



CITY COUNCIL REGULAR MEETING
City Hall: 3750 Bridge St NW
Monday, January 06, 2025 at 6:00 PM

AGENDA

- 1. SPECIAL MEETING OF OUTGOING COUNCIL**
- 2. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVE CITY COUNCIL MINUTES - DECEMBER 16, 2024**
 - A. City Council Minutes - December 16, 2024
- 5. ADJOURNMENT**
- 6. OATHS OF OFFICE**
- 7. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 8. ROLL CALL**
- 9. APPROVAL OF AGENDA**
- 10. CONSENT AGENDA**
 - A. Acknowledgement for Exempt Permit - Raffle
 - B. Council Appointments
 - Resolution 2025-01 Approving the appointments for 2025
 - C. Declare Breathing Air Compressor as Surplus Equipment
 - Resolution 2025-02 Declaring surplus property and authorizing the disposal of said property
 - D. Payment of Claims
- 11. MEETING OPEN TO THE PUBLIC**
- 12. SPECIAL BUSINESS**
- 13. PUBLIC HEARING**
- 14. OLD BUSINESS**
- 15. NEW BUSINESS**
 - A. 2024 Code Revisions – First Reading
 - Ordinance 339 - approving amendments to Chapter 4 Building Regulations and Permits in the City Code
 - Ordinance 340 - approving amendments to Chapter 7 Right-of-Way/Traffic/Parking/Streets in the City Code
 - Ordinance 341 - Chapter 8 Modifying Public Protection
 - Ordinance 342 - approving housekeeping amendments to Division 4, 6, and 7 of the Zoning Code
 - B. Cannabis Zoning Code Amendment – First Reading
 - Ordinance 343 Amending the Zoning Code to allow cannabis uses
 - C. Code of Conduct
- 16. MEETING OPEN TO THE PUBLIC**
- 17. REPORTS**
- 18. COUNCIL MEMBER REPORTS**
- 19. UPCOMING EVENTS**
 - January 15 - Planning Commission Meeting - 7:00 PM
 - January 20 - City Offices Closed in Observance of Martin Luther King Day
 - January 21 - City Council Meeting - 6:00 pm
 - January 27 - City Charter Meeting - 6:00 pm
 - February 01 - City Hall Fire Station Open House 9:00 am - 12:00 pm

20. ADJOURNMENT

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis City Hall Fire Station 3750 Bridge Street NW St. Francis MN 55070

December 16, 2024

6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Community Development Director Jessica Rieland, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Police Sergeant Ryan Larson, Finance Director Darcy Mulvihill, Liquor Store Manager Joe Pfeifer, City Engineer Craig Jochum (Hakanson Associates, Inc.).

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carries: 5-0

4. CONSENT AGENDA

A. City Council Minutes - December 2, 2024

B. Establishing Polling Locations and Mail Ballots for 2025

Resolution 2024-46 Establishing Polling Locations and mail ballots for 2025

C. Hiring Part-Time Firefighter- Contingent

D. Hiring of Captain

E. Trade In/Replacement of BOBCAT TOOLCAT

F. Planning Commission Appointment

G. Acknowledgement for Exempt Permit - Raffle

H. Stahl Construction – Pay Applications No. 14 – Labor & Material

I. Stahl Construction – Pay Applications No. 15 – Labor & Material

J. Payment of Claims

Vogel asked about Item H and what material changes were approved this month for \$14,879. City Administrator Thunstrom stated she would have to look back over past PCOs to see which materials this reflected.

Vogel asked if these changes are the total of those made over the last 30 days. Thunstrom said they have not had any PCOs come through for the last 60 to 90s.

Vogel asked about the property insurance for 19 different properties. He asked what properties this included. Finance Manager Mulvihill stated these policies are for all of the City's properties, vehicles, and other risks.

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

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

5. MEETING OPEN TO THE PUBLIC

Mayor Muehlbauer asked City Clerk Wida if they had anyone wanting to speak. She said they did not.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS

A. Ordinance of the City of St. Francis to Regulate Cannabis Business Registration – 2nd Reading

Thunstrom reviewed the Staff report in regard to the regulation of cannabis businesses.

MOTION BY: KREKLOW SECONDED: ROBINSON TO ADOPT ORDINANCE 338 CHAPTER 6 SECTION 13 REGULATING CANNABIS BUSINESS.

A roll call vote was performed:
Mayor Muehlbauer aye
Councilmember Vogel aye
Councilmember Robinson aye
Councilmember Kreklow aye
Councilmember Udvig aye

Motion carried: 5-0

MOTION BY: UDVIG SECOND: ROBINSON TO ADOPT RESOLUTION 2024-47 FOR THE SUMMARY OF PUBLICATION OF ORDINANCE 338.

Ayes: Kreklow, Udvig, Vogel, Robinson, and Mayor Muehlbauer.
Nays: None

Motion carries: 5-0

9. **NEW BUSINESS**

A. Memorandum of Agreement for LELS 319 Police Officers

Thunstrom reviewed the Staff report concerning a memorandum of agreement for LELS Police Officers to extend the holiday hours from four hours to eight hours on Christmas Eve.

Kreklow asked why this was not requested during LELS negotiations. Thunstrom shared that this had been discussed at the beginning of the year and when it came time for the formal contract request, this was not included.

MOTION BY: VOGEL SECONDED: UDVIG TO APPROVE THE MEMORANDUM OF AGREEMENT FOR LELS 319 POLICE OFFICERS.

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

Nays: None

Motion carries: 5-0

B. Memorandum of Agreement for LELS 411 Sergeants

Thunstrom reviewed the Staff report in regard to a memorandum of agreement for LELS Sergeants to extend the holiday hours from four hours to eight hours on Christmas Eve.

MOTION BY: ROBINSON SECONDED: KREKLOW TO APPROVE THE MEMORANDUM OF AGREEMENT FOR LELS 411 SERGEANTS.

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

Nays: None

Motion carries: 5-0

C. Comprehensive Sanitary Sewer and Municipal Water Plan

City Engineer Jochum reviewed the Staff report concerning the comprehensive sanitary sewer and municipal water plan.

Robinson asked if the line was at capacity. Jochum said yes.

Robinson asked if the line was concrete or PVC piping. Jochum said it was PVC.

Jochum explained that they would reline the sewer rather than pulling everything out and putting in new manholes.

Robinson asked about the resident on Pederson who came to the Council a few months ago who was having issues with their water and was having to use bottled water. Public Works Director Carpenter shared that this resident is hooked up to water and everything is squared away. He added that he spoke with this resident about a month ago and he was delighted with the City's water pressure.

Robinson asked if the City helped this resident with any of the fees associated with hooking up City water to them. Carpenter shared that a majority of the project was covered by a grant from the County and the City did help with the costs as well.

Vogel asked if they will have to make the necessary fixes before they can move on to the other phases. Jochum said they do not necessarily need to wait for all of the fixes to be complete before they move on. He stated they are getting close to capacity.

Vogel asked if they will be redoing the lines along Highway 47 during the reconstruction on that road. Jochum said yes.

Mayor Muehlbauer asked how the rates will be affected for current users as part of this plan. Jochum said they could look at the trunk fees and see if they are reasonable.

Mayor Muehlbauer noted that these types of things that could affect the rates for municipal sewer and water is not something that the Council and Staff look forward to; however, they are necessary costs.

MOTION BY: VOGEL SECONDED: ROBINSON TO APPROVE THE COMPREHENSIVE SANITARY SEWER AND MUNICIPAL WATER PLAN.

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

Nays: None

Motion carries: 5-0

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. Fire Department Monthly Report - November

Fire Chief Schmidt reviewed the Fire Department report for the month of November. He shared the average response time for the month was eight minutes and 46 seconds. He noted that there were 62 calls for service with 43 EMS calls and 18 fire calls. He added that there was an average of 7 firefighters per call. He shared that there were two ambulance response times over 20 minutes for the month. He said there were a total of four inspections for the month with three inspections and one re-inspection.

Vogel asked about the number of calls for service versus the number of firefighters reporting to a call. He asked why they needed seven firefighters reporting for calls. Schmidt explained that the challenge that they have is that every one of their firefighters gets to make their own schedule based on their availability. He noted that if they are requiring someone to be on call or at the station, they will have to be compensated for their time. He stated they try to front-load those who report to these calls as they do not know what kind of calls they will get. He shared there

have been two calls recently where he was the only one who reported to the call. He added that it is about trying to create some level of predictability in an unpredictable system. He noted he would be more than happy to discuss this further.

Robinson asked about the progress with Bethel. Schmidt shared that they have the initial draft of the evolution from the consultant. He added that they are doing internal reviews and will be setting up a time to meet after the holidays. He noted that they are getting closer to being able to draft an official JPA. He shared that things are continuing to work very well internally.

Robinson asked when they expected to have this wrapped up. Schmidt said he hopes to have things wrapped up within the next year.

Robinson asked if Bethel had much change to their Council. Schmidt shared that he believes one Council seat changed so there should be consistency.

Robinson asked about the calls where only Schmidt reported. Schmidt explained that these calls were single-station calls and if he would not have been available, they could have called the other station.

Robinson asked if there is a minimum amount of hours that they give to firefighters when they respond to calls. Schmidt shared that every firefighter who responds to the incident gets paid the minimum amount of time which is one hour of pay.

Robinson added that it is great to see the Fire Department's involvement at different City events.

Kreklow asked what is driving ambulance response times over 20 minutes. Schmidt shared that this is a staffing issue as EMS, fire and police services have all been struggling to recruit and retain staff. He added that volume is another issue. He explained that baby boomers are starting to get to the age where their health care concerns are getting more extravagant and are requiring more care. He shared that there is also a significant lack of senior living facilities across the country which causes people to age at home which creates a higher risk.

Mayor Muehlbauer asked how things are going with Nowthen as he has not heard anything recently. Schmidt shared that Nowthen's Council met last week and they will be offering a contract for an interim Fire Chief for up to six months; however, this contract has yet to be executed. He said it will likely be after the holidays before this contract is executed. He added that he met with Nowthen's incoming Mayor and they had a great discussion about ensuring the transition is as smooth as possible.

The Council thanked Schmidt and his team for their hard work.

B. City Administrator Year End Report 2024

Thunstrom reviewed the City Administrator report for 2024. She shared that they completed four elections this year, all of which were completed successfully. She stated they are continuing to watch for municipal and employment impacts in the legislation. She added that they went through eight ordinances this year. She shared that the EDA held one meeting this year. She discussed the Highway 47 reconstruction and added that they received their regional solicitation funds this year. She noted that the new City Hall Fire Station was completed and they moved into the new building. She thanked Stahl and Brunton for all of their work on this project. She reviewed all of the Council and Commission meetings held in 2024. She added that they reviewed eight land use applicants and are continuing to work on two residential development projects, Vista Prairie and NorthShore. She reviewed staffing and turnover. She shared that all finance documents are now available on the City's website. She noted that Highway 47 will be a big topic over the next few years as they are still having to work hard to get through this project. She added that she has seen the first draft of a bill that would get them help for this project. She thanked Council and Staff for all that they have accomplished in this year.

Udvig shared that she has been a part of a lot of different councils in different cities and she has never worked with a Staff as exceptional at St. Francis.

Robinson asked what the NorthShore development is. Thunstrom explained that this is the multi-family property that they met with back in February about TIF.

Vogel asked if legislators Bryan Lawrence and Andrew Mathews had ever attended a Council meeting. Thunstrom said they have not and explained that one of their goals in working with their lobbyist is to get their representative to St. Francis.

The Council thanked Thunstrom and all Staff for their incredible work in 2024.

12. COUNCIL MEMBER REPORTS

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

Kreklow shared that she has enjoyed her time on the Council and hopes they continue to do great work moving forward.

Mayor Muehlbauer shared that he has enjoyed serving as Mayor for the last 17 months and is happy to be turning the role over to Vogel for 2025. He gave a special thanks to the late Steve Feldman and shared that he wishes he could have been here to see the new building.

13. UPCOMING EVENTS

December 18 - Planning Commission - 7:00 PM

December 24 - City Offices Closed - Christmas Eve

December 25 - City Offices Closed - Christmas Day
January 06 - City Council Meeting - 6:00 pm

14. ADJOURNMENT

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

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

Nays: None

Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:51 p.m.

Jennifer Wida, City Clerk

DRAFT



**CITY COUNCIL AGENDA
REPORT**

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Acknowledgement for Exempt Permit - Raffle
DATE: January 6, 2025

OVERVIEW:

Minnesota Deer Hunter Association – Rum River Chapter submitted an application for Exempt Permit to conduct a raffle.

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 to acknowledge the permit application from Minnesota Deer Hunter Association – Rum River to conduct a raffle at the St. Francis American Legion on January 10, 2025.

LG220 Application for Exempt Permit

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: Minnesota Deer Hunter Association - Rum River Chapter Previous Gambling Permit Number: X- 30002-24-022

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1390958

Mailing Address: 211 121st Ave NW

City: Coon Rapids State: MN Zip: 55448 County: Anoka

Name of Chief Executive Officer (CEO): Robert Lohse

CEO Daytime Phone: 763-458-8634 CEO Email: rlohse77@yahoo.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): jacjac1372@yahoo.com

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 Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 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): St. Francis American Legion Post #622

Physical Address (do not use P.O. box): 3073 Bridge St NW

Check one:
 City: St. Francis Zip: 55070 County: Anoka
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): January 10, 2025

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

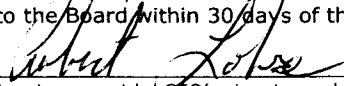
Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized 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.

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> 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).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 10px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>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.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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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: 12/9/2024

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

Print Name: Robert Lohse

<p>REQUIREMENTS</p> <p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>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.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>MAIL APPLICATION AND ATTACHMENTS</p> <p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ 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.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>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</p>	<p>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-</p>	<p>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.</p>
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**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Council Appointments
DATE: January 6, 2025

OVERVIEW:

Annual appointments for the 2025 Calendar year.

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

ACTION TO BE CONSIDERED:

Council to approve Resolution 2025-01 Approving the Appointments for 2025

Attachments:

- Resolution 2025-01 Approving the Appointments for 2025

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

RESOLUTION 2025-01

A RESOLUTION APPROVING THE APPOINTMENTS FOR 2025

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

Council Representatives to Boards/Commissions/Committees:

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

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

ADOPTED BY THE CITY COUNCIL OF ST. FRANCIS THIS 6th DAY OF JANUARY 2025.

