



## CITY COUNCIL REGULAR MEETING

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

Monday, October 07, 2024 at 6:00 PM

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### AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
  - A. City Council Minutes - September 16, 2024
  - B. Hiring Part-Time Firefighter- Contingent
  - C. Police Department Policy Manual
  - D. Change Orders – City Hall / Fire Station Project
  - E. Rivers Edge 5<sup>th</sup> Drainage and Utility Vacation
  - F. Bluffs of Rum River Final Plat Submittal Extension
  - G. Rivers Edge 7<sup>th</sup> Addition Financial Security Reduction
  - H. Appointment of Election Judges  
*Resolution 2024-37 Appointing election judges for the General Election on November 5, 2024*
  - I. Towing Services RFP
  - J. Acknowledgement to Conduct Excluded Bingo
  - K. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
9. **NEW BUSINESS**
  - A. First Baptist Church Expansion – Site Plan  
*Resolution 2024-35 Approving a site plan for First Baptist Church Expansion*
  - B. Grading Interim Use Permit Amendment  
*Resolution 2024-36 Approving an interim use permit amendment to allow site grading on the Richard D. Schroeder Advanced Ammunition Range*
  - C. Work Session Request
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
  - A. Fire Department Monthly Report- August
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
  - October 14 - City Offices Closed in Observance of Columbus/Indigenous Peoples' Day
  - October 16 - Planning Commission Meeting - 7:00 pm
  - October 19 - Household Hazardous Waste Drop-off Event (Free) - 9:00 am - 1:00 pm
  - October 21 - City Council Meeting - 6:00 pm
  - October 28 - City Council Work Session - 5:30 pm
  - October 29 - Public Works 2nd Annual Open House & Truck or Treat Event - 5:00 pm
  - October 30 - Parks Commission Meeting - 7:00 pm
14. **ADJOURNMENT**

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW  
September 16, 2024  
6:00 p.m.

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

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

**2. ROLL CALL**

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

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

**3. APPROVAL OF AGENDA**

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

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

Nays: None

Motion carries: 5-0

**4. CONSENT AGENDA**

- A. City Council Minutes - September 3, 2024
- B. Stahl Construction – Pay Applications No. 12 – Labor & Material
- C. Facility Technician Job Posting
- D. URRWMO Joint Powers Agreement Update
- E. Public Works Policy Manual Update
- F. Change Orders – City Hall / Fire Station Project
- G. Acknowledgement to Conduct a Raffle
- H. Acknowledgement of Premise Permit
- I. Conditional Offer of Employment – Office Assistant-Accounting Clerk
- J. Payment of Claims

Kreklow shared that there was an error in the minutes which showed a vote for her when she was absent from the meeting. City Clerk Wida said this has been updated in the minutes and published online.

Vogel said he would like to discuss items B, D, F, and J. He noted that at the last meeting when they discussed the budget, they could not find anywhere to cut spending. He shared that in the proposal from Stahl, there is a \$50,000 fire pole with installation for \$7,000. He asked why this is so expensive. Fire Chief Schmidt shared that this was part of their discussion and design over two years ago. He explained that all of the day-to-day operations are upstairs at the Fire Station and this will allow them quicker access to downstairs.

Vogel noted that there is over \$38,000 going to outside contractors for the dog park. He said these are the kinds of things he thinks they could save money on. He also asked about the URRWMO agreement and if it is required by the State that they are a part of it. Public Works Director Carpenter said yes.

Vogel asked what their expenses that are for the URRWMO are used for. Carpenter explained that it is based on the size of the City. He shared that being a part of the URRWMO is a very good deal for the City.

Vogel asked about the change order that this discussed last week. He asked if there is any recourse that they can take in future contracts when something big is missed in the contract. He suggested looking at adding information about omissions to future contracts.

Robinson shared that the dog park was approved before Vogel started with the Council. He explained that they surveyed the public and they were interested in a dog park. He said this is something that the citizens were asking for.

Vogel stated it is sometimes the Council's job to say 'no' to the things the residents are asking for if they do not make sense. He asked if the public knew how much the dog park would cost before it was approved. Robinson said they discussed it at several public meetings and Work Sessions, and they have not gotten any push back from the residents.

Mayor Muehlbauer noted that this was one of the most requested and cheapest amenities they could give the public.

Udvig shared that they surveyed residents at a few different City events, and they got lots of feedback on the desire for a dog park.

Vogel said he never saw anything about the dog park at any of these events or in the newsletter with the cost for the project. He asked what they will tell the residents when they come forward and complain that their taxes are increasing.

Robinson said he would ask the residents why they were silent the other 11 months of the year when the Council is asking for feedback and engagement from residents.

Kreklow shared that they are hearing from several citizens that they are excited for the dog park.

Robinson shared that in the past he has gone door-to-door to talk to and engage with residents and encouraged Vogel to do the same.

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

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

Nays: None

Motion carries: 5-0

5. **MEETING OPEN TO THE PUBLIC**

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

6. **SPECIAL BUSINESS - NONE**

7. **PUBLIC HEARINGS - NONE**

8. **OLD BUSINESS - NONE**

9. **NEW BUSINESS**

A. Interim Ordinance Temporary Prohibiting the Issues of New Licenses to sell Tobacco Products

Ordinance 333 an emergency interim ordinance temporarily prohibiting the issuance of new licenses to sell tobacco products in the city

City Administrator Thunstrom reviewed the Staff report in regard to the request for an interim ordinance to temporarily prohibit the issuance of new tobacco licenses.

Kreklow asked if this would create a hindrance for any new business that wants to come into the City and just sell tobacco products. Thunstrom explained that they currently have nine tobacco licenses out and this would affect anyone who would be looking at having an establishment that would sell tobacco along with other goods. She noted that this would not impact any retail establishments coming into the City. She said it would put any business who just sells tobacco on notice that the Council is discussing this. She added that they do not currently have any new tobacco applications at the moment.

MOTION BY: VOGEL SECONDED: ROBINSON TO ADOPT ORDINANCE 333, AN EMERGENCY INTERIM ORDINANCE TEMPORARILY PROHIBITING THE ISSUANCE OF NEW LICENSES TO SELL TOBACCO PRODUCTS IN THE CITY.

A roll call vote was performed:

Mayor Muehlbauer            aye

Councilmember Vogel       aye

Councilmember Robinson aye  
Councilmember Kreklow nay  
Councilmember Udvig aye

Motion carried: 4-1

B. Interim Ordinance Prohibiting the Operation of Cannabis Businesses within the City and Establishing a Study Period  
Ordinance 334 an emergency interim ordinance prohibiting the operation of cannabis businesses within the City and establishing a study period pursuant to state statutes

Thunstrom reviewed the Staff report concerning the request for an interim ordinance prohibiting the operation of cannabis businesses and establishing a study period.

Kreklow shared that there have been complaints she has seen on Facebook concerning the new business that has gone in next to Subway, very close to the schools. Kreklow explained that when she got involved with the Council, this was on one of their agendas and it was not passed. She asked what they have done from the last time they looked at this until now. Thunstrom stated they were not able to do much before the legislative session this year since they knew changes were coming. She said the Office of Cannabis Management has released an ordinance for cities to follow and when they meet at the end of October, they will be able to answer some of the questions that need to be decided on a local level. She shared that Staff has been working on this ordinance.

Kreklow asked if this would prohibit the Liquor Store from selling the edible products and drinks that they have been selling. Assistant City Attorney Schaps explained that it would not affect existing businesses.

Mayor Muehlbauer asked if there was a different distance requirement depending on the dosage of the products. Thunstrom said yes and explained that there are low dose and high dose products. She noted that low dose products do not have the same distance and signage requirements as high dose products. She added that all they can regulate for signs is the size of them.

Kreklow asked about the distance requirement for low dose products. Schaps said there is no minimum distance.

Robinson asked if they do spot checks or tests on these kinds of businesses. Police Chief Schwieger shared that they conduct compliance checks similar to how they are done for tobacco and alcohol. He added that if they find any business selling products that they should not be, they will be reported to the Office of Cannabis Management.

Schaps shared that this discussion will have to be continued to the next meeting

as there is a requirement to hold a Public Hearing.

MOTION BY: ROBINSON SECONDED: UDVIG TO CONTINUE THIS ITEM TO THE NEXT COUNCIL MEETING.

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

Nays: None

Motion carries: 5-0

**10. MEETING OPEN TO THE PUBLIC - NONE**

**11. REPORTS - NONE**

**12. COUNCIL MEMBER REPORTS**

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

**13. UPCOMING EVENTS**

September 18 - Planning Commission Meeting - 7:00 pm

September 21 - Recycling Event 8:00 am - 12:00 pm

September 25 - Bark Park Leash Cutting Ceremony - 5:30 pm

**14. ADJOURNMENT**

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

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

Nays: None

Motion carries: 5-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:32 p.m.

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Jennifer Wida, City Clerk



## CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom- City Administrator  
**FROM:** Dave Schmidt- Fire Chief  
**SUBJECT:** Hiring Part-Time Firefighter- Contingent  
**DATE:** October 7, 2024

### **OVERVIEW:**

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

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

Approve the hiring of Culen Davis as part-time firefighter for the City of St. Francis, contingent on successful completion of pre-employment screening, with a start date of November 1st, 2024.

### **BUDGET IMPLICATION:**

All expenses covered by existing fire department budget.



# CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Police Department Policy Manual  
**DATE:** October 7, 2024

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**OVERVIEW:**

The St. Francis Police Department has adopted Lexipol policy 300 – Use of Force, 306 – Vehicle Pursuits, 324 – Registered Predatory Offender, 601 – Sexual Assault Investigations.

**ACTION TO BE CONSIDERED:**

St. Francis City Council to review and approve St. Francis Police Department policies 300, 306, 324, and 601. Policies have received legal review.

**BUDGET IMPLICATION:**

No direct budget impact as a result of the policy adoptions.

Attachments:

- Police Department Policies
  - 300 – Use of Force
  - 306 – Vehicle Pursuits
  - 324 – Registered Predatory Offender
  - 601 – Sexual Assault Investigations.



Policy  
**300**

St. Francis Police Department  
Policy Manual

## Use of Force

### 300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner (Minn. Stat. § 626.8452).

In addition to those methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Conducted Energy Device policies.

#### 300.1.1 DEFINITIONS

Definitions related to this policy include:

**Bodily harm** - Physical pain or injury.

**Deadly force** - Force reasonably anticipated and intended to create a substantial likelihood of causing death or great bodily harm.

**Feasible** - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

**Force** - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

**Great bodily harm** - Bodily injury which creates a high probability of death, or which causes serious, permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm.

**Imminent** - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

**Totality of the circumstances** - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

### 300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The St. Francis Police Department recognizes and respects the sanctity of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

**300.2.1 DUTY TO INTERCEDE AND REPORT**

Any officer present and observing another law enforcement officer or a member using force in violation of section 609.066, subdivision 2, or that is clearly beyond that which is objectively reasonable under the circumstances shall, when physically or verbally able to do so, intercede to prevent the use of unreasonable force (Minn. Stat. § 626.8452; Minn. Stat. § 626.8475).

Any officer who observes another law enforcement officer or a member use force that is in violation of the Department's use of force policy and/or state or federal law shall report the incident in writing within 24 hours to the chief law enforcement officer of the agency that employs the reporting officer. (Minn. Stat. § 626.8452; Minn. Stat. § 626.8475).

**300.2.2 PERSPECTIVE**

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

**300.3 USE OF FORCE**

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose. Officers should exercise special care when interacting with individuals with known physical, mental health, developmental, or intellectual disabilities as an individual's disability may affect the individual's ability to understand or comply with commands from peace officers.

The reasonableness of force will be evaluated from the perspective of a reasonable officer in the same situation, based on the totality of the circumstances known to or perceived by the officer at the time, rather than with the benefit of hindsight. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

### 300.3.1 ALTERNATIVE TACTICS - DE-ESCALATION

Whenever possible an officer or, officers shall use non-violent strategies and techniques consistent with their training to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

Whenever possible and when such delay will not compromise the safety of another or the officer and will not result in the destruction of evidence, escape of a suspect, or commission of a crime, an officer shall allow an individual time and opportunity to submit to verbal commands before force is used.

### 300.3.2 USE OF FORCE TO EFFECT AN ARREST

An officer may use reasonable force (Minn. Stat. § 609.06 and Minn. Stat. § 629.33):

- (a) In effecting a lawful arrest.
- (b) In the execution of a legal process.
- (c) In enforcing an order of the court.
- (d) In executing any other duty imposed by law.
- (e) In preventing the escape, or to retake following the escape, of a person lawfully held on a charge or conviction of a crime.
- (f) In restraining a person with a mental illness or a person with a developmental disability from self-injury or injury to another.
- (g) In self-defense or defense of another.

An officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance of the person being arrested; nor shall such officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest or to prevent escape or to overcome resistance.

### 300.3.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit.

These factors include but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of suspected drug or alcohol use.
- (e) The individual's mental state or capacity.
- (f) The individual's ability to understand and comply with officer commands.
- (g) Proximity of weapons or dangerous improvised devices.
- (h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.

- (i) The availability of other reasonable and feasible options and their possible effectiveness (Minn. Stat. § 626.8452).
- (j) Seriousness of the suspected offense or reason for contact with the individual.
- (k) Training and experience of the officer.
- (l) Potential for injury to officers, suspects, and others.
- (m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
- (n) The risk and reasonably foreseeable consequences of escape.
- (o) The apparent need for immediate control of the individual or a prompt resolution of the situation.
- (p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (q) Prior contacts with the individual or awareness of any propensity for violence.
- (r) Any other exigent circumstances.

