



CITY COUNCIL REGULAR MEETING
City Hall: 3750 Bridge St NW
Monday, December 16, 2024 at 6:00 PM

AGENDA

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**
 - A. City Council Minutes - 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
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
- 8. OLD BUSINESS**
 - A. Ordinance of the City of St. Francis to Regulate Cannabis Business Registration – 2nd Reading
- 9. NEW BUSINESS**
 - A. Memorandum of Agree for LELS 319 Police Officers
 - B. Memorandum of Agree for LELS 411 Sergeants
 - C. Comprehensive Sanitary Sewer and Municipal Water Plan
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
 - A. Fire Department Monthly Report - November
 - B. City Administrator Year End Report 2024
- 12. COUNCIL MEMBER REPORTS**
- 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**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

December 2, 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 Crystal Kreklow, Sarah Udvig, and Mark Vogel.

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

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carries: 4-0

4. CONSENT AGENDA

A. City Council Minutes - November 18, 2024

B. City Council Special Meeting Minutes - November 12, 2024

C. City Council Work Session Minutes - November 12, 2024

D. Towing Agreement

E. DNR Releaf Grant Project – Final Payment

F. Quicksilver Street Surface Improvement Project – Final Payment

G. 2025 Business License Renewals

Resolution 2024-45 Adopting the license renewals for 2025

H. Payment of Claims

Mayor Muehlbauer shared that they moved the MS-4 Annual Opportunity for Public Input from Item E on the Consent Agenda to the New Business as Item 9C.

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

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

Nays: None

Motion carries: 4-0

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

A. 2025 Proposed Budget Presentation

Resolution 2024-42 Certifying taxes payable in 2025

Resolution 2024-43 Adopting a budget for 2025

Finance Director Mulvihill reviewed the Staff report in regard to the 2025 proposed budget and tax levy.

Vogel asked about what the breakdown in the Community Development budget looks like. Mulvihill stated the biggest portion of this budget is for salaries for the four Staff members in this department.

Mayor Muehlbauer opened the Public Hearing at 6:18 p.m.

Julie Heifort, 23943 Quicksilver Street, came forward and shared that she has a few issues with her tax statement. She stated that the County and City meetings are scheduled at the same time so she cannot attend both. She explained that she owns two parcels of land, one which is 13 acres which her house is on and one which is 34 acres and a pole building. She stated the taxes on her pole building property went up 398% and the taxes on both of her properties combined went up over \$2,900. She noted that her classification went from rural to non-homestead rural. She asked about this change in classification. Mulvihill stated this would have been done by the County as the City does not determine these things. She added that the County statements would have come out in the spring.

Mayor Muehlbauer asked if it was too late for Ms. Heifort to address this concern with the County. Ms. Heifort said she does not recall receiving anything from the County prior to her tax statement. Mulvihill said the notice would have come out prior to their Public Hearing process in March. She noted that it may be too late to address this with the County as the hearing period has passed.

City Administrator Thunstrom explained that the change in classification is likely due to the use of the property.

Mulvihill suggested contacting the Anoka County Assessor's Office with any questions.

Vogel shared that he has come to the County Assessor with a mistake in his

valuation in the past and they were able to correct it.

Mayor Muehlbauer closed the Public Hearing at 6:23 p.m.

Vogel shared that he does not see the City making sacrifices with this budget. He shared his respect for the work Staff has done to the budget; however, he thinks it is the Council's idea to share in the sacrifice.

MOTION BY: KREKLOW SECOND: MAYOR MUEHLBAUER TO ADOPT RESOLUTION 2024-42 CERTIFYING TAXES PAYABLE IN 2025.

Ayes: Kreklow, Udvig, and Mayor Muehlbauer.

Nays: Vogel

Motion carries: 3-1

MOTION BY: UDVIG SECOND: KREKLOW TO ADOPT RESOLUTION 2024-43 ADOPTING A BUDGET FOR 2025.

Ayes: Kreklow, Udvig, and Mayor Muehlbauer.

Nays: Vogel

Motion carries: 3-1

8. **OLD BUSINESS - NONE**

- A. Ordinance Amendment – Chapter 2-9-1 Fee Schedule, Second Reading
Ordinance 337 Amending section 2-9-1 of the city code regarding the fee schedule
Resolution 2024-44 Summary Publication of Ordinance 337

Thunstrom reviewed the Staff report in regard to updating the fee schedule.

Vogel shared concerns with the fees for use of community center rentals; however, since they do not currently have a community center, he is okay with keeping the fees as presented for now. He said he would like to make sure they look into this next year. Udvig and Kreklow agreed.

MOTION BY: VOGEL SECONDED: UDVIG TO ADOPT ORDINANCE 337 AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING THE FEE SCHEDULE.

A roll call vote was performed:

Mayor Muehlbauer aye

Councilmember Vogel aye

Councilmember Kreklow aye

Councilmember Udvig aye

Motion carried: 4-0

MOTION BY: VOGEL SECONDED: KREKLOW TO ADOPT RESOLUTION 2024-44 APPROVING THE SUMMARY PUBLICATION OF ORDINANCE 337.

Ayes: Kreklow, Udvig, Vogel, and Mayor Muehlbauer.
Nays: None
Motion carries: 4-0

B. LELS 319 Union Labor Agreement (Police Officers)

Police Chief Schwieger reviewed the Staff report concerning the three-year contract for the LELS Police Officers.

Mayor Muehlbauer stated the Council worked this out with Staff during closed session meetings.

MOTION BY: KREKLOW SECONDED: UDVIG TO ACCEPT THE LELS 319 UNION LABOR AGREEMENT FOR POLICE OFFICERS.

Ayes: Kreklow, Udvig, Vogel, and Mayor Muehlbauer.
Nays: None
Motion carries: 4-0

C. LELS Local 411 Labor Agreement (Sergeants)

Schwieger reviewed the Staff report regarding the three-year contract for the LELS Police Sergeants.

MOTION BY: VOGEL SECONDED: MAYOR MUEHLBAUER TO ACCEPT THE LELS LOCAL 411 LABOR AGREEMENT FOR SERGEANTS.

Ayes: Kreklow, Udvig, Vogel, and Mayor Muehlbauer.
Nays: None
Motion carries: 4-0

9. NEW BUSINESS

A. Hwy 47 Reconstruction - City Infrastructure

Thunstrom reviewed the Staff report concerning the Highway 47 reconstruction.

Kreklow shared her frustration that they are not getting the assistance that they need through grants and State funding.

Vogel asked where they are in the process of this and when they look to break ground on this project. Thunstrom shared that the City is involved in the steps of going into the JPA for the design and environmental factors. She noted that once they have these documents completed, the State will take over the full project and work towards the final design and putting it out for bid. She stated the current construction schedule is to start in 2028.

Vogel asked if they would be getting help from a lobbyist or grant writer. Thunstrom said it would be a lobbyist.

Vogel asked if the proposed firm is well known and has been vetted. Thunstrom

said yes and explained that the history of those at the firm have been involved in the legislator or are heavily involved in the work at the capitol.

Vogel said that while he is not excited about it, he thinks this is something they need to do.

Udvig agreed with Kreklow and Vogel and added that they have been working on this for a very long time. She asked residents to be patient while they worked through this.

Mayor Muehlbauer agreed with Vogel that while he is not happy about this, it is something they need to do.

MOTION BY: UDVIG SECONDED: KREKLOW TO APPROVE THE LEGISLATIVE SERVICES AGREEMENT WITH LOCKRIDGE GRINDLE NAUEN.

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

Nays: None

Motion carries: 5-0

B. Ordinance of the City of St. Francis to Regulate Cannabis Business

Registration - First Reading

Ordinance 338 Adding Chapter 6, Section 13 of the St. Francis City Code to Regulate Cannabis Businesses

Thunstrom reviewed the Staff report concerning an ordinance regulating cannabis businesses.

Vogel asked about the distance requirements of 1000 feet from schools and 500 feet from daycares as being under the temporary license. He asked if this will also be under the new zoning guidelines. Thunstrom said yes and explained that the discretionary pieces that Council discussed are under the zoning ordinance and the Council will see these things when the zoning updates come forward in January.

MOTION BY: UDVIG SECONDED: MAYOR MUEHLBAUER TO ADOPT ORDINANCE 338 ADDING CHAPTER 6, SECTION 13 OF THE ST. FRANCIS CITY CODE TO REGULATE CANNABIS BUSINESSES.

A roll call vote was performed:

Mayor Muehlbauer aye

Councilmember Vogel aye

Councilmember Kreklow aye

Councilmember Udvig aye

Motion carried: 4-0

C. MS4 – Annual Opportunity for Public Input

City Engineer Jochum reviewed the Staff report concerning the opportunity for the public to comment on the MS4 permit.

Barb Anderson, 1903 229th Avenue NW, came forward and thanked Staff for all of their work on this. She noted that there is a section of this that she is hoping can be looked at and taken care of in the future. She shared that where she lives on quite a bit of land, she is helping prevent so much pollution going into the City water system, yet they have to pay cash for this. She said she would like the Council to look at the land use rather than blanketing everyone with the same fee.

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS - NONE

12. COUNCIL MEMBER REPORTS

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

Mayor Muehlbauer shared that City offices will be closed on December 3 and 4 to move into the new City Hall Fire Station.

13. UPCOMING EVENTS

December 12 - Santa at St. Francis Police Department 5:00 pm - 7:00 pm

December 16 - City Council Meeting - 6:00 pm

December 18 - Planning Commission Meeting - 7:00 pm

December 24 - City Offices closed - Christmas Eve

December 25 - City Offices closed - Christmas Day

Starting December 16th City Council Meetings and Planning Commission Meeting will be held at City Hall located at 3750 Bridge St NW

14. ADJOURNMENT

MOTION BY: KREKLOW SECOND: VOGEL TO ADJOURN THE MEETING.

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

Nays: None

Motion carries: 4-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:46 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Establishing Polling Locations and Mail Ballots for 2025
DATE: December 16, 2024

OVERVIEW:

Minnesota Statue 204B.16 requires city council to designate by ordinance or resolution, a polling place for each election precinct. The polling place designated remains the polling place for the next calendar year and until it is changed. Unless an emergency occurs, as defined by state law.

The new City Hall will be the polling location for absentee voting and for Precinct 2 on election day. We will continue to utilize the District Offices for Precinct 1 on election day. Precinct 3 will continue with mail balloting.

ACTION TO BE CONSIDERED:

Approve Resolution 2024-46 establishing polling locations and mail ballots for 2025.

BUDGET IMPLICATION:

None.

Attachments:

- Resolution 2024-46

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

RESOLUTION 2024-46

**A RESOLUTION DESIGNATING PRECINCTS AND POLLING LOCATIONS FOR THE
2025 ELECTION YEAR**

WHEREAS, Minnesota State Statute 204B.16 Subd. 1 requires the governing body of each municipality to designate by resolution each year no later than December 31, polling locations for each ward and precinct and

WHEREAS, the St. Francis City Council has previously designated the Central Service Offices for Precinct 2

WHEREAS, City Hall is available to serve as a polling location for Precinct 2.

NOW THEREFORE, BE IT RESOLVED that the City Council of St. Francis hereby approves the polling locations to be used as the municipal polling locations in the calendar year 2025

- Precinct 1 Central Service Offices, 4115 Ambassador Blvd NW
- Precinct 2 City Hall, 3750 Bridge St NW
- Precinct 3 Mail Balloting – Property located in Isanti County within the City of St. Francis

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16th DAY OF DECEMBER, 2024.

APPROVED:

ATTEST:

Joseph Muehlbauer, Mayor

Jennifer Wida, City Clerk



**CITY COUNCIL AGENDA
REPORT**

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Hiring Part-Time Firefighter- Contingent
DATE: December 16, 2024

OVERVIEW:

The fire department interviewed a candidate for the position of firefighter this past week. The fire department is requesting authorization to hire the candidate interviewed. The candidate is Dylan Tischer. The fire department is requesting authorization to hire Dylan Tischer as a firefighter assigned to Station 2, contingent on successful completion of all required pre-employment screening.

ACTION TO BE CONSIDERED:

Approve the hiring of Dylan Tischer as part-time firefighter for the City of St. Francis, contingent on successful completion of pre-employment screening, with a start date of January 1, 2025.

BUDGET IMPLICATION:

All expenses covered by existing fire department budget.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Hiring of Captains
DATE: December 16, 2024

OVERVIEW:

On December 10th, city staff completed interviews to fill the vacant Training Captain position due to the resignation of Zach Goers. After the interview process along with application and resume review, Brigit Marshall has been recommended for the position.

ACTION TO BE CONSIDERED:

Approve the hiring of Brigit Marshall as Training Captain, effective December 17th, 2024

BUDGET IMPLICATION:

This is approved and a budgeted position for 2025



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Trade In/Replacement of BOBCAT TOOLCAT
DATE: December 16, 2024

OVERVIEW:

Since the original purchase of the BOBCAT TOOLCAT in 2012 we have found that it is best to trade in these machines every five years and 1000 hours to receive premium trade prices. The TOOLCATS are the most versatile machine we have and are used everyday on a multitude of projects.

ACTION TO BE CONSIDERED:

Authorize the replacement of the (2025) BOBCAT TOOLCAT from Crawford Equipment with a new TOOLCAT in the amount of (\$27,221.39) per state bid. The price includes the trade of the old TOOLCAT.

BUDGET IMPLICATION:

There is \$40,000 in the Capital Equipment Plan for this trade in/replacement.

Attachments:

- Quote from Crawford Equipment (State bid pricing)



Product Quotation
 Quotation Number: **MB893439**
 Quote Sent Date: **Dec 05, 2024**
 Expiration Date: **Jan 04, 2025**

Your Bobcat Contact
Mason Brekke
 Phone:
 Email: mason.brekke@doosan.com

Your Customer Contact

Deliver to
City of Saint Francis

Bobcat Dealer
Crawford's Equipment, Inc., Cambridge, MN
 4898 HWY 95 NW
 CAMBRIDGE, MN, 55008

Bill to
NEW GOVERNMENT CUSTOMER
2391333
 250 E Beaton Dr
 West Fargo, ND, 58078-2656

Item Name	Item Number	Quantity	Price Each	Total
Bobcat UW56	M1225	1	64,464.00	64,464.00
Standard Equipment:				
Adjustable Vinyl Seats			Horsepower Management	
All-Wheel Steer			Roll Over Protective Structure (ROPS) . Meets Requirements of SAE-J1040 & ISO 3471	
Automatically Activated Glow Plugs			Falling Object Protective Structure (FOPS) . Meets Requirements of SAE-J1043 & ISO3449, Level I	
Auxiliary Hydraulics			Dome Light	
Variable Flow with dual direction detent			Hydraulic Dump Box	
Beverage Holders			Instrumentation: Standard 5" Display with Keyless Start, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, and security lockouts.	
Bob-Tach			Joystick, Manually Controlled with Lift Arm Float	
Boom Float			Lift Arm Support	
Cargo Box Support			Parking Brake, automatic	
Cruise Control			Power Steering with Tilt Steering Wheel	
Speed Management			Radiator Screen	
Enclosed Cab with HVAC			Rear Receiver Hitch	
Dual Port USB charger			Seat Belts, Shoulder Harness	
Lower Engine Guard			Spark Arrestor Muffler	
Limited Slip Transaxle			Suspension, 4-wheel independent	
Engine and Hydraulic Monitor with Shutdown			Tires: 27 x 10.5-15 (8 ply), Lug Tread	
Front LED Work Lights			Toolcat Interlock Control System (TICS)	
Full-time Four-Wheel Drive			Two-Speed Transmission	
			Machine Warranty: 12 Months, unlimited hours	
			Bobcat Engine Warranty: Additional 12 Months or total of 2000 hours after initial 12 month warranty	
Deluxe Road Package	M1225-P01-C01	1	2,364.00	2,364.00
<i>Included:</i> Deluxe Road Package includes:				
Backup Alarm, Turn Signals, Flashers, Tail Lights, Brake Lights, Rear view mirror, Side Mirrors, Horn, Rear work lights, and headlights				
Attachment Control	M1225-R08-C02	1	204.00	204.00

Engine Block Heater	M1225-A01-C02	1	116.00	116.00
Heavy Duty Battery	M1225-R07-C02	1	80.00	80.00
High Flow Package	M1225-R03-C02	1	1,388.80	1,388.80
Interior Trim	M1225-A01-C04	1	172.00	172.00
Power Bob-Tach	M1225-R14-C03	1	920.00	920.00
Radio Option	M1225-R15-C02	1	452.00	452.00
Rear View Camera	M1225-R20-C01	1	300.00	300.00
Traction Control	M1225-R16-C02	1	484.00	484.00
29 X 12.5 Turf Tires	M1225-R05-C05	1	688.00	688.00
Rear Window Guard	7150926	1	966.09	966.09

Total for Bobcat UW56 72,598.89

Quote Total - USD	72,598.89
Dealer P.D.I.	150.00
Freight Charges	1,400.00
Dealer Assembly Charges	72.50
Discount	
5600 toolcat	-47,000.00
Quote Total - USD	27,221.39

Comment:

*Plus applicable taxes. IF Tax Exempt, please include Tax Exempt Certificate with the order.

*Prices per the Sourcewell Contract #020223-CEC

*Sourcewell Member Number (if applicable): _____

*All orders should include 1) Accounts Payable Contact and email address, 2) W9 with correct legal entity name, and 3) Bill to Address.

*Orders may be placed with the contract holder or authorized dealer as allowed by the terms and conditions of the contract. *A Copy of all orders must be provided to Heather.Messmer@Doosan.com.

*Contact Holder Information: Doosan Bobcat North America, Inc. Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078. TID# 38-0425350.

*Payment Terms: Net 60 Days. Credit cards accepted.

*Remittance address: Doosan Bobcat North America, Inc. P. O. Box 74007382, Chicago, IL 60674-7382

Customer acceptance:	
Quotation Number:: MB893439	Purchase Order: _____
Authorized Signature:	

Print: _____ Sign: _____

Date: _____ Email: _____

Addresses

Delivery Address _____

Billing Address (if different from ship to): _____

Tax Exempt: Y / N

Exempt in the State of: _____

Tax Exempt ID:

Federal: _____

State: _____

Expiration Date: _____



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jessica Rieland, Community Development Director
SUBJECT: Planning Commission Appointment
DATE: December 16, 2024

OVERVIEW:

City code 2-4-2 identifies the establishment and composition of the Planning and Zoning Commission. This group of individual's reviews land use and zoning applications. The responsibility of the Commission is to make recommendations to Council on those issues brought forward.

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three-year terms. One third of the members are up at a time creating up to three open vacancies. Two-member terms are up as of December 31, 2024 and Commissioners Becker and Genin have expressed interest in serving a second term. There is a third vacancy due to Commissioner White passing away suddenly in August. Staff has not received any applications to fill the third vacancy at this time.

Staff recommends appointing Commissioners Becker and Genin to serve a second three-year term on the Planning Commission.

ACTION TO BE CONSIDERED:

Council is requested to appoint Dean Becker and Gail Genin to the Planning Commission for a term of January 1, 2025 to December 31, 2027.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Acknowledgement for Exempt Permit - Raffle
DATE: December 16, 2024

OVERVIEW:

Sons of the American Legion Post #622 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 Sons of the American Legion to conduct a raffle at the St. Francis American Legion on April 27, 2025.

MINNESOTA LAWFUL GAMBLING
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: SONS of The American Legion Post #622 Saint Francis Previous Gambling Permit Number: X- 95525-24-001
Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____
Mailing Address: 3073 Bridge St. NW
City: Saint Francis State: MN Zip: 55070 County: Anoka
Name of Chief Executive Officer (CEO): David Behnke
CEO Daytime Phone: 612-599-1308 CEO Email: DASHBE@Comcast.net
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): brentoelkers@hotmail.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
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
 IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
 IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Saint Francis American Legion
Physical Address (do not use P.O. box): 3073 Bridge Street NW
Check one:
 City: Saint Francis Zip: 55070 County: Anoka
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): April 27, 2025

Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

LG220 Application for Exempt Permit

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

<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>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; text-align: center;"> <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>_____</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>_____</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: *David Behnke* Date: 12-8-2024
(Signature must be CEO's signature; designee may not sign)

Print Name: David Behnke

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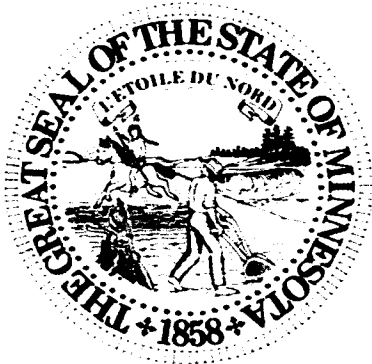
This form will be made available in alternative format (i.e. large print, braille) upon request.

Office of the Minnesota Secretary of State Certificate of Incorporation

I, Steve Simon, Secretary of State of Minnesota, do certify that: The following business entity has duly complied with the relevant provisions of Minnesota Statutes listed below, and is formed or authorized to do business in Minnesota on and after this date with all the powers, rights and privileges, and subject to the limitations, duties and restrictions, set forth in that chapter.

The business entity is now legally registered under the laws of Minnesota.

