



CITY COUNCIL REGULAR MEETING

City Hall: 3750 Bridge St NW

Monday, July 07, 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 - June 16, 2025

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

C. Separation of Employment – Jessica Rieland

D. Posting for Community Development Director

E. Accept Resignation of Firefighter Logan Kizer

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

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

G. Public Works Streets/Parks Position Resignation/Replacement

H. Routine sewer system cleaning (Jetting)

I. Rivers Edge 8th Addition Development Documents

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

J. Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARING

8. OLD BUSINESS

A. Sale of City Owned Property – Second Reading

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

9. NEW BUSINESS

A. Gravel Driveway Interim Use Permit (IUP)

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

B. Dalton River Villas Concept Review

C. Zoning Code Amendment – Accessory Structure Size - First Reading

Ordinance 347 - Modifying section 10-68-04 accessory structure in the City Code

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

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

E. City Hall/Fire Station Landscape Repair

10. MEETING OPEN TO THE PUBLIC

11. REPORTS

12. COUNCIL MEMBER REPORTS

13. UPCOMING EVENTS

July 14 - Economic Development Authority Meeting 6:00 pm
July 16 - Planning Commission Meeting 7:00 pm
July 19 - Recycling Event 8:00 am - 12:00 pm
July 21 - City Council Regular Meeting - 6:00 pm
July 28 - City Council Work Session - 5:30 pm

14. ADJOURNMENT

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
June 16, 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, and Finance Director Darcy Mulvihill.

3. **APPROVAL OF AGENDA**

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

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

Nays: None

Motion carries: 5-0

4. **CONSENT AGENDA**

A. City Council Minutes - June 02, 2025

B. Canine Program Donation

Resolution 2025-30 accepting a donation to the City of St. Francis Police Department from St. Francis Veterinary Clinic

C. Liquor Store - Full Time Employment

D. Fees to Amend Rum River Bluffs Preliminary Plat

E. Payment of Claims

Muehlbauer noted that the full-time position for the liquor store is self-sustaining and will not affect the tax levy.

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

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

Nays: None

Motion carries: 5-0

5. MEETING OPEN TO THE PUBLIC

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

6. SPECIAL BUSINESS - NONE**7. PUBLIC HEARINGS - NONE****8. OLD BUSINESS****A. Sale of City Owned Property (continued) - First Reading****Ordinance 346 Authorizing the sale of city surplus property to Andy & Roxanne Schreder**

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

MOTION BY: MUEHLBAUER SECOND: FAANES TO ADOPT FIRST READING
ORDINANCE 346 AUTHORIZING THE SALE OF CITY SURPLUS PROPERTY.

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

9. NEW BUSINESS - NONE**10. MEETING OPEN TO THE PUBLIC**

Hunter Carlson, 2612 230th Court, came forward to discuss moving from a charter City to a statutory City. He shared that there are pros and cons to both systems. He noted that he likes the charter rules that ordinances need to be read allowed three times before being officially passed. He added that Ham Lake is the only city that has a four-year Mayor term with no wards. He shared his support for staying as a charter City.

Roxanne Schreder, 2330 Cree Street, came forward and thanked the Council for the opportunity to work and soon own property in the City. She shared that she looks forward to continuing to grow her business in the City.

11. REPORTS**A. Fire Department Monthly Report- May 2025**

Fire Chief Schmidt reviewed the Fire Department report for the month of May. He shared that they responded to 78 calls for services, with an average en route time of seven minutes and 41 seconds, and at scene time of 11 minutes and 46

seconds. He noted they will be updating this report for June to include the data on the first arriving responder and the aggregate. He noted they are projecting a volume increase for the year of 12.41%. He reviewed the times of day and days of the week when all calls came in, with the 5:00 p.m. hour being the busiest hour of the day and Thursdays being the busiest day of the week. He shared that there was an increase in firefighter responses per day. He noted there were 20 fire events and 58 EMS events, with the average time on scene of 45 minutes and four seconds. He said there was no property loss for the month. He added that they met their turnout goals 51% of the time and their arrival on-scene goals 44% of the time. He shared that they provided mutual aid three times, twice to Oak Grove and once to Ramsey, and received no mutual aid.

Robinson asked if any of the callers for falls and heart issues, or illegal burning, are repeat callers. Schimdt said he would need to review each of these runs to see if any are repeats; however, he said they typically see repeat offenders for illegal burning.

Robinson asked if illegal burning gets passed off to the Police Department and if the charges increase as the offenses increase. Police Chief Schwieger said they visit repeat offenders of illegal burning. He noted they occasionally do look at issuing additional charges when they are constantly going out to the same property for the same issue to ensure the offender appears in court.

Robinson asked if they should reach out to family members of those who are repeat callers for falls or other medical concerns. Schmidt said they reach out to families as best they can. He shared that they try to identify the issues with these repeat callers so they can figure out how to help avoid more calls in the future.

The Council thanked Schmidt and the Fire Department for all of the work they do throughout the City.

12. COUNCIL MEMBER REPORTS

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

Muehlbauer shared that the City does not have jurisdiction to make changes to Highway 47. He stated he was disappointed to see how issues with Highway 47 were reported on the news.

Udvig shared that she finished the Citizen's Academy and encouraged other residents to take part in this as well. She sent thoughts and prayers to the Hortman and Hoffman families after the recent shooting.

Robinson asked about the timeline for changes at Rum River Woods Park, the ice rink. Public Works Director Carpenter shared that the playground has been ordered for Rum River Woods and will be starting soon. He noted that they had a kick-off

meeting for the ice rink project earlier today, and they have the project scheduled for the fall of 2026. He added that they are working on grants for this project.

Robinson asked how the use of the dog park has been this spring. Carpenter said that the park has been well utilized, and they have not had any reports of dog owners being irresponsible at the park. He shared that they plan to add a few more items to the park throughout the summer.

Robinson asked if the weed barrier is working around the fencing. Carpenter said yes.

Mayor Vogel stated they are getting close to having a JPA with Bethel Fire.

13. UPCOMING EVENTS

June 18 - Planning Commission Meeting - 7:00 pm

June 19 - City Offices Closed - Juneteenth

July 04 - City Offices Closed - Independence Day

July 07 - City Council Regular Meeting - 6:00 pm

July 16 - Planning Commission Meeting - 7:00 pm

14. ADJOURNMENT

There being no further business, Mayor Vogel adjourned the regular City Council at 6:22 p.m.

Jennifer Wida, City Clerk

CITY OF ST. FRANCIS
CITY COUNCIL WORK SESSION AGENDA
St. Francis City Hall Fire Station 3750 Bridge Street NW
June 9, 2025
5:30 p.m.

1. CALL TO ORDER

The City Council Work Session meeting was called to order at 5:30 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 and Liquor Store Manager Joe Pfeifer.

3. AGENDA ITEMS

A. City Charter Next Steps

City Administrator Thunstrom reviewed the Staff report in regard to the future of the Charter and its next steps. She shared that Josie Rosene, Staff Attorney with the League of Minnesota Cities, is in attendance this evening.

Robinson shared that he is supportive of a four-year Mayor term as he sees it as a benefit to the Council and the public.

Udvig agreed and shared that she would want this on the ballot so residents can vote. She noted they will need to do a good job educating the public and why they want to move to a four-year Mayor term.

Faanes said that she sees it as inconsequential to go from a two-year term to a four-year term for Mayor. She noted that a four-year term makes more sense. She asked if the Council and the Charter members all voted in favor of changing this, whether the residents' votes would matter. Thunstrom said the Council and Charter could vote on this and not send it to a ballot; however, if this were petitioned, then it would have to go back to a ballot anyway.

Muehlbauer asked if someone chose not to vote on this ballot question, if it would count as a no vote. Ms. Rosene said she can look into this and report back with an answer.

Muehlbauer said he finds it important to put this question on the ballot. He added that he would like this question to be on the ballot in a presidential election year because that is when they get the most voter turnout.

Faanes shared that there have been a lot of decisions that are bigger than this one that this, or previous, Councils have made without putting them on a ballot. She noted that the residents voted the Council in to make decisions for the City. She said she sees changing the Mayor term as a small issue.

Muehlbauer noted that they have seen how residents react when the Council makes big changes. He said it would be transparent to put this on the ballot.

Mayor Vogel agreed with Faanes. He added that this would not have any effect on his current Mayor term. He said if they do put this on a ballot, he would like it to be done during a presidential year.

Charter Commissioner Zimmerman shared that the consensus of the Charter Commission was to put the change in the Mayor's term on the ballot for the residents to vote on. He explained that they have had difficulty filling vacancies on the Charter Commission ever since he joined. He noted that because of this, moving to a statutory city may be a good idea.

Muehlbauer noted that he believes being a statutory city would be easier to deal with, and it would be less restrictive.

Mayor Vogel asked if all rules and regulations of a statutory city would also apply to a Charter city. Ms. Rosene explained that there are State laws that could preempt a Charter.

Muehlbauer asked about the biggest benefit of being a Charter city. Ms. Rosene explained that the major benefit of having a Charter is that a city can tailor their Charter to fit the unique needs of its city. She added that there are also things that can be done in Charter cities, but not statutory cities, such as elections based on wards.

Robinson asked if a statutory city puts more power in the Council's hands. He asked why they became a Charter city in the first place. Mr. Zimmerman shared that he has not served on the Charter Commission from its origin, so he is not sure why it was started.

Robinson said he is concerned that the Charter Commission has difficulty getting Commissioners to attend meetings and fill vacancies. He noted that anyone who wants to serve on the Commission can apply and be appointed by a judge to make important decisions for the City.

Thunstrom explained that in order to make Charter changes, the Council needs to vote unanimously, and if they do not, it would go to a ballot.

Udvig noted that there were quite a few Charter Commissioners whose terms all expired at the same time. She asked if everyone re-upped their terms. Thunstrom said there is still a vacancy.

Faanes shared that at the last Charter Commission meeting, she thinks that some of the Commissioners had an interest in keeping the Charter. She said she does not think having a difficult time filling vacancies is enough of a reason to get rid of the Charter. She stated she likes having a Commission available to the Council to help them interpret things and make decisions when needed.

Muehlbauer noted that a lot of this will come down to educating the residents before putting this on a ballot.

Mayor Vogel explained that he is in favor of the four-year Mayor term because anyone in a new role on the Council will take several months to get up to speed on the Council, and by the time they start to get comfortable, it will be time for the next election.

Mr. Zimmerman asked if they were already a statutory City if the Mayor's term could be in the statute. Ms. Rosene explained that statutes are determined by City ordinances, and they could amend the ordinance to a four-year term for the Mayor.

Faanes asked if they were a statutory City, if the Council would be able to make this change without putting it on the ballot. Thunstrom said yes.

Mayor Vogel shared his support for moving to a statutory City. He noted that most residents likely do not know that they are currently a charter City and what that even means. He added that they also have difficulty filling vacancies with people who would be passionate about the work that the Charter Commission does. He asked if the Council were to come to a consensus this evening that they wanted to move to being a statutory City if would they have to send this to the Charter Commission to vote on. Thunstrom explained that she would work with the League of Minnesota Cities to create a timeline and outline steps that they would take to formally approve this change.

Muehlbauer asked if it would be easiest if they were to put both the change in Mayor term and change to a statutory City on the same election year ballot so they can educate residents on both at the same time or if they should put one on the 2026 election ballot and the other on the 2028 election ballot.

Robinson said he thinks it would be more transparent to do both at the same time. He asked Mr. Zimmerman if he thinks the Charter Commission has been beneficial or if they are on the right path to dissolve it. Mr. Zimmerman said the Charter Commission has been beneficial; however, they only meet once a year, which is a long time to go between meetings.

Muehlbauer asked if there are often reasons that they call a second Charter Commission meeting during a year. Mr. Zimmerman said he has served on the Commission for almost 20 years, and there have only been a few years when they met more than once.

Faanes said she is not in favor of moving to being a statutory City.

The consensus of the Council was to move towards changing to a statutory City in 2028.

B. Liquor Store - Full Time Employment

Liquor Store Manager Pfeifer reviewed the Staff report and his request for a current part-time employee to become a full-time employee at the Liquor Store.

Robinson asked how many full-time employees the Liquor Store currently has. Pfeifer said this would be the fourth full-time employee.

Robinson asked if this would change the current employee's hourly wage. Pfeifer said this employee would move up a tier, but the main change for him would be that he would be eligible for benefits.

Udvig said he has seen this employee at the Liquor Store many times, and he is very knowledgeable and good with customers. She shared her support for making him a full-time employee.

Faanes asked if this change would still leave them with enough Staff to cover vacations or sick days. Pfeifer said yes, as they will still have four part-time employees.

Muehlbauer stated he is not in favor of moving someone from a part-time role to a full-time role due to budgeting.

Thunstrom explained that this will not have an impact on their budget or levy as it will be coming out of the enterprise fund.

Muehlbauer said if this were a self-sustaining change, then he could support it.

Faanes shared that she has been self-employed for years, and she knows how important it is for someone to have access to health benefits, so she is supportive of this change, so the employee would be eligible for benefits.

Mayor Vogel shared some of the same concerns as Muehlbauer; however, he understands the situation and is supportive of the change.

The consensus of the Council was to move forward with making this part-time

employee a full-time employee.

4. ADJOURNMENT

There being no further business, Mayor Vogel adjourned the City Council Work Session at 6:17 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Separation of Employment – Jessica Rieland
DATE: July 7, 2025

OVERVIEW:

End of probation separation of employment requested due to performance issues for Community Development Director, Jessica Rieland.

ACTION TO BE CONSIDERED:

The Council is requested to approve the separation of employment for Jessica Rieland



CITY COUNCIL
AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Posting for Community Development Director
DATE: July 7, 2025

OVERVIEW:

If approved, effective July 7, 2025, the Community Development Director position will become vacant

Staff recommend temporarily adjusting the Community Development Specialist position with an increase of \$6.00 per hour beginning July 8, 2025, until the position has been filled. This position will be the main support to keeping the department stable through the transition.

Staff requests the approvals to post the position immediately.

ACTION TO BE CONSIDERED:

Motion to approve a temporary adjustment in the Community Development Specialist position and to post for the rehire of the Community Development Director position.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Accept Resignation of Firefighter Logan Kizer
DATE: July 7, 2025

OVERVIEW:

Firefighter Logan Kizer has submitted his resignation from the fire department, effective June 21st, 2025. Firefighter Kizer has served the city since December of 2023.

ACTION TO BE CONSIDERED:

Accept Firefighter Logan Kizer's resignation, effective June 21st, 2025

BUDGET IMPLICATION:

Attachments:

- L. Kizer letter of resignation.

Hey Chief, I wanted to let you know that i'll have to leave the department on June 21st regardless of how my EMT goes because my living situation is coming to an end in St. Francis, i have to find a new place to live so I'm going to be temporarily living with my grandmother in dassel. Like i said, I'm being forced to move out of St. Francis with the current housing market so my official last day will be June 21st. I leave for Massachusetts Tomorrow and i won't be getting back till June 29th. I'm very sorry about this last minute alert but i was trying to see if I could find someplace to live out here to stay on the department, but had no luck. First of all, I want to say thank you so much for all the time and effort put into me on the department, and still thank you for the second chance at EMT, and so far it's going very well. I wish i could've stayed here longer but i have to wait for the waiting times out here to get accepted or try to be accepted out here In St. Francis. I've reached out to multiple places in town here and am just waiting to hear back. Again thank you for everything and everyone who helped me through the process over the last year and a half or so.

Thank you so much,
Logan Kizer



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Support for a Capital and Bonding Request from the Governor and Minnesota State Legislature
DATE: July 7, 2025

OVERVIEW:

Each year the office of Minnesota Management and Budget prepares instructions and opens applications for local governments to support for Capital and Bonding assistance from the State.

One step in the application process includes the submission of a local resolution of support.

This will be the second year in which the City is requesting State funds. For the 2025 legislative session the City requested \$3m and the session ended without cities or projects receiving funding.

The best process to improve the odds of success is to submit the application through MMB and to work with LGN to draft bills based on projects and experience.

The application for 2026 has been submitted and staff is increasing the request to \$4m to include inflation and recognize the increase in project costs as each year passes.

ACTION TO BE CONSIDERED:

Council to review and adopt Resolution 2025-32 A resolution of support for capital and bonding request of the Governor and State Legislature.

Attachments:

- Resolution 2025-32 A resolution of support for capital and bonding request of the Governor and State Legislature

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

RESOLUTION 2025-32

**A RESOLUTION OF SUPPORT FOR CAPITAL AND BONDING REQUESTS OF
THE GOVERNOR AND STATE LEGISLATURE**

WHEREAS The City of St. Francis makes capital funding and bonding requests of the Governor and Minnesota Legislature to support projects with a regional impact; and

WHEREAS the City Council has had an opportunity to review and prioritize the City's long term capital plan and the City Council supports these projects and is committed to funding at least 50% of the capital costs using local funds.

NOW, THEREFOR, BE IT RESOLVED by the Council of the City of St. Francis to file and request funding from the Minnesota Legislature and Governor for the following project:

1. St Francis Water and Sewer Improvement – Approximate project cost of \$8,745,000; requesting \$4,000,000

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7TH DAY OF JULY 2025.

APPROVED:

ATTEST:

Mark Vogel, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Public Works Streets/Parks Position Resignation/Replacement
DATE: July 7, 2025

OVERVIEW:
A letter of resignation was received from Tom Koep indicating that his last day of employment with the City of St. Francis was on Friday June 28th.

ACTION TO BE CONSIDERED:
City Council to accept the resignation of Tom Koep and authorize Staff to fill the vacancy created with the resignation.

BUDGET IMPLICATION:
This is an existing budgeted position.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Routine sewer system cleaning (Jetting)
DATE: July 7, 2025

OVERVIEW:

The City of St. Francis hires a jetting company to clean one of the five sanitary districts as part of our annual sewer maintenance program. This year, it will be district two. Sewer cleaning or jetting is accomplished by using high-pressure water (2000 psi) to scour and clean the collection system mains. This is being done to eliminate any potential blockages or obstructions in the main preventing the flow of wastewater.

ACTION TO BE CONSIDERED:

Council to authorize the low quote of \$14,770 from Empire Pipe Service to perform work.

BUDGET IMPLICATION:

Jetting and televising are items in the yearly operation and maintenance budget.

Attachments:

- Empire Pipe Services Estimate
- Nelson Sanitation Estimate
- District two map

June 12, 2025

Maintenance Proposal

Submitted To: City of St. Francis
 4058 St. Francis Blvd.
 St. Francis, MN 55070

Attn: Parish Barten

Job Name/ Location: Sanitary Sewer Cleaning of Dist. #4 Bridge St. Area, St. Francis, MN

We hereby submit the following specifications per these scope clarifications:

- The total Sanitary Sewer proposed to be Cleaned is approximately 21,100' of 8-18" piping
- Sewer Maps/Plans will need to be provided and manholes need to be exposed
- Pricing breakdown is on the 2nd page of the maintenance proposal
- Cleaning includes up to (2) cleaning passes, over (3) will be considered "heavy cleaning"
- Any specialty cleaning such as root cutting or deposit removal will be at an additional hourly charge
- We assume to have access to water at no additional charge to conduct cleaning
- Dump site for all vacuumed debris will need to be provided by the city pricing does not include dumping elsewhere at this time
- (2) copies of typed reports and flash drive will be provided
- We assume we can utilize the trail along County Rd. 24 Bridge Street to clean the sanitary sewer, any other easement work would be done on an hourly basis if required.
- Manhole Inspections if requested will be conducted per Level 1(MACP guidelines)
- Minimal Traffic Control is included at this time
- Any work done on State or County Highways may require Right of Way work permit

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.


 Authorized Signature: Shawn Wenner

Acceptance of Proposal The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

 Date of Acceptance

 Authorized Signature

June 12, 2025

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

Attn: Parish Barten

Sanitary Sewer Cleaning Maintenance Proposal for 2025-District #4 Bridge Street Area, St. Francis, MN

2025

Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
1	Cleaning only of 8-12" existing PVC Sanitary Sewer	LF	21,100	\$0.70	\$14,770.00
Total Estimated Amount:					\$14,770.00

Please review "Clarifications" on Page 1

Additional Item Rates that may be needed on a per Incident Basis for the duration of the agreement

1	Jet Vac Truck w/operator	HR	1	\$265.00
2	Televising Truck w/operator	HR	1	\$250.00
3	Lateral Launch Camera	quote on per incident basis		
4	Manhole Inspections (MACP Level 1)	EA	1	\$85.00
5	Cleaning of Lift station (Average cost)	EA	1	\$530.00
6	Trenchless Spot Repair	per incident basis		
7	Per Diem (only if there is additional work over 6 hrs.)	EA	1	\$350.00
8	Technician only	HR	1	\$100.00

Please note: We share our hourly rates for the "Additional Items" in confidence we ask that this information only be used for city purposes.

Empire Pipe Services
 415 Truman Street
 North Mankato, MN 56003



 Shawn Wenner, CEO Empire Pipe Services

Acceptance of Proposal The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance_____
Authorized Signature



Project: 2025 Routine Jetting

City of St. Francis, MN

Work:

Jetting of Sanitary Sewer

21,000 LF x \$0.72/LF = \$15,120.00

Mobilization Fee = \$400.00

Total = \$15,520.00

If the jetter truck can't get close enough to an area it will be an additional \$1.00/LF plus \$200 mobilization for the use of our easement jetter. \$600.00 minimum.

City Responsibilities: Provide exposed & accessible manholes. Provide access to water/fire hydrant at site & location to dump debris at/near site. Provide a legible plan/map showing direction of flow and manhole/catch basin numbers. City responsible for controlling flow if needed.

Traffic control: "Utility Work Ahead" type of signs, a few cones and flashing lights on the trucks are included. Anything more than that such as lane closures will be an additional fee.

Above pricing does not include root cutting.

Extra charges apply if more than 3 passes are needed during jetting.

Prepared by:

Chad Houg

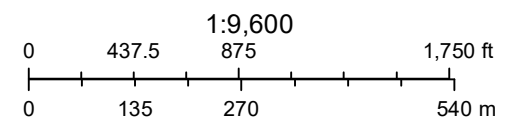
Director of Sales & Marketing

Chad@NelsonSanitation.com

Office 320-393-2787

Cell 320-309-6335

Agenda Item # 4H.





CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Rivers Edge 8th Addition Development Documents
DATE: July 7, 2025

OVERVIEW:

The council approved the Final Plat of the 8th addition of the Rivers Edge development in May. Since then, it has been identified that the developer will be transferring the final phase of the development to another developer/home builder, JPB Land.

Final steps of the Plat include the securing of legal documents, the signing of the mylars and the development agreement, grading agreement and resolution approvals that support the Final Plat.

In the event there are land closing delays, the current owner has requested a grading agreement which would allow them to begin mobilizing in a timely manner. It is possible that this document will not be necessary but with MN short seasons it is this type of tool that allows projects efficiency.

These documents have been reviewed by the City Engineer, Planner and Attorney to ensure accuracy with the approvals and ordinance. Forms are subject to Attorney approval to form.

ACTION TO BE CONSIDERED:

Council to review and approve final approval documents for Rivers Edge 8th Addition.

- Development Agreement to JPB Land, LLC
- Grading Agreement to St. Francis Land Development
- Resolution 2025-33 Resolution Conditionally Approving the Revised Final Plan and Final Plans for the 8th Addition of the Rivers Edge Subdivision

Attachments:

- Development Agreement to JPB Land, LLC
- Grading Agreement to St. Francis Land Development
- Resolution 2025-33 Resolution Conditionally Approving the Revised Final Plan and Final Plans for the 8th Addition of the Rivers Edge Subdivision

**DEVELOPMENT AGREEMENT
RIVERS EDGE 8th ADDITION**

This Development Agreement (“Agreement”) is made and entered into this ____ day of _____, 2025, by and between the City of St. Francis, a Minnesota municipal corporation ("City") and JPB Land LLC, a Minnesota Limited Liability Company ("Developer").

WITNESSETH:

WHEREAS, the City approved the final plat and final plan PUD of RIVERS EDGE 8TH ADDITION on May 5, 2025, said plat legally described in **Exhibit A** attached hereto and made a part hereof ("Property") contingent upon the conditions recited therein and on the execution of this Development Agreement by the Developer and City; and

WHEREAS, the City approved 29 lots in the eighth addition, (23 lots in the seventh addition, 21 lots in the sixth addition, 45 lots in the fifth addition, 5 lots in the fourth addition, 10 lots in the third addition, 6 lots in second addition, 23 lots were approved in the first addition) of an expected one hundred sixty-two (162) Single Family Residential lots; and

WHEREAS, the proposed plat contemplates the dedication of certain streets and roads to be constructed in accordance with applicable ordinances and standards, and with the plans prepared by the Developer's Engineer as provided herein as **Exhibit B**, which the Developer has reviewed and agrees to be bound by, which is made a part hereof; and

WHEREAS, the proposed plat contemplates the construction of a sanitary sewer, water service and drainage facilities by the Developer within the Property, and with the plans as provided herein as **Exhibit B**, which the Developer has reviewed and agrees to be bound by, which is made a part hereof; and

WHEREAS, the City requires that the water, and sewer and drainage facilities constructed upon the Property meet the City's quality standards; and

WHEREAS, pursuant to negotiations between the City and a prior owner of the Property, the prior owner requested and the city agreed to and the City constructed a water main and sanitary sewer in, under and across the Property and deferred the connection fee against the Property for said water and sanitary sewer until development of the Property. The value of the water main and sanitary sewer improvements to the Property is \$389,040.43; and

WHEREAS, the Developer will pay a portion of the \$389,040.43 as part of the approvals for this part of the Property; and

WHEREAS, the Developer desires that after it completes the construction, the City will accept and maintain said streets, roads, sidewalk, trails, water and sewer and drainage facilities that serve said plat; and

WHEREAS, the City requires certain security hereunder to guaranty the proper construction of said streets and road, trails, water and sewer, and drainage facilities and the payment of all costs for labor and materials incurred in connection therewith; and

WHEREAS, the Developer has fee simple title to the property legally described in Exhibit A; and

WHEREAS, the Developer agrees to be fully bound by the terms and conditions of this Development Agreement (hereinafter referred to as “Development Agreement” or “Agreement”).

NOW, THEREFORE, in consideration of the mutual promises of the parties made herein, it is agreed by and between the parties hereto, that the Developer will provide all labor and materials and construct streets, roads, sidewalk, trails, water and sewer and drainage facilities to adequately serve the plat of RIVERS EDGE 8TH ADDITION and take all other actions in accordance with this Development Agreement at its own expense except as hereinafter provided.

IT IS ALSO AGREED:

1. **Request for Plat Approval.** The Developer is the fee owner of the land in the City of St. Francis legally described on Exhibit A and has asked the City to approve the plat of RIVERS EDGE 8th ADDITION and the plans and specifications for the installation of public and private improvements within the plat of RIVERS EDGE 8th ADDITION (hereinafter referred to as the "plat"). The land within the plat is legally described in Exhibit A.

2. **Conditions of Plat Approval.** The City hereby approves the plat and the installation of public improvements on the condition that the Developer complies with all conditions outlined in the May 5, 2025, final plat approval (including references to requirements of the preliminary plat) city ordinances and compliance with this Agreement. The City hereby further conditions this approval upon the requirement that the Developer submit and receive approval from the City Engineer for the final utility plans, final grading and storm water. The City further conditions its approval on the Developer entering into this Agreement and furnishing the security required by it. The Developer is also required to secure sewer extension permits, an NPDES Phase II permit, provide evidence of full fee title in the property and pay all outstanding tax and special assessment obligations if any, as a condition of plat approval telephone, electric and gas utility lines are to be placed underground in accordance withal applicable City ordinances; driveways should be located so as to preserve as many trees as possible; addresses for each individual home shall be posted at each driveway entrance; street signs shall be required at all intersections at Developer’s expense; the Developer shall comply with the Agreement and Waiver Regarding Pre-Approval Grading of Plat known as Rivers Edge; all as a condition of plat approval.

3. **Right to Proceed.** Within the Property, the Developer may not grade or otherwise disturb the earth, remove trees, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings until all the following conditions have been satisfied: 1) this Contract has been fully executed by both parties and filed with the City Clerk; 2) the Developer has submitted a title insurance policy to the City establishing that good and marketable title to the Property is in the name of the Developer; 3) the necessary security has been received by the City; 4) final engineering and construction plans and Storm Water Pollution Prevention Plan have been delivered by Developer to city engineer and the engineer has approved; 5) Developer has obtained all necessary permits from all federal, state and local governmental entities; 6) Developer has submitted to City the Insurance Binder required herein; and 7) the City's administrator has issued a letter that conditions 1 through 6 herein have been satisfied and that the Developer may proceed.

4. **Phased Development.** The Developer will submit a phasing plan, if any, to the City for review and a determination by the City as to whether the phasing plan will be approved. In the event that the phased development plan is not acceptable to the City, the Developer shall comply with City instructions and resubmit the phasing plan for City review and a determination by the City as to whether the phasing plan will be approved. The City may refuse to approve final plats of subsequent Phases if the Developer has breached this Agreement and the breach has not been remedied.

5. **Development Plans.** The Developer intends to develop the Rivers Edge Planned Unit Development in two or more phases. The City may refuse to approve final plats of subsequent phases if the Developer has breached this Agreement and the breach has not been remedied. The plat shall be developed according to plans submitted to and approved by the City. The plans shall not be attached to this Agreement. With the exception of Plan A, the plans may be revised, subject to reasonable City approval, after entering the Agreement, but before commencement of any work in the plat. The erosion control plan must also be approved by the City Engineer. If the plans vary from the written terms of this Agreement, the written terms shall control.

The plans are:

Plan A: Final Plat of Rivers Edge 8th Addition, prepared by Westwood Professional Services, Inc.

Plan B: Rivers Edge 8th Addition Grading Set, dated 5/8/25, prepared by Campion Engineering Services, Inc.

Plan C: Rivers Edge 8th Addition Construction Drawings, dated 5/8/25, prepared by Campion Engineering Services, Inc.

Plan D: Specifications for Rivers Edge 8th Addition, dated 4/49/25, prepared by Campion Engineering Services, Inc.

6. **Improvements.** The Developer shall install and pay for the following public and private improvements (collectively the "Improvements") as required to be built in accordance with the approved plans:

- A. Site Grading and Ponding and all temporary and permanent erosion control measures
- B. Bituminous Streets
- C. Street Signs
- D. Street Lights
- E. Setting of Lot and Block Monuments
- F. Surveying and Staking
- G. Storm Sewer System, including all necessary culverts, catch basins, ponds, inlets and other appurtenances
- H. Water System*
- I. Sanitary Sewer System*
- J. Concrete Curb and Gutter
- K. Concrete Sidewalk
- L. Underground Utilities
- M. Landscaping
- N. Connection to municipal water and sewer facilities, sewage disposal constructed in accordance with the laws of the State of Minnesota, the regulations of the State Health Department and the City code provisions and the requirements of the City and the Minnesota Pollution Control Agency

The improvements shall be installed in accordance with City standards, ordinances, and plans and specifications which have been prepared by an Engineer registered in the State of Minnesota and reviewed and approved by the City Engineer. The Developer shall obtain all necessary permits from the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Health, Anoka County Highway Department and other agencies before proceeding with construction. The City, at the Developer's expense as set out in Section 22, shall have one or more City inspectors and a soil engineer inspect the work on a full or part-time basis. The Developer's Engineer shall schedule a preconstruction meeting at a mutually agreeable time at the City offices with all parties concerned, including the City staff, to review the program for the construction work. A complete set of reproducible "As Built" utility and grading plans shall be prepared for the City Engineer. The Developer shall provide electronic AutoCAD files to the City Engineer for preparation of the "As Built" plans. A complete set of "As Built" grading plans shall be prepared by the Developer's Engineer. The cost of preparing these plans shall be paid for by the Developer.

* The City has constructed the water and sanitary sewer within the Property. The Developer has benefitted from the water and sanitary sewer improvements constructed by the City on the Property. The prior City Engineer has calculated the benefit received by the Developer for these water and sanitary sewer improvements at \$389,040.43. Based on same, the City shall require that the Developer pay a connection charge of \$389,040.43, and Developer agrees to pay this amount. The connection charge shall be paid in accordance with the formula as listed in Section 8 of this Agreement.

The Developer also agrees to design all streets and roadways to meet thirty (30) miles per hour design standards and acknowledges and agrees that a minimum of a three hundred (300) foot radius or approved super elevated curve is required to meet this standard. The Developer will submit

thickness design calculations to verify that the proposed pavement thickness is acceptable to the City.

The Developer will also submit a signage plan for review and determination of sufficiency by the City.

The Developer will submit a lighting plan for review and determination of sufficiency by the City.

7. **Security.** To guaranty the compliance with the requirements, provisions, limitations and terms set forth in this agreement, and the installation and construction of improvements in a good and workmanlike manner, pursuant to the plans and specifications and the requirements of the City Engineer, and payment of the costs of all improvements, the Developer shall furnish and deliver to the City a letter of credit, in the form attached hereto (or as deemed acceptable by the City) from an FDIC insured bank ("security") prior to beginning any construction within the plat. The letter of credit shall renew automatically until released by the City. The amount of the security includes all the security requirements set forth in this Agreement and was calculated as follows:

CONSTRUCTION COSTS:	
Sanitary Sewer	\$ 128,000.00
Water Main	\$ 183,500.00
Storm Sewer	\$ 121,000.00
Streets	\$ 323,500.00
Grading and Erosion Control	173,000.00
CONSTRUCTION TOTAL	\$
100% of Construction Total	\$ 929,000.00

This breakdown is for historical reference; it is not a restriction on the use of the security. The bank shall be subject to the reasonable approval of the City Administrator. The Letter of Credit shall allow the City to draw upon the instrument, in whole or in part, in order to complete construction of any or all of the improvements or to satisfy the claims of Contractors or suppliers which have not been satisfied by Developer and to pay any fees or costs due to the City by the Developer. The City may draw down the security, upon ten (10) business days' prior written notice to the Developer for any violation of the terms of this Agreement. Amounts drawn shall not exceed the amounts necessary to cure to the default. If the required public improvements are not completed at least thirty (30) days prior to the expiration of the security, the City may also draw it down. If the security is drawn down, the proceeds shall be used to cure the default. The Developer may apply to the City Council of the City for a reduction of the security once per month commencing 30 days after the permit for the Sanitary Sewer is issued. The City Council shall respond to this request within 30 days of receipt of the Application for Reduction of Security. Upon receipt of proof satisfactory to the City that work has been completed to the quality as

required by the City, and that the Developer has taken all steps necessary to ensure that no liens will attach to the plat, and financial obligations to the City have been satisfied, with City approval the security may be reduced from time to time up to seventy-five percent (75%) of the financial obligations that have been satisfied, as determined by the City in its sole discretion. It is expressly understood that the 100% Initial Letter of Credit may only be requested to be drawn on by the Developer to be reduced if there is 125% left in total security for the cost of the remaining public improvements. Ten percent (10%) of the original financial security amount shall be retained as security until all improvements have been completed, all financial obligations to the City satisfied, the required “as constructed” plans have been received by the City, a warranty security is provided, and the public improvements are accepted by the City Council. Reductions in the security will be based on the actual work completed based on the bids submitted to the City.

8. Payment of Connection Charges. The Developer and City acknowledge the \$389,040.43 in water and sewer connection charges will be paid off as each individual lot on the Property is platted, less the credits for trunk oversizing.

The Developer shall pay a pro-rata portion of the remaining connection charges concurrent with the execution of this Agreement. The total portion of the water and sewer connection charges paid under this Agreement shall be \$0.

Summary of Connection Charges	
Sewer and Water Connection Charges	\$389,040.43
Charges Paid to Date (Rivers Edge Addition)	\$ 40,672.41
Trunk Sanitary Sewer and Watermain Credit	\$ 66,807.00
Rivers Edge 2 nd Addition Charges	\$ 10,608.00
Rivers Edge 2 nd Addition Credit	\$ 7,365.58
Rivers Edge 3 rd Addition Charges	\$ 17,680.00
Rivers Edge 4 th Addition Charges	\$ 8,840.00
Rivers Edge 5 th Addition Trunk Credit	\$ 81,447.02
Rivers Edge 5 th Addition Charges	\$ 79,560.00
Rivers Edge 6 th Addition Charges	\$ 37,128.00
Rivers Edge 7 th Addition Charges	\$ 38,932.42
Outstanding Connection Charges	\$0

9. Summary of Cash Requirements. The following is a summary of the cash deposit under this Agreement which must be furnished to the City at the time of final plat approval and execution of this Agreement by the City:

Section 22 Escrow (Engineering, City Administration, Legal Expenses)	\$25,000.00
plus charges already on record and incurred by the City	
Park Dedication (\$2,500 x 29)	\$72,500.00
TOTAL CASH REQUIREMENTS	<u>\$97,500.00</u>

Plus charges already on record and incurred by the City

The City will utilize the Section 22 Escrow to pay all bills associated with this project. If said fees are less than estimated, the City shall reimburse the Developer within thirty (30) days of completion of all project warranty periods. If it appears that the actual costs incurred will exceed the estimate, Developer and City shall review the costs required to complete the project and Developer shall deposit additional sums with the City.

10. Responsibility for Costs.

A. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the development of the plat, including but not limited to Soil and Water Conservation District charges, legal, planning, engineering and inspection expenses incurred in connection with approval and acceptance of the plat, the preparation of this Agreement, review of construction plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the plat, as well as preparation of record drawings.

B. The Developer shall hold the City and its officers, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from plat approval and development. The Developer shall indemnify the City and its officers, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees and costs.

C. The Developer shall reimburse the City for reasonable costs incurred in the enforcement of this Agreement, including engineering and attorneys' fees.

D. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments, as outlined in Sections 7, 8, 9, 17, 18, 19 and 22 herein, referred to in this Agreement. This is an obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

E. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Agreement within thirty (30) days after receipt. If the bills are not paid on time, the City may halt plat development and construction until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of twelve percent (12%) per year.

F. In addition to the charges herein and special assessments referred to the herein, other charges as required by City ordinance may be imposed such as but not limited to sewer access charges ("SAC"), City water access charges ("WAC"), and building permit fees.

11. Erosion Control. Before the site is graded and before any utility construction is commenced or building permits are issued, the erosion control plan shall be implemented by the Developer and inspected and approved by the City. All areas disturbed by the excavation and backfilling operations shall be reseeded forthwith after the completion of the work in the area. Except as otherwise provided in the erosion control plan, seed shall be certified oat seed to provide temporary ground cover as rapidly as possible. All seeded areas shall be fertilized, mulched, and

disc anchored as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion. If the Developer does not timely comply with the erosion control plan and schedule or supplementary instructions received by the City, the City may take such action as it deems appropriate to control erosion. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not effect the Developer's obligations or City's right hereunder. If the Developer does not reimburse the City for any cost the City incurred for such within thirty (30) days, the City may draw down the letter of credit (referred to in Section 7) to pay any costs. No development will be allowed and no building permits or occupancy certificates will be issued unless the plat is in full compliance with the erosion control requirements.

12. **Clean Up.** The Developer (and Home Builders) will keep the premises free from accumulation of waste materials, rubbish, and other debris resulting from work. The Developer shall promptly clean dirt and debris from streets resulting from construction work by the Developer, its agents, assigns or purchasers of lots in the plat. If the streets are not cleaned within five (5) calendar days after notice to the developer, the City will undertake the cleaning of the streets and charge the cost of the street cleaning back to the developer.

At the completion of the work, the Developer (and Home Builders) will remove all waste materials, rubbish and debris from and about the premises as well as all tools, construction equipment, machinery, and surplus materials, and will leave the site clean. The Developer (and Home Builders) will restore to their original conditions (including topsoil and seed), those portions of the site not designated for alteration by the Agreement Plans.

13. **Time of Performance.** The Developer shall install all required public improvements except the final wear course in accordance with the approved Plans for the 8th Addition by October 31, 2025. The final wear course on streets shall be installed between August 15 and September 15, the first summer after the base layer of asphalt has been in place for one freeze thaw cycle. The Developer may, however, request in writing an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases and the extended completion date. Final wear course placement must have the written approval of the City Engineer and shall be completed by September 15th, 2026, unless an extension is granted. The final wear course may be delayed or scheduled at any time of the year based upon existing site conditions at the discretion of the City Engineer. Requests that are not in writing will have no effect on Developer's time of performance. Work on the Improvements to the Property shall be performed between the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday.

14. **Title of Plat.** The Developer hereby warrants that it is the full fee owner of the development as of the time of the filing of the final plat for the development, and that any encumbrances will be junior to this Agreement. The Developer agrees to obtain a consent to plat and dedication of streets to City from all mortgagees on the property before the plat will be executed by the City.

15. **Ownership of Improvements.** The acceptance by the City of the work and construction required by this Agreement and the improvements lying within public easements shall

operate to transfer such property to the City without further notice or action this transfer shall be effective at the time of acceptance even if such improvements were accepted before the entry into this Agreement.

16. **Claims.** In the event that the City receives claims from labor or materialmen that work required by this Agreement has been performed, the sums due them have not been paid, and the laborers or materialmen are seeking payment out of the financial guarantees posted within the City, the Developer hereby authorizes the City to commence an Interpleader action pursuant to Rule 22, Minnesota Rules of Civil Procedure for the District Courts, to draw upon the letters of credit in an amount up to 100% of the claim(s) and deposit the funds in compliance with the Rule, and upon such deposit, the Developer shall release, discharge, and dismiss the City from any further proceedings as it pertains to the funds deposited with the District Court, except that the Court shall retain jurisdiction to determine attorney's fees pursuant to this Agreement. The City will endeavor to notify the Developer of its intention to draw down the letter of credit. The City will give the Developer five (5) days' notice, unless the security will expire within thirty (30) days, to deposit with the court an equal amount of cash in lieu of the City drawing down the letter of credit.

17. **Park and Trail Dedication and Improvements.** The Developer agrees to comply with all recommendations by the City Parks Commission related to this development. The Developer shall be providing cash to satisfy its park dedication requirement for the eighth addition of Rivers Edge. The Developer agrees to dedicate 0 acres of land in the eighth addition and pay \$2,500/unit for each lot in the 8th addition. Specifically, for this eighth addition, the Developer shall pay \$2,500 x 29 lots or \$72,500. Developer shall also be required to satisfy its park dedication requirement for all subsequent phases of this development at the time it plats that property. The Developer shall pay all park dedication fees in advance of filing of the plat. The Developer will also install a five (5) foot sidewalk on at least one side of every street in RIVERS EDGE 8th ADDITION as approved by the City Engineer. The sidewalk does not satisfy any portion of the park dedication requirement.

18. **Landscaping.** The Developer or Builder shall plant two trees on every lot in the plat. The trees shall be selected from among the following species:

- Maples (including Norway, Green Mountain, and varieties "Schwedler and Sugar")
- Kentucky Coffeetree (including True North variety)
- Elm (including New Harmony variety)
- Honeylocust (including Imperial, Skyline, and Sunburst varieties)

- Birch (including River variety)

The Developer or Builder shall provide landscaping and ground cover consistent with Section 10-73-04 of the City's Zoning Ordinance, all in accordance with the Landscape Plan submitted by Developer and approved by City.

The minimum tree size shall be two inches caliper, either bare root in season or balled and burlapped. The trees shall not be planted in the boulevard. The Developer shall assure that the

front and side yards of each lot are properly graded, four inches of topsoil added, sod laid to complete front yard (including right-of-way) (seeding will be allowed in front yard if a sprinkler system is also installed), and seeding or sod to remainder of disturbed area of lot. Weather permitting, the trees, sod, and seed shall be planted before Certificates of Occupancy are issued for a lot. All required trees and sodding/seeding shall be provided within ninety (90) days after completion of the home/building construction or before a Certificate of Occupancy is issued for a house, whichever comes first. In the event that weather conditions prohibit the planting of trees and sodding/seeding, the Developer or Builder shall provide proof of escrow or financial security in the amount of \$300.00 per tree and \$2,000.00 for sodding/seeding of the property. All required trees and sodding/seeding shall be provided no later than October 1 of every year, unless an extension is granted by the City. Once the required trees have been planted, the City will release the security.