APPROVED:

Mark Vogel, Mayor

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Declare Breathing Air Compressor as Surplus Equipment
DATE: January 6, 2025

OVERVIEW:

The fire department is requesting authorization to declare our old Bauer Breathing Air Compressor, Fill Station, and Cascade Bottles as surplus equipment. With the construction of the new facility, a new Breathing Air Compressor system was installed that meets today’s industry standards for firefighters. We no longer have a use for the old system. Fire department staff met with Alex Air, and they are interested in purchasing the old system for \$4,000.00. The proceeds from this transaction will go towards needs for the new facility.

ACTION TO BE CONSIDERED:

Declare the Bauer Breathing Air Compressor, Fill Station, and Cascade Bottles as surplus equipment and authorize the sale of the property to Alex Air in the amount of \$4,000.00.

BUDGET IMPLICATION:

None

Attachments:

- Alex Air Quote
- Resolution 2025-03 Declaring surplus property



312 Oak St S
 New London, MN 56273
 Phone: 800-264-2320
 Fax: 320-763-9077
 Email: orders@alexairapparatus.com
 Web Site: www.alexairapparatus.com

QUOTE

Date	Customer PO
12/16/2024	

BILL TO
St Francis Fire Department St Francis, MN

SHIP TO
Alex Air Apparatus to Pick Up And Purchase

S.O. #	Promise Date	Terms	Sales Rep
		N30	John

QTY	STOCK ORDER	PART NUMBER	DESCRIPTION	PRICE (Each)	PRICE (Extended)
1	ORDER	SERVICE	Bauer MVT10H-E1 6000psi Compressor (759 hours)		
1	ORDER	SERVICE	Bauer CFS-2S Two Position Fill Station		
1	ORDER	SERVICE	Cascade Cylinders (6000psi w/valves) (3 Cylinders)		
1	ORDER	SERVICE	Removal and Purchase of the Above Compressor Equipment	-\$4,000.00	-\$4,000.00

*CUSTOMERS THAT HAVE NOT PROVIDED TAX EXEMPT FORMS WILL BE CHARGED APPLICABLE SALES TAX
 *FREIGHT PREPAID & ADDED
 *F.O.B SHIPPING POINT
 *THIS IS NOT AN INVOICE

SHIPPING:
 SUB: -\$4,000.00
 TAX:
TOTAL: (\$4,000.00)

 Authorized Signature of Approval

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

RESOLUTION 2025-03

**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 and allows Alex Air to purchase said equipment:

<u>Surplus Property</u>	<u>Estimated Value</u>
Bauer Breathing Air Compressor	\$4,000.00
Fill Station	
Cascade Bottles	

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF SEPTEMBER 2024.

APPROVED:

ATTEST:

Mark Vogel, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: January 6, 2025

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$221,529.76 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Direct Transfers (September to November 2024) -\$1,919,278.04

Manual Checks- N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 01-06-2025 Packet List-\$221,529.76
- 01-06-2025 September, October, November EFT Payments-\$1,919,278.04

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/07/2025 - 01/07/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 10D.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD							
1092							
00038681	ALWAYS BRIGHT LIGHTS LTD HOLIDAY BANNER INSTALLATION 101-45200-40311	11/30/2024 DROBERTSON CONTRACT		500.00	500.00	Open	N 12/31/2024
				500.00		1.00	500.00
Total Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD				500.00	500.00		
Vendor 3811 - ANOKA COUNTY TREASURY							
B241210P							
00038479	ANOKA COUNTY TREASURY DECEMBER 2024 - FIBER 101-42110-40321 101-42210-40321 101-43100-40321 101-45200-40321 601-49440-40321 602-49490-40321	12/11/2024 DROBERTSON TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE TELEPHONE		225.00	225.00	Open	N 12/31/2024
				37.50		1.00	37.50
				37.50		1.00	37.50
				37.50		1.00	37.50
				37.50		1.00	37.50
				37.50		1.00	37.50
				37.50		1.00	37.50
Total Vendor 3811 - ANOKA COUNTY TREASURY				225.00	225.00		
Vendor 2591 - ASPEN MILLS							
345086							
00038461	ASPEN MILLS UNIFORM - HEDGES 101-42110-40437	12/16/2024 DROBERTSON UNIFORMS		501.92	501.92	Open	N 12/31/2024
				501.92		1.00	501.92
345788							
00038711	ASPEN MILLS UNIFORM - BULERA 101-42110-40437	12/30/2024 DROBERTSON UNIFORMS		314.16	314.16	Open	N 12/31/2024
				314.16		1.00	314.16
Total Vendor 2591 - ASPEN MILLS				816.08	816.08		
Vendor 8909 - AT-SCENE, LLC							
1850							
00038469	AT-SCENE, LLC 2025 SUBSCRIPTION 101-42110-40311	01/01/2025 DMULVIHILL CONTRACT		2,980.00	2,980.00	Open	N 01/06/2025
				2,980.00		1.00	2,980.00
Total Vendor 8909 - AT-SCENE, LLC				2,980.00	2,980.00		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/07/2025 - 01/07/2025

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Agenda Item # 10D.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 8909 - AT-SCENE, LLC							
Vendor 42 - BARNA, GUZY & STEFFEN							
290861							
00038699	BARNA, GUZY & STEFFEN MUNICIPAL 101-41600-40304	11/30/2024 DROBERTSON CIVIL LEGAL FEES		2,015.00	2,015.00	Open	N 12/31/2024 2,015.00
290862							
00038700	BARNA, GUZY & STEFFEN PROSECUTION/RETAINER FILE 101-41600-40312	11/30/2024 DROBERTSON CRIMINAL LEGAL FEES		5,300.00	5,300.00	Open	N 12/31/2024 5,300.00
290863							
00038701	BARNA, GUZY & STEFFEN GENERAL LABOR 101-41600-40304	11/30/2024 DROBERTSON CIVIL LEGAL FEES		5,306.00	5,306.00	Open	N 12/31/2024 5,306.00
290864							
00038702	BARNA, GUZY & STEFFEN COMMUNITY DEVELOPMENT 101-41600-40304	11/30/2024 DROBERTSON CIVIL LEGAL FEES		210.00	210.00	Open	N 12/31/2024 210.00
290865							
00038703	BARNA, GUZY & STEFFEN MISCELLANEOUS/NON-RETAINER 101-41600-40304	11/30/2024 DROBERTSON CIVIL LEGAL FEES		315.00	315.00	Open	N 12/31/2024 315.00
291042							
00038704	BARNA, GUZY & STEFFEN BRIDGE STREET PURCHASE 101-41600-40304	11/30/2024 DROBERTSON CIVIL LEGAL FEES		225.00	225.00	Open	N 12/31/2024 225.00
Total Vendor 42 - BARNA, GUZY & STEFFEN				13,371.00	13,371.00		
Vendor 6591 - BAYCOM, INC							
EQUIPINV_052959							
00038723	BAYCOM, INC TOUGHBOOK 402-42110-40556	12/31/2024 DMULVIHILL SQUAD COMPUTERS		3,991.00	3,991.00	Open	N 01/06/2025 3,991.00
Total Vendor 6591 - BAYCOM, INC				3,991.00	3,991.00		
Vendor 10326 - BECKER, DEAN							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/07/2025 - 01/07/2025

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Agenda Item # 10D.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 10326 - BECKER, DEAN							
.12232024							
00038645	BECKER, DEAN	12/23/2024		120.00	120.00	Open	N
	2024 PLANNING COMMISSION MEETINGS	DROBERTSON					12/31/2024
	101-41910-40110	COMMISSION PAY		120.00		1.00	120.00
Total Vendor 10326 - BECKER, DEAN					<u>120.00</u>	<u>120.00</u>	
Vendor 10669 - BEYETT CHRISTOPHER R							
.12232024							
00038642	BEYETT CHRISTOPHER R	12/23/2024		80.00	80.00	Open	N
	URRWMO 2024 MEETINGS	DROBERTSON					12/31/2024
	101-41110-40441	MISCELLANEOUS		80.00		1.00	80.00
Total Vendor 10669 - BEYETT CHRISTOPHER R					<u>80.00</u>	<u>80.00</u>	
Vendor 7244 - BREAKTHRU BEVERAGE							
.119248172							
00038635	BREAKTHRU BEVERAGE	12/20/2024		3,048.19	3,048.19	Open	N
	LIQUOR/WINE	CBUSKEY					12/20/2024
	609-49751-40206	FREIGHT		56.55		1.00	56.55
	609-49751-40251	LIQUOR		2,631.64		1.00	2,631.64
	609-49751-40253	WINE		360.00		1.00	360.00
.119238425							
00038636	BREAKTHRU BEVERAGE	12/20/2024		427.78	427.78	Open	N
	LIQUOR	CBUSKEY					12/20/2024
	609-49751-40206	FREIGHT		1.93		1.00	1.93
	609-49751-40251	LIQUOR		425.85		1.00	425.85
.119342626							
00038665	BREAKTHRU BEVERAGE	12/27/2024		2,169.68	2,169.68	Open	N
	LIQUOR/WINE	CBUSKEY					12/27/2024
	609-49751-40206	FREIGHT		24.64		1.00	24.64
	609-49751-40253	WINE		672.00		1.00	672.00
	609-49751-40251	LIQUOR		1,473.04		1.00	1,473.04
Total Vendor 7244 - BREAKTHRU BEVERAGE					<u>5,645.65</u>	<u>5,645.65</u>	
Vendor 10698 - CAMFIL USA, INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/07/2025 - 01/07/2025

POSTED AND UNPOSTED
OPEN

Agenda Item # 10D.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 10698 - CAMFIL USA, INC							
30522186							
00038680	CAMFIL USA, INC	12/27/2024		573.30	573.30	Open	N
	SUPPLIES		DROBERTSON				12/31/2024
	601-49440-40401		BUILDINGS MAINTENANCE	286.65		1.00	286.65
	602-49490-40401		BUILDINGS MAINTENANCE	286.65		1.00	286.65
Total Vendor 10698 - CAMFIL USA, INC				573.30	573.30		
Vendor 10696 - CLEARGOV, INC							
2024-16347							
00038718	CLEARGOV, INC	01/01/2025		5,200.00	5,200.00	open	N
	2025 ACCESS DIGITAL BUDGET BOOK		DMULVIHILL				01/06/2025
	101-41400-40310		COMPUTER CONSULTING FEES	1,300.00		1.00	1,300.00
	601-49440-40310		COMPUTER CONSULTING FEES	1,300.00		1.00	1,300.00
	602-49490-40310		COMPUTER CONSULTING FEES	1,300.00		1.00	1,300.00
	609-49750-40310		COMPUTER CONSULTING FEES	1,300.00		1.00	1,300.00
Total Vendor 10696 - CLEARGOV, INC				5,200.00	5,200.00		
Vendor 6761 - COMPASS MINERALS, INC							
1418225							
00038712	COMPASS MINERALS, INC	12/23/2024		10,453.97	10,453.97	Open	N
	SALT		JSHOOK				01/06/2025
	101-00000-14100		INVENTORY OF MATERIAL/SUPPLY	10,453.97		1.00	10,453.97
1419265							
00038715	COMPASS MINERALS, INC	12/26/2024		8,277.10	8,277.10	Open	N
	SALT		JSHOOK				01/06/2025
	101-00000-14100		INVENTORY OF MATERIAL/SUPPLY	8,277.10		1.00	8,277.10
Total Vendor 6761 - COMPASS MINERALS, INC				18,731.07	18,731.07		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2356772							
00038609	DAHLHEIMER DIST. CO. INC	12/18/2024		16,151.68	16,151.68	Open	N
	BEER/NA		CBUSKEY				12/18/2024
	609-49751-40252		BEER	15,645.38		1.00	15,645.38
	609-49751-40255		N/A PRODUCTS	506.30		1.00	506.30

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EXP CHECK RUN DATES 01/07/2025 - 01/07/2025

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Agenda Item # 10D.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2359942							
00038637	DAHLHEIMER DIST. CO. INC	12/20/2024		66.00	66.00	Open	N
	BEER	CBUSKEY					12/20/2024
	609-49751-40252	BEER		66.00		1.00	66.00
2362268							
00038664	DAHLHEIMER DIST. CO. INC	12/27/2024		6,033.00	6,033.00	Open	N
	BEER/NA/LIQUOR/MISC	CBUSKEY					12/27/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		204.00		1.00	204.00
	609-49751-40255	N/A PRODUCTS		442.00		1.00	442.00
	609-49751-40251	LIQUOR		470.00		1.00	470.00
	609-49751-40252	BEER		4,917.00		1.00	4,917.00
Total Vendor 91 - DAHLHEIMER DIST. CO. INC					22,250.68	22,250.68	
Vendor 9782 - DEBORAH HUMANN							
.12232024							
00038646	DEBORAH HUMANN	12/23/2024		100.00	100.00	Open	N
	2024 PLANNING COMMISSION MEETINGS	DROBERTSON					12/31/2024
	101-41910-40110	COMMISSION PAY		100.00		1.00	100.00
Total Vendor 9782 - DEBORAH HUMANN					100.00	100.00	
Vendor 9783 - DUSTIN PAVEK							
.12232024							
00038647	DUSTIN PAVEK	12/23/2024		100.00	100.00	Open	N
	2024 PLANNING COMMISSION MEETINGS	DROBERTSON					12/31/2024
	101-41910-40110	COMMISSION PAY		100.00		1.00	100.00
Total Vendor 9783 - DUSTIN PAVEK					100.00	100.00	
Vendor 107 - ECM PUBLISHERS, INC							
1028166							
00038477	ECM PUBLISHERS, INC	12/13/2024		86.00	86.00	Open	N
	RESOLUTION 2024-40	DROBERTSON					12/31/2024
	101-41400-40352	GENERAL PUBLISHING		86.00		1.00	86.00
1028955							
00038654	ECM PUBLISHERS, INC	12/20/2024		86.00	86.00	Open	N
	RESOLUTION 2024-47	DROBERTSON					12/31/2024
	101-41400-40352	GENERAL PUBLISHING		86.00		1.00	86.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/07/2025 - 01/07/2025

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Agenda Item # 10D.

