



CITY COUNCIL REGULAR MEETING

City Hall: 3750 Bridge St NW

Monday, July 21, 2025 at 6:00 PM

AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

[A.](#) City Council Minutes - July 7, 2025

[B.](#) Police Department Policy Manual

[C.](#) Wellhouse HVAC System Replacement

[D.](#) Rivers Edge 6th Addition Initial Acceptance of Public Infrastructure Improvements
Resolution 2025-36 accepting infrastructure improvements and starting the warranty period

[E.](#) Abandoned Property
Resolution 2025-37 declaring surplus property and authorizing the disposal of said property

[F.](#) Application for Exempt Permit - Raffle

[G.](#) Application for Off-Site Gambling

[H.](#) Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARING

[A.](#) Capital Improvement Plan 2026-2030

8. OLD BUSINESS

[A.](#) Zoning Code Amendment – Accessory Structure Size – Second Reading
*Ordinance 347 modifying section 10-68-04 accessory structure in the city code
Resolution 2025-34 authorizing the summary publication of ordinance 347*

[B.](#) Stormwater Pollution Prevention Plan for Large Sites Code Amendment- Second Reading
*Ordinance 348 amending the zoning code to modify the off-site treatments from structural bmp standards for the stormwater pollution prevention plan for large sites
Resolution 2025-35 authorizing summary publication of Ordinance 348*

9. NEW BUSINESS

[A.](#) Code Enforcement Extension Request

10. MEETING OPEN TO THE PUBLIC

11. REPORTS

[A.](#) Police Department - 2nd Quarter Report

[B.](#) Fire Department Monthly Report - June

12. COUNCIL MEMBER REPORTS

13. UPCOMING EVENTS

July 28 - City Council Work Session - 5:30 pm

August 04 - City Council Meeting - 6:00 pm

August 05 - Nation Night Out - 5:00 pm

August 13 - Stay Home Safe for Kids - 4:00 pm

August 14 - Parks Commission - 7:00 pm
August 18 - City Council Meeting - 6:00 pm
August 20 - Planning Commission Meeting

14. ADJOURNMENT

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
July 7, 2025
6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, Police Sergeant Ryan Larson, Fire Chief Dave Schmidt, Finance Director Darcy Mulvihill, and City Planner Beth Richmond (HKGi).

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carries: 5-0

4. CONSENT AGENDA

A. City Council Minutes - June 16, 2025

B. City Council Work Session Minutes - June 09, 2025

C. Separation of Employment – Jessica Rieland

D. Posting for Community Development Director

E. Accept Resignation of Firefighter Logan Kizer

F. Support for a Capital and Bonding Request from the Governor and Minnesota State Legislature

Resolution 2025-32 Support for capital and bonding request of the Governor and State Legislature

G. Public Works, Streets/Parks Position Resignation/Replacement

H. Routine sewer system cleaning (Jetting)

I. Rivers Edge 8th Addition Development Documents

Resolution 2025-33 Resolution Conditionally Approving the Revised Final Plan and Final Plans for the 8th Addition of the Rivers Edge Subdivision.

J. Payment of Claims

Faanes requested removing item C be removed from the Consent Agenda to be voted on separately.

MOTION BY: MUEHLBAUER SECOND: ROBINSON APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA ITEMS A-B AND D-J.

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

Nays: None

Motion carries: 5-0

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

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

Nays: Faanes

Motion carries: 4-1

5. MEETING OPEN TO THE PUBLIC

Mike Rodger, 2770 232nd Lane NW, came forward and thanked the St. Francis Police Department for the early knock on his door letting him know he left his garage door open. He shared that he wanted to discuss code compliance this evening. He asked if the code had changed to now allow vehicles parked in front yards, as he sees this everywhere across the City. He noted that having code enforcement be complaint-based has caused some residents to lose confidence in the system. He said that he had spoken to other residents who live by the High School and have code compliance concerns that have not been addressed. He stated that the only areas of the City that do not have constant code violations are in HOA communities. He also asked what the increase in water rates will be over the next two years. Finance Director Mulvihill said they will be discussing water rates at the Work Session meeting at the end of the month and encouraged Mr. Rodger to attend to get more information. She stated they are projecting a 25% water increase and a 5% sewer increase next year.

Mr. Rodger asked if the residents would have advanced notice of this increase. Mulvihill said they have been discussing everything that they will be doing to communicate this change to the residents.

Muehlbauer noted that everyone that this change would affect will receive a letter from the City.

Mr. Rodger stated that the three Councilmembers who voted down the TIF project are all on well and septic, rather than City water and sewer. He said this TIF project could have reduced the water rates.

Robinson noted that there are chlorides that are affecting the City's water supply, and there will be a cost associated with addressing this. He asked Mr. Rodger to attend the Work Session meeting to get more information on this.

Mr. Rodger asked why only those on City water and sewer will have to pay for the chloride prevention. Public Works Director Carpenter explained that the MPCA conducted chloride testing at the wastewater plant, and the chloride is in the water that is ending up at the plant. He said water softeners are causing this issue.

Mr. Rodger suggested they put this burden on all residents rather than just those who are on the City water and sewer. He stated they are going to need to figure out how to address this before the water and sewer bills drive people out of the City. He encouraged the City to call the Met Council and let them take over the water and sewer, like they did in East Bethel. He asked the City to hire a Code Compliance Officer as he is seeing more and more code violations throughout the City.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS

A. Sale of City-Owned Property – Second Reading

Ordinance 346 - Authorizing the sale of City surplus property to Andy & Roxanne Schreder

City Administrator Thunstrom reviewed the Staff report in regard to the sale of the old City Hall building to Andy and Roxanne Schreder.

MOTION BY: ROBINSON SECOND: FAANES TO ADOPT ORDINANCE 346 AUTHORIZING THE SALE OF CITY SURPLUS PROPERTY TO ANDY AND ROXANNE SCHREDER.

A roll call vote was performed:

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

Motion carries: 5-0

9. NEW BUSINESS

A. Gravel Driveway Interim Use Permit (IUP)

Resolution 2025-31 - Approving an Interim Use Permit for a gravel drive and parking area at 24174 Nacre St NW

City Planner Richmond reviewed the Staff report concerning the request for an IUP for a gravel driveway and parking area at 24174 Nacre Street NW.

Robinson asked if this property is owned or affiliated with Northrop Grumman.

Richmond said the land is owned by Northrop Grumman, but the applicant is Cedar Creek Energy Corporation.

Robinson asked who would benefit from the power that will be produced on this solar farm. Richmond shared that she has not seen the whole plan for the solar farm, so she is not sure at this time.

Muehlbauer asked if homes in this rural area are allowed to have gravel driveways. Richmond said yes and noted there are separate requirements for rural residential driveways.

Mayor Vogel asked if there will be a culvert would be required under the project. Richmond stated that engineers have reviewed this and have not made that comment.

Mayor Vogel asked if this will be gated. Richmond said there would be a gate around the entire site.

MOTION BY: UDVIG SECOND: MUEHLBAUER TO ADOPT RESOLUTION 2025-31 APPROVING AN INTERIM USE PERMIT FOR A GRAVEL DRIVE AND PARKING AREA AT 24174 NACRE STREET NW.

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

Nays: None

Motion carries: 5-0

B. Dalton River Villas Concept Review

Richmond reviewed the Staff report in regard to the concept plan for Dalton River Villas.

Muehlbauer noted that a Planned Unit Development for this project would likely be more beneficial to the developer. Richmond explained that variances would require the applicant to prove difficulty with developing the property not caused by them, and a PUD would require Public Hearings for residents to voice their opinions, so both have an approval process to them.

Muehlbauer asked Carpenter if they would want to add a park in this area to the City's park system that Staff would have to maintain. Carpenter shared that they currently have plenty of park space that they are trying to maintain, and this would be another extra space that would require extra Staff time.

Muehlbauer said he likes the look of the project and is generally supportive.

Udvig stated she would leave the potential park area as an outlot, as the City already has a lot of parks that they maintain.

Robinson shared that he believes this development fits well in this area, and he is

supportive of it moving forward.

Mayor Vogel asked if they foresee any issues with the Upper Rum River Watershed District. Richmond said no.

Mayor Vogel agreed that he would not like to see the outlot become a park, as they already have enough parks in the system. He asked if there would be any MS4 permit issues with this. Carpenter said no.

Muehlbauer asked if the DNR will get to see these plans before they go back to the developer. Richmond said they would send the application to the DNR as soon as it is received.

The Council provided feedback to the Staff for the developer.

C. Zoning Code Amendment – Accessory Structure Size - First Reading
Ordinance 347 - Modifying section 10-68-04 accessory structure in the City Code

Richmond reviewed the Staff report concerning a zoning code amendment about the size of accessory structures. She shared the Planning Commission's recommendation of increasing the size to 2500 square feet on properties between two-and-a-half and five acres.

Robinson asked if the property that brought this forward came to the City on their own or was reported to the City. Richmond said this has gone through the code compliance process.

Robinson asked if it cost the applicant any money to apply for this. Richmond said the applicant paid the same fee as anyone who requests to amend the code does.

Muehlbauer thanked the residents who brought this forward for going through the proper process to get this changed. He said he is happy to see this change being made.

Mayor Vogel shared his support for this change. He asked if the Planning Commission is in the process of being proactive and looking to amend the code for different acreage lots. Richmond said the Planning Commission did discuss whether they should begin looking into amendments for other lot sizes as well. She noted that if the Council would like to direct Staff to begin looking into this, they can move forward doing so. She added that they could bring this forward at the end of the year when they made housekeeping amendments to the code.

Mayor Vogel stated he would like to see them be more proactive with this and would like Staff to start looking into this.

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT ORDINANCE 347

MODIFYING SECTION 10-68-04 ACCESSORY STRUCTURE IN THE CITY CODE.

A roll call vote was performed:

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

Motion carries: 5-0

D. Stormwater Pollution Prevention Plan for Large Sites Code Amendment- First Reading

Ordinance 348 - Amending the Zoning Code to modify the Off-Site Treatments for Structural BMP Standards for the stormwater pollution prevention plan for large sites

Carpenter reviewed the Staff report in regard to the stormwater pollution prevention plan code amendment.

Muehlbauer asked what this would affect. Carpenter said it could affect contractors who have to move certain treatments off-site and would have to have a new stormwater prevention plan.

MOTION BY: UDVIG SECOND: MUEHLBAUER TO ADOPT THE FIRST READING OF ORDINANCE 348 AMENDING THE ZONING CODE TO MODIFY THE OFF-SITE TREATMENTS FOR STRUCTURAL BMP STANDARDS FOR THE STORMWATER POLLUTION PREVENTION PLAN FOR LARGE SITES.

A roll call vote was performed:

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

Motion carries: 5-0

E. City Hall/Fire Station Landscape Repair

Carpenter reviewed the Staff report concerning the landscaping repairs at the City Hall/Fire Station. He noted that if the Council wishes to repair this landscaping, he would recommend using Clark Companies for this work.

Muehlbauer stated they did not use all of the money that was in the bond, so there would not be a huge added expense to do this repair work.

Faanes asked if this area was hydroseeded. Carpenter said he is not sure.

Faanes said she would like to find out how far the landscaping company plans to dig down and to find out the ratio of hydroseeding. Carpenter said they will be digging down three inches.

Faanes added that the shrubs that were planted were very small and close together and need to be trimmed a few times a year to be kept up. She asked if these shrubs would stay. Carpenter said this would be up for discussion.

Faanes said the natural cedar mulch that they used is double the price of standard mulch, and she would like to see them use standard colored mulch instead. She thanked Carpenter for contacting Stahl on this; however, she is disappointed that they were not willing to fix this. She added that she would like the Staff to clarify with the landscape companies how much mulch they will be using to ensure it will be at least three inches. She noted that they also need to have a plan in place for watering this.

Mayor Vogel asked if they need to look at thinning some of the shrubs in this area. Faanes said they do not need to thin them, but they should be trimmed twice a year.

Mayor Vogel asked about the maintenance plan for this area. Carpenter said they have been maintaining this area twice a year.

MOTION BY: MUEHLBAUER SECOND: UDVIG TO APPROVE CLARK COMPANIES TO DO THE LANDSCAPING REPAIRS AT THE CITY HALL/FIRE STATION.

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

Nays: None

Motion carries: 5-0

10. MEETING OPEN TO THE PUBLIC

Andrew Wood, 3419 236th Lane, came forward and asked if they had released retainage for the landscaping. Carpenter said no and noted that he has explored every option.

Mr. Wood suggested they notify the Rum River Board about the development discussed earlier this evening so they can do their due diligence with the Anoka County SWCD.

11. REPORTS - NONE

12. COUNCIL MEMBER REPORTS

The Council shared the meetings and events they attended in the past few weeks,

as well as highlighting upcoming events.

Faanes asked about the agenda for the upcoming Work Session. Thunstrom said they will be discussing the levy, stormwater fees, water and sewer fees, and other small items.

Robinson shared that the next recycling event will be July 19 at Public Works.

Mayor Vogel shared that he met with Thunstrom and the Met Council, and they had a good discussion, and he shared his appreciation for the representative who took the time to meet with them. He added that he has gotten complaints from residents about the roundabouts needing to be repainted. He said these repaintings have been scheduled for the first week of August.

Mayor Vogel shared that he needs someone to attend a local government meeting in his plan on July 30. Faanes said she can attend this meeting.

13. UPCOMING EVENTS

July 14 - Economic Development Authority Meeting 6:00 pm

July 16 - Planning Commission Meeting 7:00 pm

July 19 - Recycling Event 8:00 am - 12:00 pm

July 21 - City Council Regular Meeting - 6:00 pm

July 28 - City Council Work Session - 5:30 pm

14. ADJOURNMENT

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

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

Nays: None

Motion carries: 5-0

There being no further business, Mayor Vogel adjourned the regular City Council at 7:06 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department Policy Manual
DATE: July 21, 2025

OVERVIEW:

As part of the police department's Canine Program implementation process a policy has been developed.

ACTION TO BE CONSIDERED:

St. Francis City Council to review and approve St. Francis Police Department policy 309 – Canines. The policy has received legal review.

BUDGET IMPLICATION:

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

Attachments:

- Police Department Policy 309 – Canines.

Canines

309.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services in the community including, but not limited to locating individuals and contraband and apprehending criminal offenders.

309.2 POLICY

It is the policy of the St. Francis Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

309.3 ASSIGNMENT

Canine teams should be assigned to assist and supplement the Patrol Unit to function primarily in assist or cover assignments. However, they may be assigned by the supervisor to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time. If such assignment is necessary, it should only be made with the approval of the supervisor.

309.4 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to the Chief of Police or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

- (a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.
- (b) Maintaining a liaison with the vendor kennel.
- (c)
- (d) Maintaining a liaison with other agency canine coordinators.
- (e) Maintaining accurate records to document canine activities.
- (f) Recommending and overseeing the procurement of equipment and services for the handler and canine.
- (g) Scheduling all canine-related activities.
- (h) Ensuring the canine team are scheduled for regular training to maximize their capabilities.

Canines

309.5 REQUESTS FOR CANINE TEAMS

Patrol Unit members are encouraged to request the use of a canine. Requests for a canine team from department units outside of the Patrol Unit shall be reviewed by the supervisor.