#### 300.3.4 PAIN COMPLIANCE TECHNIQUES

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

#### 300.3.5 STATE RESTRICTIONS ON THE USE OF OTHER RESTRAINTS

Officers may not use any of the following restraints unless the use of deadly force is authorized (Minn. Stat. § 609.06; Minn. Stat. § 609.066):

- (a) A chokehold. For purposes of this policy, a chokehold means a method by which a person applies sufficient pressure to a person to make breathing difficult or impossible, and includes but is not limited to any pressure to the neck, or throat, or windpipe that may prevent or hinder breathing, or reduce intake of air. Choke hold also means applying pressure to a person's neck on either side of the windpipe, but not to the windpipe itself, to stop the flow of blood to the brain via the carotid arteries.
- (b) Tying all of an individual's limbs together behind the person's back to render the person immobile.
- (c) Securing an individual in any way that results in transporting the person face down in a vehicle.

#### 300.3.6 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the St. Francis Police Department for this specific purpose.

### **300.4 DEADLY FORCE APPLICATIONS**

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is justified only if an objectively reasonable officer would believe, based on the totality of the circumstances known to the officer at the time and without the benefit of hindsight, that such force is necessary (Minn. Stat. § 609.066):

- (a) To protect the officer or another from death or great bodily harm.
- (b) To effect the arrest or capture, or prevent the escape, of an individual whom the officer knows or has reasonable grounds to believe has committed or attempted to commit a felony and the officer reasonably believes that the person will cause death or great bodily harm to another person unless immediately apprehended.

In both scenarios, the use of deadly force is only authorized provided that the threat (Minn. Stat. § 609.066):

- Can be articulated with specificity.
- Is reasonably likely to occur absent action by the officer.
- Must be addressed through the use of deadly force without unreasonable delay.

An officer shall not use deadly force against an individual based on the danger the individual poses to self unless the use of deadly force is justified (Minn. Stat. § 609.066).

Additionally, an officer should not use deadly force against a person whose actions are a threat solely to property.

#### **300.4.1 MOVING VEHICLES**

Shots fired at or from a moving vehicle are rarely effective and involve considerations and risks in addition to the justification for the use of deadly force.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

### **300.5 REPORTING THE USE OF FORCE**

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

Any use of force greater than handcuffing a cooperative person by a member of this department shall be documented promptly, completely and accurately in a use of force supplemental report. This includes the pointing of aerosol spray, Taser, less lethal or firearm. The purpose for the use of force supplemental report is to collect data for purposes of training, analysis, and related purposes.

#### **300.5.1 NOTIFICATIONS TO SUPERVISORS**

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of the conducted energy device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles, or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

### 300.5.2 STATE REPORTING REQUIREMENTS

The Chief of Police shall provide for the filing of a report with the Bureau of Criminal Apprehension (BCA) on a monthly basis and in the form required by BCA (Minn. Stat. § 626.5534).

There may be additional reporting requirements regarding misconduct (see the Standards of Conduct Policy) (Minn. Stat. § 626.8457).

### 300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain, or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

### 300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:
  - 1. The content of the interview should not be summarized or included in any related criminal charges.
  - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
  - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
  - 1. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the individual may pursue civil litigation.
  - 1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

#### 300.7.1 POLICE CHIEF RESPONSIBILITY

The Police Chief, or other individual designated by the Chief shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

### **300.8 TRAINING**

Officers shall receive training on this policy, including the learning objectives as provided by the Board of Peace Officer Standards and Training (POST), and demonstrate their knowledge and understanding at least annually (Minn. Stat. § 626.8452, Subd. 3).

Subject to available resources, officers should receive periodic training on guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.

#### **300.8.1 STATE-SPECIFIC TRAINING REQUIREMENTS**

Warrior-style training, as defined in Minn. Stat. § 626.8434, whether provided directly by the Department or through a third party, is prohibited (Minn. Stat. § 626.8434).

#### **300.8.2 TRAINING REQUIREMENTS**

Required annual training shall include:

- (a) Legal updates.
- (b) De-escalation tactics, including alternatives to force.
- (c) The duty to intercede.
- (d) The duty to request and/or render medical aid.
- (e) Warning shots (see the Firearms Policy).
- (f) All other subjects covered in this policy (e.g., use of deadly force, chokeholds and carotid holds, discharge of a firearm at or from a moving vehicle, verbal warnings).

### **300.9 POLICY REVIEW**

The Chief of Police or the authorized designee should annually review and update this policy to reflect developing practices and procedures.



Policy  
**306**

St. Francis Police Department  
Policy Manual

# Vehicle Pursuits

## 306.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to minimize the potential for pursuit-related collisions. Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers (Minn. Stat. § 626.8458 Subd. 1).

### 306.1.1 PHILOSOPHY

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the risk to public safety created by vehicle pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicle pursuit due to the risk involved. This includes circumstances where Department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicle pursuits are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit (Minn. Stat. § 626.8458 Subd. 1).

Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officers conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances. An individual's unreasonable desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement pursuit (Minn. Stat. § 626.8458 Subd. 2 (2)).

## 306.2 DEFINITIONS

Definitions related to this policy include:

**Blocking or vehicle intercept** - A slow-speed coordinated maneuver where two or more law enforcement vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop, with the goal of containment and preventing a pursuit. Blocking is not a moving or stationary road block.

**Boxing-in** - A tactic designed to stop a violator's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

**Pursuit Intervention Technique (PIT)** - A low-speed maneuver intended to terminate the pursuit by causing the violator's vehicle to spin out and come to a stop.

**Ramming** - The deliberate act of impacting a violator's vehicle with another vehicle to functionally damage or otherwise force the violator's vehicle to stop.

**Roadblocks** - A tactic designed to stop a violator's vehicle by intentionally placing a vehicle or other immovable object in the path of the violator's vehicle.

**Spikes or tack strips** - A device that extends across the roadway and is designed to puncture the tires of the pursued vehicle.

**Vehicle pursuit** - An event in which a peace officer attempts to apprehend a driver who ignores the signal to stop by increasing speed, extinguishing headlights or taillights, refusing to stop the vehicle, or using other means with intent to attempt to elude a peace officer (Minn. Stat. § 609.487).

### 306.3 OFFICER RESPONSIBILITIES

It is the policy of this department that a vehicle pursuit shall be conducted with at least one flashing red warning lamp visible from the front and a siren that is sounded when necessary to warn pedestrians or other drivers (Minn. Stat. § 169.17; Minn. Stat. § 169.68).

Operating an emergency vehicle in a pursuit with emergency lights and siren does not relieve the operator of an authorized emergency vehicle of the duty to drive with due regard for the safety of all persons, and does not protect the driver from the consequences of a reckless disregard for the safety of others (Minn. Stat. § 169.17).

#### 306.3.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect is attempting to evade arrest or detention by fleeing in a vehicle that has been given a signal to stop by a peace officer.

The following factors individually and collectively shall be considered in deciding whether to initiate or continue a pursuit (Minn. Stat. § 626.8458 Subd. 2(2)):

- (a) Seriousness of the known or reasonably suspected crime and its relationship to community safety
- (b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists, and others
- (c) Apparent nature of the fleeing suspect (e.g., whether the suspect represents a serious threat to public safety)
- (d) The identity of the suspect has been verified and there is comparatively minimal risk in allowing the suspect to be apprehended at a later time
- (e) Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones), and the speed of the pursuit relative to these factors
- (f) The pursuing officer's familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the dispatcher/supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit
- (g) Weather, traffic, and road conditions that unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape
- (h) Performance capabilities of the vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit
- (i) Vehicle speeds

- (j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders, hostages)
- (k) Age of the suspect and occupants
- (l) Availability of other resources, such as aircraft assistance
- (m) The police unit is carrying passengers other than on-duty police officers. Pursuits should not be undertaken with a prisoner in the pursuit vehicle unless exigent circumstances exist, and then only after the need to apprehend the suspect is weighed against the safety of the prisoner in transport. A unit containing more than a single prisoner should not participate in a pursuit.

### 306.3.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

The above factors on when to initiate a pursuit are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves, and the public when electing to continue a pursuit. In the context of this policy, the term "terminate" shall be construed to mean discontinue or to stop chasing the fleeing vehicle.

In addition to the factors listed above, the following factors should be considered when deciding whether to terminate a pursuit (Minn. Stat. § 626.8458 Subd. 2 (2)):

- (a) The distance between the pursuing officers and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.
- (b) The pursued vehicle's location is no longer definitely known.
- (c) The officer's pursuit vehicle sustains damage or a mechanical failure that renders it unsafe to drive.
- (d) The pursuit vehicle suffers an emergency equipment failure that causes the vehicle to no longer qualify for emergency operation use.
- (e) Extended pursuits of violators for misdemeanors not involving abuse or risk of serious harm (independent of the pursuit) are discouraged.
- (f) Hazards to uninvolved bystanders or motorists.
- (g) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.
- (h) When directed to terminate the pursuit by a supervisor.
- (i) When radio communications are broken or inadequate.
- (j) When the danger that the continued pursuit poses to the public, the officers, or the suspect is too great, balanced against the risk of allowing the suspect to remain at large.

### 306.3.3 SPEED LIMITS

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors shall also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
- (b) Pursuit speeds have exceeded the driving ability of the officer.
- (c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

### **306.4 PURSUIT UNITS**

Pursuit units should be limited to three vehicles. However, the number of units involved will vary with the circumstances.

An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspect(s). All other officers shall stay out of the pursuit but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

Distinctively marked patrol vehicles should replace unmarked vehicles involved in a pursuit whenever practicable.

#### **306.4.1 PRIMARY UNIT RESPONSIBILITIES**

The initial pursuing officer will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless it is unable to remain reasonably close enough to the violator's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspects without unreasonable danger to the officer or other persons (Minn. Stat. § 626.8458 Subd. 2 (4)).

The primary unit should notify Central Communications, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including but not limited to:

- (a) Reason for the pursuit.
- (b) Location and direction of travel.
- (c) Speed of the fleeing vehicle.
- (d) Description of the fleeing vehicle and license number, if known.
- (e) Number of occupants.
- (f) The identity or description of the known occupants.
- (g) Weather, road, and traffic conditions.
- (h) Identity of other agencies involved in the pursuit.
- (i) Information concerning the use of firearms, threat of force, injuries, hostages, or other unusual hazards.
- (j) Request for medical assistance for any person injured in the course of the pursuit (Minn. Stat. § 626.8458 Subd. 2 (6)).

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary unit should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary

unit or aircraft joining the pursuit to minimize distractions and allow the primary unit to concentrate foremost on safe pursuit tactics.

### 306.4.2 SECONDARY UNIT RESPONSIBILITIES

The second officer in the pursuit is responsible for the following:

- (a) Immediately notifying the dispatcher of entry into the pursuit
- (b) Remaining at a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit
- (c) Broadcasting the progress of the pursuit unless the situation indicates otherwise
- (d) Serve as backup to the primary unit once the subject has been stopped

### 306.4.3 PURSUIT DRIVING TACTICS

The decision to use or not use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit (Minn. Stat. § 626.8458 Subd.

2 (3)):

- (a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
- (b) Officers may proceed past a red, or stop signal, or stop sign but only after slowing down and utilizing a flashing red lamp or siren as may be necessary for safe operation (Minn. Stat. § 169.03, Subd. 2).
- (c) As a general rule, officers should not pursue a vehicle driving the wrong way on a roadway, highway, or freeway (Minn. Stat. § 169.03). In the event the pursued vehicle does so, the following tactics should be considered:
  - 1. Request assistance from an available air unit.
  - 2. Maintain visual contact with the pursued vehicle by paralleling on the correct side of the roadway.
  - 3. Request other units to observe exits available to the suspects.
- (d) Notify the Minnesota State Patrol or other law enforcement agency if it appears the pursuit may enter their jurisdiction.
- (e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit, and a clear understanding of the maneuver process exists between the involved officers.

### 306.4.4 TACTICS/PROCEDURES FOR UNITS NOT INVOLVED IN THE PURSUIT

Officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Officers should remain in their assigned area and should not become involved with the pursuit unless directed otherwise by a supervisor.

Officers not involved in the pursuit should ready themselves for possible involvement in the pursuit by placement of stop sticks if the pursuit comes through their area.

Non-pursuing personnel needed at the termination of the pursuit should respond in a nonemergency manner, observing the rules of the road.

#### 306.4.5 PURSUIT TRAILING

In the event the initiating unit from this agency relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspects.

The term "trail" means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

#### 306.4.6 AIRCRAFT ASSISTANCE

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider whether the participation of an aircraft warrants their continued involvement in the pursuit (Minn. Stat. § 626.8458 Subd. 2 (4)).

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit should recommend terminating the pursuit.

### 306.5 SUPERVISORY CONTROL AND RESPONSIBILITIES

It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department (Minn. Stat. § 626.8458 Subd. 2 (4)).

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

- (a) Upon becoming aware of a pursuit, immediately notify involved officers and Central Communications of supervisory presence and ascertain all reasonably available information to continuously assess the situation and risk factors associated with the pursuit in order to ensure that the pursuit is conducted within established department guidelines.
- (b) Engage in the pursuit, when appropriate, to provide on-scene supervision.
- (c) Exercise management and control of the pursuit even if not engaged in it.
- (d) Ensure that no more than the number of required law enforcement units needed are involved in the pursuit under the guidelines set forth in this policy.
- (e) Direct that the pursuit be terminated if, in the field supervisor's judgment, it is not justified to continue the pursuit under the guidelines of this policy.
- (f) Ensure that aircraft assistance is requested if available.
- (g) Ensure that the proper radio channel is being used.
- (h) Ensure the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this agency.
- (i) Control and manage SFPD units when a pursuit enters another jurisdiction.
- (j) Prepare a post-pursuit critique and analysis of the pursuit for training purposes.