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 107 - ECM PUBLISHERS, INC							
Total Vendor 107 - ECM PUBLISHERS, INC				172.00	172.00		
Vendor 110 - ELECTRO WATCHMAN, INC							
434162							
00038656	ELECTRO WATCHMAN, INC 2025 CITY HALL BURGLARY ALARM MONITORING 101-41940-40445	01/01/2025 DROBERTSON SECURITY		443.40 443.40	443.40	Open 1.00	N 01/06/2025 443.40
434163							
00038657	ELECTRO WATCHMAN, INC 2025 BOTTLE SHOP FIRE ALARM MONITORING 609-49750-40445	01/01/2025 DROBERTSON SECURITY		961.23 961.23	961.23	Open 1.00	N 01/06/2025 961.23
434164							
00038658	ELECTRO WATCHMAN, INC 2025 PW/PD FIRE ALARM MONITORING 602-49490-40311 101-45200-40311 101-43100-40311 601-49440-40311 101-42110-40401	01/01/2025 DROBERTSON CONTRACT CONTRACT CONTRACT CONTRACT BUILDINGS MAINTENANCE		840.00 168.00 168.00 168.00 168.00 168.00	840.00	Open 1.00 1.00 1.00 1.00 1.00	N 01/06/2025 168.00 168.00 168.00 168.00 168.00
434165							
00038659	ELECTRO WATCHMAN, INC 2025 CITY HALL/FIRE - FIRE ALARM MONITOR 101-41940-40445	01/01/2025 DROBERTSON SECURITY		1,020.00 1,020.00	1,020.00	Open 1.00	N 01/06/2025 1,020.00
JSKRQ3468							
00038722	ELECTRO WATCHMAN, INC FOB FOR APPARTUS BAY DOOR 404-41400-40589	01/01/2025 DMULVIHILL CITY HALL/FIRE STATION		1,180.22 1,180.22	1,180.22	Open 1.00	N 01/06/2025 1,180.22
Total Vendor 110 - ELECTRO WATCHMAN, INC				4,444.85	4,444.85		
Vendor 1163 - EMBEDDED SYSTEMS							
344766							
00038471	EMBEDDED SYSTEMS 2025 SIREN MAINTENANCE 1ST HALF 101-42110-40311	12/02/2024 DMULVIHILL CONTRACT		899.46 899.46	899.46	Open 1.00	N 01/06/2025 899.46
Total Vendor 1163 - EMBEDDED SYSTEMS				899.46	899.46		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 3447 - FERGUSON WATERWORKS							
0540580							
00038697	FERGUSON WATERWORKS CB PARTS 601-49440-40259	11/25/2024 DROBERTSON WATER METERS		358.44	358.44	Open	N 12/31/2024 358.44
Total Vendor 3447 - FERGUSON WATERWORKS				358.44	358.44		
Vendor 5429 - FIRE SAFETY USA, INC							
188979							
00038653	FIRE SAFETY USA, INC EQUIPMENT 210-42210-40588	12/04/2024 DROBERTSON MISCELLANEOUS EQUIPMENT		45,612.80	45,612.80	Open	N 12/31/2024 45,612.80
Total Vendor 5429 - FIRE SAFETY USA, INC				45,612.80	45,612.80		
Vendor 10327 - GENIN, GAIL							
.12232024							
00038644	GENIN, GAIL 2024 PLANNING COMMISSION MEETINGS 101-41910-40110	12/23/2024 DROBERTSON COMMISSION PAY		120.00	120.00	Open	N 12/31/2024 120.00
Total Vendor 10327 - GENIN, GAIL				120.00	120.00		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-12517							
00038632	GLOBAL RESERVE DISTRIBUTION THC 609-49751-40257	11/18/2024 CBUSKEY THC		180.00	180.00	Open	N 12/20/2024 180.00
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				180.00	180.00		
Vendor 130 - GOPHER STATE ONE-CALL, INC							
4120769							
00038724	GOPHER STATE ONE-CALL, INC DECEMBER 2024 TICKETS 601-49440-40442 602-49490-40442	12/31/2024 DROBERTSON GOPHER STATE GOPHER STATE		13.50	13.50	open	N 12/31/2024 6.75 6.75
Total Vendor 130 - GOPHER STATE ONE-CALL, INC				13.50	13.50		

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EXP CHECK RUN DATES 01/07/2025 - 01/07/2025

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Invoice Number	Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By				Units	Quantity	Unit Price
Vendor 130 - GOPHER STATE ONE-CALL, INC								
Vendor 132 - GRAINGER, INC								
9348252108	00038474	GRAINGER, INC	12/17/2024		271.92		Open	N
		FIRE HOSE		DROBERTSON				12/31/2024
		601-49440-40229		PROJECT MAINTENANCE	271.92		1.00	271.92
Total Vendor 132 - GRAINGER, INC					271.92	271.92		
Vendor 4691 - GRANITE CITY JOBBING CO								
431442	00038714	GRANITE CITY JOBBING CO	12/31/2024		6,244.62		Open	N
		TOBACCO/MISC		CBUSKEY				01/02/2025
		609-49751-40256		TOBACCO PRODUCTS	6,154.15		1.00	6,154.15
		609-49751-40254		MISCELLANEOUS MERCHANDISE	90.47		1.00	90.47
Total Vendor 4691 - GRANITE CITY JOBBING CO					6,244.62	6,244.62		
Vendor 1145 - HACH COMPANY								
14300585	00038622	HACH COMPANY	12/18/2024		143.77		Open	N
		CHEMICALS		DROBERTSON				12/31/2024
		601-49440-40216		CHEMICALS	143.77		1.00	143.77
Total Vendor 1145 - HACH COMPANY					143.77	143.77		
Vendor 1175 - HAWKINS, INC								
6938621	00038458	HAWKINS, INC	12/15/2024		10.00		Open	N
		CHLORINE CYLINDER		DROBERTSON				12/31/2024
		602-49490-40216		CHEMICALS	10.00		1.00	10.00
6938153	00038459	HAWKINS, INC	12/15/2024		20.00		Open	N
		CHLORINE CYLINDERS		DROBERTSON				12/31/2024
		601-49440-40313		SAMPLE TESTING	20.00		1.00	20.00
Total Vendor 1175 - HAWKINS, INC					30.00	30.00		
Vendor 10740 - HEAT MIZER GLASS, INC								

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Inventory	GL Distribution	Entered By				Units	Quantity	Unit Price
Vendor 10740 - HEAT MIZER GLASS, INC								
26715								
00038457	HEAT MIZER GLASS, INC	12/12/2024			1,688.00	1,688.00	Open	N
	GARAGE DOOR GLASS	DROBERTSON						12/31/2024
	101-43100-40401	BUILDINGS MAINTENANCE			422.00		1.00	422.00
	101-45200-40401	BUILDINGS MAINTENANCE			422.00		1.00	422.00
	602-49490-40401	BUILDINGS MAINTENANCE			422.00		1.00	422.00
	601-49440-40401	BUILDINGS MAINTENANCE			422.00		1.00	422.00
Total Vendor 10740 - HEAT MIZER GLASS, INC					<u>1,688.00</u>	<u>1,688.00</u>		
Vendor 8982 - HINGOS, DUSTIN								
.12232024								
00038649	HINGOS, DUSTIN	12/23/2024			100.00	100.00	Open	N
	2024 PLANNING COMMISSION MEETINGS	DROBERTSON						12/31/2024
	101-41910-40110	COMMISSION PAY			100.00		1.00	100.00
Total Vendor 8982 - HINGOS, DUSTIN					<u>100.00</u>	<u>100.00</u>		
Vendor 10322 - INFINITE DATA, LLC								
1651								
00038719	INFINITE DATA, LLC	01/01/2025			3,583.12	3,583.12	Open	N
	CIP ACCESS 2025	DMULVIHILL						01/06/2025
	402-41400-40570	COMPUTERS			3,583.12		1.00	3,583.12
Total Vendor 10322 - INFINITE DATA, LLC					<u>3,583.12</u>	<u>3,583.12</u>		
Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC								
IN4716144								
00038720	INNOVATIVE OFFICE SOLUTIONS, LLC	12/11/2024			160.96	160.96	Open	N
	SUPPLIES	DMULVIHILL						12/31/2024
	101-41400-40200	OFFICE SUPPLIES			160.96		1.00	160.96
IN4709508								
00038721	INNOVATIVE OFFICE SOLUTIONS, LLC	12/04/2025			21.39	21.39	Open	N
	SUPPLIES	DMULVIHILL						12/31/2024
Total Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC					<u>182.35</u>	<u>182.35</u>		
Vendor 10476 - IUOE LOCAL #49								

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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 10476 - IUOE LOCAL #49								
.12232024								
00038639	IUOE LOCAL #49		01/01/2025		210.00		Open	N
	IUOE #49 DUES JANUARY 2025	DROBERTSON						01/06/2025
	101-00000-21707	UNION DUES			210.00		1.00	210.00
Total Vendor 10476 - IUOE LOCAL #49					210.00	210.00		
Vendor 154 - JOHNSON BROTHERS								
2691228								
00038625	JOHNSON BROTHERS		12/19/2024		1,963.47		Open	N
	LIQUOR	CBUSKEY						12/19/2024
	609-49751-40206	FREIGHT			20.02		1.00	20.02
	609-49751-40251	LIQUOR			1,943.45		1.00	1,943.45
2691230								
00038626	JOHNSON BROTHERS		12/19/2024		176.46		Open	N
	WINE	CBUSKEY						12/19/2024
	609-49751-40206	FREIGHT			5.46		1.00	5.46
	609-49751-40253	WINE			171.00		1.00	171.00
2691229								
00038629	JOHNSON BROTHERS		12/19/2024		5,274.74		Open	N
	LIQUOR	CBUSKEY						12/19/2024
	609-49751-40206	FREIGHT			80.08		1.00	80.08
	609-49751-40251	LIQUOR			5,194.66		1.00	5,194.66
2696761								
00038670	JOHNSON BROTHERS		12/27/2024		549.08		Open	N
	LIQUOR	CBUSKEY						12/27/2024
	609-49751-40206	FREIGHT			7.28		1.00	7.28
	609-49751-40251	LIQUOR			541.80		1.00	541.80
2696763								
00038671	JOHNSON BROTHERS		12/27/2024		1,382.22		Open	N
	WINE	CBUSKEY						12/27/2024
	609-49751-40206	FREIGHT			38.22		1.00	38.22
	609-49751-40253	WINE			1,344.00		1.00	1,344.00
Total Vendor 154 - JOHNSON BROTHERS					9,345.97	9,345.97		

Vendor 5182 - KIMS KLEANING

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Inventory					Units	Quantity	Unit Price
Vendor 5182 - KIMS KLEANING							
10842 00038674	KIMS KLEANING DECEMBER 2024 CLEANING 101-41940-40402	12/28/2024 DROBERTSON JANITORIAL SERVICE		70.80 70.80	70.80	Open	N 12/31/2024 70.80
10843 00038675	KIMS KLEANING DECEMBER 2024 CLEANING 101-45000-40402	12/28/2024 DROBERTSON JANITORIAL SERVICE		23.60 23.60	23.60	Open	N 12/31/2024 23.60
10844 00038676	KIMS KLEANING DECEMBER 2024 CLEANING 101-43100-40402 101-45200-40402 601-49440-40402 602-49490-40402	12/28/2024 DROBERTSON JANITORIAL SERVICE JANITORIAL SERVICE JANITORIAL SERVICE JANITORIAL SERVICE		1,062.00 265.50 265.50 265.50 265.50	1,062.00	Open	N 12/31/2024 265.50 265.50 265.50 265.50
10845 00038677	KIMS KLEANING DECEMBER 2024 CLEANING 601-49440-40402	12/28/2024 DROBERTSON JANITORIAL SERVICE		236.00 236.00	236.00	Open	N 12/31/2024 236.00
10846 00038678	KIMS KLEANING DECEMBER 2024 CLEANING 602-49490-40402	12/28/2024 DROBERTSON JANITORIAL SERVICE		324.50 324.50	324.50	Open	N 12/31/2024 324.50
10848 00038679	KIMS KLEANING DECEMBER 2024 CLEANING 101-42110-40402	12/28/2024 DROBERTSON JANITORIAL SERVICE		1,062.00 1,062.00	1,062.00	Open	N 12/31/2024 1,062.00
Total Vendor 5182 - KIMS KLEANING					<u>2,778.90</u>	<u>2,778.90</u>	

Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.

.122320241 00038640	LAW ENFORCEMENT LABOR SVCS. POLICE DUES JANUARY 2025 101-00000-21707	01/01/2025 DROBERTSON UNION DUES		657.00 657.00	657.00	Open	N 01/06/2025 657.00
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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.122320242							
00038641	LAW ENFORCEMENT LABOR SVCS.	01/01/2025		73.00	73.00	Open	N
	SERGEANTS DUES JANUARY 2025	DROBERTSON					01/06/2025
	101-00000-21707	UNION DUES		73.00		1.00	73.00
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.				<u>730.00</u>	<u>730.00</u>		
Vendor 8910 - LEADS ONLINE							
414690							
00038473	LEADS ONLINE	10/15/2024		3,106.00	3,106.00	Open	N
	2025 SERVICE PACKAGE	DMULVIHILL					01/06/2025
	101-42110-40311	CONTRACT		3,106.00		1.00	3,106.00
Total Vendor 8910 - LEADS ONLINE				<u>3,106.00</u>	<u>3,106.00</u>		
Vendor 561 - LEAGUE OF MN CITIES							
418527							
00038706	LEAGUE OF MN CITIES	12/22/2024		350.00	350.00	Open	N
	ELECTED LEADERS-VOGEL-2025	DMULVIHILL					01/06/2024
	101-41110-40208	TRAINING		350.00		1.00	350.00
418656							
00038725	LEAGUE OF MN CITIES	01/01/2025		10,130.00	10,130.00	Open	N
	2025 DUES	DMULVIHILL					01/06/2025
	101-41400-40433	DUES AND SUBSCRIPTIONS		10,130.00		1.00	10,130.00
Total Vendor 561 - LEAGUE OF MN CITIES				<u>10,480.00</u>	<u>10,480.00</u>		
Vendor 9469 - LEXIPOL, LLC							
INVLEX11243747							
00038102	LEXIPOL, LLC	01/01/2025		8,975.29	8,975.29	Open	N
	POLICY MANUAL & DAILY TRAINING	DROBERTSON					01/06/2025
	101-42110-40433	DUES AND SUBSCRIPTIONS		8,975.29		1.00	8,975.29
Total Vendor 9469 - LEXIPOL, LLC				<u>8,975.29</u>	<u>8,975.29</u>		
Vendor 202 - MCDONALD DIST CO							