309.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the supervisor and are subject to the following:

- (a) Canine team shall not be used for any assignment that is not consistent with this policy.
- (b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
- (c) Calling out the off-duty canine team is discouraged.
- (d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
- (e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

309.5.2 PUBLIC DEMONSTRATIONS

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. The canine handler shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

309.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

- (a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.
- (b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
- (c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing officer without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Canines

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the supervisor. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

309.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

- (a) The nature and seriousness of the suspected offense.
- (b) Whether violence or weapons were used or are anticipated.
- (c) The degree of resistance or threatened resistance, if any, the suspect has shown.
- (d) The suspect's known or perceived age.
- (e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
- (f) Any potential danger to the public and/or other officers at the scene if the canine is released.
- (g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

309.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine

Canines

momentarily to listen for any verbal response to the warning. If reasonably feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when reasonably practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

309.6.3 REPORTING DEPLOYMENTS, BITES, AND INJURIES

Handlers should document canine deployments in a canine use report. Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in the canine use report. The injured person shall be promptly treated by Emergency Medical Services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as reasonably practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Canines used by law enforcement agencies are generally exempt from dangerous dog registration, impoundment, and reporting requirements (Minn. Stat. § 347.51, Subd. 4).

309.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation the following guidelines apply.

- (a) Absent a change in circumstances that present an imminent threat to officers, the canine or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.
- (b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

Canines

- (c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.
- (d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

309.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

309.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

- (a) The search of vehicles, buildings, bags, and other articles.
- (b) Assisting in the search for narcotics during a search warrant service.
- (c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

309.7.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

- (a) Assisting in the search of a building, structure, area, vehicle, or article where an actual or suspected explosive device has been reported or located.
- (b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).
- (c) Preventive searches at special events, VIP visits, official buildings, and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.
- (d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

309.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

- (a) An officer who is currently off probation.

Canines

- (b) Residing in an adequately fenced single-family residence (minimum 5-foot-high fence with locking gates).
- (c) A garage that can be secured and can accommodate a canine vehicle.
- (d) Living within 30 minutes travel time from the St. Francis City limits.
- (e) Agreeing to be assigned to the position for the useful life of the service dog unless otherwise assigned by the employer.

309.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The canine handler will be responsible for the following:

- (a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.
- (b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.
- (c) When not in service, the handler shall maintain the canine vehicle in a locked garage, away from public view.
- (d) When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the St. Francis Police Department facility.
- (e) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.
- (f) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.
- (g) When off-duty, the canine shall be in a kennel provided by the City at the home of the handler. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.
- (h) The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.
- (i) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator or Chief of Police.
- (j) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Chief of Police.
- (k) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations the handler shall give

Canines

reasonable notice to the canine coordinator so that appropriate arrangements can be made.

309.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

- (a) A canine shall not be left unattended in any area to which the public may have access.
- (b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

309.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming, and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the memorandum of understanding (29 USC § 207), and current labor agreement.

309.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or supervisor as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

309.12 TRAINING

Before assignment in the field the canine team shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics and/or explosives also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

The canine coordinator shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, the canine coordinator should also schedule periodic training for the canine handlers about the risks of exposure and treatment for it.

Canines

309.12.1 CONTINUED TRAINING

The canine team shall thereafter be recertified to a current nationally recognized standard or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

- (a) Canine teams should receive training as defined in the current contract with the St. Francis Police Department canine training provider.
- (b) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.
- (c) To ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is not reviewed and approved by the Department.

309.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

309.12.3 TRAINING RECORDS

All canine training records shall be maintained in the canine handler's and the canine's training file.

309.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the St. Francis Police Department may work with outside trainers with the applicable licenses or permits.

309.12.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with federal laws and if they comply with applicable state requirements (21 USC § 823(f)).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the St. Francis Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

Canines

309.12.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

- (a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.
- (b) The weight and test results shall be recorded and maintained by this department.
- (c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
- (d) All controlled substance training samples will be inspected, weighed, and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.
- (e) All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.
- (f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.
- (g) Any unusable controlled substance training samples shall be returned to the Evidence Room or to the dispensing agency.
- (h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

309.12.7 EXPLOSIVE TRAINING AIDS

Officers may own, possess, or use explosives or destructive devices in compliance with state and federal laws (Minn. Stat. § 609.668, Subd. 3(a)(1); Minn. Stat. § 609.668 Subd. 4; 18 USC § 842; 27 CFR 555.41).

Explosive training aids designed specifically for canine teams should be used whenever reasonably feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. The use of explosives or destructive devices for training aids by canine teams is subject to the following:

- (a) All explosive training aids, when not in use, shall be properly stored in a secure facility appropriate for the type of materials.
- (b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.
- (c) The canine coordinator shall be responsible for verifying the explosive training aids on hand against the inventory ledger once each quarter.
- (d) Only members of the canine team shall have access to the explosive training aids storage facility.

Canines

- (e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.
- (f) Any lost or damaged explosive training aids shall be promptly reported to the canine coordinator who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Wellhouse HVAC System Replacement
DATE: July 21, 2025

OVERVIEW:

The HVAC system that services the wellhouse has reached the end of its useful life and needs to be replaced. Staff have procured two separate bids:

- Yale Mechanical \$19,700.00
- RICCAR \$13,835.00

ACTION TO BE CONSIDERED:

Council to approve the purchase from RICCAR, the lowest quote.

BUDGET IMPLICATION:

The funds for this purchase are in the CIP Water Fund replacement schedule.

Attachments:

- Yale Mechanical Quote
- RICCAR Quote

June 24, 2025

City of St. Francis
4058 St. Francis Blvd NW
St. Francis, MN 55070

Subject: 2-Ton Mini Split
Site: 4058 St. Francis Blvd NW, St. Francis, MN 55070
Yale Project Number: 410969

Dear Parish:

Yale Mechanical is pleased to present for your consideration our budget to add one (1) 2-ton mini split redundant unit.

Work included as part of this budget is as follows:

1. Provide and install one (1) 2-ton low ambient mini split unit. Install condensing unit on exterior wall next to existing condensing unit.
2. Reconnect to existing electrical.
3. Start up.
4. Tools, rentals, trucks, and supervision.

For the work described above, we suggest a budget for the sum of **NINETEEN THOUSAND SEVEN HUNDRED DOLLARS (\$19,700)**.

Work not included as part of this budget is as follows:

1. Sales tax on labor and subcontractors, if applicable.
2. Roofing.
3. Overtime labor.
4. Dumpster/disposal.
5. General construction.

Market Volatility Rider

Notwithstanding any provision(s) of this budget, if as a direct or indirect result of any market issue, economy supply chain, tariffs, epidemic, labor disputes, or mandated surcharges, Yale Mechanical's work is delayed, disrupted, suspended, or otherwise impacted by, among other things, (i) disruptions to material and/or equipment supply; (ii) unavailability of labor; (iii) government closures, or other mandates, restrictions and/or directives; (iv) Owner or Contractor restrictions and/or directives; (v) fulfillment of Yale Mechanical's contractual, union disagreements, legal, health, and/or safety obligations associated with the Market. Yale Mechanical shall be entitled to an equitable adjustment to the duration of time to complete the work described herein to account for such disruptions, suspensions, and impacts. Under such circumstances, Yale Mechanical shall not be liable for any liquidated, compensatory, consequential, special and/or indirect damages incurred by the Owner or Contractor resulting from such delays.

City of St. Francis
June 24, 2025
Page 2

Owner and Yale Mechanical recognize that the current commodity market and construction industry supply chain has caused destabilization in the price and availability of components, equipment, and materials throughout the construction industry. The parties agree that in instances where component, equipment or material costs for the work increase in an amount greater than three percent (3%) from the date of this budget until acceptance, or between acceptance and purchase of the components, equipment or materials, or a delay of more than five (5) days is caused by the unavailability of components, equipment or materials incorporated into the work, then Yale Mechanical shall be entitled an equitable adjustment to either the price, contract time, or both. The adjustment shall be by way of a Change Order to the budget.

PAYMENT TERMS AND CONDITIONS

This language shall take precedence over any conflicting language in the Contract Documents. This budget is firm for thirty (30) days. If an extension is required, it must be obtained in writing.

Payment shall be made by the tenth (10th) of the month on all invoices issued by the first (1st) of the month for all material and equipment installed or on hand and all labor performed. Regarding payment, a down payment amount of up to fifty percent (50%) is required prior to commencement. The progress payment for the remainder of the balance is to be made along the project installation period, along with a final payment of five percent (5%) or less of the project contract which is required within (30) days after substantial completion of the work.

This budget in design and detail is Yale Mechanical property and must not be used except in connection with our work. All rights of design and detail are reserved.

Thank you for the opportunity of allowing us to present this budget to you. Should you have any questions regarding this matter, please do not hesitate to contact us as we hope to be of further service to you on this project.

Sincerely,

Chad Anderson

Chad Anderson
Project Manager
canderson@yalemech.com
952-999-0327

/ma

City of St. Francis

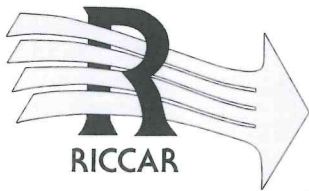
ACCEPTED BY: _____

PRINT NAME: _____

PRINT TITLE: _____

DATE: _____

PO: _____



Proposal

Residential – Commercial Heating & Cooling
2387 Station Parkway NW
Andover, MN 55304
(763) 754-4000
riccarhvac.com



Agenda Item # 4C.

PRO PARTNER

Name City of St. Francis Phone-Home/Cell 320-333-6830 Work
Billing Address _____ Job Location 3913 233rd Ave NW
City _____ Zip _____ Date Prepared 7/14/25 ST. FRANCIS
Email PBARTEN@STFRANCISMN.GOV Utility Companies _____

SPECIFICATIONS We propose to furnish and install the equipment listed in accordance with the manufacturers specifications.

Electrical Room

Install A LG # KUSAL091A 9KW mini split Heat pump
Complete with Evap. Blower Section, STAND, PAD, Line Set,
Wire Harness, SURGE protector, wireless Remote control,
permits & Electrical

Pump Area

Install A LG # KUSAP361A 36MBH mini split Heat pump
Complete with Evap. Blower section, STAND, PAD, Line Set, Wire
Harness, Surge protector, wireless Remote control,
permits & Electrical

Total Installed Price

\$ 13,835⁰⁰

Proposal & Terms:

YOU HAVE ENTERED INTO A CONTRACT WITH RICCAR HEATING & AIR CONDITIONING FOR LABOR/OR MATERIALS. THIS IS TO PROVIDE YOU WITH NOTICE AS REQUIRED BY MINN. STAT. §514.011 (2021). THIS NOTICE IS TO INFORM YOU OF OUR RESPECTIVE RIGHTS TO A MECHANIC'S LIEN. YOU ARE THEREFORE NOTIFIED THAT:

(a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.

(B) UNDER MINNESOTA LAW, IF WE ARE HIRED BY A GENERAL CONTRACTOR TO PROVIDE IMPROVEMENTS TO YOUR HOME AND WE ARE NOT PAID BY THE CONTRACTOR, WE CAN FILE A CLAIM AGAINST YOUR PROPERTY FOR THE PRICE OF OUR SERVICES. YOUR CONTRACTOR SHOULD PROVIDE YOU WITH A LIEN WAIVER RELEASE SIGNED BY A REPRESENTATIVE OF RICCAR HEATING AS RECORD OF PAYMENT RECEIVED AND RELEASE OF MECHANIC'S LIEN RIGHTS.

I have read and agree with the terms stated on this contract:

Signature _____

Riccar Representative: _____

Dray Smith

Date: _____



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Criag Jochum, City Engineer
SUBJECT: Rivers Edge 6th Addition Initial Acceptance of Public Infrastructure Improvements
DATE: July 21, 2025

OVERVIEW:

The City has previously approved the Developers Agreement for the Rivers Edge 6th Addition development. As a provision of the Development Agreement, the City requires that the Developer establish a financial security to guaranty the performance of the work and also requires that the project provide an acceptable warranty period after initial construction.

The utilities for this phase were constructed in 2023 and the final wear course of pavement for the streets was constructed in June 2024. Utility work was completed in November 2024. The City has also received the as-builts as required.

In accordance with the Development Agreement, the Developer has requested initial City acceptance of the public infrastructure improvements. An acceptance walk thru was performed with Engineering and Public Works staff on June 26, 2025 and all remaining construction items have been completed. We therefore recommend that the infrastructure improvements be initially accepted and the warranty period may begin.

ACTION TO BE CONSIDERED:

Approve Resolution 2025-36 Accepting Infrastructure Improvements.

BUDGET IMPLICATION:

None. All development costs are borne by the Developer.

Attachments:

- Resolution 2025-36

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

RESOLUTION 2025-36

A RESOLUTION ACCEPTING INFRASTRUCTURE IMPROVEMENTS AND STARTING
THE WARRANTY PERIOD

WHEREAS, the City has previously entered into a Development Agreement (“Agreement”) for the plat known as Rivers Edge 6th Addition, and

WHEREAS, the Developer has requested that the City Council accept the public infrastructure improvements and start the warranty period, and

WHEREAS, the public infrastructure improvements have been constructed according to the approved plans referenced in the Agreement as inspected by a representative of the City Engineer, and

WHEREAS, a financial security of \$50,000 shall be retained by the City until after the Developer has satisfied all outstanding obligations upon the expiration of the warranty period.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of St Francis:

1. The City hereby accepts the public infrastructure improvements that pertain to the City and the one-year warranty period shall begin upon approval of this resolution.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21ST DAY OF JULY 2025.

APPROVED:

ATTEST:

Mark Vogel, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Abandoned Property
DATE: July 21, 2025

OVERVIEW:

On August 4th, 2020, a vehicle was reported stolen in the City of St. Francis which was recovered in the City of Blaine the same day. Since that time the vehicle has been stored in the St. Francis Police Department forfeiture lot waiting for the registered owner to retrieve the vehicle. The registered owner has been contacted numerous times and on May 30th, 2025, a notice was mailed explaining that unless the vehicle is claimed within 30 days, it would be brought before the city council to be declared abandoned property. The registered owner has failed to respond to the notice and the property is now considered abandoned.

ACTION TO BE CONSIDERED:

To approve Resolution 2025-37 which declares a 1995 Honda Civic bearing MN license EFY212 and VIN 1HGCD5533SA037866 related to St. Francis Police case number 20190063 as abandoned property.

The Police Department will utilize the online bidding service of Municibid to sell and dispose of the property. St. Francis city code 8-7-2 (C) authorizes the City to sell abandoned property to the highest bidder at public auction or in the manner directed by Council.

BUDGET IMPLICATION:

Work performed in the preparation and selling of abandoned property will be conducted during normal working hours. Funds collected from the sales of the property will be placed into City of St. Francis General Fund.

Attachments:

- Resolution 2025-37 declaring surplus property

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

RESOLUTION 2025-37

**A RESOLUTION DECLARING SURPLUS
PROPERTY AND AUTHORIZING THE DISPOSAL
OF SAID PROPERTY**

WHEREAS, Section 8-7-3 of the St. Francis City Code entitled "Disposal of Excess Property" outlines the procedure for disposal of City owned property; and

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

WHEREAS, by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, with the approximate value said property assigned as follows:

<u>Surplus Property: (Forfeiture Vehicles)</u>	<u>Estimated Value</u>
1995 Honda Civic - VIN 1HGCD5533SA037866	Highest Bidder on Municibid

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21st DAY OF JULY 2025.

