



CITY COUNCIL REGULAR MEETING
City Hall: 3750 Bridge St NW
Tuesday, September 02, 2025 at 6:00 PM

AGENDA

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**
 - A. City Council Minutes - August 18, 2025
 - B. 2026 Anoka County Recycling Agreement
 - C. Accept Resignation of Firefighter Josh Stimpson
 - D. Payment of Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
 - A. City Cellular Phone Policy
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
- 12. CITY ADMINISTRATOR REPORT**
- 13. COUNCIL MEMBER REPORTS**
- 14. UPCOMING EVENTS**
 - September 15 - City Council Meeting - 6:00 pm
 - September 17 - Planning Commission Meeting - 7:00 pm
 - September 20 - St. Francis Recycling Event
- 15. CLOSED MEETING**

Move into closed meeting pursuant to Minn. Stat. 13D.03, Subd. 1(b), for the purposes of considering strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- 16. ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
August 18, 2025
6:00 p.m.

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

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

2. **ROLL CALL**

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

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Fire Chief Dave Schmidt

3. **APPROVAL OF AGENDA**

MOTION BY: UDVIG SECOND: FAANES APPROVING THE REGULAR CITY COUNCIL AGENDA.

A roll call vote was performed:

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

Motion carried: 5-0

4. **CONSENT AGENDA**

- A. City Council Minutes - August 4, 2025
- B. City Council Work Session Minutes - July 28, 2025
- C. Public Works Streets and Parks Position
- D. Surplus Property - iPad
Resolution 2025-42 declaring surplus property and authorizing the disposal of said property
- E. Surplus Property – Dell Latitude 5140 laptop
Resolution 2025-43 declaring surplus property and authorizing the disposal of said property
- F. Vacation Rate Correction – Jennifer Wida
- G. Approval of Pay Estimate No. 1 for the 2025 Street Reconstruction Project
- H. Payment of Claims

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

A roll call vote was performed:

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

Motion carried: 5-0

5. MEETING OPEN TO THE PUBLIC

Tina Carrol, 23045 Ambassador Boulevard, came forward and asked why they are selling the surplus items of an iPad and a Dell laptop rather than donating them. City Administrator Thunstrom explained that they would need to look into the State donation requirements and create City policies and processes for making these kinds of donations. She noted that these devices would likely have to go back to Metro-Inet, which would likely not allow them to donate them to any outside organizations.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS - NONE

9. NEW BUSINESS

A. Set a Special Meeting for Community Development Director Interviews

Thunstrom reviewed the Staff report and requested a Special Meeting to hold the Community Development Director interviews. She shared the requested date of September 22.

The Council reached consensus to schedule a Special Meeting for Community Development Director interviews on September 22, starting at 5:30 p.m.

10. MEETING OPEN TO THE PUBLIC - NONE

Aaron Rochon, 23514 Degardner Circle, came forward and shared that he is a member of the Anoka County Election Integrity Team (ACEIT). He shared that they recently sent out a video on the new State statute and how it is being interpreted. He said he hopes to hear from the Council soon about a further discussion on this topic.

Mayor Vogel shared that he hopes the rest of the Council has been reading up on ACEIT to stay informed about what is going on at the County.

Mr. Rochon gave a brief background on what ACEIT does. He explained that there was a recent discrepancy with an Anoka County Commissioner election that had to be recounted on the paper ballots after there was a mistake on the electronic pollpads.

Robinson shared that the Anoka Union Herald put out a good article on this and also discussed what some Commissioners are and are not doing.

Tina Carrol, 23045 Ambassador Boulevard, asked for an update on the status of the property behind Subway. Thunstrom shared that they are working on the final design to get the road to bid this winter. She said this property is still under a purchase agreement until April 1 with the developer.

Ms. Carrol asked if the developer had discussed any other designs and if these would come forward at a Council meeting. Thunstrom said yes and explained that every land use application has a Public Hearing before approval.

City Attorney Schaps commented on Ms. Carrol's earlier point about the donation of City equipment and explained that there is a Charter requirement with this. He noted that Staff is working through this properly.

11. REPORTS

A. Fire Department Monthly Report - July

Fire Chief Schmidt reviewed the report for the Fire Department for the month of July. He shared there were 73 calls for service, with an average en route time of five minutes and 23 seconds, and at scene time of nine minutes and 19 seconds. He noted they are projecting a volume increase for the year of 12.9%. He reviewed the times of day and days of the week when all calls came in, with the afternoon hours being the busiest time of the day and Wednesdays being the busiest day of the week. He shared that there was a slight decrease in firefighters per call for the month, which is typical for the summer months. He noted there were 16 fire events and 57 EMS events, with the average time on scene of 27 minutes and 30 seconds. He said there was \$750 worth of property loss for the month due to a lint trap on a dryer catching fire. He shared that they provided mutual aid three times, two to Nowthen and once to Oak Grove, and received no mutual aid.

Robinson asked how they handle vacation time for firefighters. Schmidt explained that they have an informal process where they request firefighters to let their station leadership know if they will be gone for an extended period of time. He said the firefighters do a good job at keeping up with this. He added that some of their issues with lower responses for the month were due to a few firefighters being on medical leave.

Robinson asked if this time away for firefighters disrupts service. Schmidt said no.

Mayor Vogel noted that they are going to need to look at what they will do in the future if the year-over-year increase continues to be projected over 10% like it has been this year. Schmidt explained that this is actually less than what they have seen in the past few years. He noted that as the population continues to grow, the demand for service also grows. He shared that they are proactively meeting with Vista Prairie on how they present emergency services.

The Council thanked Schmidt and his Staff for their great work.

12. COUNCIL MEMBER REPORTS

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

Udvig shared that she attended the recent Parks Commission meeting and shared that they will be moving forward with the installation of the new park at Rum River Woods, which will start in September.

Robinson asked if anything is happening with School Resource Officers ahead of school starting back up. Police Chief Schwieger said they have not discussed this with the school. He noted that calls for service to the schools are staying rather consistent year to year.

Robinson shared that he toured the water treatment plant with Faanes and Mike Rodger and noted that the Staff does a great job with this facility. He encouraged everyone to come to the Council meeting on September 15 to discuss the water treatment plant and the reason they are raising rates.

Faanes noted that the grass outside City Hall is looking great. She asked about something she had seen in the off-week memo about a temporary light at Ambassador and Highway 47. Thunstrom shared that the State had considered a temporary roundabout at the Ambassador intersection; however, they have decided to move forward with doing the full project in 2027 rather than putting in something temporary. She added that moving this project forward would also fast-track their water and sewer project in this area.

Faanes explained that when travelling east on Ambassador, there are a lot of obstacles that cannot be seen around to the left, which causes people to have to stop past the stop line. She asked if they could look at some of these obstacles and obstructions to see if anything could be done. She noted the same is true for the intersection at Pederson. She suggested making these no-right-on-red intersections. Thunstrom said they would have to discuss this with the State, and they will share these concerns.

Mayor Vogel thanked Staff, the Police Department, and the Fire Department for putting on the National Night Out event. He said he would like to invite ACEIT and Anoka County to a meeting to discuss elections. He added that he has been

working with their legislators, who have both submitted requests for Highway 47 to be put on the bonding tour, and he hopes they will be stopping by the site sometime soon. He noted that at future meetings, he would like to see an agenda item added for a City Administrator Report to give the Council updates.

