



**CITY COUNCIL WORK SESSION**  
City Hall: 3750 Bridge St NW  
**Monday, April 28, 2025 at 5:30 PM**

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**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. AGENDA ITEMS**
  - A. Fire Department Organizational Chart
  - B. Updating Job Description- Administrative Captain
  - C. Fire Inspector Pending Resignation/Replacement Considerations
  - D. Medical Response
  - E. Stormwater Fees
  - F. Preliminary Levy Discussion
- 4. ADJOURNMENT**



## CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom- City Administrator  
**FROM:** Dave Schmidt- Fire Chief  
**SUBJECT:** Fire Department Organizational Chart  
**DATE:** April 28, 2025

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### **OVERVIEW:**

Per the request of the Mayor, the fire department organizational chart is attached.

### **ACTION TO BE CONSIDERED:**

Discussion and direction as needed

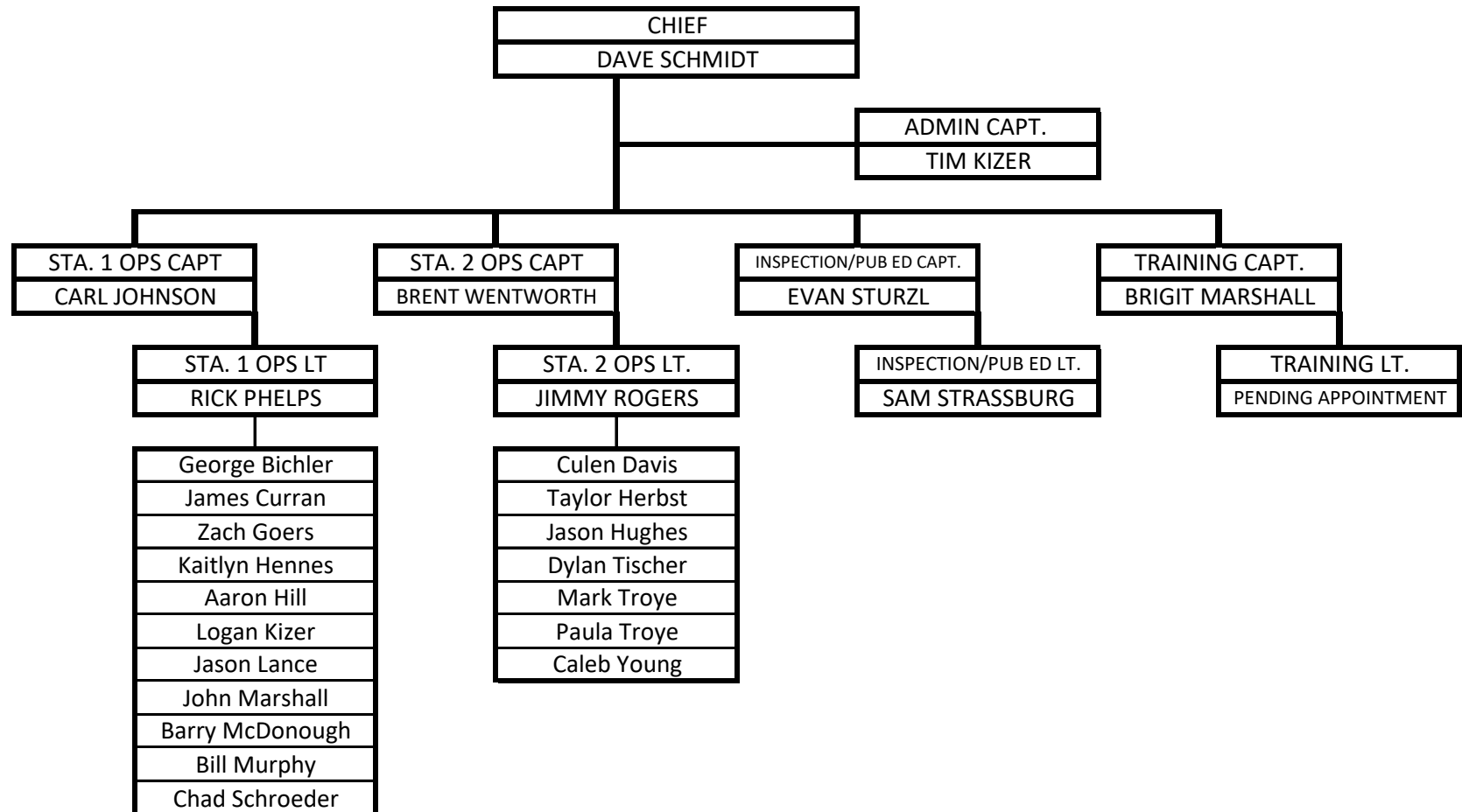
### **BUDGET IMPLICATION:**

None

### **Attachments:**

- Fire Department Organizational Chart

# SFFD Organizational Chart





## CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom- City Administrator  
**FROM:** Dave Schmidt- Fire Chief  
**SUBJECT:** Updating Job Description- Administrative Captain  
**DATE:** April 28, 2025