APPROVED:

ATTEST:

Mark Vogel, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, Deputy Administrator-City Clerk
SUBJECT: Application for Exempt Permit - Raffle
DATE: July 21, 2025

OVERVIEW:

Trifecta Archery JOAD DBA: Average Joes JOAD submitted an exempt permit application to conduct a raffle at The Ponds Golf Course on September 6, 2025.

In order for a nonprofit to conduct a lawful gambling activity, they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge and approve the exempt permit application from Trifecta Archery JOAD DBA: Average Joes JOAD to conduct a raffle at The Ponds Golf Course on September 6, 2025.

Attachments:

- Exempt Permit Application

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

4/23
Page 1 of 3

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Triecta Archery JOAD DBA: AVERAGE Joes JOAD Previous Gambling Permit Number: X- 95652-24-001
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 93-4129538
 Mailing Address: 21225 N.ghtingale St NW
 City: Oak Grove State: MN Zip: 55011 County: Anoka
 Name of Chief Executive Officer (CEO): Michele Munio
 CEO Daytime Phone: (612) 250-6819 CEO Email: Averagejoesjoad@gmail.com
 (permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐

Fraternal

☐

Religious

☐

Veterans

☒

Other Nonprofit Organization

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

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐**A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103

Secretary of State website, phone numbers:

www.sos.state.mn.us

651-296-2803, or toll free 1-877-551-6767

☐**IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐**IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): The Ponds Golf Course

Physical Address (do not use P.O. box): 2881 229th AVE NW

Check one:

☐City: St FrancisZip: 55070County: Anoka☐

Township: _____

Zip: _____

County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): Sept 6th 2025

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

☐

Bingo

☐

Paddlewheels

☐

Pull-Tabs

☐

Tipboards

☒

Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL
for a gambling premises
located within city limits**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- ☐ The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

**COUNTY APPROVAL
for a gambling premises
located in a township**

- ☐ The application is acknowledged with no waiting period.
- ☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- ☐ The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature:  Date: 7/15/25
(Signature must be CEO's signature; designee may not sign)

Print Name: Michele Muonio**REQUIREMENTS****Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

received
7/15/2025
DR



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, Deputy Administrator-City Clerk
SUBJECT: Application for Off-Site Gambling
DATE: July 21, 2025

OVERVIEW:

St. Francis Athletics Booster Club submitted an Off-Site Gambling Permit application to conduct at raffle at The American Legion Post 622 on October 11, 2025.

In order for a nonprofit to conduct a lawful gambling activity, they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge and approve the Off-Site Gambling Permit application from St. Francis Athletics Booster Club to conduct a raffle at The American Legion on October 11, 2025.

Attachments:

- Off-Site Gambling Permit Application

MINNESOTA LAWFUL GAMBLING

LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: St. Francis Athletics Booster Club License Number: 95038

Address: 8698 253rd Ave NW City: Zimmerman, MN Zip: 55398

Chief Executive Officer (CEO) Name: Tracy Torson Daytime Phone: 612-308-5108

Gambling Manager Name: Heidi Antinozzi Daytime Phone: 763-843-3642

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 10 / 11 / 2025 to 10 / 11 / 2025

Check the type of games that will be conducted:

☒ Raffle ☐ Pull-Tabs ☐ Bingo ☐ Tipboards ☐ Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: American Legion Post 622 St. Francis

Street address and
City (or township): 3073 Bridge Street St. Francis Zip: 55070 County: Anoka

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

☐ Yes If yes, a lease is not required.

☒ No If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$ _____ (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: _____ Date: _____

Print Lessor's Name: _____

LG230 Application to Conduct Off-Site Gambling

Agenda Item # 4G.

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; text-align: center;">Local unit of government must sign.</div>	TOWNSHIP NAME: _____ Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date Signed: _____

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

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

7-16-25

Date

Mail or fax to:

Minnesota Gambling Control Board
Suite 300 South
1711 West County Road B
Roseville, MN 55113
Fax: 651-639-4032

No attachments required.

Questions? Contact a Licensing Specialist at 651-539-1900.

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: July 21, 2025

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$258,372.61 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Direct Transfers (April to June 2025) -\$1,036,350.60

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:

- 07-21-2025 Packet List-\$258,372.61
- 07-21-2025 Direct Payments (April to June)-\$1.036,350.60

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 04/01/2025 - 06/30/2025

Agenda Item # 4H.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
Check Type: EFT Transfer GNCKG			
04/07/2025	3853(E)	ACE SOLID WASTE, INC	1,677.69
04/07/2025	3854(E)	CITY HIVE	99.00
04/07/2025	3855(E)	HEALTH PARTNERS	39,293.51
04/07/2025	3856(E)	SPOT ON-LIQUOR CC	5,075.01
04/07/2025	3857(E)	SUN LIFE FINANCIAL	3,814.83
04/10/2025	3858(E)	EFTPS	28,179.11
04/10/2025	3859(E)	ICMA	300.00
04/10/2025	3860(E)	MN DEPARTMENT OF REVENUE	557.59
04/10/2025	3861(E)	PERA	28,520.51
04/10/2025	3862(E)	RHS HEALTHCARE SAVINGS	684.92
04/10/2025	3863(E)	STATE	6,106.12
04/10/2025	3864(E)	VOYA	1,764.23
04/09/2025	3865(E)	COLONIAL INSURANCE	457.69
04/09/2025	3866(E)	DELTA DENTAL	2,063.48
04/09/2025	3867(E)	INVOICE CLOUD, INC	1,253.30
04/09/2025	3868(E)	WEX CARD	4,862.77
04/22/2025	3869(E)	AZ DEPARTMENT OF ECONOMIC SEC	158.00
04/22/2025	3870(E)	EFTPS	3,073.74
04/22/2025	3871(E)	MN DEPARTMENT OF REVENUE	240.11
04/22/2025	3872(E)	PERA	40.00
04/22/2025	3873(E)	STATE	195.90
04/22/2025	3874(E)	STATE OF FLORIDA CHILD SUPPOR	6.86
04/10/2025	3875(E)	US BANK CREDIT CARD	12,356.63
04/24/2025	3878(E)	EFTPS	27,949.97
04/24/2025	3879(E)	ICMA	300.00
04/24/2025	3880(E)	MN DEPARTMENT OF REVENUE	564.95
04/24/2025	3881(E)	PERA	28,270.98
04/24/2025	3882(E)	RHS HEALTHCARE SAVINGS	664.26
04/24/2025	3883(E)	STATE	6,108.81
04/24/2025	3884(E)	VOYA	1,699.23
04/23/2025	3885(E)	CAYAN	845.21
04/23/2025	3886(E)	CINTAS	524.93
04/23/2025	3887(E)	CONNEXUS ENERGY	20,134.30
04/23/2025	3888(E)	MN DEPT OF REVENUE-SALES TAX	26,978.00
04/23/2025	3889(E)	NEW BENEFITS (FRESH BENIES)	495.69
04/23/2025	3890(E)	STAHL CONSTRUCTION	43,539.47
04/23/2025	3891(E)	STAHL CONSTRUCTION	110,796.66
04/23/2025	3892(E)	CONNEXUS ENERGY	0.06
04/30/2025	3893(E)	ALERUS	50.00
04/30/2025	3894(E)	CENTERPOINT ENERGY	6,264.16
04/30/2025	3895(E)	U S BANK EQUIPMENT FINANCE	956.08
04/30/2025	3896(E)	VILLAGE BANK	218.25
05/07/2025	3897(E)	ACE SOLID WASTE, INC	1,967.69
05/07/2025	3898(E)	ALERUS	849.31
05/07/2025	3899(E)	CITY HIVE	99.00
05/07/2025	3900(E)	DELTA DENTAL	2,063.48
05/07/2025	3901(E)	HEALTH PARTNERS	39,293.51
05/07/2025	3902(E)	SPOT ON-LIQUOR CC	4,992.59
05/07/2025	3903(E)	SUN LIFE FINANCIAL	3,822.89
05/07/2025	3904(E)	WEX CARD	5,667.93
05/08/2025	3905(E)	EFTPS	28,760.27
05/08/2025	3906(E)	ICMA	300.00
05/08/2025	3907(E)	MN DEPARTMENT OF REVENUE	118.33
05/08/2025	3908(E)	PERA	29,035.71
05/08/2025	3909(E)	RHS HEALTHCARE SAVINGS	697.97
05/08/2025	3910(E)	STATE	6,263.71
05/08/2025	3911(E)	VOYA	1,699.23
05/10/2025	3912(E)	US BANK CREDIT CARD	30,198.77
05/20/2025	3916(E)	AZ DEPARTMENT OF ECONOMIC SEC	158.00
05/20/2025	3917(E)	EFTPS	3,164.34
05/20/2025	3918(E)	MN DEPARTMENT OF REVENUE	240.11
05/20/2025	3919(E)	PERA	40.00
05/20/2025	3920(E)	STATE	314.77
05/20/2025	3921(E)	STATE OF FLORIDA CHILD SUPPOR	20.58
05/15/2025	3922(E)	CINTAS	485.82
05/15/2025	3923(E)	COLONIAL INSURANCE	457.69
05/15/2025	3924(E)	INVOICE CLOUD, INC	1,178.85
05/15/2025	3925(E)	ISANTI COUNTY TREASURER	9,250.00
05/15/2025	3926(E)	NEW BENEFITS (FRESH BENIES)	495.69

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 04/01/2025 - 06/30/2025

Agenda Item # 4H.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
Check Type: EFT Transfer GNCKG			
05/22/2025	3927(E)	EFTPS	29,002.95
05/22/2025	3928(E)	ICMA	300.00
05/22/2025	3929(E)	PERA	29,618.36
05/22/2025	3930(E)	RHS HEALTHCARE SAVINGS	725.95
05/22/2025	3931(E)	STATE	6,342.39
05/22/2025	3932(E)	VOYA	1,699.23
05/22/2025	3933(E)	ACE SOLID WASTE, INC	776.17
05/22/2025	3934(E)	ANOKA COUNTY PROPERTY RECORDS	3,123.48
05/22/2025	3935(E)	CAYAN	827.15
05/22/2025	3936(E)	CONNEXUS ENERGY	22,406.29
05/22/2025	3937(E)	MN DEPT OF REVENUE-SALES TAX	27,167.00
05/29/2025	3938(E)	ALERUS	50.00
05/29/2025	3939(E)	CENTERPOINT ENERGY	3,039.83
05/29/2025	3940(E)	U S BANK EQUIPMENT FINANCE	1,003.47
06/05/2025	3941(E)	ACE SOLID WASTE, INC	1,917.69
06/05/2025	3942(E)	CITY HIVE	99.00
06/05/2025	3943(E)	EFTPS	31,788.54
06/05/2025	3944(E)	HEALTH PARTNERS	39,293.51
06/05/2025	3945(E)	ICMA	300.00
06/05/2025	3946(E)	PERA	32,923.06
06/05/2025	3947(E)	RHS HEALTHCARE SAVINGS	826.41
06/05/2025	3948(E)	SPOT ON-LIQUOR CC	5,815.73
06/05/2025	3949(E)	STATE	7,149.37
06/05/2025	3950(E)	SUN LIFE FINANCIAL	3,817.79
06/05/2025	3951(E)	VOYA	1,880.00
05/31/2025	3952(E)	VILLAGE BANK	231.42
06/17/2025	3953(E)	AZ DEPARTMENT OF ECONOMIC SEC	158.00
06/17/2025	3954(E)	EFTPS	3,402.41
06/17/2025	3955(E)	MN DEPARTMENT OF REVENUE	240.11
06/17/2025	3956(E)	PERA	40.00
06/17/2025	3957(E)	STATE	321.22
06/17/2025	3958(E)	STATE OF FLORIDA CHILD SUPPOR	34.29
06/10/2025	3959(E)	US BANK CREDIT CARD	22,549.50
06/16/2025	3963(E)	CINTAS	540.35
06/16/2025	3964(E)	COLONIAL INSURANCE	457.69
06/16/2025	3965(E)	DELTA DENTAL	2,063.48
06/16/2025	3966(E)	INVOICE CLOUD, INC	1,220.45
06/16/2025	3967(E)	PRO PLAYGROUNDS	24,249.50
06/16/2025	3968(E)	WEX CARD	5,680.21
06/18/2025	3969(E)	ALERUS	662.57
06/18/2025	3970(E)	EFTPS	28,844.13
06/18/2025	3971(E)	ICMA	300.00
06/18/2025	3972(E)	PERA	29,992.33
06/18/2025	3973(E)	RHS HEALTHCARE SAVINGS	731.98
06/18/2025	3974(E)	STATE	6,385.96
06/18/2025	3975(E)	VOYA	1,880.00
06/23/2025	3976(E)	CAYAN	965.76
06/23/2025	3977(E)	ENTERPRISE FLEET MGMT	5,017.82
06/23/2025	3978(E)	NEW BENEFITS (FRESH BENIES)	495.69
06/24/2025	3979(E)	CONNEXUS ENERGY	23,031.08
06/24/2025	3980(E)	MN DEPT OF REVENUE-SALES TAX	32,950.00
06/30/2025	3981(E)	ALERUS	50.00
06/30/2025	3982(E)	CENTERPOINT ENERGY	2,015.09
06/30/2025	3983(E)	U S BANK EQUIPMENT FINANCE	967.04
06/30/2025	3990(E)	VILLAGE BANK	200.90
Total EFT Transfer:			1,036,350.60
GNCKG TOTALS:			
Total of 124 checks:			1,036,350.60
Less 0 Void Checks:			0.00
Total of 124 Disbursements:			1,036,350.60

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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 15 - AIRGAS NORTH CENTRAL							
5517331975							
00041368	AIRGAS NORTH CENTRAL	06/30/2025		130.35	130.35	Open	N
	CYLINDER RENTAL	DROBERTSON					07/21/2025
	101-43100-40217	OTHER OPERATING SUPPLIES		26.07		1.00	26.07
	101-43210-40217	OTHER OPERATING SUPPLIES		26.07		1.00	26.07
	101-45200-40217	OTHER OPERATING SUPPLIES		26.07		1.00	26.07
	601-49440-40217	OTHER OPERATING SUPPLIES		26.07		1.00	26.07
	602-49490-40217	OTHER OPERATING SUPPLIES		26.07		1.00	26.07
Total Vendor 15 - AIRGAS NORTH CENTRAL				130.35	130.35		

Vendor 3811 - ANOKA COUNTY TREASURY

B250710P							
00041361	ANOKA COUNTY TREASURY	07/10/2025		150.00	150.00	Open	N
	JULY 2025 CAC FIBER	DROBERTSON					07/21/2025
	101-42110-40321	TELEPHONE		25.00		1.00	25.00
	101-42210-40321	TELEPHONE		25.00		1.00	25.00
	101-43100-40321	TELEPHONE		25.00		1.00	25.00
	101-45200-40321	TELEPHONE		25.00		1.00	25.00
	601-49440-40321	TELEPHONE		25.00		1.00	25.00
	602-49490-40321	TELEPHONE		25.00		1.00	25.00
Total Vendor 3811 - ANOKA COUNTY TREASURY				150.00	150.00		