13. UPCOMING EVENTS

August 20 - Planning Commission Meeting - CANCELLED
August 21 - Cone with a Cop 4:00 - 6:00 pm
August 25 - City Council Work Session - 5:30 pm
September 01 - City Offices Closed in Observance of Labor Day
September 02 - City Council Meeting (Tuesday) - 6:00 pm
September 15 - City Council Meeting - 6:00 pm
September 17 - Planning Commission Meeting - 7:00 pm
September 20 - St. Francis Recycling Event

14. ADJOURNMENT

There being no further business, Mayor Vogel adjourned the regular City Council at 6:35 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: 2026 Anoka County Recycling Agreement
DATE: September 2, 2025

OVERVIEW:

Annual contract with Anoka County to receive SCORE (Select Committee on Recycling and the Environment) funds to be used for recycling activities. Anoka County sets a tonnage goal for St. Francis that coincides with the state recycling goal. The State of MN has an overall goal to recycle 75% of all total solid waste generated by 2030. The 2026 residential recycling goal is 1000 tons or more.

The City of St. Francis is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement for eligible activities up to the project maximum, which shall not exceed \$41,287.00.

ACTION TO BE CONSIDERED:

Council to approve the Mayor to DocuSign the 2026 recycling contract with Anoka County.

BUDGET IMPLICATION:

None. The City receives SCORE funds from Anoka County to implement the City recycling program to ensure recycling goals are met.

Attachments:

- The 2026 Anoka County Agreement for Residential Recycling Program

Anoka County Contract # C0011709

2026 AGREEMENT FOR RESIDENTIAL RECYCLING PROGRAM

THIS AGREEMENT made and entered into on the 1st day of January 2026, notwithstanding the date of the signatures of the parties, between the COUNTY OF ANOKA, State of Minnesota, hereinafter referred to as the "COUNTY", and the CITY OF ST. FRANCIS, hereinafter referred to as the "MUNICIPALITY".

WITNESSETH:

WHEREAS, the County will receive funding from the State of Minnesota pursuant to Minn. Stat. § 115A.557, the Select Committee on Recycling and the Environment (hereinafter "SCORE funds") during 2026 which must be used to encourage and improve recycling and a portion must be specifically directed to recycling source-separated compostable materials; and

WHEREAS, the County will also receive funding pursuant to Minn. Stat. § 473.8441, Local Recycling Development Grants (hereinafter "LRDG funds") during 2026; and

WHEREAS, the County also has additional budgeted program funding available to supplement SCORE and LRDG funds for solid waste recycling programs, so that the available amount for the Residential Recycling Program is \$1,639,033.00; and

WHEREAS, the current County Solid Waste Management Plan (SWMP) and the Minnesota Pollution Control Agency (hereinafter "MPCA") Metropolitan Solid Waste Management Policy Plan 2016-2036 state that MSW generated in the County that is not reused, recycled, or composted, will be processed to the extent that processing capacity is available; and

WHEREAS, the current SWMP was developed with the participation of a representative from the Municipality staff, and the Municipality is required to develop and implement programs, practices, or methods designed to meet waste abatement goals by Minn. Stat. § 115A.551, Subd 2a. (b).; and

WHEREAS, the County wishes to assist the Municipality in meeting recycling goals established by Anoka County by providing said SCORE, LRDG, and County budgeted program funds to cities and townships in the County for solid waste recycling programs.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained in this Agreement, the parties mutually agree to the following terms and conditions:

1. **PURPOSE AND CONTRACT DOCUMENTS.** The purpose of this Agreement is to provide for cooperation between the County and the Municipality to implement solid waste recycling programs in the Municipality which will help the County and member municipalities meet the goals set in the current Anoka County Solid Waste Management Plan. The County and the Municipality agree that the information provided in the recitals above is to be incorporated into the purpose of this agreement.

The Anoka County Municipal Waste Abatement Grant Program (hereinafter "Grant Program") Contract Documents include: the **Anoka County Municipal Waste**

Abatement Grant Funding Application submitted by the Municipality for the current contract year, and this Agreement for Residential Recycling Program and attachments issued by Anoka County for the current contract year. These documents are incorporated into this agreement by reference and are components of the entire contract package. The order of precedence of these documents in the event of inconsistency or ambiguity shall be resolved in the following order: 1) this **Agreement for Residential Recycling Program**; and 2) **Anoka County Municipal Waste Abatement Grant Funding Application**.

2. **TERM.** The term of this Agreement is from January 1, 2026, through December 31, 2026, unless earlier terminated as provided herein.
3. **DEFINITIONS.** Defined terms contained in this Agreement and all the attachments are found in Minn. Stat. § 115A.03; 115A.471; and 115A.552. The use of capitalization for defined terms has no special effect. Additionally:

a. “Full-Service Recycling Drop-off Center” means centralized permanent drop-off center that is open at least two times a week and accepts at least four types of materials beyond traditional curbside recyclables, i.e.: mattresses, appliances, scrap metal, furniture, source-separated compostable materials, electronics, etc.

b. “Multi-family dwellings” means households within apartment complexes, condominiums, townhomes, mobile homes, and senior housing complexes.

c. “Community Partner” means community festivals which appear to the public to be supported and run by the Municipality but in fact are sponsored or co-sponsored by a municipality or an independent non-profit 501c (3) organization, for example: the Anoka Halloween Parade.
4. **ELIGIBILITY FOR FUNDS.** Per Minn. Stat. § 115A.557, Subd. 1, funding eligibility is based primarily on population, with a minimum funding floor. For 2026, the County has determined that funding will be determined by the Grant Program funding application. The Municipality is entitled to receive reimbursement for eligible expenses, less revenues or other reimbursement received, for eligible activities up to the project maximum, which shall not exceed \$41,287.00. The Municipality shall be provided documentation of the funding award determination and rationale as indicated by the approved 2026 Grant Program Funding Application.

The County reserves the right to assess reimbursement reporting status for each municipality mid-year and recommend funding adjustments as determined by the County Program Specialist managing the Grant Program.

The County also reserves the right to withdraw reimbursement of approved expenses if the requirements noted in section 6. of this contract are not met.

The County also reserves the ability to assess the programs and reallocate unused SCORE and/or LRDG funds mid-year if any participating municipality demonstrates the need for the funding and funds are available.

5. **PROGRAM.** The Municipality shall develop and implement a residential solid waste recycling program adequate to meet the Municipality's annual recycling goal of 911 tons of recyclable and source-separated compostable materials as established by the County. The Municipality shall ensure that the recyclable materials collected are delivered to processors or end markets for recycling or composting.
 - a. The Municipal recycling program shall include the following components:
 - i. Per Minn. Stat. § 115A.552, each household (including both single and Multi-family dwellings) in the Municipality shall have the Opportunity to Recycle at least four broad types of materials, including but not limited to, paper (including cardboard/paperboard cartons), glass, plastic, and metal.
 - ii. The recycling (including any organics) program shall be operated in compliance with all applicable federal, state, and local laws, ordinances, rules, and regulations.
 - iii. The Municipality shall implement a public information program that contains at least one of the following components:
 - (1) One promotional mailing to each household focused exclusively on the Municipality's recycling and source-separated compostable materials program;
 - (2) One promotional advertisement detailing recycling and source-separated compostable materials opportunities available for residents included in the Municipality's newsletter or local newspaper; or
 - (3) Two community outreach activities at Municipal or Community Partner events to inform residents about recycling and source-separated compostable materials opportunities.
 - iv. The public information components listed above shall focus on all recyclable materials and the various opportunities to recycle and compost source-separated compostable materials within the Municipality. The Municipality shall incorporate County/regional/State campaigns and images and use the toolkits provided by the County when preparing promotional materials. The Municipality, on an ongoing basis, shall identify new residents and provide detailed information on the recycling opportunities available to these new residents. The County shall work with the Municipality on promotional materials to coordinate messages. The Municipality shall provide promotional materials to the County for review prior to publication to ensure accuracy.
 - v. The Municipality shall offer a minimum of one spring or fall recycling drop-off event where items not normally accepted at the curb are collected for recycling. If the Municipality is hosting a monthly drop-off as described below, the spring/fall recycling drop-off events may be included within that program.
 - b. The Municipality is encouraged to expand its recycling program to include one or more of the following components in order to receive additional funding.