### **306.6 COMMUNICATIONS**

If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or communications dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units.

#### **306.6.1 CENTRAL COMMUNICATIONS RESPONSIBILITIES**

Upon notification that a pursuit has been initiated, Central Communications will be responsible for the following (Minn. Stat. § 626.8458 Subd. 2 (4)):

- (a) Coordinate pursuit communications of the involved units and personnel.
- (b) Notify and coordinate with other involved or affected agencies as practicable.
- (c) Ensure that a supervisor, if available, is notified of the pursuit.
- (d) Assign an incident number and log all pursuit activities.
- (e) Broadcast pursuit updates as well as other pertinent information as necessary.

#### **306.6.2 LOSS OF PURSUED VEHICLE**

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating the vehicle. The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

### **306.7 INTER-JURISDICTIONAL CONSIDERATIONS**

When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area, and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to the dispatcher and to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist (Minn. Stat. § 626.8458 Subd. 2 (5)).

If a pursuit from another agency enters the department's jurisdiction, Central Communications should update the on-duty supervisor.

#### **306.7.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY**

St. Francis Police Department officers will discontinue the pursuit when another agency has assumed the pursuit unless continued assistance of the St. Francis Police Department is requested by the agency assuming the pursuit. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local agencies, a request for another agency's assistance will mean that its personnel will

assume responsibilities for the pursuit. For the same reasons, when a pursuit leaves another jurisdiction and a request for assistance is made to this department, the other agency should relinquish control.

**306.7.2 PURSUITS EXTENDING INTO THIS JURISDICTION**

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department should not join a pursuit unless specifically requested to do so by the agency whose peace officers are in pursuit. The exception to this is when a single unit from the initiating agency is in pursuit. Under this circumstance, a unit from this department may join the pursuit until sufficient units from the initiating agency join the pursuit.

When a request is made for this department to assist or take over a pursuit from another agency that has entered this jurisdiction, the supervisor should consider these additional following factors:

- (a) The pursuits compliance with Office policy.
- (b) Ability to maintain the pursuit.
- (c) Circumstances serious enough to continue the pursuit.
- (d) Adequate staffing to continue the pursuit. (e) The public's safety within this jurisdiction.
- (f) Safety of the pursuing officers.

As soon as practicable, a supervisor should review a request for assistance from another agency. The supervisor, after consideration of the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing outside agency by officers of this department will terminate at the City limits provided that the pursuing peace officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to peace officers from the outside agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

**306.8 PURSUIT INTERVENTION**

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT (Pursuit Intervention Technique), ramming or roadblock procedures.

**306.8.1 WHEN USE AUTHORIZED**

In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers, and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the officer at the time of the decision (Minn. Stat. § 626.8458 Subd. 2).

It is imperative that officers act within legal bounds using good judgment and accepted practices.

**306.8.2 USE OF FIREARMS**

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing



pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

306.8.3 INTERVENTION STANDARDS

Any pursuit intervention technique, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention techniques may be construed to be a use of force, including deadly force, and are subject to Department policies guiding such use. Officers who have not received Department-approved training in the application and use of any intervention technique or equipment shall consider these facts and requirements prior to deciding how, when, where and if an intervention technique should be employed.

- (a) **Pursuit Intervention Tactic (PIT):** Only those officers trained in the use of the PIT will be authorized to use this procedure upon consideration of the circumstances and conditions presented at the time, including the potential for risk of injury to officers, the public and occupants of the pursued vehicle. If feasible, officers should obtain approval from a supervisor prior to initiating PIT.
  
- (b) **Blocking :** Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to public safety when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this technique should only be employed by officers who have received training in such tactics and after giving consideration to the following:
  - 1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risks of injury or death to occupants of the suspect vehicle, officers or other members of the public.
  - 2. All other reasonable intervention techniques have failed or reasonably appear ineffective.
  - 3. Employing the blocking maneuver does not unreasonably increase the risk to officer safety.
  - 4. The target vehicle is stopped or traveling at a low speed.
  - 5. At no time should civilian vehicles be used to deploy this technique.
  
- (c) **Ramming :** Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted. This tactic should be reserved for situations where there does not appear to be another reasonable alternative method. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:
  - 1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.
  - 2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner.
  - 3. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized.

- (d) **Boxing In:** As with all intervention techniques, if feasible, officers should obtain approval from a supervisor before attempting to box a suspect vehicle during a pursuit. The use of such a technique must be carefully coordinated with all involved units, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle.
  
- (e) **Spike Strips:** Spike strips should be deployed only when it is reasonably apparent that only the pursued vehicle will be affected by their use. Prior to the deployment of spike strips, the officer shall notify pursuing units and the supervisor of the intent and location. Officers should carefully consider the limitations of such devices as well as the potential risks to officers, the public and occupants of the pursued vehicle. The deploying officer should seek adequate cover, a patrol car is not adequate cover. Officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle. Other factors to consider are; traffic congestion, roadway configuration, construction area, special events or activities, innocent persons, and safe stopping distance for suspect vehicle.
  - 1. Officers deploying spike strips shall not wrap the cord reel line around any part of their hand or body.
    - (a) After deployment, officers must seek a safe location to observe target vehicle.
  - 2. The use of Spike strips is not authorized to terminate pursuits involving motorcycles, three wheel or four wheel ATVs. Officers who have not received training in the use of spike strip devices are not authorized to deploy them.
  - 3. After deployment, the officer is responsible and securing it. A search of the area for all parts and pieces will take place. All used portions will be collected as evidence and treated as such, and will be kept until a disposition is received through the courts.
  
- (f) **Roadblocks:** Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor, and only then under extraordinary conditions when all other reasonable intervention techniques have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or other members of the public.

#### 306.8.4 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force that reasonably appears necessary under the circumstances to properly perform their lawful duties.

Unless relieved by a supervisor, the primary officer should coordinate efforts to apprehend the suspect(s) following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspect.

#### 306.9 REPORTING AND REVIEW REQUIREMENTS

All appropriate reports shall be completed to comply with appropriate local and state regulations. The Administrative Assistant shall ensure the appropriate forms are filed with the Department of Public Safety within 30 days (Minn. Stat. § 626.5532):

- (a) The primary officer shall complete appropriate crime/arrest reports.

- (b) The primary officer or supervisor shall complete the appropriate pursuit report.
- (c) After first obtaining available information, the on-duty field supervisor shall promptly complete a Supervisor's Log or interoffice memorandum, briefly summarizing the pursuit to the Chief of Police or designee. This memo should minimally contain the following information (Minn. Stat. § 626.5532):
  - 1. Date and time of pursuit.
  - 2. Length of pursuit in distance and time.
  - 3. Involved units and officers.
  - 4. Initial reason and circumstances surrounding the pursuit.
  - 5. Starting and termination points.
  - 6. Alleged offense, charges filed or disposition: arrest, citation or other release.
  - 7. Arrestee information should be provided if applicable.
  - 8. Injuries and/or property damage.
  - 9. Medical treatment.
  - 10. The outcome of the pursuit.
  - 11. Name of supervisor handling or at the scene.
  - 12. A preliminary determination that the pursuit appears to be in compliance with this policy or additional review and/or follow-up is warranted.
- (d) After receiving copies of reports, logs and other pertinent information, the Chief of Police or designee shall conduct or assign the completion of a post-pursuit review as appropriate to the circumstances.
- (e) Annually, the Chief of Police should direct a documented review and analysis of Department vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

### 306.9.1 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all licensed non-exempt employees will participate, no less than annually, in regular and periodic training on this policy and the importance of vehicle safety and protecting the public at all times. Training will include a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

The Instructor shall ensure the frequency and content of emergency vehicle operations and vehicle pursuit training meets or exceeds that required by law (Minn. Stat. § 626.8458 Subd. 5).

### 306.9.2 POLICY REVIEW

Each licensed member of this department shall certify in writing that they have received, read and understand this policy initially and upon any amendments.

### 306.9.3 YEARLY CERTIFICATION

This policy shall be reviewed and certified to the state annually that it complies with requirements of any new or revised model policy adopted by the state (Minn. Stat. § 626.8458 Subd. 3).

306.9.4 PUBLIC DISCLOSURE

Copies of the current pursuit policy shall be made available to the public on request.

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## Registered Predatory Offender

### 324.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the St. Francis Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered offenders.

### 324.2 POLICY

It is the policy of the St. Francis Police Department to protect the public by disclosing information on predatory offenders residing in this agency's community. This agency will decide what information to disclose and who to disclose it to based on the level of danger posed by the offender, the offender's pattern of offending behavior and the needs of community members to enhance their individual and collective safety.

#### 324.2.1 DEFINITIONS

**A. Predatory Offender Registration and Community Notification** refers to the Minnesota law that requires certain predatory offenders to register with the Minnesota Department of Public Safety Predatory Offender Unit. The law also provides for community notification about certain adult predatory offenders who have been incarcerated by the Minnesota Department of Corrections (DOC) or confined by the Minnesota Department of Human Services (DHS).

**B. Offender Risk Levels** means the level of notification is governed by the level of risk assigned by the DOC.

Three possible risk levels can be assigned to an offender. They are:

- Level 1 – low risk of re-offending
- Level 2 – moderate risk of re-offending
- Level 3 – high risk of re-offending

Note: Some offenders who are required to register as predatory offenders are not assigned a risk level because their sentence was completed prior to predatory offender legislation or because they have not spent time in state or federal prison. These offenders are not subject to community notification but are still subject to the predatory offender registration statutes.

### 324.3 REGISTRATION

The Chief of Police shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the supervisor shall ensure that the registration information is provided to the Bureau of Criminal Apprehension (BCA) in accordance with Minn. Stat. § 243.166 within three days of the registration. Registration and updated information from a person who lacks a primary

residence shall be forwarded within two business days. Updated primary address information from any registered predatory offender shall also be forwarded within two business days (Minn. Stat. § 243.166).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

**324.3.1 NOTIFICATION TO REGISTRANTS**

The registration process established by the Chief of Police should include procedures for determining whether an individual requires notification of his/her requirement to register because the individual was not otherwise notified of the requirement by the sentencing court or assigned a corrections agent (Minn. Stat. § 243.166).

**324.3.2 REGISTRATION PROCESS**

When an offender arrives to register with this department, the assigned department member should:

- (a) Determine in what state the offense was committed.
- (b) Confirm the individual is required to register by reviewing the list of Minnesota offenses on the BCA's Predatory Offender Registration website or in the BCA Predatory Offender Registration (POR) Manual that is available on the BCA's secure website.
- (c) If a person is required to register, search the BCA's secure website to verify whether the offender is already registered and a DNA sample has been submitted.
- (d) If the offender is already registered, complete a Change of Information Form (available on the BCA's secure website).
- (e) If the offender is not registered, complete a POR Form (available at BCA's secure website).
- (f) If the offender is from another state, contact the state (information for each state is listed on the BCA's website) and request a copy of the offender's original registration form, criminal complaint and sentencing documents.
  - 1. Documents obtained should be submitted to the BCA with a registration form.
  - 2. The BCA will determine if registration is required and inform the department and the offender.

For questions concerning predatory offender registration, refer to the Bureau of Criminal Apprehension (BCA)'s Predatory Offender Registration website at [www.dps.state.mn.us/bca](http://www.dps.state.mn.us/bca) for detailed information, or contact the Predatory Offender Unit (BCA-POR) by calling (651) 793-7070 or 1-888-234-1248.

**324.3.3 GUIDELINES AND FORMS**

The registration process shall be in accordance with Minn. Stat. § 243.166 and follow the guidelines implemented by the BCA. Forms used in the registration process are available from the secure website operated by the BCA.

**324.4 MONITORING OF REGISTERED OFFENDERS**

The Chief of Police or designee should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

- (a) Efforts to confirm residence using an unobtrusive method, such as an internet search or drive-by of the declared residence.

- (b) Review of information on the BCA secure website or the Department of Corrections Offender Information (DOC) website.
- (c) Contact with a registrant's parole or probation officer, if any.

If the offender is not living at the registered address, contact the BCA-POR to determine if a was submitted. If it was not, the offender may be charged with failure to notify authorities of a change in residence. To make this charge, contact the BCA-POR to request a prosecution packet. Submit the packet to the county attorney's office to file a formal charge.

It must be verified that the offender is no longer residing at his/her last address prior to submitting the prosecution packet for charging. Depending on the county attorney, formal statements may be needed from friends, co-workers, neighbors, caretakers, etc.

The Chief of Police or designee should also establish a procedure to routinely disseminate information regarding registered offenders to agency personnel who have a need to know, including timely updates regarding new or relocated registrants.

### **324.5 DISSEMINATION OF PUBLIC INFORMATION**

Members will not make a public notification advising the community of a particular registrant's presence in the community without permission from the Chief of Police. Members who believe notification is appropriate should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police based on statutory requirements, with the assistance of legal counsel as necessary, whether such a public alert should be made.

The Administrative Assistant shall release local registered offender information to residents in accordance with state law (Minn. Stat. § 244.052; Minn. Stat. § 243.166, Subd. 7; Minn. Stat. § 13.01 et seq.) and in compliance with a Minnesota Government Data Practices Act request.

For questions regarding community notification or the risk level assigned to an offender contact the Risk Assessment/Community Notification Unit of the Department of Corrections (DOC RA/CN Unit) at 651-361-7340 or at notification.doc@state.mn.us. The DOC will answer questions about the notification process and agency responsibilities. The DOC is also available to assist agencies in conducting public notification meetings when an offender subject to notification moves into a law enforcement jurisdiction.