Name: Sons of the American Legion/Post 622 Saint Francis
File Number: 1483415800024
Minnesota Statutes, Chapter: 317A
This certificate has been issued on: 07/22/2024



Steve Simon
Steve Simon
Secretary of State
State of Minnesota

Business Record Details »

Minnesota Business Name
Sons of the American Legion/Post 622 Saint Francis

Business Type
Nonprofit Corporation (Domestic)

MN Statute
317A

File Number
1483415800024

Home Jurisdiction
Minnesota

Filing Date
7/22/2024

Status
Active / In Good Standing

Renewal Due Date
12/31/2025

Registered Office Address
3073 BRIDGE ST NW
SAINT FRANCIS, MN 55070-7706
USA

Registered Agent(s)
(Optional) Currently No Agent

Filing History

Filing History

Select the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input checked="" type="checkbox"/>	7/22/2024	Original Filing - Nonprofit Corporation (Domestic) (Business Name: Sons of the American Legion/Post 622 Saint Francis)	



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Stahl Construction – Pay Applications No. 14 – Labor & Material
DATE: December 16, 2024

OVERVIEW:

Stahl has submitted Pay Application No. 14 for Labor and Material. Both applications have been reviewed by our Architect. The total payment will be for \$288,310.48. The breakdown is below.

- Labor - \$197,972.16
- Material - \$90,338.32

ACTION TO BE CONSIDERED:

Motion to approve Labor & Material Pay Applications No 14.

BUDGET IMPLICATION:

These will be paid out of the bond proceeds that were received in August 2023.

Attachments:

- Pay Application No. 14 Labor
- Pay Application No. 14 Material

Application and Certificate for Payment

Project: **St. Francis City Hall & Fire Station**
3740 Bridge Street NW St. Francis, MN 55070

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR

App. #: 14
 App. Date: December 3, 2024
 Month: October 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	5,309,997.00
Net Change by Change Order	45,834.33
Changes Approved Previously	45,834.33
Changes Approved this Month	0.00
Current Contract Price.....	5,355,831.33
Work Completed and Material Stored to Date.....	4,951,684.22
Retainage 5% of Completed Work.....	181,195.43
Total Earned Less Retainage.....	4,770,488.79
Less Previous Certificates for payment.....	4,572,516.63

Current Payment Due \$ **197,972.16**

Balance to Finish, Plus Retainage..... \$ **585,342.54**

The Contractor certifies that to the best of its knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown is now due.

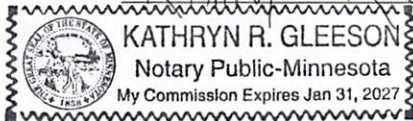
CONTRACTOR

By: *Detlev J. Aldrich* Date: 12.3.2024

State: **Minnesota**
 County: **Hennepin**

Subscribed and sworn to before me this 3rd day of December, 2024

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

Based on on-site observations and the data comprising this Application for Payment, the Architect certifies that to the best of its knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

ARCHITECT

By: *Vijin Sachdev* Date: 12/04/2024

This Certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Amount Certified..... \$ **197,972.16**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



Agenda Item # 4H.

Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR
 App. #: 14
 App. Date: December 3, 2024
 Month: October 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Internal Changes	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
								Previous	This Period		Total	%		Total	%
		General Conditions	Stahl Construction	\$ 1,373,174.00	\$ (12,485.40)	\$ (7,500.00)	\$ 1,353,188.60	\$ 1,084,329.92	91,389.51	\$ -	\$ 1,175,719.43	87%	\$ 177,469.17	\$ 0.00	0%
02 41 00		Demolition Mechanical	Purchase Order	\$ 900.00	\$ 0.00	\$ 0.00	900.00	900.00	-	-	900.00	100%	0.00	-	0%
02 41 16		Earthwork/Demo	D.W.	\$ 286,646.00	\$ 0.00	\$ 10,858.32	297,504.32	292,136.32	-	-	292,136.32	98%	5,368.00	14,606.82	5%
02 80 00		Demolition Electrical	Purchase Order	\$ 8,700.00	\$ 0.00	\$ 0.00	8,700.00	8,700.00	-	-	8,700.00	100%	0.00	-	0%
03 00 00		Cast-in-Place Concrete	Northland Concrete	\$ 401,515.00	\$ 0.00	\$ 0.00	401,515.00	401,515.00	-	-	401,515.00	100%	0.00	20,075.75	5%
03 41 00		Precast Concrete	Taracon	\$ 310,914.00	\$ 2,818.00	\$ 0.00	313,732.00	312,177.43	-	-	312,177.43	100%	1,554.57	15,608.87	5%
05 05 00		Erect Metals	Topline Steel	\$ 65,200.00	\$ (5,489.00)	\$ 1,670.00	61,381.00	61,381.00	-	-	61,381.00	100%	0.00	3,069.05	5%
06 10 00		Rough Carpentry	Tekton	\$ 160,548.00	\$ 42,370.00	\$ 1,372.00	204,290.00	198,822.65	-	-	198,822.65	97%	5,467.35	9,941.13	5%
06 20 00		Finish Carpentry	Keystone	\$ 68,200.00	\$ 2,000.00	\$ 0.00	70,200.00	24,562.00	24,563.00	-	49,125.00	70%	21,075.00	2,456.25	5%
07 10 00		Damproofing/Waterproofing		\$ 0.00	\$ 3,999.00	\$ 0.00	3,999.00	3,999.00	-	-	3,999.00	100%	0.00	199.95	5%
07 40 00		Metal Panels	Progressive Building Systems	\$ 15,000.00	\$ 0.00	\$ 0.00	15,000.00	14,840.00	-	-	14,840.00	99%	160.00	742.00	5%
07 50 00		Roofing	Northern Exposure	\$ 75,991.00	\$ 0.00	\$ 836.00	76,827.00	76,827.00	-	-	76,827.00	100%	0.00	3,841.35	5%
07 60 00		Flashing / Sheetmetal	MoCorp	\$ 30,000.00	\$ (30,000.00)	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%
07 92 00		Joint Sealants	TBD	\$ 23,352.00	\$ 0.00	\$ 0.00	23,352.00	5,838.00	5,838.00	-	11,676.00	50%	11,676.00	583.80	5%
08 36 00		Sectional Overhead Doors	TBD	\$ 33,702.00	\$ (8,751.00)	\$ 0.00	24,951.00	24,500.00	-	-	24,500.00	98%	451.00	1,225.00	5%
08 40 00		Glass/Glazing	East Side Glass	\$ 81,900.00	\$ 0.00	\$ 600.00	82,500.00	75,820.00	6,680.00	-	82,500.00	100%	0.00	4,125.00	5%
09 20 00		Drywall	Prestige	\$ 371,939.00	\$ 8,061.00	\$ (1,500.00)	378,500.00	378,500.00	-	-	378,500.00	100%	0.00	18,925.00	5%
09 30 00		Tiling	Super Set Tile	\$ 33,901.00	\$ 0.00	\$ 0.00	33,901.00	33,900.99	-	-	33,900.99	100%	0.01	1,695.05	5%
09 50 00		Acoustical Ceilings	Minnesota Acoustics	\$ 26,200.00	\$ 0.00	\$ 0.00	26,200.00	26,200.00	-	-	26,200.00	100%	0.00	1,310.00	5%
09 62 00		Specialty Flooring	Concrete Treatments	\$ 16,863.00	\$ 0.00	\$ 0.00	16,863.00	-	16,863.00	-	16,863.00	100%	0.00	843.15	5%
09 68 00		Carpet	Multiple Concepts Interiors	\$ 22,160.00	\$ 0.00	\$ 0.00	22,160.00	14,361.50	6,690.50	-	21,052.00	95%	1,108.00	1,052.60	5%
09 90 00		Painting / VWC	Wasche	\$ 86,520.00	\$ 0.00	\$ 250.00	86,770.00	86,770.00	-	-	86,770.00	100%	0.00	4,338.60	5%
10 14 00		Signage	TBD	\$ 13,295.00	\$ 0.00	\$ (1,420.00)	11,875.00	-	-	-	-	0%	11,875.00	-	5%
10 22 26		Operable Partitions	Skold	\$ 16,300.00	\$ 2,700.00	\$ (9,100.00)	9,900.00	7,700.00	2,200.00	-	9,900.00	100%	0.00	495.00	5%
10 51 70		Security Lockers	Geargrid	\$ 5,880.00	\$ 0.00	\$ 0.00	5,880.00	5,880.00	-	-	5,880.00	100%	0.00	294.00	5%
11 99 00		Fire Pole	TBD	\$ 7,000.00	\$ (7,000.00)	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%
12 20 00		Window Treatments	TBD	\$ 4,500.00	\$ 0.00	\$ 0.00	4,500.00	4,500.00	-	-	4,500.00	100%	0.00	225.00	5%
12 36 00		Solid Surface Countertops	Innovative Surfaces	\$ 32,512.00	\$ 0.00	\$ 0.00	32,512.00	20,545.42	11,966.58	-	32,512.00	100%	0.00	1,625.60	5%
13 24 00		Steam Showers	TBD	\$ 5,000.00	\$ (3,400.00)	\$ 0.00	1,600.00	-	-	-	-	0%	1,600.00	-	5%
14 20 00		Elevators	Otis	\$ 37,164.00	\$ 0.00	\$ 0.00	37,164.00	37,164.00	-	-	37,164.00	100%	0.00	1,858.20	5%
14 60 00		Hoists and Cranes	Aero	\$ 3,000.00	\$ 0.00	\$ 0.00	3,000.00	-	-	-	-	0%	3,000.00	-	5%
21 00 00		Fire Suppression	Breth Zen Zen	\$ 73,000.00	\$ 0.00	\$ (200.00)	72,800.00	72,800.00	-	-	72,800.00	100%	0.00	3,640.00	5%
22 00 00		Plumbing	Falcon	\$ 402,000.00	\$ 4,839.00	\$ 41,948.00	448,787.00	415,500.00	-	-	415,500.00	93%	33,287.00	20,775.00	5%
23 00 00		HVAC	Sentra Sola	\$ 392,000.00	\$ 2,847.00	\$ 6,738.00	401,585.00	375,839.00	500.00	-	376,339.00	94%	25,246.00	18,816.95	5%
26 00 00		Electrical	AJ Moore	\$ 285,137.00	\$ 0.00	\$ 26,139.51	311,276.51	268,307.73	20,178.00	-	288,485.73	93%	22,790.78	14,424.29	5%
32 12 00		Asphalt Paving	Northwest Bituminous	\$ 34,700.00	\$ 191.40	\$ 0.00	34,891.40	20,750.00	14,141.40	-	34,891.40	100%	0.00	1,744.57	5%
32 16 00		Site Concrete	Crosstown Masonry	\$ 219,000.00	\$ 2,052.00	\$ 1,953.00	223,005.00	221,505.00	-	-	221,505.00	99%	1,500.00	11,075.25	5%
32 90 00		Landscaping	Springfall Landscaping	\$ 35,766.00	\$ 0.00	\$ (4,120.00)	31,646.00	31,646.00	-	-	31,646.00	100%	0.00	1,582.30	5%

Continuation Sheet



Agenda Item # 4H.

Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR
 App. #: 14
 App. Date: December 3, 2024
 Month: October 2024

Cost Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Internal Changes	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
	Allowances								-					
70 80 13	Allowance for Building Permit		110,000.00	\$ 0.00	\$ (27,006.44)	82,993.56	82,993.56	-	-	82,993.56	100%	0.00	-	0%
71 00 00	Contingency		80,418.00	\$ (4,752.00)	\$ 0.00	75,666.00	-	-	-	-	0%	75,666.00	-	0%
	Subtotals		\$ 5,249,997.00	\$ 0.00	\$ 41,518.39	\$ 5,291,515.39	\$ 4,691,211.52	\$ 201,009.99	\$ 0.00	\$ 4,892,221.51	92%	\$ 399,293.88	\$ 181,195.43	
90 00 00	Contractor Overhead / Profit	Stahl Construction	60,000.00	-	4,315.94	64,315.94	57,019.52	2,443.19	-	59,462.71	92%	4,853.23	0.00	0%
	Totals		\$ 5,309,997.00	\$ 0.00	\$ 45,834.33	\$ 5,355,831.33	\$ 4,748,231.04	\$ 203,453.18	\$ 0.00	\$ 4,951,684.22	92%	\$ 404,147.11	\$ 181,195.43	

Application and Certificate for Payment

Project: **St. Francis City Hall & Fire Station**
3740 Bridge Street NW, St. Francis, MN 55070

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material

App. #: 14
 App. Date: December 3, 2024
 Month: October 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	6,531,580.00
Net Change by Change Order	62,549.63
Changes Approved Previously	47,670.31
Changes Approved this Month	14,879.32
Current Contract Price	6,594,129.63
Work Completed and Material Stored to Date	6,200,006.29
Retainage	-
Total Earned	6,200,006.29
Less Previous Certificates for payment	6,109,667.97

Current Payment Due \$ **90,338.32**

Balance to Finish, Including Retainage..... \$ **394,123.34**

The Contractor certifies that to the best of its knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown is now due.

CONTRACTOR

By: *Stephanie J. Ehrlich* Date: 12.3.2024

State: Minnesota
 County: Hennepin

Subscribed and sworn to before me this 3rd day of December, 2024

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

Based on on-site observations and the data comprising this Application for Payment, the Architect certifies that to the best of its knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

ARCHITECT

By: *Vijin Sachdev* Date: 12/04/2024

This Certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Amount Certified..... \$ **90,338.32**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



Agenda Item # 4H.

Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material
 App. #: 14
 App. Date: December 3, 2024
 Month: October 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
01 80 19	Insurance	Stahl Construction	\$ 40,000.00	\$ 0.00	40,000.00	40,000.00	-	-	40,000.00	100%	0.00	-	0%	
03 30 00	Concrete	Northland Concrete	\$ 223,085.00	\$ 0.00	223,085.00	223,085.00	-	-	223,085.00	100%	0.00	-	0%	
03 41 00	Precast Concrete	Taracon	\$ 1,981,079.00	\$ 0.00	1,981,079.00	1,981,079.00	-	-	1,981,079.00	100%	0.00	-	0%	
05 10 00	Furnish Metals	Ben's Structural	\$ 200,657.00	\$ 6,529.00	207,781.00	207,781.00	-	-	207,781.00	100%	0.00	-	0%	
06 10 00	Rough Carpentry	Tekton	\$ 38,775.00	\$ 0.00	38,775.00	38,775.00	-	-	38,775.00	100%	0.00	-	0%	
06 40 00	Architectural Woodwork	Distinctive Cabinets	\$ 101,940.00	\$ 0.00	101,940.00	101,940.00	-	-	101,940.00	100%	0.00	-	0%	
06 60 00	Solid Surface / Stainless Fabrications	MoCorp	\$ 1,745.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	0%	
07 01 00	Dampproofing/Waterproofing		\$ 0.00	\$ 0.00	2,751.00	2,751.00	-	-	2,751.00	100%	0.00	-	0%	
07 40 00	Metal Panels	Progressive Building Systems	\$ 9,277.00	\$ 0.00	9,277.00	9,277.00	-	-	9,277.00	100%	0.00	-	0%	
07 50 00	Roofing	Northern Exposure	\$ 260,548.00	\$ 293.00	260,841.00	260,841.00	-	-	260,841.00	100%	0.00	-	0%	
07 60 00	Flashing / Sheet Metal	MoCorp	\$ 25,000.00	\$ 0.00	25,717.90	15,307.11	477.89	-	15,785.00	61%	9,932.90	-	0%	
07 92 00	Joint Sealants		\$ 8,000.00	\$ 0.00	8,000.00	2,000.00	2,000.00	-	4,000.00	50%	4,000.00	-	0%	
08 10 00	Doors / Frames / Hardware	Contract Hardware	\$ 188,200.00	\$ (35.00)	188,200.00	181,785.00	2,924.00	-	184,709.00	94%	12,053.00	-	0%	
08 36 00	Sectional OH Doors	TBD	\$ 190,981.00	\$ 0.00	181,945.00	181,945.00	-	-	181,945.00	100%	0.00	-	0%	
08 40 00	Glass/Glazing	East Side Glass	\$ 210,200.00	\$ 0.00	210,200.00	205,780.00	4,410.00	-	210,200.00	100%	0.00	-	0%	
09 20 00	Drywall	Prestige	\$ 145,000.00	\$ 300.00	145,300.00	145,300.00	-	-	145,300.00	100%	0.00	-	0%	
09 30 00	Tiling	Super Set Tile	\$ 34,536.00	\$ 0.00	34,536.00	34,536.00	-	-	34,536.00	100%	0.00	-	0%	
09 50 00	Acoustical Ceilings	Minnesota Acoustics	\$ 40,300.00	\$ 0.00	40,300.00	40,300.00	-	-	40,300.00	100%	0.00	-	0%	
09 62 00	Specialty Flooring	Concrete Treatments	\$ 9,080.00	\$ 0.00	9,080.00	-	9,080.00	-	9,080.00	100%	0.00	-	0%	
09 68 00	Carpet	Multipia Concepts Interiors	\$ 75,640.00	\$ 0.00	75,640.00	75,640.00	-	-	75,640.00	100%	0.00	-	0%	
09 90 00	Painting / VWC	Wasche	\$ 14,700.00	\$ 40.00	14,740.00	14,740.00	-	-	14,740.00	100%	0.00	-	0%	
10 14 00	Signage	TBD	\$ 62,396.00	\$ (9,529.00)	52,867.00	-	-	-	-	0%	52,867.00	-	0%	
10 22 26	Operable Partitions	Skold	\$ 7,200.00	\$ 9,100.00	16,300.00	2,000.00	14,300.00	-	16,300.00	100%	0.00	-	0%	
10 51 70	Security Lockers	Geargrid	\$ 22,370.00	\$ 0.00	22,370.00	22,370.00	-	-	22,370.00	100%	0.00	-	0%	
10 75 00	Light Poles	Construction Supply	\$ 44,955.00	\$ 5,947.55	50,902.55	38,015.55	-	-	38,015.55	75%	12,887.00	-	0%	
11 99 00	Fire Pole	McIntire Brass Works	\$ 50,000.00	\$ 0.00	50,000.00	48,477.00	-	-	48,477.00	97%	1,523.00	-	0%	
12 20 00	Window Treatments	TBD	\$ 35,530.00	\$ 0.00	35,530.00	35,530.00	-	-	35,530.00	100%	0.00	-	0%	
12 36 00	Solid Surface Countertops	Innovative Surfaces	\$ 76,135.00	\$ 0.00	76,135.00	46,750.58	29,384.42	-	76,135.00	100%	0.00	-	0%	
13 24 00	Steam Bath	TBD	\$ 13,447.00	\$ 0.00	7,609.00	3,800.00	-	-	3,800.00	50%	3,809.00	-	0%	
14 20 00	Elevators	Otis	\$ 55,748.00	\$ 0.00	55,748.00	55,748.00	-	-	55,748.00	100%	0.00	-	0%	
14 60 00	Holst and Cranes	Aero	\$ 7,250.00	\$ 0.00	6,850.00	-	-	-	-	0%	6,850.00	-	0%	
21 00 00	Fire Suppression	Breth Zen Zen	\$ 58,800.00	\$ (2,000.00)	56,800.00	56,800.00	-	-	56,800.00	100%	0.00	-	0%	
22 00 00	Plumbing	Falcon	\$ 565,000.00	\$ 44,374.10	629,841.20	608,507.30	-	-	608,507.30	97%	21,333.90	-	0%	
23 00 00	HVAC	Sentra Sota	\$ 436,000.00	\$ 10,207.00	446,207.00	444,989.00	500.00	-	445,489.00	100%	718.00	-	0%	
26 00 00	Electrical	AJ Moore	\$ 844,523.00	\$ 858.93	845,381.93	602,921.27	4,061.00	-	606,982.27	72%	238,399.66	-	0%	
31 00 00	Earthwork	D.W.	\$ 99,500.00	\$ 0.00	99,500.00	98,000.00	-	-	98,000.00	98%	1,500.00	-	0%	
32 12 00	Asphalt Paving	Northwest Bituminous	\$ 48,800.00	\$ 0.00	48,800.00	26,500.00	22,300.00	-	48,800.00	100%	0.00	-	0%	
32 16 00	Site Concrete	Crosstown Masonry	\$ 152,000.00	\$ 2,983.00	157,535.00	157,535.00	-	-	157,535.00	100%	0.00	-	0%	
32 90 00	Landscaping	Springfall Landscaping	\$ 45,203.00	\$ (7,287.00)	37,916.00	37,916.00	-	-	37,916.00	100%	0.00	-	0%	

Continuation Sheet



Agenda Item # 4H.

Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material
 App. #: 14
 App. Date: December 3, 2024
 Month: October 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
71 00 10		Unallocated		2,980.00		-		-				0.00		
71 00 00		Contingency		40,000.00	\$ 0.00	24,319.00	-	-	-	-	0%	24,319.00	-	0%
Subtotals				\$ 6,466,580.00	\$ 61,781.58	\$ 6,528,361.58	\$ 6,048,731.81	\$ 89,437.31	\$ 0.00	\$ 6,138,169.12	94%	\$ 390,192.46	\$ 0.00	
90 00 00		Contractor Overhead / Profit	Stahl Construction	65,000.00	768.05	65,768.05	60,936.16	901.01	-	61,837.17	94%	3,930.88	0.00	0%
Totals				\$ 6,531,580.00	\$ 62,549.63	\$ 6,594,129.63	\$ 6,109,667.97	\$ 90,338.32	\$ 0.00	\$ 6,200,006.29	94%	\$ 394,123.34	\$ 0.00	



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Stahl Construction – Pay Applications No. 15 – Labor & Material
DATE: December 16, 2024

OVERVIEW:

Stahl has submitted Pay Application No. 15 for Labor and Material. Both applications have been reviewed by our Architect. The total payment will be for \$139,189.95. The breakdown is below.

- Labor - \$114,947.16
- Material - \$24,242.79

ACTION TO BE CONSIDERED:

Motion to approve Labor & Material Pay Applications No 15.

BUDGET IMPLICATION:

These will be paid out of the bond proceeds that were received in August 2023.