- i. Organize monthly/quarterly recycling drop-off events which can be held in conjunction with a neighboring municipality(ies) on a cooperative basis for the citizens of both/all municipalities.
- ii. Provide a community event recycling program, which at a minimum would consist of providing recycling opportunities at all Municipal sponsored or Community Partner events and festivals as required by Minn. Stat. § 115A.151. The feasibility of adding source-separated compostable material collection at the event will be explored, and if feasible, implemented as an enhancement to the waste abatement program.
- iii. Provide the opportunity for citizens to engage in recycling activities at Municipal and Community Partner facilities as required by Minn. Stat. § 115A.151 such as athletic fields and public centers.
- iv. Organize and manage a Full-Service Recycling Drop-off Center.
- v. Implement enhanced recycling promotion and assistance for Multi-family dwellings.
- vi. Develop additional opportunities for source-separated compostable materials collection.
- vii. Develop and implement additional opportunities to recycle bulky and problem materials (e.g., appliances, batteries, electronics, fluorescent lamps, mattresses, oil, scrap metal, etc.) from residents on an on-going basis either curbside or at a drop-off.
- c. If the Municipality's recycling program did not achieve the Municipality's recycling goals as established by the County for the prior calendar year, the Municipality shall work with the County to prepare a plan to achieve the recycling goals set forth in this Agreement.
- d. The Municipality's recycling program shall be limited to residential programming for funding reimbursements under this Agreement. The County will not reimburse business recycling programming or household hazardous waste programming by the Municipality. Any inquiries or requests regarding these topics should be sent to the County for response.
- e. In addition to the above requirements designed to increase residential recycling opportunities, the Municipality shall provide recycling opportunities in all municipal buildings including but not limited to, city offices, public meeting rooms and parks, as required by Minn. Stat. § 115A.151.
- f. If the Municipality requests reimbursement for park/public entity recycling/organics/trash waste systems/containers, the Municipality needs to work with the County before an order is placed to make sure the containers are consistent with the requirements set forth by the County for colors e.g. (blue for recycling, green for organics and gray or black for trash), openings and labels.

- g. Pursuant to Minn. Stat. §§ 115A. 46, 115A.471 and 473.848, all waste generated by municipal government activities (including city/town halls, public works and public safety buildings, parks, and libraries, and for municipalities that arrange for waste services on behalf of their residents (organized collection)) shall be delivered to a waste processing plant for disposal as long as capacity is available. Failure to comply with this provision shall constitute a breach of this Agreement resulting in the loss of all Grant Funding unless, pursuant to statute, the Municipality has conferred with the County and developed a plan to comply within a reasonable period of time.
6. **REPORTING.** The Municipality shall submit the following forms via Re-TRAC: application, reimbursement, and tonnage report forms to the County on the schedule noted below:
- a. June 1, 2026 – Deadline for submitting via Re-TRAC the 2027 Anoka County Municipal Waste Abatement Grant Funding Application and all required attachments
 - b. July 15, 2026 – Deadline for submitting via Re-TRAC the 2026 January – June Anoka County Municipal Reimbursement Report Form and all required attachments
 - c. July 31, 2026 – Deadline for submitting via Re-TRAC the 2026 January – June Anoka County Municipal Tonnage Report Form and all required attachments
 - d. November 16, 2026 – Deadline for submitting via DocuSign the signed 2027 Agreement for Residential Recycling Program
 - e. January 8, 2027 – Deadline for submitting via Re-TRAC the 2026 July – December Anoka County Municipal Reimbursement Report Form and all required attachments
 - f. January 29, 2027 – Deadline for submitting via Re-TRAC the 2026 July – December Anoka County Municipal Tonnage Report Form and all required attachments
 - g. For the Anoka County **Municipal Waste Abatement Grant Funding Application, using set categories in Re-TRAC**, the:
 - Municipality is required to follow application instructions
 - Municipality must refer to list of eligible expenses when completing the application
 - Municipality is required to upload in Re-TRAC a complete and accurate 2026 Staffing Metric and Drop-off Calculator
 - Municipality is required to upload in Re-TRAC a complete and accurate .pdf file of up-to-date promotions listing collection opportunities at curbside, permanent drop-off centers or other special events
 - h. For the Anoka County **Municipal Reimbursement Report Form, using set categories in Re-TRAC**, the:
 - Municipality is required to follow reimbursement form instructions

- Municipality must refer to list of eligible expenses when completing the reimbursement form
 - If the Municipality is being audited, the Municipality must provide a full accounting of the expenses incurred that have been approved in the 2026 Municipal Waste Abatement Grant Funding Application
 - Municipality is required to upload in Re-TRAC a complete and accurate Reimbursement Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Reimbursement Report Form
 - Information regarding any revenue received from sources other than the County, for the Municipality's recycling and source-separated organics programs, i.e., revenue taken in from the sale of recyclables and fees collected from residents, shall be reported
 - Copies of all promotional materials that have been prepared by the Municipality during each reporting period shall be uploaded in the Re-TRAC Reimbursement Report Form
- i. For the **Municipal Tonnage Report Form**, using **set categories in Re-TRAC**, the:
- Municipality is required to follow tonnage report form instructions
 - Municipality shall keep detailed records documenting the disposition of all recyclable materials collected pursuant to this Agreement
 - When calculating all tonnage categories, weight slips from haulers and end markets are required. If weight slips cannot be obtained, written documentation of the quantity and type of material being reused, recycled, or composted must be provided
 - Using quantity and type of material, the Municipality shall use the conversion factors provided by the County to determine the tonnage
 - If County conversion factors do not apply to any given materials, a description of the methodology used for calculations must be provided to the County
 - If the Municipality is being audited, the Municipality must provide a full accounting of the amount of waste which has been reused, recycled, and composted due to the Municipality's activities and the efforts of other community programs, redemption centers and drop-off centers
 - Municipality is required to upload in Re-TRAC a complete and accurate Tonnage Worksheet which matches the amounts entered in the associated sections in the Re-TRAC Tonnage Report Form
 - For waste abatement programs run by other persons or entities, the Municipality shall provide documentation of materials recycled by the Municipality's residents through these other programs
- j. The Municipality agrees to support County efforts in obtaining hauler reports by ensuring compliance through ordinance, contract or license requirements and the ability to exercise punitive actions, if needed.
- k. The Municipality agrees to furnish the County with additional reports in form and at frequencies requested by the County for financial evaluation, program management purposes, and reporting to the State of Minnesota.