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### **OVERVIEW:**

As the role and responsibilities of the Administrative Captain position have evolved over the past 15 months, we are updating the job description to more accurately reflect the position's current scope and daily functions

### **ACTION TO BE CONSIDERED:**

Discussion and direction to staff

### **BUDGET IMPLICATION:**

None

### Attachments:

- Red Lined Job Description

City of  
ST. FRANCIS

POSITION PROFILE

<b><u>Effective Date:</u></b>	January <del>2024</del>		
<b><u>Position Title:</u></b>	Administrative Captain	<b><u>Status:</u></b>	Exempt
<b><u>Department:</u></b>	Fire Department/ <del>Administration</del>	<b><u>Approved:</u></b>	_____
<b><u>Accountable to:</u></b>	Fire Chief / <del>Deputy Administrator City Clerk</del>		_____

**Primary Objectives**

This position serves as a supervisor for firefighters and general administrative and technology support for ~~both the fire department and city hall~~, under the direction of the Fire Chief ~~and the Deputy Administrator City Clerk~~. This position is responsible for supervision of personnel, apparatus, and equipment; coordinates fire department activities; provides supervision to firefighters; participates as a member of the management team; participates in Departmental training including instruction; responds to emergency incidents and assumes a leadership role, and carries out the duties of the Fire Chief in his/her absence as assigned.

**Supervision Received**

Works under the general and/or technical supervision of the Fire Chief ~~and the Deputy Administrator City Clerk~~.

**Supervision Exercised**

Performs varying forms of supervision and work direction for firefighters; as well as firefighters at the scene of an emergency.

**ESSENTIAL JOB FUNCTIONS:**

- Responds to phone and in-person inquiries; directs calls, takes messages, provides information and assistance or refers to another staff member as appropriate
- Community based communication facilitator for ~~City Hall and the~~ Fire Department.
- ~~Performs administrative support work including: typing letters and memos and council resolutions, scanning, copying, printing, faxing, and retrieving data or documents as needed.~~
- Responds to emergency incidents and serves in a command or supervisory role at the scene until relieved by a superior officer.
- Responds to all alarms, when necessary, assigned to his/her shift while on duty.
- Responds to emergency calls off duty ~~in accordance with performance requirements~~when necessary, including high acuity and significant events.
- Assists with the management and administration of his/her assigned personnel, facilities, apparatus

and equipment as assigned by the Fire Chief.

- Processes burn permits.
- Plans and assigns duties to employees under his/her command.
- Ensures adequate staffing and scheduling in accordance with Department policy and procedures, standard operating guidelines and orders of the Fire Chief.
- Prepares personnel, payroll, and activity reports for the Fire Chief.
- Plans, conducts and documents firefighter training as directed by the Fire Chief.
- Makes recommendations relating to hiring, transfer, suspension, promotion, discharge, assignments, rewards or discipline of subordinates.
- Maintains discipline.
- Establishes effective working relationship with others.
- Attends regular and assigned training as determined by superiors.
- Represents the Fire Department at local meetings, conferences and schools, as assigned.
- Performs other duties, as assigned or apparent, including firefighter duties as outlined in the Firefighter position description.
- Effective and respectful communication and interactions with other employees, supervisors, individuals from other organizations, and citizens.
- Carries out duties in conformance with Federal, State, County and City laws and ordinances.
- ~~• Assists Deputy Administrator City Clerk and Deputy Clerk with elections and acts as an elections judge.~~
- ~~• Safety Committee representative for City Hall and Fire Department~~
- ~~• Assists in administrative projects from Department Heads at City Hall~~
- ~~• Assists with the City Newsletter~~

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of standard office procedures, tools, equipment and practices.
- Considerable ability to read, understand and follow policies and procedures.
- Considerable ability to operate standard office equipment, including a personal computer with word processing and spreadsheet software.
- Considerable ability to promote and provide excellent customer service, to communicate effectively and tactfully and to maintain effective working relationships with City staff, contacts from outside agencies and the public.
- Considerable ability to organize and prioritize work
- Considerable ability to prepare or generate accurate reports.
- Working ability to perform work that requires bending, crouching, lifting and carrying of files and pushing/pulling to retrieve documents and sitting to perform data entry for long periods of time.
- Ability to be assertive, but not demanding
- Train and evaluate firefighters
- General knowledge of building construction
- Principles of public education
- Principles of emergency scene management including the MN Incident Management System.
- Principles, practices, and methods of fire prevention, comprehensive fire suppression, rescue, emergency medical and hazardous material services.
- Principles of supervision, management and administration including carrying out performance evaluations and scheduling.

- Pertinent Federal, State and local laws, codes, regulations, and ordinances.
- St. Francis Fire Department policies and procedures, and the City of St. Francis Emergency Management Procedure.
- St. Francis Fire department training programs.
- City personnel policies and procedures.

### **MINIMUM QUALIFICATIONS**

Meets all qualifications of Firefighter. Three (3) years of experience on the St. Francis Fire Department or equivalent experience approved by the Fire Chief. Current Minnesota Fire Service Certification Board. Firefighter I, Firefighter II, Current Minnesota EMSRB Certified Emergency Medical Technician. NFPA 472 Haz Mat Operations, Fire Instructor I, Associates Degree in a related field.



