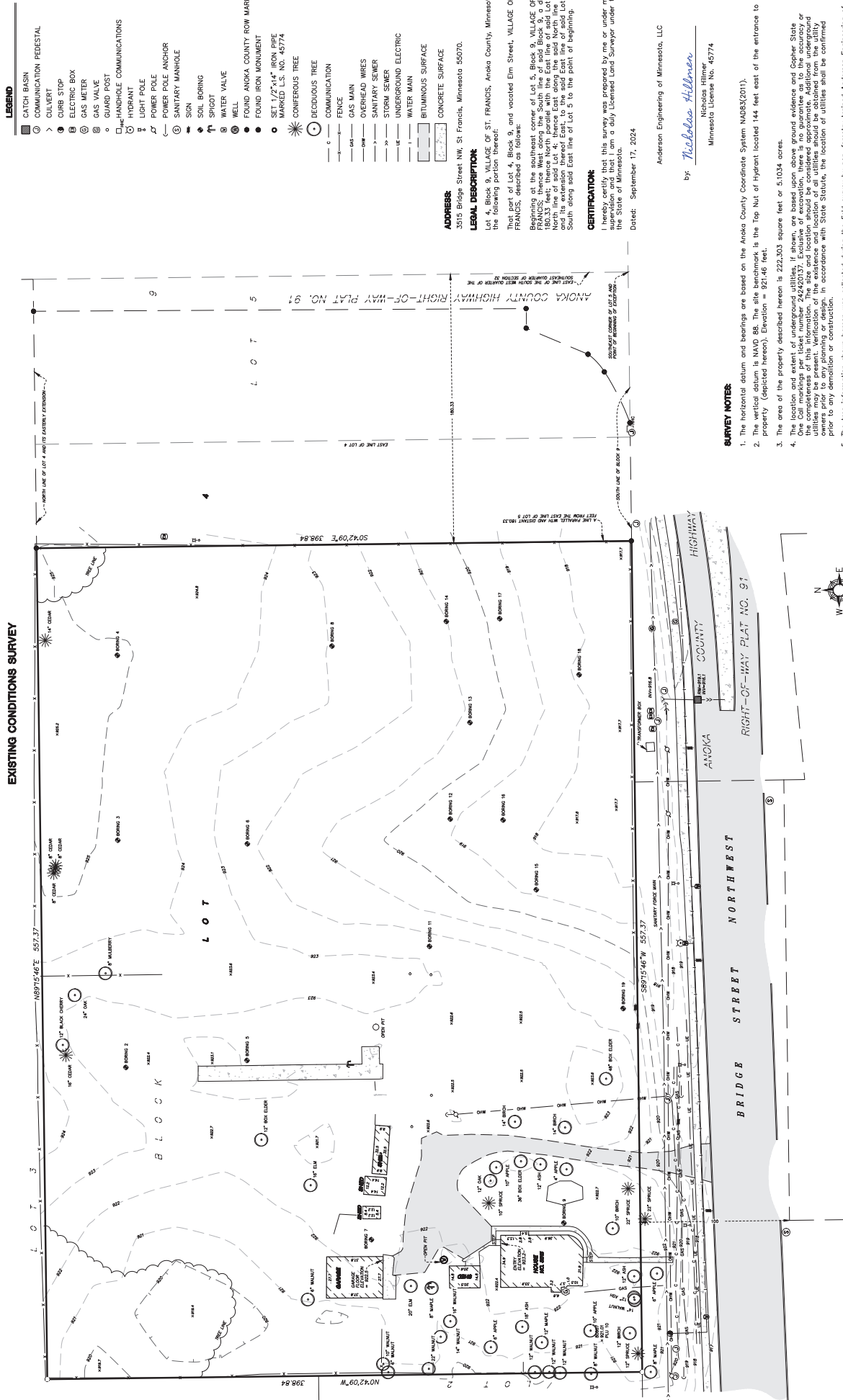
Lot 4, Block 9, VILLAGE OF ST. FRANCIS, Anoka County, Minnesota, except the following portion thereof:

That part of Lot 4, Block 9, and vacated Elm Street, VILLAGE OF ST. FRANCIS, described as follows:

Beginning at the southeast corner of Lot 5, Block 9, VILLAGE OF ST. FRANCIS; thence West along the South line of said Block 9, a distance of 180.33 feet; thence North parallel with the East line of said Lot 5, to the North line of said Lot 4; thence East along the said North line of Lot 4, and its extension thereof East, to the said East line of said Lot 5; thence South along said East line of Lot 5 to the point of beginning.

EXHIBIT B

EXISTING CONDITIONS SURVEY



LEGEND

- ☐ CATCH BASIN
- ⊕ COMMUNICATION PEDIESTAL
- > CULVERT
- ⊕ CURB STOP
- ⊕ ELECTRIC BOX
- ⊕ GAS METER
- ⊕ GAS VALVE
- ⊕ GUARD POST
- ⊕ HANDHOLE COMMUNICATIONS
- ⊕ HYDRANT
- ⊕ LIGHT POLE
- ⊕ POWER POLE ANCHOR
- ⊕ SANITARY MANHOLE
- ⊕ SIGN
- ⊕ SOIL BORING
- ⊕ SPOUT
- ⊕ WATER VALVE
- ⊕ WELL
- ⊕ FOUND ANOKA COUNTY ROW MARKER
- ⊕ FOUND IRON MONUMENT
- ⊕ SET 1/2" x 1/4" IRON PIPE MARKED U.S. NO. 45774
- ☀ CONIFEROUS TREE
- ☀ DECIDUOUS TREE
- ⊕ COMMUNICATION
- ⊕ FENCE
- ⊕ GAS MAIN
- ⊕ OVERHEAD WIRES
- ⊕ SANITARY SEWER
- ⊕ STORM SEWER
- ⊕ UNDERGROUND ELECTRIC
- ⊕ WATER MAIN
- ⊕ BITUMINOUS SURFACE
- ⊕ CONCRETE SURFACE

ADDRESS

3515 Bridge Street NW, St. Francis, Minnesota 55070.

LEGAL DESCRIPTION

Lot 4, Block 9, VILLAGE OF ST. FRANCIS, Anoka County, Minnesota, except the following portion thereof:
 That part of Lot 4, Block 9, and vacated Elm Street, VILLAGE OF ST. FRANCIS, described as follows:
 Beginning at the southeast corner of Lot 5, Block 9, VILLAGE OF ST. FRANCIS; thence West along the South line of said Block 9, a distance of 144 feet to the North line of said Lot 4; thence East along the said North line of Lot 4, and its extension thereof East, to the said East line of said Lot 5; thence South along said East line of Lot 5 to the point of beginning.

CERTIFICATION

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.
 Dated: September 17, 2024

Anderson Engineering of Minnesota, LLC
 by: *Nicholas Hillmer*
 Nicholas Hillmer
 Minnesota License No. 45774

SURVEY NOTES

1. The horizontal datum and bearings are based on the Anoka County Coordinate System NAD83(2011).
2. The vertical datum is MADS 88. The site benchmark is the Top Nut of Hydrant located 144 feet east of the entrance to property (easement hereon). Elevation is 921.46 feet.
3. The area of the property described hereon is 222,303 square feet or 5.1034 acres.
4. The location and extent of underground utilities, if shown, are based upon above ground evidence and Capitec State or other records. The location and extent of above ground utilities, if shown, are based upon field observation. The completeness of this information. The size and location should be considered approximate. Additional underground utilities may be present. Verification of the existence and location of all utilities should be obtained from the utility companies. The location of all utilities should be confirmed in accordance with State Statute, the location of utilities shall be confirmed prior to any demolition or construction.
5. The tree information shown hereon was collected during the field survey by non-forestry trained Anderson Engineering of Minnesota survey personnel. Tree sizes are estimates and locations are accurate to plus or minus three feet.
6. The legal description was provided by Chicago Title Insurance Company per title commitment number MN4261.
7. The field work was completed in September, 2024.

Agenda Item # 8B.

ANDERSON
 ENGINEERING • ARCHITECTURE • LAND SURVEYING
 ENVIRONMENTAL SERVICES • LANDSCAPE ARCHITECTURE

Anderson Engineering
 13905 Mid Avenue
 Plymouth, MN 55441
 763-412-4000 (o)
 www.aertrm.com

LLC



ANDERSON
 13605 1st Avenue N., #100
 Plymouth, MN 55441 | ae-mn.com
 P 763.432.4090 | F 763.432.4090
 Anderson Engineering of Minnesota, LLC

**RUM RIVER
 PRESERVE
 OF ST FRANCIS**
 3503 BRIDGE ST NW
 ST. FRANCIS, MN 55070

KINGHORN CONSTRUCTION

LICENSURE: IAWJ.MBEER.PE
 SIGNATURE: [Signature]
 DATE: 10/29/2024 LICENSE NO. 65592

REVISION LOG

NO.	DATE	DESCRIPTION OF REVISIONS

DESIGNED BY: [Name]
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 DATE: 10/29/2024

MASTER SITE PLAN

DRAWING NO. _____

Agenda Item # 8B.