A plan showing the location and proposed style of mailboxes to be used in the plat shall be submitted to the City for approval. Individual mailboxes on each lot will not be acceptable. Groupings of mailboxes will be required. The Developer should review mailbox placement with the U.S. Postal Service for its comments regarding same.

19. **Warranty.** The Developer warrants all work required to be performed by it against poor material and faulty workmanship. The warranty period for streets is one year. The warranty period for underground utilities is two years. The one-year warranty period on streets shall commence after the final wear course has been installed, the Final Project Punchlist has been completed, and the Development has been accepted by the City Council as documented in official City minutes. The two-year warranty period for underground utilities shall commence after all required testing has been completed and the bituminous base course pavement has been installed. Additionally, all trees grass and sod, shall be warranted to be alive, of good quality and disease free for twelve (12) months after planting. Any replacements shall be warranted for twelve (12) months from the time of planting. The Developer shall deliver a letter of credit (the "Warranty Letter of Credit") or other security acceptable to the City in the amount of ten (10%) of the original financial security to secure the warranties once the wear course has been installed. The City shall retain ten percent (10%) of the security previously delivered by the Developer (the letter of credit provided pursuant to Section 7 above) until the Warranty Letter of Credit is furnished to the City or until the warranty period expires, whichever first occurs. The retainage may be used to pay for warranty work. The security shall not be released until the expiration of the warranty period, and if any claims shall be made within the warranty period, the security shall not be released until such claims have been resolved.

20. **Construction of Model Homes.** The Developer shall be permitted to construct one (1) model home on the Property. Developer may commence construction of this model home only after the requirements of paragraph 3 above has been complied with and the streets have been completed except for the asphalt (a gravel street is in place). The Certificate of Occupancy for the model home will not be issued by the City until the Developer has completed the installation of the first lift of asphalt on the streets within this first phase of the Property and all other improvements are complete and accepted by the City.

21. **Developers Default.** In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer is first given notice of the work in default, not less than 48 hours in advance, unless this agreement provides for greater notice. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part upon the Property to recover the costs. For this purpose, the Developer expressly waives any procedural and substantive objections to the special assessments, including, but not limited to, hearing requirements and any claim that the assessments exceed the benefit to the property as provided herewith.

22. **City Engineering Administration and Construction Observation.** Developer will undertake and finish the required staking. The Developer shall pay a fee for engineering, administration and legal costs incurred by the City. City engineering and administration will include monitoring of construction, plat review, plan review, consultation with Developer and his engineer on status or problems regarding the project, coordination for final inspection and acceptance, project monitoring during the warranty period, and processing requests for reduction in security. Fees for this service shall be at standard hourly rates. Developer will provide a \$25,000.00 escrow plus payment of charges already on record incurred by the City, which is separate and in addition to any other escrow funds for this developer/development. The Developer shall pay for construction observation by the City’s consulting engineer. Construction observation shall include part or full time inspection of proposed public utilities and street construction and will be billed on standard hourly rates. Upon final inspection, if the inspector is satisfied that the work has been completed and the Developer has fulfilled all of its obligations under the plans and specifications, the inspector will review the seeding and drainage facilities, and report to the City regarding the acceptance of such improvements. (Some seeding may be required under Section 11 for erosion control prior to final inspection.) Legal fees shall include drafting of this Development Agreement and other associated documents for this Development title review and advice and counseling with the City Engineer, City Administrator and City staff. In the event that work is performed on the Property by a consultant of the City, the City shall provide to Developer itemized billing statements showing the time spent, name of company performing the work, and a general description of the work performed.

23. **Miscellaneous.**

A. The Developer represents to the City that the plat complies with all City, County, Metropolitan, State and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances, and environmental regulations. The Developer represents that all lots meet the minimum standards of the City’s zoning ordinances unless otherwise stated in the variance granted with the preliminary plat approval. The Developer further represents to the City that all construction will be in accordance with City standards or applicable ordinances, regulations and policies. If the City determines that the plat does not comply, the City may, at its option, refuse to allow construction or development work in the plat until the Developer does comply. Upon the City's demand, the Developer shall cease work until there is compliance.

B. 3rd parties shall have no recourse against the City under this Agreement.

C. Breach of the terms of this Agreement or the conditions of the Resolution approving Final Plat by the Developer shall be grounds for denial of building permits, including lots sold to third parties.

D. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is not for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

E. The City will not issue any building permits prior to the first lift of bituminous base pavement on the streets, concrete sidewalk, bituminous trail, and underground utility installation; except the City will allow up to one (1) building permit to be issued for model homes after installation of utilities (including testing and a determination that the utilities are operational), but before pavement of the streets with bituminous surface.

If building permits are issued for a model home prior to the completion and acceptance of public improvements, the Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, Developer, its Contractors, subcontractors, materialmen, employees, agents, or third parties. The Developer will be responsible for maintenance of the streets, including but not limited to winter plowing, until they are paved.

F. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

G. The Developer represents to the City to the best of its knowledge that the plat is not of "metropolitan significance" and that an environmental impact statement is not required. If the City or another governmental entity or agency determines that such a review is needed, however, the Developer shall prepare it in compliance with legal requirements so issued from the agency. The Developer shall reimburse the City for all expenses, including staff time and attorney's fees, the City incurs in assisting in preparation of the review.

H. This Agreement shall run with the land and shall be recorded against the title to the property. The Developer covenants with the City, its successors and assigns, that Developer is well seized in fee title of the property being final platted and/or has obtained consents to this Agreement, in the form attached hereto, from all parties who have an interest in the property; that there are no unrecorded interest in the property being final platted; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.

I. Developer shall take out and maintain until six (6) months after the City has accepted the public improvements, public liability and property damage insurance covering personal injury, including death, and claims for the property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by

any of them. Limits for bodily injury and death shall be not less than \$1,000,000 for one person and \$2,000,000 for each occurrence; limits for property damage shall be not less than \$250,000 for each occurrence; or a combination single limit policy of \$1,000,000 or more. The City and consulting engineer shall be named as an additional insured on the policy, and the Developer shall file with the City a certificate evidencing coverage prior to the City signing the plat. The certificate shall provide that the City must be given ten (10) days advance written notice of the cancellation of the insurance. The certificate may not contain any disclaimer for failure to give the required notice.

J. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be waiver of the right to exercise at any time thereafter any other right, power or remedy.

K. The Developer may not assign this Agreement without the prior written permission of the City Council, which permission shall not be unreasonably withheld. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

L. The Developer shall clean and televise all sanitary mains and manholes along with all storm mains and storm water structures prior to acceptance by the City. The Developer shall provide electronic files of videos and logs of PACP certified inspections of sanitary and storm water infrastructure.

N. The Developer shall supply a copy of this Development Agreement to all Home Builders and persons who purchase lots from the Developer. The Developer will point out to purchasers their obligations regarding Erosion Control, Clean Up, and Landscaping described in Sections 11, 12, and 18 above. The terms and provisions of this Development Agreement, with the exception of Erosion Control, Clean Up and Landscaping described in Sections 11, 12, and 18 above shall not be binding upon the owners of an individual unit and shall not be deemed to run with the title of the individual unit of the development. This provision does not release any future developer or the developer's successors or assigns from the terms and provisions of this Development Agreement.

O. The Developer shall remove all debris from the development prior to the issuance of the first building permit.

P. The Developer will comply with all issues and directions of the City Engineer.

24. **Notices.** Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by registered mail at the following address:

JPB Land LLC

Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by registered mail in care of the City Administrator at the following address:

St. Francis City Hall
3750 Bridge Street N.W.
St. Francis, MN 55070
ATTN: City Administrator

25. **Completion.** The Developer shall notify the City when the construction of the Improvements has been completed. If the City determines in its sole and absolute discretion that (i) the improvements have been constructed in substantial conformity with the approved plans, (ii) the improvements are complete for purposes of issuing a certificate of occupancy, and (iii) all applicable warranty periods have expired, the City shall, in accordance with this Agreement, return all remaining deposits or securities held relating to the project. Upon the request of the Developer the City shall furnish to the Developer a Certificate of Completion certifying the completion of the project. Such Certificate of Completion shall be in recordable form. Developer shall reimburse City for the expense of legal and professional services in preparing the Certificate of Completion.

26. **Indemnification.** The Developer hereby agrees to indemnify and hold the City and its officials, employees, Contractors and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from any defect in the Subdivision. The Developer hereby agrees to indemnify and hold the City and its officials, employees, Contractors and agents harmless for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys’ fees, except matters involving intentional acts of misconduct or acts of gross negligence by the City. This indemnification shall survive the execution of any Certificate of Completion.

SIGNATURES APPEAR ON NEXT PAGE

CITY:

By: _____
Mark Vogel
Its: Mayor

[illegible]

Notary Public

-15-

DEVELOPER:

JPB Land LLC

By: _____

Its: _____

[illegible]

The foregoing instrument has been acknowledged before me this _____ day of _____, 2025, by [_____], the President JPB Land LLC., a Minnesota limited liability company, on behalf of the company.

Notary Public

DOCUMENT DRAFTED BY:
BARN, GUZY & STEFFEN, LTD.
400 Northtown Financial Plaza
200 Coon Rapids Boulevard
Coon Rapids, MN 55433
(763) 780-8500 (DRS)

2004976_1

EXHIBIT A
LEGAL DESCRIPTION

Outlot A, RIVERS EDGE 2ND ADDITION, Anoka County, Minnesota, according to the record plat thereof,

AND

Outlot A, Rivers Edge 5TH ADDITION, Anoka County, Minnesota, according to the record plat thereof.

EXHIBIT B

**DEVELOPMENT PLANS WITHIN PLAT OF
RIVERS EDGE 8th ADDITION**

(RESERVED FOR RECORDING INFORMATION)

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

**AGREEMENT AND WAIVER REGARDING PRE-APPROVAL GRADING OF
THAT PLAT KNOWN AS RIVERS EDGE 8TH ADDITION**

THIS GRADING DEVELOPMENT AGREEMENT (“Grading Agreement”) is made and entered into this ____ day of July, 2025, by and between the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation (“**City**”) and **ST. FRANCIS LAND DEVELOPMENT, LLC**, A Minnesota limited liability company (“**Developer**”).

WHEREAS, the applicant, St. Francis Land Development, LLC, a Minnesota limited liability company, developer of the real property legally described in *Exhibit A* to this Agreement has applied for and received approval for a preliminary plat and is seeking final plat approval for the property designated as RIVERS EDGE 8TH ADDITION (hereinafter the “Plat” or “Site” or “Property”); and

WHEREAS, on April 2, 2018, the St. Francis City Council approved the overall Rivers Edge PUD Development Stage and preliminary plat subject to conditions; and

WHEREAS, the St. Francis City Council adopted findings and decision approving the preliminary plat for Rivers Edge, 8th Addition in the following manner: Phase 1 final plat (east 23 lots): April 2, 2018. Phase 2 final plat (6 lots): June 17, 2019. Phase 3 final plat (10 lots) September 3, 2019. Phase 4 final plat (5 lots) July 6, 2020, Phase 5 final plat (45 lots) June 16, 2021, Phase 6 final plat (21 lots) June 6, 2022, Phase 7 final plat (23 lots) August 5, 2024 and

WHEREAS, the applicant has requested early grading of the Site and adjacent easement areas prior to executing the Development Agreement, in order to allow possible construction within the plat this year and the Council has determined that they would allow limited dirt work on site subject to Developer executing this Agreement and providing security as established by the City Engineer;

NOW THEREFORE, IT IS AGREED BETWEEN THE PARTIES AS FOLLOWS:

1. Conditions: Developer may commence limited grading of the site for Rivers Edge 8th Addition only to the extent approved by the City Engineer subject to the following conditions:

- a. The Developer agrees to maintain existing drainage patterns and will construct temporary swales and other measures as necessary to maintain existing drainage patterns until such time that culverts and/or storm sewer is constructed.
- b. Developer submits all plan sets which affect grading and erosion control and then updates and revises same for final approval of the City Engineer all prior to grading being authorized prior to the execution of the Development Agreement for this plat.
- c. Developer shall implement erosion control measures as detailed on the Preliminary Plans and as required by the City Engineer. Additionally, Developer shall implement additional erosion control measures as necessary to comply with the NPDES Construction Permit, City Code, and any other statutes or rules relevant to stormwater planning, wetlands, and grading. Developer shall promptly seed all areas disturbed by the grading and mulch with disc anchored straw mulch or acceptable alternatives.
- d. Developer recognizes that time is of the essence in controlling erosion. If the Developer does not comply with the Preliminary Plans or the requirements of the City Engineer, the City may take such action as it deems appropriate to control erosion, and the Developer hereby grants the City permission to enter upon the land and take such necessary erosion control actions pursuant to Section 4 of this agreement.
- e. Transport of equipment to the development site shall adhere to all applicable road restrictions.

2. Acceptance of Risk. All work undertaken prior to full compliance with City ordinances including, but not limited to, execution of the Development Agreement and posting of all required security, is solely at the risk of Developer. The Developer acknowledges that the Preliminary Plans have not been approved by the City and expressly agrees that all work performed pursuant to the terms of this Agreement shall be at the Developer's sole risk and expense.

3. Indemnification. Developer shall indemnify and hold harmless the City from any and all claims or causes of action of whatever nature related to the grading and preparation of the site as set forth in this Agreement. Further, Developer shall indemnify and hold harmless the City from any and all claims or causes of action of whatever nature related to grading and other work done off of the site upon existing utility and drainage easements. Said indemnity and agreement to hold the City harmless includes payment of any and all attorney's fees, engineering fees, witness fees or any other costs and disbursements related to this Agreement, including any City fees or costs expended to enforce the terms and conditions of this Agreement.

4. Security. In order to ensure compliance with this Agreement, or to assure completion or restoration of the site and any work performed or to be performed on easements outside of the site, Developer shall post an Irrevocable Standby Letter of Credit or other security acceptable to the City in the amount of \$2,000 per acre of the approximately thirty-one (14.5) acres Property (or the amount determined by the City Engineer to ensure all work is completed) in favor of the City (the "**Grading LOC**") for a total of \$29,000. The City may draw on the Letter of Credit after a written notice of default by Developer. The City may use such drawn upon funds to complete work not performed by Developer as required in this Agreement, to reimburse itself for costs incurred in the drafting, execution, administration, or enforcement of this Agreement. Said Grading Letter of Credit or other security shall remain in place until: 1) all work set forth in this Agreement and attached *Exhibit B* (Preliminary Grading and Erosion control Plans) has been completed and approved by the City Engineer, 2) the Development Agreement has been approved by the St. Francis City Council and signed by the Developer, and 3) the Construction Work described in the Development Agreement has been sufficiently completed and approved to the satisfaction of the City Engineer, and released by the approval of the City Council.

5. Work Outside Property. In the event the Developer does any work outside the Property owned by Developer, Developer shall submit and have approved by the City Engineer satisfactory plans for work done within easement areas dedicated to the City. Such work must be done solely within the easement area and within the parameters of the rights granted to the City by the easement. The work done shall consist of grading and restoration as per directions of the City Engineer, as well as restoration of any specific property improvements on individual lots disturbed by the activity. The work shall be done in conformance with the directions of the City Engineer. Any necessary right of entry and right to construct on the property must be received from individual property owners. Obtaining any said right of entry and/or right to construct is the sole responsibility of the Developer as is an obligation to inform the property owner of what work will occur upon the easement area and when it will happen. In undertaking this construction activity within the defined easements, Developer is not acting as an agent of the City. Restoration of the easement areas shall be completed as directed by the City Engineer.

6. Wetlands. Developer shall not conduct work in any wetland areas for which Developer has not obtained necessary permits and approvals from appropriate governmental entities.

Dated: _____

CITY OF ST. FRANCIS

Mark Vogel, Mayor

Kate Thunstrom, City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this ____ day of July 2025, by Mark Vogel and Kate Thunstrom, respectively Mayor and City Administrator of the City of St. Francis, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public

Dated: _____

DEVELOPER

**ST. FRANCIS LAND
DEVELOPMENT, LLC**

By _____
Its _____

[illegible]

The foregoing instrument was acknowledged before me this ____ day of July 2025, by _____, the _____, of St. Francis Land Development, LLC, a Minnesota limited liability company, on behalf of the company.

Notary Public

THIS INSTRUMENT DRAFTED BY:

BARNA, GUZY & STEFFEN, LTD.
400 Northtown Financial Plaza
200 Coon Rapids Boulevard
Coon Rapids, Minnesota 55433
Telephone (763) 780-8500 (DRS)

EXHIBIT A
LEGAL DESCRIPTION

EXHIBIT B

PRELIMINARY GRADING, DRAINAGE AND EROSION CONTROL PLANS

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

RESOLUTION 2025-33

A RESOLUTION CONDITIONALLY APPROVING THE REVISED FINAL PLAT AND FINAL PLANS FOR THE 8TH ADDITION OF THE RIVERS EDGE SUBDIVISION

WHEREAS, the applicant, Dale Willenbring on behalf of St. Francis Land Development LLC, has requested final plat approval for the 8th Addition of the Rivers Edge subdivision; and

WHEREAS, the property is legally described as Outlot A, Rivers Edge 2nd Addition and Outlot A, Rivers Edge 5th Addition; and

WHEREAS, the PUD Development Plan and preliminary plat were approved by the City Council on October 17, 2022; and

WHEREAS, the final plat and final plans are in substantial conformance with the approved PUD Development Plan and preliminary plat; and

WHEREAS, the City Council of the City of St. Francis on May 5, 2025, considered the final plat and final plan documentation and approved the same; and

WHEREAS, with the consent of JPB Land LLC, St. Francis Land Development LLC, seeks to convey the property to JPB Land LLC; and

WHEREAS, with the consent of JPB Land LLC, St. Francis Land Development LLC seeks for the final plat and development agreement to be revised and approved in the name of JPB Land LLC; and

WHEREAS, with the consent of JPB Land LLC, St. Francis Land Development LLC seeks for the City of St. Francis to approve the revised final plat and development agreement in the name of JPB Land LLC conditioned upon the terms and conditions specified herein.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby conditionally approves the revised final plat and associated documents for the 8th Addition of the Rivers Edge subdivision, subject to the conditions set forth herein based on the following findings of fact:

1. The proposed revised final plat is consistent with the Comprehensive Plan and conforms to the City subdivision code with conditions.
2. The final plans for the 8th Addition remain in substantial conformance with the approved PUD Development stage plan and preliminary plat with conditions.

BE IT FURTHER RESOLVED that the approval of the revised final plat and final plans for the 8th Addition of Rivers Edge shall be subject to the following conditions:

1. Build out of the Rivers Edge PUD shall be in accordance with all applicable conditions of the PUD Development Plan approval.
2. All conditions listed in the Engineer's Memo dated April 29, 2025 shall be timely satisfied.
3. Applicant shall have executed by JPB Land LLC and submit a development agreement with terms acceptable to the City Attorney.
4. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued for individual lots.
5. The applicant shall be responsible for all costs associated with the final plat application.
6. All fees and financial obligations shall be received by the City prior to the releasing of the final plat for recording.
7. The applicant shall record the final plat and plans with the County Recorder following the procedure specified in City Code section 11-36-05.
8. That upon approval of this resolution and no breach by applicant of any requirement herein, the City of St. Francis will, promptly after delivery to the City of St. Francis, execute the final plat and development agreement and deliver the same to CHB Title, LLC, pursuant to an instruction letter, to be held in trust, pending receipt and approval prior to any such conveyance, by the City of St. Francis, of a copy of a letter of credit consistent with the requirements of the development agreement and confirmation from CHB Title, LLC as to receipt of the original letter of credit being held in trust by CHB Title, LLC. Upon both production to the City of St. Francis of a copy of a fully executed deed conveying the property to JPB Land LLC, and the original letter of credit, CHB Title shall be authorized to record the final plat and development agreement. In the event that within 180 days hereof, the property is not conveyed to JPB Land LLC and the letter of credit is not received by the City of St. Francis, the original revised final plat and original development agreement shall be returned to the City of St. Francis by CHB Title, LLC and this conditional approval shall automatically terminate.

Approved and adopted by the City Council of the City of St. Francis on the ____ day of July, 2025.

Mark Vogel, Mayor

Attest: Jenni Wida, City Clerk

Dated



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: July 07, 2025

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$216,660.78 plus any additional bills that are handed out at council meeting.

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 07-07-2025 Packet List-\$216,660.78

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/08/2025 - 07/08/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4J.

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 10661 - A-1 TIRE SERVICE INC.							
106530							
00041108	A-1 TIRE SERVICE INC.	05/12/2025		2,457.32	2,457.32	Open	N
	VEHICLE SERVICE	DROBERTSON					07/07/2025
	101-43100-40218	EQUIPMENT MAINTENANCE		2,457.32		1.00	2,457.32
Total Vendor 10661 - A-1 TIRE SERVICE INC.				2,457.32	2,457.32		
Vendor 3998 - ABDO							
508331							
00041075	ABDO	06/20/2025		900.00	900.00	Open	N
	AUDIT	DMULVIHILL					07/07/2025
	101-41540-40301	AUDIT		225.00		1.00	225.00
	601-49440-40301	AUDIT		225.00		1.00	225.00
	602-49490-40301	AUDIT		225.00		1.00	225.00
	609-49750-40301	AUDIT		225.00		1.00	225.00
Total Vendor 3998 - ABDO				900.00	900.00		
Vendor 3811 - ANOKA COUNTY TREASURY							
B250609P							
00041035	ANOKA COUNTY TREASURY	07/10/2025		225.00	225.00	Open	N
	JUNE 2025 CAC FIBER	DROBERTSON					07/07/2025
	101-42110-40321	TELEPHONE		37.50		1.00	37.50
	101-42210-40321	TELEPHONE		37.50		1.00	37.50
	101-43100-40321	TELEPHONE		37.50		1.00	37.50
	101-45200-40321	TELEPHONE		37.50		1.00	37.50
	601-49440-40321	TELEPHONE		37.50		1.00	37.50
	602-49490-40321	TELEPHONE		37.50		1.00	37.50
Total Vendor 3811 - ANOKA COUNTY TREASURY				225.00	225.00		
Vendor 2591 - ASPEN MILLS							
356145							
00041057	ASPEN MILLS	06/18/2025		329.40	329.40	Open	N
	NAMETAG & BADGES	DROBERTSON					07/07/2025
	101-42210-40437	UNIFORMS		329.40		1.00	329.40
Total Vendor 2591 - ASPEN MILLS				329.40	329.40		
Vendor 42 - BARNA, GUZY & STEFFEN							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/08/2025 - 07/08/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4J.