Vendor 42 - BARNA, GUZY & STEFFEN

299090							
00041369	BARNA, GUZY & STEFFEN	07/08/2025		270.00	270.00	Open	N
	MISCELLANEOUS/NON-RETAINER	DROBERTSON					07/21/2025
	101-41600-40304	CIVIL LEGAL FEES		270.00		1.00	270.00
299089							
00041370	BARNA, GUZY & STEFFEN	07/08/2025		2,745.00	2,745.00	Open	N
	COMMUNITY DEVELOPMENT	DROBERTSON					07/21/2025
299088							
00041372	BARNA, GUZY & STEFFEN	07/08/2025		234.00	234.00	Open	N
	ECONOMIC DEVELOPMENT AUTHORITY	DROBERTSON					07/21/2025
	101-41600-40304	CIVIL LEGAL FEES		234.00		1.00	234.00
299087							
00041373	BARNA, GUZY & STEFFEN	07/08/2025		2,604.00	2,604.00	Open	N
	GENERAL LABOR	DROBERTSON					07/21/2025
	101-41600-40304	CIVIL LEGAL FEES		2,604.00		1.00	2,604.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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 42 - BARNA, GUZY & STEFFEN							
299086							
00041375	BARNA, GUZY & STEFFEN	07/08/2025		5,300.00	5,300.00	Open	N
	PROSECUTION/RETAINER FILE	DROBERTSON					07/21/2025
	101-41600-40312	CRIMINAL LEGAL FEES		5,300.00		1.00	5,300.00
299085							
00041376	BARNA, GUZY & STEFFEN	07/08/2025		2,015.00	2,015.00	Open	N
	MUNICIPAL	DROBERTSON					07/21/2025
	101-41600-40304	CIVIL LEGAL FEES		2,015.00		1.00	2,015.00
298944							
00041377	BARNA, GUZY & STEFFEN	06/30/2025		900.00	900.00	Open	N
	LAKETOWN HOMES LLC - DEVELOPMENT	AGREEME DROBERTSON					07/21/2025
	803-00000-22043	ESC-LAKETOWN (RIVERS EDGE)		900.00		1.00	900.00
298914							
00041378	BARNA, GUZY & STEFFEN	06/30/2025		120.00	120.00	Open	N
	3731 BRIDGE STREET PURCHASE	DROBERTSON					07/21/2025
	101-41600-40304	CIVIL LEGAL FEES		120.00		1.00	120.00
298915							
00041380	BARNA, GUZY & STEFFEN	06/30/2025		510.00	510.00	Open	N
	TRANSFER OF TITLE	DROBERTSON					07/21/2025
	101-41600-40304	CIVIL LEGAL FEES		510.00		1.00	510.00
298916							
00041381	BARNA, GUZY & STEFFEN	06/30/2025		403.00	403.00	Open	N
	SALE OF FORMER CITY HALL (RNR CAPITAL, L	DROBERTSON					07/21/2025
	101-41600-40304	CIVIL LEGAL FEES		403.00		1.00	403.00
298983							
00041382	BARNA, GUZY & STEFFEN	06/30/2025		280.00	280.00	Open	N
	SALARY SURVEY	DROBERTSON					07/21/2025
	101-41600-40304	CIVIL LEGAL FEES		280.00		1.00	280.00
Total Vendor 42 - BARNA, GUZY & STEFFEN				15,381.00	15,381.00		
Vendor 6234 - BARNUM COMPANIES, INC							
45032							
00041211	BARNUM COMPANIES, INC	07/08/2025		23,560.00	23,560.00	Open	N
	GATE INSTALLATION	JSHOOK					07/21/2025
	404-43100-40401	BUILDINGS MAINTENANCE		23,560.00		1.00	23,560.00

Total Vendor 6234 - BARNUM COMPANIES, INC

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 6234 - BARNUM COMPANIES, INC				23,560.00	23,560.00		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
02082797000							
00041200	BELLBOY CORPORATION BAR SUPPLY	07/08/2025		1,970.58	1,970.58	Open	N
	LIQUOR	CBUSKEY					07/08/2025
	609-49751-40206	FREIGHT		25.58		1.00	25.58
	609-49751-40251	LIQUOR		1,945.00		1.00	1,945.00
0110017900							
00041201	BELLBOY CORPORATION BAR SUPPLY	07/08/2025		340.55	340.55	Open	N
	MISC/OPERATING	CBUSKEY					07/08/2025
	609-49751-40206	FREIGHT		7.55		1.00	7.55
	609-49750-40210	OPERATING SUPPLIES		216.00		1.00	216.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		117.00		1.00	117.00
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				2,311.13	2,311.13		
Vendor UB-REFUND - BIRCHWOOD INVESTMENTS							
.07102025							
00041221	BIRCHWOOD INVESTMENTS	07/10/2025		54.83	54.83	open	N
	CREDIT REFUND	DROBERTSON					07/21/2025
	601-49440-40444	REFUND & REIMBURSEMENT		54.83		1.00	54.83
Total Vendor UB-REFUND - BIRCHWOOD INVESTMENTS				54.83	54.83		
Vendor 9612 - BOGO PEST CONTROL							
65815							
00041202	BOGO PEST CONTROL	07/01/2025		675.00	675.00	Open	N
	PEST CONTROL-(REMOVE SALES TAX)	DMULVIHILL					07/21/2025
	101-43100-40401	BUILDINGS MAINTENANCE		96.43		1.00	96.43
	602-49490-40401	BUILDINGS MAINTENANCE		96.43		1.00	96.43
	601-49440-40401	BUILDINGS MAINTENANCE		96.43		1.00	96.43
	101-45200-40401	BUILDINGS MAINTENANCE		96.43		1.00	96.43
	101-42210-40401	BUILDINGS MAINTENANCE		96.43		1.00	96.43
	101-42110-40401	BUILDINGS MAINTENANCE		96.43		1.00	96.43
	101-43210-40401	BUILDINGS MAINTENANCE		96.42		1.00	96.42
Total Vendor 9612 - BOGO PEST CONTROL				675.00	675.00		
Vendor UB-REFUND - BRADY GREEN							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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 UB-REFUND - BRADY GREEN							
.07102025							
00041222	BRADY GREEN	07/10/2025		101.47	101.47	Open	N
	CREDIT REFUND	DROBERTSON					07/21/2025
	601-49440-40444	REFUND & REIMBURSEMENT		101.47		1.00	101.47
Total Vendor UB-REFUND - BRADY GREEN				101.47	101.47		
Vendor 7244 - BREAKTHRU BEVERAGE							
122342847							
00041235	BREAKTHRU BEVERAGE	07/11/2025		3,725.04	3,725.04	Open	N
	LIQUOR/MISC/WINE	CBUSKEY					07/11/2025
	609-49751-40206	FREIGHT		49.66		1.00	49.66
	609-49751-40254	MISCELLANEOUS MERCHANDISE		168.46		1.00	168.46
	609-49751-40253	WINE		1,224.00		1.00	1,224.00
	609-49751-40251	LIQUOR		2,282.92		1.00	2,282.92
Total Vendor 7244 - BREAKTHRU BEVERAGE				3,725.04	3,725.04		
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
3157152							
00041185	CAPITOL BEVERAGE SALES, L.P	07/08/2025		570.00	570.00	Open	N
	BEER/LIQUOR	CBUSKEY					07/08/2025
	609-49751-40251	LIQUOR		450.00		1.00	450.00
	609-49751-40252	BEER		120.00		1.00	120.00
3162363							
00041398	CAPITOL BEVERAGE SALES, L.P	07/16/2025		945.00	945.00	Open	N
	BEER	CBUSKEY					07/16/2025
	609-49751-40252	BEER		945.00		1.00	945.00
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				1,515.00	1,515.00		
Vendor 10781 - CLARK COMPANIES, INC							
1336							
00041225	CLARK COMPANIES, INC	07/01/2025		14,999.00	14,999.00	Open	N
	DEPOSIT-LANDSCAPING-CITY HALL	DMULVIHILL					07/21/2025
	404-41400-40589	CITY HALL/FIRE STATION		14,999.00		1.00	14,999.00
Total Vendor 10781 - CLARK COMPANIES, INC				14,999.00	14,999.00		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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 4854 - CRYSTAL SPRINGS ICE							
04-500419 00041183	CRYSTAL SPRINGS ICE	07/04/2025		290.00	290.00	Open	N
	MISC	CBUSKEY					07/08/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		286.00		1.00	286.00
03-500786							
00041184	CRYSTAL SPRINGS ICE	07/07/2025		139.67	139.67	Open	N
	MISC	CBUSKEY					07/08/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		135.67		1.00	135.67
04-500463							
00041236	CRYSTAL SPRINGS ICE	07/11/2025		122.72	122.72	Open	N
	MISC	CBUSKEY					07/11/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		118.72		1.00	118.72
04-500479							
00041371	CRYSTAL SPRINGS ICE	07/14/2025		166.16	166.16	Open	N
	MISC	CBUSKEY					07/15/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		162.16		1.00	162.16
Total Vendor 4854 - CRYSTAL SPRINGS ICE				718.55	718.55		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2477485 00041198	DAHLHEIMER DIST. CO. INC	05/21/2025		(23.20)	(23.20)	Open	N
	PRICE ADJUSTMENT - STOUT	DROBERTSON					07/21/2025
	609-49751-40252	BEER		(23.20)		1.00	(23.20)
2516538							
00041230	DAHLHEIMER DIST. CO. INC	07/11/2025		18,883.05	18,883.05	Open	N
	BEER/NA/MISC/LIQUOR	CBUSKEY					07/11/2025
	609-49751-40255	N/A PRODUCTS		312.40		1.00	312.40
	609-49751-40254	MISCELLANEOUS MERCHANDISE		204.00		1.00	204.00
	609-49751-40251	LIQUOR		979.40		1.00	979.40
	609-49751-40252	BEER		17,387.25		1.00	17,387.25

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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 91 - DAHLHEIMER DIST. CO. INC							
2513494							
00041231	DAHLHEIMER DIST. CO. INC	07/11/2025		(104.80)	(104.80)	Open	N
	BEER	CBUSKEY					07/11/2025
	609-49751-40252	BEER		(104.80)		1.00	(104.80)
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2518572							
00041399	DAHLHEIMER DIST. CO. INC	07/16/2025		10,334.20	10,334.20	Open	N
	BEER/NA/THC/LIQUOR	CBUSKEY					07/16/2025
	609-49751-40252	BEER		9,701.80		1.00	9,701.80
	609-49751-40255	N/A PRODUCTS		140.00		1.00	140.00
	609-49751-40257	THC		406.00		1.00	406.00
	609-49751-40251	LIQUOR		86.40		1.00	86.40
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				29,089.25	29,089.25		
Vendor 107 - ECM PUBLISHERS, INC							
1057419							
00041359	ECM PUBLISHERS, INC	07/11/2025		60.50	60.50	Open	N
	JULY 16 PH PRELIM/CUP	DROBERTSON					07/21/2025
	101-41400-40351	LEGAL NOTICES PUBLISHING		60.50		1.00	60.50
Vendor 107 - ECM PUBLISHERS, INC							
1057420							
00041360	ECM PUBLISHERS, INC	07/11/2025		49.50	49.50	Open	N
	JULY 21 PH CIP	DROBERTSON					07/21/2025
Total Vendor 107 - ECM PUBLISHERS, INC				110.00	110.00		
Vendor UB-REFUND - ERIK TOFT							
.07102025							
00041227	ERIK TOFT	07/10/2025		69.41	69.41	Open	N
	CREDIT REFUND	DROBERTSON					07/21/2025
	601-49440-40444	REFUND & REIMBURSEMENT		69.41		1.00	69.41
Total Vendor UB-REFUND - ERIK TOFT				69.41	69.41		
Vendor 7798 - FERGUS POWER PUMP, INC							
55528							
00041215	FERGUS POWER PUMP, INC	07/09/2025		27,000.00	27,000.00	Open	N
	TANK CLEANING DEWATERING	DROBERTSON					07/21/2025
	602-49490-40229	PROJECT MAINTENANCE		27,000.00		1.00	27,000.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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 7798 - FERGUS POWER PUMP, INC							
55502							
00041216	FERGUS POWER PUMP, INC	07/07/2025		74,496.76	74,496.76	Open	N
	BELT PRESS DEWATERING, PUMP, MGMT SVCS, DROBERTSON						07/21/2025
	602-49490-40311	CONTRACT		74,496.76		1.00	74,496.76
Total Vendor 7798 - FERGUS POWER PUMP, INC				101,496.76	101,496.76		
Vendor 5429 - FIRE SAFETY USA, INC							
203554							
00041188	FIRE SAFETY USA, INC	07/08/2025		132.85	132.85	Open	N
	TURNOUT CLEANER	DROBERTSON					07/21/2025
	101-42210-40237	SMALL EQUIPMENT		132.85		1.00	132.85
Total Vendor 5429 - FIRE SAFETY USA, INC				132.85	132.85		
Vendor 4691 - GRANITE CITY JOBBING CO							
468164							
00041374	GRANITE CITY JOBBING CO	07/15/2025		3,092.12	3,092.12	Open	N
	TOBACCO/MISC	CBUSKEY					07/15/2025
	609-49751-40206	FREIGHT		10.00		1.00	10.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		186.98		1.00	186.98
	609-49751-40256	TOBACCO PRODUCTS		2,895.14		1.00	2,895.14
Total Vendor 4691 - GRANITE CITY JOBBING CO				3,092.12	3,092.12		
Vendor 10750 - HAMMERHEART LLC							
1528							
00041186	HAMMERHEART LLC	07/08/2025		141.00	141.00	Open	N
	BEER	CBUSKEY					07/08/2025
	609-49751-40252	BEER		141.00		1.00	141.00
Total Vendor 10750 - HAMMERHEART LLC				141.00	141.00		
Vendor 1175 - HAWKINS, INC							
7132263							
00041393	HAWKINS, INC	07/15/2025		10.00	10.00	Open	N
	CHLORINE CYLINDER	DROBERTSON					07/21/2025
Total Vendor 1175 - HAWKINS, INC				10.00	10.00		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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 7513 - HOISINGTON KOEGLER GROUP, INC							
018-041-82							
00041346	HOISINGTON KOEGLER GROUP, INC	07/11/2025		4,427.00	4,427.00	Open	N
	PLANNING	DMULVIHILL					07/21/2025
	101-41910-40311	CONTRACT		1,348.75		1.00	1,348.75
	803-00000-22028	PUZENKOVA-ORDINANCE AMENDMENT		400.30		1.00	400.30
	803-00000-22030	ESC-CEDAR CREEK ENERGY-E2025-0014		1,144.60		1.00	1,144.60
	803-00000-22031	HUKKEE PROPERTY CONCEPT E2025-0015		1,169.60		1.00	1,169.60
	803-00000-22032	BLUFFS OF RUM RIVER PRELIMINARY PLAT AMD		363.75		1.00	363.75
Total Vendor 7513 - HOISINGTON KOEGLER GROUP, INC				4,427.00	4,427.00		
Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC							
IN4875701							
00041187	INNOVATIVE OFFICE SOLUTIONS, LLC	07/08/2025		91.13	91.13	Open	N
	OFFICE SUPPLIES	DROBERTSON					07/21/2025
	101-41400-40200	OFFICE SUPPLIES		91.13		1.00	91.13
Total Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC				91.13	91.13		
Vendor UB-REFUND - JENNIFER MCDONOUGH							
.07102025							
00041226	JENNIFER MCDONOUGH	07/10/2025		52.48	52.48	Open	N
	CREDIT REFUND	DROBERTSON					07/21/2025
	601-49440-40444	REFUND & REIMBURSEMENT		52.48		1.00	52.48
Total Vendor UB-REFUND - JENNIFER MCDONOUGH				52.48	52.48		
Vendor 154 - JOHNSON BROTHERS							
2824349							
00041234	JOHNSON BROTHERS	07/11/2025		3,275.00	3,275.00	Open	N
	LIQUOR	CBUSKEY					07/11/2025
	609-49751-40251	LIQUOR		3,275.00		1.00	3,275.00
2831396							
00041240	JOHNSON BROTHERS	07/11/2025		3,339.67	3,339.67	Open	N
	LIQUOR	CBUSKEY					07/11/2025
	609-49751-40206	FREIGHT		51.52		1.00	51.52
	609-49751-40251	LIQUOR		3,288.15		1.00	3,288.15