The following are examples of forms that are provided to law enforcement agencies by the DOC to assist them in performing community notifications:

- a. CONFIDENTIAL - Fact Sheet - Law Enforcement Agency Use Only
- b. Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota-Risk Level Two
- c. Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota-Risk Level Three
- d. Law Enforcement Fact Sheet - Health Care Facility Notification - Information on a Registered Offender Not for Distribution to Facility Residents
- e. Law Enforcement Fact Sheet - Health Care Facility Notification - Information on a Registered Offender for Distribution to Facility Residents
- f. VICTIM DATA - CONFIDENTIAL - For Law Enforcement Agency Use Only

Notification Process:

Law enforcement agencies receive information from the BCA and DOC pertaining to the risk levels of offenders. The duty of law enforcement to provide notification depends on the risk level assigned as described below. Public notification must not be made if an offender is placed or resides in one of the DOC licensed residential facilities (halfway houses) operated by RS-Eden, Alpha House, 180 Degrees, Damascus Way, or Bethel Work Release. Do NOT disclose any information until the law enforcement agency is notified the offender will move to a residential location.

### 324.5.1 LEVEL 1 DISCLOSURE

Data maintained by law enforcement may be subject to limited disclosure (Minn. Stat. § 244.052, Subd. 4) (refer to the DOC document “Confidential Fact Sheet - For Law Enforcement Agency Use Only” or other DOC guidance):

(a) Mandatory disclosure:

1. Victims who have requested disclosure
2. Adult members of the offender's immediate household (b)

Discretionary disclosure:

1. Other witnesses or victims
2. Other law enforcement agencies

### 324.5.1 MANDATORY DISSEMINATION

The Department shall provide and release predatory offender data, or updated data, obtained from the DOC based upon the offender’s status of a Level 1, 2, or 3.

The Department shall continue to disclose data on an offender as required by law for as long as the offender is required to register under Minn. Stat. § 243.166.

Disclosure to the health care facility, home care provider, or hospice provider of the status of any registered predatory offender under Minn. Stat. § 243.166 who is receiving care shall be made by this department (Minn. Stat. § 244.052, Subd. 4c).

The Department shall provide an offender’s change of status to the entities and individuals who were initially notified if the Department becomes aware that the area where notification was made is no longer where the offender resides, is employed, or is regularly found (Minn. Stat. § 244.052, Subd. 4).

### 324.5.2 LEVEL 2 DISCLOSURE

Data is subject to limited disclosure for the purpose of securing institutions and protecting individuals in their care while they are on or near the premises of the institution (Minn. Stat. § 244.052, Subd. 4) (refer to DOC document “Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota - Risk Level 2” or other DOC guidance):

(a) In addition to Level 1 disclosure, the Department may disclose data to:

1. Staff members of public and private educational institutions, day care establishments and establishments that primarily serve individuals likely to be victimized by the offender.
2. Individuals likely to be victimized by the offender.

(b) Discretionary notification must be based on the offender’s pattern of offending or victim preference as documented by the DOC or the Minnesota Department of Human Services (DHS).



### 324.5.3 LEVEL 3 DISCLOSURE

Data is subject to disclosure not only to safeguard facilities and protect the individuals they serve but also to protect the community as a whole (Minn. Stat. § 244.052, Subd. 4) (refer to the DOC document “Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota” or other DOC guidance):

- (a) The Department shall disclose information to the persons and entities provided for Level 1 and 2 disclosures.
- (b) The Department shall disclose data to other members of the community that the offender is likely to encounter unless public safety would be compromised by the disclosure or a more limited disclosure is necessary to protect the identity of the victim.
- (c) A good faith effort must be made to complete the disclosure within 14 days of receiving a confirmed address from the DOC.
- (d) The process of notification is determined by this department. The DOC has recommended that the community be invited to a public meeting and disclose the necessary data. Assistance is available from the DOC Risk Assessment/Community Notification (RA/CN) Unit.

Data disclosed to the public of a Level 3 predatory offender shall be forwarded to the DOC within two days of the department's determination to disclose (Minn. Stat. § 244.052, Subd. 4(g)).

### 324.5.4 HEALTH CARE FACILITY NOTIFICATION

Upon notice that a registered predatory offender is planning to be in this jurisdiction or has been admitted to a health care facility, home care provider, or hospice provider in this jurisdiction, this department shall provide a fact sheet to the facility administrator with the following data (Minn. Stat. § 243.166, Subd. 4b) (refer to the DOC documents, “Law Enforcement Agency Fact Sheet Health Care Facility Notification Data on a Registered Offender Not For Distribution to Facility Residents” and “Law Enforcement Agency Fact Sheet Health Care Facility Notification Data on a Registered Offender For Distribution to Facility Residents” or other DOC guidance):

- (a) Name and physical description of the offender
- (b) Offender's conviction history, including the dates of conviction
- (c) Risk level assigned to the offender, if any
- (d) Profile of likely victims

### 324.5.5 SPECIALIZED NOTIFICATION

Offenders from other states and offenders released from federal facilities are also subject to notification (Minn. Stat. § 244.052, Subd. 3a):

- (a) If this department learns that a person under its jurisdiction is subject to registration and desires consultation on whether the person is eligible for notification, the Department must contact the DOC. The DOC will review the governing law of the other state and, if comparable to Minnesota requirements, inform this department whether to proceed with community notification in accordance with the level assigned by the other state.
- (b) If the DOC determines that the governing law in the other state is not comparable, community notification by this department may be made consistent with that authorized for risk Level 2.

(c) If this department believes that a risk level assessment is needed, the Department may request an end-of-confinement review. The Department shall provide to the DOC the necessary documents required to assess a person for a risk level.

#### 324.5.6 VICTIM NOTIFICATION

If a predatory offender resides, expects to reside, is employed or is regularly found in this jurisdiction, the Department shall provide victims who have requested notification with data that is relevant and necessary to protect the victim. Information disclosed should be obtained from the risk assessment report provided by DOC (Minn. § Stat. 244.052, Subd. 3).

The DOC will provide victim contact data to this department when there is a victim who has requested notification (refer to the DOC document “Victim Data Confidential for Law Enforcement Agency Use Only”).

It may be appropriate for members of the Department to directly contact the victim. Community victim advocacy or prosecutor resources may also be available to assist with locating and notifying a victim. Assistance is also available from the DOC victim services staff.

Members of the Department may contact other victims, witnesses and other individuals who are likely to be victimized by the offender.

#### 324.5.7 HOMELESS NOTIFICATION PROCESS

If public notice (Level 2 or 3) is required on a registered homeless offender, that notice should be as specific as possible. These offenders are required to check in weekly with local law enforcement, unless an alternative reporting procedure is approved by the Investigations supervisor (Minn. Stat. § 243.166, Subd. 3a).

#### 324.5.8 LIMITATIONS OF RELEASE OF DATA

Disclosures permitted or required for Level 2 or 3 offenders shall not be made if the offender is placed or resides in a DOC-licensed residential facility. Upon notification that the offender is released to a permanent address, the disclosures permitted or required by law shall be made (Minn. Stat. § 244.052, Subd. 4). Data regarding the victim or witnesses shall not be disclosed (Minn. Stat. § 244.052, Subd. 4(e)).

The broadest disclosures authorized under Minn. Stat. § 244.052, Subd. 4 may still be made for certain offenders (sexually dangerous persons or persons with a sexual psychopathic personality) even though still residing in a residential facility (Minn. Stat. § 253D.32, Subd. 1).

#### 324.6 DISCLOSURE TO LOCAL WELFARE AGENCY

Upon request, members may disclose the status of an individual as a predatory offender to a child protection worker who is conducting an assessment of child safety, risk of subsequent child maltreatment, and family strengths and needs under Chapter 260E (Minn. Stat. § 243.166).

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## Sexual Assault Investigations

### 601.1 PURPOSE AND SCOPE

The St. Francis Police Department adopts the Investigations of Sexual Assault model policy established and published by the Minnesota Board of Peace Officer Standards and Training (MN POST) (Minn. Stat. § 626.8442).

[See attachment: Model Sexual Assault Investigation Policy 03-03-21.pdf](#)

The purpose of this policy is to provide employees with guidelines for responding to reports of sexual assault. This agency will strive:

- (a) To afford maximum protection and support to victims of sexual assault or abuse through a coordinated program of law enforcement and available victim services with an emphasis on a victim centered approach;
- (b) To reaffirm peace officers' authority and responsibility to conducting thorough preliminary and follow up investigations and to make arrest decisions in accordance with established probable cause standards;
- (c) to increase the opportunity for prosecution and victim services.

### 601.2 COPY OF SUMMARY

The Investigations supervisor shall ensure that the victim of a sexual assault who reports an incident to this department is provided with a copy of the summary of the allegation. If the incident occurred outside the jurisdiction of the St. Francis Police Department, a copy of the summary shall also be provided to the law enforcement agency where the incident occurred. If the St. Francis Police Department learns that both the victim and the accused are members of the Minnesota National Guard, the Department shall provide a copy of the summary to the Bureau of Criminal Apprehension (Minn. Stat. § 609.3459).

### 601.3 POLICY

It is the policy of the St. Francis Police Department to recognize sexual assault as a serious problem in society and to protect victims of sexual assault by ensuring its peace officers understand the laws governing this area. Sexual assault crimes are under-reported to law enforcement and the goal of this policy is in part to improve victim experience in reporting so that more people are encouraged to report.

All employees should take a professional, victim-centered approach to sexual assaults, protectively investigate these crimes, and coordinate with prosecution in a manner that helps restore the victim's dignity and autonomy. While doing so, it shall be this agency's goal to decrease the victim's distress, increase the victim's understanding of the criminal justice system and process, and promote public safety.

Peace officers will utilize this policy in response to sexual assault reported to this agency. This agency will aggressively enforce the laws without bias and prejudice based on race, marital status, sexual orientation, economic status, age, disability, gender, religion, creed, or origin.

**601.4 DEFINITIONS**

For purposes of this policy, the words and phrases in this section have the following meaning given to them, unless another intention clearly appears.

- A. **Consent:** As defined by Minn. Stat. § 609.341, which states:
  - 1. Words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.
  - 2. A person who is mentally incapacitated or physically helpless as defined by Minn. Stat. § 609.341 cannot consent to a sexual act.
  - 3. Corroboration of the victim's testimony is not required to show lack of consent.
- B. **Child or Minor:** a person under the age of 18
- C. **Medical Forensic Examiner:** The health care provider conducting a sexual assault medical forensic examination
- D. **Sexual Assault:** A person who engages in sexual contact or penetration with another person in a criminal manner as identified in Minn. Stat. § 609.342 to 609.3451
- E. **Family and household member:** As defined in Minn. Stat. § 518B.01 Subd. 2.b. to include:
  - 1. Spouses or former spouses;
  - 2. parents and children;
  - 3. persons related by blood;
  - 4. persons who are presently residing together or who have resided together in the past;
  - 5. persons who have a child in common regardless of whether they have been married or have lived together at any time;
  - 6. a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
  - 7. persons involved in a significant romantic or sexual relationship
- F. **Sexual Assault Medical Forensic Examination:** An examination of a sexual assault patient by a health care provider, ideally one who has specialized education and clinical experience in the collection of forensic evidence and treatment of these patients.
- G. **Victim Advocate:** A Sexual Assault Counselor defined by Minn. Stat. § 595.02 Subd. 1(k) and/or Domestic Abuse Advocate as defined by Minn. Stat. § 595.02 subd. 1(1) who provide confidential advocacy services to victims of sexual assault and domestic abuse. Victim advocates as defined provide coverage in all counties in Minnesota. Minnesota Office of Justice Programs (MN OJP) can assist departments in locating their local victim advocacy agency for the purposes outlined in this policy.
- H. **Victim Centered:** A victim-centered approach prioritizes the safety, privacy and wellbeing of the victim and aims to create a supportive environment in which the victim's rights are respected and in which they are treated with dignity and respect. This approach acknowledges and respects a victims' input into the criminal justice response and recognizes

victims are not responsible for the crimes committed against them. I. **Vulnerable Adult:** any person 18 years of age or older who:

1. is a resident of a facility as defined in Minn. Stat. § 626.5572 Subd. 6;
2. receives services at or from a facility required to be licensed to serve adults under Minn. Stat. § 245A.01 to 245A.15, except that a person receiving outpatient services for treatment of chemical dependency or mental illness, or one who is committed as a sexual psychopathic personality or as a sexually dangerous person under chapter 253B, is not considered a vulnerable adult unless the person meets the requirements of clause (4);
3. receives services from a home care provider required to be licensed under Minn. Stat. § 144A.43 to 144A.482; or from a person or organization that exclusively offers, provides, or arranges for personal care assistance services under the medical assistance program as authorized under sections 256B.0625, subd. 19a, 256B.0651 to 256B.0654, and 256B.0659; or
4. regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction:
  - (a) that impairs the individual's ability to provide adequately for the individual's own care without assistance, including the provision of food, shelter, clothing, health care, or supervision; and
  - (b) because of the dysfunction or infirmity and the need for assistance, the individual has an impaired ability to protect the individual from maltreatment.

**601.5 PROCEDURES**

(a) **Communications Personnel Response/Additional Actions by responding officers**

1. Communications personnel and/or law enforcement officers should inform the victim of ways to ensure critical evidence is not lost, to include the following:
  - I. Suggest that the victim not bathe, or clean him or herself if the assault took place recently.
  - II. Recommend that if a victim needs to relieve themselves, they should collect urine in a clean jar for testing, and should avoid wiping after urination.
  - III. Asking the victim to collect any clothing worn during or after the assault and if possible, place in a paper bag, instructing the victim not to wash the clothing.
  - IV. Reassure the victim that other evidence may still be identified and recovered even if they have bathed or made other physical changes.

(b) **Initial Officer Response**

1. When responding to a scene involving a sexual assault, officers shall follow standard incident response procedures. In addition, when interacting with victims, officers shall do the following:
  - (a) Recognize that the victim experienced a traumatic incident and may not be willing or able to immediately assist with the criminal investigation.