Attachments:

- Pay Application No. 15 Labor
- Pay Application No. 15 Material

Application and Certificate for Payment

Project: **St. Francis City Hall & Fire Station**
3740 Bridge Street NW St. Francis, MN 55070

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR

App. #: 15

App. Date: December 10, 2024

Month: November 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	5,309,997.00
Net Change by Change Order	45,834.33
Changes Approved Previously	45,834.33
Changes Approved this Month	0.00
Current Contract Price.....	5,355,831.33
Work Completed and Material Stored to Date.....	5,069,514.18
Retainage 5% of Completed Work.....	184,078.23
Total Earned Less Retainage.....	4,885,435.95
Less Previous Certificates for payment.....	4,770,488.79

Current Payment Due \$ **114,947.16**

Balance to Finish, Plus Retainage..... \$ **470,395.38**

The Contractor certifies that to the best of its knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown is now due.

CONTRACTOR

By:  Date: 12.10.2024

State: **Minnesota**
 County: **Hennepin**

Subscribed and sworn to before me this 10th day of December, 2024

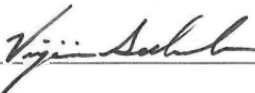
Notary Public: 



Architect's Certificate for Payment

Based on on-site observations and the data comprising this Application for Payment, the Architect certifies that to the best of its knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

ARCHITECT

By:  Date: 12/12/2024

This Certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Amount Certified..... \$ **114,947.16**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR
 App. #: 15
 App. Date: December 3, 2024
 Month: November 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance		Retainage	
							Previous	This Period		Total	%	Total	%		
		General Conditions	Stahl Construction	\$ 1,373,174.00	\$ (7,500.00)	\$ 1,352,338.60	\$ 1,175,719.43	58,759.07	\$ -	\$ 1,234,478.50	91%	\$ 117,860.10	\$ 0.00	0%	
02 41 00		Demolition Mechanical	Purchase Order	\$ 900.00	\$ 0.00	900.00	900.00	-	-	900.00	100%	0.00	-	0%	
02 41 16		Earthwork/Demo	D.W.	\$ 286,646.00	\$ 10,858.32	297,504.32	292,136.320	-	-	292,136.32	98%	5,368.00	14,606.82	5%	
02 80 00		Demolition Electrical	Purchase Order	\$ 8,700.00	\$ 0.00	8,700.00	8,700.00	-	-	8,700.00	100%	0.00	0.00	0%	
03 00 00		Cast-in-Place Concrete	Northland Concrete	\$ 401,515.00	\$ 0.00	401,515.00	401,515.000	-	-	401,515.00	100%	0.00	20,075.75	5%	
03 41 00		Precast Concrete	Taracon	\$ 310,914.00	\$ 0.00	313,732.00	312,177.43	1,554.57	-	313,732.00	100%	0.00	15,686.60	5%	
05 05 00		Erect Metals	Topline Steel	\$ 65,200.00	\$ 1,670.00	61,381.00	61,381.00	-	-	61,381.00	100%	0.00	3,069.05	5%	
06 10 00		Rough Carpentry	Tekton	\$ 160,548.00	\$ 1,372.00	204,290.00	198,822.65	5,467.35	-	204,290.00	100%	0.00	10,214.50	5%	
06 20 00		Finish Carpentry	Keystone	\$ 68,200.00	\$ 0.00	71,050.00	49,125.00	-	-	49,125.00	69%	21,925.00	2,456.25	5%	
07 10 00		Damproofing/Waterproofing		\$ 0.00	\$ 0.00	3,999.00	3,999.00	-	-	3,999.00	100%	0.00	199.95	5%	
07 40 00		Metal Panels	Progressive Building Systems	\$ 15,000.00	\$ 0.00	15,000.00	14,840.00	-	-	14,840.00	99%	160.00	742.00	5%	
07 50 00		Roofing	Northern Exposure	\$ 75,991.00	\$ 836.00	76,827.00	76,827.00	-	-	76,827.00	100%	0.00	3,841.35	5%	
07 60 00		Flashing / Sheetmetal	MoCorp	\$ 30,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%	
07 92 00		Joint Sealants	Right Way	\$ 23,352.00	\$ 0.00	23,352.00	11,676.00	11,676.00	-	23,352.00	100%	0.00	1,167.60	5%	
08 36 00		Sectional Overhead Doors	TBD	\$ 33,702.00	\$ 0.00	24,951.00	24,500.00	-	-	24,500.00	98%	451.00	1,225.00	5%	
08 40 00		Glass/Glazing	East Side Glass	\$ 81,900.00	\$ 600.00	82,500.00	82,500.00	-	-	82,500.00	100%	0.00	4,125.00	5%	
09 20 00		Drywall	Prestige	\$ 371,939.00	\$ (1,500.00)	378,500.00	378,500.00	-	-	378,500.00	100%	0.00	18,925.00	5%	
09 30 00		Tiling	Super Set Tile	\$ 33,901.00	\$ 0.00	33,901.00	33,900.99	-	-	33,900.99	100%	0.01	1,695.05	5%	
09 50 00		Acoustical Ceilings	Minnesota Acoustics	\$ 26,200.00	\$ 0.00	26,200.00	26,200.00	-	-	26,200.00	100%	0.00	1,310.00	5%	
09 62 00		Specialty Flooring	Concrete Treatments	\$ 16,863.00	\$ 0.00	16,863.00	16,863.00	-	-	16,863.00	100%	0.00	843.15	5%	
09 68 00		Carpet	Multiple Concepts Interiors	\$ 22,160.00	\$ 0.00	22,160.00	21,052.00	-	-	21,052.00	95%	1,108.00	1,052.60	5%	
09 90 00		Painting / VWC	Wasche	\$ 86,520.00	\$ 250.00	86,770.00	86,770.00	-	-	86,770.00	100%	0.00	4,338.50	5%	
10 14 00		Signage	TBD	\$ 13,295.00	\$ (1,420.00)	11,875.00	-	-	-	-	0%	11,875.00	-	5%	
10 22 26		Operable Partitions	Skold	\$ 16,300.00	\$ (9,100.00)	9,900.00	9,900.00	-	-	9,900.00	100%	0.00	495.00	5%	
10 51 70		Security Lockers	Geargrid	\$ 5,880.00	\$ 0.00	5,880.00	5,880.00	-	-	5,880.00	100%	0.00	294.00	5%	
11 99 00		Fire Pole	TBD	\$ 7,000.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	5%	
12 20 00		Window Treatments	TBD	\$ 4,500.00	\$ 0.00	4,500.00	4,500.00	-	-	4,500.00	100%	0.00	225.00	5%	
12 36 00		Solid Surface Countertops	Innovative Surfaces	\$ 32,512.00	\$ 0.00	32,512.00	32,512.00	-	-	32,512.00	100%	0.00	1,625.60	5%	
13 24 00		Steam Showers	TBD	\$ 5,000.00	\$ 0.00	1,600.00	-	-	-	-	0%	1,600.00	-	5%	
14 20 00		Elevators	Otis	\$ 37,164.00	\$ 0.00	37,164.00	37,164.00	-	-	37,164.00	100%	0.00	1,858.20	5%	
14 60 00		Hoists and Cranes	Aero	\$ 3,000.00	\$ 0.00	3,000.00	-	3,000.00	-	3,000.00	100%	0.00	150.00	5%	
21 00 00		Fire Suppression	Breth Zen Zen	\$ 73,000.00	\$ (200.00)	72,800.00	72,800.00	-	-	72,800.00	100%	0.00	3,640.00	5%	
22 00 00		Plumbing	Falcon	\$ 402,000.00	\$ 41,948.00	448,787.00	415,500.00	-	-	415,500.00	93%	33,287.00	20,775.00	5%	
23 00 00		HVAC	Sentra Sota	\$ 392,000.00	\$ 6,738.00	401,585.00	376,339.00	22,787.00	-	399,126.00	99%	2,459.00	19,956.30	5%	
26 00 00		Electrical	AJ Moore	\$ 285,137.00	\$ 26,139.51	311,276.51	288,485.73	11,671.00	-	300,156.73	96%	11,119.78	15,007.84	5%	
32 12 00		Asphalt Paving	Northwest Bituminous	\$ 34,700.00	\$ 0.00	34,891.40	34,891.40	-	-	34,891.40	100%	0.00	1,744.57	5%	
32 16 00		Site Concrete	Crosstown Masonry	\$ 219,000.00	\$ 1,953.00	223,005.00	221,505.00	1,500.00	-	223,005.00	100%	0.00	11,150.25	5%	
32 90 00		Landscaping	Springfall Landscaping	\$ 35,766.00	\$ (4,120.00)	31,646.00	31,646.00	-	-	31,646.00	100%	0.00	1,582.30	5%	

Continuation Sheet



Agenda Item # 4I.

Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020 LABOR
 App. #: 15
 App. Date: December 3, 2024
 Month: November 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance		Retainage	
							Previous	This Period		Total	%	Total	%		
		Allowances													
70 80 13		Allowance for Building Permit		110,000.00	\$ (27,006.44)	82,993.56	82,993.56	-	-	82,993.56	100%	0.00	-	0%	
71 00 00		Contingency		80,418.00	\$ 0.00	75,666.00	-	-	-	-	0%	75,666.00	-	0%	
		Subtotals		\$ 5,249,997.00	\$ 41,518.39	\$ 5,291,515.39	\$ 4,892,221.51	\$ 116,414.99	\$ 0.00	\$ 5,008,636.50	95%	\$ 282,878.89	\$ 184,078.23		
90 00 00		Contractor Overhead / Profit	Stahl Construction	60,000.00	4,315.94	64,315.94	59,462.71	1,414.97	-	60,877.68	95%	3,438.26	0.00	0%	
		Totals		\$ 5,309,997.00	\$ 45,834.33	\$ 5,355,831.33	\$ 4,951,684.22	\$ 117,829.96	\$ 0.00	\$ 5,069,514.18	95%	\$ 286,317.15	\$ 184,078.23		

Application and Certificate for Payment

Project: **St. Francis City Hall & Fire Station**
3740 Bridge Street NW, St. Francis, MN 55070

Contractor: Stahl Construction Company

Owner: City of St. Francis

Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material

App. #: 15

App. Date: December 10, 2024

Month: November 2024

Continuation Sheet is attached

Contractor's Application for Payment

Original Contract Price	6,531,580.00
Net Change by Change Order	62,549.63
Changes Approved Previously	62,549.63
Changes Approved this Month	0.00
Current Contract Price	6,594,129.63
Work Completed and Material Stored to Date	6,224,249.08
Retainage	-
Total Earned	6,224,249.08
Less Previous Certificates for payment	6,200,006.29

Current Payment Due \$ **24,242.79**

Balance to Finish, Including Retainage \$ **369,880.55**

The Contractor certifies that to the best of its knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown is now due.

CONTRACTOR

By: *Deborah J. Aldrich* Date: 12.10.2024

State: **Minnesota**
 County: **Hennepin**

Subscribed and sworn to before me this 10th day of December, 2024

Notary Public: *Kathryn R. Gleeson*



Architect's Certificate for Payment

Based on on-site observations and the data comprising this Application for Payment, the Architect certifies that to the best of its knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

ARCHITECT

By: *Vijin Sachdev* Date: 12/12/2024

This Certificate is not negotiable. The Amount Certified is payable only to the Contractor named herein. Issuance, payment, and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

Amount Certified \$ **24,242.79**

Approved by OWNER

By: _____ Date: _____

Continuation Sheet



Agenda Item # 4I.

Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material
 App. #: 15
 App. Date: December 10, 2024
 Month: November 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance	Retainage	
							Previous	This Period		Total	%		Total	%
01 80 19	Insurance	Stahl Construction	\$ 40,000.00	\$ 0.00	40,000.00	40,000.00	-	-	40,000.00	100%	0.00	-	0%	
03 30 00	Concrete	Northland Concrete	\$ 223,085.00	\$ 0.00	223,085.00	223,085.00	-	-	223,085.00	100%	0.00	-	0%	
03 41 00	Precast Concrete	Taracon	\$ 1,981,079.00	\$ 0.00	1,981,079.00	1,981,079.00	-	-	1,981,079.00	100%	0.00	-	0%	
05 10 00	Furnish Metals	Ben's Structural	\$ 200,657.00	\$ 6,529.00	207,781.00	207,781.00	-	-	207,781.00	100%	0.00	-	0%	
06 10 00	Rough Carpentry	Tekton	\$ 38,775.00	\$ 0.00	38,775.00	38,775.00	-	-	38,775.00	100%	0.00	-	0%	
06 40 00	Architectural Woodwork	Distinctive Cabinets	\$ 101,940.00	\$ 0.00	104,150.00	101,940.00	463.00	-	102,403.00	98%	1,747.00	-	0%	
06 60 00	Solid Surface / Stainless Fabrications	MoCorp	\$ 1,745.00	\$ 0.00	-	-	-	-	-	#DIV/0!	0.00	-	0%	
07 01 00	Dampproofing/Waterproofing		\$ 0.00	\$ 0.00	2,751.00	2,751.00	-	-	2,751.00	100%	0.00	-	0%	
07 40 00	Metal Panels	Progressive Building Systems	\$ 9,277.00	\$ 0.00	9,277.00	9,277.00	-	-	9,277.00	100%	0.00	-	0%	
07 50 00	Roofing	Northern Exposure	\$ 260,548.00	\$ 293.00	260,841.00	260,841.00	-	-	260,841.00	100%	0.00	-	0%	
07 60 00	Flashing / Sheet Metal	MoCorp	\$ 25,000.00	\$ 0.00	25,717.90	15,785.00	-	-	15,785.00	61%	9,932.90	-	0%	
07 92 00	Joint Sealants	Right Way	\$ 8,000.00	\$ 0.00	8,000.00	4,000.00	4,000.00	-	8,000.00	100%	0.00	-	0%	
08 10 00	Doors / Frames / Hardware	Contract Hardware	\$ 188,200.00	\$ (35.00)	200,147.00	184,709.00	15,438.00	-	200,147.00	100%	0.00	-	0%	
08 36 00	Sectional OH Doors	TBD	\$ 190,981.00	\$ 0.00	181,945.00	181,945.00	-	-	181,945.00	100%	0.00	-	0%	
08 40 00	Glass/Glazing	East Side Glass	\$ 210,200.00	\$ 0.00	210,200.00	210,200.00	-	-	210,200.00	100%	0.00	-	0%	
09 20 00	Drywall	Prestige	\$ 145,000.00	\$ 300.00	145,300.00	145,300.00	-	-	145,300.00	100%	0.00	-	0%	
09 30 00	Tiling	Super Set Tile	\$ 34,536.00	\$ 0.00	34,536.00	34,536.00	-	-	34,536.00	100%	0.00	-	0%	
09 50 00	Acoustical Ceilings	Minnesota Acoustics	\$ 40,300.00	\$ 0.00	40,300.00	40,300.00	-	-	40,300.00	100%	0.00	-	0%	
09 62 00	Specialty Flooring	Concrete Treatments	\$ 9,080.00	\$ 0.00	9,080.00	9,080.00	-	-	9,080.00	100%	0.00	-	0%	
09 68 00	Carpet	Multiple Concepts Interiors	\$ 75,640.00	\$ 0.00	75,640.00	75,640.00	-	-	75,640.00	100%	0.00	-	0%	
09 90 00	Painting / VWC	Wasche	\$ 14,700.00	\$ 40.00	14,740.00	14,740.00	-	-	14,740.00	100%	0.00	-	0%	
10 14 00	Signage	TBD	\$ 62,396.00	\$ (9,529.00)	52,867.00	-	-	-	0%	52,867.00	-	0%		
10 22 26	Operable Partitions	Skold	\$ 7,200.00	\$ 9,100.00	16,300.00	16,300.00	-	-	16,300.00	100%	0.00	-	0%	
10 51 70	Security Lockers	Geargrid	\$ 22,370.00	\$ 0.00	22,370.00	22,370.00	-	-	22,370.00	100%	0.00	-	0%	
10 75 00	Light Poles	Construction Supply	\$ 44,955.00	\$ 5,947.55	50,902.55	38,015.55	-	-	38,015.55	75%	12,887.00	-	0%	
11 99 00	Fire Pole	McIntire Brass Works	\$ 50,000.00	\$ 0.00	50,000.00	48,477.00	-	-	48,477.00	97%	1,523.00	-	0%	
12 20 00	Window Treatments	TBD	\$ 35,530.00	\$ 0.00	35,530.00	35,530.00	-	-	35,530.00	100%	0.00	-	0%	
12 36 00	Solid Surface Countertops	Innovative Surfaces	\$ 76,135.00	\$ 0.00	76,135.00	76,135.00	-	-	76,135.00	100%	0.00	-	0%	
13 24 00	Steam Bath	TBD	\$ 13,447.00	\$ 0.00	7,609.00	3,800.00	-	-	3,800.00	50%	3,809.00	-	0%	
14 20 00	Elevators	Otis	\$ 55,748.00	\$ 0.00	55,748.00	55,748.00	-	-	55,748.00	100%	0.00	-	0%	
14 60 00	Hoist and Cranes	Aero	\$ 7,250.00	\$ 0.00	6,850.00	-	4,100.00	-	4,100.00	60%	2,750.00	-	0%	
21 00 00	Fire Suppression	Breth Zen Zen	\$ 58,800.00	\$ (2,000.00)	56,800.00	56,800.00	-	-	56,800.00	100%	0.00	-	0%	
22 00 00	Plumbing	Falcon	\$ 565,000.00	\$ 44,374.10	629,841.20	608,507.30	-	-	608,507.30	97%	21,333.90	-	0%	
23 00 00	HVAC	Sentra Sola	\$ 436,000.00	\$ 10,207.00	446,207.00	445,489.00	-	-	445,489.00	100%	718.00	-	0%	
26 00 00	Electrical	A.J Moore	\$ 844,523.00	\$ 858.93	845,381.93	606,982.27	-	-	606,982.27	72%	238,399.66	-	0%	
31 00 00	Earthwork	D.W.	\$ 99,500.00	\$ 0.00	99,500.00	98,000.00	-	-	98,000.00	98%	1,500.00	-	0%	
32 12 00	Asphalt Paving	Northwest Bituminous	\$ 48,800.00	\$ 0.00	48,800.00	48,800.00	-	-	48,800.00	100%	0.00	-	0%	
32 16 00	Site Concrete	Crosstown Masonry	\$ 152,000.00	\$ 2,983.00	157,535.00	157,535.00	-	-	157,535.00	100%	0.00	-	0%	
32 90 00	Landscaping	Springfall Landscaping	\$ 45,203.00	\$ (7,287.00)	37,916.00	37,916.00	-	-	37,916.00	100%	0.00	-	0%	

Continuation Sheet



Project: **St. Francis City Hall & Fire Station**
 Contractor: Stahl Construction Company
 Owner: City of St. Francis
 Architect: Brunton Architects & Engineers

Stahl Job #: 4020-10 Material
 App. #: 15
 App. Date: December 10, 2024
 Month: November 2024

Cost	Code	Description of Work	Name of Vendor / Subcontractor	Original Schedule of Values	Owner Change Orders	Current Schedule of Values	Work Completed		Materials Stored This Period	Work Completed / Material Stored		Balance		Retainage	
							Previous	This Period		Total	%	Total	%		
71 00 10	Unallocated			2,980.00		-							0.00		
71 00 00	Contingency			40,000.00	\$ 0.00	18,724.00							18,724.00		0%
Subtotals				\$ 6,466,580.00	\$ 61,781.58	\$ 6,528,361.58	\$ 6,138,169.12	\$ 24,001.00	\$ 0.00	\$ 6,162,170.12	94%	\$ 366,191.46	\$ 0.00		
90 00 00	Contractor Overhead / Profit		Stahl Construction	65,000.00	768.05	65,768.05	61,837.17	241.79		62,078.96	94%	3,689.09	0.00	0%	
Totals				\$ 6,531,580.00	\$ 62,549.63	\$ 6,594,129.63	\$ 6,200,006.29	\$ 24,242.79	\$ 0.00	\$ 6,224,249.08	94%	\$ 369,880.55	\$ 0.00		



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
 Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: December 16, 2024

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$245,019.90 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-N/A

Credit Card Payment- N/A

Manual Checks- N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 12-16-2024 Packet List-\$245,019.90

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/17/2024 - 12/17/2024

POSTED AND UNPOSTED
OPEN

Agenda Item # 4J.

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 15 - AIRGAS NORTH CENTRAL							
5512398453							
00038349	AIRGAS NORTH CENTRAL	11/30/2024		99.68	99.68	Open	N
	CYLINDER RENTAL		DROBERTSON				12/16/2024
	101-43100-40217		OTHER OPERATING SUPPLIES	19.94		1.00	19.94
	101-43210-40217		OTHER OPERATING SUPPLIES	19.94		1.00	19.94
	101-45200-40217		OTHER OPERATING SUPPLIES	19.94		1.00	19.94
	601-49440-40217		OTHER OPERATING SUPPLIES	19.94		1.00	19.94
	602-49490-40217		OTHER OPERATING SUPPLIES	19.92		1.00	19.92
Total Vendor 15 - AIRGAS NORTH CENTRAL				99.68	99.68		
Vendor 4945 - ALLINA HEALTH SYSTEM							
.12032024							
00038412	ALLINA HEALTH SYSTEM	12/03/2024		419.10	419.10	Open	N
	FIRE-TESTING		DMULVIHILL				12/16/2024
Total Vendor 4945 - ALLINA HEALTH SYSTEM				419.10	419.10		
Vendor 5496 - ANOKA COUNTY FIRE PROTECTION COUNCIL							
352							
00038326	ANOKA COUNTY FIRE PROTECTION COUNCI	12/03/2024		110.00	110.00	Open	N
	FUNDAMENTALS OF FIREFIGHTING BOOK		DROBERTSON				12/16/2024
	101-42210-40208		TRAINING	110.00		1.00	110.00
Total Vendor 5496 - ANOKA COUNTY FIRE PROTECTION COUNCIL				110.00	110.00		
Vendor 1097 - ANOKA COUNTY PROPERTY RECORDS							
24-42830							
00038337	ANOKA COUNTY PROPERTY RECORDS	11/01/2024		46.00	46.00	Open	N
	RESOLUTION		DROBERTSON				12/16/2024
	101-41400-40352		GENERAL PUBLISHING	46.00		1.00	46.00
24-45349							
00038338	ANOKA COUNTY PROPERTY RECORDS	11/20/2024		46.00	46.00	Open	N
	AGREEMENT		DROBERTSON				12/16/2024
	101-41400-40352		GENERAL PUBLISHING	46.00		1.00	46.00
Total Vendor 1097 - ANOKA COUNTY PROPERTY RECORDS				92.00	92.00		
Vendor 3811 - ANOKA COUNTY TREASURY							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/17/2024 - 12/17/2024

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Agenda Item # 4J.