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom- City Administrator  
**FROM:** Dave Schmidt- Fire Chief  
**SUBJECT:** Fire Inspector Pending Resignation/Replacement Considerations  
**DATE:** April 28, 2025

**OVERVIEW:**

The fire department is seeking your guidance on the transition following Captain Evan Sturzl’s resignation. Captain Sturzl’s wife has accepted a new job in Brainerd, and their family will be relocating to the Brainerd Lakes area this summer, likely around June. His departure presents staffing challenges, as he has played a key role in fire inspections and public education initiatives, contributing 16 hours per week in this capacity.

**Key Challenges:**

- **Limited Internal Staff Availability** – Current personnel do not have the capacity to absorb these responsibilities while maintaining existing workloads. Fire inspections and related activities must occur during business hours.
- **Specialized Skill Requirements** – The fire inspector role requires specific certifications and expertise that are not widely available within our current workforce.
- **Operational Impact** – A prolonged vacancy could affect fire safety inspections, compliance efforts, and public safety initiatives, including community education.

**Potential Replacement Options:**

**1. Internal Hiring (Promotion or Reassignment)**

- *Advantages:* Utilizes existing staff who are already familiar with our operations and policies.
- *Challenges:* May create staffing gaps in other critical roles; limited availability of qualified internal candidates with daytime availability.

**2. External Hiring (Full-Time Position)**

- *Advantages:* Brings in a dedicated professional with the necessary expertise, ensuring stability and supplementing daytime emergency response. Could assume other duties such as vacant and rental inspections and code enforcement.
- *Challenges:* Recruitment may take time, and budget constraints could be a factor.

**3. External Hiring (Part-Time or Contract-Based Position)**



- *Advantages:* Provides flexibility in staffing and budgeting while addressing immediate needs.
- *Challenges:* Qualified part-time candidates may be limited, potentially leading to inconsistencies in coverage.

**Funding Considerations:**

To assist in evaluating the financial impact of each option, I have outlined Captain Sturzl’s work hours and associated costs over the past two years:

**Year   Total Hours Worked   Total Cost:**

2023: 886 hours	\$13,446
2024: 966 hours	\$15,427

Understanding these historical costs will help determine budget feasibility for internal or external hiring and whether funding adjustments may be necessary. Additionally, we may need to explore alternative funding sources, such as the Public Safety Funds allocated by the legislature which has a balance of \$169,854.

**Next Steps:**

Given these considerations, I would appreciate the Council’s feedback on the feasibility of these options, any potential budget implications, and guidance on the best course of action.

**ACTION TO BE CONSIDERED:**

Provide Council direction on the desired outcome for filling the future vacancy

**BUDGET IMPLICATION:**



## CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom- City Administrator  
**FROM:** Dave Schmidt- Fire Chief  
**SUBJECT:** Medical Response  
**DATE:** April 28, 2025

### **OVERVIEW:**

The fire department plays a vital role in delivering emergency medical services (EMS) as part of its broader public safety mission. Firefighters are cross-trained as Emergency Medical Technicians (EMTs) or paramedics, enabling them to provide immediate, lifesaving care across a wide range of medical emergencies.

A key reason for fire department involvement is the increasing and often unpredictable response times of ambulance services, which are impacted by rising call volumes and staffing challenges. Fire stations are strategically located throughout the community, allowing fire personnel to respond quickly—often arriving before ambulances—to begin critical care and stabilize patients.

Additionally, utilizing the fire department for medical responses allows law enforcement officers to remain available for police-specific emergencies, such as criminal activity, traffic incidents, or public safety threats. This strategic division of labor strengthens the overall efficiency and effectiveness of emergency response across the city.

Importantly, the fire department represents the most highly trained and cost-effective labor force available to respond to medical calls. With advanced medical training, broad emergency response capabilities, and continuous availability, firefighters provide exceptional value to the community while minimizing costs compared to other emergency services.

Furthermore, community perception and expectation play a significant role in shaping the city's emergency response strategy. When residents call 911—regardless of the severity of the emergency—they expect a timely and professional response. The fire department consistently meets this expectation by ensuring trained personnel arrive quickly to provide reassurance, evaluate the situation, and initiate care as needed. This presence helps maintain public trust and confidence in the city's emergency services.

By working in close coordination with EMS and law enforcement, the fire department enhances patient care, reduces response times, and supports a balanced, responsive, and sustainable public safety system.

Below are the call types the fire department responds to on a day to day basis.

**Medical** – An injury or illness requiring an ambulance

**Med Alarm** – An alarm from an alarm company reporting a potential medical situation

**Med Bleed** – Severe bleed, medical involving an amputated limb, uncontrolled bleeding, gunshot, knife/stabbing injury, etc.