- (b) The officer shall attempt to obtain basic information and facts about the situation, including the jurisdiction where the incident occurred and that a crime most likely occurred.
- (c) Explain the reporting process including the roles of the first responder, investigator, and anyone else with whom the victim will likely interact during the course of the investigation.
- (d) Officers are encouraged to connect the victim with local victim advocates as soon as possible. Inform the victim that there are confidential victim advocates available to address any needs they might have and to support them through the criminal justice system process. Provide the victim with contact information for the local victim advocate. Upon victim request the officer can offer to contact local victim advocate on behalf of the victim.
- (e) Ask about and document signs and symptoms of injury, to include strangulation.
- (f) Ensure that the victim knows they can go to a designated facility for a forensic medical exam. Offer to arrange for the transportation for the victim.
- (g) Identify potential witnesses to the sexual assault and/or anyone the victim told about the sexual assault.
- (h) Request preferred contact information for the victim for follow-up.

**(c) Victim Interviews**

1. This agency recognizes that victims of sexual assault due to their age or physical, mental or emotional distress, are better served by utilizing trauma informed interviewing techniques and strategies. In recognizing the need for non-traditional interviewing techniques for sexual assault victims, officers will contact Anoka County CID to perform victim interviews after the initial officer response. The interview location will be at the discretion of the responding officer and assigned CID Detective.

**(d) Special Considerations - Minors and Vulnerable Adults/Domestic Abuse Victims 1.**

**Minors and Vulnerable Adults**

- (a) This agency recognizes that certain victims, due to their age or a physical, mental, or emotional distress, are better served by utilizing interview techniques and strategies that eliminate the duplication of interviews and use a question and answer interviewing format with questioning as nondirective as possible to elicit spontaneous responses. Officers will contact Anoka County CID to perform victim interviews after the initial officer response. The interview location will be at the discretion of the responding officer and assigned CID detective. Officers responding to reports of sexual assaults involving these sensitive population groups shall limit their actions to the following.
  - i. Ensuring the safety of the victim
  - ii. Ensuring the scene is safe;
  - iii. Safeguarding evidence where appropriate;
  - iv. Collecting any information necessary to identify the suspect; and
  - v. Addressing the immediate medical needs of individuals at the scene.

2. Officers responding to victims with special considerations must comply with the mandated reporting requirements of Minn. Stat. § 260E.06 and 626.557, as applicable. Officers investigating cases involving victims with special considerations should coordinate these investigations with the appropriate local human services agency where required. Any victim or witness interviews conducted with individuals having special considerations must be audio and video recorded whenever possible. All other interviews must be audio recorded whenever possible.

I. Not all sexual assaults of minor victims require a mandatory report to social services. This policy recognizes that in certain cases, notifying and/or the involvement of a parent/guardian can cause harm to the minor and/or impede the investigation. Officers responding to the sexual assault of a minor victim that does not trigger a mandated report under Minn. Stat. § 260E.22 should assess for the impact on the victim and the investigation if parents/guardians were notified before making a decision to involve them.

3. Officers should obtain necessary contact information for the victim's caregiver, guardian or parents and where the victim may be located at a later time. Officers should advise the victim and/or any accompanying adult(s), guardians or caregivers that an investigating officer will follow up with information on a forensic interview.

4. The officer should advise the victim's caregiver, guardian or parent that if the victim starts to talk about the incident they should listen to them but not question them as this may influence any future statements.

(e) **Victims of Domestic Abuse**

1. Officers responding to a report of sexual assault committed against a family and household member must also follow the requirements and guidelines in this agency's domestic abuse policy and protocol, in addition to the guidelines in this policy.

(f) **Protecting Victim Rights**

1. Confidentiality: Officers should explain to victims the limitations of confidentiality in a criminal investigation and that the victim's identifying information is not accessible to the public, as specified in Minn. Stat. § 13.82 subd. 17(b)

2. Crime Victim Rights: Officers must provide the following information to the victim:

I. Crime victim rights and resource information required to be provided to all victims as specified by Minn. Stat. § 611A.02 subd. 2(b)

II. If the suspect is a family or household member to the victim, crime victim rights and resource information required to be provided to domestic abuse victims, as specified by Minn. Stat. § 629.341 subd. 3

III. The victim's right to be informed of the status of a sexual assault examination kit upon request as provided for under Minn. Stat. § 611A.27 subd. 1.

IV. Pursuant to Minn. Stat. § 611A.26 subd. 1, no law enforcement agency or prosecutor shall require that a complainant of a criminal sexual conduct or sex trafficking offense submit to a polygraph examination as part of or a condition to proceeding with the investigation, charging or prosecution of such offense.

3. Other information: Officers should provide to the victim the agency's crime report/ICR number, and contact information for the reporting officer and/or investigator or person handling the follow up.
4. Language access: All officers shall follow agency policy regarding limited English proficiency. (Translator)

**(g) Evidence Collection**

1. Considerations for Evidence Collection

- I. Collect evidence regarding the environment in which the assault took place, including indications of isolation and soundproofing. Anoka County CSU shall be contacted to process the scene where the assault took place. This should be in accordance to any/all other policies and procedures relating to evidence collections.
- II. Document any evidence of threats or any communications made by the suspect, or made on behalf of the suspect, to include those made to individuals other than the victim.
- III. In situations where it is suspected that drugs or alcohol may have facilitated the assault, officers should assess the scene for evidence such as drinking glasses, alcohol bottles or cans, or other related items.
- IV. If the victim has declined or a medical forensic exam will not be conducted, the officer should obtain victim consent and attempt to take photographs of visible physical injuries, including any healing or old injuries. Victim should be given directions about how to document any bruising or injury that becomes evidence later after these photographs are taken.

**(h) Sexual Assault Medical Forensic Examinations**

1. Sexual assault medical forensic examinations will be performed at the direction of the assigned CID Detective.
2. Following the exam, evidence collected during the exam shall be handled according to the requirements of agency policy and Minn. Stat. § 299C.106.

**(i) Contacting and Interviewing Suspects**

1. Prior to contacting the suspect the CID Detective that is handling the initial investigation or who has been assigned to the case should be consulted.

**(j) Forensic Examination and/or the Collection of Evidence from the Suspect.**

1. The responding officer may assist in the collection of evidence as directed by the assigned CID Detective and/or CSU personnel.

**(k) Role of the Supervisor**

1. Supervisors may do the following:
  - (a) Assist officers investigating incidents of sexual assault when possible or if requested by an officer.
  - (b) Provide guidance and direction as needed.



(c) Review sexual assault reports to ensure that necessary steps were taken during initial response and investigations.



**CITY COUNCIL  
AGENDA REPORT**

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Change Orders – City Hall / Fire Station Project  
**DATE:** October 7, 2024

The following change orders have been submitted for approval for the appropriate contract:

**Project 4020-10 Material**

PCO #020 is a material change made from a staff request to secure three additional doors with full time locking hardware. These doors are between the apparatus bay and the interior of the building that would have left a vulnerable security point. The hardware will now allow the doors to be locked full time with fob access for staff only.

**Change to project \$3,418.85**

Total change orders to date: \$109,161.81

**ACTION TO BE CONSIDERED:**

Council to review and approve the change orders as presented authorizing City Administrator to execute PCO/PCCO documents.

Attachments:

- PCO#020 (Material) Snow Melt Loop \$3,418.85



Stahl Construction Company  
 861 E. Hennepin Avenue, Suite 200  
 Minneapolis, Minnesota 55414  
 Phone: (952) 931-9300

**Project:** 4020-10 - St. Francis City Hall & Fire Station-Material  
 3740 Bridge Street NW  
 St. Francis, Minnesota 55070

## Prime Contract Potential Change Order #020: CE #035 - Access Control Hardware Change

<b>TO:</b>	St. Francis, MN (City of) 23340 Cree Street NW St. Francis, Minnesota 55070	<b>FROM:</b>	Stahl Construction Company 861 E. Hennepin Avenue, Suite 200 Minneapolis, Minnesota 55414
<b>PCO NUMBER/REVISION:</b>	020 / 0	<b>CONTRACT:</b>	4020-10 - St. Francis City Hall & Fire Station-Material
<b>REQUEST RECEIVED FROM:</b>		<b>CREATED BY:</b>	Ryan Byrne (Stahl Construction Company)
<b>STATUS:</b>	Pending - In Review	<b>CREATED DATE:</b>	9/16/2024
<b>REFERENCE:</b>		<b>PRIME CONTRACT CHANGE ORDER:</b>	None
<b>FIELD CHANGE:</b>	No		
<b>LOCATION:</b>		<b>ACCOUNTING METHOD:</b>	Amount Based
<b>SCHEDULE IMPACT:</b>		<b>PAID IN FULL:</b>	No
<b>EXECUTED:</b>	No	<b>SIGNED CHANGE ORDER RECEIVED DATE:</b>	
		<b>TOTAL AMOUNT:</b>	\$3,418.85

**POTENTIAL CHANGE ORDER TITLE:** CE #035 - Access Control Hardware Change

**CHANGE REASON:** Design Development

**POTENTIAL CHANGE ORDER DESCRIPTION:** *(The Contract Is Changed As Follows)*  
 CE #035 - Access Control Hardware Change  
 Hardware swap out for access control updates.

**ATTACHMENTS:**  
[Access Control Door Hardware.pdf](#)

#	Budget Code	Description	Amount
1	08-1000-__-.S Doors / Frames / Hardware.SUBCONTRACT		\$3,385.00
<b>Subtotal:</b>			<b>\$3,385.00</b>
Fee (1.00% Applies to all line item types.):			\$33.85
<b>Grand Total:</b>			<b>\$3,418.85</b>

Ginnie Schneider (Brunton Architects & Engineers, Inc.)

St. Francis, MN (City of)  
 23340 Cree Street NW  
 St. Francis, Minnesota 55070

Stahl Construction Company  
 861 E. Hennepin Avenue, Suite 200  
 Minneapolis, Minnesota 55414

\_\_\_\_\_  
SIGNATURE    DATE

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SIGNATURE    DATE

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SIGNATURE    DATE



**CITY COUNCIL  
AGENDA REPORT**

**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Rivers Edge 5<sup>th</sup> Drainage and Utility Vacation  
**DATE:** October 7, 2024

**OVERVIEW:**

The attached resolution is an updated resolution in regards to a vacated drainage and utility easement within the Rivers Edge Development. Council held the public hearing back in 2022 and approved the vacation. Since that time through the process in which the County recorded documents, the need for updates to the resolution was required. The attached resolution is a housekeeping item that allows the recording to happen at the County upon the correct parcels.

The following resolution shall be recorded at Anoka County.

City Attorney approval as to form

**ACTION TO BE CONSIDERED:**

Council requested to approved the Resolution Reserving Existing Drainage and Utility Easements and Vacating Underlying Drainage and Utility Easements

Attachments:

- Resolution 2024- 34 Reserving Existing Drainage and Utility Easements and Vacating Underlying Drainage and Utility Easements

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

**RESOLUTION 2024-34**

**A RESOLUTION RESERVING EXISTING DRAINAGE AND UTILITY EASEMENTS  
AND VACATING UNDERLYING DRAINAGE AND UTILITY EASEMENTS**

**WHEREAS**, Rivers Edge 5<sup>th</sup> Addition included Outlot B and drainage and utility easements were established by such plat over, under and across Outlot B, Rivers Edge 5<sup>th</sup> Addition, Anoka County, Minnesota

**WHEREAS**, pursuant to Resolution 2022-30, the City of St. Francis approved the replatting of Outlot B, Rivers Edge 5<sup>th</sup> Addition into Rivers Edge 6<sup>th</sup> Addition, required certain drainage and utility easements over, under and across Rivers Edge 6<sup>th</sup> Addition be granted and established and vacated certain underlying drainage and utility easements; and

**WHEREAS**, the Rivers Edge 6<sup>th</sup> Addition was recorded as Document No. 2392021.001 and created drainage and utility easements across (as shown on such plat):

Lots 1 through 10, inclusive, Block 1 and Lots 1 through 11, inclusive, Block 2, Rivers Edge 6<sup>th</sup> Addition (the “Property”); and

**WHEREAS**, the drainage and utility easements, created in the Rivers Edge 6<sup>th</sup> Addition, over, under and across the Property are hereby reserved and such drainage and utility easements shall continue in full force and effect; and

**WHEREAS**, any underlying drainage and utility easements, including the drainage and utility easement reserved over, under and across the entire Outlot B, Rivers Edge 5<sup>th</sup> Addition, Anoka County, Minnesota is released as specified herein.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of St. Francis hereby reserves the drainage and utility easements against the Property created in Rivers Edge 6<sup>th</sup> Addition and releases any and all underlying drainage and utility easements.

Approved and adopted by the City Council of the City of St. Francis on the \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Joseph Muehlbauer, Mayor

\_\_\_\_\_  
Attest: Jennifer Wida, City Clerk

\_\_\_\_\_  
Dated

DRAFTED BY:  
**Barna, Guzy & Steffen, Ltd. (TDE)**  
**200 Coon Rapids Blvd., Suite 400**  
**Coon Rapids, MN 55433**

4445033



## CITY COUNCIL AGENDA REPORT

---

**TO:** Mayor and Council  
**FROM:** Jessica Rieland, Community Development Director  
**SUBJECT:** Bluffs of Rum River Final Plat Submittal Extension  
**DATE:** October 7, 2024

### **OVERVIEW:**

The applicants have requested a one-year extension for the final plat submittal deadline for the Bluffs of Rum River. Negotiations have begun with new investors, and they would like to review current market demands and consider making adjustments to the existing plans before submitting the final plat for approval. Staff recommends approval of the extension.

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

Motion to approve the one-year extension of the Bluffs of Rum River final plat submittal deadline.