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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 154 - JOHNSON BROTHERS							
2831397							
00041241	JOHNSON BROTHERS	07/11/2025		170.52	170.52	Open	N
	WINE	CBUSKEY					07/11/2025
	609-49751-40206	FREIGHT		5.52		1.00	5.52
	609-49751-40253	WINE		165.00		1.00	165.00
2831398							
00041242	JOHNSON BROTHERS	07/11/2025		978.95	978.95	Open	N
	THC	CBUSKEY					07/11/2025
	609-49751-40257	THC		978.95		1.00	978.95
Total Vendor 154 - JOHNSON BROTHERS				7,764.14	7,764.14		
Vendor UB-REFUND - KAITLYN OR AUSTYN WEBBER							
.07102025							
00041228	KAITLYN OR AUSTYN WEBBER	07/10/2025		43.24	43.24	Open	N
	CREDIT REFUND	DROBERTSON					07/21/2025
	601-49440-40444	REFUND & REIMBURSEMENT		43.24		1.00	43.24
Total Vendor UB-REFUND - KAITLYN OR AUSTYN WEBBER				43.24	43.24		
Vendor UB-REFUND - KATHLEEN AMBORN							
.07102025							
00041220	KATHLEEN AMBORN	07/10/2025		96.40	96.40	Open	N
	CREDIT REFUND	DROBERTSON					07/21/2025
	601-49440-40444	REFUND & REIMBURSEMENT		96.40		1.00	96.40
Total Vendor UB-REFUND - KATHLEEN AMBORN				96.40	96.40		
Vendor UB-REFUND - KIMBERLY HIRSCH							
.07102025							
00041223	KIMBERLY HIRSCH	07/10/2025		2.50	2.50	Open	N
	CREDIT REFUND	DROBERTSON					07/21/2025
	601-49440-40444	REFUND & REIMBURSEMENT		2.50		1.00	2.50
Total Vendor UB-REFUND - KIMBERLY HIRSCH				2.50	2.50		

Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP							
120036							
00041219	LOCKRIDGE GRINDAL NAUEN PLLP	07/01/2025		3,333.33	3,333.33	Open	N
	JULY SERVICES	DMULVIHILL					07/21/2025
	101-41400-40311	CONTRACT		3,333.33		1.00	3,333.33
Total Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP				3,333.33	3,333.33		
Vendor 202 - MCDONALD DIST CO							
815235							
00041195	MCDONALD DIST CO	07/08/2025		(277.65)	(277.65)	Open	N
	BEER/NA	CBUSKEY					07/08/2025
	609-49751-40255	N/A PRODUCTS		(133.65)		1.00	(133.65)
	609-49751-40252	BEER		(144.00)		1.00	(144.00)
815053							
00041196	MCDONALD DIST CO	07/08/2025		1,457.50	1,457.50	Open	N
	LIQUOR	CBUSKEY					07/08/2025
	609-49751-40251	LIQUOR		1,457.50		1.00	1,457.50
815054							
00041197	MCDONALD DIST CO	07/08/2025		10,957.10	10,957.10	Open	N
	BEER/LIQUOR	CBUSKEY					07/08/2025
	609-49751-40255	N/A PRODUCTS		668.65		1.00	668.65
	609-49751-40252	BEER		10,288.45		1.00	10,288.45
816173							
00041384	MCDONALD DIST CO	07/15/2025		(19.60)	(19.60)	Open	N
	BEER	CBUSKEY					07/15/2025
	609-49751-40252	BEER		(19.60)		1.00	(19.60)
816174							
00041385	MCDONALD DIST CO	07/15/2025		4,058.30	4,058.30	Open	N
	BEER/NA	CBUSKEY					07/15/2025
	609-49751-40255	N/A PRODUCTS		59.30		1.00	59.30
	609-49751-40252	BEER		3,999.00		1.00	3,999.00
Total Vendor 202 - MCDONALD DIST CO				16,175.65	16,175.65		
Vendor 176 - MED-COMPASS, INC							
47820							
00041392	MED-COMPASS, INC	07/14/2025		825.00	825.00	Open	N
	ANNUAL HEARING TEST	DROBERTSON					07/21/2025
Total Vendor 176 - MED-COMPASS, INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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 176 - MED-COMPASS, INC							
				825.00	825.00		
Vendor 3689 - METRO SALES, INC							
INV2831767							
00041214	METRO SALES, INC	07/08/2025		203.77	203.77	Open	N
	COPIES-CITY HALLS	DMULVIHILL					07/21/2025
	101-41400-40200	OFFICE SUPPLIES		203.77		1.00	203.77
INV2833289							
00041218	METRO SALES, INC	07/09/2025		262.65	262.65	Open	N
	COPIES-PUBLIC WORKS	DMULVIHILL					07/21/2025
	101-43100-40240	OFFICE EQUIP		65.66		1.00	65.66
	101-45200-40240	OFFICE EQUIP		65.66		1.00	65.66
	601-49440-40240	OFFICE EQUIP		65.66		1.00	65.66
	602-49490-40240	OFFICE EQUIP		65.67		1.00	65.67
INV2836056							
00041347	METRO SALES, INC	07/14/2025		565.35	565.35	Open	N
	COPIES-POLICE	DMULVIHILL					07/21/2025
	101-42110-40311	CONTRACT		565.35		1.00	565.35
Total Vendor 3689 - METRO SALES, INC				1,031.77	1,031.77		
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13334860114817							
00041189	MIDCONTINENT COMMUNICATIONS	07/02/2025		160.39	160.39	Open	N
	JULY 2025 BILLING	DROBERTSON					07/21/2025
	101-42110-40321	TELEPHONE		160.39		1.00	160.39
13332710114817							
00041190	MIDCONTINENT COMMUNICATIONS	07/02/2025		45.38	45.38	Open	N
	JULY 2025 BILLING	DROBERTSON					07/21/2025
	601-49440-40321	TELEPHONE		45.38		1.00	45.38
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS				205.77	205.77		
Vendor CD-REFUND - MURPHY, STEVEN LEE							
.07092025							
00041203	MURPHY, STEVEN LEE	07/09/2025	07/21/2025	250.00	250.00	Open	N
	Check Request For Escrow: E2025-0002	DMULVIHILL					07/21/2025
	803-00000-20200	E2025-0002 - P2025-00019		250.00		1.00	250.00
Total Vendor CD-REFUND - MURPHY, STEVEN LEE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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 CD-REFUND - MURPHY, STEVEN LEE				250.00	250.00		
Vendor 10727 - NELSON SANITATION & RENTAL, INC							
INV/2025/3154							
00041362	NELSON SANITATION & RENTAL, INC	04/01/2025		145.00	145.00	Open	N
	HANDICAP UNIT 3/4-3/31	DROBERTSON					07/21/2025
	101-45200-40402	JANITORIAL SERVICE		145.00		1.00	145.00
INV/2025/3153							
00041363	NELSON SANITATION & RENTAL, INC	04/01/2025		145.00	145.00	Open	N
	HANDICAP UNIT 3/4-3/31	DROBERTSON					07/21/2025
	101-45200-40402	JANITORIAL SERVICE		145.00		1.00	145.00
INV/2025/3140							
00041364	NELSON SANITATION & RENTAL, INC	04/01/2025		145.00	145.00	Open	N
	HANDICAP UNIT 3/4-3/31	DROBERTSON					07/21/2025
	101-45200-40402	JANITORIAL SERVICE		145.00		1.00	145.00
INV/2025/3139							
00041365	NELSON SANITATION & RENTAL, INC	04/01/2025		80.00	80.00	Open	N
	MONTHLY PORTABLE RESTROOM 03/4-3/31	DROBERTSON					07/21/2025
	101-45200-40402	JANITORIAL SERVICE		80.00		1.00	80.00
INV/2025/3136							
00041366	NELSON SANITATION & RENTAL, INC	04/01/2025		145.00	145.00	Open	N
	HANDICAP UNIT 3/4-3/31	DROBERTSON					07/21/2025
	101-45200-40402	JANITORIAL SERVICE		145.00		1.00	145.00
INV/2025/3132							
00041367	NELSON SANITATION & RENTAL, INC	04/01/2025		225.00	225.00	Open	N
	HANDICAP UNIT & MONTHLY PORTABLE RESTROO	DROBERTSON					07/21/2025
	101-45200-40402	JANITORIAL SERVICE		225.00		1.00	225.00
Total Vendor 10727 - NELSON SANITATION & RENTAL, INC				885.00	885.00		
Vendor 4605 - OPUS 21							
250604							
00041217	OPUS 21	07/05/2025		3,244.97	3,244.97	Open	N
	JUNE 2025 SERVICES	DROBERTSON					07/21/2025
	601-49440-40382	UTILITY BILLING		1,622.49		1.00	1,622.49
	602-49490-40382	UTILITY BILLING		1,622.48		1.00	1,622.48
Total Vendor 4605 - OPUS 21							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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 4605 - OPUS 21							
				3,244.97	3,244.97		
Vendor 3753 - PAUSTIS WINE COMPANY							
269749							
00041194	PAUSTIS WINE COMPANY	07/08/2025		1,949.00	1,949.00	Open	N
	WINE	CBUSKEY					07/08/2025
	609-49751-40206	FREIGHT		33.00		1.00	33.00
	609-49751-40253	WINE		1,916.00		1.00	1,916.00
Total Vendor 3753 - PAUSTIS WINE COMPANY				1,949.00	1,949.00		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
5009006							
00041243	PHILLIPS WINE & SPIRITS CO	07/11/2025		247.36	247.36	Open	N
	WINE	CBUSKEY					07/11/2025
	609-49751-40253	WINE		240.00		1.00	240.00
	609-49751-40206	FREIGHT		7.36		1.00	7.36
5009005							
00041244	PHILLIPS WINE & SPIRITS CO	07/11/2025		766.10	766.10	Open	N
	LIQUOR	CBUSKEY					07/11/2025
	609-49751-40206	FREIGHT		14.72		1.00	14.72
	609-49751-40251	LIQUOR		751.38		1.00	751.38
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				1,013.46	1,013.46		
Vendor UB-REFUND - RENEE KORNBERG							
.07102025							
00041224	RENEE KORNBERG	07/10/2025		83.92	83.92	Open	N
	CREDIT REFUND	DROBERTSON					07/21/2025
	601-49440-40444	REFUND & REIMBURSEMENT		83.92		1.00	83.92
Total Vendor UB-REFUND - RENEE KORNBERG				83.92	83.92		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B017956							
00041191	RMB ENVIRONMENTAL LABORATORIES, INC	07/08/2025		425.00	425.00	Open	N
	BIOSOLIDS	DROBERTSON					07/21/2025
	602-49490-40313	SAMPLE TESTING		425.00		1.00	425.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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							
B018081 00041192	RMB ENVIRONMENTAL LABORATORIES, INC	07/08/2025		223.00	223.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					07/21/2025
	602-49490-40313	SAMPLE TESTING		223.00		1.00	223.00
B018170 00041193	RMB ENVIRONMENTAL LABORATORIES, INC	07/08/2025		175.00	175.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					07/21/2025
	602-49490-40313	SAMPLE TESTING		175.00		1.00	175.00
B018208 00041199	RMB ENVIRONMENTAL LABORATORIES, INC	07/08/2025		100.00	100.00	Open	N
	PROJECT 99	DROBERTSON					07/21/2025
	602-49490-40313	SAMPLE TESTING		100.00		1.00	100.00
B018215 00041355	RMB ENVIRONMENTAL LABORATORIES, INC	07/11/2025		489.00	489.00	Open	N
	WEEK 1 COOLER 1	DROBERTSON					07/21/2025
B018249 00041356	RMB ENVIRONMENTAL LABORATORIES, INC	07/11/2025		155.00	155.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					07/21/2025
B018387 00041400	RMB ENVIRONMENTAL LABORATORIES, INC	07/17/2025		175.00	175.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					07/21/2025
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				1,742.00	1,742.00		
Vendor 8827 - SEH, INC							
491003 00041229	SEH, INC	07/01/2025		272.48	272.48	Open	N
	CHLORIDE MONITORING	DMULVIHILL					07/10/2025
	601-49440-40303	ENGINEERING FEES		136.24		1.00	136.24
	602-49490-40303	ENGINEERING FEES		136.24		1.00	136.24
491010 00041379	SEH, INC	07/08/2025		565.42	565.42	Open	N
	WARMING HOUSE	JSHOOK					07/21/2025
	101-45200-40303	ENGINEERING FEES		565.42		1.00	565.42
491280 00041383	SEH, INC	07/10/2025		2,679.01	2,679.01	Open	N
	WARMING HOUSE IMPROVEMENTS	DMULVIHILL					07/21/2025
	226-45100-40457	WARMING HOUSE IMPROVEMENTS		2,679.01		1.00	2,679.01
Total Vendor 8827 - SEH, INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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 8827 - SEH, INC							
				3,516.91	3,516.91		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2644892							
00041232	SOUTHERN GLAZERS OF MN	07/11/2025		3,864.66	3,864.66	Open	N
	LIQUOR	CBUSKEY					07/11/2025
	609-49751-40206	FREIGHT		43.94		1.00	43.94
	609-49751-40251	LIQUOR		3,820.72		1.00	3,820.72
2644893							
00041233	SOUTHERN GLAZERS OF MN	07/11/2025		586.64	586.64	Open	N
	WINE	CBUSKEY					07/11/2025
	609-49751-40206	FREIGHT		10.24		1.00	10.24
	609-49751-40253	WINE		576.40		1.00	576.40
6946066							
00041344	SOUTHERN GLAZERS OF MN	07/14/2025		(1,207.50)	(1,207.50)	Open	N
	LIQUOR	CBUSKEY					07/14/2025
	609-49751-40251	LIQUOR		(1,207.50)		1.00	(1,207.50)
9647455							
00041345	SOUTHERN GLAZERS OF MN	07/14/2025		(90.00)	(90.00)	Open	N
	LIQUOR	CBUSKEY					07/14/2025
	609-49751-40251	LIQUOR		(90.00)		1.00	(90.00)
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				3,153.80	3,153.80		
Vendor 863 - THE BERNICK COMPANIES							
10377376							
00041237	THE BERNICK COMPANIES	07/11/2025		(2.25)	(2.25)	Open	N
	BEER	CBUSKEY					07/11/2025
	609-49751-40252	BEER		(2.25)		1.00	(2.25)
10377375							
00041238	THE BERNICK COMPANIES	07/11/2025		25.20	25.20	Open	N
	MISC	CBUSKEY					07/11/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		25.20		1.00	25.20
10377374							
00041239	THE BERNICK COMPANIES	07/11/2025		1,021.20	1,021.20	Open	N
	BEER/NA	CBUSKEY					07/11/2025
	609-49751-40255	N/A PRODUCTS		59.00		1.00	59.00
	609-49751-40252	BEER		962.20		1.00	962.20