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 202 - MCDONALD DIST CO							
783357							
00038482	MCDONALD DIST CO	12/18/2024		1,412.50	1,412.50	Open	N
	LIQUOR	CBUSKEY					12/18/2024
	609-49751-40251	LIQUOR		1,412.50		1.00	1,412.50
783358							
00038483	MCDONALD DIST CO	12/18/2024		5,741.00	5,741.00	Open	N
	BEER/MISC/NA	CBUSKEY					12/18/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		58.50		1.00	58.50
	609-49751-40255	N/A PRODUCTS		102.00		1.00	102.00
	609-49751-40252	BEER		5,580.50		1.00	5,580.50
784489							
00038660	MCDONALD DIST CO	12/27/2024		3,040.45	3,040.45	Open	N
	BEER/NA	CBUSKEY					12/27/2024
	609-49751-40255	N/A PRODUCTS		204.00		1.00	204.00
	609-49751-40252	BEER		2,836.45		1.00	2,836.45
5810463							
00038661	MCDONALD DIST CO	12/27/2024		(60.90)	(60.90)	Open	N
	BEER	CBUSKEY					12/27/2024
	609-49751-40252	BEER		(60.90)		1.00	(60.90)
784741							
00038662	MCDONALD DIST CO	12/27/2024		(899.85)	(899.85)	Open	N
	BEER/NA	CBUSKEY					12/27/2024
	609-49751-40255	N/A PRODUCTS		(10.20)		1.00	(10.20)
	609-49751-40252	BEER		(889.65)		1.00	(889.65)
Total Vendor 202 - MCDONALD DIST CO					<u>9,233.20</u>	<u>9,233.20</u>	
Vendor 10742 - MCMULLEN, MARC							
.12232024							
00038648	MCMULLEN, MARC	12/23/2024		120.00	120.00	Open	N
	2024 PLANNING COMMISSION MEETINGS	DROBERTSON					12/31/2024
	101-41910-40110	COMMISSION PAY		120.00		1.00	120.00
Total Vendor 10742 - MCMULLEN, MARC					<u>120.00</u>	<u>120.00</u>	
Vendor 176 - MED-COMPASS, INC							

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Inventory					Units	Quantity	Unit Price
Vendor 176 - MED-COMPASS, INC							
46724							
00038696	MED-COMPASS, INC OFFICE VISIT - CURRAN 101-42210-40305	12/30/2024 DROBERTSON		110.00	110.00	Open	N 12/31/2024
		MEDICAL FEES		110.00		1.00	110.00
Total Vendor 176 - MED-COMPASS, INC				110.00	110.00		
Vendor 3689 - METRO SALES, INC							
INV2673655							
00038707	METRO SALES, INC MOVING CHARGE-COPIERS 404-41400-40300	12/24/2024 DMULVIHILL		500.00	500.00	Open	N 12/31/2024
		PROFESSIONAL SERVICES		500.00		1.00	500.00
Total Vendor 3689 - METRO SALES, INC				500.00	500.00		
Vendor 10337 - METRO-INET							
2417							
00038708	METRO-INET CULEN DAVIS EMAIL 101-42210-40310	12/19/2024 DMULVIHILL		271.00	271.00	Open	N 12/31/2024
		COMPUTER CONSULTING FEES		271.00		1.00	271.00
Total Vendor 10337 - METRO-INET				271.00	271.00		
Vendor 3464 - METROPOLITAN AREA MANAGERS							
.12182024							
00038481	METROPOLITAN AREA MANAGERS 2025 MEMBERSHIP DUES 101-41400-40433	01/01/2025 DROBERTSON		50.00	50.00	Open	N 01/06/2025
		DUES AND SUBSCRIPTIONS		50.00		1.00	50.00
Total Vendor 3464 - METROPOLITAN AREA MANAGERS				50.00	50.00		
Vendor 5661 - MIDWEST TESTING LLC							
6323							
00038652	MIDWEST TESTING LLC WATER METER TESTS 601-49440-40259	12/16/2024 DROBERTSON		1,150.00	1,150.00	open	N 12/31/2024
		WATER METERS		1,150.00		1.00	1,150.00
Total Vendor 5661 - MIDWEST TESTING LLC				1,150.00	1,150.00		

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 5181 - MINNESOTA CITY/COUNTY MGT ASSO							
.01022025							
00038716	MINNESOTA CITY/COUNTY MGT ASSO	01/02/2025		185.58	185.58	Open	N
	MCMA 2025 MEMBERSHIP		DROBERTSON				01/06/2025
	101-41400-40433		DUES AND SUBSCRIPTIONS	185.58		1.00	185.58
Total Vendor 5181 - MINNESOTA CITY/COUNTY MGT ASSO				185.58	185.58		
Vendor 10744 - MINNESOTA FIRE SERVICE CERTIFI							
13385							
00038698	MINNESOTA FIRE SERVICE CERTIFI	12/09/2024		262.00	262.00	Open	N
	YOUTH FIRESETTER PREVENTION - CARL JOHNS		DROBERTSON				12/31/2024
	101-42210-40208		TRAINING	262.00		1.00	262.00
Total Vendor 10744 - MINNESOTA FIRE SERVICE CERTIFI				262.00	262.00		
Vendor 390 - MN CHIEFS OF POLICE ASSN							
20486							
00038472	MN CHIEFS OF POLICE ASSN	01/01/2025		376.00	376.00	Open	N
	2025 DUES		DMULVIHILL				01/06/2025
	101-42110-40311		CONTRACT	376.00		1.00	376.00
Total Vendor 390 - MN CHIEFS OF POLICE ASSN				376.00	376.00		
Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION							
65173							
00038631	MN MUNICIPAL UTILITIES ASSOCIATION	01/01/2025		566.00	566.00	Open	N
	2025 DUES		DMULVIHILL				01/06/2025
	601-49440-40433		DUES AND SUBSCRIPTIONS	283.00		1.00	283.00
	602-49490-40433		DUES AND SUBSCRIPTIONS	283.00		1.00	283.00
Total Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION				566.00	566.00		
Vendor 4605 - OPUS 21							
241147							
00038476	OPUS 21	12/10/2024		3,211.89	3,211.89	Open	N
	NOVEMBER 2024 SERVICES		DROBERTSON				12/31/2024
	601-49440-40382		UTILITY BILLING	1,605.95		1.00	1,605.95
	602-49490-40382		UTILITY BILLING	1,605.94		1.00	1,605.94
Total Vendor 4605 - OPUS 21							

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 4605 - OPUS 21				3,211.89	3,211.89		
Vendor CD-REFUND - PGM INC							
12/18/2024							
00038468	PGM INC	12/18/2024	01/06/2025	500.00	500.00	Open	N
	Check Request For Escrow: E2024-0031	DMULVIHILL					01/06/2025
	803-00000-20200	E2024-0031 - P2024-00631		500.00		1.00	500.00
Total Vendor CD-REFUND - PGM INC				500.00	500.00		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
6900167							
00038627	PHILLIPS WINE & SPIRITS CO	12/19/2024		39.62	39.62	Open	N
	MISC	CBUSKEY					12/19/2024
	609-49751-40206	FREIGHT		1.82		1.00	1.82
	609-49751-40254	MISCELLANEOUS MERCHANDISE		37.80		1.00	37.80
6900166							
00038628	PHILLIPS WINE & SPIRITS CO	12/19/2024		1,289.14	1,289.14	Open	N
	WINE	CBUSKEY					12/19/2024
	609-49751-40206	FREIGHT		49.14		1.00	49.14
	609-49751-40253	WINE		1,240.00		1.00	1,240.00
6900165							
00038630	PHILLIPS WINE & SPIRITS CO	12/19/2024		407.53	407.53	Open	N
	LIQUOR	CBUSKEY					12/19/2024
	609-49751-40206	FREIGHT		4.13		1.00	4.13
	609-49751-40251	LIQUOR		403.40		1.00	403.40
6904229							
00038668	PHILLIPS WINE & SPIRITS CO	12/27/2024		51.42	51.42	Open	N
	WINE	CBUSKEY					12/27/2024
	609-49751-40206	FREIGHT		1.82		1.00	1.82
	609-49751-40253	WINE		49.60		1.00	49.60
6904228							
00038669	PHILLIPS WINE & SPIRITS CO	12/27/2024		371.46	371.46	Open	N
	LIQUOR	CBUSKEY					12/27/2024
	609-49751-40206	FREIGHT		5.46		1.00	5.46
	609-49751-40251	LIQUOR		366.00		1.00	366.00
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				2,159.17	2,159.17		

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 10700 - PLAYPOWER LT FARMINGTON							
1400291482							
00038651	PLAYPOWER LT FARMINGTON	12/12/2024		2,024.00	2,024.00	Open	N
	HIGHLAND WOODS PARK		DROBERTSON				12/31/2024
	101-45200-40229	PROJECT MAINTENANCE		2,024.00		1.00	2,024.00
Total Vendor 10700 - PLAYPOWER LT FARMINGTON					<u>2,024.00</u>	<u>2,024.00</u>	
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B015793							
00038460	RMB ENVIRONMENTAL LABORATORIES, INC	12/17/2024		206.91	206.91	Open	N
	WEEKS 2-4 COOLER 1		DROBERTSON				12/31/2024
	602-49490-40313	SAMPLE TESTING		206.91		1.00	206.91
B015838							
00038611	RMB ENVIRONMENTAL LABORATORIES, INC	12/19/2024		156.75	156.75	Open	N
	ALL WEEKS COOLER 2		DROBERTSON				12/31/2024
	602-49490-40313	SAMPLE TESTING		156.75		1.00	156.75
B015856							
00038655	RMB ENVIRONMENTAL LABORATORIES, INC	12/26/2024		206.91	206.91	Open	N
	WEEKS 2-4 COOLER 1		DROBERTSON				12/31/2024
	602-49490-40313	SAMPLE TESTING		206.91		1.00	206.91
B015897							
00038673	RMB ENVIRONMENTAL LABORATORIES, INC	12/27/2024		156.75	156.75	Open	N
	ALL WEEKS COOLER 2		DROBERTSON				12/31/2024
	602-49490-40313	SAMPLE TESTING		156.75		1.00	156.75
B015925							
00038710	RMB ENVIRONMENTAL LABORATORIES, INC	12/31/2024		206.91	206.91	Open	N
	WEEKS 2-4 COOLER 1		DROBERTSON				12/31/2024
	602-49490-40313	SAMPLE TESTING		206.91		1.00	206.91
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC					<u>934.23</u>	<u>934.23</u>	
Vendor 6072 - ROYAL SUPPLY							

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 6072 - ROYAL SUPPLY							
7193							
00038610	ROYAL SUPPLY	12/17/2024		200.50	200.50	Open	N
	SUPPLIES	DMULVIHILL					12/31/2024
	101-41940-40210	OPERATING SUPPLIES		33.41		1.00	33.41
	101-42110-40217	OTHER OPERATING SUPPLIES		33.41		1.00	33.41
	101-43100-40217	OTHER OPERATING SUPPLIES		33.41		1.00	33.41
	101-45200-40217	OTHER OPERATING SUPPLIES		33.41		1.00	33.41
	601-49440-40217	OTHER OPERATING SUPPLIES		33.41		1.00	33.41
	602-49490-40217	OTHER OPERATING SUPPLIES		33.45		1.00	33.45
Total Vendor 6072 - ROYAL SUPPLY				200.50	200.50		
Vendor CD-REFUND - SAUTER & SONS							
.12312024							
00038709	SAUTER & SONS	12/31/2024		500.00	500.00	Open	N
	Check Request For Escrow: E2024-0041	DROBERTSON					12/31/2024
	803-00000-20200	E2024-0041 - P2024-00689		500.00		1.00	500.00
Total Vendor CD-REFUND - SAUTER & SONS				500.00	500.00		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2568350							
00038633	SOUTHERN GLAZERS OF MN	12/20/2024		1,036.78	1,036.78	Open	N
	LIQUOR	CBUSKEY					12/20/2024
	609-49751-40206	FREIGHT		10.24		1.00	10.24
	609-49751-40251	LIQUOR		1,026.54		1.00	1,026.54
2568351							
00038634	SOUTHERN GLAZERS OF MN	12/20/2024		122.24	122.24	Open	N
	WINE	CBUSKEY					12/20/2024
	609-49751-40206	FREIGHT		2.56		1.00	2.56
	609-49751-40253	WINE		119.68		1.00	119.68
2571815							
00038666	SOUTHERN GLAZERS OF MN	12/27/2024		347.92	347.92	Open	N
	WINE	CBUSKEY					12/27/2024
	609-49751-40206	FREIGHT		7.68		1.00	7.68
	609-49751-40253	WINE		340.24		1.00	340.24

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2571814							
00038667	SOUTHERN GLAZERS OF MN	12/27/2024		685.51	685.51	Open	N
	LIQUOR		CBUSKEY				12/27/2024
	609-49751-40206	FREIGHT		6.61		1.00	6.61
	609-49751-40251	LIQUOR		678.90		1.00	678.90
Total Vendor 7455 - SOUTHERN GLAZERS OF MN					2,192.45	2,192.45	
Vendor 7693 - SPOT ON							
2023180							
00038475	SPOT ON	12/17/2024		519.72	519.72	Open	N
	UNIFORM		DROBERTSON				12/31/2024
	101-42110-40437	UNIFORMS		519.72		1.00	519.72
2023182							
00038682	SPOT ON	12/21/2024		124.00	124.00	Open	N
	CHRISTMAS CARDS AND ENVELOPES		DROBERTSON				12/31/2024
	101-42110-40200	OFFICE SUPPLIES		124.00		1.00	124.00
Total Vendor 7693 - SPOT ON					643.72	643.72	
Vendor 10743 - STAN MORGAN & ASSOCIATES, INC.							
62377							
00038672	STAN MORGAN & ASSOCIATES, INC.	12/26/2024		4,060.10	4,060.10	Open	N
	SHELVING		DROBERTSON				12/31/2024
	609-49750-40240	OFFICE EQUIP		4,060.10		1.00	4,060.10
Total Vendor 10743 - STAN MORGAN & ASSOCIATES, INC.					4,060.10	4,060.10	
Vendor 863 - THE BERNICK COMPANIES							
10301213							
00038623	THE BERNICK COMPANIES	12/19/2024		180.00	180.00	Open	N
	THC		CBUSKEY				12/19/2024
	609-49751-40257	THC		180.00		1.00	180.00
10301214							
00038624	THE BERNICK COMPANIES	12/19/2024		349.90	349.90	Open	N
	BEER/NA		CBUSKEY				12/19/2024
	609-49751-40255	N/A PRODUCTS		60.00		1.00	60.00
	609-49751-40252	BEER		289.90		1.00	289.90

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/07/2025 - 01/07/2025

POSTED AND UNPOSTED
OPEN

Agenda Item # 10D.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 863 - THE BERNICK COMPANIES							
10303066							
00038663	THE BERNICK COMPANIES	12/27/2024		755.50	755.50	Open	N
	BEER/NA		CBUSKEY				12/27/2024
	609-49751-40255		N/A PRODUCTS	23.00		1.00	23.00
	609-49751-40252		BEER	732.50		1.00	732.50
Total Vendor 863 - THE BERNICK COMPANIES					1,285.40	1,285.40	
Vendor 10642 - THE LEADERSHIP GROWTH GROUP							
25219							
00038480	THE LEADERSHIP GROWTH GROUP	12/10/2024		600.00	600.00	open	N
	2025 LEADERSHIP GROWTH GROUP SERIES		DROBERTSON				01/06/2025
	101-41400-40208		TRAINING	600.00		1.00	600.00
Total Vendor 10642 - THE LEADERSHIP GROWTH GROUP					600.00	600.00	
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
M29735							
00038478	TIMESAVER OFF SITE SEC. INC	12/12/2024		167.00	167.00	Open	N
	DECEMBER 2 CITY COUNCIL MEETING		DROBERTSON				12/31/2024
	101-41400-40311		CONTRACT	167.00		1.00	167.00
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC					167.00	167.00	
Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC							
1122							
00038705	TRUE NORTH PSYCHOLOGY & CONSULTING,	12/28/2024		160.00	160.00	open	N
	FD TESTING		DMULVIHILL				12/31/2024
	103-42210-40441		MISCELLANEOUS	160.00		1.00	160.00
Total Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC					160.00	160.00	
Vendor 5463 - UPPER RUM RIVER WATERSHED MGT							
.01012025							
00038470	UPPER RUM RIVER WATERSHED MGT	01/01/2025		4,416.12	4,416.12	Open	N
	2025 1ST HALF CONTRIBUTION		DMULVIHILL				01/06/2025
	101-49200-40471		WATERSHED	4,416.12		1.00	4,416.12
Total Vendor 5463 - UPPER RUM RIVER WATERSHED MGT					4,416.12	4,416.12	

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/07/2025 - 01/07/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 10D.