PLOTTED: [Date]



LEGEND

- PROPERTY LIMITS
- PHASE 1 RETAINING WALL
- PHASE 1 CONCRETE C&G PAVEMENT
- PHASE 1 BITUMINOUS PAVEMENT
- PHASE 1 CONCRETE PAVEMENT
- FUTURE CONCRETE C&G
- FUTURE PAVEMENT MARKING

SITE DATA

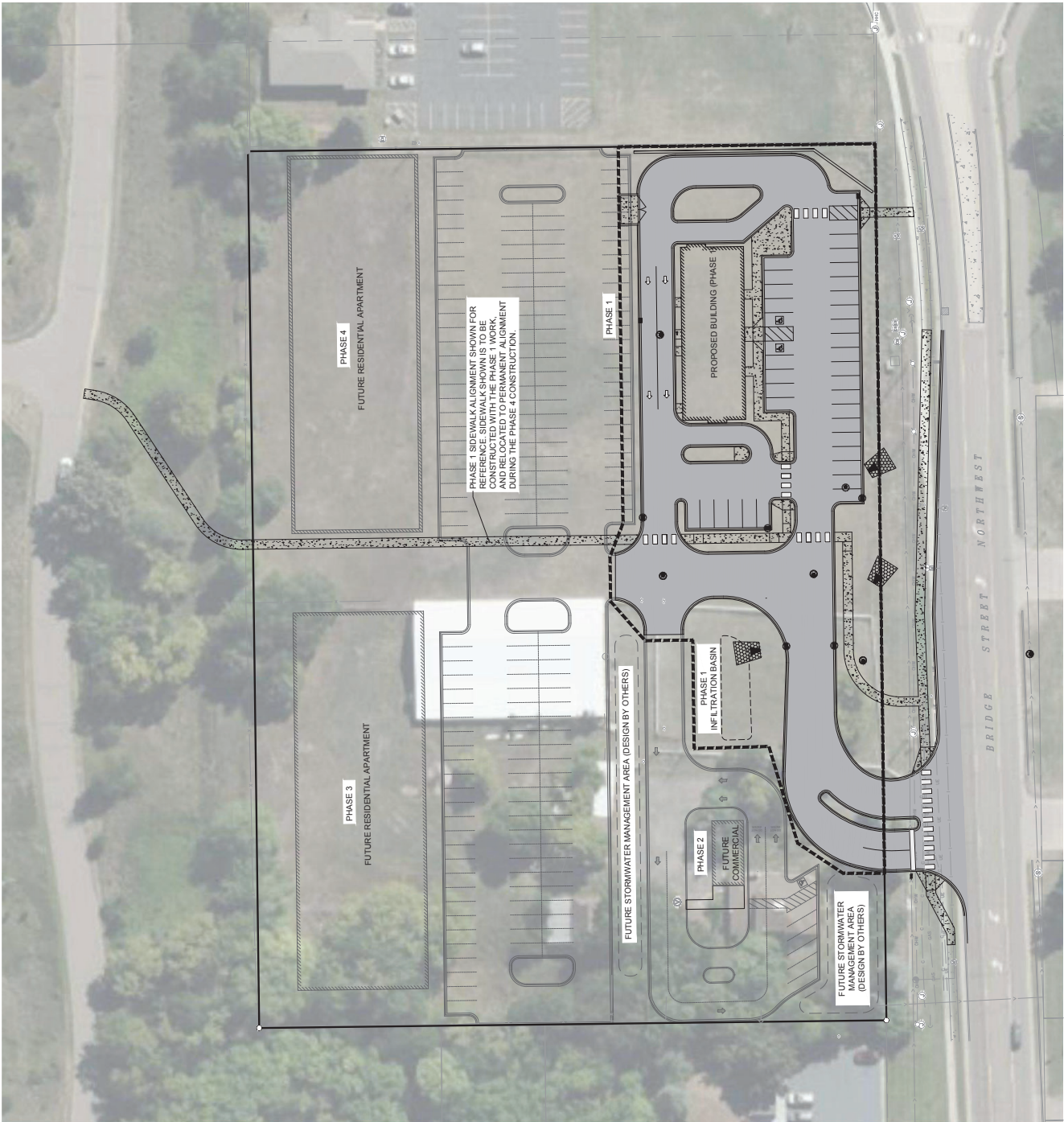
ADDRESS: 3503 BRIDGE ST NW, ST FRANCIS, MN 55070
 PID: 33-34-24-3-0017
 TOTAL PARCEL AREA: 5.19 AC
 TOTAL BUILDING SQUARE FOOTAGE: 44,483 SF
 PHASE 1: 18,230 SF
 PHASE 2: 8,045 SF
 PHASE 3: 19,208 SF
 PHASE 4: 19,000 SF
 % OF BLDGS SF TO SITE: PHASE 1 (2.06%), PHASE 2 (1.14%), PHASE 3 (20.31%), PHASE 4 (20.31%)
 EXISTING ZONING: R1
 PROPOSED ZONING: R1
 BUILDING SETBACKS: FRONT MINIMUM 8 FT, SIDE MINIMUM 5 FT, REAR 5 SIDE MINIMUM 5 FT

LEGAL DESCRIPTION

Let 4, Block 9, VILLAGE OF ST. FRANCIS, Anoka County, Minnesota, except the following portion hereof: that part of Lot 4, Block 9, and vacated Elm Street, VILLAGE OF ST. FRANCIS, described as follows: Parcel 4 of Lot 5, Block 9, VILLAGE OF ST. FRANCIS, then west along the South line of said Block 9, a distance of 160.33 feet; thence North parallel with the East line of said Block 9, a distance of 130.00 feet; thence East, to the North line of Lot 4, and its extension thereof East, to the said East line of road Lot 5; thence South along said East line of Lot 4 to the point of beginning.

PHASE 1 LEGAL DESCRIPTION

[Placeholder]



NOT FOR CONSTRUCTION

CITY OF ST. FRANCIS
ST. FRANCIS
ANOKA COUNTY

RESOLUTION 2024-41

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
336, SECOND SERIES REZONING 3503 BRIDGE ST NW FROM B-1 TO THE RUM
RIVER PRESERVE OF ST. FRANCIS PUD – 2ND READING**

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 336, 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 336 Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 336, SECOND SERIES

Section 1. Ordinance 336, as adopted, rezones the property known as 3503 Bridge St NW from B-1 to the Rum River Preserve of St. Francis PUD.

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 18TH
DAY OF NOVEMBER, 2024.

APPROVED:

Joseph Muehlbauer, Mayor

Attest:

Jenni Wida, City Clerk

Published in the Anoka County Union Herald the ___ day of November, 2024.

DRAFTED BY:

HKGi

800 Washington Ave. N., Suite 103

Minneapolis, MN 55401



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Communication Strategic Plan
DATE: November 18, 2024

OVERVIEW:

Staff completed a survey to collect local opinions regarding our communication efforts from May 15th to August 15th. We were looking to gauge our current outreach message and methods and identify other communication tools that should be considered. As it is disappointing that we only received 48 responses, those responses show that St. Francis is on point with national trends based on the demographics of the respondents.

The median age in St. Francis is 33 years of age. However, the current age group with the highest population at 12% is the age bracket from of 5- to 14-year-olds. As demographics continue to shift, it shows that our city outreach needs to target younger demographics to remain relevant. Although we did not hear from many in the 33-year age range, we are able use national assumptions for outreach efforts, so we are not only engaging with a single demographic group.

Out of the responses some beneficial information was received that provided a look at what respondents felt was working and missing. Other responses, although they identified frustration, did not provide valuable suggestions on how they felt issues could be addressed. Within the strategic plan, all comments received were included without staff editing spelling or grammar.

The Strategic Plan that has been created is a snapshot in time and should be repeated in the future. This would allow the city to continue to adjust our communication tools to ensure we are informing residents using the correct formats. Social media and print media continue to evolve to meet the needs of users and the City needs to stay on top of those trends or it will fall behind outreach efforts.

Within the Plan staff has summarized each section of the responses and with that we have been able to identify that there are tools not being utilized but additionally tools that we can make changes to.

Suggested changes include:

- Eliminating our X and Instagram accounts as they are under-utilized.
- Looking into improvements on our website navigation as we make required accessibility improvements.
- Newsletter suggestions including the desire to keep it quarterly. Information within the newsletter should be improved and increased.
- Of the information requested there is also a need to tie the digital information to print. This can be completed through QR codes, linking people to the print through social media

ACTION TO BE CONSIDERED:

Council to review and adopt the Communication Strategic Plan

Attachments:

- Communication Strategic Plan



COMMUNICATION STRATEGIC PLAN

2024 - CITY OF ST. FRANCIS, MN.

A COMMITMENT BY THE CITY

City Council

Mayor: Joe Muehlbauer

Councilmembers: Sarah Udvig

Kevin Robinson

Crystal Kreklow

Mark Vogel

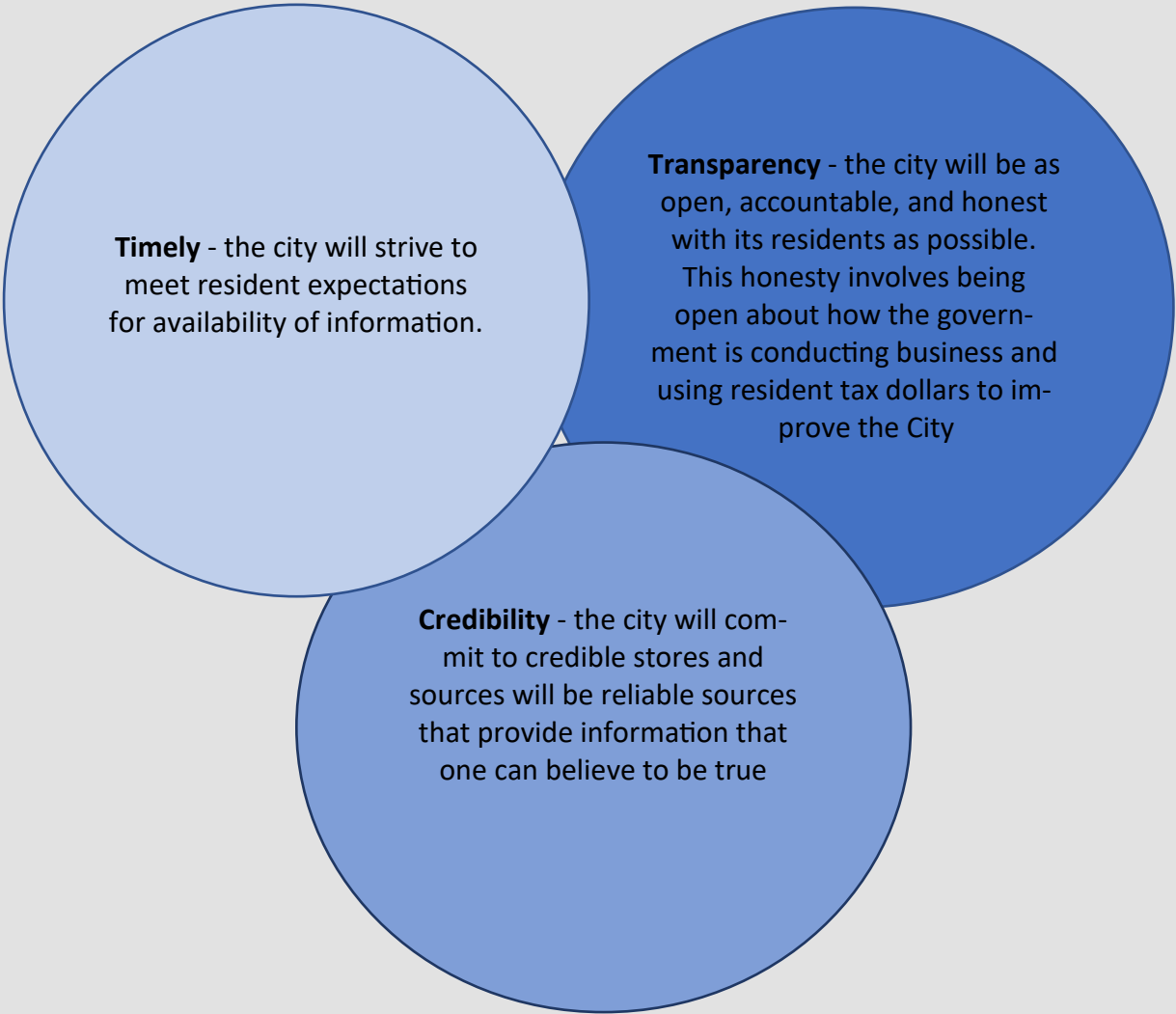
Date Adopted:

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A COMMITMENT BY THE CITY

Outreach and community input helped shape the St. Francis Communication Strategic Plan. Together we created an overview of the key areas needed for communication and provided details on focused areas, content and frequency.



WHY COMMUNICATION MATTERS

Studies are completed on the demographics of the fast changing communication and social media world. A study by Civic Plus identified how social media grew from the 2020 pandemic and that social media and websites have become an essential communication tool.

Social media is the best, and at times the only, place for agencies to build public awareness, gain support for initiatives and communicate with the community during a crisis. A study of the state of social media in 2022 found that 70% of adults use some type of it, however it was stated it caused a great deal of confusion. To counteract this, government agencies invest in social media to help share accurate and timely information. It is important our citizens look to government social media accounts as one of the first places to provide them with accurate updates during a crisis.

The largest impacts on communication efforts include; not understanding your audience, inconsistent messaging across channels, lack of active listening, cultural differences, poor choice of communication tools, inadequate feedback and not tailoring messages to specific demographics.

To work through these impacts St. Francis has invested time and resources in to the City website, print media and social media applications. With this investment it is important that not only the content matters but the sources matter to the individuals we are trying to reach. These efforts change often and it is the responsibility of the City to try and keep up to date.

ROLES AND RESPONSIBILITIES

There is a misconception that social media accounts are easy to manage professionally because so many people use them personally. Managing these accounts as a public agency isn't the same in comparison due to the need to create content, address messages, managing topics, and meet all local and state communication requirements for public engagement.

Several St. Francis staff members participate in the current Communication efforts. Marketing and communication is spread between several staff and worked into their current roles. Each department has at least one person that works to coordinate announcements and news that is then spread among the various communication types. The communication types that require the greatest amount of time include the website, Facebook and the quarterly newsletter.

There are times when having the communication efforts spread throughout several people, items get missed or scheduling can overlap. Additionally, staff managing the communication channels are not trained in marketing and work this in when priorities allow.

High priorities that include public safety related events are managed through Nixle and released by the Police and Fire Departments at the time of an event, when staff is able. This may include a road closure , active fire , storm damage or other safety issues.

When faced with increasing costs and higher resident needs we also need to remember that staff time comes at a cost. The City wants to ensure that staff time remains efficient and valuable while meeting a high standard of transparency and communication.

SURVEY PROCESS

A communication focused survey was distributed for St. Francis residents and those in the surrounding area. St. Francis activities, events and projects are enjoyed and supported by others and it is important when hosting these activities we are aware of who we are reaching and the best way to reach them.

Surveys were distributed in the following ways:

- ◆ Spring Quarterly Newsletter—May 2024
- ◆ Farmers Market Bags—250 bags received flyers
- ◆ Website for 90 days, including several spotlight announcements
- ◆ Facebook
- ◆ Bike Rodeo Event—100 flyers
- ◆ Night to Unite—50 flyers
- ◆ City Hall counter flyer

THE AUDIENCE

- ⇒ Who is our audience?
- ⇒ Where is our audience?
- ⇒ What does our audience want?
- ⇒ Does our audience want to hear from us?
- ⇒ How does our audience want to hear from us?

The City conducted the Communication Survey from May 15th to August 15th, 2024. We wanted to know how we were communicating as well as how respondents felt about the information that was being released. Several questions were meant to gauge how the City communicated, what information was being searched, how the audience learned about city information and how we could improve. It was not surprising that many of the responses highlight what statistics show nationally.

A total of 48 responses were collected.

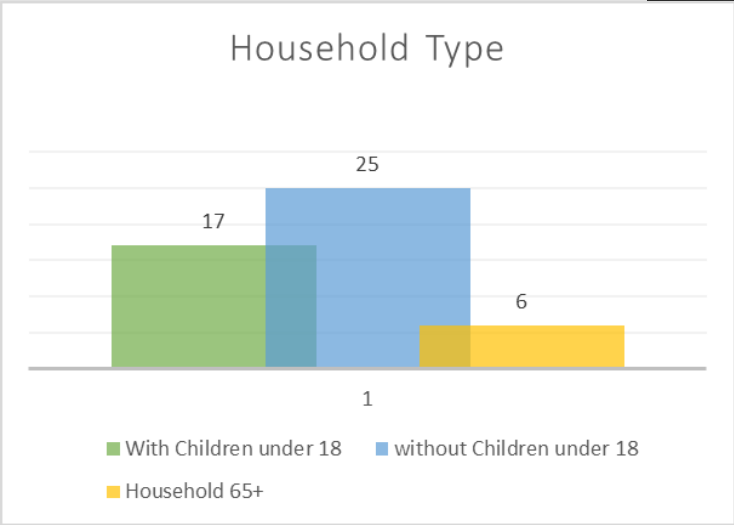
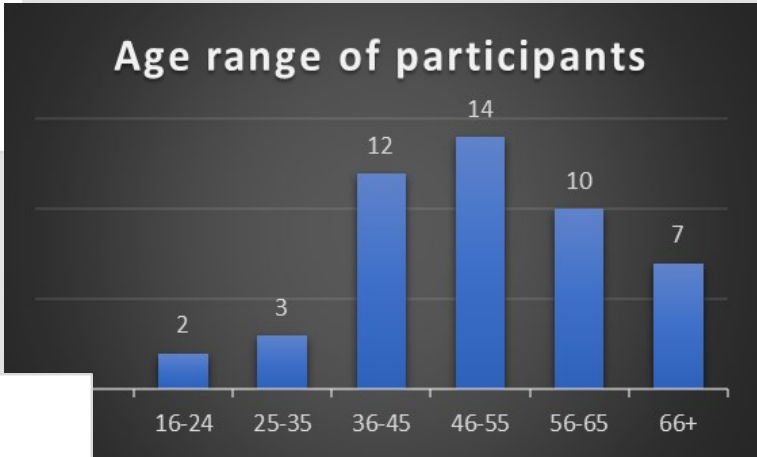
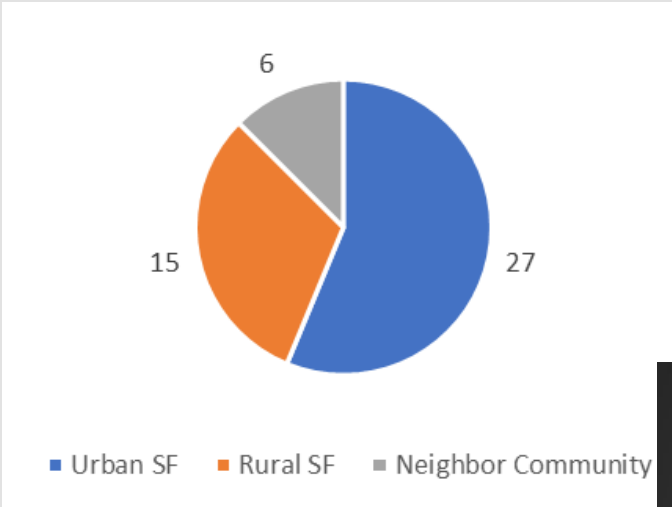


THE AUDIENCE

Who responded to our survey?

Residents: 43

Non-Residents: 5



CURRENT PROCESS

Respondents were asked about how they felt the city was doing.

How do you feel the City currently does at communicating with the public?

- ⇒ The city does a good job communicating = 19
- ⇒ The city does a OK job communicating = 19
- ⇒ The city does a poor job communicating = 10

CURRENT PROCESS

Based on their answer, we requested clarification regarding what communication is favored, what do you feel is missing, what could improve?:

- ◇ Departments are not consistent
- ◇ Use Facebook more to spread word about things
- ◇ Feel like everything is good
- ◇ I feel much the city is doing or working on is hidden from the residents. They put out only blah staff and let the community hash it all out on the fb community pages
- ◇ I think you do a great job
- ◇ The website is okay, but still not really easy to navigate. Pictures of staff, elected officials, and commissions would be a great additional. More constant posts on Facebook would be helpful.
- ◇ I do not believe that it has been communicated effectively that the fire department was getting a new building. While I do know the old building was out of date and the city needed a new building, I do agree with the building, it just would have been nice to have been more informed about the process. Same goes for when the water thingy was built. No one knew about that, yet we have to pay for it.
- ◇ I don't know what other cities communicate and how frequently, so Im not sure what to compare it to.
- ◇ Enjoy the quarterly newsletter, and updates on Facebook. Everything else I can go to the website to look for.
- ◇ As noted above, optimize searching the city website. I sometimes find it difficult to find answers.
- ◇ I believe the city makes a good effort in reaching out to the community, however unless it directly affects the individual it is pushed to the side.
- ◇ I think explaining to the residents why they are charged now a \$75 storm water fee when the state requires a couple hundred dollar permit for this nonsense. Misleading to say the least.
- ◇ They try people want lean government, yet some how everything seems to go up in price and has become all about the \$ and less about just being.
- ◇ Pretty much everything about where our money is being spent should be communicated better.