7. **REIMBURSEMENT PAYMENT PROCEDURE.** Approved grant reimbursement payments shall be paid in accordance with standard County procedures, subject to the approval of the Anoka County Board of Commissioners. Payments will not be made until the set contract deadlines are met.
8. **PUBLICATIONS.** The Municipality shall acknowledge the financial assistance of Anoka County on all promotional materials, reports and publications relating to the activities funded under this Agreement, by including the following acknowledgement: "Funded by the Anoka County Board of Commissioners and State SCORE funds." The Municipality shall provide to the County copies of all promotional materials funded by this grant.

The County shall provide to the Municipalities printed public information pieces about County programs and topics developed by the Recycling Education Committee (REC). The Municipality shall not modify County provided publications and promotional materials.

Information about all County programs and drop-off sites that a Municipality plans to publish in a Municipal communication, printed, electronic, or on social media platforms shall be provided to the County for review and approved by the County prior to publication. This includes all information related to County waste prevention, reduction, recycling programs, County household hazardous waste operations and the County compost sites.

To ensure content accuracy and message consistency throughout the region, any technical information about waste prevention, reduction, recycling, composting and household hazardous waste should be provided to the County for review, before it is printed, to verify that it is correct information for Anoka County. Information copied from the Internet may not be accurate for the twin cities metro area.

9. **INDEMNIFICATION.** The County agrees to indemnify, defend, and hold the Municipality harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the County under this Agreement.

The Municipality agrees to indemnify, defend, and hold the County harmless from all claims, demands, and causes of action of any kind or character, including the cost of defense thereof, resulting from the acts or omissions of its public officials, officers, agents, employees, and contractors relating to activities performed by the Municipality under this Agreement.

The provisions of this subdivision shall survive the termination or expiration of the term of this Agreement.

10. **GENERAL PROVISIONS.**

- a. In performing the provisions of this Agreement, both parties agree to comply with all applicable federal, state, or local laws, ordinances, rules, regulations, or

standards established by any agency or special governmental unit which are now or hereafter promulgated insofar as they relate to performance of the provisions of this Agreement. In addition, the Municipality shall comply with all applicable requirements of the State of Minnesota for the use of SCORE funds provided to the Municipality by the County under this Agreement. The Municipality shall also comply with all relevant portions of the current Anoka County Solid Waste Management Master Plan and shall participate in the preparation of the successor Master Plans.

- b. If the Municipality utilizes the services of a subcontractor for purposes of meeting requirements herein, the Municipality shall be responsible for the performance of all such subcontracts and shall ensure that the subcontractors perform fully the terms of the subcontract. The agreement between the Municipality and a subcontractor shall obligate the subcontractor to comply fully with the terms of this Agreement.
- c. It is understood and agreed that the entire agreement is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof.
- d. Any amendments, alterations, variations, modifications, or waivers of this Agreement shall be valid only when they have been reduced to writing, duly signed by the parties.
- e. The provisions of this Agreement are severable. If any paragraph, section, subdivision, sentence, clause, or phrase of this Agreement is for any reason held to be contrary to law, such decision shall not affect the remaining portion of this Agreement.
- f. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint venturers, or an association between the County and the Municipality, nor shall the Municipality, its employees, agents, or representatives be considered employees, agents, or representatives of the County for any purpose.
- g. The Municipality shall maintain financial and other records and accounts in accordance with requirements of the County and the State of Minnesota. The Municipality shall maintain strict accountability of all funds and maintain records of all receipts and disbursements. Such records and accounts shall be maintained in a form which will permit the tracing of funds and program income to final expenditure. The Municipality shall maintain records sufficient to reflect that all funds received under this Agreement were expended in accordance with Minn. Stat. § 115A.557, Subd. 2, for residential solid waste recycling purposes. The Municipality shall also maintain records of the quantities of materials recycled. All records and accounts shall be retained as provided by law, but in no event for a period of less than five years from the last receipt of payment from the County pursuant to this Agreement.
- h. Pursuant to Minn. Stat. § 16C.05, the Municipality shall allow the County or other persons or agencies authorized by the County, and the State of Minnesota, including the Legislative Auditor or the State Auditor, access to the records of the

Municipality at reasonable hours, including all books, records, documents, and accounting procedures and practices of the Municipality relevant to the subject matter of the Agreement, for purposes of audit. In addition, the County shall have access to the project site(s), if any, at reasonable hours.

- i. The County reserves the right to withdraw reimbursement of approved expenses if the Municipality does not comply with state law or the County's Solid Waste Ordinance.

- 11. **TERMINATION.** This Agreement may be terminated by mutual written agreement of the parties or by either party, with or without cause, by giving not less than seven (7) days' written notice, delivered by mail or in person to the other party, specifying the date of termination. If this Agreement is terminated, assets acquired in whole or in part with funds provided under this Agreement shall be the property of the Municipality so long as said assets are used by the Municipality for the purpose of a landfill abatement program approved by the County.

(SIGNATURE PAGE TO FOLLOW)

IN WITNESS WHEREOF, the parties hereunto set their hands.

CITY OF ST. FRANCIS

COUNTY OF ANOKA

By: _____
Mark Vogel
Mayor

By: _____
Cindy Cesare
Chief Human Services Officer

Date: _____

Date: _____

By: _____
Kate Thunstrom
City Administrator

By: _____
Jim Dickinson
County Administrator

Date: _____

Date: _____

Approved as to form and legality:

Approved as to form and legality:

By: _____

By: _____

Name: _____

Kurt Deile
Assistant County Attorney

Title: _____

Date: _____

Date: _____



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Accept Resignation of Firefighter Josh Stimpson
DATE: September 2, 2025

OVERVIEW:

Firefighter Josh Stimpson has submitted his resignation from the fire department, effective August 25th, 2025. Firefighter Stimpson has served the city since March of 2023.

ACTION TO BE CONSIDERED:

Accept Firefighter Josh Stimpson's resignation, effective August 25th, 2025

BUDGET IMPLICATION:

Attachments:

- Stimpson letter of resignation.

I Josh Stimpson hereby resign from my position at the St. Francis Fire Department as of 08/25/2025. It has been both an honor and a privilege to be a part of the department, but do to my personal life and lack of time to devote to the department I have decided it is time for me to resign, I'd like to thank everyone for being so kind and for providing me with such an amazing experience.

Josh Stimpson



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: September 02, 2025

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$121,537.51 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Direct Transfers – 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:

- 09-02-2025 Packet List-\$121,537.51

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/03/2025 - 09/03/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4D.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 4247 - ANOKA COUNTY ATTORNEY'S OFFICE							
.08272025							
00041891	ANOKA COUNTY ATTORNEY'S OFFICE	08/27/2025		84.00	84.00	Open	N
	ADMINISTRATIVE FORFEITURE	DROBERTSON					09/02/2025
Total Vendor 4247 - ANOKA COUNTY ATTORNEY'S OFFICE				84.00	84.00		
Vendor 42 - BARNA, GUZY & STEFFEN							
300444							
00041883	BARNA, GUZY & STEFFEN	07/31/2025		2,015.00	2,015.00	Open	N
	MUNICIPAL	DROBERTSON					09/02/2025
300445							
00041884	BARNA, GUZY & STEFFEN	07/31/2025		5,300.00	5,300.00	Open	N
	PROSECUTION/RETAINER FILE	DROBERTSON					09/02/2025
300446							
00041885	BARNA, GUZY & STEFFEN	07/31/2025		882.00	882.00	Open	N
	GENERAL LABOR	DROBERTSON					09/02/2025
300447							
00041886	BARNA, GUZY & STEFFEN	07/31/2025		1,290.00	1,290.00	Open	N
	COMMUNITY DEVELOPMENT	DROBERTSON					09/02/2025
300448							
00041887	BARNA, GUZY & STEFFEN	07/31/2025		555.00	555.00	Open	N
	MUNICIPAL MISCELLANEOUS - DANGEROUS DOG	DROBERTSON					09/02/2025
300449							
00041888	BARNA, GUZY & STEFFEN	07/31/2025		285.00	285.00	Open	N
	MISCELLANEOUS/NON-RETAINER	DROBERTSON					09/02/2025
300187							
00041889	BARNA, GUZY & STEFFEN	07/31/2025		60.00	60.00	Open	N
	TRANSFER OF TITLE	DROBERTSON					09/02/2025
300188							
00041890	BARNA, GUZY & STEFFEN	07/31/2025		234.00	234.00	Open	N
	SALE OF FORMER CITY HALL	DROBERTSON					09/02/2025
Total Vendor 42 - BARNA, GUZY & STEFFEN				10,621.00	10,621.00		
Vendor 10789 - BOB KNIGHT MUSIC & MORE							
00000001							
00041882	BOB KNIGHT MUSIC & MORE	08/19/2025		200.00	200.00	Open	N
	FARMERS MARKET 8/27 & 9/10	DROBERTSON					09/02/2025
Total Vendor 10789 - BOB KNIGHT MUSIC & MORE				200.00	200.00		
Vendor 7244 - BREAKTHRU BEVERAGE							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 7244 - BREAKTHRU BEVERAGE							
122867631							
00041819	BREAKTHRU BEVERAGE	08/19/2025		596.40	596.40	Open	N
	LIQUOR/WINE	CBUSKEY					08/19/2025
	609-49751-40206	FREIGHT		14.50		1.00	14.50
	609-49751-40251	LIQUOR		405.90		1.00	405.90
	609-49751-40253	WINE		176.00		1.00	176.00
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
3175011							
00041813	CAPITOL BEVERAGE SALES, L.P	08/19/2025		2,339.50	2,339.50	Open	N
	BEER/LIQUOR	CBUSKEY					08/19/2025
	609-49751-40251	LIQUOR		2,250.00		1.00	2,250.00
	609-49751-40252	BEER		89.50		1.00	89.50
Vendor 2218 - CRAWFORDS EQUIPMENT							
01-108669							
00041820	CRAWFORDS EQUIPMENT	08/19/2025		76.10	76.10	Open	N
	BELT FOR MOWER	DROBERTSON					09/02/2025
	101-45200-40218	EQUIPMENT MAINTENANCE		76.10		1.00	76.10
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2546161							
00041804	DAHLHEIMER DIST. CO. INC	08/19/2025		2,861.17	2,861.17	Open	N
	BEER/LIQUOR/NA	CBUSKEY					08/19/2025
	609-49751-40251	LIQUOR		105.20		1.00	105.20
	609-49751-40255	N/A PRODUCTS		292.10		1.00	292.10
	609-49751-40252	BEER		2,463.87		1.00	2,463.87

Total Vendor 7244 - BREAKTHRU BEVERAGE

1,384.70

1,384.70

Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P

2,339.50

2,339.50

Total Vendor 2218 - CRAWFORDS EQUIPMENT

76.10

76.10

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2546330							
00041805	DAHLHEIMER DIST. CO. INC	08/19/2025		(251.00)	(251.00)	Open	N
	BEER	CBUSKEY					08/19/2025
	609-49751-40252	BEER		(251.00)		1.00	(251.00)
Vendor 2552390							
00041827	DAHLHEIMER DIST. CO. INC	08/20/2025		(105.00)	(105.00)	Open	N
	THC	CBUSKEY					08/20/2025
	609-49751-40257	THC		(105.00)		1.00	(105.00)
Vendor 2550948							
00041828	DAHLHEIMER DIST. CO. INC	08/20/2025		9,143.35	9,143.35	Open	N
	BEER/NA/LIQUOR	CBUSKEY					08/20/2025
	609-49751-40255	N/A PRODUCTS		216.00		1.00	216.00
	609-49751-40251	LIQUOR		940.00		1.00	940.00
	609-49751-40252	BEER		7,987.35		1.00	7,987.35
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				11,648.52	11,648.52		
Vendor 545 - ELITE SANITATION							
31464							
00041829	ELITE SANITATION	05/02/2025		130.50	130.50	Open	N
	PORTABLE TOILET RENTAL	DROBERTSON					09/02/2025
	101-42110-40308	COMMUNITY EDUCATION		130.50		1.00	130.50
Total Vendor 545 - ELITE SANITATION				130.50	130.50		
Vendor 7818 - EVERGREEN RECYCLING LLC							
3819							
00041822	EVERGREEN RECYCLING LLC	08/18/2025		375.00	375.00	Open	N
	MATTRESS PICKUP	JSHOOK					09/02/2025
	101-43210-40439	RECYCLING DAYS		375.00		1.00	375.00
Total Vendor 7818 - EVERGREEN RECYCLING LLC				375.00	375.00		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-19303							
00041881	GLOBAL RESERVE DISTRIBUTION	08/26/2025		1,543.16	1,543.16	Open	N
	THC	DROBERTSON					09/02/2025
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				1,543.16	1,543.16		

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
Vendor 132 - GRAINGER, INC							
9611052680							
00041811	GRAINGER, INC	08/18/2025		17.01	17.01	Open	N
	PUMP GASKET	DROBERTSON					09/02/2025
	602-49490-40228	EQUIPMENT MAINTENANCE		17.01		1.00	17.01
Total Vendor 132 - GRAINGER, INC				17.01	17.01		
Vendor 1145 - HACH COMPANY							
14630929							
00041812	HACH COMPANY	08/18/2025		57.55	57.55	Open	N
	PHOSPHATE POWDER PILLOWS	DROBERTSON					09/02/2025
	601-49440-40235	LAB SUPPLIES		57.55		1.00	57.55
14627834							
00041818	HACH COMPANY	08/15/2025		109.54	109.54	Open	N
	CHEMICALS	DROBERTSON					09/02/2025
	601-49440-40235	LAB SUPPLIES		109.54		1.00	109.54
Total Vendor 1145 - HACH COMPANY				167.09	167.09		
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
55458							
00041830	HAKANSON ANDERSON ASSOC., INC	07/24/2025		3,497.55	3,497.55	Open	N
	SF239-2025 MISC SITE PLAN REVIEWS	DROBERTSON					09/02/2025
55459							
00041831	HAKANSON ANDERSON ASSOC., INC	07/24/2025		390.00	390.00	Open	N
	SF258 THE BLUFFS OF RUM RIVER	DROBERTSON					09/02/2025
55460							
00041832	HAKANSON ANDERSON ASSOC., INC	07/24/2025		446.00	446.00	Open	N
	SF262 SERENITY AT SEELYE BROOK	DROBERTSON					09/02/2025
55461							
00041833	HAKANSON ANDERSON ASSOC., INC	07/24/2025		1,019.80	1,019.80	Open	N
	SF263 RIVERS EDGE 7TH ADDITION (2024)	DROBERTSON					09/02/2025
55462							
00041834	HAKANSON ANDERSON ASSOC., INC	07/24/2025		1,235.00	1,235.00	Open	N
	SF264 RIVERS EDGE 8TH ADDITION	DROBERTSON					09/02/2025
55463							
00041835	HAKANSON ANDERSON ASSOC., INC	07/24/2025		65.00	65.00	Open	N
	SF265 DALTON RIVER VILLAS	DROBERTSON					09/02/2025
55464							
00041836	HAKANSON ANDERSON ASSOC., INC	07/24/2025		10,240.00	10,240.00	Open	N
	SF327 2025 STREET RECON PROJECT	DROBERTSON					09/02/2025