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 5463 - UPPER RUM RIVER WATERSHED MGT							
Vendor 4344 - VINOCOPIA, INC							
0365116							
00038638	VINOCOPIA, INC	12/20/2024		492.00	492.00	open	N
	WINE		CBUSKEY				12/20/2024
	609-49751-40206	FREIGHT		12.00		1.00	12.00
	609-49751-40253	WINE		480.00		1.00	480.00
Total Vendor 4344 - VINOCOPIA, INC				492.00	492.00		
Vendor 10673 - WHITE, DANIEL							
.12232024							
00038650	WHITE, DANIEL	12/23/2024		60.00	60.00	open	N
	2024 PLANNING COMMISSION MEETINGS		DROBERTSON				12/31/2024
	101-41910-40110	COMMISSION PAY		60.00		1.00	60.00
Total Vendor 10673 - WHITE, DANIEL				60.00	60.00		
Vendor 10345 - WOOD, ANDREW							
.12232024							
00038643	WOOD, ANDREW	12/23/2024		100.00	100.00	open	N
	URRWMO 2024 MEETINGS		DROBERTSON				12/31/2024
	101-41110-40441	MISCELLANEOUS		100.00		1.00	100.00
Total Vendor 10345 - WOOD, ANDREW				100.00	100.00		
Vendor 3742 - YALE MECHANICAL							
263297							
00038686	YALE MECHANICAL	12/30/2024		5,344.82	5,344.82	open	N
	BOILER PUMP MAINTENANCE		DROBERTSON				12/31/2024
	101-43100-40401	BUILDINGS MAINTENANCE		1,068.96		1.00	1,068.96
	101-45200-40401	BUILDINGS MAINTENANCE		1,068.96		1.00	1,068.96
	601-49440-40401	BUILDINGS MAINTENANCE		1,068.96		1.00	1,068.96
	602-49490-40401	BUILDINGS MAINTENANCE		1,068.96		1.00	1,068.96
	101-42110-40401	BUILDINGS MAINTENANCE		1,068.98		1.00	1,068.98
264557							
00038717	YALE MECHANICAL	12/31/2024		5,299.81	5,299.81	open	N
	FIX A HANGING MAKE UP AIR UNIT		DROBERTSON				12/31/2024
Total Vendor 3742 - YALE MECHANICAL				10,644.63	10,644.63		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/07/2025 - 01/07/2025

POSTED AND UNPOSTED
OPEN

Agenda Item # 10D.

Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By		Units	Quantity	Post Date
Inventory	GL Distribution					Unit Price

# of Invoices:	114	# Due: 114	Totals:	222,490.51	222,490.51
# of Credit Memos:	2	# Due: 2	Totals:	(960.75)	(960.75)
Net of Invoices and Credit Memos:				221,529.76	221,529.76

--- TOTALS BY GL BANK ---
GNCKG

221,529.76

--- TOTALS BY GL DISTRIBUTIONS ---

101-00000-14100	18,731.07
101-00000-21707	940.00
101-41110-40208	350.00
101-41110-40441	180.00
101-41400-40200	160.96
101-41400-40208	600.00
101-41400-40310	1,300.00
101-41400-40311	167.00
101-41400-40352	172.00
101-41400-40433	10,365.58
101-41600-40304	8,071.00
101-41600-40312	5,300.00
101-41910-40110	720.00
101-41940-40210	33.41
101-41940-40402	70.80
101-41940-40445	1,463.40
101-42110-40200	124.00
101-42110-40217	33.41
101-42110-40311	7,361.46
101-42110-40321	37.50
101-42110-40401	1,236.98
101-42110-40402	1,062.00
101-42110-40433	8,975.29
101-42110-40437	1,335.80
101-42210-40208	262.00
101-42210-40305	110.00
101-42210-40310	271.00
101-42210-40321	37.50
101-43100-40217	33.41
101-43100-40311	168.00
101-43100-40321	37.50
101-43100-40401	1,490.96
101-43100-40402	265.50
101-45000-40402	23.60
101-45200-40217	33.41
101-45200-40229	2,024.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/07/2025 - 01/07/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 10D.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
	101-45200-40311			668.00			
	101-45200-40321			37.50			
	101-45200-40401			1,490.96			
	101-45200-40402			265.50			
	101-49200-40471			4,416.12			
	103-42210-40441			160.00			
	210-42210-40588			45,612.80			
	402-41400-40570			3,583.12			
	402-42110-40556			3,991.00			
	404-41400-40300			500.00			
	404-41400-40589			1,180.22			
	601-49440-40216			143.77			
	601-49440-40217			33.41			
	601-49440-40229			271.92			
	601-49440-40259			1,508.44			
	601-49440-40310			1,300.00			
	601-49440-40311			168.00			
	601-49440-40313			20.00			
	601-49440-40321			37.50			
	601-49440-40382			1,605.95			
	601-49440-40401			1,777.61			
	601-49440-40402			501.50			
	601-49440-40433			283.00			
	601-49440-40442			6.75			
	602-49490-40216			10.00			
	602-49490-40217			33.45			
	602-49490-40310			1,300.00			
	602-49490-40311			168.00			
	602-49490-40313			934.23			
	602-49490-40321			37.50			
	602-49490-40382			1,605.94			
	602-49490-40401			1,777.61			
	602-49490-40402			590.00			
	602-49490-40433			283.00			
	602-49490-40442			6.75			
	609-49750-40240			4,060.10			
	609-49750-40310			1,300.00			
	609-49750-40445			961.23			
	609-49751-40206			335.64			
	609-49751-40251			16,567.78			
	609-49751-40252			29,117.18			
	609-49751-40253			4,776.52			
	609-49751-40254			390.77			
	609-49751-40255			1,327.10			
	609-49751-40256			6,154.15			
	609-49751-40257			360.00			
	803-00000-20200			1,000.00			

--- TOTALS BY FUND ---

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 01/07/2025 - 01/07/2025

POSTED AND UNPOSTED

OPEN

Agenda Item # 10D.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
	101 GENERAL FUND			80,426.62	80,426.62		
	103 PUBLIC SAFETY FUNDS			160.00	160.00		
	210 GAMBLING FUND			45,612.80	45,612.80		
	402 CAPITAL EQUIPMENT FUND			7,574.12	7,574.12		
	404 BUILDING IMPROVEMENT FUND			1,680.22	1,680.22		
	601 WATER FUND			7,657.85	7,657.85		
	602 SEWER FUND			6,746.48	6,746.48		
	609 LIQUOR FUND			65,350.47	65,350.47		
	803 ESCROW			1,000.00	1,000.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 UNASSIGNED			20,671.07	20,671.07		
	41110 CITY COUNCIL			530.00	530.00		
	41400 ADMINISTRATION			18,028.88	18,028.88		
	41600 LEGAL			13,371.00	13,371.00		
	41910 COMMUNITY DEVELOPMENT			720.00	720.00		
	41940 BUILDINGS			1,567.61	1,567.61		
	42110 POLICE			24,157.44	24,157.44		
	42210 FIRE			46,453.30	46,453.30		
	43100 STREETS			1,995.37	1,995.37		
	45000 COMMUNITY CENTER			23.60	23.60		
	45200 PARKS			4,519.37	4,519.37		
	49200 UNALLOCATED			4,416.12	4,416.12		
	49440 WATER DEPT			7,657.85	7,657.85		
	49490 SEWER DEPT			6,746.48	6,746.48		
	49750 LIQUOR STORE			6,321.33	6,321.33		
	49751 MERCHANDISE PURCHASES			59,029.14	59,029.14		

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 09/01/2024 - 11/30/2024

Agenda Item # 10D.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
09/12/2024	3540(E)	EFTPS	26,457.28
09/12/2024	3541(E)	ICMA	290.00
09/12/2024	3542(E)	MN DEPARTMENT OF REVENUE	524.45
09/12/2024	3543(E)	PERA	25,960.53
09/12/2024	3544(E)	RHS HEALTHCARE SAVINGS	2,031.84
09/12/2024	3545(E)	STATE	5,827.06
09/12/2024	3546(E)	VOYA	2,015.00
09/17/2024	3547(E)	AZ DEPARTMENT OF ECONOMIC SEC	158.00
09/17/2024	3548(E)	EFTPS	2,391.76
09/17/2024	3549(E)	MN DEPARTMENT OF REVENUE	393.25
09/17/2024	3550(E)	PERA	40.00
09/17/2024	3551(E)	STATE	93.27
09/15/2024	3552(E)	ACE SOLID WASTE, INC	1,459.61
09/15/2024	3553(E)	CINTAS	276.83
09/15/2024	3554(E)	CITY HIVE	44.00
09/15/2024	3555(E)	COLONIAL INSURANCE	506.95
09/15/2024	3556(E)	DELTA DENTAL	2,014.64
09/15/2024	3557(E)	HEALTH PARTNERS	35,521.46
09/15/2024	3558(E)	INVOICE CLOUD	1,162.40
09/15/2024	3559(E)	NEW BENEFITS (FRESH BENIES)	239.76
09/15/2024	3560(E)	SPOT ON-LIQUOR CC	5,722.62
09/15/2024	3561(E)	SUN LIFE FINANCIAL	3,666.66
09/15/2024	3562(E)	VILLAGE BANK	221.25
09/15/2024	3563(E)	WEX CARD	6,112.82
09/10/2024	3564(E)	US BANK CREDIT CARD	16,359.01
09/26/2024	3567(E)	EFTPS	25,148.93
09/26/2024	3568(E)	ICMA	290.00
09/26/2024	3569(E)	PERA	25,959.78
09/26/2024	3570(E)	RHS HEALTHCARE SAVINGS	603.36
09/26/2024	3571(E)	STATE	5,515.88
09/26/2024	3572(E)	VOYA	2,015.00
09/25/2024	3573(E)	ALERUS	65.90
09/25/2024	3574(E)	CAYAN	1,413.23
09/25/2024	3575(E)	CONNEXUS ENERGY	24,831.17
09/25/2024	3576(E)	ENTERPRISE FLEET MGMT	20,935.39
09/25/2024	3577(E)	MN DEPT OF REVENUE-SALES TAX	33,770.00
09/25/2024	3578(E)	STAHL CONSTRUCTION	291,479.99
09/25/2024	3579(E)	STAHL CONSTRUCTION	368,953.34
09/26/2024	3580(E)	ALERUS	50.00
09/26/2024	3581(E)	CENTERPOINT ENERGY	840.88
09/26/2024	3582(E)	U S BANK EQUIPMENT FINANCE	942.62
09/29/2024	3583(E)	VILLAGE BANK	186.45
10/10/2024	3584(E)	EFTPS	35,664.56
10/10/2024	3585(E)	ICMA	290.00
10/10/2024	3586(E)	PERA	33,068.28
10/10/2024	3587(E)	RHS HEALTHCARE SAVINGS	13,959.12
10/10/2024	3588(E)	STATE	7,839.80
10/10/2024	3589(E)	VOYA	2,015.00
10/22/2024	3590(E)	AZ DEPARTMENT OF ECONOMIC SEC	103.24
10/22/2024	3591(E)	EFTPS	2,162.45
10/22/2024	3592(E)	MN DEPARTMENT OF REVENUE	446.53
10/22/2024	3593(E)	PERA	40.00
10/22/2024	3594(E)	STATE	92.72
10/10/2024	3595(E)	ACE SOLID WASTE, INC	1,699.61
10/10/2024	3596(E)	CINTAS	211.44
10/10/2024	3597(E)	CITY HIVE	99.00
10/10/2024	3598(E)	COLONIAL INSURANCE	506.95
10/10/2024	3599(E)	DELTA DENTAL	1,797.42
10/10/2024	3600(E)	HEALTH PARTNERS	33,905.91
10/10/2024	3601(E)	SPOT ON-LIQUOR CC	6,063.99
10/10/2024	3602(E)	SUN LIFE FINANCIAL	3,465.59
10/10/2024	3603(E)	WEX CARD	5,693.42
10/10/2024	3604(E)	US BANK CREDIT CARD	13,361.07
10/24/2024	3607(E)	EFTPS	25,751.39
10/24/2024	3608(E)	ICMA	300.00
10/24/2024	3609(E)	PERA	26,068.34
10/24/2024	3610(E)	RHS HEALTHCARE SAVINGS	595.91
10/24/2024	3611(E)	STATE	5,632.41
10/24/2024	3612(E)	VOYA	1,610.00
10/28/2024	3613(E)	ALERUS	50.00

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 09/01/2024 - 11/30/2024

Agenda Item # 10D.

- CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
10/28/2024	3614(E)	CAYAN	907.26
10/28/2024	3615(E)	CENTERPOINT ENERGY	1,204.41
10/28/2024	3616(E)	CONNEXUS ENERGY	23,086.11
10/28/2024	3617(E)	ENTERPRISE FLEET MGMT	13,934.09
10/28/2024	3618(E)	INVOICE CLOUD	1,125.00
10/28/2024	3619(E)	MN DEPT OF COMMERCE	714.33
10/28/2024	3620(E)	MN DEPT OF REVENUE-SALES TAX	29,510.00
10/28/2024	3621(E)	NEW BENEFITS (FRESH BENIES)	229.77
10/28/2024	3622(E)	STAHL CONSTRUCTION	275,813.59
10/28/2024	3623(E)	STAHL CONSTRUCTION	138,976.13
10/28/2024	3624(E)	U S BANK EQUIPMENT FINANCE	944.88
10/31/2024	3625(E)	EMPLOYEE BENEFITS CORPORATION	300.00
10/31/2024	3626(E)	VILLAGE BANK	494.26
11/07/2024	3627(E)	EFTPS	25,658.59
11/07/2024	3628(E)	ICMA	300.00
11/07/2024	3629(E)	PERA	25,841.19
11/07/2024	3630(E)	RHS HEALTHCARE SAVINGS	581.94
11/07/2024	3631(E)	STATE	5,636.93
11/07/2024	3632(E)	VOYA	1,660.00
11/06/2024	3633(E)	ACE SOLID WASTE, INC	1,459.61
11/06/2024	3634(E)	CITY HIVE	98.25
11/06/2024	3635(E)	HEALTH PARTNERS	36,795.94
11/06/2024	3636(E)	SPOT ON-LIQUOR CC	5,280.56
11/06/2024	3637(E)	SUN LIFE FINANCIAL	3,606.01
11/19/2024	3638(E)	AZ DEPARTMENT OF ECONOMIC SEC	158.00
11/19/2024	3639(E)	EFTPS	2,748.53
11/19/2024	3640(E)	MN DEPARTMENT OF REVENUE	479.81
11/19/2024	3641(E)	PERA	40.00
11/19/2024	3642(E)	STATE	107.43
11/19/2024	3643(E)	STATE OF FLORIDA CHILD SUPPOR	79.90
11/18/2024	3644(E)	ALERUS	198.03
11/18/2024	3645(E)	CINTAS	211.44
11/18/2024	3646(E)	COLONIAL INSURANCE	463.87
11/18/2024	3647(E)	DELTA DENTAL	1,922.20
11/18/2024	3648(E)	WEX CARD	5,184.25
11/10/2024	3649(E)	US BANK CREDIT CARD	19,971.61
11/21/2024	3652(E)	EFTPS	25,920.10
11/21/2024	3653(E)	ICMA	300.00
11/21/2024	3654(E)	PERA	26,081.84
11/21/2024	3655(E)	RHS HEALTHCARE SAVINGS	598.55
11/21/2024	3656(E)	STATE	5,649.40
11/21/2024	3657(E)	VOYA	1,660.00
11/25/2024	3658(E)	CAYAN	913.76
11/25/2024	3659(E)	CONNEXUS ENERGY	21,152.50
11/25/2024	3660(E)	ENTERPRISE FLEET MGMT	12,600.74
11/25/2024	3661(E)	INVOICE CLOUD	1,210.05
11/25/2024	3662(E)	MN DEPT OF REVENUE-SALES TAX	28,987.00
11/25/2024	3663(E)	NEW BENEFITS (FRESH BENIES)	236.67
11/25/2024	3664(E)	U S BANK EQUIPMENT FINANCE	966.77
11/30/2024	3679(E)	ALERUS	50.00
11/30/2024	3680(E)	CENTERPOINT ENERGY	2,042.67
11/30/2024	3681(E)	VILLAGE BANK	197.55
GNCKG TOTALS:			
Total of 122 checks:			1,919,278.04
Less 0 Void Checks:			0.00
Total of 122 Disbursements:			<u>1,919,278.04</u>



**CITY COUNCIL AGENDA
REPORT**

TO: St. Francis City Council
FROM: Beth Richmond and Jason Zimmerman, Planners
SUBJECT: 2024 Code Revisions – 1st Reading
DATE: January 6, 2025

OVERVIEW:

The City adopted an updated zoning code in April 2021. Following this update, Staff’s practice has been to make necessary housekeeping revisions on an annual basis. These revisions typically reflect current concerns, state legislative directives, changes to modern or best practices, or issues and/or clarifications that Staff has identified as needed over the past year. This year, Staff is proposing revisions to several chapters of the City Code including the Zoning Code (Chapter 10), Building Regulations and Permits (Chapter 4), Right-of-Way/Traffic/Parking/Streets (Chapter 7), and Public Protection (Chapter 8). Each requested revision is explained in more detail in the attached Planning Commission memo.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission reviewed the proposed Zoning Code amendments at their meeting on December 18, 2024 and held a public hearing. No members of the public spoke for or against the proposed amendments. Commissioners discussed the proposed amendments to Section 10-68-20 Recreational Camping Vehicle, Utility Trailer, Boat, Unlicensed Vehicle, Storage and Parking in greater detail. In particular, Commissioners noted a concern that the amendments would not allow vehicles to be parked on a driveway and/or in front of a house. Allowing parking in the front yard and on the driveway is a common practice in surrounding cities. The Planning Commission recommended removing the requirement that vehicles be parked behind the front plane of the building.

Following the public hearing and discussion, Commissioners unanimously recommended approval of the Zoning Code amendments as presented by Staff with the change noted above.

UPDATES AFTER PLANNING COMMISSION

Staff reviewed the proposed changes to Section 10-68-20 and noted that there is an existing provision that prohibits vehicles from being parked within the setback area of a property. This would apply to the front, side, and rear lot lines. To reduce the potential for conflicting regulations in the future and to address the Planning Commission’s concerns, Staff is proposing adjustments to the amended text in this section to prohibit vehicles from being parked within a drainage and utility easement. Language about placement behind the front plane of a principal building, at least 5’ from a side or rear lot line, and at least 20’ from a corner side yard has been removed.

ACTION TO BE CONSIDERED:

Given the Planning Commission’s recommendation for approval, draft approval documents have been prepared for your consideration.

Suggested Motions:

1. Move to approve the 1st reading of Ordinance 339 approving amendments to Chapter 4 Building Regulations and Permits in the City Code.
2. Move to approve the 1st reading of Ordinance 340 approving amendments to Chapter 7 Right-of-Way/Traffic/Parking/Streets in the City Code.
3. Move to approve the 1st reading of Ordinance 341 approving amendments to Chapter 8 Public Protection in the City Code.
4. Move to approve the 1st reading of Ordinance 342 approving housekeeping amendments to Divisions 4, 6, and 7 of the Zoning Code.

ATTACHMENTS:

- Draft Ordinances (1st Reading)
 1. Ordinance 339 – Chapter 4 Building Regulations and Permits
 2. Ordinance 340 – Chapter 7 Right-of-Way/Traffic/Parking/Streets
 3. Ordinance 341 – Chapter 8 Public Protection
 4. Ordinance 342 – Chapter 10 Zoning
- Planning Commission Memo for December 18, 2024 Meeting

ORDINANCE NO. 339

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE MODIFYING CHAPTER 4 BUILDING REGULATIONS AND
PERMITS IN THE CITY CODE – 1ST 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 4-6-4 License of the St. Francis Code of Ordinances is hereby amended to read as follows:

- A. License Required. No person, firm or corporation shall operate a rental dwelling unit without first having obtained a license to do so from the City as provided for in this Ordinance.
 1. Rental Licenses are subject to and shall follow the Business Regulation and Licensing Ordinance of City Code, Chapter 6.
 2. Each license shall be good for two (2) years and expire on January 31 on the second year after issuance, except as otherwise described in Section 4-6-123 regarding the process for the first renewal.
 3. License renewals for the following years shall be filed on or before January 15 prior to the license expiration date.
 4. A license shall not become valid until a complete application is received, the required fee is paid and inspections or re-inspections are completed as necessary.
 5. Rental dwelling licenses shall not be transferable to another person, organization or to another rental dwelling.
 6. Every person holding a rental dwelling licenses shall give notice in writing to the City within ten (10) business days after having legally transferred or otherwise disposed of the legal control of any licensed rental dwelling. The notice shall include the name and address of the person succeeding the ownership or control of the licensed dwelling or dwellings.

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 6th day of January, 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

ORDINANCE NO. 340

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE MODIFYING CHAPTER 7 RIGHT-OF-
WAY/TRAFFIC/PARKING/STREETS IN THE CITY CODE – 1ST 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 7-4-5 On-Street Recreational Vehicle Parking of the St. Francis Code of Ordinances is hereby amended to read as follows:

It is unlawful for any person to leave or park a recreational camping vehicle, utility trailer, or boat (as defined in Section ~~10-16-5.D~~10-23-16) on or within the limits of any street or right-of-way for a continuous period in excess of twenty-four (24) hours. Provided, however, that during such twenty-four (24) hour period, such vehicle shall not be occupied as living quarters.

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 6th day of January, 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

ORDINANCE NO. 341

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE MODIFYING CHAPTER 8 PUBLIC PROTECTION IN THE CITY
CODE – 1ST 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 8-2-1 General Provisions of the St. Francis Code of Ordinances is hereby amended to read as follows:

~~H. Exception. This Section shall not apply to premises on which only one unlicensed or inoperable motor vehicle is stored.~~

Section 2. Section 8-2-2 Abatement of Exterior Public Nuisances and Other Violations of the St. Francis Code of Ordinances is hereby amended to read as follows:

- B. Application. This Section shall apply to the abatement of the refuse, junk, nuisances, and other violations maintained exterior to the principal structure as identified in:
 1. Refuse as identified in Section 8-2-1-B-1.
 2. Junk as defined in Section 8-2-1-B-2.
 3. Outside storage of materials and all other materials deemed to create a general public nuisance as described in Section 8-2-1-B-3.
 4. Public nuisances enumerated in Section 8-2-6.
 5. Zoning issues to be remedied by Section ~~10-3-9 C 3.~~ 10-31-09 Enforcement.

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 6th day of January,
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

ORDINANCE NO. 342

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE MODIFYING DIVISIONS 4, 6, AND 7 IN THE ZONING CODE – 1ST
READING**

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

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

Section 1. Section 10-44-03 Lot Dimensions of the St. Francis Code of Ordinances is hereby amended to read as follows:

A. The minimum area and building size requirements to be allowed for each business and industrial zoning district are listed in the table below.

B. Table 10-44-3 Business and Industrial Lot Dimensions:

District	Lot Area Minimum	Lot Width Minimum
B-1	N/A	N/A
B-2	20,000 sq. ft.	100 ft.
BPK	25,000 sq. ft.	150 ft.
I-1	25,000 sq. ft.	150 ft.
I-1 <u>I-2</u>	10 acres	330 ft.

Section 2. Section 10-62-02 Child Care Center of the St. Francis Code of Ordinances is hereby amended to read as follows:

A child care center may be permitted as a principal use as long as the following standards are met:

- A. The child care center shall be licensed by the State of Minnesota; and
- B. The child care center may serve:
 - a. 12 or fewer persons in the A-1, A-2, UR, and RR, ~~and R-1~~ zoning districts; ~~and~~
 - b. 16 or fewer persons in R-1 and R-2 zoning districts; and
 - c. 13-16 persons in the ~~R-2,~~ R-3, and B-1 zoning districts.
 - d. There is no maximum number of persons served for child care centers in the B-2 zoning district.
- C. Play equipment, swings, sand boxes, or structures shall not be located in the front yard.

- D. Boundaries of an outdoor play space shall be defined by a permanent enclosure not less than four (4) feet high to protect the children. Fencing, plants or landscaping may be used to create a permanent enclosure.
- ~~E. Off street parking shall be provided based on the facility's licensed capacity as follows:~~
 - ~~1. One (1) space per employee on the maximum work shift and~~
 - ~~2. One (1) space per eight (8) children.~~

Section 3. Section 10-68-04 Accessory Structure of the St. Francis Code of Ordinances is hereby amended to read as follows:

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

F. Area, number and height limitations. Accessory 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
	Maximum number of detached buildings	1
	NO POLE BUILDINGS ALLOWED	
	Maximum sidewall height	10 feet
1 acre but less than 2 ½ acres	Total detached square footage	1,200
	Maximum number of detached buildings	1
	POLE BUILDINGS ALLOWED	
2 ½ but less than 5 acres	Maximum sidewall height	12 feet
	Total detached square footage	1,500
	Maximum number of detached buildings	2
5 acres but less than 10 acres	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	14 feet
	Total detached square footage	4,000
10 acres and larger	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	16 feet
10 acres and larger	Total detached square footage	5,000
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
10 acres and larger	Maximum sidewall height	18 feet

2. Urban Service Area.

- a. Attached and detached private residential garages shall not exceed 840 square feet in size, except that the minimum square footage can be increased to 1,200 square feet, provided that the accessory structure 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. For one- and two-unit dwelling units, said accessory structure shall have a minimum floor area of at least 440 square feet.

- c. Residential properties within the Urban Service Area may have one (1) detached accessory structure in addition to a private residential garage. The structure shall not ~~to~~ exceed 250 square feet in size. On properties that have no less than one half (½) acre of buildable land, the detached accessory structure, may be up to 500 square feet in size. This second detached accessory building shall not exceed 16 feet in height.
 - d. Residential properties with detached accessory structures that subsequently construct an attached accessory structure, shall deduct the square footage of the detached structure from the allowable square footage.
 - e. No accessory buildings shall be allowed on non-residential property in the urban service area.
 - f. Unless otherwise permitted, all detached accessory buildings shall not exceed 20 feet in height or the height of the principal structure, whichever is less.
3. General Standards and Conditions, All Districts.
- a. PUD Districts in rural areas: total accessory structure square footage shall not exceed 1,200 square feet per lot or as otherwise identified in the Development Agreement.
 - b. Temporary, hoop, carport, tarpaulin or similar types of non-permanent structures are not permitted.
 - c. Semi-trailers, truck boxes, rail boxes, box cars, and similar are prohibited.
 - d. Moving storage containers, Portable on demand storage (PODS) units or similar type units may be allowed with city approval for up to 30 days within an 18-month period.
 - e. No structures shall be located within a drainage, utility or any other publicly owned easement.

G. Setbacks.

- 1. Attached Buildings/Garages. An attached garage or accessory structure shall be considered an integral part of the principal building and shall conform to district setback requirements.
- 2. Detached Buildings:
 - a. Any detached accessory building shall be set back at least 10 feet from any principal structure or other detached accessory buildings on the same parcel.
 - b. Rural Service Area:
 - i. Lots Less Than One (1) Acre. Twenty-five (25) feet from the side and rear property lines.