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 863 - THE BERNICK COMPANIES							
Total Vendor 863 - THE BERNICK COMPANIES				1,044.15	1,044.15		
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
30737							
00041357	TIMESAVER OFF SITE SEC. INC	07/14/2025		172.00	172.00	Open	N
	CITY COUNCIL WORK SESSION 06/09/2025	DROBERTSON					07/21/2025
30738							
00041358	TIMESAVER OFF SITE SEC. INC	07/14/2025		172.00	172.00	Open	N
	PLANNING COMMISSION MEETING 06/18/2025	DROBERTSON					07/21/2025
	101-41910-40311	CONTRACT		172.00		1.00	172.00
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				344.00	344.00		
Vendor 10641 - UNION HERALD							
48456							
00041397	UNION HERALD	06/01/2025		20.00	20.00	Open	N
	JUNE 30 UNION HERALD	DROBERTSON					07/21/2025
Total Vendor 10641 - UNION HERALD				20.00	20.00		
Vendor 10179 - W. W. GOETSCH ASSOCIATES, INC.							
114917							
00041354	W. W. GOETSCH ASSOCIATES, INC.	07/09/2025		3,575.00	3,575.00	Open	N
	HYDROMATIC PUMP AND REPLACEMENTS	DROBERTSON					07/21/2025
Total Vendor 10179 - W. W. GOETSCH ASSOCIATES, INC.				3,575.00	3,575.00		
Vendor 3742 - YALE MECHANICAL							
271890							
00041394	YALE MECHANICAL	07/16/2025		1,758.83	1,758.83	Open	N
	REPLACE LEAKING VALVE FOR THE SNOW MELT	DROBERTSON					07/21/2025
271892							
00041395	YALE MECHANICAL	07/16/2025		2,532.60	2,532.60	Open	N
	REPLACE FAULTY SOUTH BAY NO2 SENSOR	DROBERTSON					07/21/2025
Total Vendor 3742 - YALE MECHANICAL				4,291.43	4,291.43		
Vendor 10782 - YESCO							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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 10782 - YESCO							
8768							
00041396	YESCO	07/16/2025		1,747.80	1,747.80	Open	N
	SIGN REPAIRS	DMULVIHILL					07/21/2025
	609-49750-40401	BUILDINGS MAINTENANCE		1,747.80		1.00	1,747.80
Total Vendor 10782 - YESCO				1,747.80	1,747.80		

# of Invoices:	91	# Due: 91	Totals:	260,097.61	260,097.61
# of Credit Memos:	7	# Due: 7	Totals:	(1,725.00)	(1,725.00)
Net of Invoices and Credit Memos:				258,372.61	258,372.61

--- TOTALS BY GL BANK ---

GNCKG

258,372.61

--- TOTALS BY GL DISTRIBUTIONS ---

101-41400-40200	294.90
101-41400-40311	3,333.33
101-41400-40351	60.50
101-41600-40304	6,436.00
101-41600-40312	5,300.00
101-41910-40311	1,520.75
101-42110-40311	565.35
101-42110-40321	185.39
101-42110-40401	96.43
101-42210-40237	132.85
101-42210-40321	25.00
101-42210-40401	96.43
101-43100-40217	26.07
101-43100-40240	65.66
101-43100-40321	25.00
101-43100-40401	96.43
101-43210-40217	26.07
101-43210-40401	96.42
101-45200-40217	26.07
101-45200-40240	65.66
101-45200-40303	565.42
101-45200-40321	25.00
101-45200-40401	96.43
101-45200-40402	885.00
226-45100-40457	2,679.01
404-41400-40589	14,999.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

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
	404-43100-40401			23,560.00			
	601-49440-40217			26.07			
	601-49440-40240			65.66			
	601-49440-40303			136.24			
	601-49440-40321			70.38			
	601-49440-40382			1,622.49			
	601-49440-40401			96.43			
	601-49440-40444			504.25			
	602-49490-40217			26.07			
	602-49490-40229			27,000.00			
	602-49490-40240			65.67			
	602-49490-40303			136.24			
	602-49490-40311			74,496.76			
	602-49490-40313			923.00			
	602-49490-40321			25.00			
	602-49490-40382			1,622.48			
	602-49490-40401			96.43			
	609-49750-40210			216.00			
	609-49750-40401			1,747.80			
	609-49751-40206			275.09			
	609-49751-40251			17,038.97			
	609-49751-40252			43,250.85			
	609-49751-40253			4,121.40			
	609-49751-40254			1,404.19			
	609-49751-40255			1,105.70			
	609-49751-40256			2,895.14			
	609-49751-40257			1,384.95			
	803-00000-20200			250.00			
	803-00000-22028			400.30			
	803-00000-22030			1,144.60			
	803-00000-22031			1,169.60			
	803-00000-22032			363.75			
	803-00000-22043			900.00			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			20,046.16	20,046.16		
	226 PARK FUND			2,679.01	2,679.01		
	404 BUILDING IMPROVEMENT FUND			38,559.00	38,559.00		
	601 WATER FUND			2,521.52	2,521.52		
	602 SEWER FUND			104,391.65	104,391.65		
	609 LIQUOR FUND			73,440.09	73,440.09		
	803 ESCROW			4,228.25	4,228.25		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			4,228.25	4,228.25		
	41400 ADMINISTRATION			18,687.73	18,687.73		
	41600 LEGAL			11,736.00	11,736.00		
	41910 COMMUNITY DEVELOPMENT			1,520.75	1,520.75		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/22/2025 - 07/22/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

Invoice Number

Inv Ref #	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	Description	Entered By			Units	Quantity	Post Date
	GL Distribution						Unit Price
	42110 POLICE			847.17	847.17		
	42210 FIRE			254.28	254.28		
	43100 STREETS			23,773.16	23,773.16		
	43210 RECYCLING			122.49	122.49		
	45100 RECREATION			2,679.01	2,679.01		
	45200 PARKS			1,663.58	1,663.58		
	49440 WATER DEPT			2,521.52	2,521.52		
	49490 SEWER DEPT			104,391.65	104,391.65		
	49750 LIQUOR STORE			1,963.80	1,963.80		
	49751 MERCHANDISE PURCHASES			71,476.29	71,476.29		



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Capital Improvement Plan 2026-2030
DATE: July 21, 2025

OVERVIEW:

Each year the city must approve the Capital Improvement Plan (CIP) for the next 5 years by August 15th. The proposed CIP was put on the website back in June. It can be found under departments-finance-documents. It is called the 2026-2030 Proposed Capital Improvement Plan.

Funding for the capital equipment comes from transfers from Water and Sewer of \$20,000 each per year and for 2025, \$410,000 from the general tax levy.

The other funds that are included in this plan are Parks, Buildings, Streets, Water, Wastewater, Stormwater and Liquor Fund. These are all detailed in the plan and the funding sources to cover these improvements/purchases.

Please note that we are using the new cloud based software Easy CIP to track the projects. The CIP can be found on our website at : <https://www.stfrancismn.gov/finance/page/capital-improvement-plan>

ACTION TO BE CONSIDERED:

Council needs to have the public hearing on the CIP for 2026-2030. After the hearing has been concluded, the 2026-2030 Capital Improvement Plan would need to be approved.

BUDGET IMPLICATION:

Capital equipment purchases will be added to the budget in the year they are to be purchased. Other projects will need to be brought to council when the project is scheduled to move forward.



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: Zoning Code Amendment – Accessory Structure Size – 2nd Reading
APPLICANT: Alena and Mark Puzenkou
DATE: July 21, 2025

OVERVIEW

The City has received a request from the property owners at 900 237th Ave NW to amend the City Code to increase the maximum total square footage for detached accessory structures allowed on lots between 2.5 and 5 acres in size. The City Council reviewed and approved the 1st reading of the requested amendment on July 7, 2025.

ACTION TO BE CONSIDERED

Because Council approved the 1st reading of Ordinance 347 at the July 7, 2025 meeting, Staff has prepared a 2nd reading of the ordinance and a summary resolution allowing for publication by summary for Council's review. The following timeline will apply:

- July 7 – 1st Reading
- July 21 – 2nd Reading
- July 25 – Published for Comment
- August 25 – Effective

Suggested Motions:

1. Move to approve the 2nd reading of Ordinance 347 amending Section 10-68-04 of the City Code to allow 2,500 square feet of total detached accessory structure square footage on lots 2.5 to 5 acres in size as requested.
2. Move to approve Summary Resolution 2025-34 allowing publication of Ordinance 347 by summary.

ATTACHMENTS

- Draft Ordinance 347 – 2nd Reading
- Draft Summary Resolution 2025-34

ORDINANCE NO. 347

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE MODIFYING SECTION 10-68-04 ACCESSORY STRUCTURE IN
THE CITY CODE – 2ND READING

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

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

Section 1. Section 10-68-04 Accessory Structure of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-68-04 Accessory Structure.

- F. Area, number and height limitations. Accessory structures shall comply with the following area, number and height limitations:
1. Rural Service Area.
 - a. Attached accessory structures shall not exceed 840 square feet in size, except that the maximum square footage can be increased, provided that the accessory structure size does not exceed 80 percent of the above-ground square footage of the principal structure.
 - b. All new and relocated residential homes shall be constructed with an accessory structure or garage meeting the minimum standards required in Section 10-72-09 Parking Supply Requirements. Said accessory structure shall have a minimum floor area of at least 440 square feet.
 - c. Detached accessory structures shall be limited as follows:

Lot Size	Accessory Structure Limits	
Less than 1 acre	Total detached square footage	600 SF
	Maximum number of detached buildings	1
	Maximum sidewall height	10 feet
1 acre but less than 2.5 acres	Total detached square footage	1,200 SF
	Maximum number of detached buildings	1
	Maximum sidewall height	12 feet

Lot Size	Accessory Structure Limits	
2.5 acres but less than 5 acres	Total detached square footage	1,500 SF <u>2,500 SF</u>
	Maximum number of detached buildings	2
	Maximum sidewall height	14 feet
5 acres but less than 10 acres	Total detached square footage	4,000 SF
	Maximum number of detached buildings	2
	Maximum sidewall height	16 feet
10 acres and larger	Total detached square footage	5,000 SF
	Maximum number of detached buildings	2
	Maximum sidewall height	18 feet

Section 2. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 21st day of July, 2025.

SEAL

CITY OF ST. FRANCIS

By: _____
Mark Vogel, Mayor

Attest: Jenni Wida, City Clerk

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

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

RESOLUTION 2025-34

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
347, SECOND SERIES, MODIFYING SECTION 10-68-04 ACCESSORY STRUCTURE
IN THE CITY CODE**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 347, 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 347 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 347, SECOND SERIES**

Section 1. Ordinance 347, as adopted, modifies Section 10-68-04 Accessory Structure of the City Zoning Code to allow a maximum of 2,500 square feet of total detached accessory structure square footage on lots between 2.5 and 5 acres in size.

Section 2. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21ST
DAY OF JULY, 2025.**

APPROVED:

Mark Vogel, Mayor

Attest:

Jenni Wida, City Clerk

Published in the Anoka County Union Herald the __ day of July, 2025.

DRAFTED BY:

HKGi

800 Washington Ave. N., Suite 207
Minneapolis, MN 55401



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Stormwater Pollution Prevention Plan for Large Sites Code Amendment-
 Second Reading
DATE: July 21, 2025

OVERVIEW:

The City of St. Francis is required to amend the current code regarding off-site stormwater infiltration treatments for structural BMPs, Best Management Practices, required by the MS4 Permit through the Minnesota Pollution Control Agency.

ACTION TO BE CONSIDERED:

The City Council reviewed and approved the 1st reading of Ordinance 348 at their July 7, 2025 meeting. Based on this approval, Staff has prepared a 2nd reading of Ordinance 348 and a summary resolution allowing for publication by summary for Council's review. The following timeline will apply:

- July 7 - 1st Reading
- July 21 – 2nd Reading
- July 24 – Published for comment
- August 24 – Effective

Suggested Motion

1. Move to approve the 2nd reading of Ordinance 348 approving the Zoning Code amendments pertaining to stormwater prevention plan for large sites as presented by Staff.
2. Move to approve Summary Resolution 2025-35 authorizing summary publication of ordinance 348.

Attachments:

- Draft Stormwater Pollution Prevention Plan for Large Sites Ordinance 348 – 2nd Reading
- Draft Resolution 2025-35 authorizing summary publication or ordinance 348

ORDINANCE NO. 348

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE AMENDING THE ZONING CODE TO MODIFY THE OFF-SITE
TREATMENTS FOR STRUCTURAL BMP STANDARDS FOR THE STORMWATER
POLLUTION PREVENTION PLAN FOR LARGE SITES – 2nd READING**

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

Changes in the following sections are denoted with an underline for new text or a ~~strike through~~ for deleted language. Renumbering shall occur as needed when sections are added or deleted.

Section 1. Section 10-82-04 Stormwater Pollution Plan for Large Sites of the St Francis Code of Ordinances is hereby amended to read as follows:

10-82-04. Stormwater pollution prevention plan for large sites.

In addition to meeting the requirements for Stormwater Pollution Prevention Plans for Small Sites, Large Site Stormwater Pollution Prevention Plans shall meet or exceed the following criteria:

- A. Minnesota NPDES/SDS Construction Stormwater General Permit MN R100001 (Construction Stormwater Permit). Designed and implemented to meet or exceed the requirements of the Construction Stormwater Permit.
- B. General Policy on Stormwater Runoff Rates and Water Quality for Large Sites.
 - 1. For new development stormwater runoff rates, volume, total suspended solids, and total phosphorus from the site shall not increase over the predevelopment values, based on the last 10-years of how that land was used. Also accelerated channel erosion must not occur as a result of the proposed activity.
 - a. Stormwater peak discharge rates shall not increase for the 24-hour, 2-year, 10-year, and 100-year storm events.
 - b. Volume, total suspended solids, and total phosphorous may not increase on an average annual basis.
 - c. An instantaneous stormwater volume calculated as one (1) inch of runoff from the new impervious surface shall be retained on-site (excluding linear projects).
 - d. For linear projects, a water quality volume of one (1) inch times the new impervious surface shall be treated on-site, unless infeasible.
 - 2. For redevelopment stormwater runoff rates, volume, total suspended solids, and total phosphorus must be managed from the predevelopment values, based on the last 10-years of how that land was used. Also accelerated channel erosion must not occur as a result of the proposed activity.