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 3811 - ANOKA COUNTY TREASURY							
AR022676							
00038382	ANOKA COUNTY TREASURY	12/04/2024		12,201.12	12,201.12	Open	N
	RADIOS	DMULVIHILL					12/16/2024
	402-42110-40581	RADIOS		12,201.12		1.00	12,201.12
Total Vendor 3811 - ANOKA COUNTY TREASURY				12,201.12	12,201.12		
Vendor 10636 - AZ DEPARTMENT OF ECONOMIC SECURITY							
REMIT							
00038418	AZ DEPARTMENT OF ECONOMIC SECURITY	12/17/2024		158.00	158.00	Open	N
	Remittance Check	DROBERTSON					12/17/2024
	101-00000-21716	Remittance		158.00		1.00	158.00
Total Vendor 10636 - AZ DEPARTMENT OF ECONOMIC SECURITY				158.00	158.00		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0109233600							
00038395	BELLBOY CORPORATION BAR SUPPLY	12/10/2024		422.93	422.93	Open	N
	MISC/OPERATING	CBUSKEY					12/10/2024
	609-49751-40206	FREIGHT		7.93		1.00	7.93
	609-49751-40254	MISCELLANEOUS MERCHANDISE		131.00		1.00	131.00
	609-49750-40210	OPERATING SUPPLIES		284.00		1.00	284.00
0206047600							
00038396	BELLBOY CORPORATION BAR SUPPLY	12/10/2024		1,235.95	1,235.95	Open	N
	LIQUOR	CBUSKEY					12/10/2024
	609-49751-40206	FREIGHT		13.20		1.00	13.20
	609-49751-40251	LIQUOR		1,222.75		1.00	1,222.75
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				1,658.88	1,658.88		
Vendor UB-REFUND - BRADLEY LEONHART							
.120520242							
00038341	BRADLEY LEONHART	12/05/2024		59.70	59.70	Open	N
	CREDIT REFUND	DROBERTSON					12/16/2024
	601-49440-40444	REFUND & REIMBURSEMENT		59.70		1.00	59.70
Total Vendor UB-REFUND - BRADLEY LEONHART				59.70	59.70		
Vendor 7244 - BREAKTHRU BEVERAGE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/17/2024 - 12/17/2024

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Agenda Item # 4J.

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 7244 - BREAKTHRU BEVERAGE							
119018527							
00038353	BREAKTHRU BEVERAGE	12/06/2024		2,888.10	2,888.10	Open	N
	LIQUOR/MISC		CBUSKEY				12/09/2024
	609-49751-40254		MISCELLANEOUS MERCHANDISE	240.90		1.00	240.90
	609-49751-40206		FREIGHT	52.20		1.00	52.20
	609-49751-40251		LIQUOR	2,595.00		1.00	2,595.00
Total Vendor 7244 - BREAKTHRU BEVERAGE				2,888.10	2,888.10		
Vendor 9977 - BRUNTON ARCHITECTS & ENGINEERS							
22422							
00038368	BRUNTON ARCHITECTS & ENGINEERS	12/09/2024		6,000.00	6,000.00	Open	N
	CITY HALL/FIRE STATION		DMULVIHILL				12/16/2024
	404-41400-40300		PROFESSIONAL SERVICES	6,000.00		1.00	6,000.00
Total Vendor 9977 - BRUNTON ARCHITECTS & ENGINEERS				6,000.00	6,000.00		
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
3070690							
00038392	CAPITOL BEVERAGE SALES, L.P	12/10/2024		681.00	681.00	Open	N
	BEER/LIQUOR		CBUSKEY				12/10/2024
	609-49751-40251		LIQUOR	515.00		1.00	515.00
	609-49751-40252		BEER	166.00		1.00	166.00
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				681.00	681.00		
Vendor 2218 - CRAWFORDS EQUIPMENT							
01-100193							
00038367	CRAWFORDS EQUIPMENT	12/04/2024		1,503.36	1,503.36	Open	N
	PLOW PARTS		JSHOOK				12/16/2024
	101-45200-40218		EQUIPMENT MAINTENANCE	1,503.36		1.00	1,503.36
Total Vendor 2218 - CRAWFORDS EQUIPMENT				1,503.36	1,503.36		
Vendor 6974 - D & G RECYCLE							
7905							
00038346	D & G RECYCLE	12/06/2024		210.00	210.00	Open	N
	RECYCLING EVENT		JSHOOK				12/16/2024
	101-43210-40439		RECYCLING DAYS	210.00		1.00	210.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/17/2024 - 12/17/2024

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Agenda Item # 4J.

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 6974 - D & G RECYCLE							
Total Vendor 6974 - D & G RECYCLE				210.00	210.00		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2347327							
00038356	DAHLHEIMER DIST. CO. INC BEER 609-49751-40252	12/03/2024 CBUSKEY BEER		(409.60)	(409.60)	Open	N 12/09/2024 (409.60)
2346881							
00038357	DAHLHEIMER DIST. CO. INC BEER/MISC/NA 609-49751-40254 609-49751-40255 609-49751-40252	12/04/2024 CBUSKEY MISCELLANEOUS MERCHANDISE N/A PRODUCTS BEER		24,894.58	24,894.58	Open	N 12/09/2024 204.00 92.00 24,598.58
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				24,484.98	24,484.98		
Vendor 1934 - DEHN OIL							
111045							
00038377	DEHN OIL DIESEL	10/31/2024 DROBERTSON		1,317.33	1,317.33	Open	N 12/16/2024
Total Vendor 1934 - DEHN OIL				1,317.33	1,317.33		
Vendor 293 - EAGLE GARAGE DOOR CO							
10341							
00038335	EAGLE GARAGE DOOR CO REPLACED BROKEN SPRINGS 101-43100-40401 101-45200-40401 601-49440-40401 602-49490-40401	11/25/2024 DROBERTSON BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE		2,886.00	2,886.00	Open	N 12/16/2024 721.50 721.50 721.50 721.50
Total Vendor 293 - EAGLE GARAGE DOOR CO				2,886.00	2,886.00		
Vendor 107 - ECM PUBLISHERS, INC							
1026225							
00038342	ECM PUBLISHERS, INC RUM RIVER PERSERVES PUBLICATION	11/29/2024 DROBERTSON		32.25	32.25	Open	N 12/16/2024
1027176							
00038369	ECM PUBLISHERS, INC DEC 18 PUBLIC HEARING - CODE REVISIONS	12/06/2024 DROBERTSON		53.75	53.75	Open	N 12/16/2024

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EXP CHECK RUN DATES 12/17/2024 - 12/17/2024

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Agenda Item # 4J.

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 107 - ECM PUBLISHERS, INC							
1027175							
00038370	ECM PUBLISHERS, INC DEC 18 PUBLIC HEARING - CANNABIS ZONING	12/06/2024	DROBERTSON	53.75	53.75	Open	N 12/16/2024
1027177							
00038371	ECM PUBLISHERS, INC RESOLUTION 2024-44 101-41400-40352	12/06/2024	DROBERTSON FULL-TIME SALARIES	86.00 86.00	86.00	Open	N 12/16/2024 86.00
Total Vendor 107 - ECM PUBLISHERS, INC				225.75	225.75		
Vendor EFTPS - EFTPS							
REMIT							
00038416	EFTPS Remittance Check 101-00000-21701 101-00000-21703 101-00000-21703 101-00000-21709 101-00000-21709	12/17/2024	DROBERTSON Remittance Remittance Remittance Remittance Remittance	1,963.62 468.00 601.35 601.35 146.46 146.46	1,963.62	Open	N 12/17/2024 468.00 601.35 601.35 146.46 146.46
Total Vendor EFTPS - EFTPS				1,963.62	1,963.62		
Vendor 5429 - FIRE SAFETY USA, INC							
194945							
00038372	FIRE SAFETY USA, INC TANKER 1 SERVICE	12/05/2024	DROBERTSON	1,561.00	1,561.00	Open	N 12/16/2024
194943							
00038373	FIRE SAFETY USA, INC ENGINE 1 SERVICE	12/05/2024	DROBERTSON	1,313.00	1,313.00	Open	N 12/16/2024
194948							
00038374	FIRE SAFETY USA, INC GRASS 1 SERVICE	12/05/2024	DROBERTSON	224.00	224.00	Open	N 12/16/2024
Total Vendor 5429 - FIRE SAFETY USA, INC				3,098.00	3,098.00		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-13367							
00038360	GLOBAL RESERVE DISTRIBUTION THC 609-49751-40257	11/29/2024	CBUSKEY THC	4,076.80 4,076.80	4,076.80	Open	N 12/09/2024 4,076.80
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				4,076.80	4,076.80		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/17/2024 - 12/17/2024

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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 10659 - GLOBAL RESERVE DISTRIBUTION							
Vendor 130 - GOPHER STATE ONE-CALL, INC							
4110769							
00038331	GOPHER STATE ONE-CALL, INC	11/30/2024		70.20	70.20	Open	N
	NOVEMBER TICKETS		DROBERTSON				12/16/2024
	601-49440-40442		GOPHER STATE	35.10		1.00	35.10
	602-49490-40442		GOPHER STATE	35.10		1.00	35.10
Total Vendor 130 - GOPHER STATE ONE-CALL, INC				70.20	70.20		
Vendor 132 - GRAINGER, INC							
9338054142							
00038343	GRAINGER, INC	12/06/2024		302.02	302.02	Open	N
	EXTENSION CORD		DROBERTSON				12/16/2024
	602-49490-40229		PROJECT MAINTENANCE	302.02		1.00	302.02
Total Vendor 132 - GRAINGER, INC				302.02	302.02		
Vendor 4691 - GRANITE CITY JOBBING CO							
426942							
00038358	GRANITE CITY JOBBING CO	12/03/2024		4,363.08	4,363.08	Open	N
	TOBACCO/MISC		CBUSKEY				12/09/2024
	609-49751-40206		FREIGHT	10.00		1.00	10.00
	609-49751-40254		MISCELLANEOUS MERCHANDISE	80.38		1.00	80.38
	609-49751-40256		TOBACCO PRODUCTS	4,272.70		1.00	4,272.70
427029							
00038359	GRANITE CITY JOBBING CO	12/06/2024		140.66	140.66	Open	N
	MISC		CBUSKEY				12/09/2024
	609-49751-40206		FREIGHT	10.00		1.00	10.00
	609-49751-40254		MISCELLANEOUS MERCHANDISE	130.66		1.00	130.66
Total Vendor 4691 - GRANITE CITY JOBBING CO				4,503.74	4,503.74		
Vendor 1145 - HACH COMPANY							
14278529							
00038330	HACH COMPANY	12/02/2024		1,633.10	1,633.10	Open	N
	DIGITAL PH SENSOR		DROBERTSON				12/16/2024
	602-49490-40229		PROJECT MAINTENANCE	1,633.10		1.00	1,633.10
Total Vendor 1145 - HACH COMPANY				1,633.10	1,633.10		

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EXP CHECK RUN DATES 12/17/2024 - 12/17/2024

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 1145 - HACH COMPANY							
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
54186							
00038378	HAKANSON ANDERSON ASSOC., INC SF239-2024 MISC SITE PLAN REVIEWS	11/30/2024 DROBERTSON		1,598.15	1,598.15	Open	N 12/16/2024
54187							
00038379	HAKANSON ANDERSON ASSOC., INC SF263 RIVERS EDGE 7TH ADDITION 2024	11/30/2024 DROBERTSON		8,097.27	8,097.27	Open	N 12/16/2024
54224							
00038381	HAKANSON ANDERSON ASSOC., INC SF302-2024 MUNICIPAL STATE AID	11/30/2024 DROBERTSON		3,657.50	3,657.50	Open	N 12/16/2024
54189							
00038383	HAKANSON ANDERSON ASSOC., INC SF325 QUICK SILVER STREET NW	11/30/2024 DROBERTSON		1,979.40	1,979.40	Open	N 12/16/2024
54190							
00038384	HAKANSON ANDERSON ASSOC., INC SF326 WOODBINE EXTENSION	11/30/2024 DROBERTSON		332.50	332.50	Open	N 12/16/2024
54225							
00038385	HAKANSON ANDERSON ASSOC., INC SF237-25 STREET RECONSTRUCTION PROJECT	11/30/2024 DROBERTSON		16,896.25	16,896.25	Open	N 12/16/2024
54192							
00038386	HAKANSON ANDERSON ASSOC., INC SF403-2024 MS4 PERMIT	11/30/2024 DROBERTSON		201.25	201.25	Open	N 12/16/2024
54193							
00038387	HAKANSON ANDERSON ASSOC., INC SF603 TRUNK HIGHWAY 47 UTILITY IMPROVEME	11/30/2024 DROBERTSON		12,093.56	12,093.56	Open	N 12/16/2024
54194							
00038388	HAKANSON ANDERSON ASSOC., INC SF901 GENERAL ENGINEERING	11/30/2024 DROBERTSON		2,400.00	2,400.00	Open	N 12/16/2024
54196							
00038389	HAKANSON ANDERSON ASSOC., INC SF906-24 BUILDING PERMIT REVIEWS	11/30/2024 DROBERTSON		367.50	367.50	Open	N 12/16/2024
54195							
00038390	HAKANSON ANDERSON ASSOC., INC SF905-24 ROUTINE RETAINER SERVICES	11/30/2024 DROBERTSON		2,400.00	2,400.00	Open	N 12/16/2024
54197							
00038391	HAKANSON ANDERSON ASSOC., INC SF909 COMPREHENSIVE SEWER AND WATER PLAN	11/30/2024 DROBERTSON		71.25	71.25	Open	N 12/16/2024
Total Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
				50,094.63	50,094.63		

Vendor 7513 - HOISINGTON KOEGLER GROUP, INC

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 7513 - HOISINGTON KOEGLER GROUP, INC							
018-041-75 00038397	HOISINGTON KOEGLER GROUP, INC PLANNING 101-41910-40311	12/03/2024 DMULVIHILL CONTRACT		385.95	385.95	Open	N 12/16/2024 385.95
Total Vendor 7513 - HOISINGTON KOEGLER GROUP, INC				385.95	385.95		
Vendor 10691 - HOMETOWN SUPER MARKETING LTD							
905117335093280 00038366	HOMETOWN SUPER MARKETING LTD ADVERTISING 609-49750-40340	12/06/2024 CBUSKEY ADVERTISING		360.00	360.00	Open	N 12/09/2024 360.00
Total Vendor 10691 - HOMETOWN SUPER MARKETING LTD				360.00	360.00		
Vendor 10739 - IHEALTH							
IHEAINV00450 00038380	IHEALTH SCANS 103-42110-40300	11/30/2024 DMULVIHILL PROFESSIONAL SERVICES		475.00	475.00	Open	N 12/16/2024 475.00
Total Vendor 10739 - IHEALTH				475.00	475.00		
Vendor 154 - JOHNSON BROTHERS							
2681203 00038364	JOHNSON BROTHERS LIQUOR 609-49751-40206 609-49751-40251	12/05/2024 CBUSKEY FREIGHT LIQUOR		695.10	695.10	Open	N 12/09/2024 9.10 686.00
2681204 00038365	JOHNSON BROTHERS WINE 609-49751-40206 609-49751-40253	12/05/2024 CBUSKEY FREIGHT WINE		419.61	419.61	Open	N 12/09/2024 14.56 405.05
Total Vendor 154 - JOHNSON BROTHERS				1,114.71	1,114.71		
Vendor 165 - LMC INSURANCE TRUST							

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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 165 - LMC INSURANCE TRUST							
.12012024WC							
00038393	LMC INSURANCE TRUST	12/09/2024		25,603.00	25,603.00	Open	N
	WC PAYMENT	DMULVIHILL					12/16/2024
	101-41400-40160	WORK COMP INSURANCE		382.00		1.00	382.00
	101-41500-40160	WORK COMP INSURANCE		178.00		1.00	178.00
	101-41910-40160	WORK COMP INSURANCE		212.00		1.00	212.00
	101-42110-40160	WORK COMP INSURANCE		14,092.00		1.00	14,092.00
	101-42210-40160	WORK COMP INSURANCE		3,859.00		1.00	3,859.00
	101-42400-40160	WORK COMP INSURANCE		106.00		1.00	106.00
	101-43100-40160	WORK COMP INSURANCE		2,231.00		1.00	2,231.00
	101-43210-40160	WORK COMP INSURANCE		289.00		1.00	289.00
	101-45200-40160	WORK COMP INSURANCE		1,051.00		1.00	1,051.00
	601-49440-40160	WORK COMP INSURANCE		972.00		1.00	972.00
	602-49490-40160	WORK COMP INSURANCE		1,167.00		1.00	1,167.00
	609-49750-40160	WORK COMP INSURANCE		1,320.00		1.00	1,320.00
	101-00000-36200	MISCELLANEOUS REVENUES		(256.00)		1.00	(256.00)
.12012024 PROPE							
00038398	LMC INSURANCE TRUST	12/01/2024		45,258.00	45,258.00	Open	N
	PROPERTY INSURANCE	DMULVIHILL					12/16/2024
	101-41110-40360	INSURANCE		96.00		1.00	96.00
	101-41400-40360	INSURANCE		1,019.40		1.00	1,019.40
	101-41410-40360	INSURANCE		22.86		1.00	22.86
	101-41500-40360	INSURANCE		530.27		1.00	530.27
	101-41600-40360	INSURANCE		164.57		1.00	164.57
	101-41910-40360	INSURANCE		653.70		1.00	653.70
	101-41110-40360	INSURANCE		0.00		1.00	0.00
	101-41940-40360	INSURANCE		335.83		1.00	335.83
	101-42110-40360	INSURANCE		9,005.46		1.00	9,005.46
	101-42210-40360	INSURANCE		2,235.37		1.00	2,235.37
	101-42400-40360	INSURANCE		470.84		1.00	470.84
	101-43100-40360	INSURANCE		4,996.43		1.00	4,996.43
	101-43210-40360	INSURANCE		160.00		1.00	160.00
	101-45000-40360	INSURANCE		4.57		1.00	4.57
	101-45200-40360	INSURANCE		5,302.71		1.00	5,302.71
	101-49200-40360	INSURANCE		13.71		1.00	13.71
	601-49440-40360	INSURANCE		5,782.69		1.00	5,782.69
	602-49490-40360	INSURANCE		8,836.32		1.00	8,836.32
	609-49750-40360	INSURANCE		5,627.27		1.00	5,627.27
Total Vendor 165 - LMC INSURANCE TRUST				70,861.00	70,861.00		

Vendor 202 - MCDONALD DIST CO

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Invoice Number	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By					Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 202 - MCDONALD DIST CO							
5810449							
00038350	MCDONALD DIST CO	12/04/2024		(88.00)	(88.00)	Open	N
	BEER	CBUSKEY					12/09/2024
	609-49751-40252	BEER		(88.00)		1.00	(88.00)
781198							
00038351	MCDONALD DIST CO	12/04/2024		396.00	396.00	Open	N
	THC	CBUSKEY					12/09/2024
	609-49751-40257	THC		396.00		1.00	396.00
781197							
00038352	MCDONALD DIST CO	12/04/2024		12,456.90	12,456.90	Open	N
	BEER/NA/MISC	CBUSKEY					12/09/2024
	609-49751-40255	N/A PRODUCTS		129.45		1.00	129.45
	609-49751-40254	MISCELLANEOUS MERCHANDISE		19.50		1.00	19.50
	609-49751-40252	BEER		12,307.95		1.00	12,307.95
Total Vendor 202 - MCDONALD DIST CO					<u>12,764.90</u>	<u>12,764.90</u>	
Vendor 3689 - METRO SALES, INC							
INV2660544							
00038399	METRO SALES, INC	12/10/2024		242.00	242.00	Open	N
	COPIES	DMULVIHILL					12/16/2024
INV2660144							
00038400	METRO SALES, INC	12/10/2024		199.00	199.00	Open	N
	COPIES	DMULVIHILL					12/16/2024
	101-41400-40200	OFFICE SUPPLIES		199.00		1.00	199.00
Total Vendor 3689 - METRO SALES, INC					<u>441.00</u>	<u>441.00</u>	
Vendor 10337 - METRO-INET							

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Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
					Units	Quantity	Unit Price
Vendor 10337 - METRO-INET							
2337 00038401	METRO-INET	11/27/2024		7,565.57	7,565.57	Open	N
	POWER SUPPLY AND WIRELESS ACCESS POINTS	DMULVIHILL					12/16/2024
	101-41110-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	101-41400-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	101-41910-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	101-42110-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	101-42210-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	101-42400-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	101-43100-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	101-45200-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	601-49440-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	602-49490-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	609-49750-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	402-41400-40570	COMPUTERS		7,565.57		1.00	7,565.57
Total Vendor 10337 - METRO-INET				7,845.57	7,845.57		
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13334860114423 00038347	MIDCONTINENT COMMUNICATIONS	12/02/2024		158.39	158.39	Open	N
	DECEMBER BILLING 2024	DROBERTSON					12/16/2024
13332710114423 00038348	MIDCONTINENT COMMUNICATIONS	12/02/2024		45.36	45.36	Open	N
	DECEMBER BILLING 2024	DROBERTSON					12/16/2024
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS				203.75	203.75		
Vendor 195 - MN DEPARTMENT OF HEALTH							