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 42 - BARNA, GUZY & STEFFEN							
297846							
00041048	BARNA, GUZY & STEFFEN	05/31/2025		2,015.00	2,015.00	Open	N
	MUNICIPAL	DROBERTSON					07/07/2025
	101-41600-40304	CIVIL LEGAL FEES		2,015.00		1.00	2,015.00
297847							
00041049	BARNA, GUZY & STEFFEN	05/31/2025		5,300.00	5,300.00	Open	N
	PROSECUTION/RETAINER FILE	DROBERTSON					07/07/2025
	101-41600-40312	CRIMINAL LEGAL FEES		5,300.00		1.00	5,300.00
297848							
00041050	BARNA, GUZY & STEFFEN	05/31/2025		1,890.00	1,890.00	Open	N
	GENERAL LABOR	DROBERTSON					07/07/2025
	101-41600-40304	CIVIL LEGAL FEES		1,890.00		1.00	1,890.00
297849							
00041051	BARNA, GUZY & STEFFEN	05/31/2025		1,620.00	1,620.00	Open	N
	COMMUNITY DEVELOPMENT	DROBERTSON					07/07/2025
	101-41600-40304	CIVIL LEGAL FEES		1,620.00		1.00	1,620.00
297850							
00041053	BARNA, GUZY & STEFFEN	05/31/2025		480.00	480.00	Open	N
	MISCELLANEOUS/NON-RETAINER	DROBERTSON					07/07/2025
	101-41600-40304	CIVIL LEGAL FEES		480.00		1.00	480.00
297922							
00041054	BARNA, GUZY & STEFFEN	05/31/2025		300.00	300.00	Open	N
	3731 BRIDGE STREET PURCHASE	DROBERTSON					07/07/2025
	101-41600-40304	CIVIL LEGAL FEES		300.00		1.00	300.00
297923							
00041055	BARNA, GUZY & STEFFEN	05/31/2025		312.00	312.00	Open	N
	SALE OF FORMER CITY HALL	DROBERTSON					07/07/2025
	101-41600-40304	CIVIL LEGAL FEES		312.00		1.00	312.00
Total Vendor 42 - BARNA, GUZY & STEFFEN				11,917.00	11,917.00		
Vendor CD-REFUND - BDM CONSTRUCTION							
.07012025							
00041153	BDM CONSTRUCTION	07/01/2025	07/01/2025	3,500.00	3,500.00	Open	N
	CHECK REQUEST FOR ESCROW: E2025-0008	DMULVIHILL					07/07/2025
	803-00000-20200	E2025-0008 - P2024-00456		3,500.00		1.00	3,500.00
Total Vendor CD-REFUND - BDM CONSTRUCTION							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/08/2025 - 07/08/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4J.

Invoice Number

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

Vendor CD-REFUND - BDM CONSTRUCTION

				3,500.00	3,500.00		
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Vendor 53 - BELLBOY CORPORATION BAR SUPPLY

0300071200							
00041101	BELLBOY CORPORATION BAR SUPPLY	06/24/2025		74.00	74.00	Open	N
	THC	CBUSKEY					06/26/2025
	609-49751-40257	THC		74.00		1.00	74.00
0300070600							
00041102	BELLBOY CORPORATION BAR SUPPLY	06/26/2025		(96.00)	(96.00)	Open	N
	THC	CBUSKEY					06/26/2025
	609-49751-40257	THC		(96.00)		1.00	(96.00)

Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY

				(22.00)	(22.00)		
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Vendor 10780 - BLUFF N' SHINE FLOORS INC.

5403							
00041097	BLUFF N' SHINE FLOORS INC.	06/03/2025		800.00	800.00	Open	N
	STRIP FLOORS AT POLICE/PW	DMULVIHILL					07/07/2025
	101-42110-40401	BUILDINGS MAINTENANCE		400.00		1.00	400.00
	101-43100-40401	BUILDINGS MAINTENANCE		400.00		1.00	400.00

Total Vendor 10780 - BLUFF N' SHINE FLOORS INC.

				800.00	800.00		
--	--	--	--	--------	--------	--	--

Vendor 7244 - BREAKTHRU BEVERAGE

121917513							
00041032	BREAKTHRU BEVERAGE	06/17/2025		3,123.16	3,123.16	Open	N
	LIQUOR/WINE/MISC	CBUSKEY					06/17/2025
	609-49751-40206	FREIGHT		39.15		1.00	39.15
	609-49751-40254	MISCELLANEOUS MERCHANDISE		156.11		1.00	156.11
	609-49751-40251	LIQUOR		783.90		1.00	783.90
	609-49751-40253	WINE		2,144.00		1.00	2,144.00
122018110							
00041084	BREAKTHRU BEVERAGE	06/20/2025		2,891.22	2,891.22	Open	N
	LIQUOR/WINE/MISC	CBUSKEY					06/23/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		30.11		1.00	30.11
	609-49751-40206	FREIGHT		47.85		1.00	47.85
	609-49751-40253	WINE		0.01		1.00	0.01
	609-49751-40251	LIQUOR		2,813.25		1.00	2,813.25

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/08/2025 - 07/08/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4J.

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 7244 - BREAKTHRU BEVERAGE							
122129586							
00041125	BREAKTHRU BEVERAGE	06/27/2025		1,910.50	1,910.50	Open	N
	LIQUOR	CBUSKEY					06/27/2025
	609-49751-40206	FREIGHT		15.69		1.00	15.69
	609-49751-40251	LIQUOR		1,894.81		1.00	1,894.81
Total Vendor 7244 - BREAKTHRU BEVERAGE				7,924.88	7,924.88		
Vendor 9937 - CIVICPLUS LLC							
339720							
00041071	CIVICPLUS LLC	08/01/2025		3,664.50	3,664.50	Open	N
	SUPPLEMENTATION SERVICE AND SUBSCRIPTION DROBERTSON	CONTRACT		3,664.50		1.00	07/07/2025
	101-41400-40311						3,664.50
Total Vendor 9937 - CIVICPLUS LLC				3,664.50	3,664.50		
Vendor 83 - CONNEXUS ENERGY							
.06262025							
00041120	CONNEXUS ENERGY	06/26/2025	06/26/2025	254.40	254.40	Open	N
	CHECK REQUEST FOR ESCROW: E2024-0007	DMULVIHILL					07/07/2025
	803-00000-22013	ORDINANCE AMEND-SOLAR FARM		254.40		1.00	254.40
Total Vendor 83 - CONNEXUS ENERGY				254.40	254.40		
Vendor 4854 - CRYSTAL SPRINGS ICE							
04-500295							
00041064	CRYSTAL SPRINGS ICE	06/20/2025		253.52	253.52	Open	N
	MISC	CBUSKEY					06/20/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		249.52		1.00	249.52
04-500319							
00041083	CRYSTAL SPRINGS ICE	06/20/2025		148.86	148.86	Open	N
	MISC	CBUSKEY					06/23/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		144.86		1.00	144.86

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/08/2025 - 07/08/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4J.

Invoice Number

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

Vendor 4854 - CRYSTAL SPRINGS ICE

600042

00041144	CRYSTAL SPRINGS ICE	06/30/2025		213.04	213.04	Open	N
	MISC	CBUSKEY					06/30/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		209.04		1.00	209.04

Total Vendor 4854 - CRYSTAL SPRINGS ICE

615.42

615.42

Vendor 91 - DAHLHEIMER DIST. CO. INC

2497289

00041031	DAHLHEIMER DIST. CO. INC	06/17/2025		781.60	781.60	Open	N
	BEER	CBUSKEY					06/17/2025
	609-49751-40252	BEER		781.60		1.00	781.60

2497285

00041058	DAHLHEIMER DIST. CO. INC	06/18/2025		19,613.95	19,613.95	Open	N
	BEER/NA	CBUSKEY					06/18/2025
	609-49751-40255	N/A PRODUCTS		90.00		1.00	90.00
	609-49751-40252	BEER		19,523.95		1.00	19,523.95

2505089

00041118	DAHLHEIMER DIST. CO. INC	06/25/2025		(56.00)	(56.00)	Open	N
	BEER	CBUSKEY					06/26/2025
	609-49751-40252	BEER		(56.00)		1.00	(56.00)

2504739

00041119	DAHLHEIMER DIST. CO. INC	06/25/2025		8,425.90	8,425.90	Open	N
	BEER/NA/MISC	CBUSKEY					06/26/2025
	609-49751-40255	N/A PRODUCTS		228.00		1.00	228.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		85.00		1.00	85.00
	609-49751-40252	BEER		8,112.90		1.00	8,112.90

Total Vendor 91 - DAHLHEIMER DIST. CO. INC

28,765.45

28,765.45

Vendor 1934 - DEHN OIL

116436

00041142	DEHN OIL	06/27/2025		2,574.18	2,574.18	Open	N
	DIESEL	DRROBERTSON					07/07/2025
	101-43100-40212	MOTOR FUELS		2,000.00		1.00	2,000.00
	601-49440-40212	MOTOR FUELS		574.18		1.00	574.18

Total Vendor 1934 - DEHN OIL

2,574.18

2,574.18

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 1934 - DEHN OIL							
Vendor 107 - ECM PUBLISHERS, INC							
1052759							
00041034	ECM PUBLISHERS, INC	06/13/2025		858.00	858.00	Open	N
	2024 FINANCIAL STATEMENT	DROBERTSON					07/07/2025
	101-41400-40352	GENERAL PUBLISHING		858.00		1.00	858.00
Total Vendor 107 - ECM PUBLISHERS, INC				858.00	858.00		
Vendor 109 - EHLERS & ASSOCIATES, INC							
101540							
00041038	EHLERS & ASSOCIATES, INC	06/11/2025		2,800.00	2,800.00	Open	N
	NORTH SHORE DEVELOPMENT	DMULVIHILL					07/07/2025
	803-00000-22038	NORTH SHORE TIF APPLICATION		2,800.00		1.00	2,800.00
101703							
00041039	EHLERS & ASSOCIATES, INC	06/11/2025		4,275.00	4,275.00	Open	N
	2025 CONTINUING DISCLOSURE	DMULVIHILL					07/07/2025
	101-41540-40301	AUDITING AND ACCTG SERVICES		4,275.00		1.00	4,275.00
Total Vendor 109 - EHLERS & ASSOCIATES, INC				7,075.00	7,075.00		
Vendor 110 - ELECTRO WATCHMAN, INC							
443949							
00041076	ELECTRO WATCHMAN, INC	06/13/2025		1,378.14	1,378.14	Open	N
	MOVE PANIC BUTTON LOCATION - CITY HALL	DROBERTSON					07/07/2025
	404-41400-40589	CITY HALL/FIRE STATION		1,378.14		1.00	1,378.14
443953							
00041077	ELECTRO WATCHMAN, INC	06/13/2025		1,180.21	1,180.21	Open	N
	ADD DOOR OF ACCESS CONTROL - CITY HALL	DROBERTSON					07/07/2025
	404-41400-40589	CITY HALL/FIRE STATION		1,180.21		1.00	1,180.21
Total Vendor 110 - ELECTRO WATCHMAN, INC				2,558.35	2,558.35		
Vendor 1163 - EMBEDDED SYSTEMS, INC							
344845							
00041143	EMBEDDED SYSTEMS, INC	04/28/2025		2,985.00	2,985.00	Open	N
	SIREN BOARDS	DROBERTSON					07/07/2025
	402-42110-40530	EMERGENCY MANAGEMENT		2,985.00		1.00	2,985.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 1163 - EMBEDDED SYSTEMS, INC							
Total Vendor 1163 - EMBEDDED SYSTEMS, INC				2,985.00	2,985.00		
Vendor 7902 - EVERBRIDGE, INC							
M88203							
00041074	EVERBRIDGE, INC	06/22/2025		4,370.91	4,370.91	Open	N
	NIXLE RENEWAL	DMULVIHILL					07/07/2025
	101-41110-40310	COMPUTER CONSULTING FEES		437.09		1.00	437.09
	101-41400-40310	COMPUTER CONSULTING FEES		437.09		1.00	437.09
	101-42110-40310	COMPUTER CONSULTING FEES		437.09		1.00	437.09
	101-42210-40310	COMPUTER CONSULTING FEES		437.09		1.00	437.09
	101-42400-40310	COMPUTER CONSULTING FEES		437.09		1.00	437.09
	101-43100-40310	COMPUTER CONSULTING FEES		437.09		1.00	437.09
	101-45200-40310	COMPUTER CONSULTING FEES		437.09		1.00	437.09
	601-49440-40310	COMPUTER CONSULTING FEES		437.09		1.00	437.09
	602-49490-40310	COMPUTER CONSULTING FEES		437.09		1.00	437.09
	609-49750-40310	COMPUTER CONSULTING FEES		437.10		1.00	437.10
Total Vendor 7902 - EVERBRIDGE, INC				4,370.91	4,370.91		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-17913							
00041114	GLOBAL RESERVE DISTRIBUTION	06/26/2025		2,208.86	2,208.86	Open	N
	THC	CBUSKEY					06/26/2025
	609-49751-40257	THC		2,208.86		1.00	2,208.86
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				2,208.86	2,208.86		
Vendor 130 - GOPHER STATE ONE-CALL, INC							
5060767							
00041148	GOPHER STATE ONE-CALL, INC	06/30/2025		93.15	93.15	Open	N
	JUNE 2025 SERVICE	DROBERTSON					07/07/2025
	601-49440-40442	GOPHER STATE		46.57		1.00	46.57
	602-49490-40442	GOPHER STATE		46.58		1.00	46.58
Total Vendor 130 - GOPHER STATE ONE-CALL, INC				93.15	93.15		
Vendor 132 - GRAINGER, INC							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 132 - GRAINGER, INC							
9539527649							
00041023	GRAINGER, INC	06/13/2025		13.46	13.46	Open	N
	L.S. CRUSH WASHERS	DROBERTSON					07/07/2025
	601-49440-40233	WATER PLANT MAINT		13.46		1.00	13.46
Total Vendor 132 - GRAINGER, INC				13.46	13.46		
Vendor 4691 - GRANITE CITY JOBBING CO							
462403							
00041030	GRANITE CITY JOBBING CO	06/17/2025		8,676.49	8,676.49	Open	N
	TOBACCO	CBUSKEY					06/17/2025
	609-49751-40206	FREIGHT		10.00		1.00	10.00
	609-49751-40256	TOBACCO PRODUCTS		8,666.49		1.00	8,666.49
Total Vendor 4691 - GRANITE CITY JOBBING CO				8,676.49	8,676.49		
Vendor 7512 - GREAT LAKES COCA-COLA							
47673363015							
00041124	GREAT LAKES COCA-COLA	06/27/2025		817.65	817.65	Open	N
	MISC	CBUSKEY					06/27/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		817.65		1.00	817.65
Total Vendor 7512 - GREAT LAKES COCA-COLA				817.65	817.65		
Vendor 10750 - HAMMERHEART LLC							
1482							
00041052	HAMMERHEART LLC	06/18/2025		66.00	66.00	Open	N
	BEER	CBUSKEY					06/18/2025
	609-49751-40252	BEER		66.00		1.00	66.00
Total Vendor 10750 - HAMMERHEART LLC				66.00	66.00		
Vendor 1175 - HAWKINS, INC							
7099545							
00041026	HAWKINS, INC	06/15/2025		10.00	10.00	Open	N
	CHLORINE CYLINDER	DROBERTSON					07/07/2025
	601-49440-40216	CHEMICALS		10.00		1.00	10.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 1175 - HAWKINS, INC							
7099981							
00041028	HAWKINS, INC	06/15/2025		10.00	10.00	Open	N
	CHLORINE CYLINDER	DROBERTSON					07/07/2025
	602-49490-40216	CHEMICALS		10.00		1.00	10.00
Vendor 1175 - HAWKINS, INC							
7103066							
00041045	HAWKINS, INC	06/16/2025		5,937.87	5,937.87	Open	N
	CHLORINE CYLINDERS, CHLORINE, & SODIUM P	DROBERTSON					07/07/2025
	601-49440-40216	CHEMICALS		5,937.87		1.00	5,937.87
Total Vendor 1175 - HAWKINS, INC				5,957.87	5,957.87		
Vendor 10476 - IUOE LOCAL #49							
.06242025							
00041091	IUOE LOCAL #49	06/24/2025		735.00	735.00	Open	N
	PW UNION DUES JULY 2025	DROBERTSON					07/07/2025
	101-00000-21707	UNION DUES		735.00		1.00	735.00
Total Vendor 10476 - IUOE LOCAL #49				735.00	735.00		
Vendor 154 - JOHNSON BROTHERS							
2815244							
00041065	JOHNSON BROTHERS	06/20/2025		95.68	95.68	Open	N
	WINE	CBUSKEY					06/20/2025
	609-49751-40206	FREIGHT		3.68		1.00	3.68
	609-49751-40253	WINE		92.00		1.00	92.00
Vendor 154 - JOHNSON BROTHERS							
2821208							
00041112	JOHNSON BROTHERS	06/26/2025		1,285.76	1,285.76	Open	N
	WINE	CBUSKEY					06/26/2025
	609-49751-40206	FREIGHT		25.76		1.00	25.76
	609-49751-40253	WINE		1,260.00		1.00	1,260.00
Vendor 154 - JOHNSON BROTHERS							
2821207							
00041113	JOHNSON BROTHERS	06/26/2025		913.36	913.36	Open	N
	LIQUOR	CBUSKEY					06/26/2025
	609-49751-40206	FREIGHT		7.36		1.00	7.36
	609-49751-40251	LIQUOR		906.00		1.00	906.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 154 - JOHNSON BROTHERS							
.2821792							
00041122	JOHNSON BROTHERS	06/27/2025		245.52	245.52	Open	N
	LIQUOR	CBUSKEY					06/27/2025
	609-49751-40206	FREIGHT		5.52		1.00	5.52
	609-49751-40251	LIQUOR		240.00		1.00	240.00
Total Vendor 154 - JOHNSON BROTHERS				2,540.32	2,540.32		
Vendor UB-REFUND - KWIK TRIP INC							
.06182025							
00041059	KWIK TRIP INC	06/18/2025		150.00	150.00	open	N
	DAMAGE DEPOSIT REFUND 2/13/2025	DROBERTSON					07/07/2025
	101-00000-22000	DEPOSITS		150.00		1.00	150.00
Total Vendor UB-REFUND - KWIK TRIP INC				150.00	150.00		
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.06242025							
00041089	LAW ENFORCEMENT LABOR SVCS.	06/24/2025		657.00	657.00	Open	N
	POLICE DUES JULY 2025	DROBERTSON					07/07/2025
	101-00000-21707	UNION DUES		657.00		1.00	657.00
.062420251							
00041090	LAW ENFORCEMENT LABOR SVCS.	06/24/2025		73.00	73.00	open	N
	SERGEANTS DUES JULY 2025	DROBERTSON					07/07/2025
	101-00000-21707	UNION DUES		73.00		1.00	73.00
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.				730.00	730.00		
Vendor 10699 - LOCATORS & SUPPLIES, INC							
.0321789-IN							
00041139	LOCATORS & SUPPLIES, INC	06/30/2025		136.00	136.00	Open	N
	UNIFORM	DROBERTSON					07/07/2025
	101-45200-40417	UNIFORMS & PPE		68.00		1.00	68.00
	101-43100-40417	UNIFORMS & PPE		68.00		1.00	68.00
Total Vendor 10699 - LOCATORS & SUPPLIES, INC				136.00	136.00		
Vendor 9246 - MACQUEEN EMERGENCY							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 9246 - MACQUEEN EMERGENCY							
P51123							
00041138	MACQUEEN EMERGENCY	06/27/2025		208.00	208.00	Open	N
	LEATHER HELMET PATCHES	DROBERTSON					07/07/2025
Total Vendor 9246 - MACQUEEN EMERGENCY				208.00	208.00		
Vendor 10663 - MAX R							
33371							
00041104	MAX R	06/25/2025		11,295.84	11,295.84	Open	N
	RECYCLING STATIONS	JSHOOK					07/07/2025
	101-43210-40439	RECYCLING DAYS		11,295.84		1.00	11,295.84
Total Vendor 10663 - MAX R				11,295.84	11,295.84		
Vendor 202 - MCDONALD DIST CO							
811895							
00041041	MCDONALD DIST CO	06/17/2025		(140.85)	(140.85)	Open	N
	BEER	CBUSKEY					06/17/2025
	609-49751-40252	BEER		(140.85)		1.00	(140.85)
811627							
00041042	MCDONALD DIST CO	06/17/2025		10,357.30	10,357.30	Open	N
	BEER	CBUSKEY					06/17/2025
	609-49751-40252	BEER		10,357.30		1.00	10,357.30
812781							
00041087	MCDONALD DIST CO	06/24/2025		4,820.55	4,820.55	Open	N
	BEER/NA	CBUSKEY					06/24/2025
	609-49751-40255	N/A PRODUCTS		107.00		1.00	107.00
	609-49751-40252	BEER		4,713.55		1.00	4,713.55
812783							
00041088	MCDONALD DIST CO	06/24/2025		(76.99)	(76.99)	Open	N
	BEER	CBUSKEY					06/24/2025
	609-49751-40252	BEER		(76.99)		1.00	(76.99)
813917							
00041145	MCDONALD DIST CO	06/30/2025		5,107.80	5,107.80	Open	N
	BEER/THC	CBUSKEY					06/30/2025
	609-49751-40257	THC		720.00		1.00	720.00
	609-49751-40252	BEER		4,387.80		1.00	4,387.80