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
55465							
00041837	HAKANSON ANDERSON ASSOC., INC	07/24/2025		390.00	390.00	Open	N
	SF403-2025 MS4 PERMIT	DROBERTSON					09/02/2025
55466							
00041838	HAKANSON ANDERSON ASSOC., INC	07/24/2025		742.50	742.50	Open	N
	SF603 TRUNK HWY 47 UTILITY IMPROVEMENTS	DROBERTSON					09/02/2025
55467							
00041839	HAKANSON ANDERSON ASSOC., INC	07/24/2025		1,290.00	1,290.00	Open	N
	SF706 COMMUNITY PARK IMPROVEMENTS	DROBERTSON					09/02/2025
55468							
00041840	HAKANSON ANDERSON ASSOC., INC	07/24/2025		4,347.55	4,347.55	Open	N
	SF901-2025 GENERAL ENGINEERING	DROBERTSON					09/02/2025
55469							
00041841	HAKANSON ANDERSON ASSOC., INC	07/24/2025		1,600.00	1,600.00	Open	N
	SF905-2025 ROUTINE RETAINER SERVICES	DROBERTSON					09/02/2025
55470							
00041842	HAKANSON ANDERSON ASSOC., INC	07/24/2025		575.00	575.00	Open	N
	SF906-2025 BUILDING PERMIT REVIEWS	DROBERTSON					09/02/2025
Total Vendor 1645 - HAKANSON ANDERSON ASSOC., INC				25,838.40	25,838.40		
Vendor 10761 - INSIGHT BREWING COMPANY							
26019							
00041817	INSIGHT BREWING COMPANY	08/19/2025		271.30	271.30	Open	N
	BEER	CBUSKEY					08/19/2025
	609-49751-40252	BEER		271.30		1.00	271.30
Total Vendor 10761 - INSIGHT BREWING COMPANY				271.30	271.30		
Vendor 10476 - IUOE LOCAL #49							
.08262025							
00041875	IUOE LOCAL #49	08/26/2025		255.00	255.00	Open	N
	PW UNION DUES SEPTEMBER 2025	DROBERTSON					09/02/2025
	101-00000-21707	UNION DUES		255.00		1.00	255.00
Total Vendor 10476 - IUOE LOCAL #49				255.00	255.00		
Vendor 154 - JOHNSON BROTHERS							

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 154 - JOHNSON BROTHERS							
2856496							
00041806	JOHNSON BROTHERS	08/19/2025		5,485.20	5,485.20	Open	N
	LIQUOR	CBUSKEY					08/19/2025
	609-49751-40206	FREIGHT		57.04		1.00	57.04
	609-49751-40251	LIQUOR		5,428.16		1.00	5,428.16
2856497							
00041807	JOHNSON BROTHERS	08/19/2025		45.84	45.84	Open	N
	WINE	CBUSKEY					08/19/2025
	609-49751-40206	FREIGHT		1.84		1.00	1.84
	609-49751-40253	WINE		44.00		1.00	44.00
2856498							
00041808	JOHNSON BROTHERS	08/19/2025		1,359.20	1,359.20	Open	N
	LIQUOR	CBUSKEY					08/19/2025
	609-49751-40206	FREIGHT		9.20		1.00	9.20
	609-49751-40251	LIQUOR		1,350.00		1.00	1,350.00
2861861							
00041844	JOHNSON BROTHERS	08/21/2025		11,064.25	11,064.25	Open	N
	LIQUOR	CBUSKEY					08/21/2025
	609-49751-40206	FREIGHT		126.66		1.00	126.66
	609-49751-40251	LIQUOR		10,937.59		1.00	10,937.59
2861862							
00041845	JOHNSON BROTHERS	08/21/2025		209.20	209.20	Open	N
	WINE	CBUSKEY					08/21/2025
	609-49751-40206	FREIGHT		9.20		1.00	9.20
	609-49751-40253	WINE		200.00		1.00	200.00
2861863							
00041846	JOHNSON BROTHERS	08/21/2025		3.68	3.68	Open	N
	MISC	CBUSKEY					08/21/2025
	609-49751-40206	FREIGHT		3.68		1.00	3.68
2858293							
00041847	JOHNSON BROTHERS	08/21/2025		282.63	282.63	Open	N
	WINE	CBUSKEY					08/21/2025
	609-49751-40206	FREIGHT		7.23		1.00	7.23
	609-49751-40253	WINE		275.40		1.00	275.40
Total Vendor 154 - JOHNSON BROTHERS				18,450.00	18,450.00		

Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.

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							Unit Price
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.08262025							
00041876	LAW ENFORCEMENT LABOR SVCS.	08/26/2025		73.00	73.00	Open	N
	SERGEANTS DUES SEPTEMBER 2025	DROBERTSON					09/02/2025
	101-00000-21707	UNION DUES		73.00		1.00	73.00
.082620251							
00041877	LAW ENFORCEMENT LABOR SVCS.	08/26/2025		657.00	657.00	Open	N
	POLICE DUES SEPTEMBER 2025	DROBERTSON					09/02/2025
	101-00000-21707	UNION DUES		657.00		1.00	657.00
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.				730.00	730.00		
Vendor 202 - MCDONALD DIST CO							
821175							
00041816	MCDONALD DIST CO	08/19/2025		(384.00)	(384.00)	Open	N
	BEER	CBUSKEY					08/19/2025
	609-49751-40252	BEER		(384.00)		1.00	(384.00)
821757							
00041823	MCDONALD DIST CO	08/19/2025		13,722.80	13,722.80	Open	N
	BEER	CBUSKEY					08/19/2025
	609-49751-40252	BEER		13,722.80		1.00	13,722.80
821741							
00041824	MCDONALD DIST CO	08/19/2025		(138.50)	(138.50)	Open	N
	BEER	CBUSKEY					08/19/2025
	609-49751-40252	BEER		(138.50)		1.00	(138.50)
821744							
00041825	MCDONALD DIST CO	08/19/2025		1,457.50	1,457.50	Open	N
	LIQUOR	CBUSKEY					08/19/2025
	609-49751-40251	LIQUOR		1,457.50		1.00	1,457.50
Total Vendor 202 - MCDONALD DIST CO				14,657.80	14,657.80		
Vendor 10788 - MINNESOTA DEPARTMENT OF PUBLIC SAFETY							
.08262025							
00041878	MINNESOTA DEPARTMENT OF PUBLIC SAFE	08/26/2025		82.80	82.80	Open	N
	DANGEROUS DOG WARNING SIGNS	DROBERTSON					09/02/2025
	101-41400-40441	MISCELLANEOUS		82.80		1.00	82.80