- ii. Lots One (1) Acre and Larger. Twenty-five (25) feet from the side and rear property lines.
- iii. All detached accessory structures in the Rural Service Area shall be placed no closer to the front property line than the principal structure, except when the principal structure has a front yard setback of at least 150 feet. In that case, the detached accessory structure may be located closer to the front property line than the principal structure, but shall maintain at least a 75 foot front yard setback off a City street and a 100 foot front yard setback off of a County or State road.
- c. Urban Service Area:
 - i. All Lots. No accessory building shall be located in front of the principal structure. Accessory buildings must maintain setbacks of five (5) feet from the side property line and 10 feet from the rear property line.
 - ii. Street Side Yard. Detached accessory structures shall be located no closer than 20 feet from a street side yard on corner lots, provided the structure does not have access to the public right-of-way on the side yard.
 - ~~iii. Except in Commercial and Industrial Districts, all detached accessory buildings shall maintain a 10 foot setback to the principal structure and other detached accessory buildings on the parcel.~~

Section 4. Section 10-68-20 Recreational Camping Vehicle, Utility Trailer, Boat, Unlicensed Vehicle, Storage and Parking of the St. Francis Code of Ordinances is hereby amended to read as follows:

- A. 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.
- B. 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 ~~pad or~~ 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 square feet in size.
 - 3. No such vehicles shall be stored within a drainage and utility easement.

- C. A maximum of one (1) unlicensed vehicle (operable) shall be allowed on any property within a Residential District. This vehicle shall be parked according to the regulations listed in Section 10-72-02.

Section 5. Section 10-68-24 Swimming Pools of the St. Francis Code of Ordinances is hereby amended to read as follows:

- B. Construction:
 - 1. Standards.
 - a. The construction of swimming pools and spas shall conform to all applicable provisions of the Uniform Building Code, and all other State or Federal regulations concerning such construction.
 - b. A building permit is required for swimming pools greater than 24" in depth and exceeding 5,000 gallons.
 - 2. Utility Lines. It is unlawful for any person to build, construct, situate or install any swimming pool or spa beneath any overhead utility line or easement nor over any underground utility line or service or easement.
 - 3. Setback Requirements. It is unlawful for any person to build, construct, situate or install any swimming pool or spa within 10 feet ~~of any side of any side~~ or rear lot line, nor within six (6) feet of any principal structure, nor closer to the front lot line than the principal structure except as hereinafter provided:
 - a. On residential parcels which contain a lot area of one (1) acre or more, a swimming pool or spa may be constructed closer to the front lot line than the principal structure, provided that such swimming pool or spa is constructed to meet the minimum set back of the District within which it is to be located.
 - b. No swimming pool or spa shall be located within twenty (20) feet of any portion of any on-site sewer system or any private water supply.

Section 6. Section 10-71-03 Waste, Refuse and Recyclable Material of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-71-03. Waste, refuse, junk, and recyclable material

D. Abandoned, Unlicensed, or Inoperable Vehicles.

- 1. Passenger automobiles and trucks not currently licensed by the State, or which are because of mechanical deficiency incapable of movement under their own power, parked or stored outside for a period in excess of 30 days shall be stored inside of a building or removed.
- 2. ~~and a~~ All other materials stored outside in violation of City Code provisions are considered refuse or junk and shall be regulated in the manner provided for by the Chapter 8 of the City Code, Public Protection.

Section 7. Section 10-73-02 Fences of the St. Francis Code of Ordinances is hereby amended to read as follows:

D. District Standards:

1. In the RR, R-1, R-2, and R-3 Districts, fencing shall be restricted to a height of six (6) feet for side and rear yards and a height of four (4) feet within the front yard setback. All fences shall be residential in nature such as wrought iron, vinyl, split-rail, or board and picket. Fencing extending beyond the front- or street-facing façade of any structure shall be ornamental in character and may not be chain link. Barbed wire, electric, and other agricultural fences may be used in the RR District in conjunction with a legally permitted use in Section 10-68-142 Keeping of Animals or Fowl.
2. In the A-1, A-2, and UR Districts, all fencing for non-agricultural purposes shall be no taller than six (6) feet in height.
3. In the B-1 and B-2 Districts, fencing is not allowed between the principal structure and any public right-of-way. Fences shall be no greater than six (6) feet in height. Fences no greater than four (4) feet in height may be permitted with a Conditional Use Permit in front of the principal structure.
4. In the BPK, I-1, and I-2 Districts, fences shall be no greater than eight (8) feet in height. Fences greater than four (4) feet in height shall not be placed in the front yard. Fences greater than eight (8) feet in height may be permitted with a Conditional Use Permit when meeting all district setbacks.
5. Fences up to sixteen (16) feet in height may be allowed in any district provided the fence is used as an enclosure for a tennis or sport facility.
6. Erosion control fences are permitted in all districts in conjunction with a permitted activity.
7. It is unlawful for any person to erect or maintain a barbed wire fence upon his or her property, which fence is less than six (6) feet above the ground and within three (3) feet of a sidewalk or public right-of-way except in those areas in which the owners are permitted to keep, stable or board animals under the provisions of the City Code.

Section 8. 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 6th day of January, 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



**PLANNING COMMISSION
AGENDA REPORT**

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: 2024 Code Revisions
DATE: 12-11-2024 for 12-18-2024 meeting

OVERVIEW

The City completed a full zoning code update in April 2021. Following that update, Staff has worked to make necessary housekeeping revisions on an annual basis. These revisions typically reflect current concerns, state legislative directives, changes to modern or best practices, or issues and/or clarifications that Staff has identified as needed over the past year. This year, Staff is proposing several housekeeping revisions for Planning Commission and City Council consideration. These revisions include changes to several chapters of the City Code including Zoning Code (Chapter 10), Building Regulations and Permits (Chapter 4), Right-of-Way/Traffic/Parking/Streets (Chapter 7), and Public Protection (Chapter 8). Each requested revision is summarized below. The proposed changes are attached.

CODE REVISIONS – ZONING

- **Business and Industrial District Lot Dimensions** – Currently, the lot dimensions table for the business and industrial zoning districts does not list the I-2 District and instead lists the I-1 District twice. Staff is proposing to fix this typo in the table. Changes to the lot dimensions listed in the table are not needed.
- **Child Care Center** – Staff is proposing to update the use-specific standards for child care centers to be consistent with Minnesota Statutes 462.357. Staff is also proposing to remove the off-street parking regulations for child care centers from the use-specific standards as similar regulations are already listed in the parking table in Section 10-72-09. Removing the parking requirements from the use-specific standards eliminates conflicting provisions.
- **Accessory Structure.** Staff is proposing to make three changes to the use-specific standards for accessory structures to clarify how this use is regulated. The proposed changes include specifying that a building permit is required for structures that are 200 square feet or greater in size, exempting school uses from the exterior building standards and the area, number, and height limitations for accessory structures, and clarifying that any accessory building must be set back at least 10 feet from any other structure. These changes are proposed as a result of applications and requests from property owners during the last year.

- **Recreational camping vehicle, utility trailer, boat, unlicensed vehicle, storage and parking.** On properties smaller than 9 acres in size, Staff is proposing to clarify that vehicles must be parked on an approved parking pad or surface. Standards for placement of these vehicles are also proposed. These standards require that the vehicle must be stored behind the front plane of the principal building, outside of any drainage and utility easement, at least 5 feet from any interior side or rear property line, and at least 20 feet from any corner side property line.
- **Swimming Pools** – Staff is proposing to correct a typo in the code from “of.anysiqe” to “of any side” in Section 10-68-24.B.
- **Waste, Refuse, Junk, and Recyclable Material** – Staff is proposing to adjust the title of this section to more accurately describe the regulations contained within. Adjustments to provision D Abandoned, Unlicensed, or Inoperable Vehicles are proposed to clarify that inoperable vehicles must not be stored outdoors for longer than 30 days. These changes also clarify that all other materials stored outdoors in violation of the Code are regulated through Chapter 8 of the City Code.
- **Fences** – In the provision discussing barbed wire, electric, and agricultural fences, an updated reference to Section 10-68-12 Keeping of Animals or Fowl is needed.

CODE REVISIONS – CHAPTERS 4, 7, AND 8

Note that the following changes are located within Chapters 4 (Building Regulations and Permits), 7 (Right-of-Way/Traffic/Parking/Streets), and 8 (Public Protection) of the City Code. These sections do not require a public hearing or Planning Commission review, but are included here for Commissioners’ reference.

- **Rental Housing Licensing** – Chapter 4 contains regulations for rental housing licensing. Staff is proposing to update a reference in Section 4-6-4.
- **On-Street Recreational Vehicle Parking** – Staff is proposing to update a reference in Section 7-4-5.
- **Refuse, Junk, and Nuisances** – Staff is proposing to remove language in Section 8-2-1 referencing unlicensed or inoperable vehicles in order to be consistent with the proposed changes in Section 10-71-03 as described above. Staff is also proposing to update a reference in Section 8-2-2.

ACTION TO BE CONSIDERED

Staff is requesting that the Planning Commission hold a public hearing and review the proposed changes to the Zoning Code. Staff recommends that the Planning Commission act to recommend approval of the changes to the City Council.

Suggested Motion:

1. Move to recommend approval of the revisions to the City's Zoning Code as presented by Staff.

ATTACHMENTS

- Draft Code Language



**CITY COUNCIL AGENDA
REPORT**

TO: St. Francis City Council
FROM: Beth Richmond and Jason Zimmerman, Planners
SUBJECT: Cannabis Zoning Code Amendment – First Reading
DATE: January 6, 2025

OVERVIEW:

In 2023, the Minnesota Legislature approved a new law to expand the legalization of THC and certain types of cannabis products, as well as to permit different types of cannabis businesses. The new legislation is fairly comprehensive and established a new specialized statewide regulating authority for this matter – the Office of Cannabis Management (OCM). This office will assist cities with registration and the regulation of cannabis through zoning.

The state’s cannabis legislation, which can be found in Chapter 342 of the State Statutes, provides local units of government certain authority to regulate cannabis businesses, including the authority to adopt reasonable restrictions on the time, place, and manner of such businesses, reviewing license requests, registering cannabis businesses, and adopting other regulations related to cannabis businesses. It also creates 16 cannabis and hemp license types. The OCM is responsible for issuing licenses for cannabis businesses, however, local governments will be asked to certify whether an application complies with local zoning ordinances before a license is issued. Cities will need to examine their zoning regulations and make amendments to the existing city code in order to accommodate these uses, possibly creating new definitions, standards, and interpretations.

The City Council held a worksession on this topic on October 28th and provided direction to Staff for the development of cannabis regulations. Based on this discussion and the model ordinance provided by OCM, Staff drafted ordinance language for amendments to the City Code and the Zoning Code. Staff is proposing to add language to the Zoning Code to define each cannabis use, establish how and where each use will be allowed in the City, and create standards for cannabis retail and lower potency hemp edible retail uses.

PLANNING COMMISSION RECOMMENDATION:

The Planning Commission reviewed the proposed Zoning Code amendments at their meeting on December 18, 2024 and held a public hearing. No members of the public spoke for or against the proposed amendments. Commissioners discussed the proposed buffers around cannabis retail uses and confirmed that the City is establishing the maximum buffer distance as allowed by State Statutes. Commissioners also discussed the taxing and revenue from potential future municipal cannabis sales and how the City may use that revenue. Following the public hearing and discussion, Commissioners unanimously recommended approval of the Zoning Code amendments as presented by Staff.

ACTION TO BE CONSIDERED:

Given the Planning Commission’s recommendation for approval, a draft approval document has been prepared for your consideration.

Suggested Motion:

Move to approve the 1st reading of Ordinance 343 approving the Zoning Code amendments pertaining to cannabis and hemp businesses as presented by Staff.

ATTACHMENT:

- 1. Draft Cannabis Ordinance 343 – 1st Reading
- 2. Planning Commission Memo for December 18, 2024

ORDINANCE NO. 343

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE AMENDING THE ZONING CODE TO ALLOW CANNABIS USES –
1ST 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 shall occur as needed when sections are added or deleted.

Section 1. Section 10-23-00 Use Definitions of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-23-03 C.

Cannabis cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

Cannabis delivery: A cannabis business licensed to purchase cannabis, cannabis products, and hemp products from retailers or cannabis business with retail endorsements for transport and delivery to customers.

Cannabis and hemp manufacturing: A business which involves the compounding, processing, packaging, or treatment of cannabis and/or hemp products.

Cannabis retail: A retail location and the retail location(s) of a mezzobusiness with a retail operations endorsement, microbusiness with a retail operations endorsement, medical combination business operating a retail location, excluding lower-potency hemp edible retailers.

Cannabis transportation: A cannabis business licensed to transport immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products to licensed cannabis businesses.

Cannabis wholesale: A cannabis business licensed to purchase and/or sell immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from other licensed cannabis businesses.

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Lower-potency hemp edible retail: A licensed establishment where lower-potency hemp edible products are sold to individual consumers.

Section 2. Table 10-42-1 Principal Use Table – Business and Industrial Districts of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-42-02 Principal Uses in Agriculture Districts

A. Table 10-42-1 Principal Use Table – Agriculture Districts

Use Type	Zoning District		
	A-1	A-2	UR
Natural Resources or Agriculture			
<u>Cannabis cultivation, outdoor</u>	<u>P</u>	<u>P</u>	

Section 3. Table 10-44-1 Principal Use Table – Business and Industrial Districts of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-44-02 Principal Uses in Business Districts

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

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Retail Sales or Service					
<u>Cannabis retail</u>	<u>PS</u>	<u>PS</u>			
<u>Lower potency hemp edible retail</u>	<u>PS</u>	<u>PS</u>			
Industrial					
<u>Cannabis delivery</u>				<u>P</u>	
<u>Cannabis and hemp manufacturing</u>			<u>P</u>	<u>P</u>	
<u>Cannabis transportation</u>				<u>P</u>	
<u>Cannabis wholesale</u>			<u>P</u>	<u>P</u>	
Natural Resources or Agriculture					
<u>Cannabis cultivation, indoor</u>				<u>P</u>	

Section 4. Section 10-63-03 of the St. Francis Code of Ordinances is hereby added to read as follows:

10-63-03. Cannabis Retail

A. Minimum distance requirements

1. The City of St. Francis shall prohibit the operation of a cannabis retail business within a door-to-door span of:

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

Section 5. Section 10-63-05 of the St. Francis Code of Ordinances is hereby added to read as follows:

10-63-05. Lower-Potency Hemp Edible Retail

- A. The sale of lower-potency edibles is permitted in a municipal liquor store.
- B. The sale of lower-potency hemp beverages is permitted in places that meet requirements of this Section.
- C. Lower-potency hemp edibles shall be sold as directed by the MN State Office of Cannabis Management.