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 202 - MCDONALD DIST CO							
813916							
00041146	MCDONALD DIST CO	06/30/2025		1,000.00	1,000.00	Open	N
	LIQUOR	CBUSKEY					06/30/2025
	609-49751-40251	LIQUOR		1,000.00		1.00	1,000.00
Total Vendor 202 - MCDONALD DIST CO				21,067.81	21,067.81		
Vendor 176 - MED-COMPASS, INC							
47736							
00041121	MED-COMPASS, INC	06/25/2025		2,180.00	2,180.00	Open	N
	RESP MEDICAL CLEARANCE, FIT TEST, AND ME DROBERTSON						07/07/2025
Total Vendor 176 - MED-COMPASS, INC				2,180.00	2,180.00		
Vendor 177 - MEDIATION & RESTORATIVE							
.07012025							
00041156	MEDIATION & RESTORATIVE	06/17/2025		1,530.40	1,530.40	Open	N
	2025 SERVICES	DROBERTSON					07/07/2025
Total Vendor 177 - MEDIATION & RESTORATIVE				1,530.40	1,530.40		
Vendor 3689 - METRO SALES, INC							
INV2814688							
00041036	METRO SALES, INC	06/16/2025		269.80	269.80	Open	N
	COPIES-PUBLIC WORKS	DMULVIHILL					07/07/2025
	101-43100-40200	OFFICE SUPPLIES		67.45		1.00	67.45
	101-45200-40200	OFFICE SUPPLIES		67.45		1.00	67.45
	601-49440-40200	OFFICE SUPPLIES		67.45		1.00	67.45
	602-49490-40200	OFFICE SUPPLIES		67.45		1.00	67.45
Total Vendor 3689 - METRO SALES, INC				269.80	269.80		
Vendor 10337 - METRO-INET							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 10337 - METRO-INET							
2784							
00041094	METRO-INET	06/24/2025		188.00	188.00	Open	N
	MICROSOFT 365 LICENSE - HUNTER DOHERTY	DROBERTSON					07/07/2025
	101-41110-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	101-41400-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	101-41910-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	101-42110-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	101-42210-40310	COMPUTER CONSULTING FEES		188.00		1.00	188.00
	101-42400-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	101-43100-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	101-45200-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	601-49440-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	602-49490-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
	609-49750-40310	COMPUTER CONSULTING FEES		0.00		1.00	0.00
Total Vendor 10337 - METRO-INET				188.00	188.00		
Vendor UB-REFUND - MICHAEL D. TAUTE & KATHLEEN R. TAUTE							
.06232025							
00041078	MICHAEL D. TAUTE & KATHLEEN R. TAUT	06/23/2025		10.00	10.00	Open	N
	2025 STORMWATER OVERPAYMENT	DROBERTSON					07/07/2025
	101-00000-36200	MISCELLANEOUS REVENUES		10.00		1.00	10.00
Total Vendor UB-REFUND - MICHAEL D. TAUTE & KATHLEEN R. TAUTE				10.00	10.00		
Vendor 10744 - MINNESOTA FIRE SERVICE CERTIFI							
14283							
00041105	MINNESOTA FIRE SERVICE CERTIFI	06/16/2025		468.00	468.00	Open	N
	FIREFIGHTER II CERT EXAM - CURRAN, DAVIS	DROBERTSON					07/07/2025
	101-42210-40208	TRAINING		468.00		1.00	468.00
Total Vendor 10744 - MINNESOTA FIRE SERVICE CERTIFI				468.00	468.00		
Vendor 8083 - MINNESOTA RURAL WATER ASSOCIAT							
.06172025							
00041047	MINNESOTA RURAL WATER ASSOCIAT	06/18/2025		425.00	425.00	Open	N
	MEMBERSHIP	DMULVIHILL					07/07/2025
	601-49440-40208	TRAINING		212.50		1.00	212.50
	602-49490-40208	TRAINING		212.50		1.00	212.50
Total Vendor 8083 - MINNESOTA RURAL WATER ASSOCIAT				425.00	425.00		

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price

Vendor 8083 - MINNESOTA RURAL WATER ASSOCIAT

Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION

66412

00041136	MN MUNICIPAL UTILITIES ASSOCIATION	07/01/2025		7,069.00	7,069.00	Open	N
	3RD QUARTER SAFETY	DMULVIHILL					07/07/2025
	101-41400-40311	CONTRACT		589.09		1.00	589.09
	101-42110-40311	CONTRACT		589.09		1.00	589.09
	101-42210-40311	CONTRACT		589.09		1.00	589.09
	101-43100-40311	CONTRACT		1,178.17		1.00	1,178.17
	101-45200-40311	CONTRACT		1,178.17		1.00	1,178.17
	601-49440-40311	CONTRACT		1,178.17		1.00	1,178.17
	602-49490-40311	CONTRACT		1,178.17		1.00	1,178.17
	609-49750-40311	CONTRACT		589.05		1.00	589.05

Total Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION

7,069.00	7,069.00
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Vendor 4745 - MN NCPERS LIFE INSURANCE

733400072025

00041029	MN NCPERS LIFE INSURANCE	06/01/2025		112.00	112.00	Open	N
	JULY 2025 COVERAGE	DROBERTSON					07/07/2025
	101-00000-21713	MN LIFE		112.00		1.00	112.00

Total Vendor 4745 - MN NCPERS LIFE INSURANCE

112.00	112.00
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Vendor 4523 - NORTH METRO TREE SERVICE INC

6182025

00041099	NORTH METRO TREE SERVICE INC	06/18/2025		2,000.00	2,000.00	Open	N
	TREE REMOVAL	JSHOOK					07/07/2025
	101-45200-40229	PROJECT MAINTENANCE		2,000.00		1.00	2,000.00

Total Vendor 4523 - NORTH METRO TREE SERVICE INC

2,000.00	2,000.00
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Vendor 3753 - PAUSTIS WINE COMPANY

268068

00041040	PAUSTIS WINE COMPANY	06/17/2025		503.00	503.00	Open	N
	WINE	CBUSKEY					06/17/2025
	609-49751-40206	FREIGHT		10.00		1.00	10.00
	609-49751-40253	WINE		493.00		1.00	493.00

Total Vendor 3753 - PAUSTIS WINE COMPANY

503.00	503.00
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Agenda Item # 4J.

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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 214 - PHILLIPS WINE & SPIRITS CO

6997024	PHILLIPS WINE & SPIRITS CO	06/20/2025		231.68	231.68	Open	N
00041066	LIQUOR	CBUSKEY					06/20/2025
	609-49751-40206	FREIGHT		3.68		1.00	3.68
	609-49751-40251	LIQUOR		228.00		1.00	228.00

6997025	PHILLIPS WINE & SPIRITS CO	06/20/2025		559.58	559.58	Open	N
00041067	WINE	CBUSKEY					06/20/2025
	609-49751-40206	FREIGHT		22.08		1.00	22.08
	609-49751-40253	WINE		537.50		1.00	537.50

5001077	PHILLIPS WINE & SPIRITS CO	06/26/2025		302.74	302.74	Open	N
00041110	WINE	CBUSKEY					06/26/2025
	609-49751-40206	FREIGHT		20.24		1.00	20.24
	609-49751-40253	WINE		282.50		1.00	282.50

5001076	PHILLIPS WINE & SPIRITS CO	06/26/2025		8,570.01	8,570.01	Open	N
00041111	LIQUOR	CBUSKEY					06/26/2025
	609-49751-40206	FREIGHT		132.63		1.00	132.63
	609-49751-40251	LIQUOR		8,437.38		1.00	8,437.38

5001510	PHILLIPS WINE & SPIRITS CO	06/27/2025		5,667.96	5,667.96	Open	N
00041123	LIQUOR	CBUSKEY					06/27/2025
	609-49751-40206	FREIGHT		126.96		1.00	126.96
	609-49751-40251	LIQUOR		5,541.00		1.00	5,541.00

Total Vendor 214 - PHILLIPS WINE & SPIRITS CO

15,331.97	15,331.97
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Vendor 10778 - RAY ALLEN MANUFACTURING

RINV440759	RAY ALLEN MANUFACTURING	06/16/2025		1,167.19	1,167.19	Open	N
00041037	K9 GEAR	DROBERTSON					07/07/2025
	103-42110-40237	SMALL EQUIPMENT		1,167.19		1.00	1,167.19

RINV441103	RAY ALLEN MANUFACTURING	06/18/2025		34.84	34.84	Open	N
00041072	K9 GEAR	DROBERTSON					07/07/2025
	103-42110-40237	SMALL EQUIPMENT		34.84		1.00	34.84

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price

Vendor 10778 - RAY ALLEN MANUFACTURING

RINV441945							
00041092	RAY ALLEN MANUFACTURING	06/23/2025		329.99	329.99	Open	N
	K9 GEAR	DROBERTSON					07/07/2025
	103-42110-40237	SMALL EQUIPMENT		329.99		1.00	329.99

Total Vendor 10778 - RAY ALLEN MANUFACTURING

1,532.02

1,532.02

Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC

B017698							
00041043	RMB ENVIRONMENTAL LABORATORIES, INC	06/17/2025		515.00	515.00	Open	N
	WEEK 1 COOLER 1	DROBERTSON					07/07/2025
	602-49490-40313	SAMPLE TESTING		515.00		1.00	515.00
B017817							
00041044	RMB ENVIRONMENTAL LABORATORIES, INC	06/17/2025		223.00	223.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					07/07/2025
	602-49490-40313	SAMPLE TESTING		223.00		1.00	223.00
B017860							
00041082	RMB ENVIRONMENTAL LABORATORIES, INC	06/19/2025		175.00	175.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					07/07/2025
	602-49490-40313	SAMPLE TESTING		175.00		1.00	175.00
B017979							
00041100	RMB ENVIRONMENTAL LABORATORIES, INC	06/25/2025		175.00	175.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					07/07/2025
	602-49490-40313	SAMPLE TESTING		175.00		1.00	175.00
B017945							
00041109	RMB ENVIRONMENTAL LABORATORIES, INC	06/26/2025		223.00	223.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					07/07/2025
	601-49440-40313	SAMPLE TESTING		223.00		1.00	223.00

Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC

1,311.00

1,311.00

Vendor UB-REFUND - ROXANNE PETERSON

.06302025							
00041137	ROXANNE PETERSON	06/30/2025		10.00	10.00	Open	N
	2025 STORMWATER FEE OVERPAYMENT	DROBERTSON					07/07/2025
	101-00000-36200	MISCELLANEOUS REVENUES		10.00		1.00	10.00

Total Vendor UB-REFUND - ROXANNE PETERSON

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Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor UB-REFUND - ROXANNE PETERSON							
				10.00	10.00		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2637766							
00041068	SOUTHERN GLAZERS OF MN	06/20/2025		44.80	44.80	Open	N
	FREIGHT	CBUSKEY					06/20/2025
	609-49751-40206	FREIGHT		44.80		1.00	44.80
2637767							
00041069	SOUTHERN GLAZERS OF MN	06/20/2025		4,755.93	4,755.93	Open	N
	LIQUOR	CBUSKEY					06/20/2025
	609-49751-40206	FREIGHT		49.92		1.00	49.92
	609-49751-40251	LIQUOR		4,706.01		1.00	4,706.01
2637768							
00041070	SOUTHERN GLAZERS OF MN	06/20/2025		173.96	173.96	Open	N
	WINE	CBUSKEY					06/20/2025
	609-49751-40206	FREIGHT		3.84		1.00	3.84
	609-49751-40253	WINE		170.12		1.00	170.12
2640442							
00041115	SOUTHERN GLAZERS OF MN	06/26/2025		3,837.09	3,837.09	Open	N
	LIQUOR	CBUSKEY					06/26/2025
	609-49751-40206	FREIGHT		31.36		1.00	31.36
	609-49751-40251	LIQUOR		3,805.73		1.00	3,805.73
2640444							
00041116	SOUTHERN GLAZERS OF MN	06/26/2025		128.56	128.56	Open	N
	LIQUOR	CBUSKEY					06/26/2025
	609-49751-40206	FREIGHT		2.56		1.00	2.56
	609-49751-40251	LIQUOR		126.00		1.00	126.00
2640443							
00041117	SOUTHERN GLAZERS OF MN	06/26/2025		767.84	767.84	Open	N
	WINE	CBUSKEY					06/26/2025
	609-49751-40206	FREIGHT		14.72		1.00	14.72
	609-49751-40253	WINE		753.12		1.00	753.12
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				9,708.18	9,708.18		

Vendor 7693 - SPOT ON

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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 7693 - SPOT ON							
2023203							
00041024	SPOT ON	06/14/2025		486.20	486.20	Open	N
	BIKE RODEO	DROBERTSON					07/07/2025
	101-42110-40308	COMMUNITY EDUCATION		486.20		1.00	486.20
2023204							
00041025	SPOT ON	06/14/2025		90.20	90.20	Open	N
	FARMERS MARKET	DROBERTSON					07/07/2025
	101-41910-40441	MISCELLANEOUS		90.20		1.00	90.20
Total Vendor 7693 - SPOT ON				576.40	576.40		
Vendor 1944 - ST. FRANCIS COLLISION & GLASS							
3602							
00041155	ST. FRANCIS COLLISION & GLASS	07/01/2025		14,253.10	14,253.10	Open	N
	2019 DODGE CHARGER REPAIRS	DROBERTSON					07/07/2025
	101-42110-40360	INSURANCE		14,253.10		1.00	14,253.10
Total Vendor 1944 - ST. FRANCIS COLLISION & GLASS				14,253.10	14,253.10		
Vendor 7007 - STERICYCLE, INC							
8011144343							
00041073	STERICYCLE, INC	06/18/2025		544.90	544.90	Open	N
	STERI-SAFE BUDGET SUBSCRIPTION	DROBERTSON					07/07/2025
	101-42110-40311	CONTRACT		544.90		1.00	544.90
Total Vendor 7007 - STERICYCLE, INC				544.90	544.90		
Vendor 4534 - SUBURBAN UTILITIES SUPT. ASSOC							
.07012025							
00041154	SUBURBAN UTILITIES SUPT. ASSOC	07/01/2025		125.00	125.00	Open	N
	2025 MEMBERSHIP	DROBERTSON					07/07/2025
	601-49440-40433	DUES AND SUBSCRIPTIONS		62.50		1.00	62.50
	602-49490-40433	DUES AND SUBSCRIPTIONS		62.50		1.00	62.50
Total Vendor 4534 - SUBURBAN UTILITIES SUPT. ASSOC				125.00	125.00		
Vendor 10358 - SYMBOLARTS, LLC							

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 10358 - SYMBOLARTS, LLC							
0535002							
00041129	SYMBOLARTS, LLC	06/27/2025		4,165.50	4,165.50	Open	N
	DEPARTMENT BADGES	DROBERTSON					07/07/2025
	103-42110-40237	SMALL EQUIPMENT		4,165.50		1.00	4,165.50
0535290							
00041147	SYMBOLARTS, LLC	06/30/2025		375.00	375.00	Open	N
	ART CHARGE C-221466	DROBERTSON					07/07/2025
	101-42110-40237	SMALL EQUIPMENT		375.00		1.00	375.00
Total Vendor 10358 - SYMBOLARTS, LLC				4,540.50	4,540.50		
Vendor 863 - THE BERNICK COMPANIES							
10369485							
00041060	THE BERNICK COMPANIES	06/19/2025		495.00	495.00	Open	N
	THC	CBUSKEY					06/19/2025
	609-49751-40257	THC		495.00		1.00	495.00
10369487							
00041061	THE BERNICK COMPANIES	06/19/2025		23.80	23.80	Open	N
	MISC	CBUSKEY					06/19/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		23.80		1.00	23.80
10369488							
00041062	THE BERNICK COMPANIES	06/19/2025		(24.00)	(24.00)	Open	N
	BEER	CBUSKEY					06/19/2025
	609-49751-40252	BEER		(24.00)		1.00	(24.00)
10369486							
00041063	THE BERNICK COMPANIES	06/19/2025		1,555.90	1,555.90	Open	N
	BEER/NA	CBUSKEY					06/19/2025
	609-49751-40255	N/A PRODUCTS		84.20		1.00	84.20
	609-49751-40252	BEER		1,471.70		1.00	1,471.70
10372021							
00041106	THE BERNICK COMPANIES	06/26/2025		558.95	558.95	Open	N
	BEER	CBUSKEY					06/26/2025
	609-49751-40252	BEER		558.95		1.00	558.95
10372022							
00041107	THE BERNICK COMPANIES	06/26/2025		(48.00)	(48.00)	Open	N
	BEER	CBUSKEY					06/26/2025
	609-49751-40252	BEER		(48.00)		1.00	(48.00)

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 863 - THE BERNICK COMPANIES							
Total Vendor 863 - THE BERNICK COMPANIES				2,561.65	2,561.65		
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
30576							
00041022	TIMESAVER OFF SITE SEC. INC	06/13/2025		172.00	172.00	Open	N
	6/02/2025 CITY COUNCIL MEETING	DROBERTSON					07/07/2025
	101-41400-40311	CONTRACT		172.00		1.00	172.00
30653							
00041141	TIMESAVER OFF SITE SEC. INC	06/30/2025		172.00	172.00	Open	N
	CITY COUNCIL MEETING 06/16/2025	DROBERTSON					07/07/2025
	101-41400-40311	CONTRACT		172.00		1.00	172.00
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				344.00	344.00		
Vendor 4491 - TOM LYNCH ELECTRIC LLC							
.06052025							
00041096	TOM LYNCH ELECTRIC LLC	06/05/2025		1,200.00	1,200.00	Open	N
	VENDOR HOOKUPS & MAINTENANCE	DMULVIHILL					07/07/2025
	101-45230-40311	CONTRACT		1,200.00		1.00	1,200.00
6252025							
00041152	TOM LYNCH ELECTRIC LLC	06/25/2025		2,425.00	2,425.00	Open	N
	ELECTRICAL MAINTENANCE	JSHOOK					07/07/2025
	602-49490-40229	PROJECT MAINTENANCE		1,625.00		1.00	1,625.00
	101-45230-40311	CONTRACT		800.00		1.00	800.00
Total Vendor 4491 - TOM LYNCH ELECTRIC LLC				3,625.00	3,625.00		
Vendor 4482 - TOTAL CONTROL SYSTEMS, INC							
11692							
00041098	TOTAL CONTROL SYSTEMS, INC	06/25/2025		1,170.20	1,170.20	Open	N
	WELLS INSTALLED	DROBERTSON					07/07/2025
	601-49440-40229	PROJECT MAINTENANCE		1,170.20		1.00	1,170.20
11744							
00041140	TOTAL CONTROL SYSTEMS, INC	06/30/2025		135.00	135.00	Open	N
	CRADLEPOINT MONTHLY APRIL-JUNE 2025	DROBERTSON					07/07/2025
	601-49440-40382	UTILITY BILLING		67.50		1.00	67.50
	602-49490-40382	UTILITY BILLING		67.50		1.00	67.50
Total Vendor 4482 - TOTAL CONTROL SYSTEMS, INC							

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 4482 - TOTAL CONTROL SYSTEMS, INC				1,305.20	1,305.20		
Vendor 10779 - TRANSWEST TRUCKS ST. MICHAEL							
093P35577.02							
00041056	TRANSWEST TRUCKS ST. MICHAEL	06/18/2025		144.69	144.69	Open	N
	FILTER	DROBERTSON					07/07/2025
	101-43100-40218	EQUIPMENT MAINTENANCE		144.69		1.00	144.69
Total Vendor 10779 - TRANSWEST TRUCKS ST. MICHAEL				144.69	144.69		
Vendor 10641 - UNION HERALD							
47886							
00041033	UNION HERALD	05/01/2025		10.00	10.00	Open	N
	ANOKA COUNTY UNION HERALD MAY 2025	DROBERTSON					07/07/2025
	101-41400-40433	GENERAL PUBLISHING		10.00		1.00	10.00
Total Vendor 10641 - UNION HERALD				10.00	10.00		
Vendor 9543 - UTILITYLOGIC							
15584							
00041093	UTILITYLOGIC	06/19/2025		109.00	109.00	Open	N
	PAINT	DROBERTSON					07/07/2025
	601-49440-40229	PROJECT MAINTENANCE		109.00		1.00	109.00
Total Vendor 9543 - UTILITYLOGIC				109.00	109.00		
Vendor 8383 - WSB & ASSOCIATES, INC							
R-028272-000 -							
00041027	WSB & ASSOCIATES, INC	06/16/2025		9,423.71	9,423.71	Open	N
	HWY 47 PRELIMINARY DESIGN	DROBERTSON					07/07/2025
	405-43100-40810	HWY 47		9,423.71		1.00	9,423.71
Total Vendor 8383 - WSB & ASSOCIATES, INC				9,423.71	9,423.71		

of Invoices: 109 # Due: 109
of Credit Memos: 6 # Due: 6

Totals: 217,102.62 217,102.62
Totals: (441.84) (441.84)

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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
Net of Invoices and Credit Memos:				216,660.78	216,660.78		
--- TOTALS BY GL BANK ---							
	GNCKG			216,660.78			
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-00000-21707			1,465.00			
	101-00000-21713			112.00			
	101-00000-22000			150.00			
	101-00000-36200			20.00			
	101-41110-40310			437.09			
	101-41400-40310			437.09			
	101-41400-40311			4,597.59			
	101-41400-40352			858.00			
	101-41400-40433			10.00			
	101-41540-40301			4,500.00			
	101-41600-40304			6,617.00			
	101-41600-40312			5,300.00			
	101-41910-40441			90.20			
	101-42110-40237			375.00			
	101-42110-40308			486.20			
	101-42110-40310			437.09			
	101-42110-40311			1,133.99			
	101-42110-40321			37.50			
	101-42110-40360			14,253.10			
	101-42110-40401			400.00			
	101-42210-40208			468.00			
	101-42210-40310			625.09			
	101-42210-40311			589.09			
	101-42210-40321			37.50			
	101-42210-40437			329.40			
	101-42400-40310			437.09			
	101-43100-40200			67.45			
	101-43100-40212			2,000.00			
	101-43100-40218			2,602.01			
	101-43100-40310			437.09			
	101-43100-40311			1,178.17			
	101-43100-40321			37.50			
	101-43100-40401			400.00			
	101-43100-40417			68.00			
	101-43210-40439			11,295.84			
	101-45200-40200			67.45			
	101-45200-40229			2,000.00			
	101-45200-40310			437.09			
	101-45200-40311			1,178.17			
	101-45200-40321			37.50			
	101-45200-40417			68.00			
	101-45230-40311			2,000.00			

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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
	103-42110-40237			5,697.52			
	402-42110-40530			2,985.00			
	404-41400-40589			2,558.35			
	405-43100-40810			9,423.71			
	601-49440-40200			67.45			
	601-49440-40208			212.50			
	601-49440-40212			574.18			
	601-49440-40216			5,947.87			
	601-49440-40229			1,279.20			
	601-49440-40233			13.46			
	601-49440-40301			225.00			
	601-49440-40310			437.09			
	601-49440-40311			1,178.17			
	601-49440-40313			223.00			
	601-49440-40321			37.50			
	601-49440-40382			67.50			
	601-49440-40433			62.50			
	601-49440-40442			46.57			
	602-49490-40200			67.45			
	602-49490-40208			212.50			
	602-49490-40216			10.00			
	602-49490-40229			1,625.00			
	602-49490-40301			225.00			
	602-49490-40310			437.09			
	602-49490-40311			1,178.17			
	602-49490-40313			1,088.00			
	602-49490-40321			37.50			
	602-49490-40382			67.50			
	602-49490-40433			62.50			
	602-49490-40442			46.58			
	609-49750-40301			225.00			
	609-49750-40310			437.10			
	609-49750-40311			589.05			
	609-49751-40206			629.80			
	609-49751-40251			30,482.08			
	609-49751-40252			49,627.91			
	609-49751-40253			5,732.25			
	609-49751-40254			1,716.09			
	609-49751-40255			509.20			
	609-49751-40256			8,666.49			
	609-49751-40257			3,401.86			
	803-00000-20200			3,500.00			
	803-00000-22013			254.40			
	803-00000-22038			2,800.00			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			68,077.29	68,077.29		
	103 PUBLIC SAFETY FUNDS			5,697.52	5,697.52		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/08/2025 - 07/08/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4J.