- ◇ City has done a poor job of planning growth through excessive residential expansion without industrial and manufacturing expansion, creating a “bedroom” community that is not capable of keeping up on current city plans. 75% of people leave early and get back home late and don’t know what is going on. They aren't aware unless it directly affects them or its to late too respond. People need to know what is being thought of before it gets to far along.
- ◇ They’ve always been good about providing information, when requested.
- ◇ I like to see what’s coming up, however, 4 times a year feels like not a lot is going on. You can’t post everything in the paper so it would be nice to know about more church events, like kid mid-week programs and such.
- ◇ If we don’t watch the meeting then we pretty much have no clue what is going on in our city until the quarterly letter comes out.
- ◇ I read the newsletters but a lot of people don’t and then get upset when changes are made. I'm not sure how many use Nixel but maybe if they got something on their phones they would read that.
- ◇ Easier access to what is being built in the city.
- ◇ I would like to be able to go to one place, instead of multiple.
- ◇ I think the city does a great job. Everyone complains, because that’s what people do unfortunately. You guys are going a great job.
- ◇ I want to know more on businesses coming in and feel like it’s a shock to a majority of residents when we are getting new businesses. I would have wanted a say in another auto store and dollar general. I think a direct mailer should come out for stuff like that.
- ◇ The information is there if we take the time as citizens to read it!
- ◇ I can always find the information I need.
- ◇ I talk to so many St Francis citizens and maybe one in ten is informed about what is going on .
- ◇ More information of what’s going on, decisions made
- ◇ I think as long as there is some type of communication, and as long as the city is trying to get the information out to the public, its great. Its when we find out after the fact that will cause more issues. I think you do what you can, that really all anyone can expect.
- ◇ I had emailed asking about getting a SLOW DEER CROSSING sign on the road in front of our house because the speeding traffic is horrible. There’s going to be a dead motorcyclist out there someday the way the speed. I didn’t get a response at all. I am going to try to email again.
- ◇ Need “outgoing” form of city minutes/agendas.

- ◇ Hard to find information about the city and its plans of future development.
- ◇ Could use more around development
- ◇ Newsletter and Liz's Facebook posts
- ◇ I don't feel like I am missing information
- ◇ I feel they do a great job.
- ◇ Don't hear about some events until its too late
- ◇ Nobody knows what is going on. Majority of people leave early and get home late and only get involved when it affects them or after they see it done. Your design for building a city based on heavy residential expansion is the major problem. You have no industrial or production based operations that provide for a stable tax base or quality jobs that keep people involved with their town and keep them close to home. Every project you do is poorly conceived and short sighted and constantly creates issues within a short time because you don't communicate with the people who are the most affected before you proceed. You should be putting out surveys like this for every large project and gather feedback BEFORE taking any further steps and don't be afraid of saying no or changing your plans. Also, when a project or development is brought forward, your first step should be to talk with the people closest to and most affected by it. They may just have an idea or suggestion that may make things better or easier.
- ◇ I am up to date with most happenings through the text message notification system and Facebook. If I am missing any news, I don't realize it.
- ◇ I get all of my info from st.francis prime
- ◇ Didn't even know about the new city offices until the building started.
- ◇ St. Francis city staff take care to communicate well, especially in the quarterly newsletter. I am also noticing the city has a table set up at the weekly Farmers Market in community park. Bravo!

CURRENT PROCESS SUMMARY

Even as overall participation was limited, there was overlap within the comments:

What the City could improve on:

- Consistency
- Web navigation
- Information on City process
- Budget transparency
- Events

What respondents felt was missing:

- More Facebook posts
- Pictures of Staff and Council on website
- Project information and greater amount of details
- New business information
- City Council decisions

WHAT MATTERS

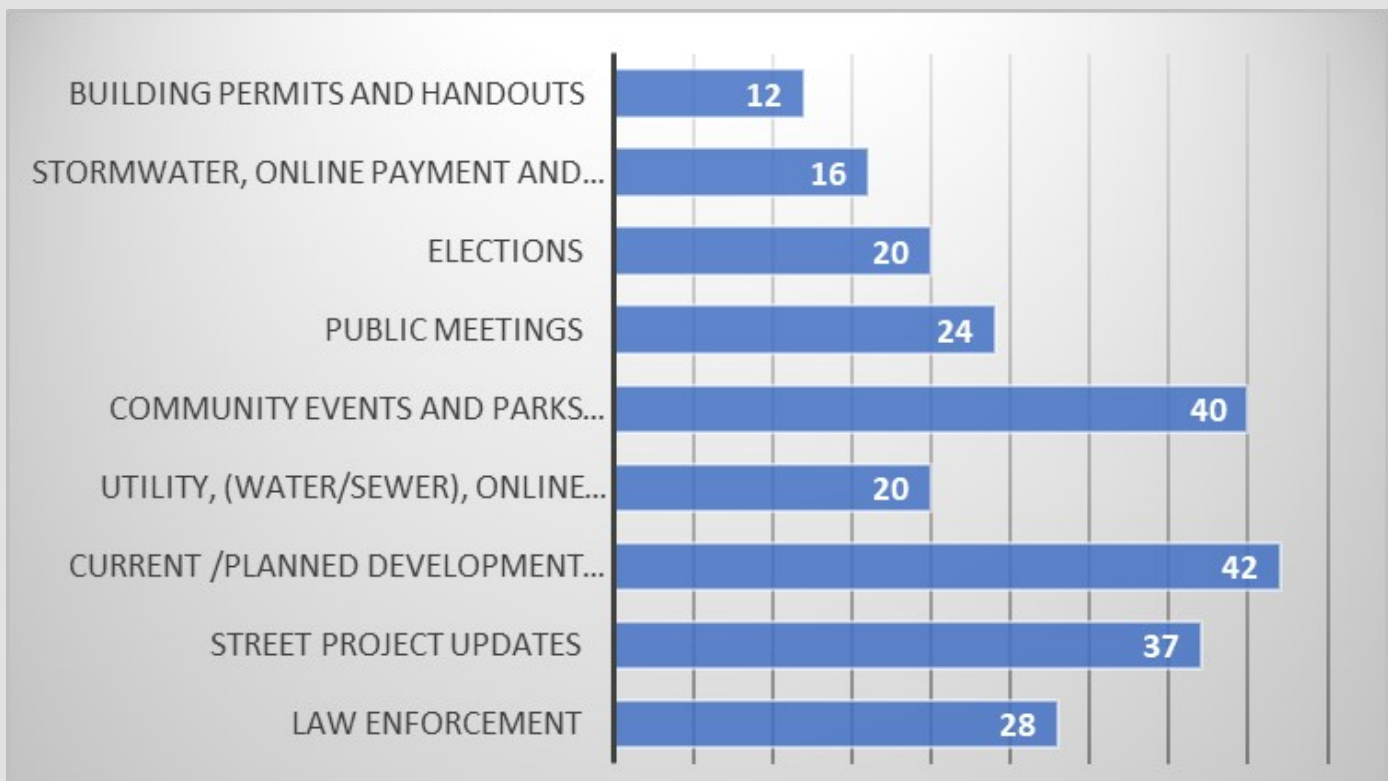
Respondents were asked:

How Important is it to you to be well informed about the City and its functions?

⇒ Somewhat important = 5

⇒ Very important = 43

What types of information do you seek the most?



CURRNT SOURCES

Respondents were asked:

Which sources do you CURRENTLY AND REGULARLY use?

Participants were able to pick all that applied.

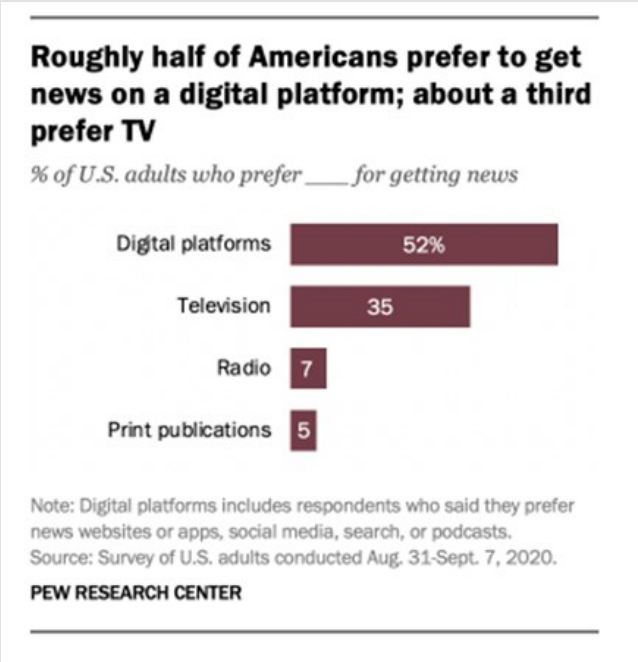
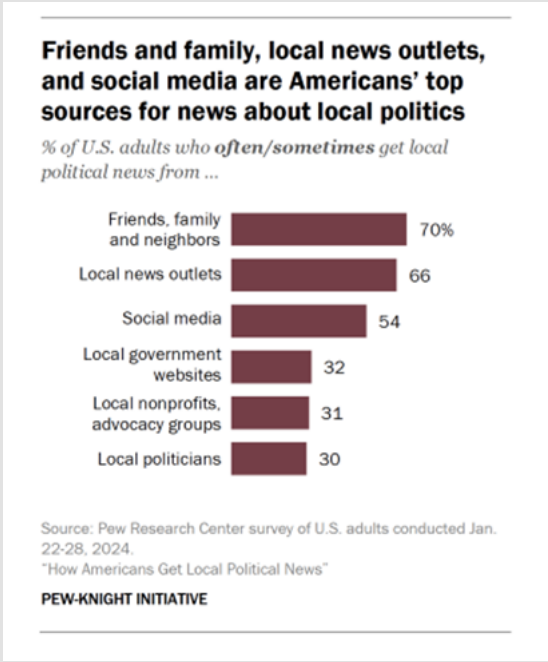
Electronic Hwy Sign	15
Quarterly Newsletter	40
City Webpage	26
City Facebook Page	41
Police Department Facebook Page	25
Nixle Emergency Communications	23
Fire Department Facebook Page	14
Bottle Shop Facebook Page	8
Bottle Shop website and/or App	4
X formally Twitter	1
Instagram	1
Direct Mail	16
Email Subscriptions	3
YouTube Videos	3
Council Meeting Material	13
Planning, Park or Charter Materials	13

CURRENT SOURCES

St. Francis data is not unique as studies show from 2022 to today, that Facebook has remained the most widely used platform by government agencies. This is in part due to Facebook offering the greatest flexibility without character limits and fewer restrictions on the type of content that can be shared. Allowing communicators the ability to get their entire message across.