- a. Stormwater peak discharge rates shall not increase for the 24-hour, 2-year, 10-year, and 100-year storm events.
 - b. Volume, total suspended solids, and total phosphorous must show a net reduction on an average annual basis.
 - c. An instantaneous stormwater volume calculated as one (1) inch of runoff from the new impervious surface shall be retained on-site (excluding linear projects).
 - d. For linear projects, the water quality volume must be calculated as the larger of one (1) inch times the new impervious surface or one-half (0.5) inch times the sum of the new and fully reconstructed impervious surface, unless infeasible.
3. Infiltration systems must be prohibited when the system would be constructed in areas:
 - a. that receive discharges from vehicle fueling and maintenance areas, regardless of the amount of new and fully reconstructed impervious surface;
 - b. where high levels of contaminants in soil or groundwater may be mobilized by the infiltrating stormwater. To make this determination, the owners and/or operators of construction activity must complete the MPCA's site screening assessment checklist, which is available in the Minnesota Stormwater Manual, or conduct their own assessment. The assessment must be retained with the site plans;
 - c. where soil infiltration rates are more than 8.3 inches per hour unless soils are amended to slow the infiltration rate below 8.3 inches per hour;
 - d. with less than three (3) feet of separation distance from the bottom of the infiltration system to the elevation of the seasonally saturated soils or the top of bedrock;
 - e. of predominately Hydrologic Soil Group D (clay) soils;
 - f. in an Emergency Response Area (ERA) within a Drinking Water Supply Management Area (DWSMA) as defined in Minn. R. 4720.5100, Subp. 13, classified as high or very high vulnerability as defined by the Minnesota Department of Health;
 - g. in an ERA within a DWSMA classified as moderate vulnerability unless the permittee performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater;
 - h. outside of an ERA within a DWSMA classified as high or very high vulnerability unless the permittee performs or approves a higher level of engineering review sufficient to provide a functioning treatment system and to prevent adverse impacts to groundwater;
 - i. within 1,000 feet up-gradient or 100 feet down gradient of active karst features; or
 - j. that receive stormwater runoff from these types of entities regulated under NPDES for industrial stormwater: automobile salvage yards; scrap recycling and waste recycling facilities; hazardous waste treatment, storage, or disposal facilities; or air transportation facilities that conduct deicing activities.
4. For projects where site constraints limit the ability to provide the required control practices within the project boundary; the project shall provide for downstream improvements for that portion that cannot be treated within the project boundaries. Such projects may include:
 - a. Linear projects where reasonable effort has been made to obtain sufficient right-of-way to install required control practices and said efforts have been unsuccessful;
 - b. Sites where infiltration is prohibited;
 - c. Other locations as determined by the City.

5. Sequencing. Projects that cannot fully meet the stormwater requirements of this Part must demonstrate the site constraints through a sequencing analysis subject to review and approval of the City Engineer. Prior to consideration of off-site mitigation, the applicant must demonstrate on-site treatment to the maximum extent practicable given the site constraints.
6. Projects that have made reasonable effort but have been unable to fully meet volume, total suspended solids and total phosphorus requirements within the project limits may, upon authorization by the City, utilize the following methods to meet that portion not met onsite:
 - a. Provide treatment that yields the same benefits in an offsite location to the same receiving water that receives runoff from the project site. If this is not feasible then;
 - b. Provide treatment that yields the same benefits in an offsite location within the same Minnesota Department of Natural Resources catchment area as the project site. If this is not feasible then;
 - c. Provide treatment that yields the same benefits in an offsite location within an adjacent Minnesota Department of Natural Resources catchment area up-stream of the project site. If this is not feasible then;
 - d. ~~Provide treatment that yields the same benefits at a site approved by the City.~~ Offsite treatment projects must involve the creation of new structural stormwater BMPs or the retrofit of existing structural stormwater BMPs, or the use of a properly designed regional structural stormwater BMP. Routine maintenance of structural stormwater BMPs owned or operated by the City cannot be used to meet this requirement.
 - e. Offsite mitigation authorized by the City shall be completed within 24- months of the beginning of construction on the permitted site.
7. Applicants shall provide documentation showing compliance with the rate and quality requirements of this Part. Acceptable documentation shall be:
 - a. For Rate and Volume. Calculations shall be by a methodology listed in the Minnesota Pollution Control Agency's publication, "The Minnesota Stormwater Manual" or other method approved by the City.
 - b. For total suspended solids and total phosphorus: Calculations shall be done using the Minimal Impact Design Standards (MIDS) Calculator available on the MPCA website, P8 or other method approved by the City.
 - c. Prepared and certified by a Professional Engineer.

(Ord. No. 314, SS , § 1, 5-15-2023)

Section 2. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 21st day of July, 2025.

SEAL

CITY OF ST. FRANCIS

By: _____
Mark Vogel, Mayor

Attest: Jenni Wida, City Clerk

DRAFTED BY:

HKGi

800 Washington Ave. N., Suite 103
Minneapolis, MN 55401

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

RESOLUTION 2025-35

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
348, SECOND SERIES AMENDING THE ZONING CODE TO MODIFY THE
STANDARDS FOR STORMWATER POLLUTION PREVENTION PLAN FOR LARGE
SITES – 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 348, 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 348 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 348, SECOND SERIES**

Section 1. Ordinance 348, as adopted, amends the City Stormwater Code as follows:

1. Standards for Off-site stormwater treatments for structural BMPs were added.

Section 2. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 21st
DAY OF JULY, 2025.

APPROVED:

Mark Vogel, Mayor

Attest:

Jenni Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jodie Steffes, Community Development Specialist
SUBJECT: Code Enforcement Extension Request
DATE: July 21, 2025

OVERVIEW

When code enforcement actions begin, staff issues an Administrative Notice, not to exceed 20 days. Rules further establish the ability for staff to grant an extension of no more than 30 additional days. Extensions granted must be requested by the property owner in writing. If an extension is granted a new compliance deadline is established. If the code offense is not corrected or abated, as outlined within the prescribed time, staff would then issue a citation.

The property owner has come forward requesting an extension beyond the 30 days as set by City Code.

Property: 2127 243rd Ave NW

Noticed for:

- *inoperable vehicles, and junk/refuse*

Property owner is requesting an extension to address the issues by: September 15, 2025

History:

The property most recently came to the attention of staff in April 2024 after receiving a complaint of a possible unlicensed rental, a large number of inoperable vehicles being moved on-site and outdoor storage issues. The property is 4.47 acres and is located in the Rural Residential (RR) zoning district.

A notice was sent for the property in April. Representatives of the property owner came forward quickly to request a 30-day extension. They have cooperated with staff by applying for a demo permit for a fire-damaged building, applied for and completed an inspection for a rental license, and also performed some general clean-up of the property. Given the size of the property, the significant amount of clean-up, and other family-related circumstances, they will need another extension to clean up the property and bring it into compliance.

During the site inspection on October 2, staff created an action plan with the representative of the property owner to determine when areas of the property will be cleaned. The action plan can be found in the attachments. The property owner understands that the cleanup needs to be completed in this order, and the interim deadlines need to be met. If these interim deadlines are not met and/or previously cleaned areas have returned to storage areas, then a citation will be issued and abatement proceedings may commence.

As can be seen in the photos in the attachments, the property has made significant improvements. A citation was issued on June 16, 2025. The representatives for the property owner have requested another extension as there are still several vehicles that will take time to remove due to the requirement to post notification for abandoned property and then facilitate removal of the vehicles. The September 15, 2025 extension seems reasonable to Staff given the work that still needs to be completed.

ACTION TO BE CONSIDERED

Move to approve the extension request for code compliance until September 15, 2025.

ATTACHMENTS:

1. Extension Request
2. Administrative Citation
3. Photos Conditions of the Property



The Administrative Enforcement Program

The Administrative Enforcement Program was authorized by the St. Francis City Council to encourage property owners to address violations of City Code at their properties. An *Administrative Notice* informs the property owner of a violation and allows them to correct the violation(s) without penalty as long as it is corrected by the compliance date. *Administrative Citations* may be issued if the situation is not resolved or an extension granted. An *Administrative Citation* is not a criminal citation and you should not go to the courthouse to contest it.

Typical procedure

- An inspection of the property is made in response to a concern from a citizen, Councilmember, or city staff.
- If a violation exists, an *Administrative Notice* is issued which will outline the violation, required action and deadline for compliance.
- Immediately following the compliance date, a staff member will re-inspect the property to verify that the necessary corrections have been made.
- If the violations are not corrected and an extension has not been approved, a *Citation* may be issued.
- Repeat Offenders. If the same owner or person commits a subsequent violation within twelve (12) months of after an administrative notice or citation has been issued for the same or similar offense, no compliance letter or administrative notice shall be required for the new violation.

How to request an extension

If you need additional time beyond the compliance date listed on the *Administrative Notice* to correct the violation(s), you may request an extension. To be granted an extension you must submit a written plan stating the action you will take to achieve compliance, and the expected date of compliance. Also, the extension must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 3750 Bridge Street NW St. Francis, MN 55070. Upon determination by the City Official issuing the *Administrative Notice* that the plan is adequate to remedy the violation, an extension may be granted. A request for an extension must be submitted on or before the compliance date on the *Administrative Notice*. No extension greater than 30 days will be granted. Please refer to City Code Section 2-11-3 for more information.

How to appeal an Administrative Citation

If you disagree with the City Official's findings and/or interpretation of the City Code, you may appeal an *Administrative Citation* or parts thereof. The appeal must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 3750 Bridge Street NW St. Francis, MN 55070. The appeal must be filed within 10 calendar days after the *Administrative Citation* has been mailed. Once an appeal is received, penalties and compliance will be suspended until the appeal is heard by a neutral, third-party Hearing Officer. There is an administrative hearing fee of \$750.00 should your appeal be denied. If the appeal is successful, both the penalty and hearing fee may be waived. Penalties and any hearing fees must be paid within 14 days of the date of decision. Please refer to City Code Section 2-11-4 for more information.

NOTICE OF EXTENSION/ APPEAL

Fill out this form and submit it to City Hall on or before the compliance date if you wish to extension. Appeal requests must be received within 10 days of a citation.

Administrative Citation Number (if applicable)

CE 2024-0010

Property Address: _____

☐ Appeal

☒ Extension request

(Only check one)

Reason for extension/appeal: _____

Cannot get cooperation

from vehicle owners

in terms of removing

vehicles.

Extension to Sept 15, 2025

Attach additional pages if needed.

Please attach your written plan of action if an extension is requested.

I certify that I am the owner of the property and the information contained herein is correct to the best of my knowledge.

Signature: _____

Print Name: PAUL COOK

Phone Number: 763-227-4781 Date: 6/27/25

Mailing Address: 8540 WEST RIVER RD

BROOKLYN PARK, MN 55444



ADMINISTRATIVE CITATION

June 16, 2025

Enforcement No. CE2024-0010

IMMEDIATE RESPONSE REQUIRED

COOK DANIEL
2127 243RD AVE NW
SAINT FRANCIS, MN 55070

Regarding Address: 2127 243RD AVE NW
St. Francis, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On you were issued an **Administrative Notice** due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the **Administrative Notice**.

On 3/14/2024 the following violation(s) of St. Francis City Code was documented to continue to exist:

10-72-02 Truck Parking. It is unlawful to park a truck (other than a truck of 12,000 gross vehicle rated weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within residential districts (RR, R1, R2, and R3) of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity.

Parking in Residential Districts. It is unlawful to park a vehicle in the yard of any property in the RR, R1, R2, and R3 Districts except on parking surface adjacent to a driveway. In the RR district, an approved parking surface is required. In the RL R2, or R3 districts, the parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the issuance of a driveway permit pursuant to Section 10-72-11. Properties in the RR district may receive a waiver from the surfacing requirements as stated in Section 10-72-11.

8-2-1 Junk Storage It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises. Junk means and includes all: Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; Used lumber or waste demolition; or Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.



ADMINISTRATIVE CITATION

10-68-20 Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.

It is unlawful for any person to park or store a recreational camping vehicle, utility trailer, boat or unlicensed vehicle (operable) in the required setback area of any property.

Properties which are less than nine (9) acres in size and are zoned for or used for residential purposes, shall be limited to a maximum of three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage.

1. All such vehicles must be parked on an approved parking & surface. The approved parking surface shall apply to the entire area beneath, and extending 12 inches around the perimeter of the recreational camping vehicles, utility trailer, boat or unlicensed vehicle (operable).
2. The total outside storage area for the permitted recreational vehicles shall be limited to a maximum of 500 sq. ft.

Action Required: Vehicles over 12,000 lbs must be removed from the property. All vehicles must be parked on an approved driveway or stored in an enclosed building. Inoperable vehicles must be parked inside of an enclosed building. One (1), unlicensed, operable vehicle is permitted outside of an enclosed building on an approved parking surface. Properties within the RR district are limited to three (3) Recreational Camping Vehicles, Utility Trailers, Boats or Unlicensed Vehicles (operable), or a combination thereof, stored outside of an accessory structure or attached garage.

Compliance Date: June 30, 2025
Fine Due: \$300.00

Payment Due: \$300.00
Payable to: City of St. Francis

Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: www.stfrancismn.gov or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall location at 3750 Bridge Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Fee Schedule:

1st Offense:	\$100
2nd Offense:	\$200
3rd Offense:	\$500
4th Offense:	\$1500
5th Offense & Beyond:	\$2000

Contact the Community Development Department with questions at (763) 753-2630.







Second Quarter Report 2025



Summer is in full swing and with the warmer temperatures, activity has picked up in the city. There was an overall 6% increase in calls for service during the second quarter as well as an increase in traffic stops and citations issued. Several officers participated in numerous TZD initiatives during the quarter focusing on seatbelt, speed, and impaired driving enforcement. Officers made 785 traffic stops during the quarter and issued 227 citations with most being traffic related.

When not working, testifying in court, or participating in community engagement events officers spend a lot of their time training. Officers completed 148 hours of training during the quarter in areas including use of force, firearms, first aid/CPR, Emergency Medical Responder (EMR), Standardized Field Sobriety Test (SFST), Field Training Officer (FTO), munitions instructor, crisis response, conflict management, autism, and cultural diversity.

Community engagement also remains a top priority for the police department. The department hosted a Dog Clinic in May, the 5th annual Citizens Academy in May and June and the 9th annual Bike Rodeo in June. The department looks forward to many more events throughout the remainder of the year.

The department is made up of a group of dedicated professionals who will continue to serve the St. Francis Community with integrity, respect, courage, and trust.