**Breathing Diff** – Difficulty breathing, medical involving poor respirations, shortness of breath, trouble talking

**Breathing NOT** – NOT breathing, Medical involving cardiac arrest, respiratory arrest, code blue, CPR started

**Med Drown** – Drowning, medical involving a reported drowning in a bathtub, pool, large body of water/river

**Med Fall** – Significant fall, medical involving significant fall from a roof, down a flight of steps.

**Med Heart** – Heart, medical involving possible heart attack symptoms such as chest pains, heartburn, vomiting, nausea, abnormal heart beat, shortness of breath, numbness or pain in shoulders or arms especially the left, possible stroke

**Med Priority** – Priority medical, a crushing injury, shooting, knife wound, severe allergic reaction, anything else you believe to be life threatening that doesn't fit in the other high priority medicals.

**Med Uncon** – Medical unconscious, Medicals where patient is reported to be unconscious, in and out of consciousness, or conscious but unresponsive.

**Med OB-** Any pregnancy related emergency including child birth.

**Med Choking-** Airway obstruction emergencies related to ingestion

**Med Assault-** Injuries resulting from an assault requiring medical treatment

**Med Stroke-** Suspected Stroke/TIA/CVA

**Med Allergic** – Allergy related medical calls

**Med ILL-** Medicals related to infectious or potentially infectious disease (COVID/Flu/Fever/Sepsis)

**Shoot/Stab-** Calls for injuries resulting from firearms or edged weapons

**Suicide Attempt in Progress-** Calls resulting from intentional acts of self-harm

**Med Abdominal Pain-** Medical calls where the primary complaint is related to abdominal pain

### **ACTION TO BE CONSIDERED:**

Discussion

### **BUDGET IMPLICATION:**

None



**WORK SESSION  
AGENDA REPORT**

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Stormwater Fees  
**DATE:** April 28, 2025

**Stormwater Fees:**

The city began collecting a stormwater fee in 2016 to meet the needs of MS4 water quality requirements. Requirements began in the Federal Clean Water Act and are enforced by the MN Pollution Control Agency. St. Francis is an MS4 city due to our population and that the Rum River is classified as an “outstanding resources value water (scenic and/or recreational water)”

Several requirements became a reality once we qualified as a MS4 city.

- complete a permit to outline a process in which we will following,
- hold builders and developers responsible for sites to protect runoff,
- inspections and maintenance of ponds and ditches,
- management of general stormwater and how it moves through the city,
- working with engineers to manage the permit,
- annual reports that require extensive reporting, and
- MPCA audits

**Projects completed and ongoing:**

An extensive list of work completed by these funds is available on the city’s website under Public Works and “Stormwater”. Fees collective for stormwater are tracked within an enterprise fund much like the street fund. However, we bill stormwater to each household instead of collecting through levy.

**What was decided and how it is working today:**

In 2016 the city began collecting a stormwater fee of \$5.00 a month (\$60 a year) and until 2024, the city has remained at that level. The 2015 Financial Plan identified the following schedule to keep up with costs and stay ahead of inflation.

2016	2017	2018	2019	2020
\$5.00 month \$60.00 year	\$8.00 month \$96.00 year	\$10.00 month \$120.00 year	\$10.50 month \$126.00 year	\$11.03 month \$132.36 year

Remaining flat put us in a position of not collecting what was needed. In the fall of 2023, the following rate schedule was approved:

Year	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Month	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00
Year	72.00	84.00	96.00	108.00	120.00	132.00	144.00	156.00	168.00	180.00
Collected	72.00	\$72.00								

However, due to financial assistance on projects such as the Dellwood riverbank, Rum River Blvd Swale, Rum River Woods Park Riverbank Revetment, and 225<sup>th</sup> Rain Garden Project, were all subsidized, partnering with the Anoka Conservation District. The Culvert/Bridge project on 245<sup>th</sup> was split between St. Francis and Stanford through our shared road agreement. Public Works continues to complete additional work “in house” to stretch stormwater dollars as well, i.e. culvert maintenance, basin maintenance, and stormwater asset management.

**Budgeted Fees for the City**

Year	2024	2025	2026	2027	2028	2029	2030
Budget	245,841	242,000	298,800	299,900	301,100	302,200	303,400

As staff has updated projects and budget needs, early review shows we will be raising the rates to \$8.00/month or \$96.00.

**The process to collect stormwater fees today includes the following steps:**

- Letters to all property owners mailed in March
- Late fee is applied in July
- Letter to notify of assessment in October
- Public Hearing in November
- Work with Anoka County to assess all unpaid invoices

**Due to struggles to collect payments, Council implemented a late fee starting in 2024**

\$10.00 late fee in July to cover additional expenses of staff time, mailing, printing, and process to get onto assessment roles.

This has aided in some getting payments into the city on time. Several who failed to make the deadline called to dispute charge, and many more let it go through the assessment process.