You will notice that the City currently does not have a TikTok account. As this base has the youngest users and is the best way to reach users under 20, it is also a complicated platform for government agencies.

It is important to monitor data as the city moves forward. As media platforms change, and how the uses change through generations will determine how we are reaching all residents and not just a specific demographic.



CURRENT SOURCES SUMMARY

Page 15 and 16 of this report identifies all of the tools that St. Francis is working with to reach residents. St. Francis will review comments against these tools to ensure we are reaching out with the respondents desired content.

Newsletter and Facebook:

- Look to increase information on events, parks, projects and developments.
- Continue posts from Law Enforcement
- Articles that provide more information on Council decisions
- Information on Budgets

Website:

- Review to identify any areas that can improve navigation
- Get projects both development and road updated

Weak points/what is missing:

- Connecting people to Nixle—continue to market
- Connect people to Bottle Shop media sites
- Consider disabling X (Twitter) and Instagram

POTENTIAL SOURCES

Respondents were asked:

Are there other sources that you wish you COULD USE or that the City would utilize more when seeking information? What are they?

- Optimize searching the city website to people can find the answers to their questions
- I wish the community would be more involved. Als if the website had a few more tabs for click access
- Face page or read the packet, or attend a meeting, but nothing matters anyway, because local government like the rest do as they wish, in their mind it's the right decision, yet not always the right decisions any the time
- All city info should be listed on a website as highlights without having to search for it. Listed in order of existing items, planned and then possible. Then you simple click on the item for more detailed info. More detailed info on city work sessions.
- Activities available for all different ages - ie concerts? Youth rec options,
- Why doesn't public works have a Facebook page? You even have one set up for Farmers Market, but nothing for Public Works. I was to know when they plow. I want to know their information.
- The website is a mess and hard to navigate. Also the search bare rarely works.
- Email, text
- Anoka Union Herald newspaper

POTENTIAL SOURCES

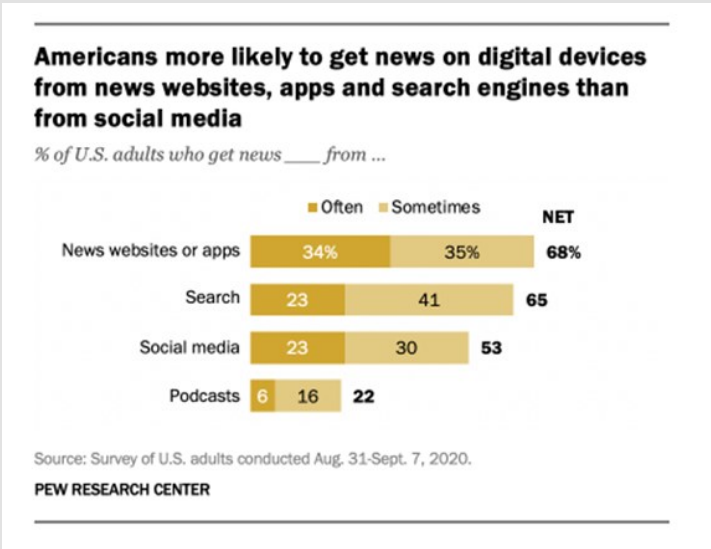
Respondents were asked:

Are there other examples of effective communication from other cities that you would like staff to explore?

- Better presence on Facebook and updates to the website would be great.
- Continuing to make the city website easy to use, search, navigate serve as the single source of truth
- Maybe another digital board at the other end of town. In the future.
- Do we all of a sudden have \$ stashed away and its burning a hole in pockets?
- Lets get on anoka county for PEDESTRIAN SAFETY on these damn county roads!!
- No taxing people and building things that are unaffordable, just spending to spend, if we ran our house like government we would be in a van down by the river
- Prior attempt show this ity is very inept at exploring all the option of any subject. Also very poor at listening and accepting ideas or suggestions they didn't think of themselves. Then when proceeding they become very narrow minded and short sighted. Then don't tell residents about it till its too late.
- Stop trying to be like other cities and following their mistakes. Think outside the box and devise a plan that fits our needs and is flexible for future variables.
- I think the city needs to use social media more.

POTENTIAL SOURCES SUMMARY

National data identifies that a majority of people tend to lean towards news sites and apps over social media. City communication is news and it is important that we are responding in a way that people find it easy to find, easy to use and navigate.



When asking our respondents; what type of platforms they wish they could use, ideas they may have seen elsewhere or which tools we should explore, we were given responses that were familiar.

Respondents identified they wish they could more:

- Website—seen as hard to navigate
- More information from Public Works on Facebook
- Email and text options

Suggestions on what to explore:

- Website improvements
- More Facebook and greater social media presence
- A second digital board

NEWSLETTER

Respondents were asked:

Currently the City mails out a paper quarterly newsletter. What do they do with it?

- ⇒ Read each newsletter 39
- ⇒ Read the headlines only 7
- ⇒ Throw it away without reading 2

How often the newsletter should be sent out?

- ⇒ More than quarterly 16
- ⇒ Less than quarterly 4
- ⇒ Stay quarterly 28

NEWSLETTER

Respondents were asked to provide the opinion of the newsletter:

I believe the newsletter could do a better job communicating about? (open comments collected)

- I see a lot of confusion regarding the use of funds in SF. I.e., schools vs city building projects. This may need multiple alterations to be sure it reaches people and resolves the confusion.
- Why and how the city operates and makes decisions
- I read it only because I pay attention most glance and I'm sure it's trash
- Actually mailing it out. I have a PO Box and don't receive a copy. Let people know what is going on or what the city is trying / planning to do.
- Giving facts without the city spin. Notification of current things being discussed and being able to offer ideas and options not mentioned. Allowing responses without fear of retribution. Or codes like this would work efficiently.
- A volunteer page, highlighting volunteer opportunities in the community. Out reach groups for disabled and/or aged.
- The Mayor should do a letter to the citizens in each newsletter
- Different articles for some departments. Most of it, is recycled information year after year. Some are trying to put different out and its positive information. Love that.
- Transparency and details with less gov't spin. What is REALLY going on and what plans are in the works and allowing residents feedback.
- Nothing. The St. Francis newsletter is thorough and well planned. I much prefer it to the newsletter in Oak Grove, where I live.
- Everything. Very little information about government and ongoing projects.

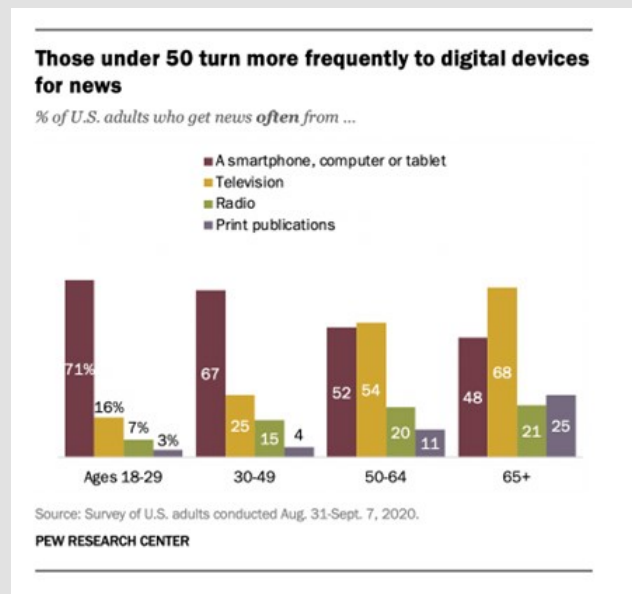
NEWSLETTER SUMMARY

Responses are again similar to national data based on the age demographics of those who responded. A high number of respondents want to keep the newsletter quarterly or increase it to more than quarterly. This is expected with a majority of our respondents 46 years of age or older.

Print publication drops significantly as age drops in demographics. In the increasing digital world this will continue.

Keeping the Newsletter at a quarterly timeframe is manageable with the City’s current capacity, but in the future the City should continue to assess the cost and use against all available platforms for reaching all residents .

As we continue to use the Newsletter to reach residents, information shared in print should also be shared digitally to capture the younger households. Limiting the information to one platform or another will miss resident groups.



NEWSLETTER SUMMARY

Improvement suggestions for the newsletter:

- City decisions on ordinances and ongoing projects
- More explanations of how the city operates and details
- Letter from Mayor
- Wider variety of information, too much information is recycled

Continue to consider:

- Update and track value of print and digital methods to ensure value in print and where it can be shared
- Continue the newsletter quarterly

MOBILE APPLICATIONS

Data shows that websites and Facebook are utilized by today's older generations. Younger generations use their mobile phones for everything including a host of apps and video platforms. Some cities are working into this through using short videos to create an awareness through humor. Other cities are working with app platforms to attract the additional audiences. Today's marketing is based on the information going to the user, not the user looking up the information. When users are searching information it is not always at a computer, making our platform more difficult and spread out.

In an attempt to reach others that are app users and/or the younger populations the survey proposed the idea of a city app. Additionally, with a mobile app, individuals obtain notifications unlike a website for updates. Notifications for items like election information, events, road closures and community news can be directly pushed out. Mobile applications are tied to the website so the data is the same between them but they function in different ways. For the City to create an app, our website would require improvements for the two to connect. The cost of a mobile application alone is not as expensive but the website improvements required for them to talk are more costly.