### **BUDGET IMPLICATION:**

Attachments:

- Extension request from applicants.

**From:** [Dwight Wirz](#)  
**To:** [Jessica Rieland](#)  
**Subject:** Fwd: Bluffs of Rum River Project  
**Date:** Tuesday, September 17, 2024 3:24:18 PM

---

You don't often get email from dwight.wirz@gmail.com. [Learn why this is important](#)

**Caution:** This email originated outside our organization; please use caution.

Jessica,

This email is to request a 1 year extension for the final plat submittal deadline for the Bluffs of Rum River project. We are negotiating with new financial backers and are finding that they have interest but would like to review current market demands against the product mix in our present plan. We have information coming from LPS but it will not be ready before the current deadline expires. I understand we are docketed for the October 7th council meeting. Please advise if you need anything else. Thank you.

Dwight Wirz  
**SBD Properties, LLP**  
8985 Rosewood Lane N.  
Maple Grove, MN 55369  
[dwight.wirz@gmail.com](mailto:dwight.wirz@gmail.com)  
Phone 763.458.8675 Fax 763.420.6213





# CITY COUNCIL AGENDA REPORT

**TO:** Jessica Rieland, Community Development Director  
**FROM:** Craig Jochum, City Engineer  
**SUBJECT:** Rivers Edge 7<sup>th</sup> Addition Financial Security Reduction  
**DATE:** October 7, 2024

**OVERVIEW:**

The City has previously approved the Rivers Edge 7<sup>th</sup> Addition development, and it is currently under construction. As a provision of the Development Agreement, the City requires that the Developer establish a financial security to guaranty the performance of the work.

The Development Agreement also allows the Developer to apply to the City Council for a reduction of the financial security from time to time based on work completed.

In accordance with the Development Agreement, the Developer has requested a reduction in the financial security based on work completed to date. We have reviewed the project status and recommend that the financial security may be reduced at this time.

**ACTION TO BE CONSIDERED:**

City Council approval of the financial security reduction to \$92,500 based on work completed to date.

**BUDGET IMPLICATION:**

None. All development costs are borne by the Developer.

Attachments:

- Rivers Edge 7<sup>th</sup> Addition Financial Security Reduction Recommendation Letter

October 3, 2024

Jessica Rieland, Community Development Director  
City of St. Francis  
23340 Cree Street NW  
St. Francis, MN 55070

RE: Rivers Edge 7<sup>th</sup> Addition  
Financial Security Reduction

Dear Ms. Rieland:

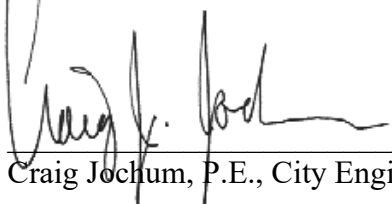
We have reviewed the status of the Rivers Edge 7<sup>th</sup> Addition project. At this time, the project has not been accepted by the City. We would summarize the project as follows:

1. The sanitary sewer has been constructed and is substantially complete.
2. The watermain has been installed and is substantially complete.
3. The storm sewer has been constructed and is substantially complete.
4. The aggregate base, concrete curb and gutter and the non-wearing course of bituminous have been constructed.
5. The sidewalk remains to be completed.
6. We have not received the as-built utility plans.
7. We have not received certification that all iron monuments (lot corners) have been placed.

Based on the status of the project as summarized above, the estimated construction cost to complete the remaining improvements is \$74,000. We therefore recommend that the Financial Security may be reduced to \$92,500 at this time, which is 125% of the estimated cost of the remaining improvements.

If you have any questions please call me at 763-427-5860.

Sincerely,  
Hakanson Anderson



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Craig Jochum, P.E., City Engineer

*Ms. Jessica Rieland, Community Development Director*  
*October 3, 2024*  
*Page 2*

Agenda Item # 4G.

cc: Kate Thunstrom, City Administrator  
Darcy Mulvihill, Finance Director  
Paul Carpenter, Public Works Director  
Shane Nelson, P.E., Assistant City Engineer  
Dale Willenbring, Developer  
Marty Champion, Developer's Engineer

**Rivers Edge 7th Addition  
Value of Remaining Work  
October 3, 2024**

Agenda Item # 4G.

<b>Description</b>	<b>Value</b>
Sanitary Sewer (As-Builts, Punchlist Items and Raise Iron)	\$7,800
Watermain (As-Builts, Punchlist Items and Raise Iron)	\$7,200
Storm Sewer (As-Builts, Set Castings)	\$2,900
Street Construction	\$48,000
Grading / Stormwater /ESC / Restoration	\$8,100
Estimated Remaining Construction Cost	\$74,000
<b>Required LOC (125%)</b>	<b>\$92,500</b>



# CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Appointment of Election Judges  
**DATE:** October 7, 2024

---

**OVERVIEW:**

The City of St. Francis will be conducting the General Election, November 5, 2024. Pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a municipality must be appointed by the governing body of that municipality.

**ACTION TO BE CONSIDERED:**

A motion to adopt Resolution 2024-37, a resolution appointing the election judges for the General Election to be held on November 5<sup>th</sup>, 2024.

Attachments:

- Resolution 2024-37 – Appointing election judges for the General Election

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

**RESOLUTION 2024-37**

**A RESOLUTION APPOINTING JUDGES OF ELECTION  
FOR THE GENERAL ELECTION, NOVEMBER 5, 2024**

**Whereas**, the City of St. Francis will be conducting a General Election on November 5, 2024; and

**Whereas**, pursuant to Minnesota Statutes Section 204B.21. Election judges for precincts in a municipality must be appointed by the governing body of that municipality; and

**Whereas**, the hourly rate of pay will be \$15.00 for regular election judges and \$15.50 for assistant and head judges.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA, as follows:**

1) That the following persons be appointed to serve as election judges for the for the General Election on November 5, 2024:

- |                  |                   |
|------------------|-------------------|
| Rose Caswell     | Linda Watkins     |
| Gail Genin       | Tammy Dvorak      |
| Kathleen Stadel  | Kaleb Miller      |
| Marlene Drozdik  | Shirley Williams  |
| Greg Zutz        | David Watkins     |
| Robert Jacobson  | Lisa Stoll        |
| Tim Kizer        | Julie Johnson     |
| Richard Williams | Mark Peterson     |
| Melissa Denning  | Patricia Trombley |
| Jean Rusterholtz | Mike Minkler      |
| Kathy Minkler    | Rebecca Gerlach   |

2) That Council authorize staff to train and hire additional election judges not named here should the need arise.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA THIS 7<sup>th</sup> DAY OF OCTOBER, 2024.

APPROVED:

ATTEST:

\_\_\_\_\_  
Joseph Muehlbauer, Mayor

\_\_\_\_\_  
Jennifer Wida, City Clerk



## CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Towing Services RFP  
**DATE:** October 7, 2024

---

### **OVERVIEW:**

City Council approved the City of St. Francis to enter into an MOU with Ark Towing and Recovery on December 18<sup>th</sup>, 2023, for towing services. Included in the MOU is the requirement for towing services to be reviewed and authorized on an annual basis. To assure the City of St. Francis is getting the highest quality and most complete tow service, the City is requesting to release a Request for Proposal (RFP) for towing services for the City of St. Francis.

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

City Council authorization to release an RFP to obtain tow services for the City of St. Francis. The RFP will be released on October 8<sup>th</sup>, 2024, for a minimum period of two weeks.

### **BUDGET IMPLICATION:**

With exception of a motor vehicle towed to the St. Francis Police Department for forfeiture or evidentiary procedures, the City of St. Francis is not responsible for the payment or collection of any towing or storage fees. Tow fees associated with vehicles held by the St. Francis Police Department are accounted for in the police department operating budget.

### Attachments:

- Towing Services RFP

**City of St. Francis**  
**Request for Proposal**  
**Towing Services**  
**RFP Release Date: October 8, 2024**

**Scope**

The City of St. Francis, Minnesota, is seeking services outlined in this RFP. For reference, the City of St. Francis will hereinafter be referred to as the “City.” The City requests proposals for contract towing and storage of vehicles from qualified towing companies. Towing and storage of vehicles under this contract will be in response to the actions of city staff and may include, but are not limited to, improperly parked vehicles, vehicles that obstruct or impede the flow of traffic or obstruct emergency lanes, walkways, and handicapped parking spaces, traffic crashes where a preference for towing service is not provided, towing due to parking enforcement, snow emergencies, police impound, seizure of evidence, and any other towing requests as authorized by law.

**Purpose**

The specifications herein are designed to ensure prompt, adequate, reasonable, and uniform cost for towing and storage services for the public at the request of the City. The contractor and its employees shall be required to provide services authorized in the towing industry. Courtesy and professionalism are expected at all times.

**General**

Proposals will be considered only from qualified and experienced firms regularly engaged in the towing business. Firms must produce evidence that they have an established, satisfactory record of performance for a period of one year or more, have satisfactory financial support, the required equipment, and an organizational structure sufficient to ensure they can satisfactorily execute the services if awarded a contract under the terms and conditions herein stated.

**Proposals**

It is the intent of the City to award a contract to the towing service provider who submits the proposal deemed to best meet the needs and requirements of the City. Proposals must be received by 4:30pm on October 23, 2024.

Submit proposals to: City of St. Francis

Attn: Towing Proposal



23340 Cree Steet NW

St. Francis, MN 55070

The City retains the right to waive any informational or irregularity in any proposal received, and to accept the proposal, within its judgement, that is in the best interest of the City and the citizens of St. Francis. The award of the contract will be based upon the totality of the evaluation criteria that centers around quality service.

The cost of services will not be the sole criteria in awarding a contract. The City reserves the right to reject any and all proposals.

**Competency of Towing Service**

1. The towing service provider must have all necessary state licenses and permits as required to perform the services set forth herein. This includes licenses and permits required by the State of Minnesota, county of Anoka, and City of St. Francis.
2. The towing service must submit the names and addresses of all persons who have a financial interest in the business, including, but not limited to, individual owners, partners, limited partners, officers, directors, and stockholders.
3. The towing service must be familiar with all laws, ordinances, rules, and regulations that may in any way affect the work being performed. Ignorance on the part of the towing service with respect to any such laws, ordinances, rules, or regulations will in no way relieve the towing service of their responsibility.
4. The towing service must provide a list of at least two business or city references including address, phone number, and contact name.
5. An evaluation committee will be established to review submitted proposals, facilities, equipment, and all criteria mentioned herein prior to awarding the contract. The evaluation committee will make appropriate recommendations to the City.
6. The towing service must submit to the City a written description of how towing will be performed in relation to the specific standards as outlined under the "Selection Criteria."

**Selection Criteria**

The award committee will evaluate proposals based on the towing service's technical qualifications and ability to meet the City's towing-related needs with acceptable standards of performance.

Standards to be evaluated include:

- Equipment
- Facilities

- Personnel
- Operational Structure
- References
- Pricing
- Financial Stability
- Customer Service

A background statement of qualifications must also be included, and at minimum contain:

- Towing service/organization name
- Address of all locations, contact name(s), phone number, email address
- Names of towing service's owners, principals, directors, or anyone else with a financial interest or management role in the organization
- Structure of the towing service, e.g., Sole Proprietorship, Partnership, etc.
- Years towing service has been in business
- Financial Information in the form of an annual statement and balance sheet for the past two years
- Listing of any actions (within the past 10 years) taken by any regulatory agency or government entity involving the towing service, including suspensions or removals, with respect to work performed
- Listing of any litigation (within the past 10 years) involving the towing service or its agents or employees with respect to work performed
- Names of at least two businesses or other cities who can be contacted as references
- Proof of proper liability insurance with the ability to name the City as an additional insured for liability purposes.

**Additional Proposal Terms**

1. The City shall have the right to thoroughly inspect and investigate the towing service, facilities, business reputation, quality of equipment, and other general qualifications. The City may reject any proposal, irrespective of proposal pricing, if it is determined the towing service is lacking in any essential functions or qualifications necessary to assure acceptable standards of performance.

During the contract period, the City reserves the right to inspect the towing service's facilities and business records as they relate to the contract during normal business hours.

- 2. The City reserves the right to reject proposals for any non-discriminatory reason it deems appropriate.
- 3. The proposed form of contract may be amended by the City as deemed to be in the best interest of the City.
- 4. Once a successful proposal is selected, the City reserves the right to negotiate the terms and conditions of the specific proposal to reach a final contract.

**A. Technical Standards**

The following minimum equipment shall be maintained in a safe operating condition and available at the time of proposal and throughout the life of any contract with the City:

- 1. At least one light duty wrecker, with a GVWR of 8,000 pounds per Minn. Statutes §168B.011, Subd. 12a.
- 2. One (1) flatbed wrecker
- 3. One (1) wrecker with the ability to tow motorcycles, trailers, and other wheeled vehicles as needed (may be included in section 1 or 2 above)
- 4. All towing service vehicles shall be outfitted with the following standard equipment outlined as a best practice by the Minnesota State Patrol

Equipment:

- a. Dolly
- b. Broom
- c. Shovel
- d. One fire extinguisher (minimum of 5 BC dry chemical)
- e. Two Scotch Blocks
- f. Jack stands
- g. Trailer hitch
- h. Flags and flares
- i. Flashing red and amber lamps (Minn. Statutes §169.64, Subd. 5)

j. Material for the collection and removal of liquid debris (e.g., gas, oil, antifreeze, etc.)