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Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
					Units	Quantity	Unit Price
Vendor 195 - MN DEPARTMENT OF HEALTH							
.12012024							
00038376	MN DEPARTMENT OF HEALTH QUARTERLY WATER TEST FEE 601-49440-40434	12/01/2024 DMULVIHILL		4,544.00	4,544.00	Open	N 12/16/2024
		PERMIT FEES		4,544.00		1.00	4,544.00
Total Vendor 195 - MN DEPARTMENT OF HEALTH				4,544.00	4,544.00		
Vendor 194 - MN DEPARTMENT OF REVENUE							
REMIT							
00038414	MN DEPARTMENT OF REVENUE Remittance Check 101-00000-21716	12/17/2024 DROBERTSON		265.75	265.75	Open	N 12/17/2024
		Remittance		265.75		1.00	265.75
Total Vendor 194 - MN DEPARTMENT OF REVENUE				265.75	265.75		
Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH							
23856							
00038344	NORTHLAND OCCUPATIONAL HEALTH DOT SCREEN 101-43100-40441	12/06/2024 DMULVIHILL		50.00	50.00	Open	N 12/16/2024
		MISCELLANEOUS		12.50		1.00	12.50
		MISCELLANEOUS		12.50		1.00	12.50
		MISCELLANEOUS		12.50		1.00	12.50
		MISCELLANEOUS		12.50		1.00	12.50
23858							
00038345	NORTHLAND OCCUPATIONAL HEALTH DOT SCREEN 101-43100-40441	12/05/2024 DMULVIHILL		50.00	50.00	Open	N 12/16/2024
		MISCELLANEOUS		12.50		1.00	12.50
		MISCELLANEOUS		12.50		1.00	12.50
		MISCELLANEOUS		12.50		1.00	12.50
		MISCELLANEOUS		12.50		1.00	12.50
Total Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH				100.00	100.00		
Vendor 3753 - PAUSTIS WINE COMPANY							
253903							
00038394	PAUSTIS WINE COMPANY WINE 609-49751-40206	12/10/2024 CBUSKEY		904.00	904.00	Open	N 12/10/2024
		FREIGHT		12.00		1.00	12.00
		WINE		892.00		1.00	892.00
Total Vendor 3753 - PAUSTIS WINE COMPANY							

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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	Unit Price	
Vendor 3753 - PAUSTIS WINE COMPANY								
					904.00	904.00		
Vendor PERA - PERA								
REMIT								
00038415	PERA		12/17/2024		40.00	40.00	Open	N
	Remittance Check	DROBERTSON						12/17/2024
	101-00000-21704	Remittance			20.00		1.00	20.00
	101-00000-21704	Remittance			20.00		1.00	20.00
Total Vendor PERA - PERA								
					40.00	40.00		
Vendor 214 - PHILLIPS WINE & SPIRITS CO								
6892113								
00038362	PHILLIPS WINE & SPIRITS CO		12/05/2024		59.67	59.67	Open	N
	WINE	CBUSKEY						12/09/2024
	609-49751-40206	FREIGHT			1.82		1.00	1.82
	609-49751-40253	WINE			57.85		1.00	57.85
6892112								
00038363	PHILLIPS WINE & SPIRITS CO		12/05/2024		1,083.17	1,083.17	Open	N
	LIQUOR	CBUSKEY						12/09/2024
	609-49751-40206	FREIGHT			20.02		1.00	20.02
	609-49751-40251	LIQUOR			1,063.15		1.00	1,063.15
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO								
					1,142.84	1,142.84		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC								
B015659								
00038334	RMB ENVIRONMENTAL LABORATORIES, INC		11/30/2024		206.91	206.91	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON						12/16/2024
	602-49490-40313	SAMPLE TESTING			206.91		1.00	206.91
B015685								
00038336	RMB ENVIRONMENTAL LABORATORIES, INC		12/04/2024		156.75	156.75	Open	N
	ALL WEEKS COOLER 2	DROBERTSON						12/16/2024
	602-49490-40313	SAMPLE TESTING			156.75		1.00	156.75
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC								
					363.66	363.66		
Vendor UB-REFUND - SHEILA & DARRELL GAFFKE								

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor UB-REFUND - SHEILA & DARRELL GAFFKE							
.12052024							
00038339	SHEILA & DARRELL GAFFKE	12/05/2024		25.90		25.90	Open N
	CREDIT REFUND		DROBERTSON				12/16/2024
	601-49440-40444		REFUND & REIMBURSEMENT	25.90		1.00	25.90
Total Vendor UB-REFUND - SHEILA & DARRELL GAFFKE				25.90	25.90		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2562323							
00038354	SOUTHERN GLAZERS OF MN	12/05/2024		294.08		294.08	Open N
	WINE		CBUSKEY				12/09/2024
	609-49751-40206		FREIGHT	6.72		1.00	6.72
	609-49751-40253		WINE	287.36		1.00	287.36
2562322							
00038355	SOUTHERN GLAZERS OF MN	12/05/2024		3,882.78		3,882.78	Open N
	LIQUOR		CBUSKEY				12/09/2024
	609-49751-40206		FREIGHT	35.41		1.00	35.41
	609-49751-40251		LIQUOR	3,847.37		1.00	3,847.37
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				4,176.86	4,176.86		
Vendor STATE - STATE							
REMIT							
00038417	STATE	12/17/2024		76.70		76.70	Open N
	Remittance Check		DROBERTSON				12/17/2024
	101-00000-21702		Remittance	76.70		1.00	76.70
Total Vendor STATE - STATE				76.70	76.70		
Vendor 863 - THE BERNICK COMPANIES							
10295976							
00038361	THE BERNICK COMPANIES	12/05/2024		347.60		347.60	Open N
	BEER/NA		CBUSKEY				12/09/2024
	609-49751-40255		N/A PRODUCTS	28.70		1.00	28.70
	609-49751-40252		BEER	318.90		1.00	318.90
Total Vendor 863 - THE BERNICK COMPANIES				347.60	347.60		
Vendor 10697 - TRIAD PARADIGN, LLC							

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 10697 - TRIAD PARADIGN, LLC							
202406							
00038327	TRIAD PARADIGN, LLC	12/03/2024		5,543.50	5,543.50	Open	N
	SEPT 2024 - FIRE SERVICE STUDY	DROBERTSON					12/16/2024
	101-42210-40311	CONTRACT		5,543.50		1.00	5,543.50
202407							
00038328	TRIAD PARADIGN, LLC	12/03/2024		8,054.95	8,054.95	Open	N
	OCTOBER 24 FIRE SERVICE STUDY	DROBERTSON					12/16/2024
	101-42210-40311	CONTRACT		8,054.95		1.00	8,054.95
202408							
00038329	TRIAD PARADIGN, LLC	12/03/2024		4,154.95	4,154.95	Open	N
	NOVEMBER 24 FIRE SERVICE STUDY	DROBERTSON					12/16/2024
	101-42210-40311	CONTRACT		4,154.95		1.00	4,154.95
Total Vendor 10697 - TRIAD PARADIGN, LLC				<u>17,753.40</u>	<u>17,753.40</u>		
Vendor 10641 - UNION HERALD							
44515							
00038375	UNION HERALD	11/30/2024		12.50	12.50	Open	N
	ANOKA COUNTY UNION HEARLD NOV 2024	DROBERTSON					12/16/2024
	101-41400-40441	GENERAL PUBLISHING		12.50		1.00	12.50
Total Vendor 10641 - UNION HERALD				<u>12.50</u>	<u>12.50</u>		
Vendor UB-REFUND - WILLIAM KAMPA							
.120520241							
00038340	WILLIAM KAMPA	12/05/2024		77.70	77.70	Open	N
	CREDIT REFUND	DROBERTSON					12/16/2024
	601-49440-40444	REFUND & REIMBURSEMENT		77.70		1.00	77.70
Total Vendor UB-REFUND - WILLIAM KAMPA				<u>77.70</u>	<u>77.70</u>		
# of Invoices: 79 # Due: 79				Totals: 245,517.50	245,517.50		
# of Credit Memos: 2 # Due: 2				Totals: (497.60)	(497.60)		
Net of Invoices and Credit Memos:				245,019.90	245,019.90		
* 1 Net Invoices have Credits Totalling:				(256.00)			

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Inv Ref #	Description	Entered By			Units	Quantity	Post Date
Inventory	GL Distribution						Unit Price
--- TOTALS BY GL BANK ---							
	GNCKG			245,019.90			
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-00000-21701			468.00			
	101-00000-21702			76.70			
	101-00000-21703			1,202.70			
	101-00000-21704			40.00			
	101-00000-21709			292.92			
	101-00000-21716			423.75			
	101-00000-36200			(256.00)			
	101-41110-40360			96.00			
	101-41400-40160			382.00			
	101-41400-40200			199.00			
	101-41400-40352			178.00			
	101-41400-40360			1,019.40			
	101-41400-40441			12.50			
	101-41410-40360			22.86			
	101-41500-40160			178.00			
	101-41500-40360			530.27			
	101-41600-40360			164.57			
	101-41910-40160			212.00			
	101-41910-40311			385.95			
	101-41910-40360			653.70			
	101-41940-40360			335.83			
	101-42110-40160			14,092.00			
	101-42110-40360			9,005.46			
	101-42210-40160			3,859.00			
	101-42210-40208			110.00			
	101-42210-40311			17,753.40			
	101-42210-40360			2,235.37			
	101-42400-40160			106.00			
	101-42400-40360			470.84			
	101-43100-40160			2,231.00			
	101-43100-40217			19.94			
	101-43100-40360			4,996.43			
	101-43100-40401			721.50			
	101-43100-40441			25.00			
	101-43210-40160			289.00			
	101-43210-40217			19.94			
	101-43210-40360			160.00			
	101-43210-40439			210.00			
	101-45000-40360			4.57			
	101-45200-40160			1,051.00			
	101-45200-40217			19.94			
	101-45200-40218			1,503.36			
	101-45200-40360			5,302.71			

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Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By		Units	Quantity	Post Date
Inventory	GL Distribution					Unit Price
	101-45200-40401		721.50			
	101-45200-40441		25.00			
	101-49200-40360		13.71			
	103-42110-40300		475.00			
	402-41400-40560		280.00			
	402-41400-40570		7,565.57			
	402-42110-40581		12,201.12			
	404-41400-40300		6,000.00			
	601-49440-40160		972.00			
	601-49440-40217		19.94			
	601-49440-40360		5,782.69			
	601-49440-40401		721.50			
	601-49440-40434		4,544.00			
	601-49440-40441		25.00			
	601-49440-40442		35.10			
	601-49440-40444		163.30			
	602-49490-40160		1,167.00			
	602-49490-40217		19.92			
	602-49490-40229		1,935.12			
	602-49490-40313		363.66			
	602-49490-40360		8,836.32			
	602-49490-40401		721.50			
	602-49490-40441		25.00			
	602-49490-40442		35.10			
	609-49750-40160		1,320.00			
	609-49750-40210		284.00			
	609-49750-40340		360.00			
	609-49750-40360		5,627.27			
	609-49751-40206		192.96			
	609-49751-40251		9,929.27			
	609-49751-40252		36,893.83			
	609-49751-40253		1,642.26			
	609-49751-40254		806.44			
	609-49751-40255		250.15			
	609-49751-40256		4,272.70			
	609-49751-40257		4,472.80			
--- TOTALS BY FUND ---						
	101 GENERAL FUND		71,564.82	71,564.82		
	103 PUBLIC SAFETY FUNDS		475.00	475.00		
	402 CAPITAL EQUIPMENT FUND		20,046.69	20,046.69		
	404 BUILDING IMPROVEMENT FUND		6,000.00	6,000.00		
	601 WATER FUND		12,263.53	12,263.53		
	602 SEWER FUND		13,103.62	13,103.62		
	609 LIQUOR FUND		66,051.68	66,051.68		
--- TOTALS BY DEPT/ACTIVITY ---						
	0000 UNASSIGNED		2,248.07	2,248.07		

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Inventory					Units	Quantity	Unit Price
	41110 CITY COUNCIL			96.00	96.00		
	41400 ADMINISTRATION			15,636.47	15,636.47		
	41410 ELECTIONS			22.86	22.86		
	41500 FINANCE			708.27	708.27		
	41600 LEGAL			164.57	164.57		
	41910 COMMUNITY DEVELOPMENT			1,251.65	1,251.65		
	41940 BUILDINGS			335.83	335.83		
	42110 POLICE			35,773.58	35,773.58		
	42210 FIRE			23,957.77	23,957.77		
	42400 BUILDING INSPECTIONS			576.84	576.84		
	43100 STREETS			7,993.87	7,993.87		
	43210 RECYCLING			678.94	678.94		
	45000 COMMUNITY CENTER			4.57	4.57		
	45200 PARKS			8,623.51	8,623.51		
	49200 UNALLOCATED			13.71	13.71		
	49440 WATER DEPT			12,263.53	12,263.53		
	49490 SEWER DEPT			13,103.62	13,103.62		
	49750 LIQUOR STORE			7,591.27	7,591.27		
	49751 MERCHANDISE PURCHASES			58,460.41	58,460.41		



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Ordinance of the City of St. Francis to Regulate Cannabis Business Registration – 2nd Reading
DATE: December 16, 2024

OVERVIEW:

At the October 28th work session staff and Council discussed the future and next steps of cannabis ordinances. At the work session we walked through the choices that a municipality has regarding regulating the business registration and decisions that would affect the zoning ordinance language.

The attached ordinance is specific to the business registrations related to Cannabis/THC activities. As identified at the work session there are eight types of endorsed activities that break down to even more license types at the State. Zoning will be discussing their related ordinances for Chapter 10 at the December Planning Commission meeting where they will also hold a public hearing.

Business regulations for cannabis businesses is related to local registration, compliance with State Statute and zoning, and consequences of business mismanagement regarding suspension and requirements with the MN Cannabis Management.

Fees for related registrations will be located within the Fee Schedule.

ACTION TO BE CONSIDERED:

Council to review and consider placing an Interim Ordinance on the Operation of Cannabis Businesses

TIMELINE:

1st Reading: December 2, 2024
 2nd Reading: December 16, 2024

30-day public Comment: December 20, 2024

Effective: January 20, 2025

Attachments:

- Ordinance 338 – Chapter 6, Section 13 Regulation of Cannabis Business
- Resolution 2024-47 – Summary publication of ordinance 338

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

ORDINANCE 338

**AN ORDINANCE ADDING CHAPTER 6 SECTION 13 OF THE ST. FRANCIS CITY
CODE TO REGULATE CANNABIS BUSINESSES**

6-13-1. Administration

Findings and Purpose. The City of St. Francis makes the following legislative findings:

- a) The purpose of this ordinance is to implement the provisions of Minnesota Statutes,

chapter 342, which authorizes (insert local authority) to protect the public health, safety, welfare of St. Francis residents by regulating cannabis businesses within the legal boundaries of St. Francis

- b) St. Francis finds and concludes that the proposed provisions are appropriate and lawful land use regulations for St. Francis, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in the public interest and for the public good.

6-13-2 Authority & Jurisdiction

St. Francis has the authority to adopt this ordinance pursuant to:

- a) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- b) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.

- c) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- d) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of the City of St. Francis.

6-13-3 Severability

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

6-13-4 Enforcement

The City of St. Francis is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

6-13-5 Definitions

Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meanings in this ordinance.

1. *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.
2. *Cannabis Retail Businesses*: A retail location and the retail location(s) of a mezzobusinesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, (and/excluding) lower-potency hemp edible retailers.

3. *Cannabis Retailer*: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form

4. *Daycare*: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.

5. *Lower-potency Hemp Edible*: As defined under Minn. Stat. 342.01 subd. 50.

6. *Office of Cannabis Management*: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.

7. *Place of Public Accommodation*: A business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

8. *Preliminary License Approval*: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.

9. *Public Place*: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.

10. *Residential Treatment Facility*: As defined under Minn. Stat. 245.462 subd. 23.

11. *Retail Registration*: An approved registration issued by the City to a state licensed cannabis retail business.

12. *School*: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.

13. *State License*: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

Registration of Cannabis Businesses

6-13-6 Consent to registering of Cannabis Businesses

No individual or entity may operate a state-licensed cannabis retail business within St. Francis without first registering with St. Francis. Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of up to \$2,000 for each violation. Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

6-13-7 Zoning Compliance Checks Prior to Retail Registration

Prior to issuance of a cannabis retail business registration, St. Francis shall conduct a preliminary compliance check to ensure compliance with local ordinances. Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, St. Francis shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

Registration & Application Procedure

6-13-8 Registration Fee

A registration fee, as established in St. Francis’s fee schedule, shall be charged to applicants depending on the type of retail business license applied for. An initial retail registration fee of \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by St. Francis shall be charged at the time of the second renewal and each subsequent renewal thereafter. A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less. A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

6-13-9 Application Submittal.

The City of St. Francis shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

(A) An applicant for a retail registration shall fill out an application form, as provided by the city of st. Francis. Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. The address and parcel ID for the property which the retail registration is sought;
- iv. sought;
- v. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.

(B) The applicant shall include with the form:

- i. the application fee as required in [Section 2.3.1];
- ii. a copy of a valid state license or written notice of OCM license preapproval;
- iii. other items as identified on registration form

(C) Once an application is considered complete, the City of St. Francis shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.

(D) The application fee shall be non-refundable once processed.

6-13-10 Application Approval

(A) A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 2.6.

(B) A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.

(C) A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

6-13-11 Annual Compliance Checks.

The City of St. Francis shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under [Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24] and this/these ordinances.

The (insert local here) shall conduct at minimum one unannounced age verification compliance check at least once per calendar year. Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

6-13-12 Location Change

A state-licensed cannabis retail business shall be required to submit a new application for registration under Section 2.3.2 if it seeks to move to a new location still within the legal boundaries of the City of St. Francis.

6-13-13 Renewal of Registration

The City of St. Francis shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license. A state-licensed cannabis retail business shall apply to renew registration on a form established by the City.

A cannabis retail registration issued under this ordinance shall not be transferred.

6-13-14 Renewal Fees.

The City shall charge a renewal fee for the registration starting at the second renewal, as established in the City's fee schedule.

6-13-15 Renewal Application.

The application for renewal of a retail registration shall include, but is not limited to items required under Section 2.3.2 of this Ordinance.

Suspension of Registration

6-13-16 When Suspension is Warranted.

The City of St. Francis may suspend a cannabis retail business's registration if it violates the ordinance of the City or poses an immediate threat to the health or safety of

the public. The City shall immediately notify the cannabis retail business in writing the grounds for the suspension.

6-13-17 Notification to OCM.

The City shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide the City and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

6-13-18 Length of Suspension.

The City Of St. Francis shall reinstate a registration if OCM determines that the violation(s) have been resolved.

6-13-19 Civil Penalties.

Subject to Minn. Stat. 342.22, subd. 5(e) the City imposes a civil penalty, as specified in the City's Fee Schedule, for registration violations of \$2,000.

6-13-20 Limiting of Registrations

The City of St. Francis shall limit the number of cannabis retail businesses to no fewer than one registration for every 12,500 residents within City jurisdictional boundaries. The City shall limit the number of cannabis retail businesses to one non municipal.

Requirements for Cannabis Businesses

6-13-21 Zoning and Land Use

Cannabis businesses licensed or endorsed for; cultivation, cannabis manufacturing, low-potency hemp edible manufacturing, wholesale businesses, cannabis retail, cannabis transportation, cannabis delivery shall comply with all of the City zoning and land use requirements. Prior to issuance of a state license or city registration, business will be reviewed for compliance with city ordinances, standards and requirements as set forth in Chapter 10 Zoning.

6-13-22 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.

6-13-23 Advertising

Cannabis businesses are permitted to erect fixed signs on the exterior of the building or property of the business following City sign ordinances.

Temporary Cannabis Events

Any individual or business seeking to obtain a cannabis event license must provide OCM information about the time, location, layout, number of business participants, and hours of operation. A cannabis event organizer must receive local approval, including obtaining any necessary permits or licenses issued by a local unit of government before holding a cannabis event.

License or Permit Required for Temporary Cannabis Events

6-13-24 License Required.

A cannabis event organizer license entitles the license holder to organize a temporary cannabis event lasting no more than four days. A jurisdiction should determine what type of approval is consistent with their existing ordinances for events. A license or permit is required to be issued and approved by (insert local here) prior to holding a Temporary Cannabis Event.

6-13-25 Registration & Application Procedure

A registration fee, as established in City's adopted fee schedule, shall be charged to applicants for Temporary Cannabis Events.

6-13-26 Application Submittal & Review.

The City shall require an application for Temporary Cannabis Events.

(A) An applicant for a retail registration shall fill out an application form, as provided by the City. Said form shall include, but is not limited to:

- i. Full name of the property owner and applicant;
- ii. Address, email address, and telephone number of the applicant;
- iii. Safety and security plans to be reviewed by Emergency Management
- iv. Parking on and off site

(B) The applicant shall include with the form:

- i. the application fee as required in (Section 4.1.2);

- ii. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the City for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

(C) Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the City Council for approval or denial.

(D) The application fee shall be non-refundable once processed.