Throughout the survey questions, respondents identified they are struggling with City website navigation. If we were able, one question we need to ask those individuals is, *what type of device are they using to access our website?* Through a phone, tablet or a computer? Our website is "mobile friendly", but does not function as an app. If respondents are using mobile type devices when searching, web navigation will be more difficult.

MOBILE APPLICATIONS

Respondents were asked:

The City currently does not have a phone app. To provide this opportunity it would cost the City roughly \$30k to \$60k to set up. Do you feel this would improve your communication, notification or that you would utilize the app regularly?

- Like the idea of an app or other notification system
- Would possibly use instead of current methods if all the info is on it. Would be nice to have everything in one spot.
- Not if it increases taxes. I can't afford to live here the way it is.
- I personally would use it, but I don't feel that enough people would use it to justify the cost.
- I use apps a lot, so depending on what is on the app, I would probably use it
- Don't know what a phone app is so likely not something I would use regularly
- I would rather see that money spent in keeping the city website current
- Yes it would improve communication. Although I don't know if the cost reward ratio is worth it.
- No we do not need this added expense. With the digital world already. Communication via Facebook, Twitter, newsletter is sufficient. We have the digital board at the community park. We have nixel.
- We do not need unnecessary expenses. The information is out there. And people can also do their own homework.
- I do think more public representation is in order not doing what they think is beat like it government should be
- It would improve communication but it is totally unnecessary as there are many avenues to get information to people. Now, if the app had a place you could pay your city bills, then go ahead with the app.

- No Another app isn't the answer. City does a very poor job of managing communication. City also does a very poor job of managing costs. No way it costs 30-60k. Quit wasting money.
- Only if the functionality adds to the already available communication methods. If it just repeats what's already available it would be a waste, in my opinion.
- Unknown
- No! Just more money taken from us
- I think they just need to improve the website
- I am not sure I would utilize it. Could Nixel be used to get out important messages to residents such as voting info, Hwy 47 updates, etc.
- Yes, I would use regularly as a source of information if I didn't have to go to multiple other places to get information (i.e. one source that has it all)
- No, social media and the current news letter works great. Technology is great till it isn't. Leave more room for error and technical difficulties.
- No I wouldn't want to spend the money on something like that.
- Maybe? Depends on the information it provided.
- No, another app is not the answer. Another example of how poorly this town is run. No way it costs that much for the app and you'd find a way to screw it up and cost us twice as much.
- Not if our taxes are going to go up again.
- I probably would use it
- I'm not sure
- Single answer of No = 14
- Single answer of Yes = 8

MOBLIE APPLICATION SUMMARY

The question regarding city communicating through an app received several responses. App based engagement is not only the way communication trends are leading, but also tied to demographic and device changes as people move towards cellular and tablet based devices for information needs.

Mobile apps are seen as a better tool than websites due to their performance, they allow users to have offline access to information, apps are generally safer than websites and the user experience can be more interactive and intuitive than websites.

Prior to July, staff would not have recommended moving forward with an app as there is extensive website work that would have been necessary. However, due to updated federal regulations with Accessibility, the City is in a position in which we have to update our website for ADA compliance by April 2027. These updates have the potential to change the full face and platform of our website. The updates may move us to a position in which an application is an inexpensive add on. This will be monitored closely by staff throughout the compliance process.

MARKETING ST FRANCIS

Respondents were asked:

Many cities put an emphasis on something in the City that creates a marketing tool. Should St. Francis invest, market and promote a landmark? If so, is this landmark something that already exists or something to be created? Is there something unique about St. Francis we should be marketing that makes us stand out?

- A lot of negative people in this town/area who have nothing positive to say, but are sure willing to say every negative thing. I don't know much about the town and I've lived here 20 years.
- We have Pioneer Days, although I've never heard a story about Pioneers in St. Francis.. If the marking is going to change, it should be comprehensive and meaningful to the town. To me, the river is the towns biggest asset for as long as I can remember. Unfortunately given Poor management it appears that's not the case.
- No putting too much "emphasis" on our city will bring turbulence. We can be known as the quiet little town with a big voice.
- Your turning us into Coon Rapids!!! Nothing because again your looking for a reason to steal more peoples money. And it's not ok, we the people are not pleased with government taxes, and price gouging to like check to check to make other life posh all while living off blue collar/working poor saying we understand while you are secure in life..
- No, unless you call small, cheap, packed housing a landmark. We don't need to waste more money on another boondoggle.
- Highlight the river history and involve school kids in research projects to encourage their involvement in the city
- In my opinion, the small town, close knit community is the most stand out thing. There really isn't much that we have to market and maybe that's something the city needs to change.

- I think continuing organic growth is enough for our small town.
- Woodbury Park and the gazebo
- Pioneer Days
- Maybe advertise rafting, kayaking or canoeing down the Rum River
- Not that I can think of.
- Yes, that would be wonderful. Maybe that the Rum River runs right through town. Any idea would be great. But a landmark would be so cool for our community! Thank you for all you do!
- The Inn needs to be the focus and I was excited when it was purchased. My husband and I were looking at buying it for to restore it like it was originally built for.
- Pioneers Days is all I can think of at the moment
- Maybe create something or some kind of.
- We had a great thing with a lot of memories when Pioneer days was on bridge street.
- Once 47 is redone, that will help bring more tourism for the city. Also, the Rum River is a great attribute. Canoeing, boating, river fun, should definitely be promoted. I love that the city is fixing the riverbanks! Helps with the erosion issue and its nice to look at.
- No keep it simple or just 1 event per year. I prefer the small town feel, not as many people or tourists.
- I think the Pavilion is beautiful.
- I am not sure what to suggest, unless it's the lovely gazebo in the small park on Bridge Street.
- The things this city is known for are not what you want put out in public. You had a plan brought forward a couple years ago to bring a seasonal event to town that would have attracted hundred to thousands of people and brought tons of business but you shot it down. Instead, you rather shove a ton of houses into a minimal amount of space, create another mess, and call it progress.
- The Rum River Inn!! It needs to be restored.
- Single answer of No = 3

MARKETING ST FRANCIS SUMMARY

Many cities put an emphasis on an symbol in the City that creates a marketing tool. This can be a business, structure or park that finds a purpose for people to visit the city. Local attractions and events create economic development benefits as visitors spend money at local establishments. Additionally there are social benefits such as community pride and a sense of identity. The celebration of a local attraction creates an individual identity for a city to market them differently or stand out.

In the answers we heard the importance of the Rum River Inn and the Woodbury Park Gazebo. Both having a significant history in St. Francis. Pioneer Days has also had a long history as a stable event. The Chamber now runs Pioneer Days and annually, is faced with the struggles of dwindling volunteers. This is an important event to the economic development of St. Francis and the City should continue to support this as we can.

St Francis has a history that has been lost with the Rum River Inn and the inactivity of the Historical Commission. There have not been ongoing efforts to save or replace history lost. However the City has not created anything new to replace that identity. The City has held onto Pioneer Days while letting go of several other events such as Oktoberfest, corn feeds and other initiatives.

The highest priority brought forward was the Rum River. Interestingly enough, there are ways to tie the river into marketing ideas. Using the river, its access and its beauty as a theme that could grow into existing marketing. A little creatively and focus could support those efforts as a reason to visit St. Francis and support our businesses.

DIGITAL ACCESSIBILITY REQUIREMENTS

The current city website was put in place in 2017. In the world of technology, this is a dated site. However, as the site continued to function and operate as needed we have not made changes.

Throughout the responses of the survey it was identified that there were navigation issues with our site. As we already discussed the issues related to the type of device being used, a second potential issue is due to accessibility. The City will be updating its site to meet Federal requirements. Due to our size, under 50,000 population, we have until April 2027 to ensure our website is ADA compliant.

Guidelines for compliance include; content structures, navigation that is consistent and predictable, images having text elements and being machine readable, correct color contrasts, meaningful links and ADA forms.

The City will be dependent on our website host to guide us through this transition. This requirement is extremely staff intensive due to the number and type of forms we have and the work needed to move to a new platform. To be in compliance on time, staff will begin this process in 2025.

THE TAKE AWAY

Who is our audience? Even with limited participants the answers were similar to national data. St. Francis is not unique in communication needs or efforts. However, with the information we received it is helpful to identify the success and challenges within our communication. The City will continue to ask the questions and watch the demographics to ensure we are meeting the needs of those we are trying to reach.

What does our audience want? Respondents identified they want to receive information from the city related to events and parks, projects and Council decisions.

How does our audience want to hear from us? From the limited responses we learned that the website, Facebook and the newsletter are important communication tools. We will continue to increase information through these sources while we monitor and adapt to new communication sources and watch changes in demographics. If through ongoing website requirements a mobile application is cost effective, we will research this further at that time.

COMMUNICATION PLAN

Current Tools Used:

Electronic Hwy 47 Sign, Quarterly newsletter, city webpage, City Facebook, Police Department Facebook, Nixle Emergency Communication, Fire Department Facebook, Bottle Shop website, Bottle Shop Facebook, Bottle Shop App, X formerly Twitter, Instagram, direct mailings, email subscriptions, YouTube video's, Council meeting materials, Planning, Park and Charter meeting materials.

Future Tools to be Included:

No new tools are recommended to be added at this time. Staff will work on the navigation and long term plan with the website and meeting ADA compliance as well as monitoring mobile application potential; improvements to the information in the quarterly newsletter, continue to increase those using Nixle for emergency notifications and potential subscription information

Communication Tools to be discontinued:

X formerly Twitter, Instagram

COMMUNICATION PLAN

As technology and resources continue to change it is important that the city does not become complacent using a single source or type of communication tool. It is also important that the city does not spend staff capacity on platforms that are not reaching our targeted audiences. The city currently has several social media and communication platforms being used. Throughout the survey it was identified that outreach types are sufficient in quantity, but at times people are missing the content and feel the city could increase what is shared. As we move forward staff will continue to place a priority on details and useful information.

There is value in repeating a communication survey every five- to—ten years in an effort to remain efficient and accurate in our path to reach the residents.

The survey was created and distributed as a tool to gain knowledge in the city’s communication efforts. This document shall be used to identify concerns and useful suggestions that are offered by the public in making both short term and long term outreach efforts. Staff will continue to monitor feedback and trends and bring forward new suggestions on tools and outreach that goes above and beyond the survey results to ensure city news and communication is valuable.