**B. Availability/Response Time**

1. In order to facilitate an expeditious response time once a tow is requested, towing service when summoned, shall dispatch sufficient personnel and equipment from the time of the notification from dispatch or City personnel and respond within thirty (30) minutes.
2. All equipment must be owned or exclusively leased by the towing service. Equipment must be commercially manufactured and in good mechanical condition. Equipment shall be subject to inspection at all times during the term of the contract. Towing service vehicles shall be clearly marked, not be used as an emergency vehicle, or have any markings that indicate any relationship between the towing service and the City.
3. The towing service shall have sufficient staff and equipment available to service special towing needs of the City. Examples of special towing needs include, but are not limited to, declared snow emergencies, construction projects, and other events where significant road closures and vehicle removal may be necessary.

**C. Facilities**

1. The storage facility shall be secure and the towing service’s business office must be open to the public during normal business hours, Monday through Friday, 8:00am – 5:00pm, excluding legal holidays.
2. During the time of declaration of a snow emergency and for a period of not less than twenty-four (24) hours following the end of a snow emergency, the tow service shall ensure an employee is on site at the main storage location or any other location(s) the company utilizes for storage so that vehicles may be promptly released to the owner. The tow service shall provide a single phone number to assist the public in reclaiming towed vehicles.
3. Law enforcement shall have access to the storage facility at all times during normal business hours. After normal business hours, a tow service employee must be available to respond and grant access to law enforcement within 20 minutes of a request.
4. The building and facilities must be in compliance with all applicable building and zoning regulations and be owned or exclusively leased by the towing service.
5. Vehicle storage capacity for both long and short-term storage shall be sufficient to meet the needs of the City. It is understood the towing service shall have or will acquire additional storage areas as needed to meet the towing requirements of the City.
6. Any outdoor storage occurring in a lot must occur within a completely fenced in lot that offers site security.

- 7. The towing service will outline security features present at their facility and any necessary upgrades anticipated to take place prior to the award of a contract.
- 8. Any domestic animals located at the tow business or storage lot(s) shall be kept in a secure fashion, pursuant to federal, state, and local laws.

**D. Personnel**

- 1. The towing service shall have sufficient qualified personnel available for the operation of the equipment specified under Technical Standards.
- 2. Operators must have a valid driver’s license for the class vehicle being operated and have knowledge of the laws and regulations governing the operation of tow trucks.
- 3. All tow truck operators will be required to undergo a criminal history check and at minimum, an annual driver’s license check, before towing any vehicles for the City.
- 4. Tow truck operators listed on the Predatory Offender Registry database must not be used on City towing requests.
- 5. The towing service will ensure that all employees used for City tows are courteous and professional.
- 6. The towing service will operate in an unbiased manner and be available to respond to all locations and neighborhoods within the City upon request.

**E. Towing Service Procedures**

- 1. The City may cancel a tow call prior to the towing service’s arrival without requiring a “show up” fee. In the event the City requests a tow, and upon arriving a tow is not necessary, the towing service may charge the owner/operator of the vehicle a “show up” fee.
- 2. The towing service shall keep and maintain accurate records of all vehicles received and disposed of under the terms of the contract. This includes vehicle make, license number, location, as well as date and time from which the vehicle was towed. A report shall be provided to the City on an annual basis, or anytime upon request.
- 3. Within 24-hours of the expiration of a snow emergency, the tow service shall provide a report listing the total number of vehicles towed from the city during the snow emergency.
- 4. The towing service will provide a monthly towing report to the St. Francis Police Department by the tenth (10th) day of the following month listing:
  - a. Total number of vehicles towed the preceding month under this contract
  - b. The make, model, color, and license plate (or VIN number) of the vehicles towed

- c. The date and time of each tow
  - d. The location and origin of each tow
  - e. The total number of vehicles released in the preceding month
  - f. The total number of days of storage charged for each vehicle released
  - g. The reason for the tow
5. The towing service shall be responsible for the removal of debris, glass, and other matter from the street when towing vehicles involved in traffic collisions. The tow service shall not leave the scene of a motor vehicle crash until all debris, oils, applicable fluids (including all absorbent material) have been properly removed from the scene as coordinated by first responders. The clean-up is to be completed without any additional compensation, unless extraordinary circumstances exist, at which time costs may be charged to the appropriate vehicle owner.
6. The towing service shall give owners and operators of towed vehicles the opportunity to have their vehicle towed to a location other than the towing service's facilities upon request.
7. City employees shall provide vehicle owners or operators the opportunity to contact a non-contract towing service, assuming the response time is within reason.
8. All vehicles towed or impounded are to be released in accordance with the procedures adopted by the St. Francis Police Department. Vehicles being held for evidential or investigative reasons may not be released without the written authorization of St. Francis Police Department personnel.
9. Vehicles should not be released without proper proof of ownership. If the vehicle is to be driven from the towing service facility or lot, proof of current insurance covering the vehicle and proof of a valid driver's license by the prospective driver shall be required.

**F. Tow Service Charges**

The selected towing service will be required to comply with the following:

- 1. The tow service shall charge the standard rates as posted at the company's place of business. Snow emergency tow rates shall remain fixed during a single snow emergency season.
- 2. The towing service agrees to provide a rate sheet listing current rates and fees for services as proposed under this contract. The rate sheet shall be visible and clearly posted in the business office for review by the general public. Signage attached to the rate sheet shall indicate, "Persons having a concern or complaint regarding a City of St. Francis tow are asked to contact the St. Francis Police Department at 763-753-1264.

3. The tow service must provide written or electronic receipts, showing itemized charges of all tows upon request of the City.
4. Charges for storage become applicable 24-hours after a vehicle has been towed. The first twenty-four (24) hours shall occur without charge.
5. An increase in rates and fees on the rate sheet provided shall not be requested by the towing service, except within 30 days of the anniversary date each year the contract is in place. Rate fees change requests are subject to review and approval by the City as it relates to city requested tow services.
6. The City shall not be responsible for the collection or payment of any charges for service rendered, unless such service is applicable to City owned or leased vehicles or equipment. All services rendered shall be charged to the owner or lawful claimant of the towed vehicle.
7. The St. Francis Police Department shall be responsible for payment of towing and storage on vehicles towed for evidence or subject to forfeiture. For vehicles subject to forfeiture, and where a judicial proceeding determines the vehicle owner maintains their ownership right, payment shall be the responsibility of the owner or claimant.
8. The City authorizes the towing service to act as a private entity in the disposal of vehicles as outlined under Minn. Statutes §168B.045, §168B.051, §168B.06, and §168B.07. The towing service, pursuant to state and local laws, will dispose of any unclaimed vehicles. The City shall not be responsible for the cost of the towing or any accumulated storage charges. Proceeds on sales of unclaimed vehicles shall be retained by the company.
9. The company shall comply fully with the requirements of Section 7-4-16 of the St. Francis City Code relating to its obligation to notify the owner of the taking of a vehicle into storage by the company. Copies of all notices shall be furnished to the St. Francis Police Department.
10. The towing service agrees to accept as method of payment, cash, and one other method of payment such as check or credit card.

A rate sheet shall be submitted with the RFP in a separate sealed envelope and at minimum contain:

Service Type Price

Standard Tow/Impound \$

Night Tow \$

Heavy Duty Tow \$

Dolly Fee \$

Recovery Operations - Winching \$

Standby Time \$

Mileage Fee \$

Clean Up Fee \$

Show up Fee \$

Daily Storage Fee (Differentiate if different rates apply for inside/outside storage or vehicle type)\$

City Owned Vehicle Tows – Includes Passenger Vehicles and Light Trucks \$

City Requested Vehicle Moves \$

After Hours/Holiday Release Fee \$

Other Fees: List on Rate Sheet \$

**G. Insurance**

1. For the duration of the agreement to be entered into with the City, the towing service shall, at its expense, procure and maintain the following insurance policies and minimum limits: Liability minimums shall be: three hundred thousand (\$300,000) dollars personal liability per person, per occurrence and a total of one million (\$1,000,000) dollars per occurrence.

2. Commercial General Liability Insurance in a minimum amount of \$2,000,000 per occurrence. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability.

3. Business Automobile Liability Insurance including owned, hired, and non-owned automobiles, with a minimum combined single liability limit of \$2,000,000 per occurrence.

4. Garagekeeper’s Liability Insurance in the minimum amount of \$250,000 per occurrence.

5. Workers’ Compensation Insurance for all employees in accordance with the statutory requirements of the State of Minnesota. Employers’ Liability Insurance is also required with minimum limits as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate



- \$500,000 – Bodily Injury by Accident

6. Additional Insurance Conditions.

- o The City must be endorsed as an additional insured on all liability insurance policies.
- o The towing service shall, prior to commencing any services and annually thereafter, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.
- o The insurance requirements may be met through any combination of primary and umbrella/excess insurance.
- o The towing service's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the towing services actions or its failure to perform.
- o The towing service's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.

7. In the agreement to be entered into with the City, the towing service must agree to defend, indemnify and hold the City harmless all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of towing service's negligence, misconduct or failure to perform its obligations under the agreement.

**General Terms and Conditions**

- Proposals shall be valid for not less than 90 days from the date of required submittal.
- If selected, the duration of this agreement shall be for a period of three years with a two-year option for renewal with the consent of both parties.
- The City assumes no liability for any fees, costs or expenses incurred in connection with the preparation and/or submission of the RFP response by the applicant, or for any other fees, costs or expenses incurred prior to the selection of an applicant.
- All information contained within the RFP is believed to be complete and accurate. However, it is the applicant's due diligence and responsibility to verify all statements contained herein.



**CITY COUNCIL AGENDA  
REPORT**

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Acknowledgement to Conduct Excluded Bingo  
**DATE:** October 7, 2024

---

**OVERVIEW:**

St. Francis Lions Club submitted a permit application to conduct excluded bingo at St. Francis American Legion.

In order for a nonprofit to conduct a lawful gambling activity, they must apply through the State, receive City acknowledgment of the event and then send the signed application to the Gambling Control Board for official approval.

**ACTION TO BE CONSIDERED:**

A motion would be in order to acknowledge the permit application from St. Francis Lions Club to conduct excluded bingo at St. Francis American Legion on November 16, 2024.

MINNESOTA LAWFUL GAMBLING

LG240B Application to Conduct Excluded Bingo

No Fee

5/24 Page 1 of 2

ORGANIZATION INFORMATION

Organization Name: St Francis Lions Club Previous Gambling Permit Number: xb-02688-23-024
Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any: 93-4267096
Mailing Address: PO Box 173
City: St. Francis State: MN Zip: 55070 County: Anoka
Name of Chief Executive Officer (CEO): Anoka
CEO Daytime Phone: 763-238-0650 CEO Email: melissahairchair@gmail.com
Email permit to (if other than the CEO): doxierex2@hotmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[ ] Fraternal [ ] Religious [ ] Veterans [x] Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
[x] Current calendar year Certificate of Good Standing
Don't have a copy? This certificate must be obtained each year from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
[ ] Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.
[ ] Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? [x] Yes [ ] No
If yes, list the dates when bingo was conducted: 3/23/24
The proposed bingo event will be:
[x] one of four or fewer bingo events held this year. Dates: 11/16/24
-OR-
[ ] conducted on up to 12 consecutive days in connection with a:
[ ] county fair Dates:
[ ] civic celebration Dates:
[ ] Minnesota State Fair Dates:
Person in charge of bingo event: Millisa Schrunk Daytime Phone: 763-238-0650
Name of premises where bingo will be conducted: St. Francis American Legion
Premises street address: 3073 Bridge St. NW
City: St. Francis If township, township name: County: Anoka

**LG240B Application to Conduct Excluded Bingo**

5/24  
Page 2 of 2

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

<p style="text-align: center;"><b>CITY APPROVAL for a gambling premises located within city limits</b></p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date: _____</p>	<p style="text-align: center;"><b>COUNTY APPROVAL for a gambling premises located in a township</b></p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p>
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p><b>The city or county must sign before submitting application to the Gambling Control Board.</b></p> </div>	
<p><b>TOWNSHIP (if required by the county)</b> On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>	

**CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)**

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: *Melissa Schrunk* Date: 9/19/24  
(Signature must be CEO's signature; designee may not sign)

Print Name: Melissa Schrunk

**MAIL OR FAX APPLICATION & ATTACHMENTS**

<p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="margin-left: 20px;">Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p><b>Questions?</b> Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at <a href="http://www.mn.gov/gcb">www.mn.gov/gcb</a>.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

An equal opportunity employer

**Business Record Details »**

Minnesota Business Name  
**St. Francis Lions Club**

**Business Type**  
Nonprofit Corporation (Domestic)

**MN Statute**  
317A

**File Number**  
I-898

**Home Jurisdiction**  
Minnesota

**Filing Date**  
12/29/1970

**Status**  
Active / In Good Standing

**Renewal Due Date**  
12/31/2025

**Registered Office Address**  
3726 Bridge Street NW  
PO 173  
St Francis, MN 55070-0173  
USA

**Number of Shares**  
NONE

**Registered Agent(s)**  
Darlene P Behnke

**President**  
Rex A Larson  
PO BOX 173  
SAINT FRANCIS, MN 55070-0173  
USA

**Filing History**

**Filing History**

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

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	12/29/1970	Original Filing - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	12/29/1970	Nonprofit Corporation (Domestic) Business Name (Business Name: St. Francis Lions Club)	
<input type="checkbox"/>	12/31/1997	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	11/16/1998	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	11/16/1998	Nonprofit Corporation (Domestic) Other	
<input type="checkbox"/>	11/16/1998	Nonprofit Corporation (Domestic) Mailing Address	
<input type="checkbox"/>	01/31/2002	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	01/16/2007	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	09/24/2007	Annual Reinstatement - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	12/2/2018	Registered Office - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	12/3/2018	Registered Office - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	12/7/2019	Registered Office - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	12/7/2019	Registered Office - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	2/22/2024	Involuntary Dissolution - Nonprofit Corporation (Domestic)	
<input type="checkbox"/>	3/19/2024	Annual Reinstatement - Nonprofit Corporation (Domestic)	

Business Record Search »

Business Name

St Francis Llons Club

Search Scope:

Begins With

Filing Status:

Active

Include Prior Names:

Exclude

Please see search results below. For best results, type only a portion of the business name. You may change the search criteria with the options above.