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Vendor 10788 - MINNESOTA DEPARTMENT OF PUBLIC SAFETY							
.082620251							
00041879	MINNESOTA DEPARTMENT OF PUBLIC SAFE	08/26/2025		25.00	25.00	Open	N
	DANGEROUS DOG WARNING TAGS	DROBERTSON					09/02/2025
	101-41400-40441	MISCELLANEOUS		25.00		1.00	25.00
Total Vendor 10788 - MINNESOTA DEPARTMENT OF PUBLIC SAFETY				107.80	107.80		
Vendor 195 - MN DEPARTMENT OF HEALTH							
.08262025							
00041880	MN DEPARTMENT OF HEALTH	08/26/2025		4,785.00	4,785.00	Open	N
	WATER TEST FEE	DROBERTSON					09/02/2025
Total Vendor 195 - MN DEPARTMENT OF HEALTH				4,785.00	4,785.00		
Vendor 10727 - NELSON SANITATION & RENTAL, INC							
INV/2025/12044							
00041856	NELSON SANITATION & RENTAL, INC	08/19/2025		145.00	145.00	Open	N
	HANDICAP UNIT 7/22-8/18 SIWEK PARK	DROBERTSON					09/02/2025
	101-45200-40402	JANITORIAL SERVICE		145.00		1.00	145.00
INV/2025/12043							
00041857	NELSON SANITATION & RENTAL, INC	08/19/2025		145.00	145.00	Open	N
	HANDICAP UNIT 7/22-8/18 SEELEY BROOK PAR	DROBERTSON					09/02/2025
	101-45200-40402	JANITORIAL SERVICE		145.00		1.00	145.00
INV/2025/12021							
00041858	NELSON SANITATION & RENTAL, INC	08/19/2025		80.00	80.00	Open	N
	MONTHLY PORTABLE RESTROOM 7/22-8/18 HIDD	DROBERTSON					09/02/2025
	101-45200-40402	JANITORIAL SERVICE		80.00		1.00	80.00
INV/2025/12022							
00041859	NELSON SANITATION & RENTAL, INC	08/19/2025		145.00	145.00	Open	N
	HANDICAP UNIT 7/22-8/18	DROBERTSON					09/02/2025
	101-45200-40402	JANITORIAL SERVICE		145.00		1.00	145.00
INV/2025/12014							
00041860	NELSON SANITATION & RENTAL, INC	08/19/2025		145.00	145.00	Open	N
	HANDICAP UNIT 7/22-8/18 DEER CREEK PARK	DROBERTSON					09/02/2025
	101-45200-40402	JANITORIAL SERVICE		145.00		1.00	145.00

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Vendor 10727 - NELSON SANITATION & RENTAL, INC							
INV/2025/12007							
00041861	NELSON SANITATION & RENTAL, INC	08/19/2025		225.00	225.00	Open	N
	HANDICAP UNIT & MONTHLY PORTABLE 7/22-8/ DROBERTSON						09/02/2025
	101-45200-40402	JANITORIAL SERVICE		225.00		1.00	225.00
Total Vendor 10727 - NELSON SANITATION & RENTAL, INC				885.00	885.00		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
5028548							
00041809	PHILLIPS WINE & SPIRITS CO	08/19/2025		772.90	772.90	Open	N
	LIQUOR	CBUSKEY					08/19/2025
	609-49751-40206	FREIGHT		5.52		1.00	5.52
	609-49751-40251	LIQUOR		767.38		1.00	767.38
5028549							
00041810	PHILLIPS WINE & SPIRITS CO	08/19/2025		309.20	309.20	Open	N
	WINE	CBUSKEY					08/19/2025
	609-49751-40206	FREIGHT		9.20		1.00	9.20
	609-49751-40253	WINE		300.00		1.00	300.00
5028550							
00041814	PHILLIPS WINE & SPIRITS CO	08/19/2025		145.04	145.04	Open	N
	MISC	CBUSKEY					08/19/2025
	609-49751-40206	FREIGHT		6.44		1.00	6.44
	609-49751-40254	MISCELLANEOUS MERCHANDISE		138.60		1.00	138.60
5032322							
00041852	PHILLIPS WINE & SPIRITS CO	08/21/2025		5,038.72	5,038.72	Open	N
	LIQUOR	CBUSKEY					08/21/2025
	609-49751-40206	FREIGHT		93.84		1.00	93.84
	609-49751-40251	LIQUOR		4,944.88		1.00	4,944.88
5032323							
00041853	PHILLIPS WINE & SPIRITS CO	08/21/2025		361.08	361.08	Open	N
	WINE	CBUSKEY					08/21/2025
	609-49751-40206	FREIGHT		22.08		1.00	22.08
	609-49751-40253	WINE		339.00		1.00	339.00
5032324							
00041854	PHILLIPS WINE & SPIRITS CO	08/21/2025		68.92	68.92	Open	N
	MISC	CBUSKEY					08/21/2025
	609-49751-40206	FREIGHT		1.84		1.00	1.84
	609-49751-40254	MISCELLANEOUS MERCHANDISE		67.08		1.00	67.08

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/03/2025 - 09/03/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4D.

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 214 - PHILLIPS WINE & SPIRITS CO							
5032325							
00041855	PHILLIPS WINE & SPIRITS CO	08/21/2025		1,400.00	1,400.00	Open	N
	THC	CBUSKEY					08/21/2025
	609-49751-40257	THC		1,400.00		1.00	1,400.00
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				8,095.86	8,095.86		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B019165							
00041862	RMB ENVIRONMENTAL LABORATORIES, INC	08/21/2025		100.00	100.00	Open	N
	PROJECT 99	DROBERTSON					09/02/2025
	602-49490-40313	SAMPLE TESTING		100.00		1.00	100.00
B019095							
00041864	RMB ENVIRONMENTAL LABORATORIES, INC	08/22/2025		175.00	175.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					09/02/2025
	602-49490-40313	SAMPLE TESTING		175.00		1.00	175.00
B019009							
00041874	RMB ENVIRONMENTAL LABORATORIES, INC	08/25/2025		223.00	223.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					09/02/2025
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				498.00	498.00		
Vendor 231 - RUSSELL'S LOCK & KEY							
A52939							
00041843	RUSSELL'S LOCK & KEY	08/21/2025		250.00	250.00	Open	N
	WEATHERPROOF PADLOCKS	DROBERTSON					09/02/2025
	601-49440-40237	SMALL EQUIPMENT		250.00		1.00	250.00
Total Vendor 231 - RUSSELL'S LOCK & KEY				250.00	250.00		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2658042							
00041815	SOUTHERN GLAZERS OF MN	08/19/2025		936.27	936.27	Open	N
	LIQUOR	CBUSKEY					08/19/2025
	609-49751-40206	FREIGHT		10.24		1.00	10.24
	609-49751-40251	LIQUOR		926.03		1.00	926.03