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Ordinance Amendment – Chapter 2-9-1 Fee Schedule, 1st Reading
DATE: November 18, 2024

OVERVIEW:

Fee Schedule changes for the 2025 calendar year are as follows:

- Dance – clarify it also includes special event permits
Investigative fee – due to increased costs, increasing fee
Taxicab – remove no longer licensing
Returned Check fee – due to increased costs, increasing fee
Golf Cart Permit- approved for permitting to match snowmobile permits when city opened access to greater areas in the City
Liquor and Tobacco – update to include Ordinance identified and existing fees for tobacco, CBD/THC fees for registration, violations and renewal -set by the OCM.
Environmental Review/EAW, identify that this item includes the EAW and increase escrow to anticipated maximum cost of documentation
Community Center – Defined fees are specific to 23340 Cree Street Community room. Removal of waiver of damage deposit will provide funds in the event of room damage, spills and cleaning above normal use

TIMELINE:

1st Reading: November 18, 2024
2nd Reading: December 2, 2024
30-day public Comment: December 6, 2024
Effective: January 6, 2025

ACTION TO BE CONSIDERED:

Council to review and approve the first reading of the ordinance amendment to 2-9-1 Fee Schedule as presented.

Attachments:

- Ordinance Amendment 337 to Chapter 2, Section 9 Fee Schedule – Red Line Version

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

ORDINANCE 337

**AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE
REGARDING THE FEE SCHEDULE**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 18TH DAY OF NOVEMBER, 2024.

APPROVED:

Joseph Muehlbauer
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

2-9-1. Fee schedule.**ADMINISTRATIVE FEES**

ADMINISTRATIVE PENALTIES	
1 st Offense	\$100
2 nd Offense	\$200
3 rd Offense	\$500
4 th Offense	\$1,000
5 th Offense and beyond	\$2,000
Administrative Hearing Fee	\$750

ANIMAL FEES	
Administrative Fee	\$50/Day
Pick up Service Fee	
- 8 a.m. to 6 p.m.	\$60/Hour
- 6 p.m. to 8 a.m.	\$80/Hour
Boarding Fee	\$25/Day
Dog License	\$10/1-2 Year Vaccinations \$15/3 Year Vaccinations
Potentially Dangerous Dog Registration	\$250/Year
Dangerous Dog Registrations	\$500/Year
Kennel	
- Homebased	\$70/Year
- Commercial	\$90/Year
Chickens	\$120/One time

AMUSEMENT AND RECREATION	
Amusement Machine	\$15/Location + \$15/Machine
Dance and/or Special Events	
- Annual	\$100/Year
- Per Event	\$10 25/Event

BUSINESS AND SERVICE LICENSES	
Investigation Fee	\$750
Adult Entertainment Use	\$4,000/Year
Bed and Breakfast Use	\$100/Year
Sauna/Massage Parlors	\$2,000/Year
Fireworks	
- Retail/Tent	\$50/Occurrence
- Pyrotechnic Display	\$50/Occurrence
Pawnbroker	\$1,000/Year + \$1.25 per Transaction
Refuse Hauler	\$200/Year + \$50/Truck
Massage Therapist	\$200/Year

Taxicab	\$150/Year
Driver or Operator License Fee	
Towing/Impound	\$150/Year
Finger Printing	\$15.00 per card
Transient Merchant/Peddler	
- Week	\$50
- Month	\$150
- 60 Days	\$300
- Farmers Market - Season	\$120
- Farmers Market - Day	\$20
Excavations/Mining	
- Active Area Fee	\$50/Acre
- Inactive Area Fee	\$25/Acre
- Restoration Credit	\$25/Acre

COUNCIL/COMMISSION PAY	
City Council Per Diems Per Day	\$35 for four hours or less; \$70 for more than four hours
- Special Council Meetings	
- Council Retreats/Work Sessions	
- Economic Development Authority Negotiations (EDA)	
- League of MN Cities Functions	Prior Approval Required
- Labor Negotiations	Prior Approval Required
- Employee Interviews	Prior Approval Required
- Mayor Only:	
o School/County Liaison	Mayor may appoint Council members to fulfill his obligations and approve attendance.
o MN Mayors Association	
o Speaking Engagements and other Civic Org.	
o Closing Property Acquisition	
o Fire District Study Group	
Planning Commission	
- Chairman	\$25/Meeting Paid Annually
- Member	\$20/Meeting Paid Annually
Park Commission	
- Chairman	\$25/Meeting Paid Annually
- Member	\$20/Meeting Paid Annually
Economic Development Authority	\$20/Meeting Paid Annually
Upper Rum River Watershed—Resident Appointed by Council	\$20/Meeting Paid Annually

DOCUMENT SERVICES	
Accident, Police, and Fire Reports	\$.25/Page; Over 100 Pages TBD
Copies	
- Paper/Copied	\$.25/page
- Thumb Drive - videos or photos	\$40.00 per drive

- Body worn & squad cam -redaction	\$40.00 minimum per video plus additional redaction fees and staff time.
- Colored Copies of Photos	\$3/Page
- Certificate of Survey (non-homeowner)	\$2/each
- City Council Agenda & Minutes (mailed)	
° Resident	\$25/Year or \$5/weekly
° Non-Resident	\$25/Year + Postage or \$10/weekly + Postage
- Planning/Park Commission Agenda & Minutes (mailed)	
° Resident	\$12/Year
° Non-Resident	\$12/Year + Postage

GENERAL AND MISCELLANEOUS	
Election Filing Fee	\$5
Mileage reimbursement for Personal	Current IRS Rate
Notary	\$2/Document for non residents
Public Nuisance Violation Administration Fee (assessable)	\$75/Occurrence
Certify Delinquent Invoices (except utilities)	10% of Delinquency
Certify Delinquent Utility Bills	10% of Delinquency
Fire Department Charges	See Ordinance 138
Fire Department - Burn Permit	\$10.00
Returned Checks	\$ 30 50/Check
Golf Cart Permit	\$15/Annual
Snowmobile Permit	\$15/Annual
Special Assessment Administrative Fee	\$100
Special Assessment Search	\$20/Each

LIQUOR AND TOBACCO LICENSE , CBD AND TCH REGISTRATION	
Liquor License	
- 3.2% Malt—Off Sale	\$50/Year
- 3.2% Malt—Off Sale—Special Event	\$25/Event
- 3.2% Malt—On Sale	\$200/Year
- Club License	\$200/Year
- Wine License	\$200/Year
- Intoxicating Liquor—On Sale	\$4,000/Year
- Intoxicating Liquor—Sunday Sales	\$200/Year
- Investigation Fee:	
° Single Application	\$200
° Partnership	\$300
° Corporation	\$400
Tobacco License	\$150/Year
Tobacco Product Shop License	\$500/Year
Penalties:	1st Offense: \$300.00
	2nd Offense: \$600.00
	3rd Offense: \$1,000.00

CBD and THC Registration Registration Violation Annual Renewal	\$500.00 or 50% of state, whichever is less \$2000.00 \$1000.00 or 50% of state, whichever is less
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BUILDING FEES

Adopted valuation schedule for Building Permit fees. Fees for Building Permits include: 1) the fees as set forth in the fee schedule and 2) the surcharge required by Minnesota Statute 326b.148 or as amended.

BUILDING PERMIT BY EVALUATION	
\$1 to \$500	\$29.50
\$501 to \$2,000	\$28 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 to \$25,000	\$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.
Plan Review fee of 65% of the building permit fee for valuation-based building permits & all commercial permits. (Except as per MN Rules 1300.0160, Subp. 5 for similar plans after first submittal, a 25% plan review fee may be paid-residential valuation-based building permits only.)	

BUILDING PERMIT—SET FEE	FEE	ESCROW/STATE FEE
Admin Zoning Fee for Permits	\$50	
Accessory Structures 200 sq. ft. and less	\$50 zoning permit	
Accessory Structure over 200 sq. ft	By valuation	State Surcharge
Basement Finishes Permit	\$140	State Surcharge
Building Demolition	\$110	\$500
Building Demolition—Commercial	By Valuation	\$1,000
Building Relocation Permit	\$110	Performance Security Required
Contractor Verification Fee	\$10	
Dock Permit	\$50	\$250

Driveway Permit—New & Replacement		
- Under 75' Length	\$50	\$250
- Over 75' Length	\$100	\$500
- Over 600' Length	\$350	\$2,000
- Parking Pad or Driveway Extension	\$50	
Fence—Residential Only		
- 6' and under	\$50 Zoning Permit	
Fireplace	\$120	State Surcharge
Fuel Tank Removal	\$120	
Engineer's Review of Building Permit	\$154	
HVAC—Heating Installations	\$120	State Surcharge
HVAC—Air Conditioning	\$120	State Surcharge
Inspections—After Hours	\$70/Hour, minimum 2 hours	
Investigation Fee	Not to exceed permit fee	
Irrigation—Connected to City	\$75 back flow preventer	State Surcharge
Manufactured Home Setup	\$100	State Surcharge
Micro-Unit Inspection, per MN Rule 327.30	\$100	
On-Site Septic		
- Type I—IV	\$275	
- Type V	By cost incurred	
- Operating Permit	\$125/Year	
- Soil Verification	\$120	
- Septic System Pumping Verification	\$20	
Parking Lot—Commercial	\$120	\$1,000 + State Surcharge
Plan/Zone Review of Building Permit	\$195	
Plumbing	\$120	State Surcharge
Pools exceeding 5,000 gallon and 24" in depth	By Valuation	State Surcharge
Re-Inspection Fee	Not to exceed \$75/Trip	
Retaining Wall Over Four Feet	By Valuation	State Surcharge
Roofing—Residential Single-Unit Detached	\$120	State Surcharge
Roofing—Residential attached townhomes, twinhomes, and multifamily	By Valuation	State Surcharge
Siding—Residential Only	\$95	State Surcharge
Signs	\$120	State Surcharge
Solar—Residential/Commercial	\$120	State Surcharge
Water Softener Permit—Residential Only	\$75	State Surcharge
Water Heater—Residential Only	\$75	State Surcharge
Windows/Doors	\$120	State Surcharge
Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	State Surcharge

- All commercial permits and anything not listed above will be based on valuation + plan review + State Surcharge.
- Permits over 180 days of inactivity are null and void with no refund.
- Permit extension not to exceed ½ permit fee and Building Inspector makes determination.