Process Options for Collection of stormwater funds:

Ways to collect	Advantages	Disadvantages
<b>Annual mailing (current process)</b>	<div>→ Consistent each year</div> <div>→ Equal amount for all parcels</div>	<div>→ Cost and time intensive</div> <div>→ People don't pay, and those that do are paying for those that don't</div> <div>→ Assessments cost money</div> <div>→ Complaints and staff time on disputes</div>
<b>Taxes</b>	<div>→ Set a budget and include with levy</div> <div>→ No collection work or staff time</div> <div>→ No additional collection cost or time needed</div>	<div>→ Not equal on all properties</div> <div>→ Complaints on tax amounts</div> <div>→ Will impact how the levy looks</div> <div>→ Tax exempt properties would still receive an annual invoice (churches, schools)</div>
<b>Franchise Fee</b>	<div>→ No impact to taxes or</div> <div>→ No staff time or cost to process</div>	<div>→ There is not a single utility on all properties</div> <div>→ Expensive legal contracts</div> <div>→ Not seen as transparent</div>

Goals tonight:

- Council has requested to discussion how are we collecting fees and the path going forward.
- Increasing to \$8.00/month or \$96.00/year for 2026 if invoicing continues.

Or,

- Apply amount to the levy

Attached:

- Stormwater Data

City of St. Francis Stormwater									
	Actual 2023	Actual 2024	Budget 2025	Proposed 2026	Estimated 2027	Estimated 2028	Estimated 2029	Estimated 2030	
<b>Operating Revenues</b>									
Base	\$ 177,166	\$ 245,841	\$ 230,000	\$ 286,800	\$ 287,900	\$ 289,100	\$ 290,200	\$ 291,400	
Late Fee			\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	
<b>Total Operating Revenues</b>	<b>\$ 177,166</b>	<b>\$ 245,841</b>	<b>\$ 242,000</b>	<b>\$ 298,800</b>	<b>\$ 299,900</b>	<b>\$ 301,100</b>	<b>\$ 302,200</b>	<b>\$ 303,400</b>	
<b>Operating Expenses</b>									
Personal Services	\$ -	\$ 47,183	\$ 63,100	\$ 64,993	\$ 66,943	\$ 68,951	\$ 71,020	\$ 73,150	
Supplies	-	-	-	-	-	-	-	-	
Professional Services	243,075	81,901	40,000	40,000	40,800	41,616	42,448	43,297	
Communications	-	-	-	-	-	-	-	-	
Insurance	-	-	1,000	1,000	1,000	1,000	1,000	1,000	
Utilities	-	-	-	-	-	-	-	-	
Repairs and maintenance	-	-	50,000	50,000	50,000	50,000	50,000	50,000	
Depreciation	24,575	24,575	24,600	24,600	21,000	21,000	21,000	21,000	
Other	-	-	60,000	60,000	60,000	60,000	60,000	60,000	
<b>Total Operating Expenses</b>	<b>\$ 267,650</b>	<b>\$ 153,660</b>	<b>\$ 238,700</b>	<b>\$ 240,593</b>	<b>\$ 239,743</b>	<b>\$ 242,567</b>	<b>\$ 245,468</b>	<b>\$ 248,447</b>	
<b>Operating Income</b>	<b>\$ (90,484)</b>	<b>\$ 92,181</b>	<b>\$ 3,300</b>	<b>\$ 58,207</b>	<b>\$ 60,157</b>	<b>\$ 58,533</b>	<b>\$ 56,732</b>	<b>\$ 54,953</b>	
<b>NonOperating Revenues (Expenses)</b>									
Miscellaneous Grants	\$ 132,497	\$ 33,575							
Special Assessments	\$ 6,121	\$ -	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	
Interest Income	\$ 20,804	\$ 32,743	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	
Miscellaneous	\$ 2,648	\$ 319	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Interest Expense	-	-	-	-	-	-	-	-	
<b>Total NonOperating Revenues (Expenses)</b>	<b>\$ 162,070</b>	<b>\$ 66,637</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	
<b>Income Before Transfers and Contributions</b>	<b>\$ 71,586</b>	<b>\$ 158,818</b>	<b>\$ 13,300</b>	<b>\$ 68,207</b>	<b>\$ 70,157</b>	<b>\$ 68,533</b>	<b>\$ 66,732</b>	<b>\$ 64,953</b>	
<b>Transfers and Contributions</b>									
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Connection Fees	-	-	-	-	-	-	-	-	
Capital Contributions from other funds	-	-	-	-	-	-	-	-	
Transfers Out	-	-	-	-	-	-	-	-	
<b>Total Transfers and Contributions</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Net Income</b>	<b>\$ 71,586</b>	<b>\$ 158,818</b>	<b>\$ 13,300</b>	<b>\$ 68,207</b>	<b>\$ 70,157</b>	<b>\$ 68,533</b>	<b>\$ 66,732</b>	<b>\$ 64,953</b>	
Net Income		\$ 158,818	\$ 13,300	\$ 68,207	\$ 70,157	\$ 68,533	\$ 66,732	\$ 64,953	
Add Depreciation		\$ 24,575	\$ 24,600	\$ 24,600	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000	
Capital Outlay Less Bonds		\$ -	\$ -	\$ 407,330	\$ -	\$ 396,000	\$ 60,000	\$ 259,600	
Principal Payments		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Change to Cash		\$ 183,394	\$ 37,900	\$ (314,523)	\$ 91,157	\$ (306,467)	\$ 27,732	\$ (173,647)	
<b>Cash Balance</b>	<b>\$ 467,385</b>	<b>\$ 642,304</b>	<b>\$ 680,204</b>	<b>\$ 365,681</b>	<b>\$ 456,838</b>	<b>\$ 150,371</b>	<b>\$ 178,103</b>	<b>\$ 4,455</b>	
<b>Capital Outlay</b>									
Stormwater Projects (Detail in Projects tab)			\$ -	\$ 407,330	\$ -	\$ 396,000	\$ 60,000	\$ 259,600	
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 407,330</b>	<b>\$ -</b>	<b>\$ 396,000</b>	<b>\$ 60,000</b>	<b>\$ 259,600</b>	