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2660592							
00041850	SOUTHERN GLAZERS OF MN	08/21/2025		2,690.48	2,690.48	Open	N
	LIQUOR	CBUSKEY					08/21/2025
	609-49751-40206	FREIGHT		41.60		1.00	41.60
	609-49751-40251	LIQUOR		2,648.88		1.00	2,648.88
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2660593							
00041851	SOUTHERN GLAZERS OF MN	08/21/2025		235.08	235.08	Open	N
	WINE	CBUSKEY					08/21/2025
	609-49751-40206	FREIGHT		5.12		1.00	5.12
	609-49751-40253	WINE		229.96		1.00	229.96
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				3,861.83	3,861.83		
Vendor 4248 - STATE OF MN, DEPT OF FINANCE							
.08272025							
00041892	STATE OF MN, DEPT OF FINANCE	08/27/2025		42.00	42.00	Open	N
	ADMINISTRATIVE FORFEITURE	DROBERTSON					09/02/2025
Total Vendor 4248 - STATE OF MN, DEPT OF FINANCE				42.00	42.00		
Vendor 4940 - THE AMERICAN BOTTLING COMPANY							
4847905786							
00041848	THE AMERICAN BOTTLING COMPANY	08/21/2025		360.00	360.00	Open	N
	MISC	CBUSKEY					08/21/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		360.00		1.00	360.00
Total Vendor 4940 - THE AMERICAN BOTTLING COMPANY				360.00	360.00		
Vendor 863 - THE BERNICK COMPANIES							
10390972							
00041821	THE BERNICK COMPANIES	08/19/2025		1,402.45	1,402.45	Open	N
	BEER/NA	CBUSKEY					08/19/2025
	609-49751-40255	N/A PRODUCTS		24.60		1.00	24.60
	609-49751-40252	BEER		1,377.85		1.00	1,377.85
Vendor 863 - THE BERNICK COMPANIES							
10393765							
00041849	THE BERNICK COMPANIES	08/21/2025		939.60	939.60	Open	N
	BEER	CBUSKEY					08/21/2025
	609-49751-40252	BEER		939.60		1.00	939.60
Total Vendor 863 - THE BERNICK COMPANIES							

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Agenda Item # 4D.

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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 863 - THE BERNICK COMPANIES				2,342.05	2,342.05		
Vendor 4482 - TOTAL CONTROL SYSTEMS, INC							
11795							
00041872	TOTAL CONTROL SYSTEMS, INC	08/25/2025		9,946.00	9,946.00	Open	N
	WWTP UV PLC UPGRADE	DROBERTSON					09/02/2025
11796							
00041873	TOTAL CONTROL SYSTEMS, INC	08/25/2025		1,379.90	1,379.90	Open	N
	WEEKEND SERVICE CALL	DROBERTSON					09/02/2025
Total Vendor 4482 - TOTAL CONTROL SYSTEMS, INC				11,325.90	11,325.90		
Vendor 9543 - UTILITYLOGIC							
15712							
00041865	UTILITYLOGIC	08/22/2025		194.99	194.99	Open	N
	PAINT	DROBERTSON					09/02/2025
	601-49440-40229	PROJECT MAINTENANCE		194.99		1.00	194.99
Total Vendor 9543 - UTILITYLOGIC				194.99	194.99		
# of Invoices: 78 # Due: 78				122,416.01	122,416.01		
# of Credit Memos: 4 # Due: 4				(878.50)	(878.50)		
Net of Invoices and Credit Memos:				121,537.51	121,537.51		
--- TOTALS BY GL BANK ---							
	GNCKG			121,537.51			
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-00000-21707			985.00			
	101-41400-40441			107.80			
	101-42110-40308			130.50			
	101-43210-40439			375.00			
	101-45200-40218			76.10			
	101-45200-40402			885.00			
	601-49440-40229			194.99			
	601-49440-40235			167.09			
	601-49440-40237			250.00			
	602-49490-40228			17.01			
	602-49490-40313			275.00			
	609-49751-40206			445.53			

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EXP CHECK RUN DATES 09/03/2025 - 09/03/2025

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Agenda Item # 4D.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
	609-49751-40251			32,569.52			
	609-49751-40252			26,078.77			
	609-49751-40253			1,924.36			
	609-49751-40254			565.68			
	609-49751-40255			532.70			
	609-49751-40257			1,295.00			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			2,559.40	2,559.40		
	601 WATER FUND			612.08	612.08		
	602 SEWER FUND			292.01	292.01		
	609 LIQUOR FUND			63,411.56	63,411.56		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			985.00	985.00		
	41400 ADMINISTRATION			107.80	107.80		
	42110 POLICE			130.50	130.50		
	43210 RECYCLING			375.00	375.00		
	45200 PARKS			961.10	961.10		
	49440 WATER DEPT			612.08	612.08		
	49490 SEWER DEPT			292.01	292.01		
	49751 MERCHANDISE PURCHASES			63,411.56	63,411.56		



CITY COUNCIL
AGENDA REPORT

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: City Cellular Phone Policy
DATE: September 2, 2025

OVERVIEW:

Currently, the city offers a Cellular Phone Reimbursement for qualified full-time positions that have requirements to utilize their personal cell phone. Considering the heightened and increasing risks of cyber security, mixing personal and city devices is adding to our risk level. When mixing the uses of our devices it creates opportunities for data leakage, vulnerabilities to phishing and social engineering, unmonitored applications and increases the chance of accidental or malicious data breaches.

Additionally, by making a switch to city issued devices, instead of a stipend, the city will benefit from a reduction in expenses. In the policy today, Staff receive a financial stipend of either, \$75.00 or \$45.00 per month, depending on the position. Updating the policy to a city issued device will reduce this expense for eligible employees to a city cost of \$40.00 per month. Phones can be purchased for a little as \$0.99 and staff will have a selection of phones set by the Administrator. There are no activation fees and is a continuation of the provider that currently works with emergency management and city issued Hot Spots.

Staff is proposing a change to the Personnel policy for eligible positions to change from a stipend process to a city issued cellular device following the proposed language below. An effective date of November 1, 2025, has been put in place to allow time to order phones, get the process in place and remove the stipends from the appropriate staff transferring. Employees that transfer will not receive a stipend beginning in November.

Proposed Personnel Policy language change:

CITY ISSUED CELLULAR DEVICE

To ensure that employees with job duties requiring regular and consistent cellular phone use have access to a reliable device and service plan while maintaining fairness and fiscal responsibility.

1. Provision of Cellular Phones

- *The city will provide a cellular phone and service plan to employees whose roles require regular use for business purposes.*
- *The cellular phone and service plan will be selected, owned, and managed by the City.*
- 2. **Existing Staff (Hired Prior to November 1, 2025)**
 - *Employees who are currently using their personal cellular phone for City business may choose one of the following options:*
 - a. *Continue with the reimbursement arrangement at the following rates:*
 - *Department Head, Chief, Supervisor, and Building Official – \$75.00 per month*
 - *Payment as outlined in a Bargaining Unit Agreement*
 - *Bottle Shop Manager and other Staff as authorized by the Department Head – \$45.00 per month*
 - b. *Transition to a City-provided cellular phone and service plan.*
 - *Once an employee transitions to a City-provided phone, the reimbursement option will no longer be available to them.*
- 3. **New Staff (Hired November 1, 2025 or After)**
 - *All new employees in positions requiring a cellular phone for business purposes will be provided with a city-issued cellular phone and service plan.*
 - *The reimbursement option will not be available to employees hired after the effective date of this policy.*
- 4. **Ownership and Use**
 - *City-issued cellular phones remain the property of the City and must be returned upon separation of employment if employee wishes to remain in good standing*
 - *Personal use of City-issued phones is permitted if use is directly related to city business but must not interfere with business use or result in additional cost to the city.*
 - *City-issued cellular phones may not be used in place of or replace an employee's personal phone. City issued devices are for city business.*
- 5. **Administration of Devices**
 - *Department Heads are responsible for identifying which positions require cellular phones for business purposes and will receive a city issued device.*
 - *Any exceptions to this policy must be approved by the City Administrator*
 - *This policy will be reviewed periodically for effectiveness and fiscal responsibility.*

ACTION TO BE CONSIDERED:

Council to review and consider approval of the updated Personnel Policy, *Cellular Phone Reimbursement* language to *City Issued Cellular Devices*, effective November 1, 2025.

Attachments: none