- No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for State Surcharge.
- STATE SURCHARGE collected in accordance with MN Statutes 326B.148.

NEW CONSTRUCTION/REMODEL ESCROW DEPOSITS	
Admin Escrow Fee/Non-Refundable	\$250/per property
3" Topsoil	\$1,000
Culvert	\$1,500
Curb Box and Meter	\$1,500
Driveway	\$3,000
Erosion Control	\$300—\$500
Final Grading	\$500—\$1,500
Litter/Debris Clean-Up	\$300—\$500
Retaining Wall	\$30.00 per sq. ft.
Sidewalk	\$12.00 per sq. ft.
Sod/Seed	\$3,500
Steps	\$12.00 per sq. ft.
Swimming Pool Fence	\$1,500
Street Cleaning	\$250
Trees	\$750

COMMUNITY DEVELOPMENT FEES

LAND AND PROPERTY USE	FEE	ESCROW/STATE FEE
Administrative Subdivision	\$350	\$2,000
Annexation	\$250	\$2,000
Appeal	\$200	\$1,000
Comprehensive Plan Amendment	\$450	\$2,000
Conditional Use Permit	\$350	\$2,000
Environmental Review /EAW	\$350	\$650 <u>\$50,000</u>
Excavation/Fill Permit (Admin)	\$100	\$250
Excavation/Fill Permit (IUP)	\$350	\$2,000
Home Occupation (IUP)	\$350	\$2,000
Interim Use Permit	\$350	\$2,000
Minor Subdivision	\$350	\$2,000
Ordinance Amendment	\$350	\$2,000
Planned Unit Development	\$350	\$2,000
Rental Housing Licensing		
- Single Family or First Unit	\$50	
- Each Additional Unit	\$15/Each	
- Late Fee Due 1/16	\$50	
- Late Fee Due 3/16	\$150	
- Conversion Fee	\$100	
- Re-Inspection Fee	\$25/Each Unit	
Sign Permit Zoning Review (Admin)	\$75	
Sign Permit Zoning Review (Full)	\$250	\$350
Sign Permit Zoning Review (Temporary)	\$25	

Sign Permit—Commercial	By Valuation	State Surcharge
Rezoning	\$350	\$2,000
Site and Building Plan Review (Admin)	\$100	\$250
Site and Building Plan Review (Full)	\$350	\$2,000
Street/Utility Easement Vacation	\$350	\$1,000
Subdivision		
- Sketch Plan	\$300	\$500
- Preliminary Plat (Rural)	\$400	\$400 + \$125/Lot
- Preliminary Plat (Urban)	\$400	\$425 + \$175/Lot
- Final Plat	\$350	\$650
Temporary Habitat Permit	\$500	\$5,000
Temporary Outdoor Sales Permit/License	\$50	
Wetland		
- Replacement Plan Review with Plat	\$350	\$650
- Replacement Plan and Excavation	\$350	\$650
- Delineation	\$350	\$1,000
Vacant Building Registration Fee		
- First Year	\$125	
- Second Year Renewal	\$250	
- Third Year Renewal	\$350	
- Fourth Year Renewal	\$500	
- Fifth Year Renewal and Beyond	\$700	
- Vacant Building Administration Fee	\$100	
Variance Application	\$350	\$2,000
Park Dedication	2,500/Lot	
TIF Application/Business Subsidy	\$350	\$3,000

- Applicants are responsible for all costs incurred by City for consultant fees.

PUBLIC WORKS FEES

PARK AND FIELD	Resident	Non-Resident
Concession Stand	\$50/Event	\$100/Event
Ball Park Use—		
• Non-profit Organization	\$150 - Annual Fee	
• Outside Organization	\$100/Night for Season	\$200/Night for Season
• One Game Fee	\$40/Game	\$80/Game
Damage Deposit	\$50—Refundable	\$75—Refundable
Key Replacement	\$50/Each	\$50/Each
Football Field	\$40/Each	\$50/Each
Football Youth Program	\$60/Week per team	
Woodbury Gazebo Rental	\$80/Event	\$130/Event
Rink Rental for Reserved Time	\$30/Hour for afterhours rental	\$80/Hour for afterhours rental
Restroom	\$30/Event	\$60/Event
Picnic Shelter	\$30/Event	\$60/Event
Soccer Youth Program	\$60/Week per team	
Soccer Field	\$40/Each	\$50/Each

Warming House	\$80/Event	\$130/Event
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COMMUNITY CENTER - 23340 Cree Street	
Resident	\$50/Event
Non-Resident	\$100/Event
Damage Deposit	\$150
Late Key Return	\$25 if not returned within 2 business days of event
<u>City Benefit</u> — St. Francis Lions/Lioness — St. Francis Senior Citizens Group — St. Francis Area Jaycees — St. Francis Youth Association — (4 H, Scouts, Hockey, etc.) — St. Francis Ambassador Program — St. Francis Area Chamber of Commerce — Other Government Agencies — Local Church Organizations — St. Francis Based Non-Profit Organizations	<u>Damage Deposit +</u> Fees will be waived for these uses unless the Council specifically determines that the fees should be imposed. Donations will be accepted for use of facility unless Council specifically determines that the fees should be imposed.
<u>Priority for Use in Event of Conflict</u> — City of St. Francis — Non-Profit located with the City limits — Residents (individuals or groups) — Non-Profit located outside of City limits — Non-Residents (individuals or groups)	Based on earliest request if more than one applicant of the same class seeks conflicting dates.

EQUIPMENT AND STAFF USE	
One Ton Truck with Plow	\$55/Hour
Belos with Attachment	\$55/Hour
Crane Truck	\$60/Hour
Electric Generator	\$60/Hour
Grader	\$90/Hour
Zero Turn Mower	\$50/Hour
Pick Up Truck	\$40/Hour
Tandem Axle Truck	\$90/Hour
Tandem Axle Truck with Plow	\$110/Hour
Tool Cat/Skid Steer w/Attachments	\$80/Hour
Tractor with Loader or Attachments	\$60/Hour
Pay Loader - Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas.	\$90/Hour
Staff Time	Two Times Step 8 of Their Pay Grade

STREET AND ROADS

Road Right-of-Way—Registration	\$35 + \$2,000 Escrow
Road Right-of-Way—Permit Application	\$150 + Consultant Fees
Street Opening	\$50 + bond or Deposit and Consultant Fees
Small Cell/Pole Attachment	\$500 per unit 1-5 \$100 per unit 6+

UTILITY FEES	
Access Charge	
- Sewer Equivalent Connection	\$4,284/Each
- Water Equivalent Connection	\$3,060/Each
Truck Line Charge	
- Water Truck Line Availability	\$2,956/Net developable acres
- Sanitary Sewer Truck Line Availability	\$4,150/Net developable acres
Tapping and Connection Permits	
- Tapping and Water Connection	\$125
- Tapping and Sewer Connection	\$125
- Water Connection	\$50
- Sewer Connection	\$50
Water Meter Deposit Equipment	
- ¾"	\$465.15
- 1" and Larger	Cost + 10%
Water Shutoff/Disconnect 7:00 a.m.—3:00 p.m., Water Reconnect 7:00 a.m.—3:00 p.m.	\$35 \$35 The Disconnect and Reconnect fee for water shall be waived if a resident leaves for two consecutive months during the time from October to March.
Meter Repair (not removal or installation)	Time and Materials/\$50 minimum
Curb Stop	
- Locate	
° Summer	\$25 minimum
° Winter	\$50 minimum
- Driveway Cover	Cost
- Repair	Time and Materials with \$50 minimum
- Box	Cost
Hydrant and Gate Valve Repair	Time and Materials with \$50 minimum
Hydrant Meter Deposit	\$800
Non-Response to Tagging Notice	\$250/Month until resolved
Unmetered Use of City Water	\$200/per occurrence
Wells and Well based Irrigations	\$20

SEWER RATES	
Monthly Base Fee	\$21.66
Charge per 1,000 Gallons Used	\$8.49 equivalent conn
Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate

- Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.

- Summer residential sewer rate (May through October billings) are based on the average of water consumption used for January, February, and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed the actual usage up to the minimum average calculated.
- Note: Consumption amounts are not billed greater than actual usage.

STORMWATER	
Stormwater Rate	\$6.00/Month per Parcel (\$72/Year) \$10.00 Late fee, applied July 1st
Grading/ESC Escrow	\$2,000 per gross acre or \$750 per SF or Twin family home. Whichever is greater.

WATER RATES	
Monthly Base Fee	\$16.04
- MN State Test Fee	\$0.81
Charge per 1,000 Gallons Used per Equivalent Connection	
- 0—14,999	\$4.97 equivalent conn
- 15,000—29,999	\$5.21 equivalent conn
- 30,000—44,999	\$6.10 equivalent conn
- 45,000+	\$7.18 equivalent conn
Bulk Water	
- System Access Charge	\$50
- Charge per 1,000 Gallons Used	\$6.84

(Ord. 196, SS, 7-21-2014, eff. 8-24-2014; Ord. 201, SS, 6-05-2015, eff. 7-06-2015; Ord. 226, SS, 12-05-2016, eff. 1-09-2017; Ord. 230, SS, 9-5-2017; Ord. 235, SS, 12-4-2017; Ord. 241, § 1, 7-2-2018; Ord. 244, SS, 12-17-2018, eff. 1-16-2019; Ord. 248, SS, § 1(Exh. A), 5-20-2019; Ord. 256, SS, § 1(Exh. A), 12-2-2019; Ord. 267, SS, § 1(Exh. A), 12-7-2020, eff. 1-11-2021; Ord. 286, SS, 12-20-2021; Ord. 302, SS, § 1(Exh. A), 12-5-2022; Ord. 311, SS, § 1(Exh. A), 4-3-2023; Ord. 324, SS, § 1(Exh. A), 11-20-2023)

MONTHLY COMPARISON REPORT 2021-2024

October



ST. FRANCIS
FIRE & RESCUE