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
	402 CAPITAL EQUIPMENT FUND			2,985.00	2,985.00		
	404 BUILDING IMPROVEMENT FUND			2,558.35	2,558.35		
	405 STREET IMPROVEMENT FUND			9,423.71	9,423.71		
	601 WATER FUND			10,371.99	10,371.99		
	602 SEWER FUND			5,057.29	5,057.29		
	609 LIQUOR FUND			102,016.83	102,016.83		
	803 ESCROW			6,554.40	6,554.40		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			8,301.40	8,301.40		
	41110 CITY COUNCIL			437.09	437.09		
	41400 ADMINISTRATION			8,461.03	8,461.03		
	41540 AUDITING & ACCOUNTING			4,500.00	4,500.00		
	41600 LEGAL			11,917.00	11,917.00		
	41910 COMMUNITY DEVELOPMENT			90.20	90.20		
	42110 POLICE			25,805.40	25,805.40		
	42210 FIRE			2,049.08	2,049.08		
	42400 BUILDING INSPECTIONS			437.09	437.09		
	43100 STREETS			16,213.93	16,213.93		
	43210 RECYCLING			11,295.84	11,295.84		
	45200 PARKS			3,788.21	3,788.21		
	45230 PIONEER DAYS			2,000.00	2,000.00		
	49440 WATER DEPT			10,371.99	10,371.99		
	49490 SEWER DEPT			5,057.29	5,057.29		
	49750 LIQUOR STORE			1,251.15	1,251.15		
	49751 MERCHANDISE PURCHASES			100,765.68	100,765.68		



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Sale of City Owned Property – Second Reading
DATE: July 7, 2025

OVERVIEW:

The city is selling the old city hall building on Cree Street and requires that the city complete the following steps before the closing date:

- Planning Commission to comment on property as it relates to the Comprehensive Plan.
This occurred April 16, 2025
- City Council to declare the property surplus
This occurred, April 21, 2025
- The City Council is required to process a sale through an ordinance requiring two reading and the 30-day comment period.

Two offers have been received for the acquisition of the Cree Street building. Council directed Staff at the April 21st meeting to work with the second interested party regarding their offer.

Per our legal team, Council to review both offers under separate cover and discuss it in closed session.

TIMELINE:

1st Reading: June 16, 2025 - approved

2nd Reading: July 7, 2025

30-day public Comment and closing after August 11, 2025

Property sale is eligible to close after August 11th, if we adhere to this timeline

ACTION TO BE CONSIDERED:

Council to review and act on the following:

- Ordinance 346 Second Series – Authorizing the sale of city surplus property

Attachments:

- Ordinance 346 Second Series – Authorizing the sale of city surplus property

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

ORDINANCE 346, SECOND SERIES

**AN ORDINANCE AUTHORIZING THE SALE OF CITY SUPRLUS PROPERTY TO
ANDY & ROXANNE SCHREDER
31-34-24-14-0028**

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

WHEREAS, pursuant to Section 8-7-3, the City has identified property legally described as the following as surplus property and is no longer needed for municipal service:

**LOT 2 BLOCK 2 DEGARDNER THIRD ADDITION, SUBJECECT TO
EASEMENTS OF RECORD**

And;

WHEREAS, the City Council of the City Of St. Francis declared the above described property as surplus, with the value of the property determined to be \$600,000; and

WHEREAS, Minnesota Statutes, Section 462.356 subdivision 2 states that no publicly owned interest in real property within a city shall be acquired or disposed of until after the planning commission has reviewed the proposed acquisition or disposal and reported in writing to the city council its findings as to compliance of the proposed acquisition or disposal with the comprehensive plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL
THAT:**

1. The City Council hereby finds that sale of the Property by the City to Andy & Roxanne Schreder will comply with the City’s Comprehensive Plan

2. The Mayor and City Clerk are authorized to execute the attached documents and transfer of the property to Andy & Roxanne Schreder for the stated consideration of \$600,000

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 7th
DAY OF JULY 2025

APPROVED:

ATTEST:

Mark Vogel, Mayor

Jennfier Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: Gravel Driveway Interim Use Permit (IUP)
DATE: July 7, 2025
APPLICANT: Cedar Creek Energy Corporation (TJ Wilson and Jason Breiland)
LOCATION: PINs 28-34-25-11-0001 and 28-34-25-12-0001
COMP PLAN: Low Intensity Industrial
ZONING: I-2 Isolated Industrial

OVERVIEW:

The City has received an application for an interim use permit (IUP) to allow a gravel drive and parking area serving the future solar farm at 24174 Nacre St NW. The subject site is located outside of the City's urban service area on the northern boundary between the City and Stanford Township. The site is surrounded by agricultural land to the east, large lot residential to the north, and industrial land to the west and south. The site has access off of Nacre St NW.



PLANNING COMMISSION REVIEW:

The Planning Commission reviewed the IUP application and held a public hearing at their June 18, 2025 meeting. No members of the public spoke on the application. The Planning Commission confirmed that the driveway would be used infrequently as a service drive once construction was complete. Following discussion, Commissioners unanimously recommended approval of the IUP request.

ACTION TO BE CONSIDERED:

Based on the Planning Commission's recommendation for approval of the IUP, a draft Resolution and Interim Use Permit have been drafted for Council review.

Suggested Motion:

Move to approve Resolution 2025-31 approving the Interim Use Permit for a gravel driveway and parking area in the Rural Service Area with conditions and findings as presented by Staff.

ATTACHMENTS:

- Draft Resolution 2025-31
- Draft IUP
- Planning Commission Memo for June 18, 2025 Meeting
- Applicant Submittals

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

RESOLUTION 2025-31

A RESOLUTION APPROVING AN INTERIM USE PERMIT FOR A GRAVEL DRIVE
AND PARKING AREA AT 24174 NACRE ST NW

WHEREAS, the applicant, Cedar Creek Energy Corporation, has requested an Interim Use Permit to allow the construction of a gravel drive and parking area without curb on the property known as 24174 Nacre St NW; and

WHEREAS, the property is legally described in Exhibit A; and

WHEREAS, the property is located in the City’s Rural Service Area; and

WHEREAS, City Code Section 10-72-08 requires that all industrial parking spaces and drives be surfaced with concrete, bituminous, or pavers; and

WHEREAS, Code Section 10-72-08 allows for different surfacing and design requirements for parking lots serving non-residential uses in the Rural Service Area with approval of an Interim Use Permit; and

WHEREAS, on June 18, 2025, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on June 18, 2025, the Planning Commission unanimously recommended approval of the requested Interim Use Permit with conditions; and

WHEREAS, the City Council of the City of St. Francis, on July 7, 2025, considered the requested Interim Use Permit and how it might affect public health, safety, or welfare and found that with the noted conditions the project will not negatively impact the public health, safety, or welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the requested Interim Use Permit for a gravel drive and parking area without curb at 24174 Nacre St NW based on the following findings of fact:

1. The proposed improvement has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Comprehensive Plan.
2. The proposed improvement will not adversely affect the character of neighboring industrial and agricultural properties. Existing gravel drives and access points are located along Nacre St NW today.

3. The proposed improvement will not impose additional unreasonable costs on the public.
4. The proposed improvement will be used infrequently over the course of the life of the solar array for service and maintenance visits.
5. Rip-rap is proposed to be used in conjunction with recycled aggregate or Class V to reduce the amount of material that would be tracked onto Nacre St NW.
6. The proposed use is adjacent to agricultural land and therefore negative impacts to sensitive environmental areas and residential districts are minimized.
7. The date or event that will terminate the proposed improvement can be identified with certainty.
8. The user agrees, in writing, to any conditions that the City Council deems appropriate for permission of the improvement, including the specified termination date or event.

BE IT FURTHER RESOLVED that approval of the Interim Use Permit for a gravel drive and parking area without curb at 24174 Nacre St NW shall be subject to the following conditions:

1. The IUP shall expire when the solar array comes to the end of its life or when the property is redeveloped; whichever occurs first.
2. The gravel drive and parking area shall be used as a construction and service access to the site, with limited use following the development of the site as a solar farm.
3. The applicants shall be responsible for all fees associated with this land use application.
4. All fees and financial obligations shall be received by the City prior to the releasing of the approval document for recording.

Approved and adopted by the City Council of the City of St. Francis on the 7th day of July, 2025.

Mark Vogel, Mayor

Attest: Jenni Wida, City Clerk

This Instrument Drafted By:
HKGi
800 Washington Ave N, Suite 207
Minneapolis, MN 55401

EXHIBIT A

Legal Description

PROPOSED LEASE PARCEL

That part of the Northwest Quarter of the Northeast Quarter and the Northeast Quarter of the Northeast Quarter of Section 28, Township 34, Range 25, Anoka County, Minnesota, described as follows:

Commencing at the northwest corner of said Northwest Quarter of the Northeast Quarter; thence South 0 degrees 59 minutes 40 seconds West, assumed bearing, along the west line of said Northwest Quarter of the Northeast Quarter a distance of 33.00 feet to the southerly right of way line of 245th/ Avenue NW; thence South 88 degrees 42 minutes 50 seconds East, along said south right of way line a distance of 667.24 feet to the point of beginning of the parcel to be described; thence continuing South 88 degrees 42 minutes 50 Seconds East along said right of way line a distance of 1567.20 feet; thence South 43 degrees 24 minutes 46 Seconds East a distance of 49.18 feet; thence South 45 degrees 59 minutes 18 Seconds West a distance of 15.00 feet; thence South 43 degrees 24 minutes 46 Seconds East a distance of 385.99 feet; thence South 0 degrees 0 minutes 00 Seconds East a distance of 162.30 feet; thence North 90 degrees 00 minutes 00 Seconds East a distance of 99.78 feet to the east line of said Northeast Quarter of said Section 28; thence South 1 degrees 12 minutes 25 Seconds West along said east line of the Northeast Quarter a distance of 55.89 feet; thence North 90 degrees 0 minutes 00 Seconds West a distance of 98.66 feet; thence South 0 degrees 0 minutes 00 Seconds East a distance of 346.94 feet; thence North 90 degrees 0 minutes 00 Seconds West a distance of 495.84 feet; thence North 6 degrees 28 minutes 48 Seconds West a distance of 206.86 feet; thence North 90 degrees 0 minutes 00 Seconds West a distance of 336.48 feet; thence North 43 degrees 10 minutes 27 Seconds West a distance of 153.83 feet; thence North 90 degrees 0 minutes 00 Seconds West a distance of 389.95 feet; thence North 86 degrees 33 minutes 35 Seconds West a distance of 262.56 feet; thence North 60 degrees 8 minutes 00 Seconds West a distance of 219.10 feet; thence North 9 degrees 30 minutes 22 Seconds West a distance of 224.86 feet; thence North 0 degrees 0 minutes 00 Seconds East a distance of 193.45 feet; thence North 36 degrees 52 minutes 12 Seconds West a distance of 25.00 feet; thence North 0 degrees 0 minutes 00 Seconds East a distance of 49.03 feet to the point of beginning.

(Reserved for Recording Data)

CITY OF ST. FRANCIS
ANOKA COUNTY, MINNESOTA

**INTERIM USE PERMIT FOR GRAVEL DRIVE AND PARKING AREA AT 24174
NACRE ST NW**

- 1. PERMIT.** Subject to the terms and conditions set forth herein, the CITY OF ST. FRANCIS hereby grants an Interim Use Permit to allow a a gravel drive and parking area without curb at 24174 Nacre St NW.
- 2. PROPERTY.** This Interim Use Permit is for the following described property in the City of St. Francis, Anoka County, Minnesota:

PROPOSED LEASE PARCEL

That part of the Northwest Quarter of the Northeast Quarter and the Northeast Quarter of the Northeast Quarter of Section 28, Township 34, Range 25, Anoka County, Minnesota, described as follows:

Commencing at the northwest corner of said Northwest Quarter of the Northeast Quarter; thence South 0 degrees 59 minutes 40 seconds West, assumed bearing, along the west line of said Northwest Quarter of the Northeast Quarter a distance of 33.00 feet to the southerly right of way line of 245th/ Avenue NW; thence South 88 degrees 42 minutes 50 seconds East, along said south right of way line a distance of 667.24 feet to the point of beginning of the parcel to be described; thence continuing South 88 degrees 42 minutes 50 Seconds East along said right of way line a distance of 1567.20 feet; thence South 43 degrees 24 minutes 46 Seconds East a distance of 49.18 feet; thence South 45 degrees 59 minutes 18 Seconds West a distance of 15.00 feet; thence South 43 degrees 24 minutes 46 Seconds East a distance of 385.99 feet; thence South 0 degrees 0 minutes 00 Seconds East a distance of 162.30 feet; thence North 90 degrees 00 minutes 00 Seconds East a distance of 99.78 feet to the east line of said Northeast Quarter of said Section 28; thence South 1 degrees 12 minutes 25 Seconds West along said east line of the Northeast Quarter a distance of 55.89 feet; thence North 90 degrees 0 minutes 00 Seconds West a distance of 98.66 feet; thence South 0 degrees 0 minutes 00 Seconds East a distance of 346.94 feet; thence North 90 degrees 0 minutes 00 Seconds West a distance of 495.84 feet; thence North 6 degrees 28 minutes 48 Seconds West a distance of 206.86 feet; thence North 90 degrees 0 minutes 00 Seconds West a distance of 336.48 feet; thence North 43 degrees 10 minutes 27 Seconds West a distance of 153.83 feet; thence North 90 degrees 0 minutes 00 Seconds West a distance of 389.95 feet; thence North 86 degrees 33 minutes 35 Seconds West a distance of 262.56 feet; thence North 60 degrees 8 minutes 00 Seconds West a distance of 219.10 feet; thence North 9 degrees 30 minutes 22 Seconds West a distance of 224.86 feet; thence North 0 degrees 0 minutes 00 Seconds East a distance of 193.45 feet; thence North 36 degrees 52 minutes 12 Seconds West a distance of 25.00 feet; thence North 0 degrees 0 minutes 00 Seconds East a distance of 49.03 feet to the point of beginning.

- 3. **CONDITIONS.** This Interim Use Permit is issued subject to construction in accordance with the approved plans submitted with the application and the following conditions:
 - 1. The IUP shall expire when the solar array comes to the end of its life or when the property is redeveloped; whichever occurs first.
 - 2. The gravel drive and parking area shall be used as a construction and service access to the site, with limited use following the development of the site as a solar farm.
- 4. **TERMINATION OF PERMIT.** The City may revoke the permit following a public hearing for violation for the terms of this permit.
- 5. **LAPSE.** The Interim Use Permit shall lapse with any sale of the property.
- 6. **CRIMINAL PENALTY.** Both the owner and any occupant of the subject property are responsible for compliance with this Interim Use Permit. Violation of the terms of this Interim Use Permit is a criminal misdemeanor.
- 7. **RECORDING.** This Interim Use Permit shall be recorded against the title to the Property.

Dated: July 7, 2025

CITY OF ST. FRANCIS

BY: _____

Mark Vogel, Mayor

(SEAL)

AND _____

Kate Thunstrom, City Administrator

STATE OF MINNESOTA)

: SS

COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this 7th day of July, 2025, by **Mark Vogel**, Mayor, and by **Kate Thunstrom**, City Administrator, of the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

Notary Public

[Notary Seal]

This Instrument Drafted By:
HKGi
800 Washington Ave N, Suite 207
Minneapolis, MN 55401



PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission

FROM: Beth Richmond, Planner

SUBJECT: Gravel Driveway Interim Use Permit (IUP)

DATE: 6-11-2025 for 6-18-2025 meeting

APPLICANT: Cedar Creek Energy Corporation (TJ Wilson and Jason Breiland)

LOCATION: 7040 Nacre St NW (PINs 28-34-25-11-0001 and 28-34-25-12-0001)

COMP PLAN: Low Intensity Industrial

ZONING: I-2 Isolated Industrial

OVERVIEW:

The City has received an application for an interim use permit (IUP) to allow a gravel drive and parking area serving the future solar farm at 7040 Nacre St NW. The subject site is located outside of the City's urban service area on the northern boundary between the City and Stanford Township. The site is surrounded by agricultural land to the east, large lot residential to the north, and industrial land to the west and south. The site has access off of Nacre St NW.



REVIEW PROCEDURE:

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason

for the extension and specifying how much additional time is needed. The original deadline for action on the IUP request is July 6, 2025. Due to the scheduling of Planning Commission and City Council meetings, Staff has extended this deadline for 60 days to September 4, 2025.

Public Hearing

City Code requires that a public hearing for review of the land use request be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on June __, 2025 and posted on the City Hall bulletin board on June __, 2025. The public hearing notice was mailed to all affected property owners located within 1,000 feet of the subject property on June __, 2025.

ANALYSIS:

The site is guided and zoned for industrial use. The applicant is proposing a solar farm on the site. An existing gravel drive provides access to the property from the west side of Nacre St NW. A driveway and small parking area are proposed to provide access to the site. This access would be used for construction of the site (about 4 months) and then on an infrequent basis for service visits over the course of the life of the solar array.

City Code Section 10-72-08 Design and Maintenance of Off-Street Parking requires all industrial parking spaces and driveways to be “surfaced with concrete, bituminous, or pavers” and to have a perimeter concrete curb barrier around the entire parking area. Parking lots located outside of the Urban Service Area which serve non-residential uses may allow for different surfacing and design requirements than those found in this Section with approval of an Interim use Permit. Considerations for the IUP may include but are not limited to: dust management, stormwater runoff, proximity of site to sensitive environmental areas and residential districts, size of parking lot, and anticipated traffic.

The applicants have requested that the existing gravel drive be extended into the property to be used as a construction and service drive. The drive and small associated parking area would continue to be surfaced with gravel and would not include curbing. Rip-rap would also be used with the gravel to reduce the amount of gravel that would be tracked out onto Nacre St NW.

The County has been notified of the IUP request as the proposed drive would access onto Nacre St NW, a County road. No comments have been provided from the County at this time.

RECOMMENDATION:

Action to be Considered:

The Planning Commission is requested to hold the public hearing for the IUP request. Following the public hearing, the Planning Commission is requested to take action on the request and provide a recommendation to Council. Interim use permits must meet the applicable criteria for approval as specified in Sections 10-33-03 and 10-34-04 of the City Code.

Potential Motions:

1. Move to recommend approval of the IUP for a gravel access drive for an industrial use in the rural service area with findings of fact and conditions as presented by Staff (see below for suggested findings and conditions).
2. Move to deny the IUP request with Commissioners’ findings of fact.
3. Move to table the application and request additional information from Staff and/or the applicant.

Findings of Fact – Interim Use Permit

1. The proposed improvement has been considered in relation to the specific policies and provisions of and has been found to be consistent with the Comprehensive Plan.
2. The proposed improvement will not adversely affect the character of neighboring industrial and agricultural properties. Existing gravel drives and access points are located along Nacre St NW today.
3. The proposed improvement will not impose additional unreasonable costs on the public.
4. The proposed improvement will be used infrequently over the course of the life of the solar array for service and maintenance visits.
5. Rip-rap is proposed to be used in conjunction with recycled aggregate or Class V to reduce the amount of material that would be tracked onto Nacre St NW.
6. The proposed use is adjacent to agricultural land and therefore negative impacts to sensitive environmental areas and residential districts are minimized.
7. The date or event that will terminate the proposed improvement can be identified with certainty.
8. The user agrees, in writing, to any conditions that the City Council deems appropriate for permission of the improvement, including the specified termination date or event.