(E) The application for a license for a Temporary Cannabis Event shall meet the following standards:

- 1) Temporary events shall prohibit any on-site consumption
- 2) If concerns existing regarding public health, safety or welfare application shall be denied if concerns are not fully resolved by the applicant.
- 3) Temporary events shall be prohibited 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.
- 4) The site upon which the temporary event is to be conducted shall be kept in a neat and orderly fashion, free from litter, refuse, debris, junk or other waste which results in offensive odor or unsightly conditions.
- 5) Displace of items shall be arranged in as compact a manner as reasonably practical with particular reference to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or other catastrophe.
- 6) No uses or displaced shall be permitted in required parking areas, required green areas, parking setback, or any right-of-way or other public property.
- 7) Tents, stands and other similar temporary structures utilized are subject to the following requirements:
 - a) A site plan be submitted which clearly identifies the location of the temporary structure(s)
 - b) The Zoning Administrator determines that the size and location of structures shall not impair the parking capacity, emergency access, or the safe and efficient movement of pedestrian and vehicular traffic on or off the site
 - c) If the temporary structure is greater than 200 square feet in size and/or includes electrical service, the City Administrator may defer matter to the City Building Official for review and approval.

- 8) The sale and associated parking shall not obstruct parking spaces needed by any permanent business established on the site except when a sale is held when the business is closed.
- 9) No portion of the use or event shall take place within 100 feet of any residential buildings.

(G) A request for a Temporary Cannabis Event that meets the requirements of this Section shall be approved.

(H) A request for a Temporary Cannabis Event that does not meet the requirements of this Section shall be denied. The City of St. Francis shall notify the applicant of the standards not met and basis for denial.

Lower-Potency Hemp Edibles

6-13-27 Zoning Districts

Prior to issuance of a state license or city registration, business will be reviewed for compliance with city ordinances, standards and requirements as set forth in Chapter 10 Zoning.

Local Government as a Cannabis Retailer

6-13-28 Local Government as a Cannabis Retailer

The City of St. Francis may establish, own, and operate one municipal cannabis retail business subject to the restrictions in this chapter.

The municipal cannabis retail store shall not be included in any limitation of the number of registered cannabis retail businesses under Section 2.6. St. Francis shall be subject to all same rental license requirements and procedures applicable to all other applicants.

Use in Public Places

6-13-29 Use in Public Places.

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS
16TH DAY OF DECEMBER, 2024.**

APPROVED:

Joseph Muehlbauer
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

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

RESOLUTION 2024-47

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF
ORDINANCE 338, ADDING CHAPTER 6 SECTION 13 OF THE ST. FRANCIS CITY
CODE TO REGULATE CANNABIS BUSINESS

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd. 4, the City Council has determined that publication of the title and summary of Ordinance 338 Second Series will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 338, Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 338

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

St. Francis City Code is adding chapter 6 section 13 of the St. Francis City Code to regulate cannabis businesses

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

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 16th DAY OF DECEMBER, 2024.

APPROVED:

ATTEST:

Joseph Muehlbauer, Mayor

Jennifer Wida, City Clerk



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Memorandum of Agree for LELS 319 Police Officers
DATE: December 16, 2024

OVERVIEW:

The Police Officer Group – LELS Unit 319 has presented the city with a memorandum of agreement to extend the Christmas Eve holiday to 8 hours – a full day.

This change is requested to align with the Personnel Policy as it stands for non-unit employees.

ACTION TO BE CONSIDERED:

Council to review and consider Memorandum of Agreement to updated Christmas Eve holiday

Attachments:

- Memorandum of Agreement LELS Union Local 319 – Holiday Christmas Eve

MEMORANDUM OF AGREEMENT

Between the City of St. Francis and

LELS Union Local 319

(Holiday- Christmas Eve Day)

This Memorandum of Agreement is entered into between Law Enforcement Labor Services, Inc., Local No. 319 the (hereafter “Union”) and the City of St. Francis, MN, (hereafter “City”)(collectively as the “parties”).

WHEREAS, the City and the Union are parties to a collective bargaining agreement (hereinafter Agreement) in effect from January 1, 2025, to December 31, 2027, providing for the terms and conditions of employment for certain police officers working for the City (hereafter, “members”); and

WHEREAS, the City has approved adding a benefit for members Christmas Eve Day as a full holiday, and

WHEREAS, Article 13 of the Agreement, entitled Holidays, reads in relevant part as follows:

13.1 The following days are established holidays:

- | | |
|-------------------------------|---------------------------|
| New Year's Day | Columbus Day |
| Martin Luther King's Birthday | Veteran's Day |
| President's Birthday | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Independence Day | Christmas Eve Day (½ Day) |
| Labor Day | Christmas Day |

NOW, THEREFORE, the parties have agreed that the added benefit to the officers in the Department is as follows:

- 1) The City will recognize Christmas Eve Day as a full holiday.
- 2) The parties agree that this Memorandum of Agreement will become effective January 1, 2025, and will continue until December 31, 2027, at which time it will be of no further force or effect except as the parties mutually agree to continue it in writing.
- 3) The parties recognize that this shall not operate as a waiver of management or union rights or establish any precedent or past practice.
- 4) This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter.

For the City of St. Francis:

For the Union:

Dated _____

Dated _____



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Memorandum of Agree for LELS 411 Sergeants
DATE: December 16, 2024

OVERVIEW:

The Police Sergeant, unit LELS 411 has presented the city with a memorandum of agreement to extend the Christmas Eve holiday to 8 hours – a full day.

This change is requested to align with the Personnel Policy as it stands for non-unit employees.

ACTION TO BE CONSIDERED:

Council to review and consider entering into the attached Memorandum of Agreement for Christmas Eve holiday

Attachments:

- Memorandum of Agreement LELS Union Local 411 – Holiday Christmas Eve

MEMORANDUM OF AGREEMENT

Between the City of St. Francis and

LELS Union Local 411

(Holiday- Christmas Eve Day)

This Memorandum of Agreement is entered into between Law Enforcement Labor Services, Inc., Local No. 411 the (hereafter “Union”) and the City of St. Francis, MN, (hereafter “City”)(collectively as the “parties”).

WHEREAS, the City and the Union are parties to a collective bargaining agreement (hereinafter Agreement) in effect from January 1, 2025, to December 31, 2027, providing for the terms and conditions of employment for certain police officers working for the City (hereafter, “members”); and

WHEREAS, the City has approved adding a benefit for members Christmas Eve Day as a full holiday, and

WHEREAS, Article 12 of the Agreement, entitled Holidays, reads in relevant part as follows:

12.1 The following days are established holidays:

- | | |
|-------------------------------|-----------------------------|
| New Year’s Day | Columbus Day |
| Martin Luther King’s Birthday | Veteran’s Day |
| President’s Day | Thanksgiving Day |
| Memorial Day | Day after Thanksgiving |
| Independence Day | Christmas Eve Day (1/2 Day) |
| Labor Day | Christmas Day |

NOW, THEREFORE, the parties have agreed that the added benefit to the officers in the Department is as follows:

- 1) The City will recognize Christmas Eve Day as a full holiday.
- 2) The parties agree that this Memorandum of Agreement will become effective January 1, 2025, and will continue until December 31, 2027, at which time it will be of no further force or effect except as the parties mutually agree to continue it in writing.
- 3) The parties recognize that this shall not operate as a waiver of management or union rights or establish any precedent or past practice.
- 4) This Memorandum of Agreement represents the full and complete agreement between the parties regarding this matter.

For the City of St. Francis:

For the Union:

Dated _____

Dated _____

Dated _____

Dated _____



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Comprehensive Sanitary Sewer and Municipal Water Plan
DATE: December 16, 2024

OVERVIEW:

As directed by the Council staff has prepared a Comprehensive Sanitary Sewer and Municipal Water Plan. The purpose of this Report is to create a comprehensive tool for evaluating and expanding the City’s sanitary sewer and water systems. The Report provides a preliminary alignment for trunk sanitary sewer and watermains, an analysis of the existing trunk sewer and water facilities, a determination of sewer and water demands based on proposed land use, the size, depth, grades, and invert elevations of proposed sanitary sewer trunk lines, and an opinion of probable construction costs for the proposed improvements. The full report is available on the City’s website.

This study provides an estimated distribution of flow within the existing and future sanitary sewer and water systems based on existing and future land use, as well as flow projections within the Urban Service Area and the Urban Reserve Area. Future Land Use maps are attached (Figure 1 and Figure 2).

The Urban Service Area was divided into three development phases. Phases 1 thru 3 corresponded to the *Comp Plan* with Phase 1 representing 2020, Phase 2 representing 2030, and Phase 3 representing 2040. The Phase 4 development area was added to the study and includes the Urban Reserve Area located on the east side of the Urban Service Area. It is anticipated that development will initially occur via extensions from the existing sanitary sewer system and watermains in Phase 1. The Utility Phasing Boundaries are shown on attached Figure 3.

The existing wastewater collection system was analyzed for capacity based on the existing sanitary sewer system. In general, the existing system is adequately sized to convey the existing wastewater flows to the treatment plant. There are three segments of the existing system that are near or at their maximum capacity. These segments are shown on attached Figure 6 and are described as follows:

Segment 1: The gravity line along Trunk Highway 47 from 233rd Avenue to Lift Station No. 1.

Segment 2: The forcemain from Lift Station No. 14 to the Manhole at 233rd Avenue and Trunk Highway 47.

Segment 3: The gravity line along 227th Avenue and Rum River Boulevard from Bridge Street to Trunk Highway 47.

No major upgrades to the existing municipal water system are anticipated. The City has had some issues with service and hydrant connections on the watermains that were installed between 1973 and 1979. It is recommended these segments of watermain and the associated services and hydrants be replaced as the streets are reconstructed. These segments are shown on attached Figure 10.

The future trunk system layout is shown in Figure 12. The layout is general in nature and exact routing will need to be determined at the time of a feasibility study and design. It is important that the general concept and sizing be adhered to for assurance of an economical and adequate system. Trunk sewers were extended from the existing trunk sewer system and sized based on the peak wastewater flow generated from the future sewer districts.

It is anticipated that the development of the future trunk sanitary sewer and water system will be driven by short-term development pressure, existing trunk system capacities, and future trunk system capacities. The Table below summarizes the costs for each segment which is shown on Figure 12. Feasibility studies will be required to determine more detailed, comprehensive costs for each individual project.

Estimated Cost Summary

Segment	Development Phase	Estimated Sewer Trunk Cost	Estimated Water Trunk Cost	Total Estimated Cost
1	1, 2, & 3	\$5,941,875	\$1,156,531	\$7,098,406
2	1	\$1,212,181	\$431,438	\$1,643,619
3	1 & 2	\$3,378,873	\$1,295,125	\$4,673,998
4	1	\$3,176,056	\$893,438	\$4,069,494
5	1	\$989,180	\$457,025	\$1,446,205
6	1	\$460,188	\$0	\$460,188
7	1	\$766,944	\$480,500	\$1,247,444
8	1 & 2	\$887,468	\$647,250	\$1,534,718
9	2	\$1,626,913	\$163,313	\$1,790,226

ACTION TO BE CONSIDERED:

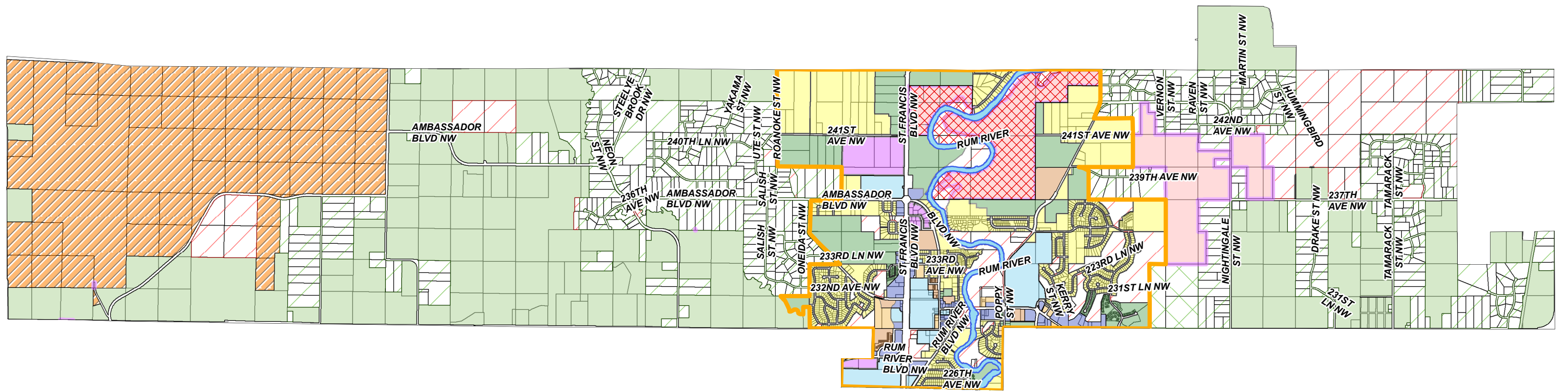
Consideration of approval of the Comprehensive Sanitary Sewer and Municipal Water Plan.

BUDGET IMPLICATION:

None at this time. Estimated costs for future improvements are presented in the report.

Attachments:

- FIGURE 1 – FUTURE LAND USE
- FIGURE 2 – FUTURE LAND USE IN THE SERVICE AREA
- FIGURE 3 – UTILITY PHASING BOUNDARIES
- FIGURE 6 – EXISTING SANITARY SEWER ISSUES
- FIGURE 10 – WATER REPLACEMENT SEGMENTS
- FIGURE 12 – FUTURE TRUNK LINES



- Legend**
- Urban Service Area
 - Urban Reserve (Wild and Scenic)
 - Urban Reserve
 - Agriculture
 - Business Park / Light Industrial
 - Commercial
 - HDR
 - LDR
 - Low Intensity Industrial
 - MDR
 - MHDR
 - Park
 - Preserve Agriculture
 - Public
 - Rural Residential

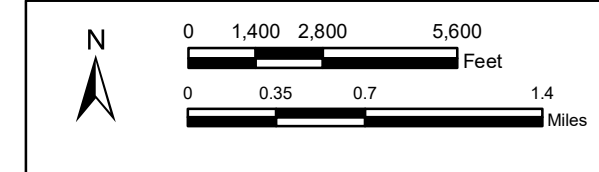
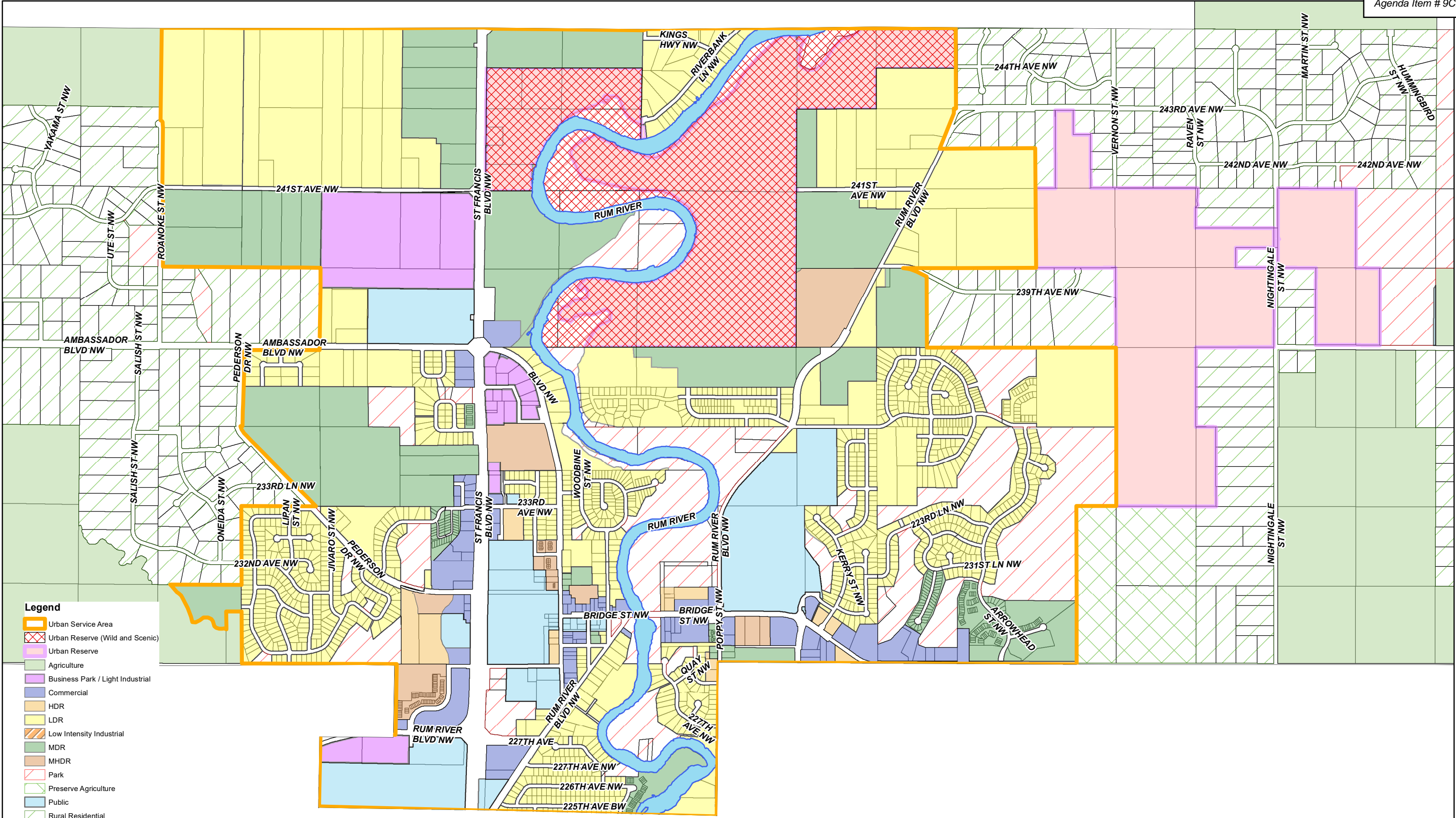
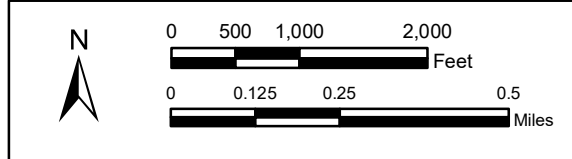


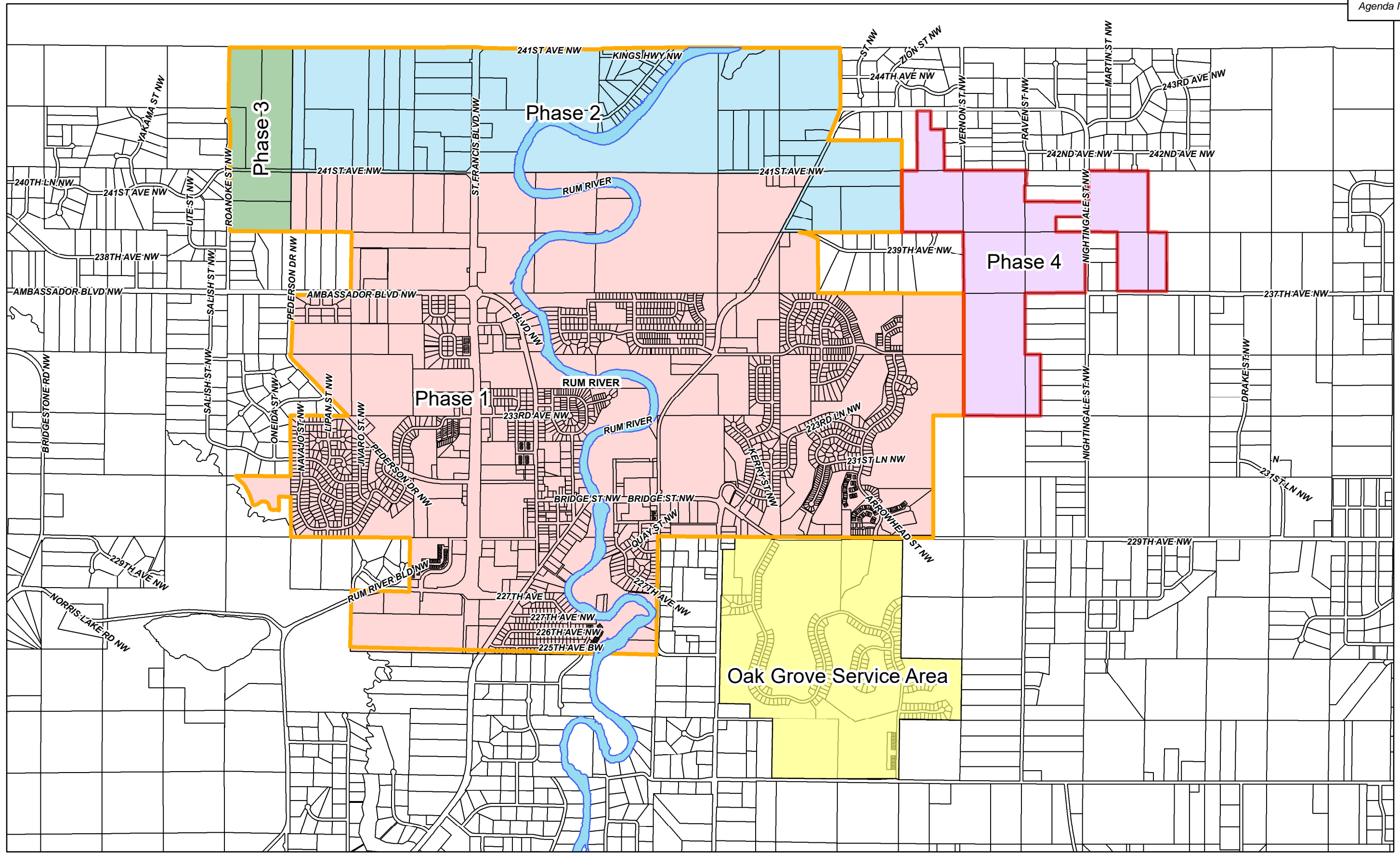
Figure 1
Future Land Use



- Legend**
- Urban Service Area
 - Urban Reserve (Wild and Scenic)
 - Urban Reserve
 - Agriculture
 - Business Park / Light Industrial
 - Commercial
 - HDR
 - LDR
 - Low Intensity Industrial
 - MDR
 - MHDR
 - Park
 - Preserve Agriculture
 - Public
 - Rural Residential