Section 6. 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 6th day of January, 2025.

SEAL

CITY OF ST. FRANCIS

By: _____
Mark Vogel, Mayor

Attest: Jennifer Wida, City Clerk

DRAFTED BY:

HKGi

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



**PLANNING COMMISSION
AGENDA REPORT**

TO: St. Francis Planning Commission

FROM: Beth Richmond, Planner

SUBJECT: Cannabis Zoning Code Amendment – Public Hearing

DATE: 12-8-2021 for 12-15-2021 meeting

OVERVIEW:

In 2023, the Minnesota Legislature approved a new law to expand the legalization of THC and certain types of cannabis products, as well as to permit different types of cannabis businesses. The new legislation is fairly comprehensive and established a new specialized statewide regulating authority for this matter – the Office of Cannabis Management (OCM). This office will assist cities with registration and the regulation of cannabis through zoning.

The state’s cannabis legislation, which can be found in Chapter 342 of the State Statutes, provides local units of government certain authority to regulate cannabis businesses, including the authority to adopt reasonable restrictions on the time, place, and manner of such businesses, reviewing license requests, registering cannabis businesses, and adopting other regulations related to cannabis businesses. It also creates 16 cannabis and hemp license types. The OCM is responsible for issuing licenses for cannabis businesses, however, local governments will be asked to certify whether an application complies with local zoning ordinances before a license is issued. Cities will need to examine their zoning regulations and make amendments to the existing city code in order to accommodate these uses, possibly creating new definitions, standards, and interpretations.

The City Council held a worksession on this topic on October 28th and provided direction to Staff for the development of cannabis regulations. Based on this discussion and the model ordinance provided by OCM, Staff drafted ordinance language for amendments to the City Code and the Zoning Code. Amendments to the City Code pertain to business regulations for cannabis businesses including local registration, compliance with State Statutes, and consequences of business mismanagement. The first reading of the City Code amendments was considered at the December 2nd City Council meeting. Additional information from this meeting can be found beginning on page 151 of the December 2, 2024 City Council [packet](#) which is available on the City’s website.

At the December 18th meeting, the Planning Commission is tasked with reviewing the proposed amendments to the Zoning Code pertaining to cannabis businesses, holding a public hearing, and providing a recommendation to the City Council.

PROPOSED ZONING STANDARDS:

Staff is proposing to add language to the Zoning Code to define each cannabis use, establish how and where each use will be allowed in the City, and create standards for cannabis retail and lower potency hemp edible retail uses.

Definitions

In order to regulate the new cannabis uses, definitions must be added that clarify the types of businesses being regulated. These definitions include:

Cannabis cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant, harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.

Cannabis delivery: A cannabis business licensed to purchase cannabis, cannabis products, and hemp products from retailers or cannabis business with retail endorsements for transport and delivery to customers.

Cannabis and hemp manufacturing: A business which involves the compounding, processing, packaging, or treatment of cannabis and/or hemp products.

Cannabis retail: A retail location and the retail location(s) of a mezzobusiness with a retail operations endorsement, microbusiness with a retail operations endorsement, medical combination business operating a retail location, excluding lower-potency hemp edible retailers.

Cannabis transportation: A cannabis business licensed to transport immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products to licensed cannabis businesses.

Cannabis wholesale: A cannabis business licensed to purchase and/or sell immature cannabis plants and seedlings, cannabis, cannabis products, and hemp products from other licensed cannabis businesses.

Lower-potency hemp edible retail: A licensed establishment where lower-potency hemp edible products are sold to individual consumers.

Zoning Districts

Cities may not ban cannabis or hemp businesses, and must allow the various types of cannabis uses within the City in some fashion. The OCM provided guidance that cities should generally look to allow cannabis businesses in zoning districts where similar uses are allowed. For example, allowing cannabis retail in the same zoning districts where retail uses are allowed today.

Tables 10-42-1 and 10-44-1 in the Zoning Code are proposed to be updated to incorporate cannabis uses. Cannabis uses, including retail, delivery, manufacturing, transportation, wholesale, and cultivation are proposed in different areas of the City, including the agricultural districts and the business and industrial districts. The table below shows where each use is

proposed to be allowed, and whether the use will be permitted with standards (PS) or permitted by right (P).

Use Type	Zoning District					
	A-1	A-2	B-1	B-2	BPK	I-1
Cannabis retail			PS	PS		
Lower potency hemp edible retail			PS	PS		
Cannabis delivery						P
Cannabis and hemp manufacturing					P	P
Cannabis transportation						P
Cannabis wholesale					P	P
Cannabis cultivation, outdoor	P	P				
Cannabis cultivation, indoor						P

Use-Specific Standards

Cities are allowed to create standards to set “reasonable restrictions” on the time, place, and manner of cannabis uses. Staff is proposing to establish use-specific standards for cannabis retail and lower potency hemp edible retail uses as described below.

Cannabis retail

State law allows cities to establish buffers around certain uses in order to keep sufficient spacing between these uses and locations where cannabis may be sold. Cities may require the maximum spacing allowed, buffering of a lesser amount, or no buffer at all. The City is proposing to implement the maximum buffer distances allowed from the following uses:

- 1,000 feet: K-12 school
- 500 feet: Day care
- 500 feet: Residential treatment facility
- 500 feet: Attraction within a public park that is regularly used by minors

Hours of operation for cannabis retail uses are proposed to be limited to 8:00am to 10:00pm Monday through Saturday and 10:00am to 9:00pm on Sunday. These hours of operation are in line with state requirements and are similar to the hours of operation established for liquor sales.

Lower potency hemp edible retail

Proposed standards for lower potency hemp edible retail uses include permitting sales of edibles in a municipal liquor store, permitting the sale of hemp beverages, and ensuring that any edible sales follow the requirements from the OCM.

ACTION TO BE CONSIDERED:

Planning Commission is tasked with holding the public hearing for the proposed cannabis amendments to the Zoning Code. Following the public hearing, the Planning Commission should discuss the proposed regulations and provide a recommendation to the City Council.

Suggested Motion:

Move to recommend approval of the Zoning Code amendments pertaining to cannabis and hemp businesses as proposed by Staff.

ATTACHMENT:

1. Draft Cannabis Ordinance – Zoning Code



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Code of Conduct
DATE: January 6, 2025

OVERVIEW:

As the personnel policy holds staff accountable with Codes of Conduct, the City is lacking clear path for conduct for Council, Charter and Commissioners. A code of conduct is used to establish expectations for how members conduct themselves while carrying out their responsibilities in their work as a collective decision-making body for the community.

Key points about a code of conduct include:

- Sets clear guidelines – defines behavior in terms of honesty, integrity and professional decorum.
- Builds public confidence – demonstrates a commitment to transparency and accountability to the community.
- Provides a framework on expectations – allows for addressing potential misconduct
- Protects against conflicts of interest – requires members to disclose potential conflicts and recuse themselves when necessary.
- Comply with the law – identifies how members will handle open meeting law, gifts and conflicts.

The attached Code of Conduct is proposed as new business in 2025 to establish it into our existing policies. If adopted, staff will add the document annually in Consent on the first meeting of the year.

ACTION TO BE CONSIDERED:

Staff recommends Council review and adopt a Code of Conduct for Members of the City Council and City Commissions.

Attachments:

- City of St. Francis Code of Conduct for Members of City Council and City Commissions



**City of St. Francis
Code of Conduct for Members of City Council
and
City Commissions**

Preamble

The residents and businesses of St. Francis are entitled to have fair, ethical and accountable local government, which has earned the public’s full confidence for integrity. The effective functioning of democratic government therefore requires that:

- Public officials, both elected and appointed, comply with both the letter and spirit of the laws and politics affecting the operations of government.
- Public officials be independent, impartial and fair in their judgment and actions.
- Public office be used for the public good, not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the St. Francis City Council has adopted a Code of Conduct for members of the City Council to assure public confidence in the integrity of local government and its effective and fair operation.

This Code of Conduct describes the manner in which Councilmembers should treat one another, city staff, constituents, and others with which they encounter in representing the City of St. Francis.

City of St. Francis Code of Conduct

1. Acts in the Public Interest

Recognizing that stewardship of the public interest must be their primary concern, members will work for the common good of the people of St. Francis and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims and transactions coming before the City Council and the City’s commissions.

2. Comply with the Law

Members shall comply with the applicable federal laws, state laws, and city ordinances in the performance of their public duties. In statutory cities, powers are granted to the Council as a whole, and not to individual members.

Mayoral Role

According to **MN Statute 412.191** the Mayor is a full member of the council in addition to:

- Act as presiding officer of meetings
- Represent the City ceremoniously

- Execute official documents

3. Open Meeting Law (OML)

Public deliberations and processes shall be conducted openly and in a transparent manner. The Minnesota Open Meeting Law (*Chapter 13D*) requires that meetings of governmental bodies generally be open to the public in order to:

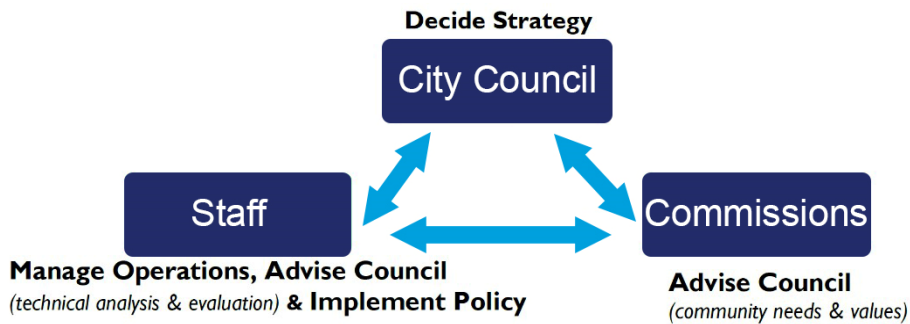
Prohibit actions being taken at a secret meeting where it is impossible for the interested public to become fully informed about a public board’s decisions or to detect improper influences

Assure the public’s right to be informed and observe public meetings:

The Minnesota Supreme Court has noted that meetings of less than a quorum of a public body held serially to avoid a public meeting or to fashion agreement on an issue of public business may violate the open meeting law.

4. Roles of Council, Staff and Commissions

We are all part of a team committed to the residents of St. Francis both today and in the future. To be effective we must come to meetings with an open mind, think strategically about City issues and delegate details of implementations to staff. We will strive to maintain a culture of trust, respect, and candor as a Council and when working with staff and Boards/Commissions.



City Council	City Administrator & Staff	Advisory Boards
Make policy level decisions	Provide best efforts and technical advice to Council	Provide community perspective
Approve: Budget & Long Term Plan, Contracts, Ordinances & Polices	Provide a full range of policy options and practicalities along with their recommendation and ground council discussions in the operational impacts of policy options.	Propose work -plan items
Approve: Development Proposals, Rezoning, variances, etc.	Implement policy decisions professionally even if they are not the staff recommendation.	Advise council on work plan items
Approve: Strategic Plan, goals, policies and action plan for council and staff (implement)	Carry out City Council directives	Hold hearings as required by council or law
Hire and supervise City Administrator	Manage operations, staff and work load	
Appoint Representatives of advisory commissions	Propose budget and polices	
	Deliver services	
	Enforce codes and policies	

Conduct at City Council meetings, work sessions and commissions meeting applies to City Council members, commission members, and staff unless noted otherwise:

- City Council will use (and has historically) Roberts Rules of Order as rules of order to govern meetings.
- We will refrain from private conversations while in the council chamber that interrupts the proceedings of the council
- We will practice professionalism by being respectful to all, and by being prepared for meetings.
- We will limit speech to subject of current debate
- We will encourage everyone to speak. Allow for discussions to be candid while also being diplomatic. Uphold and respect the dignity of all.
- Council Members will provide city staff sufficient time (24-hours is ideal) in advance of a meeting to answer questions you have about an agenda item. We will not intentionally surprise staff with questions or issues at the meeting.
- Council Members agree to let the city administrator know ahead of time if we want something pulled off the consent agenda. The city administrator will then inform the council in an appropriate manner.
- City staff will acknowledge the council as policymakers and the city council shall acknowledge staff as administering the council's policies
- City staff will strive to provide a full range of policy options and practicalities along with their recommendation and ground council discussions in the operational impacts of policy options.
- City staff will provide answers to council members questions as timely and thoroughly as possible
- City staff will provide staff reports on all agenda items with clear recommendation and options for council consideration.

5. Gifts and Favors

Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office, which are not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.

6. Use of Public Resources

Members shall not use public resources that are not available to the public in general, such as City staff time, equipment, supplies or facilities, for private gain or personal purposes.

7. Representation of Private Interests

In keeping with their role as stewards of the public interest, members of the Council shall not appear on behalf of the private interests of third parties before the Council or any commissions or proceedings of the City, nor shall members of commissions appear before their own bodies or before the Council on behalf of the private interests of the third parties on matters related to the areas of service of their bodies.

8. Advocacy

Members shall represent the official policies of positions of the City Council or commissions to the best of their ability when designated as delegates. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the City of St. Francis, nor will they allow the inference that they do.

9. Policy Role of Members

Members shall respect and adhere to the structure of city government as provided by state law and City Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, commissions, and City Staff. Members therefore shall not interfere with the administrative functions of the City or the professional duties of the City Staff nor shall they impair the ability of staff to implement Council policy decisions. Members should refrain from:

- Disrupting staff from the conduct of their jobs
- Involvement in administrative functions
- Attending staff meetings unless requested by staff
- Audio or video tape conversations between staff and Councilmembers other than Council meetings.
- Establish and maintain relationships with City Staff that do not contribute to an open, honest and team-oriented environment and recognizes the appropriate chain of authority.

10. Positive Workplace Environment

Members shall support the maintenance of a positive and constructive workplace environment for City employees and for residents and businesses dealing with the City. Members shall recognize their special role in dealings with City employees to in no way create the perception of inappropriate direction to staff or exhibit behavior that is demeaning or threatening or behavior that is directly or indirectly meant to intimidate, belittle or otherwise create a hostile work environment.

11. Implementation & Enforcement

As an expression of the standards of conduct for members expected by the City, this Code of Conduct is intended to be self-enforcing. It, therefore, becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, ethical standards shall be included in the regular orientation for candidates for City Council. Members entering office shall adopt, at the first meeting of the year, a statement affirming that they read and understand the City of St. Francis Code of Conduct.

This Code shall be reviewed annually by the City Council and City commissions at the first meeting of each year.

The St. Francis Code of Conduct expresses standards of ethical conduct expected for members of the City Council and commissions. Members themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Council Members and the Mayor have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Conduct are brought to their attention.