Street, Stormwater, Water, Wastewater Projects

Category	Project	Notes	2024	2025	2026	2027	2028	2029	2030
Street Maintenance (crackfilling)	Street			\$ 258,940	\$ 84,300	\$ 87,680	\$ 91,250	\$ 95,000	98750
Patriot Parkway	Street								
"	Stormwater								
"	Water								
"	Sewer								
Woodbine St. North	Street			\$ 680,000					
"	Stormwater			\$ 226,000					
"	Water			\$ 302,190					
"	Sewer			\$ 35,000					
229/233rd	Street	Rehab		\$ 278,609					
"	Stormwater			\$ 16,000					
"	Water	Gate Valve		\$ 40,000					
Woodbine St. South	Street			\$ 348,417					
"	Stormwater			\$ 107,515					
"	Water			\$ 269,000					
"	Sewer			\$ 10,000					
229th Ln.	Street			\$ 285,368					
"	Stormwater			\$ 57,815					
HWY47-Ambassador to 241st (Segment	Street					\$ 1,452,000			
"	Stormwater					\$ 396,000			
"	Water					\$ 1,295,125			
"	Sewer					\$ 3,175,973			
Butterfield North	Sewer					\$ 54,000			
HWY 47 State Project (Ambassador to 2	Street								
"	Stormwater					\$ -			
"	Water					\$ 893,438			
"	Sewer					\$ 2,837,281			
Salish, Oneida, 232nd, 233rd, 234th, 235	Street					\$ 438,355			
QuickSilver	Street						\$ -		
Deer Creek (232nd Ln, Navajo St. 229th	Street						\$ 700,000		
232nd Ave, 231st Ave, Lipan St, 231st Ct	Stormwater						\$ 60,000		
"	Water	Gate Valve					\$ 75,000		
Degardner Circle	Street							\$ 688,750	
"	Stormwater							\$ 259,600	
"	Water							\$ 430,986	
"	Sewer							\$ 365,625	
River shores-225th-226th	Sewer							\$ 180,000	
Towns Edge (Lakawana St, 236th Ln, Kar	Street								\$ 345,550
"	Stormwater								\$ -
Bridge St River Crossing	Water								\$ 350,000
Bridge St. West	Water								\$ 234,608
"	Sewer								\$ 256,178
227th Avenue WM Upsize	Water								\$ 457,025
227th Avenue SM Upsize	Sewer								\$ 989,180



Street, Stormwater, Water, Wastewater Projects

Category	Project	Notes	2024	2025	2026	2027	2028	2029	2030
Rum River /Amb WM upsize( Dog Park t	Water								\$ 222,000
Rum River Blvd Force Main	Sewer								\$ 460,158
Rum River Blvd Sewer relining-South	Sewer								\$ 363,125
Ambassador Blvd-North (Bridge St to 23	Water								\$ 425,937
"	Sewer								\$ 494,625
Ambassador Blvd-West (Section #2)	Water								\$ 431,438
"	Sewer								\$ 1,104,681

			\$ -	\$ 2,914,854	\$ 84,300	\$ 10,629,852	\$ 926,250	\$ 2,019,961	\$ 6,233,255
		2024	2025	2026	2027	2028	2029	2030	
Street		\$ -	\$ 1,851,334	\$ 84,300	\$ 1,978,035	\$ 791,250	\$ 783,750	\$ 444,300	
Stormwater		\$ -	\$ 407,330	\$ -	\$ 396,000	\$ 60,000	\$ 259,600	\$ -	
Water		\$ -	\$ 611,190	\$ -	\$ 2,188,563	\$ 75,000	\$ 430,986	\$ 2,121,008	
Sewer		\$ -	\$ 45,000	\$ -	\$ 6,067,254	\$ -	\$ 545,625	\$ 3,667,947	
		\$ -	\$ 2,914,854	\$ 84,300	\$ 10,629,852	\$ 926,250	\$ 2,019,961	\$ 6,233,255	



## WORK SESSION AGENDA REPORT

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**TO:** Mayor and Council  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Preliminary Levy Discussion  
**DATE:** April 28, 2025

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### OVERVIEW:

Each year staff begin the process of building the budget and levy in April for the following year. This is a process that is impacted by internal and external agencies. As it is very early, information is being shared with Council to begin the early discussion on goals for 2026. This could include priority projects, setting staffing levels as well as where we are standing with the long-term financial plan. Included are the preliminary levy estimates and the effect these will have on property taxes. I have included two versions, one with the storm water added to the levy and one without.