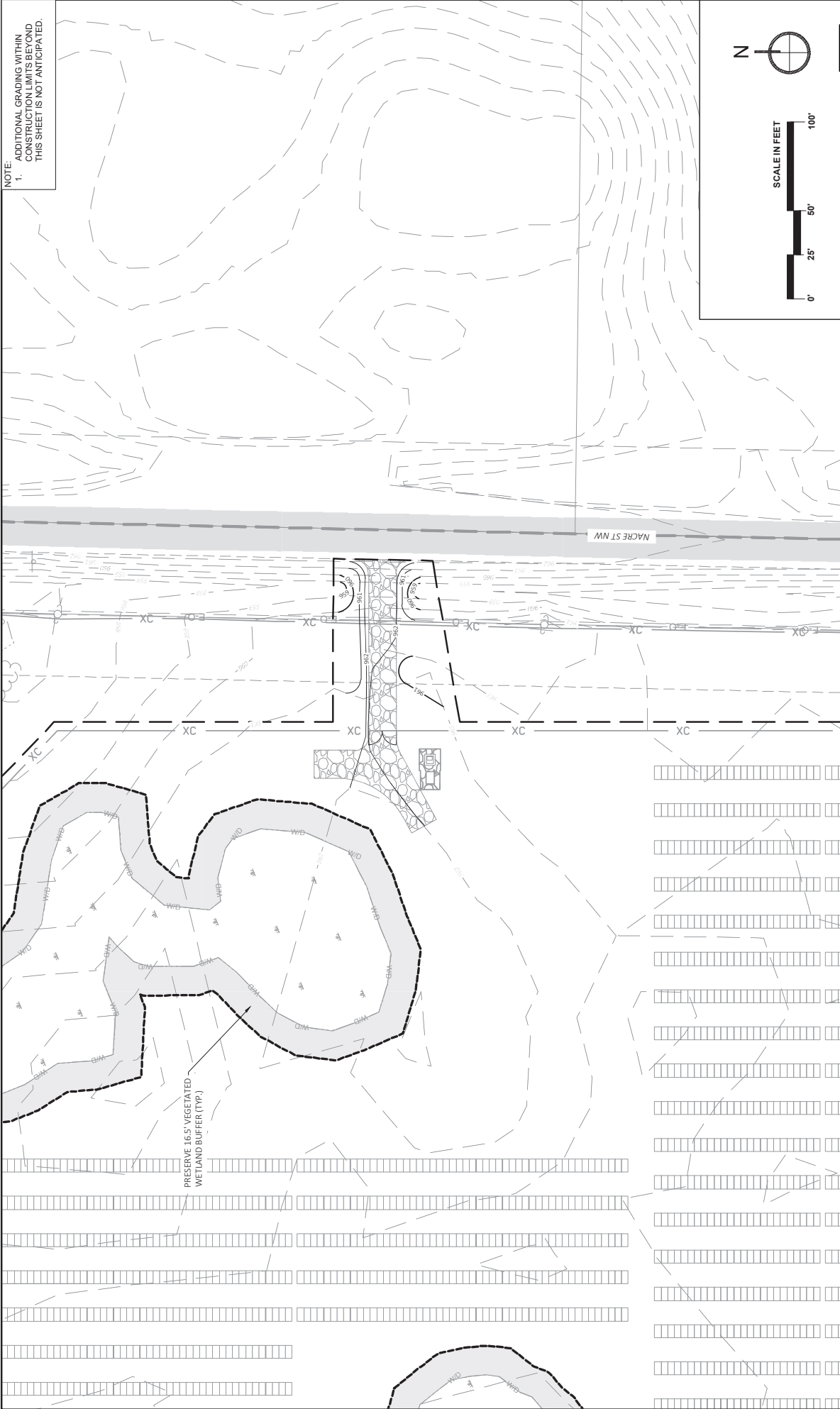
Conditions – Interim Use Permit

1. The IUP shall expire when the solar array comes to the end of its life or when the property is redeveloped; whichever occurs first.
2. The gravel drive and parking area shall be used as a construction and service access to the site, with limited use following the development of the site as a solar farm.
3. The applicants shall be responsible for all fees associated with this land use application.
4. All fees and financial obligations shall be received by the City prior to the releasing of the approval document for recording.
5. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Attachments:

1. Applicant Submittals

NOTE:
1. ADDITIONAL GRADING WITHIN CONSTRUCTION LIMITS BEYOND THIS SHEET IS NOT ANTICIPATED.



<p>water ecology community EMMONS & OLIVER RESOURCES, INC. 1919 UNIV. AVE. W. #300 ST. PAUL, MN TEL: 651.770.8448 WWW.EDRINC.COM</p>		<p>DESIGNED BY: ERK DRAWN BY: UA CHECKED BY: KDC EOR JOB #1518-0022</p>	<p>CEDAR CREEK ENERGY</p>	<p>NORTHROP GRUMMAN SOLAR SAINT FRANCIS, ANOKA COUNTY, MINNESOTA CEDAR CREEK ENERGY BLAINE, MINNESOTA 55449</p>	<p>GRADING & PLANS SHEET 0</p>	<p>3E</p>
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Agenda Item # 9A.

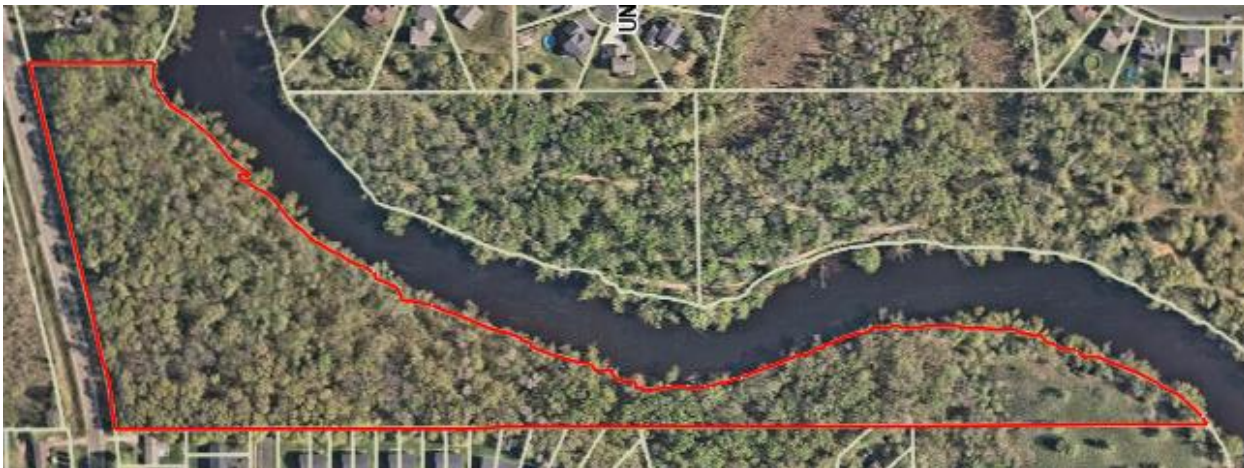


CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Consulting Planner
SUBJECT: Dalton River Villas Concept Review
DATE: July 7, 2025
APPLICANT: Meadow Creek Construction (Mike Pomerleau)
LOCATION: PID 32-34-24-24-0069
COMP PLAN: Low Density Residential and Park/Open Space
ZONING: R-1 Urban Low Density Detached Residential

OVERVIEW

The applicant, Meadow Creek Construction, represented by Mike Pomerleau, has applied for review and discussion of a concept plan for the development of a 19-lot single-unit residential development on an approximately 15.45-acre site located between Ambassador Blvd NW and the Rum River (PID 32-34-24-24-0069). This property is located north of the Rum River Terrace neighborhood and east of the Vista Prairie Senior Living site. Roughly half of the site is encumbered by a bluff and the 100-year floodplain. An outlot is proposed along the Rum River which encompasses the floodplain area and the bluff. Primary access for the development is proposed to come from an extension of Woodbine Street NW from the south.



PLANNING COMMISSION

The Planning Commission reviewed the concept at their June 18, 2025 meeting. Commissioners discussed the City's potential ownership of the proposed outlot and clarified that if the land is intended to be part of the public park system, that there should be public access provided. Commissioners also noted that the Woodbine St NW cul-de-sac extension and the proposed lot sizes seem to be appropriate based on the design of the existing neighborhood to the south.

ACTIONS TO BE CONSIDERED

The City Council is requested to provide feedback to the applicant on the proposed concept. No motion is required. Comments shared are not binding on the City nor do they constitute official assurances or representations of the City on future recommendations or approvals.

If the applicant chooses to proceed with the project following concept plan review, the likely entitlements would include variances/Planned Unit Development and preliminary and final plat.

ATTACHMENT

- Concept Plan
- Planning Commission Memo – June 18, 2025

DEVELOPMENT DATA

65' Lots 15
55' Lots 4

PID Number: 32-34-24-24-0069

PROPOSED ZONING - PUD

PROPOSED LOT STANDARDS

Frontyard Setback: 25'

Corner Setback: 20'

Sideyard Setback: 10'; 5' Garage

Rearyard Setback: 30'

County Road Setback - 50'

Bluff Setback - 30'

OHW/ Setback - 100'

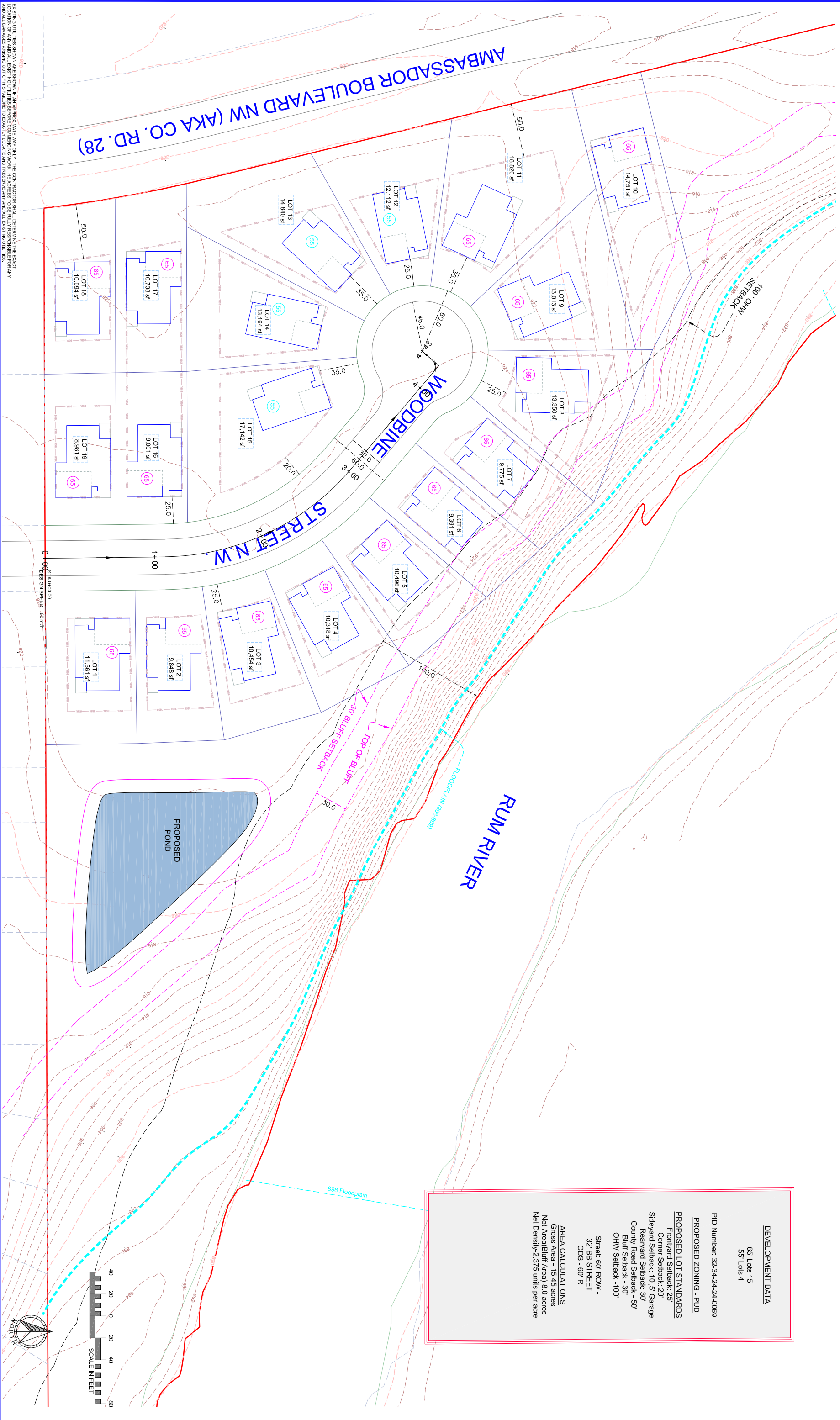
Street: 60' ROW -
32' BB STREET
CDS - 60' R

AREA CALCULATIONS

Gross Area - 15.45 acres

Net Area(Bluff Area)-8.0 acres

Net Density-2.375 units per acre



EXISTING UTILITIES SHOWN ARE SHOWN IN AN APPROXIMATE WAY ONLY. THE CONTRACTOR SHALL DETERMINE THE EXACT LOCATION OF ANY AND ALL EXISTING UTILITIES BEFORE COMMENCING WORK. HE AGREES TO BE FULLY RESPONSIBLE FOR ANY DAMAGE TO EXISTING UTILITIES OR TO ADJACENT PROPERTIES CAUSED BY HIS FAILURE TO DO SO. LOCATE AND PRESERVE EXISTING UTILITIES.			
DRAWING NAME	NO.	BY	DATE
REVISIONS	-	-	-
DRAWN BY	XXX		
CHECKED BY	XXX		
DATE	XXX		
XXXXXX			
USE (INCLUDING COPYING, DISTRIBUTION, AND/OR CONVEYANCE OF INFORMATION) OF THIS PRODUCT IS STRICTLY PROHIBITED WITHOUT SATHRE-BERGQUIST, INC.'S EXPRESS WRITTEN AUTHORIZATION. USE WITHOUT SAID AUTHORIZATION CONSTITUTES AN ILLEGITIMATE USE AND SHALL THEREBY INDEMNIFY SATHRE-BERGQUIST, INC. OF ALL RESPONSIBILITY. SATHRE-BERGQUIST, INC. RESERVES THE RIGHT TO HOLD ANY ILLEGITIMATE USER OR PARTY LEGALLY RESPONSIBLE FOR DAMAGES OR LOSSES RESULTING FROM ILLEGITIMATE USE.			
HEREBY CERTIFY THAT THIS PLAN OR SPECIFICATION WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A FULLY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.			
Daniel L. Schmidt, P.E.			
Date: 05/07/2025			
Lic. No. 26147			
<div><div>ENGINEERS SURVEYORS PLANNERS</div><div>14000 25TH AVE N #120 PLYMOUTH, MN 55447 (952) 476-6000</div></div>			
CITY PROJECT NO. --			
ST. FRANCIS, MINNESOTA			
CONCEPT SKETCH			
HUKEE PARCEL			
TIM POMERLEAU			
FILE NO. 54689-437			
1			
1			

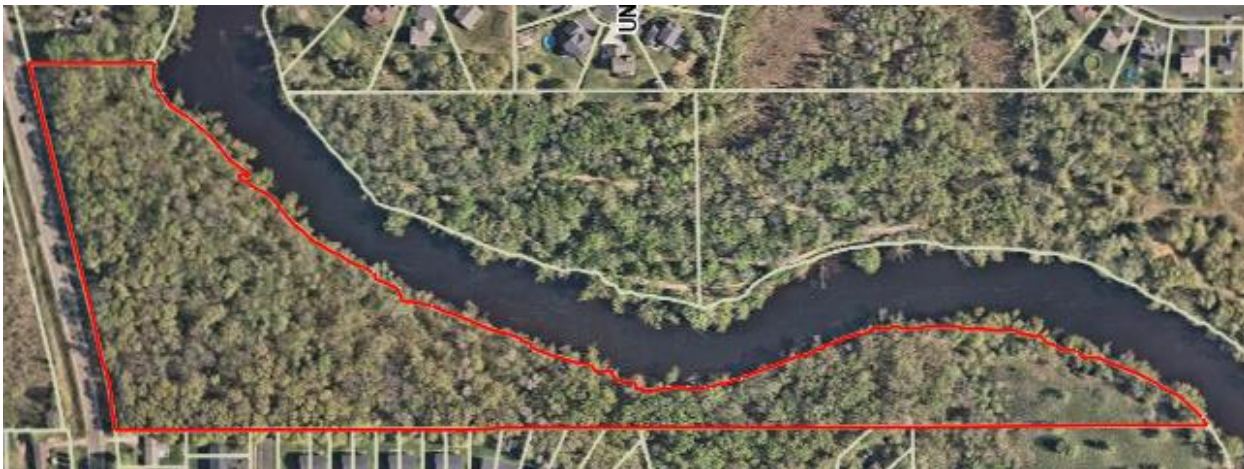


PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Consulting Planner
SUBJECT: Dalton River Villas Concept Review
DATE: 6-11-2025 for 6-18-2025 meeting
APPLICANT: Meadow Creek Construction (Mike Pomerleau)
LOCATION: PID 32-34-24-24-0069
COMP PLAN: Low Density Residential and Park/Open Space
ZONING: R-1 Urban Low Density Detached Residential

OVERVIEW

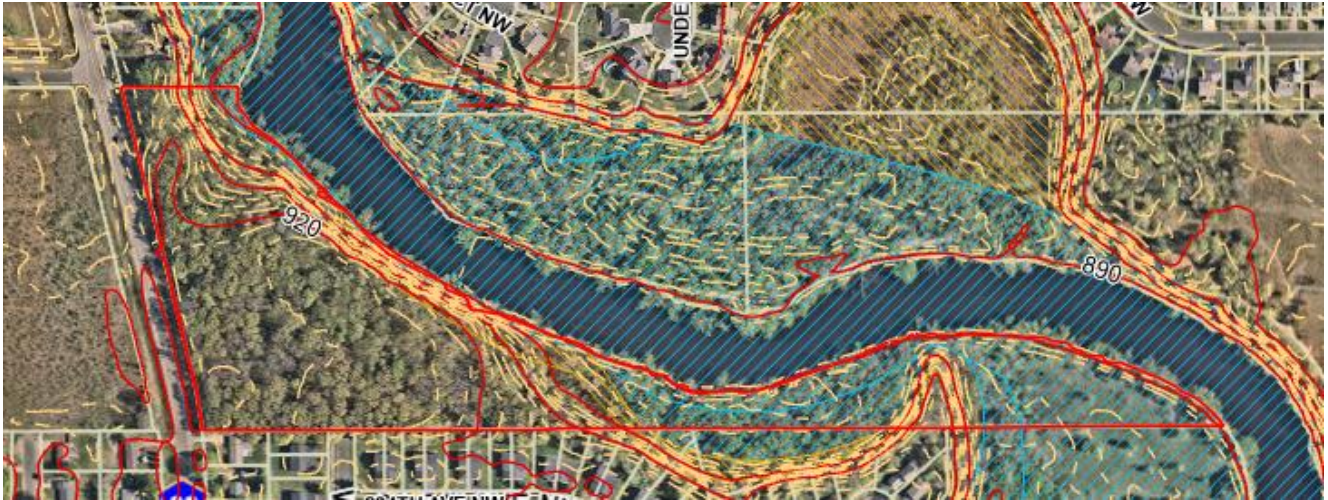
The applicant, Meadow Creek Construction, represented by Mike Pomerleau, has applied for review and discussion of a concept plan for the development of a 19-lot single-unit residential development on an approximately 15.45-acre site located between Ambassador Blvd NW and the Rum River (PID 32-34-24-24-0069). This property is located north of the Rum River Terrace neighborhood and east of the Vista Prairie Senior Living site. Roughly half of the site is encumbered by a bluff and the 100-year floodplain.



The purpose of a concept plan is to provide the applicant with an advisory review of a specific development concept before the applicant enters into binding agreements, incurs substantial expense, or files a formal application. This process is intended to inform the applicant of the alignment with the City's Comprehensive Plan and to identify elements of the development concept which may not be in compliance with current requirements. Staff, the Planning Commission, and the City Council will review the concept and identify areas for discussion. Ultimately, the goal is to provide feedback to the applicant who can then determine whether or not the development is worth pursuing.

PROPOSAL

The applicant is proposing to create 19 single-unit detached lots on a 15.45-acre site along the Rum River and Ambassador Blvd NW. Land along the eastern half of the site is located within the floodplain. A bluff exists which separates the upland area in the southwestern corner of the site from the Rum River.



An outlet is proposed along the Rum River which encompasses the floodplain area and the bluff. Primary access for the development is proposed to come from an extension of Woodbine Street NW from the south.

ANALYSIS

Land Use

This property is primarily guided for Low Density Residential use in the Comprehensive Plan. This land use category allows development at a density of 2-3 units per net acre. Land within the 100-year floodplain and along the bluff is considered undevelopable and is guided for park/open space use in the Comprehensive Plan. The proposed concept is consistent with the Comprehensive Plan. It shows a single-unit development of 19 units on 8 developable acres, or a net density of 2.375.

Zoning

The site is currently zoned R-1 Urban Low Density Detached Residential which permits single-unit detached dwellings with the following standards:

- A. Perimeter Foundation. Be constructed upon a continuous perimeter foundation that meets the requirements of the State Building Code.
- B. Dimensional Requirements. No residential structure shall have a width of less than 22 feet on not less than 70 percent of the structure. Width measurements shall not be inclusive of overhangs or other projections beyond the principal exterior walls.
- C. Roof.
 - a. Permitted roof materials include earth covered, shingles (asphalt, fiberglass, wood), tile, finished metal standing seam with concealed fasteners, or better.

- b. Roofs for single unit dwellings may be flat or pitched. A flat roof must shed water having some degree of slope. If the single unit dwelling includes a pitched roof, the roof pitch shall be at least three/twelve (3/12) with a one (1) foot overhang.

D. The requirements of the State Building Code or the applicable manufactured housing code shall be met.

The site is also located within the urban Rum River Management (uRRM) Overlay District because it is adjacent to the Rum River. The applicant is proposing to create an outlot along the Rum River so that all developable lots will be non-riparian sewered lots. The most restrictive dimensional standard (bolded) applies:

Standard	R-1 Requirement	uRRM Requirement	Proposed
Min. lot area	10,800 sq. ft.	12,150 sq. ft.	8,981 sq. ft. to 18,820 sq. ft.
Min. lot width	80 ft.	90 ft.	55 ft. (4 lots) 65 ft. (15 lots)
Min. front setback	25 ft.	35 ft. local road 50 ft. County highway	25 ft. local 50 ft. County highway
Min. interior side setback	10 ft. living space 5 ft. garage	N/A	10 ft. living space 5 ft. garage
Min. corner side setback	20 ft.	N/A	20 ft.
Min. rear setback	30 ft.	(75 ft. from OHW)	30 ft. rear 100 ft. from OHW 30 ft. from bluff
Max. height	3 stories or 35 ft., whichever is less	35 ft.	Not provided
Max. impervious surface	35%	30%	Not provided

The concept proposes lots which are undersized in lot area, lot width, and which do not meet the front setback requirement for the uRRM overlay district. 8 of the proposed lots meet the R-1 lot area requirement of 10,800 sq. ft., while 6 lots meet the uRRM requirement of 12,150 sq. ft. None of the lots meet the required 90-ft. lot width of the uRRM – 15 lots are proposed to be 65 feet wide and 4 lots are proposed to be 55 feet wide. Variances or a PUD would be required in order to allow the flexibility shown on the concept. Because the site is within the uRRM overlay district and therefore would require DNR approval for any variance or ordinance amendment, the City has notified the DNR of the concept and requested their feedback. No comments have been received as of June 9.