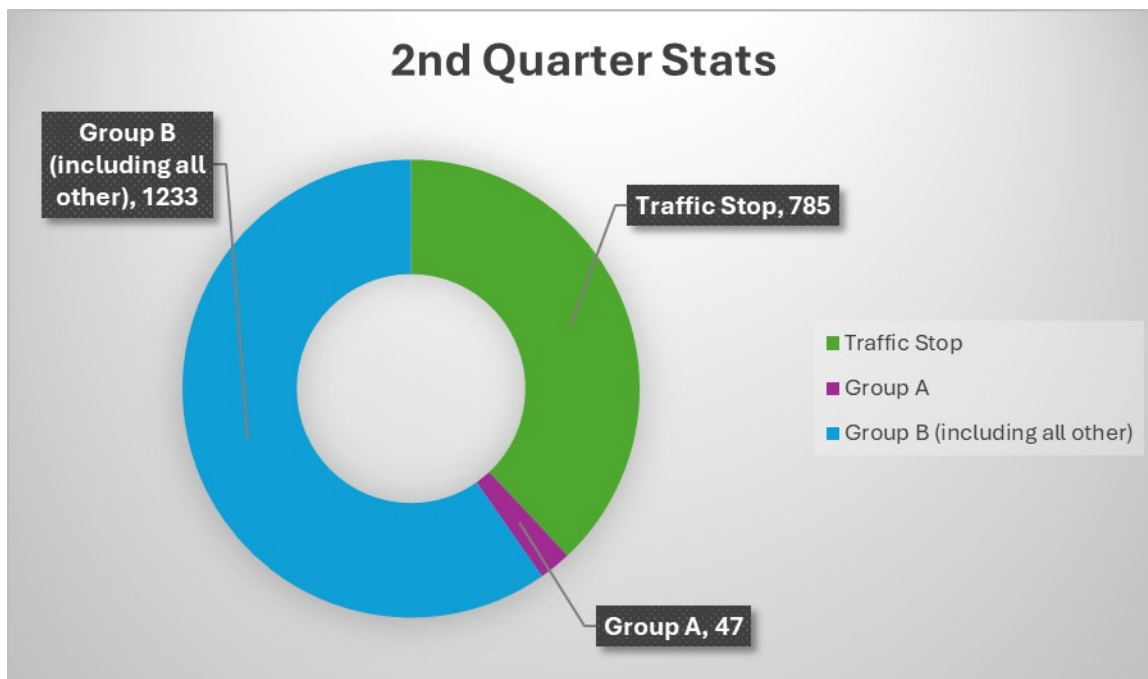
2nd Quarter Events



Calls for Service—Second Quarter

April 1st 2025—June 30th 2025

TOTAL CALLS FOR SERVICE 2,065

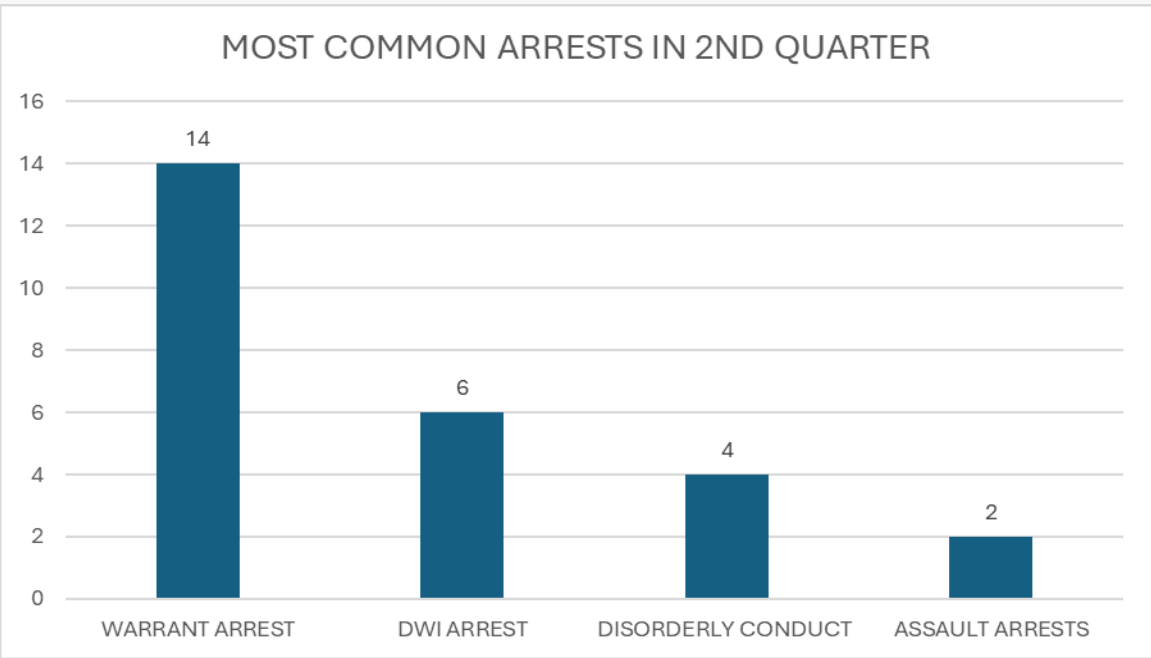


TOTAL CRIMES INVESTIGATED 40



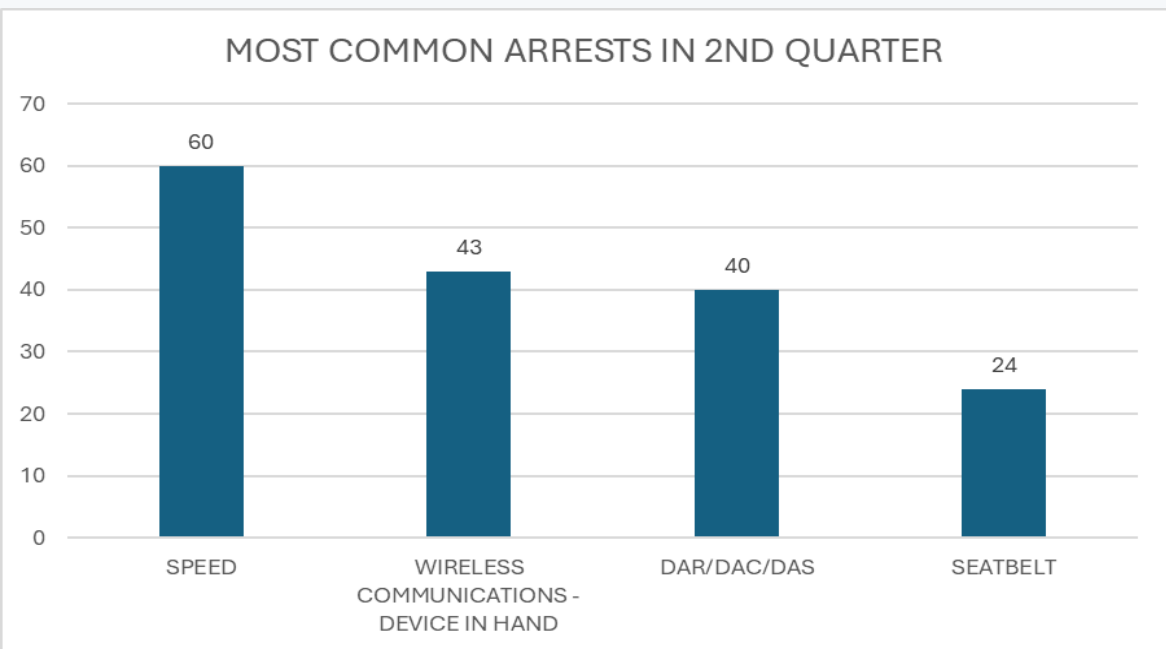
Total arrests – 38

(not all types of arrests are included in graph)



Total Citations-227

(not all types of citations are included in graph)



UPCOMING EVENTS



PARTY IN THE PARK!

ST. FRANCIS COMMUNITY PARK

August 5th, 2025 5:00—7:00 P.M.

STAY HOME SAFE FOR KIDS

AUGUST 13TH, 4PM TO 6PM



AGES 8-12 YEARS OLD
\$10.00 FEE PER FAMILY
4058 ST. FRANCIS BLVD NW

POW!

COURSE INCLUDES:

- *SAFETY AND ACCIDENT PREVENTION
- *PEOPLE SAFETY
- *INTERNET SAFETY
- *FIRE SAFETY
- *KITCHEN SAFETY
- *HOW TO HANDLE EMERGENCIES

Register by contacting
Investigator Hearn at
763-235-2325 or via email
lhearn@stfrancismn.gov

4PM-6PM

CONE WITH A COP

August 21st, 2025

**Join the St. Francis Police Department
at Dairy Queen on Thursday, August
21st from 4PM to 6PM.**

**ONE FREE
ICE CREAM
CONE**

**ST. FRANCIS
DAIRY QUEEN
23212 ST. FRANCIS BLVD NW
#1300**

763-954-9340



June 2025 St. Francis Fire Department Report

Total Incidents

85

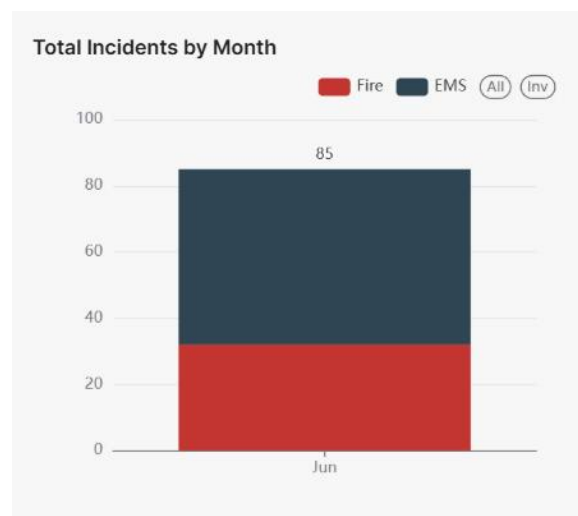
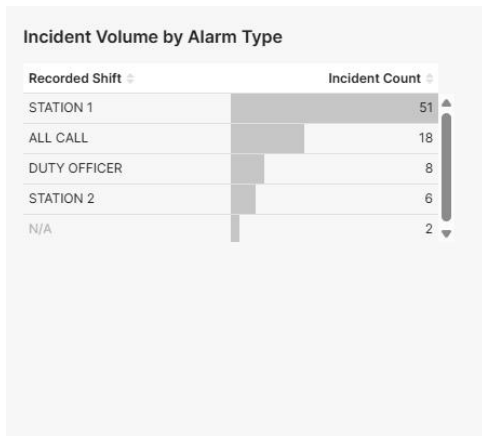
"Dispatch" to "Enroute" -
First Apparatus (Average)

4m 56s

"Dispatch" to "At Scene" -
First Apparatus (Average)

9m 10s

Incident Type Code	Incident Type Description	Fire Or EMS	Incident Count
321	EMS call, excluding vehicle accident with injury	EMS	44
611	Dispatched & canceled en route	Fire	16
322	Motor vehicle accident with injuries	EMS	4
651	Smoke scare, odor of smoke	Fire	3
3201	Lift Assist, no injuries	EMS	3
600	Good intent call, other	Fire	2
5532	Phone Call Assist	EMS	1
551	Assist police or other governmental agency	Fire	1
442	Overheated motor	Fire	1
622	No incident found on arrival at dispatch address	Fire	1
142	Brush or brush-and-grass mixture fire	Fire	1
733	Smoke detector activation due to malfunction	Fire	1
111	Building fire	Fire	1
735	Alarm system sounded due to malfunction	Fire	1
743	Smoke detector activation, no fire	Fire	1
424	Carbon monoxide incident	Fire	1
561	Unauthorized/Illegal burning	Fire	1
746	Carbon monoxide detector activation, no CO	Fire	1
324	Motor vehicle accident with no injuries.	EMS	1



Fire Dispatch Code Description	Incident Count
Medical	13
Med - Med - Heart	10
Med - Med - Breathing-Difficult	7
Med - Med - Fall	5
Personal Inj Accident	5
Fire Alarm No Smoke	4
LIFT ASSIST	4
STRUCTURE FIRE	3
Slumper	3
Med - Med - Alarm	3
Smoke Inside	3
Med - Med - Uncon	3
Med - Med - Seizure	3
Illegal Burn	2
MED STROKE	2
GRASS FIRE	2
Med - MEDICAL	2
Carbon Mono No Ill	2
Med - Med - Allergic	1
Med - Med - Breathing-NOT	1
Assist	1
Suicide Attempt In Prog	1
Smoke Outside	1
Med - Diabetic Reaction, diabetic coma, blood sugar	1
Fire Alarm with Smoke	1
Med - Med - Assault	1
Phone Call Request	1

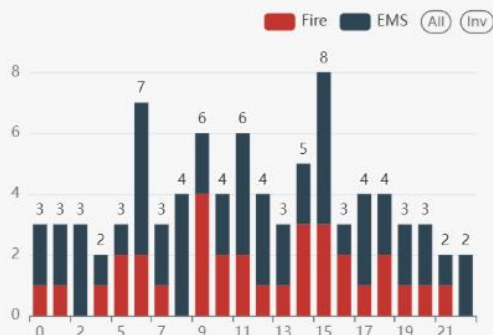
Current Incident Volume
Projected YoY Change (YTD)

13.28%

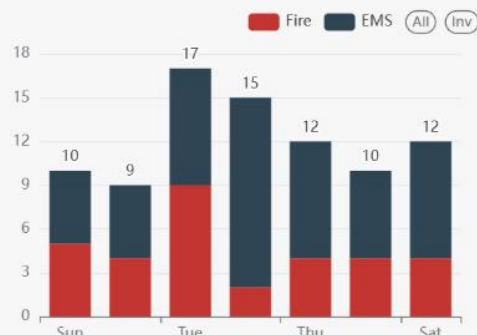
Average Daily Incidents Department Wide

2.83

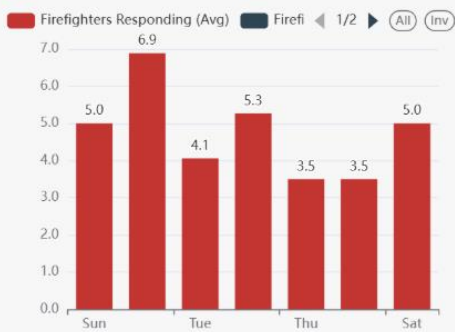
Incident Count by Hour of Day



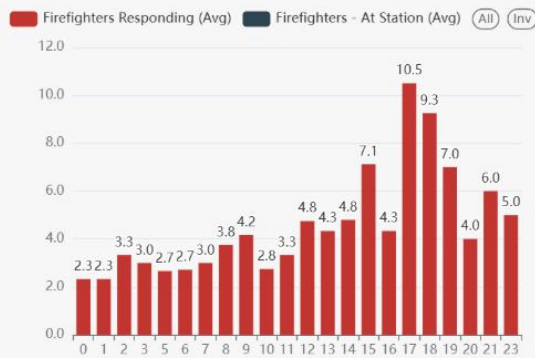
Incident Count Day of Week



Firefighter Response by Day of Week (Avg)



Firefighter Response by Hour of Day (Avg)



Incidents - Fire

32

Incidents - EMS

53

"Dispatch" to "Clear"
(Average)

23m 29s

Content Loss

\$500

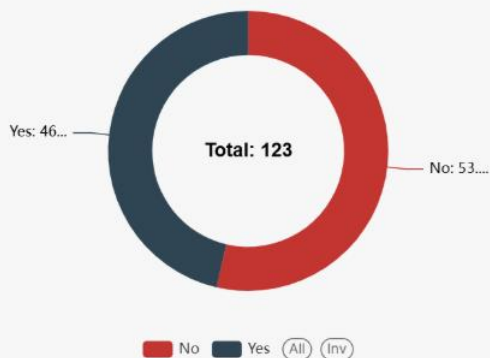
Property Loss

\$0

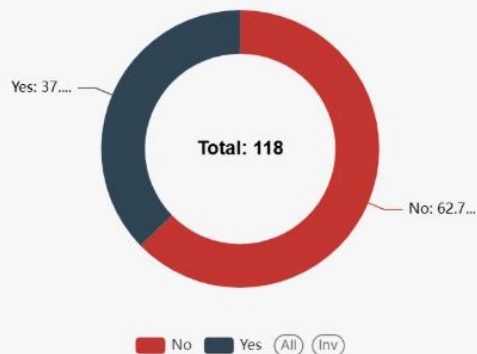
Total Property & Content
Losses

\$500

Turn Out Goal Met? (5 Minutes)



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



Mutual Aid Given

4

Mutual Aid Given

Show All

entries

Provided Mutual Aid	Incident Count
Nowthen Fire Department	3
East Bethel Fire Department	1

Mutual Aid Received

0