**Figure 2
Future Land Use
In Service Area**




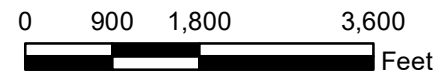
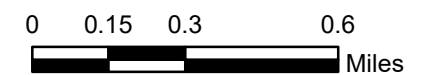
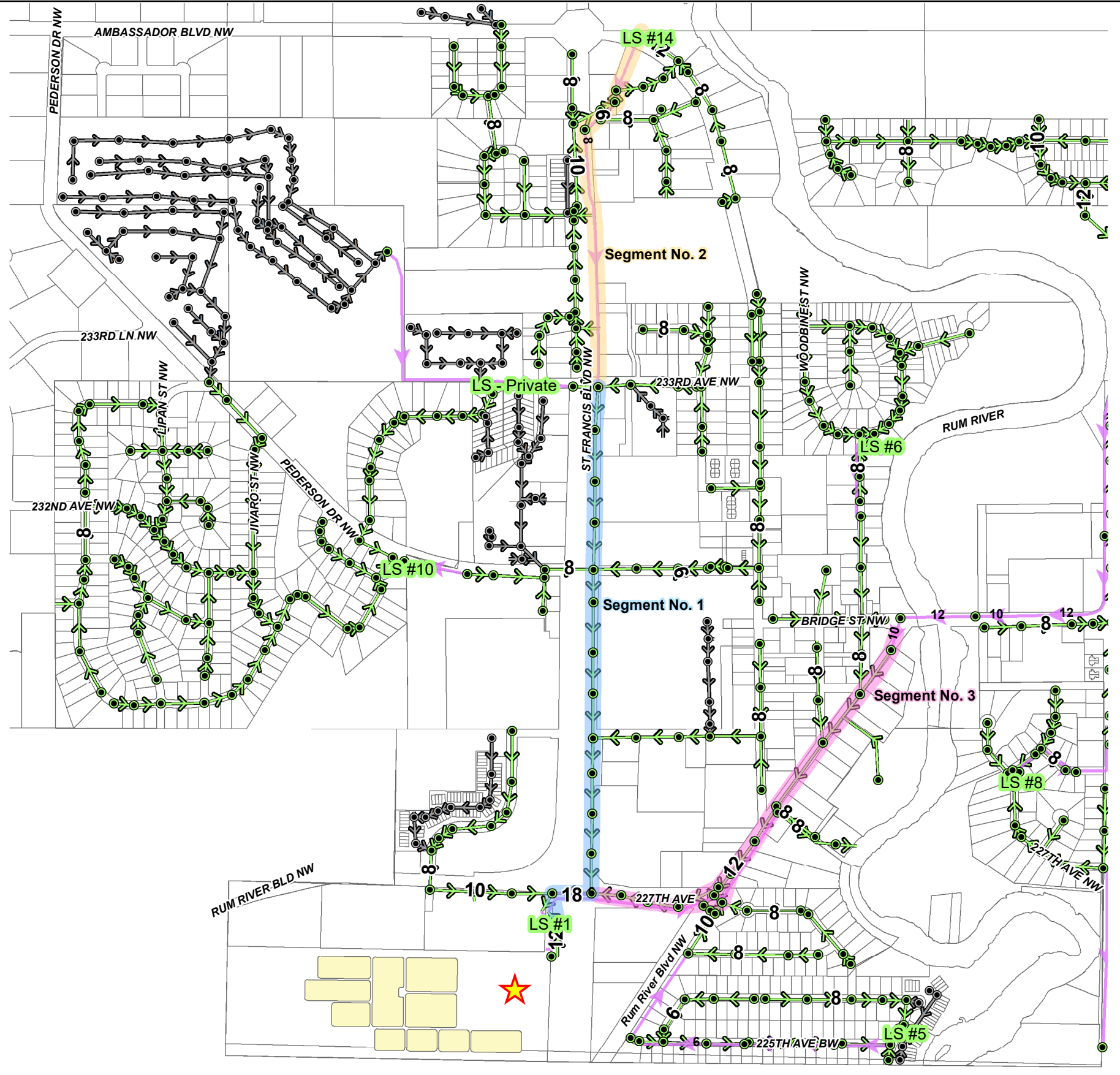
Legend			
<ul style="list-style-type: none"> Phase 1 Phase 2 Phase 3 Phase 4 	<ul style="list-style-type: none"> Oak Grove Service Area Urban Service Area Urban Reserve Area 		

Figure 3
Utility Phasing
Boundaries



Legend

City Sewer	City Manhole	Sanitary Sewer Pond
Private Sewer	Private Manhole	Wastewater Treatment Facility
Forcemain		

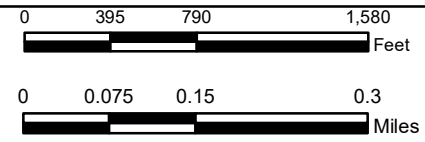
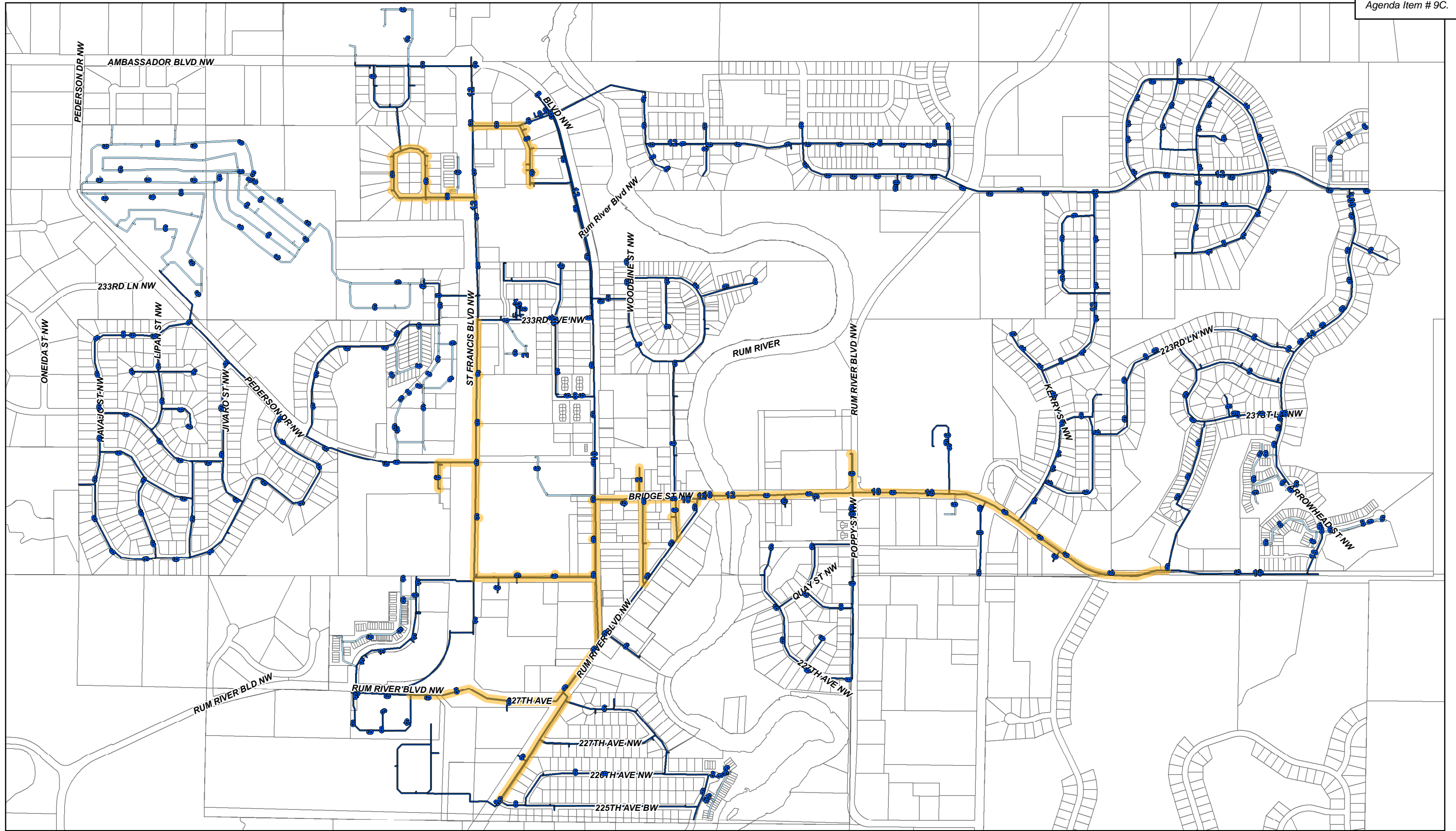




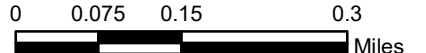

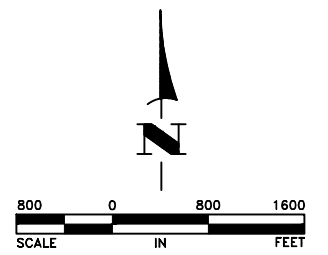
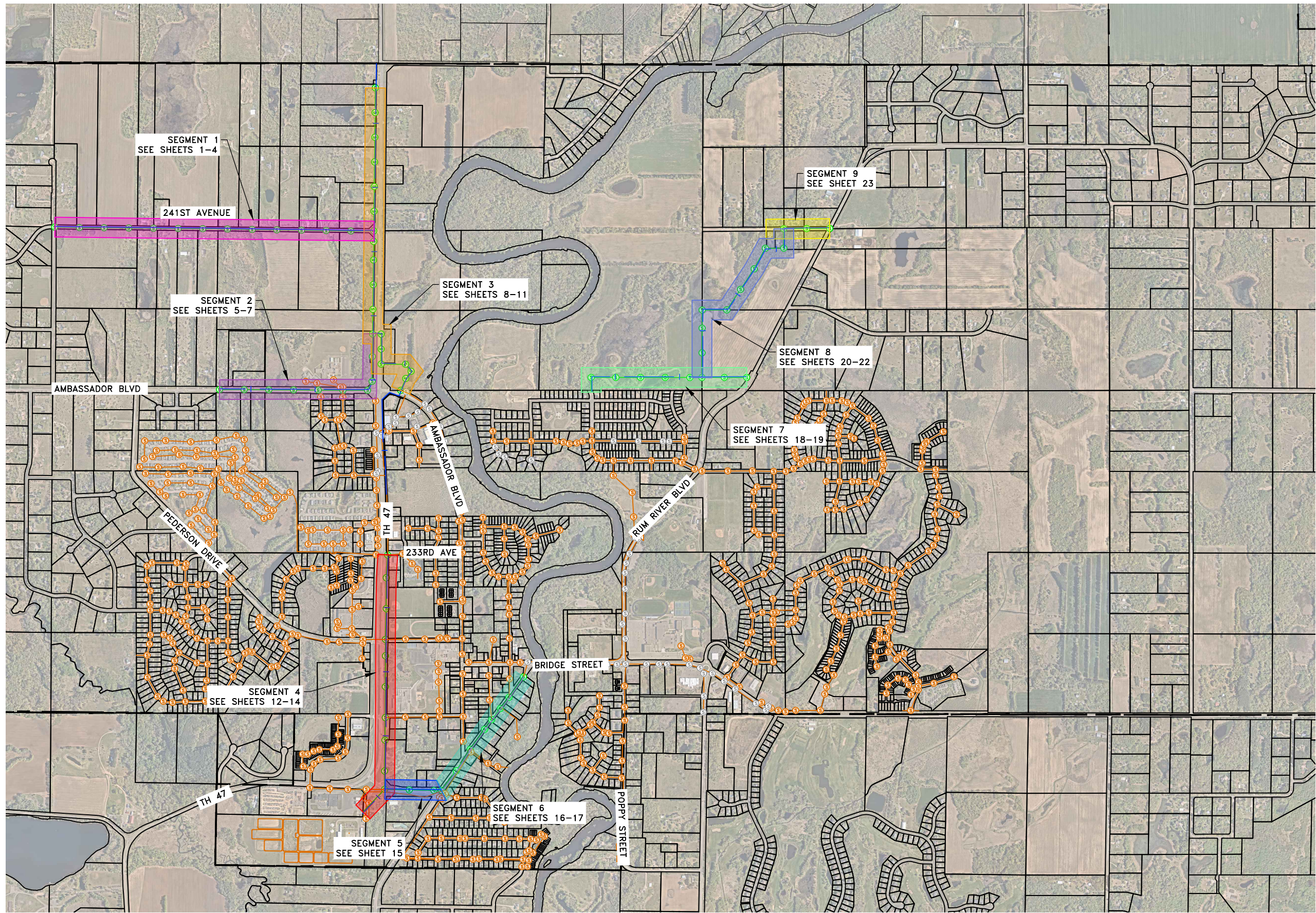


Figure 6
Existing Sanitary Sewer System - Capacity Issues



Legend			 Feet	
 City Watermain	 Watermain Constructed Between 1973-1979		 Miles	
 Private Watermain		Figure 10 Watermain Replacement Segments		



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DATE	REVISION



Hakanson Anderson
 Civil Engineers and Land Surveyors
 3601 Thurston Ave., Anoka, Minnesota 55303
 763-427-5860 FAX 763-427-0520
 www.hakanson-anderson.com

**CITY OF ST. FRANCIS COMPREHENSIVE
 SANITARY SEWER AND WATER PLAN**

FIGURE 12 - FUTURE TRUNK LINES

CITY OF ST. FRANCIS, MINNESOTA

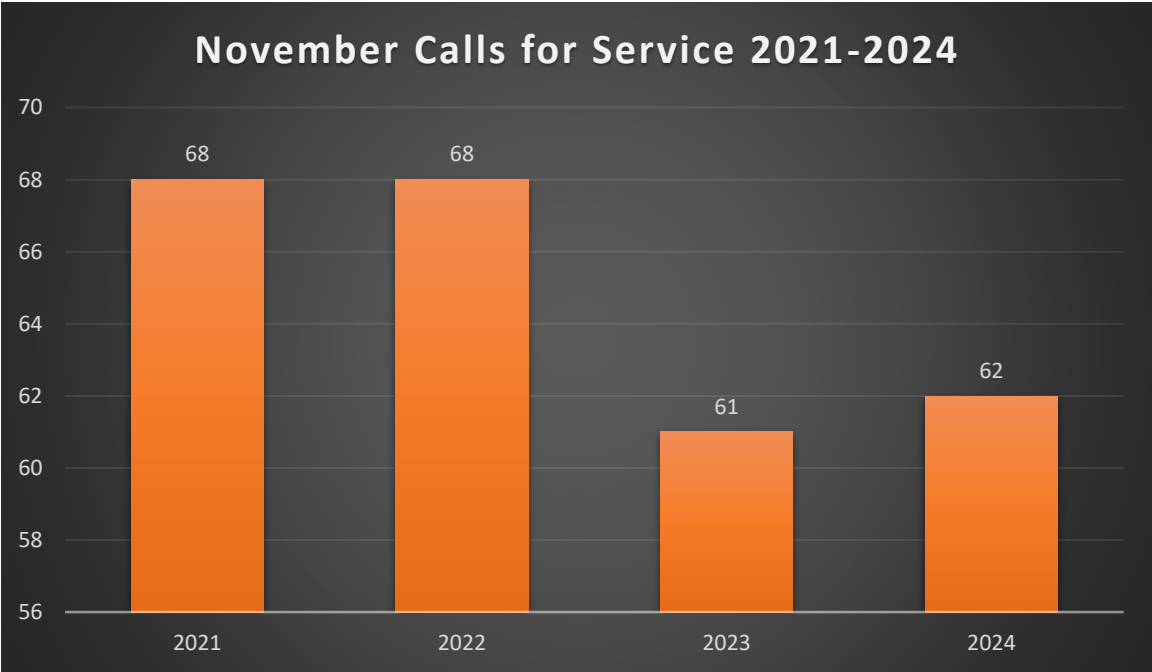
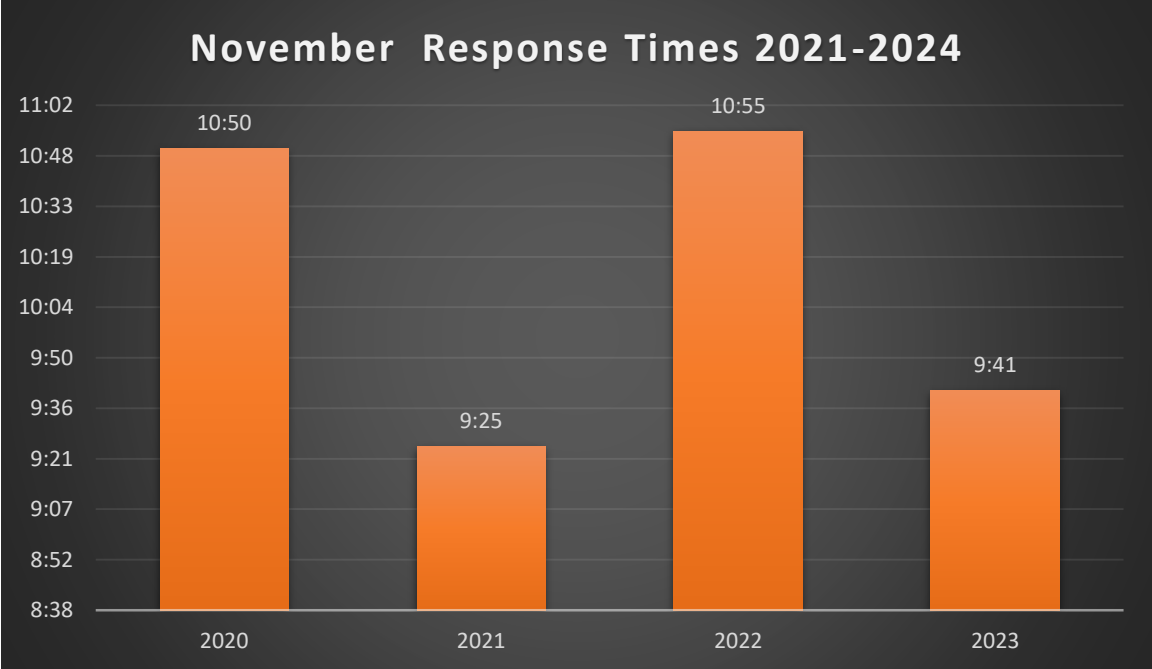
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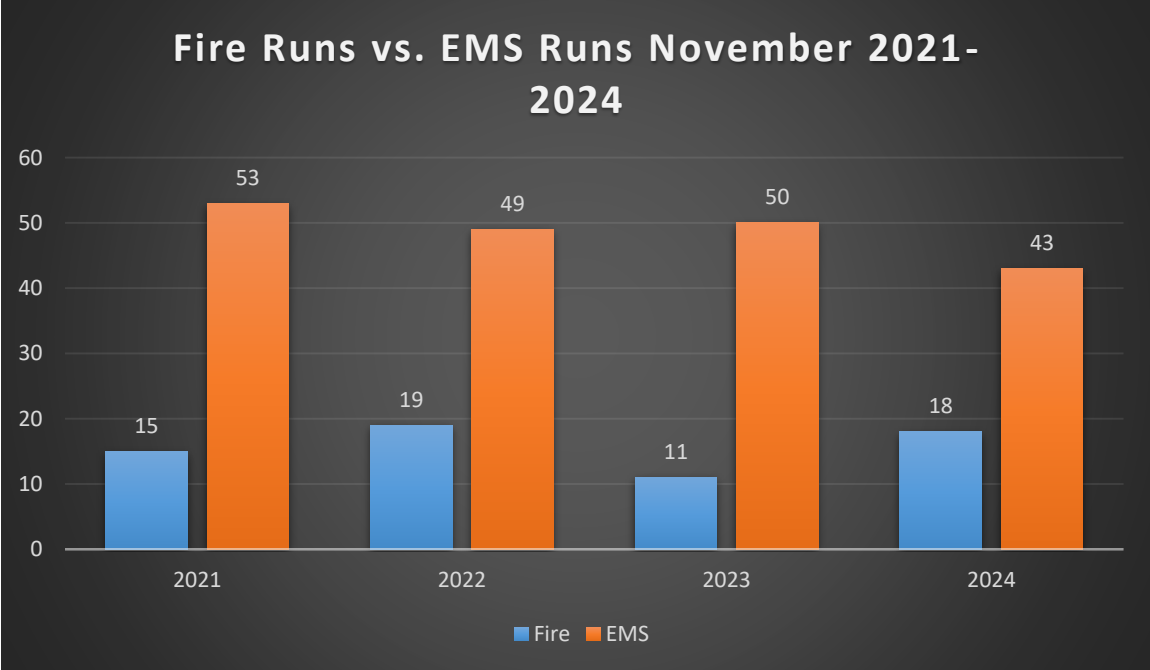
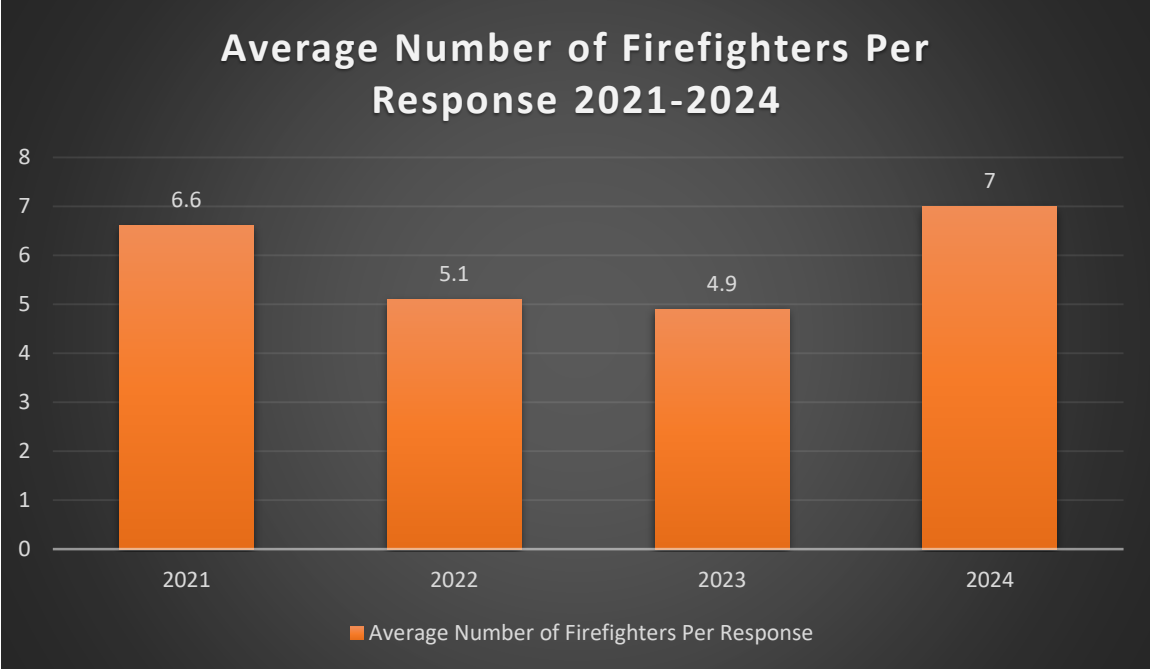
MONTHLY COMPARISON REPORT 2021-2024