City Levy, impacted by the following:

1. Tax abatement
2. Stormwater, if added to levy
3. Election year, increased expense
4. Inflation
5. Employee
  - a. Non-Union COLA
  - b. PW Negotiations

Outside Agency Impacts, data typically received in July or August:

1. Anoka County
  - a. Market Value
  - b. Fiscal Disparities
2. State of MN

a. Local Government Aid

**DISCUSSION:**

Council to identify priorities for 2026 levy

Attachments:

- Preliminary Tax levy and Property Tax Effects-2026 Budget

**City of St. Francis**  
**2026 Tax Levy & Property taxes with Storm Water Levy**

<b>City of St. Francis</b>						
<b>Property Tax Levy by Purpose</b>						
	2024	2025	2026	2027	2028	2029
<b>General Levy</b>						
General Operating	\$ 3,230,000	\$ 3,900,000	\$ 4,300,000	\$ 4,229,700	\$ 4,540,605	\$ 4,785,580
Tax Abatement (Vista Prairie)	\$ -	\$ -	\$ 50,000	\$ 200,000	\$ 200,000	\$ 200,000
Capital Equipment	\$ 320,000	\$ 360,000	\$ 410,000	\$ 440,000	\$ 480,000	\$ 520,000
Building Improvement	\$ 50,000	\$ 25,000	\$ 50,000	\$ 75,000	\$ 100,000	\$ 125,000
Park	\$ 350,000	\$ 200,000	\$ 250,000	\$ 300,000	\$ 350,000	\$ 400,000
Stormwater	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
Street Improvement	\$ 480,000	\$ 600,000	\$ 720,000	\$ 840,000	\$ 960,000	\$ 1,080,000
<b>Total General Levy</b>	<b>\$ 4,430,000</b>	<b>\$ 5,085,000</b>	<b>\$ 6,080,000</b>	<b>\$ 6,384,700</b>	<b>\$ 6,930,605</b>	<b>\$ 7,410,580</b>
<b>Debt Service Levies</b>						
2015 GO	\$ 20,470	\$ -	\$ -	\$ -	\$ -	\$ -
2017 Capital Improvement	\$ 327,220	\$ 310,000	\$ 310,000	\$ 310,000	\$ 310,000	\$ 310,000
2023 Fire Station/City Hall	\$ 820,505	\$ 790,000	\$ 790,000	\$ 790,000	\$ 790,000	\$ 790,000
<b>Total Debt Service Levy</b>	<b>\$ 1,168,195</b>	<b>\$ 1,100,000</b>	<b>\$ 1,100,000</b>	<b>\$ 1,100,000</b>	<b>\$ 1,100,000</b>	<b>\$ 1,100,000</b>
<b>Total Levy</b>	<b>\$ 5,598,195</b>	<b>\$ 6,185,000</b>	<b>\$ 7,180,000</b>	<b>\$ 7,484,700</b>	<b>\$ 8,030,605</b>	<b>\$ 8,510,580</b>
Tax Levy Increase		\$ 586,805	\$ 995,000	\$ 304,700	\$ 545,905	\$ 479,975
% increase		10.48%	16.09%	4.24%	7.29%	5.98%

<b>City of St. Francis</b>						
<b>Net Tax Levy, Net Tax Capacity and City Property Tax Rate</b>						
	2024	2025	2026	2027	2028	2029
Total Levy	\$ 5,598,195	\$ 6,185,000	\$ 7,180,000	\$ 7,484,700	\$ 8,030,605	\$ 8,510,580
Less Fiscal Disparities	\$ 847,511	\$ 1,097,015	\$ 1,100,000	\$ 1,133,000	\$ 1,166,990	\$ 1,202,000
<b>Spreadable Levy</b>	<b>\$ 4,750,684</b>	<b>\$ 5,087,985</b>	<b>\$ 6,080,000</b>	<b>\$ 6,351,700</b>	<b>\$ 6,863,615</b>	<b>\$ 7,308,580</b>
Tax Capacity	\$ 9,862,410	\$ 9,828,072	\$ 9,828,000	\$ 10,319,400	\$ 10,835,370	\$ 11,377,139
Subtractions to Tax Capacity						
TIF	\$ -					
Contributions To	\$ 387,112	\$ 403,311	\$ 415,410	\$ 427,872	\$ 440,708	\$ 453,929
Joint value	\$ 13,878	\$ 15,081	\$ 15,081	\$ 15,081	\$ 15,081	\$ 15,081
<b>Net Tax Capacity</b>	<b>\$ 9,489,176</b>	<b>\$ 9,439,842</b>	<b>\$ 9,427,671</b>	<b>\$ 9,906,609</b>	<b>\$ 10,409,743</b>	<b>\$ 10,938,291</b>
Tax Rate	50.064%	53.899%	64.491%	64.116%	65.935%	66.816%

Total Market Value	Tax Capacity		2025 Actual	2026 Proposed
	2025	2026	Yearly City Taxes	

Residential Property:

\$150,000	1,170	1,170	\$630.62	\$754.54
\$200,000	1,715	1,715	\$924.37	\$1,106.02
\$284,701	2,638	2,638	\$1,421.86	\$1,701.27
\$350,000	3,350	3,350	\$1,805.62	\$2,160.45
\$450,000	4,500	4,440	\$2,425.46	\$2,863.40
\$550,000	5,500	5,500	\$2,964.45	\$3,547.01

Increase to Taxes

Residential Property:

\$150,000	\$123.92
\$200,000	\$181.65
\$284,701	\$279.41
\$350,000	\$354.83
\$450,000	\$437.94
\$550,000	\$582.56

## **City of St. Francis**

### **2026 Tax Levy & Property taxes with Storm Water billed separately**

<b>City of St. Francis</b>						
<b>Property Tax Levy by Purpose</b>						
	2024	2025	2026	2027	2028	2029
<b>General Levy</b>						
General Operating	\$ 3,230,000	\$ 3,900,000	\$ 4,300,000	\$ 4,229,700	\$ 4,540,605	\$ 4,785,580
Tax Abatement (Vista Prairie)	\$ -	\$ -	\$ 50,000	\$ 200,000	\$ 200,000	\$ 200,000
Capital Equipment	\$ 320,000	\$ 360,000	\$ 410,000	\$ 440,000	\$ 480,000	\$ 520,000
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Park	\$ 350,000	\$ 200,000	\$ 250,000	\$ 300,000	\$ 350,000	\$ 400,000
Stormwater	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Street Improvement	\$ 480,000	\$ 600,000	\$ 720,000	\$ 840,000	\$ 960,000	\$ 1,080,000
<b>Total General Levy</b>	<b>\$ 4,430,000</b>	<b>\$ 5,085,000</b>	<b>\$ 5,780,000</b>	<b>\$ 6,084,700</b>	<b>\$ 6,630,605</b>	<b>\$ 7,110,580</b>
<b>Debt Service Levies</b>						
2015 GO	\$ 20,470	\$ -	\$ -	\$ -	\$ -	\$ -
2017 Capital Improvement	\$ 327,220	\$ 310,000	\$ 310,000	\$ 310,000	\$ 310,000	\$ 310,000
2023 Fire Station/City Hall	\$ 820,505	\$ 790,000	\$ 790,000	\$ 790,000	\$ 790,000	\$ 790,000
<b>Total Debt Service Levy</b>	<b>\$ 1,168,195</b>	<b>\$ 1,100,000</b>	<b>\$ 1,100,000</b>	<b>\$ 1,100,000</b>	<b>\$ 1,100,000</b>	<b>\$ 1,100,000</b>
<b>Total Levy</b>	<b>\$ 5,598,195</b>	<b>\$ 6,185,000</b>	<b>\$ 6,880,000</b>	<b>\$ 7,184,700</b>	<b>\$ 7,730,605</b>	<b>\$ 8,210,580</b>
Tax Levy Increase		\$ 586,805	\$ 695,000	\$ 304,700	\$ 545,905	\$ 479,975
% increase		10.48%	11.24%	4.43%	7.60%	6.21%

<b>City of St. Francis</b>						
<b>Net Tax Levy, Net Tax Capacity and City Property Tax Rate</b>						
	2024	2025	2026	2027	2028	2029
Total Levy	\$ 5,598,195	\$ 6,185,000	\$ 6,880,000	\$ 7,184,700	\$ 7,730,605	\$ 8,210,580
Less Fiscal Disparities	\$ 847,511	\$ 1,097,015	\$ 1,100,000	\$ 1,133,000	\$ 1,166,990	\$ 1,202,000
<b>Spreadable Levy</b>	<b>\$ 4,750,684</b>	<b>\$ 5,087,985</b>	<b>\$ 5,780,000</b>	<b>\$ 6,051,700</b>	<b>\$ 6,563,615</b>	<b>\$ 7,008,580</b>
Tax Capacity	\$ 9,862,410	\$ 9,828,072	\$ 9,828,000	\$ 10,319,400	\$ 10,835,370	\$ 11,377,139
Subtractions to Tax Capacity						
TIF	\$ -					
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Tax Rate	50.064%	53.899%	61.309%	61.088%	63.053%	64.074%



Total Market Value	Tax Capacity		2025 Actual Yearly City Taxes	2026 Proposed Yearly City Taxes
	2025	2026		

Residential Property:

\$150,000	1,170	1,170	\$630.62	\$717.32
\$200,000	1,715	1,715	\$924.37	\$1,051.45
\$284,701	2,638	2,638	\$1,421.86	\$1,617.33
\$350,000	3,350	3,350	\$1,805.62	\$2,053.85
\$450,000	4,500	4,440	\$2,425.46	\$2,722.12
\$550,000	5,500	5,500	\$2,964.45	\$3,372.00

Increase to Taxes

Residential Property:

\$150,000	\$86.70
\$200,000	\$127.08
\$284,701	\$195.47
\$350,000	\$248.23
\$450,000	\$296.66
\$550,000	\$407.55