Staff supports the design of this concept. The wide east/west nature of this lot, coupled with the existence of the floodplain, bluff, and County Road, create challenges when it comes to designing a development that preserves the natural features of the site while efficiently utilizing City infrastructure. While the lots are smaller than required, the overall density of the site is considerably less than what would be allowed if the site was unencumbered. The proposed lots are similar in size to the existing lots in the neighborhood directly to the south, promoting a cohesive neighborhood throughout the area.

Outlot

An outlot is proposed along the Rum River which encompasses the floodplain area and the bluff. This outlot would also include the stormwater pond for the development. As part of a future application, the applicant would need to identify the owner for the outlot and provide the City access to the stormwater pond from the Woodbine St NW extension. The Planning Commission should discuss whether the City would be interested in owning this outlot. The City owns the open space along the river directly to the south of this outlot. It may make sense for the City to also take ownership of this outlot so that the two could be connected.

Access

Street access to 16 of the 19 lots is proposed to come from an extension of Woodbine St NW. Woodbine St NW is currently constructed up to the south property line of the site. The concept shows the Woodbine St NW extension ending in a cul-de-sac. Staff and the applicant have discussed the possibility of connecting Woodbine St NW through to Ambassador Blvd NW instead of creating a cul-de-sac. Because Ambassador Blvd NW is a County Road, the County would have the final say on that possibility. Staff is supportive of either option but feels that the cul-de-sac option is more likely to be supported by the County based on Anoka County’s street spacing guidelines.

Within the City, cul-de-sacs are allowed a maximum street length of 750 feet in the Urban Service Area and may serve the maximum density allowed by State Fire Code (30 units or less according to D107 of the Minnesota State Fire Code). The proposed cul-de-sac is anticipated to be less than 750 feet long and would serve 20 units including those already constructed in the development to the south.

Three of the proposed lots are shown to have access directly onto Ambassador Blvd NW. As an A Minor Collector, it is unlikely that Anoka County will allow additional access points onto Ambassador. If that is true, the applicant would need to adjust the concept to eliminate the access points onto Ambassador. This could be done through the use of shared driveways, lot reconfiguration, or the elimination of up to three lots.

The concept was sent to Anoka County for review. No comments have been received as of June 9.

ACTIONS TO BE CONSIDERED

The Planning Commission is requested to provide feedback to the applicant on the proposed concept. No motion is required. Comments shared are not binding on the City nor do they constitute official assurances or representations of the City on future recommendations or approvals. The City Council will also review the concept and provide feedback.

The Planning Commission should discuss the following topics in addition to providing feedback on the overall concept:

- 1. Flexibility would be requested from the lot area, lot width, and setback requirements for the uRRM and R-1 districts. Flexibility is typically granted with a variance or by creating a Planned Unit Development. Does the Planning Commission prefer one route over another?

2. Should the City consider owning the outlot containing the bluff and floodplain? If the city takes ownership, would it be managed as part of the city park system?

ATTACHMENT

- Concept Plan



CITY COUNCIL AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: Zoning Code Amendment – Accessory Structure Size
APPLICANT: Alena and Mark Puzenkou
DATE: July 7, 2025

OVERVIEW

Alena and Mark Puzenkou live on a 2.69-acre lot in St. Francis. According to the City’s Code, lots between 2.5 and 5 acres in size are allowed a maximum total detached accessory structure square footage of 1,500 square feet. The applicants have recently constructed an addition onto an existing detached accessory structure and a lean-to. Together, the total detached accessory structure square footage on the lot now comes to 2,268 square feet. The applicants are requesting to amend the City’s Zoning Code to allow additional square footage for detached accessory structures on lots between 2.5 and 5 acres in size.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission reviewed the amendment request at their June 18, 2025 meeting and held a public hearing. No members of the public spoke on the matter. After reviewing the square footage allowances for similarly-sized lots in neighboring communities, Commissioners felt that it would be appropriate to increase the total detached accessory structure square footage for lots 2.5 to 5 acres in size from 1,500 square feet to 2,500 square feet. Commissioners also noted that it may be appropriate to review the total detached accessory structure square footage allowances for all other lot sizes in the future.

ACTION TO BE CONSIDERED

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

Suggested Motion:

1. Move to approve the 1st reading of Ordinance 347 amending Section 10-68-04 of the City Code to allow 2,500 square feet of total detached accessory structure square footage on lots 2.5 to 5 acres in size as requested.

ATTACHMENTS

- Draft Ordinance 347 (1st Reading)
- Planning Commission Memo for June 18, 2025 Meeting

ORDINANCE NO. 347

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE MODIFYING SECTION 10-68-04 ACCESSORY STRUCTURE IN
THE CITY CODE – 1ST READING

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

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

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

10-68-04 Accessory Structure.

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

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

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

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

Approved and adopted by the City Council of the City of St. Francis this 7th day of July, 2025.

SEAL

CITY OF ST. FRANCIS

By: _____
Mark Vogel, Mayor

Attest: Jenni Wida, City Clerk

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



PLANNING COMMISSION
AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: Zoning Code Amendment – Accessory Structure Size
APPLICANT: Alena and Mark Puzenkou
DATE: 6-11-2025 for 6-18-2025 meeting

OVERVIEW

Alena and Mark Puzenkou live on a 2.69-acre lot in St. Francis. According to the City’s Code, lots between 2.5 and 5 acres in size are allowed a maximum total detached accessory structure square footage of 1,500 square feet. The applicants have recently constructed an addition onto an existing detached accessory structure and a lean-to. Together, the total detached accessory structure square footage on the lot now comes to 2,268 square feet. The applicants are requesting to amend the City’s Zoning Code to allow additional square footage for detached accessory structures on lots between 2.5 and 5 acres in size.

DETACHED ACCESSORY STRUCTURE SIZE

Existing Regulations

The City’s size limitations for detached accessory structures are found in Code Section 10-68-04 and are as follows:

Lot Size	Accessory Structure Limits	
Less than 1 acre	Total detached square footage	600 SF
	Maximum number of detached buildings	1
	Maximum sidewall height	10 feet
1 acre but less than 2.5 acres	Total detached square footage	1,200 SF
	Maximum number of detached buildings	1
	Maximum sidewall height	12 feet
2.5 acres but less than 5 acres	Total detached square footage	1,500 SF
	Maximum number of detached buildings	2
	Maximum sidewall height	14 feet

5 acres but less than 10 acres	Total detached square footage	4,000 SF
	Maximum number of detached buildings	2
	Maximum sidewall height	16 feet
10 acres and larger	Total detached square footage	5,000 SF
	Maximum number of detached buildings	2
	Maximum sidewall height	18 feet

Precedent Codes

In order to evaluate the applicants' request, Staff reviewed the accessory structure size limitations of surrounding communities. Generally, cities allowed between 2,000 and 3,000 square feet of accessory structure square footage on lots between 2.5 and 5 acres in size. The following table lists the allowable accessory structure sizes in neighboring communities:

Lot Size (acres)	Allowable Total Accessory Structure Size (square feet)							
	St. Francis	Nowthen	Oak Grove	Ham Lake	Ramsey	Otsego	Dayton	East Bethel
2.0 – 2.5	1,200	2,400	1,800	1,500	2,400	2,000	2,000	1,800-1,950
2.5 – 3.0	1,500	3,200	2,400	2,400	2,700			2,500
3.0 – 3.5						2,500	3,000	
3.5 – 4.0					3,000			3,000
4.0 – 4.5			3,600			3,500	2,700-2,775	
4.5 – 5.0					2,850-2,925			

Recommendation

Based on the precedent research, St. Francis allows a smaller amount of detached accessory structure square footage on lots of similar sizes than surrounding communities. Staff has received several inquiries about this limitation over the years, indicating that there is a desire within the community to increase this standard. As an ordinance amendment, this request is a legislative action by the City. Therefore, the City has a higher level of discretion when determining if this change is in the best interest of the City or not. If the City would like to increase the allowable amount of square footage for detached accessory structures, Staff recommends using a round number in the middle of the examples we found – perhaps 2,500 SF. Changes to the allowable number of accessory buildings on a lot and maximum sidewall height are not anticipated or requested at this time.

ACTION TO BE CONSIDERED

Staff is requesting that the Planning Commission hold a public hearing, review the requested Zoning Code amendment, and provide a recommendation to the City Council.

Potential Motions:

1. Move to recommend approval of the amendment to Section 10-68-04 of the Zoning Code to increase the allowable total square footage of detached accessory structures on lots 2.5 to 5 acres in size as requested.
2. Move to recommend denial of the requested amendment to Section 10-68-04 of the Zoning Code.
3. Table the request and ask for additional information from the applicants and/or Staff.



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Stormwater Pollution Prevention Plan for Large Sites Code Amendment- First Reading
DATE: July 7, 2025

OVERVIEW:

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

Council to approve amendments for City Code Chapter 10, Section 8, Subdivision 4.

ACTION TO BE CONSIDERED:

The following timeline will apply:

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

Suggested Motion

Move to approve the 1st reading of Ordinance 348 approving the Zoning Code amendments pertaining to stormwater prevention plan for large sites as presented by Staff.

Attachments:

- Ordinance 348

ORDINANCE NO. 348

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE AMENDING THE ZONING CODE TO MODIFY THE OFF-SITE
TREATMENTS FOR STRUCTURAL BMP STANDARDS FOR THE STORMWATER
POLLUTION PREVENTION PLAN FOR LARGE SITES – 1ST READING

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

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

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

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

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

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

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

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

(Ord. No. 314, SS , § 1, 5-15-2023)

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

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

SEAL

CITY OF ST. FRANCIS

By: _____
Mark Vogel, Mayor

Attest: Jenni Wida, City Clerk

DRAFTED BY:
HKGi
800 Washington Ave. N., Suite 103
Minneapolis, MN 55401



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: City Hall/Fire Station Landscape Repair
DATE: July 7, 2025

OVERVIEW:

Upon completion of the City Hall/Fire Station landscaping it has been decided that the final grading and absence of fabric under the mulch is sub-par and needs to be corrected.

An effort was made to contact Stahl to find options to remedy the issues and it was discovered that fabric under the mulch was not called out in the specifications, furthermore, Stahl feels that the landscape contractor completed the grading satisfactorily enough to satisfy the project requirements. Moving forward, the city will have to pay for the landscape corrections if it chooses to.

Staff received three separate quotes to correct the issues with landscaping at City Hall:

1. Clark Companies \$29,998
2. H & H Contractors \$31,715.00
3. B & D Bobcat and Landscaping Inc. \$44,610.00

ACTION TO BE CONSIDERED:

Council to discuss and decide whether to correct or not to correct the landscaping. If the council decides to correct, staff recommend Clark Companies with the low quote of \$29,998.00.

BUDGET IMPLICATION:

The budget for this project would come from the Building Fund.

Attachments:

- Clark Companies Quote
- H & H Contractors Quote
- B & D Bobcat and Landscaping Inc. Quote

Clark Companies

14346 191st Avenue Northwest

Elk River, Minnesota 55330

763-318-4387

info@ClarkCompaniesMN.com | www.ClarkCompaniesMN.com



Agenda Item # 9E.

RECIPIENT:

Paul Carpenter

3750 Bridge Street Northwest

Saint Francis, Minnesota 55070

Quote #2597

Sent on

May 29, 2025

Total

\$29,998.00

Product/Service	Description	Qty.	Unit Price	Total
Mulch removal and reinstall	Price includes removal and disposal of all mulch. Install fabric and install new mulch.	1	\$15,999.00	\$15,999.00
Regrading lawn	Scraping out all grass and rock. Grading smooth, install new fresh top soil and hydroseed when done.	1	\$13,999.00	\$13,999.00
Fee to follow if using credit card, ACH or financing to pay	*4.49% Fee (if using credit card or financing to pay)* *1.5% Fee (if using ACH direct bank payment)*	1	\$0.00	\$0.00

A NEW invoice for just the fee will be sent after
project completion, to pay said fee.
ONLY IF USING CREDIT CARD OR FINANCING
TO PAY BALANCE

-----disregard if you are paying via
check-----

A deposit of 50% will be required to begin.

Total

\$29,998.00

If you have any questions feel free to reach out to myself or our office. Thanks. Donald
763-339-3533

-----WE TAKE CHECKS MAILED TO US-----

**UP TO A 4.49% FEE ON ALL CREDIT CARD + FINANCED TRANSACTIONS

**1.5% FEE on all ACH payments

(New invoice sent for just the fee amount)

If applicable: ☐

EXISTING GRASS MAY BE DAMAGED FROM EQUIPMENT NEEDED TO COMPLETE THE PROJECT. We can repair the
grass with sod for ☐

\$1.75 per square foot or with soil & seed for \$1.00 per SF. ☐

Min. of \$999 for sod repair & \$599 for soil and seed repair. ☐

Irrigation + yard repair NOT INCLUDED and priced on case by case basis.

Clark Companies

14346 191st Avenue Northwest

Elk River, Minnesota 55330

763-318-4387

info@ClarkCompaniesMN.com | www.ClarkCompaniesMN.com



Agenda Item # 9E.

Signature: _____ Date: _____



H&H Contractors

15454 Central Avenue Northeast

Ham Lake, Minnesota 55304

763-234-7393

sales@mnretainingwalls.com | MNretainingwalls.com

RECIPIENT:

City of St. Francis

3740 Bridge Street Northwest

Saint Francis, Minnesota 55070

Phone: 763-235-2304

Estimate #41938

Sent on May 29, 2025

Accepted Check, cash, or credit card.
 Payment Credit card fees are 2.7% + 30¢
 Methods per transaction. Cards
 accepted: Visa, Mastercard, or
 American Express.

Total \$31,715.00

Product/Service	Description	Qty.	Unit Price	Total
Removal & Disposal	Removal and disposal of the existing mulch and 3"-4" of exiting dirt in landscaped beds. approx. 60yards of dirt to remove	1	\$4,860.00	\$4,860.00
Landscape Beds	Install 65yards of Natural (non-dyed) Hardwood Mulch in Landscape beds Install (3) Rolls of Fabric Install (10) #1 gal Karl Forester Grass	1	\$9,975.00	\$9,975.00
Hydroseed	Removal of 3' of existing soil and replace with 3' of Black dirt 9 loads of disposal 9 loads of Black dirt Hydroseed turf areas per plan approx. 14,220SF.	1	\$16,880.00	\$16,880.00
Total				\$31,715.00

This quote is valid for 30 days, after which values may change. Equipment operation will begin as early as 7:00 AM, Monday through Friday. Homeowners must mark irrigation and private utilities. The homeowner is responsible for ensuring clear access for equipment and personnel. Sod and seed repairs are not included unless requested for an additional fee. Ground protection mats are available upon request at an extra cost. Unforeseen obstacles discovered after excavation may result in a change order, additional costs, and added time to project duration.

H&H Contractors

15454 Central Avenue Northeast

Ham Lake, Minnesota 55304

763-234-7393

sales@mnretainingwalls.com | MNretainingwalls.com



Signature: _____ Date: _____

Estimate

B&D Bobcat and Landscaping inc

6032 ambassador bulvd nw
st. francis MN 55070
Kevin 763-670-4951
kadenker@msn.com
www.bd-bobcatandlandscaping.com

Customer # 981
Estimate # 0004670
Date Jun 04, 2025

city of st. francis, paul

3750 bridge st nw
st. francis MN

Description	Qty/Hr	Cost/Rate	Taxes %	Total
misc	115	35.00	0.00	\$4,025.00
remove old turf/dirt (2.5 inches), billed per yard of old turf/dirt removed.				
haul out debris	115	15.00	0.00	\$1,725.00
old dirt/turf, billed per yard to load trucks and hauled out				
deliver black dirt, 14-15 yard load (truckload) per truckload	9	445.00	0.00	\$4,005.00
spread and level black dirt per truckload	9	175.00	0.00	\$1,575.00
any repair to sprinkler heads/lines. \$95 per hour plus parts to repair if any, not estimated at this time	1	0.00	0.00	\$0.00
grading	1	425.00	0.00	\$425.00
day of seeding				
trip fee hydro-seed	1	335.00	0.00	\$335.00
hydro seed area	14800	0.20	0.00	\$2,960.00
per s.f. installed				

Notes:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. All agreements contingent upon strikes, accidents or delays beyond our control, such as the weather. Rain/hot days will push our schedule back as your job will be pushed back as well. B&D Bobcat and Landscaping inc. reserves the right to bring in a third-party contractor at any time to complete any work as needed. Customer is responsible for marking sprinkler heads and/or secondary utilities, by example but not limited to septic tanks and drain fields, secondary phone lines, secondary cable lines, pet fencing, drain tile, sump pump lines and any utilities running to out buildings, stumps that are hidden by grass/weeds, but not limited to. The customer is also responsible for marking their own property lines or property markers. Seeding is always recommended in the fall but can be installed in the spring per customer's request. Seeding or sodding is not recommended without professionally installing an inground sprinkler system, see me for details. Customer's inground sprinklers will need to be set to run 3-4 times daily for the first 3-4 weeks at a rate of 15-20 minutes per zone with new sod/seeding but not limited to. Then adjusted to daily or as needed depending on temperatures and conditions. B&D Bobcat and landscaping recommends a minimum of 2 inches of black dirt, but not limited to, when seeding or sodding unless soil is clay based. Sprinkler heads may be adjusted to water rock, mulch, driveway and house as needed to keep the new sod/seed wet the first 3 weeks or more after installed. B&D Bobcat and landscaping will not be held liable for water staining of any kind from watering the sod/seed. Customer may need to adjust sprinkler heads from 2-3 times daily after the first 3 weeks of planting to once daily or as needed after sod/seed has taken root. Sprinkler heads will need to be re-adjusted at additional expense after sod/seed has taken root (generally after 6 weeks) and is not included in estimate. Mowing sod should be done 2 weeks after install date and is recommended to set mower deck up as high as possible for the first 2 weeks of cutting, so sod does not get stuck in mower. Mowing seed, it is recommended that no more than 1/3 grass height be cut off the first few mowing's, generally after 5-7 weeks from install date. This estimate does not include material price increases, landscape consultation, or additional labor and materials which may be required should unforeseen problems arise after the work has started. Sod is not returnable nor refundable-NO EXCEPTIONS. Seeding is recommended in the fall, weeds can be an issue when planting anytime however more so in the spring and is not recommended from June 15th to August 1st. Newly planted seed requires a 6-step minimum maintenance plan for the 1st year after it is planted, but not limited to, to achieve a thick and healthy lawn. Any sod, seeding, tree or plant warranties shall be in writing and will not be warranted if there is clear neglect, i.e., lack of proper watering, lack of black dirt, act of God, storm damage and animal damage. All plants, trees and shrubs need extra watering by hand the first 2-3 months of install date and extra watering when temps are above 80 degrees or dry/drought conditions exists. Inground sprinklers do not provide enough water for trees, plants, shrubs, etc. All plant, shrub and tree warranties will be replaced once at the end of the 1-year warranty period. It may take us longer to warrantee tree/shrub if suppliers are out of your type. Our estimate does NOT include pressure washing of street and or driveway, sidewalks, house, etc. Owner to carry fire, tornado, and all necessary insurance. Our workers are fully covered by workers compensation insurance. We are Licensed and Insured.

Subtotal	\$15,050.00
Taxes	\$0.00
Required Deposit	\$0.00
Amount Paid	\$0.00
Total Estimated Cost	\$15,050.00

By clicking the "accept" tab you are entering a contract and accepting these terms. We still need a signed contract and half down for scheduling.

INVOICES ARE DUE IN 15 DAYS. ALL LEGAL FEES WILL BE APPLIED TO INVOICES AFTER 45 DAYS ALONG WITH COLLECTION FEES AS WELL. FINANCE CHARGES OF 1.5 PERCENT PER MONTH WILL BE CHARGED ON ALL PAST DUE ACCOUNTS (18% ANNUALLY)

*** Fuel surcharges may be added at any time. ***

"CONTRACTORS NOTICE TO OWNER"

- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENTS UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.

Must receive signed contract and 50% down payment before starting/scheduling by mail or in person, final payment due upon receipt.

If paying with a credit card on our online email invoicing system, all credit card fees will automatically be billed at checkout. (3% on average) depending on your card. Up to a \$30 return check fee may be applied.

Acceptance of proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: _____
Date: _____

Note: This proposal may be withdrawn by us if not accepted with in 30 days

A FINANCE CHARGE of 1.5% per month (ANNUAL 18%) will be charged on all past due balances.

Estimate

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Estimate # 0004669
Date Jun 04, 2025

city of st. francis, paul

3750 bridge st nw
st. francis MN

Description	Qty/Hr	Cost/Rate	Taxes %	Total
misc remove old mulch, billed per yard mulch removed from beds.	75	150.00	0.00	\$11,250.00
haul out debris billed per yard to haul out old mulch.	75	11.00	0.00	\$825.00
misc dig dirt out of mulch beds to lower them to accept 4 inches of new mulch, billed per yard removed	30	175.00	0.00	\$5,250.00
haul out misc. debris dirt from lowering mulch beds, billed per yard hauled out	30	15.00	0.00	\$450.00
mulch delivery billed per yard delivered	110	10.00	0.00	\$1,100.00
mulch, mink (per yard) per yard, quantity discount silva corp.	110	38.50	0.00	\$4,235.00
labor to install mulch and level billed per yard installed	100	60.00	0.00	\$6,000.00
install steel edging (per foot) in missing part. billed per foot installed	30	15.00	0.00	\$450.00

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Subtotal	\$29,560.00
Taxes	\$0.00
Required Deposit	\$0.00
Amount Paid	\$0.00
Total Estimated Cost	\$29,560.00

+ \$15,050.00

\$44,610