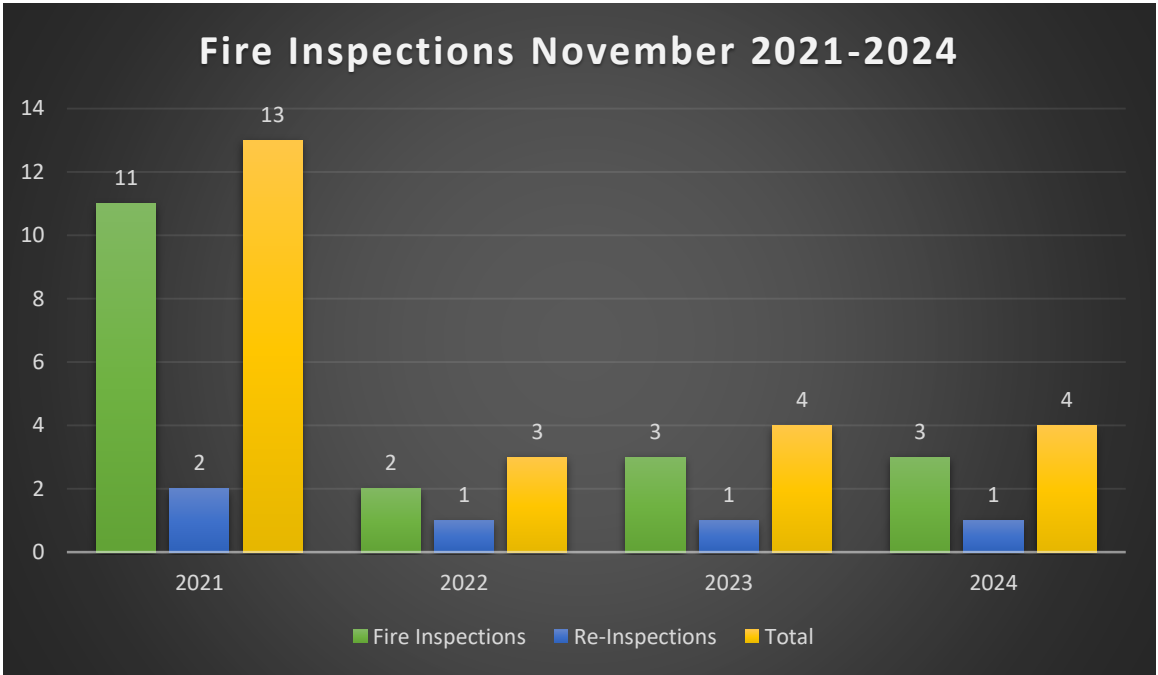
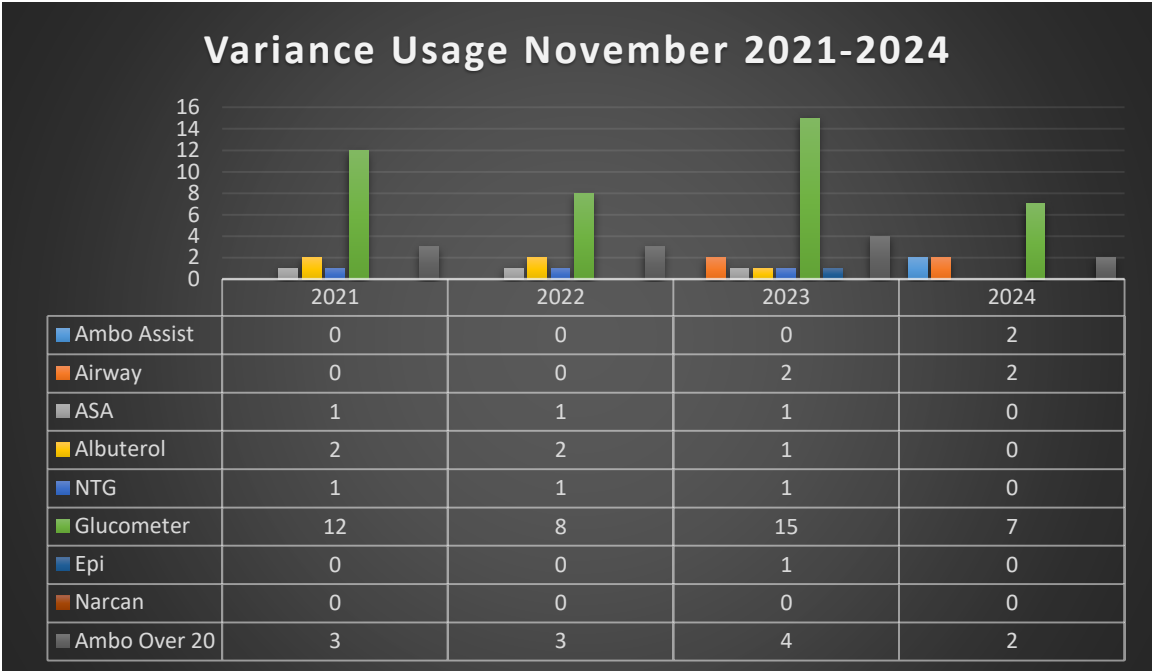
November



ST. FRANCIS
FIRE & RESCUE









**Administrative
Year End Report
2024**

**Respectfully Submitted by:
Kate Thunstrom**

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23340 Cree Street NW
St. Francis, Minnesota 55070
763-753-2630

December 16, 2024

Mayor and City Council:

Each year Council works on requests related to resident needs, land use applications, policies, ordinances and projects to move the city in a path of success. Administration is the support to Council and to all departments that guide the city as it moves forward.

During the 2024 calendar year we managed challenges and success as we worked together on changes in Council, updates to staffing, several policy changes and completed the City Hall / Fire Station construction.

I am pleased to provide a summary of the activities accomplished in 2024.
Your year in review.

Regards,

Kate Thunstrom
City Administrator

Administration Defined

Administration staff are the individuals that run the process of City services. The positions that fill these needs include the City Clerk, Finance Director, Accounting Tech, and Office Assistants. Within the Police Department there is an Administrative Assistant and a Records Clerk. The Public Works department has an Office Assistant. Whether a staff person is specific to one department or not, they still collaborate across all departments, and everyone plays an important role in the day-to-day operations of the city.

Below is a few of the duty's individuals in administrative positions handle.

- Elections
- Human Resources
 - Interviews
 - Job postings, scoring
 - State reporting
 - Benefit management
 - Union Negotiations
- Contracts
- Legal Issue coordination with BGS
- Insurance Requirements
- Data Practices
- Record Keeping and Retention
- City Code
- Communications, social media and website
- Business, Peddlers and Gambling Licensing's
- Alcohol and Tobacco Licensing
- Charter Commission
- County Recording and Permit
- OSHA Requirements
- Day to day resident interaction and technical assistance

- IT, Software and Computer information
- Financial
 - Audit
 - Payroll
 - Accounts receivable
 - Bill payment and invoicing
- Budgets
- Investments
- Bonds and Debt management
- Property Assessments
- Property Tax and State Fund Revenues
- Legislative polices, awareness and tracking
- Newsletter
- Council meetings and packets
- Resident Technical Assistance
 - Phone, fax and in person
- Administrative support to staff and Council
- Building Permit Management
- City Facility Rental scheduling
- Utility billing and customer inquiries

Administrative Projects:

Elections – the city completed four elections in 2024. We had a special election for State Representative District 27B. Presidential years are taxing on city resources and capacity as it adds a third election and has a high turnout. The opportunities to vote up to 46 days prior to each election put a stress on the day-to-day operations pulling staff from daily tasks. The city was successful in this election in the turnout of residents and ensuring all steps were safe for election judges and staff.

Legislation – in the 2024 session the number of bills introduced dropped by 2,400 over 2023’s 6,705 bills, as well as 22 less laws enacted than 2023. This was the year of a 1,430-page omnibus bill address housing, THC, employment laws, election laws, criminal laws, housing laws and funding to name a few. Staff continues to watch for municipal and employment impacts and to track the proposed changes on local permits and zoning.

City Council Changes – for the second year in a row, Council had mid-year changes. This year Robert Bauer retired and resigned from Council in June creating an opening that was then filled by Mark Vogel.

Ordinances – Council updated 8 ordinances., which were related to updating city code and land use projects. Ordinances numbered 325 through 337 were completed for reasons including, but not limited to; housekeeping to zoning and subdivision ordinances, administration and department codes, recreational vehicles for greater use of golf carts, updates to uses in zoning districts I2 and I1, removal of taxicab requirements, THC and Tobacco businesses.

St. Francis Economic Development Authority - The EDA held one meeting this year to continue its work with Northshore Development on the multi-family housing project off Bridge Street. Council met in a work session in February to discuss this and a second project as it relates to the need for TIF and how the city has a gap in housing types. With that direction Northshore has continued to move forward with site testing and financial needs to bring a multi-unit project forward and fill the housing need gaps in the city.

Hwy 47 Reconstruction -Discussions began with MnDOT in March of 2018 on the deficiencies of Hwy 47 and a plan for a redesign. Unfortunately, in November 2018, there was a pedestrian accident at Pederson which led to the installation of the temporary lights. The State has concluded that they are willing to move forward with a concept of two lights and two roundabouts along the corridor. Additionally, the city needs to make improvement to its infrastructure and lighting as part of the overall project.

In 2023 Council approved staff and our consulting firm, WSB, to apply for grant opportunities. The city was successful and received funds from Met Council for the Regional Solicitation program. However, there is a gap that continues to be a focus for staff. Countless meetings between the city, WSB, Anoka County and the state continue as we work to make progress on the project.

City Hall / Fire Station Facility – On October 28th this project received its Certificate of Substantial Completion as well as the Certificate of Occupancy. This project included 34 formal owner meetings as well as several smaller discussions to address individual items. This project was completed ahead of schedule and was successful as the team worked together. Stahl continues to compliment the work with Brunton as well as our building official - Metro-West. This project included several subcontractor leads and employees that are either residents of St. Francis, have children in the school district or other close ties to the community.

One item will carry over into 2025 – our generator is anticipated to arrive January mid-month. After the generator is completed the City and Stahl will finalize contract financials.

Save the date: February 1st – 9am to 12 pm, staff has planned an event to open the building to the public for activities and tours.

Kare11 Olympic Event – in a successful partnership with Kare11 and the St. Francis school district, together we celebrated a local athlete at the Paris Olympics. Our team and several from the community joined together to cheer on and celebrate St. Francis resident and graduate Dakotah Lindwurm. Two local businesses showed up with food trucks and were recognized that morning. It was a positive event for our community and showed the state how we come together.

Council Accomplishments

Council – Council held the standard 24 meetings, without any cancellations.

Special Meetings – Council held two special meetings. These meetings allowed Council to make timely decisions on the Council vacancy in June as well as canvassing election results.

Work Sessions – Council and staff met for seven work sessions this year to discuss items such as staffing positions, dog parks, city hall hours, compensation study, HVAC concepts, park property, tobacco and THC ordinances.

Parks – the amenities provided through parks and trails are important in communities to support

and encourage development growth, child development and mental health, opportunities for events and neighborhood gatherings. Having Park amenities and events supports local economic development efforts through attracting people to the area. As the City continues the steps to follow the Park Plan, the following was completed:

- **Financial** – budgeted funds were allocated to address existing park and trail needs as well as addressing the needs outlined in the park plan. Having set aside funds allows the city to apply for grants to assist in paying for expenses related both existing and new park concepts.
- **Park Commission** – the Park Commission code was updated in 2023 and began meeting quarterly during this year. The group is excited to take this step forward with Council and residents to develop amenities that the residents are calling for and benefit from.
- **Dellwood Trail improvements** – a joint project with Anoka Conservation District was completed to improve the trail conditions and stability of the riverbank on the southern end of St. Francis. This project began in 2023 and was completed this year.
- **Farmers Market** – this was the second year of the farmers market in Community Park. The attendance and vendors doubled from last year with close to 300 visitors a week. The community had asked for this amenity and City staff have created a successful weekly event. Although this is time consuming, the feedback from participants at the market as well as the vendor input is highly positive, and they continue to ask for more.
- **Tree Replacement.** Public Works was successful in obtaining a DNR grant to address the issue of city property trees dying from Emerald Ash Bores. As this is a national issue, the MN DNR is helping cities remove the diseased trees. St. Francis lost hundreds of trees in the area including our parks and this program has aided in removal and replacement of mixed species.
- **Dog Park.** In September as the Farmers Market was winding down Public Works held a leash cutting for a long-awaited dog park. Several residents with their pets, as well as the St. Francis Area Chamber, St. Francis Ambassadors and a representative from Chuck and Dons Pet Food & Supply attended the event.

Reviewed eight land use applications to further the growth and development of the city Council worked on land use applications that include the Serenity at Seelye and Rivers Edge 7th final plats, the final plat of the city hall building, a site plan for First Baptist and Rum River Preserve, and a grading IUP for Northrup Grumman. Although Vista Prairies land use process had been completed prior to 2024, we discussed this project as several meetings as we worked on the public/private partnership that made that project a success. Council also attended the groundbreaking for Vista Prairie and were complimented by the project on the successful public/private partnership it created.

Housing Opportunities. Over the last 12 months Council discussed two multi-family housing projects, the senior housing and the needs of Tax Abatement and Tax Increment Financing. As market data shows a gap in housing options in this area, these are tools that allow us to support this needed housing for our residents along with supporting the units needed to address expensive wastewater/water prices.

- Eagle Point at Vista Prairie – St Francis as well as three other cities partnered to support Bonds as well as a Tax Abatement tool to create a 134-unit senior housing project.
- NorthShore Development – this project is part is a joint project with the SFEDA as well as Council. It continues to work through the process to acquire land from the EDA and partner with Council on TIF and the site plan process. This project will bring a local housing option that we are lacking in type with cost effective pricing. This project will also assist with the growth needs necessary for the water and wastewater facilities.

Human Resources

As of this report there are 68 staff members that represent the goals and future of the City including our part time fire staff. As there has been turn over, there is also a core set of team members with greater than 15 years of history.

Staffing – The turnover of staff is an expensive, but sometimes necessary, part of the operational budget.

Staffing years of service levels fall as follows:

- 5 employees over 20 years
- 6 employees 15-19 years
- 10 employees 10 to 14 years
- 19 employees 5 to 9 years
- 29 employees under 5 years

Of our employees: 27 are part-time including firefighters and 41 are full-time.

15-19 years with City	20+ years with the City
-----------------------	-------------------------

<p>Carl Johnson, Fire</p> <p>Melinda Michels, Bottle Shop</p> <p>Ryan Larson, Police</p> <p>Brandon Stemme, Police</p> <p>Nathan Schwieger, Police</p> <p>Parish Barton, Water/Sewer</p>	<p>Barry McDonough, Fire (28 years!!)</p> <p>Samuel Strassburg, Fire</p> <p>Taylor Herbst, Fire</p> <p>Crystal Buskey, Bottle Shop</p> <p>Todd Schwieger, Police Chief</p>
10-14 years with City	
<p>George Bichler, Fire</p> <p>Rick Phelps, Fire</p> <p>Evan Sturzl, Fire</p> <p>Sandy Hom, Police Department</p> <p>Darcy Mulvihill, Administration</p> <p>Tom Koep, Public Works</p> <p>Jeremy Shook, Public Works</p>	

2024 brought three position changes:

- a hybrid position creating an Administration Captain that works between Administration and the Fire Departments.
- to reduce cleaning costs, it was found that a full-time staff position, Facility Tech, was a cost savings over contracted services.
- To reduce cost and create a more effective position, the Deputy Clerk position was rehired as an Accounting Tech/Office Assistant.

Within the year we also had a changeover in:

- Community Development as the director went into the private sector
- Deputy Clerk/Finance Tech took a promotion opportunity in another city
- Assistant Fire Chief
- PD Records clerk turned over with the retirement of Lori Roberts
- Turnover in fire included the Bethel fire department in which we now oversee services and brought some of their team members on board.

Retirements – this year we congratulated Lori Roberts on her retirement from the administrative position in the Police Department. Lori had been with us for 16 years and supported the department through her caring nature as a staff member and her dedication to PD events to provide opportunities to residents.

Personnel Committee - to provide employees with a dedicated avenue to provide input a personnel committee was created in 2022. The goal of the group is to discuss employment conditions, new ideas and/or resources that would support all employees at the City. The Committee is made up of employees from each department. The committee met two times this year and discussed ideas related to staff wellbeing as well as benefits that are in the industry in other cities. We continue to work on those ideas in create ways to determine if they are a good fit for St. Francis.

Personnel Policy – updates continue as a housekeeping item and to maintain the policy with State and Federal employment laws. Staff brought housekeeping changes forward to meet state laws, to address processes that were left unclear and update drug and alcohol policies. This Policy will require ongoing attention to avoid becoming behind in the future.

Compensation Study – As the city continues to look to the future on staffing and its relationship with negotiations, it was determined that our 2007 compensation study was no longer competitive or helpful when hiring or pointing positions. In August Council kicked off a study with Abdo to look at our market and cleaning up our process for wage compensation. In November Abdo presented the final study as well as an updated wage chart and Council adopted the first phase of the study and secured contracts with two of our bargaining units.

Bargaining Units - The City ends the year with three bargaining units. This includes the Sergeants, Police Officer and Public Works. In 2024 we began negotiations with both the Police Officers and the Sergeants groups and were able to secure three-year contracts with both before the years end.

Finance

Each year Council adopts an updated Capital Improvement Plan, Annual Budget and tax levy. All documents are available on the city website under Finance. There, Council and the public can see financial reports and planning documents dated back to 2011.

2024 Budget - the 2024 Budget as identified in our budget book was in the amount of \$14,712,823 included a 13.1% increase from the previous year. The budget year had challenges with increased inflation and costs.

Long-Term Financial Plan –in 2023 staff and council created a financial plan to watch and plan for upcoming costs looking at the long-term needs of staffing, equipment, and organizational needs. The financial plan is a budget planning document but also a system where year after year we can adapt to changes. With that, the 2024-2028 financial plan was adopted.

Capital Improvement Plan – is a schedule of proposed public projects and purchases over a five-year period. Capital projects include acquisition, construction, replacement and purchase of equipment or facilities including public buildings, infrastructure, utilities and parks. This year the 2025-2029 CIP was adopted setting the plan forward.

Annual Budget Process – this process begins in April with the estimates of salaries and operational expenses. From there Department Heads provide their budget, review expenditures and projects for a budget year still eight months away. In June and November, we held work sessions with Council to review budget impacts and options. This provides Finance and staff the direction to enter data which determines the levy. In September Council set the preliminary levy secured final approval of the levy in December.

Looking Forward

Hwy 47 - this will continue to be a major project as we work with WSB, Anoka County and MnDOT. This project is a large improvement to the city infrastructure and safety. At the same time, we must continue to work on limiting the financial impact of the project on residents. We will soon begin work on the environmental and design portion of the project. MnDOT is to take over the project after these initial steps are completed.

Legislation - The 2025 begins January 14th. Discussions on major changes to zoning and building permits that could greatly and negatively impact the city are expected to continue. The City will also monitor the THC laws that continue to evolve as well as impacts to elections, emergency services and personnel issues.

Our Legislators are MN House, Bryan Lawrence and MN Senate Andrew Mathews.

Local Government Officials Meetings - Council is encouraged to attend the four meetings hosted by Anoka County, Local Government Officials meetings. They consist of an opportunity for administration, Councils, Legislators and County leadership to learn about various topics. A meal is provided in which the city will cover the costs.

The 2025 meeting dates are January 29th, April 30th, July 30th and October 29th. Meetings begin at 6pm. Invitations are sent by the County prior to each meeting to identify meal and location.

“The strength of the team is each individual member. The strength of each member is the team” – Phil Jackson.

With that we end 2024 and move forward to 2025!