Search Results

Business Name

St. Francis Lions Club

Details

Business Status:

Active

Business Type:

Nonprofit Corporation (Domestic)

Name Type:

Minnesota Business Name



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Payment of Claims  
**DATE:** October 7, 2024

**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$348,668.89 plus any additional bills that are handed out at council meeting.

- Other Payments to be approved:
- Debt service payments –N/A
- Direct Transfers from Previous Month-N/A
- Credit Card Payment- N/A
- Manual Checks- N/A

**ACTION TO BE CONSIDERED:**

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

**BUDGET IMPLICATION:**

City bills

**Attachments:**

- 10-07-2024 Packet List-\$348,668.89

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/08/2024 - 10/08/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4K.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 9692 - ALLSTATE PETERBILT</b>							
136950 00037563	ALLSTATE PETERBILT 2018 MACK 101-43100-40218	09/19/2024 DMULVIHILL EQUIPMENT MAINTENANCE		1,678.39	1,678.39	Open	N 10/07/2024 1,678.39
136951 00037564	ALLSTATE PETERBILT 2020 WESTERN STAR 101-43100-40218	09/19/2024 DMULVIHILL EQUIPMENT MAINTENANCE		1,939.10	1,939.10	Open	N 10/07/2024 1,939.10
136952 00037565	ALLSTATE PETERBILT 1990 CHEVY 101-45200-40221	09/19/2024 DMULVIHILL VEHICLE MAINTENANCE		120.29	120.29	Open	N 10/07/2024 120.29
136953 00037566	ALLSTATE PETERBILT 2009 DODGE 101-43100-40221	09/19/2024 DMULVIHILL VEHICLE MAINTENANCE		287.14	287.14	Open	N 10/07/2024 287.14
Total Vendor 9692 - ALLSTATE PETERBILT				4,024.92	4,024.92		
<b>Vendor 8129 - AMERICAN PLANNING ASSOCIATION</b>							
4847901000 00037483	AMERICAN PLANNING ASSOCIATION MISC 609-49751-40254	09/19/2024 CBUSKEY MISCELLANEOUS MERCHANDISE		129.11	129.11	Open	N 09/20/2024 129.11
Total Vendor 8129 - AMERICAN PLANNING ASSOCIATION				129.11	129.11		
<b>Vendor 1097 - ANOKA COUNTY PROPERTY RECORDS</b>							
.09302024 00037612	ANOKA COUNTY PROPERTY RECORDS RECORDING 101-41400-40441	09/30/2024 DMULVIHILL MISCELLANEOUS		240.00	240.00	Open	N 10/07/2024 240.00
Total Vendor 1097 - ANOKA COUNTY PROPERTY RECORDS				240.00	240.00		
<b>Vendor 3811 - ANOKA COUNTY TREASURY</b>							



INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/08/2024 - 10/08/2024

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Agenda Item # 4K.

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
<b>Vendor 3811 - ANOKA COUNTY TREASURY</b>							
<a href="#">B240917P</a>							
<a href="#">00037521</a>	ANOKA COUNTY TREASURY	09/17/2024		225.00	225.00	Open	N
	FIBER	DMULVIHILL					10/07/2024
	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					<u>225.00</u>	<u>225.00</u>	
<b>Vendor 42 - BARNA, GUZY &amp; STEFFEN</b>							
<a href="#">287412</a>							
<a href="#">00037376</a>	BARNA, GUZY & STEFFEN	08/31/2024		3,758.00	3,758.00	Open	N
	BRIDGE STREET PURCHASE	DMULVIHILL					10/07/2024
	404-41400-40589	CITY HALL/FIRE STATION		3,758.00		1.00	3,758.00
<a href="#">287249</a>							
<a href="#">00037377</a>	BARNA, GUZY & STEFFEN	08/31/2024		825.00	825.00	Open	N
	MISC-NON RETAINER	DMULVIHILL					10/07/2024
	101-41600-40304	CIVIL LEGAL FEES		825.00		1.00	825.00
<a href="#">287247</a>							
<a href="#">00037378</a>	BARNA, GUZY & STEFFEN	08/31/2024		896.00	896.00	Open	N
	GENERAL LABOR	DMULVIHILL					10/07/2024
	101-41600-40304	CIVIL LEGAL FEES		896.00		1.00	896.00
<a href="#">287246</a>							
<a href="#">00037379</a>	BARNA, GUZY & STEFFEN	08/31/2024		5,300.00	5,300.00	Open	N
	PROSECUTION	DMULVIHILL					10/07/2024
	101-41600-40312	CRIMINAL LEGAL FEES		5,300.00		1.00	5,300.00
<a href="#">287245</a>							
<a href="#">00037380</a>	BARNA, GUZY & STEFFEN	08/31/2024		2,015.00	2,015.00	Open	N
	MUNICIPAL	DMULVIHILL					10/07/2024
	101-41600-40304	CIVIL LEGAL FEES		2,015.00		1.00	2,015.00
<a href="#">287248</a>							
<a href="#">00037381</a>	BARNA, GUZY & STEFFEN	08/31/2024		4,635.00	4,635.00	Open	N
	COMMUNITY DEVELOPMENT	DMULVIHILL					10/07/2024
	101-41600-40304	CIVIL LEGAL FEES		4,635.00		1.00	4,635.00
Total Vendor 42 - BARNA, GUZY & STEFFEN							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/08/2024 - 10/08/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

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
<b>Vendor 42 - BARNA, GUZY &amp; STEFFEN</b>				17,429.00	17,429.00		
<b>Vendor 53 - BELLBOY CORPORATION BAR SUPPLY</b>							
0108702700							
00037495	BELLBOY CORPORATION BAR SUPPLY	09/20/2024		(13.75)	(13.75)	Open	N
	MISC		CBUSKEY				09/20/2024
	609-49751-40254		MISCELLANEOUS MERCHANDISE	(13.75)		1.00	(13.75)
0108917900							
00037540	BELLBOY CORPORATION BAR SUPPLY	09/24/2024		163.75	163.75	Open	N
	MISC/OPERATING		CBUSKEY				09/24/2024
	609-49751-40206		FREIGHT	6.75		1.00	6.75
	609-49750-40210		OPERATING SUPPLIES	132.00		1.00	132.00
	609-49751-40254		MISCELLANEOUS MERCHANDISE	25.00		1.00	25.00
0205145100							
00037541	BELLBOY CORPORATION BAR SUPPLY	09/24/2024		487.55	487.55	Open	N
	THC/LIQUOR		CBUSKEY				09/24/2024
	609-49751-40206		FREIGHT	14.85		1.00	14.85
	609-49751-40251		LIQUOR	184.70		1.00	184.70
	609-49751-40257		THC	288.00		1.00	288.00
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				637.55	637.55		
<b>Vendor 10711 - BJORKLUND COMPANIES, LLC</b>							
100345							
00037608	BJORKLUND COMPANIES, LLC	09/17/2024		532.50	532.50	Open	N
	BLACK DIRT		DMULVIHILL				10/07/2024
	101-45200-40229		PROJECT MAINTENANCE	532.50		1.00	532.50
Total Vendor 10711 - BJORKLUND COMPANIES, LLC				532.50	532.50		
<b>Vendor 7244 - BREAKTHRU BEVERAGE</b>							
411967758							
00037507	BREAKTHRU BEVERAGE	09/23/2024		(68.12)	(68.12)	open	N
	LIQUOR		CBUSKEY				09/23/2024
	609-49751-40206		FREIGHT	(1.45)		1.00	(1.45)
	609-49751-40251		LIQUOR	(66.67)		1.00	(66.67)

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/08/2024 - 10/08/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
<b>Vendor 7244 - BREAKTHRU BEVERAGE</b>							
412679307	BREAKTHRU BEVERAGE	09/23/2024		(293.95)	(293.95)	Open	N
00037508	LIQUOR	CBUSKEY					09/23/2024
	609-49751-40206	FREIGHT		(1.45)		1.00	(1.45)
	609-49751-40251	LIQUOR		(292.50)		1.00	(292.50)
412316399	BREAKTHRU BEVERAGE	09/23/2024		(132.13)	(132.13)	open	N
00037509	MISC	CBUSKEY					09/23/2024
	609-49751-40206	FREIGHT		(5.80)		1.00	(5.80)
	609-49751-40254	MISCELLANEOUS MERCHANDISE		(126.33)		1.00	(126.33)
412270208	BREAKTHRU BEVERAGE	09/23/2024		(100.40)	(100.40)	open	N
00037510	LIQUOR	CBUSKEY					09/23/2024
	609-49751-40206	FREIGHT		(1.45)		1.00	(1.45)
	609-49751-40251	LIQUOR		(98.95)		1.00	(98.95)
412270288	BREAKTHRU BEVERAGE	09/23/2024		(45.38)	(45.38)	open	N
00037511	LIQUOR	CBUSKEY					09/23/2024
	609-49751-40206	FREIGHT		(1.45)		1.00	(1.45)
	609-49751-40251	LIQUOR		(43.93)		1.00	(43.93)
412097983	BREAKTHRU BEVERAGE	09/23/2024		(622.20)	(622.20)	Open	N
00037512	LIQUOR	CBUSKEY					09/23/2024
	609-49751-40206	FREIGHT		(7.25)		1.00	(7.25)
	609-49751-40251	LIQUOR		(614.95)		1.00	(614.95)
412065545	BREAKTHRU BEVERAGE	09/23/2024		(473.90)	(473.90)	Open	N
00037513	LIQUOR	CBUSKEY					09/23/2024
	609-49751-40206	FREIGHT		(2.90)		1.00	(2.90)
	609-49751-40251	LIQUOR		(471.00)		1.00	(471.00)
411959764	BREAKTHRU BEVERAGE	09/23/2024		(421.80)	(421.80)	open	N
00037514	WINE	CBUSKEY					09/23/2024
	609-49751-40206	FREIGHT		(5.80)		1.00	(5.80)
	609-49751-40253	WINE		(416.00)		1.00	(416.00)

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/08/2024 - 10/08/2024

POSTED AND UNPOSTED  
OPEN

Agenda Item # 4K.

Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 7244 - BREAKTHRU BEVERAGE</b>							
117921576							
00037576	BREAKTHRU BEVERAGE	09/27/2024		9,168.90	9,168.90	Open	N
	LIQUOR	CBUSKEY					09/27/2024
	609-49751-40206	FREIGHT		78.78		1.00	78.78
	609-49751-40251	LIQUOR		9,090.12		1.00	9,090.12
Total Vendor 7244 - BREAKTHRU BEVERAGE					7,011.02	7,011.02	
<b>Vendor 9977 - BRUNTON ARCHITECTS &amp; ENGINEERS</b>							
22413							
00037602	BRUNTON ARCHITECTS & ENGINEERS	10/01/2024		3,600.00	3,600.00	open	N
	CITY HALL/FIRE STATION	DMULVIHILL					10/07/2024
	404-41400-40589	CITY HALL/FIRE STATION		3,600.00		1.00	3,600.00
Total Vendor 9977 - BRUNTON ARCHITECTS & ENGINEERS					3,600.00	3,600.00	
<b>Vendor 10037 - BS&amp;A SOFTWARE</b>							
154523							
00037532	BS&A SOFTWARE	09/13/2024		1,000.00	1,000.00	open	N
	CD TRAINING	DMULVIHILL					10/07/2024
	101-41910-40208	TRAINING		1,000.00		1.00	1,000.00
Total Vendor 10037 - BS&A SOFTWARE					1,000.00	1,000.00	
<b>Vendor 7779 - CAPITOL BEVERAGE SALES, L.P</b>							
3042589							
00037610	CAPITOL BEVERAGE SALES, L.P	10/01/2024		2,333.00	2,333.00	open	N
	BEER/THC/LIQUOR/NA	CBUSKEY					10/01/2024
	609-49751-40252	BEER		846.50		1.00	846.50
	609-49751-40255	N/A PRODUCTS		108.00		1.00	108.00
	609-49751-40251	LIQUOR		448.50		1.00	448.50
	609-49751-40257	THC		930.00		1.00	930.00
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P					2,333.00	2,333.00	
<b>Vendor 990 - CEDAR CREEK BAKING COMPANY</b>							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/08/2024 - 10/08/2024

POSTED AND UNPOSTED  
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Agenda Item # 4K.

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
<b>Vendor 990 - CEDAR CREEK BAKING COMPANY</b>							
.09262024							
00037575	CEDAR CREEK BAKING COMPANY	09/26/2024		180.00	180.00	Open	N
	LORI'S RETIREMENT	DMULVIHILL					10/07/2024
	101-42110-40441	MISCELLANEOUS		180.00		1.00	180.00
Total Vendor 990 - CEDAR CREEK BAKING COMPANY				180.00	180.00		
<b>Vendor 9937 - CIVICPLUS LLC</b>							
315798							
00037479	CIVICPLUS LLC	11/01/2024		4,527.08	4,527.08	Open	N
	ANNUAL HOSTING	DMULVIHILL					10/07/2024
	101-41110-40310	COMPUTER CONSULTING FEES		4,527.08		1.00	4,527.08
319813							
00037616	CIVICPLUS LLC	12/01/2024		1,434.00	1,434.00	Open	N
	ONLINE CODE HOSTING	DMULVIHILL					10/07/2024
	101-41400-40311	CONTRACT		1,434.00		1.00	1,434.00
Total Vendor 9937 - CIVICPLUS LLC				5,961.08	5,961.08		
<b>Vendor 83 - CONNEXUS ENERGY</b>							
LGT0001133							
00037568	CONNEXUS ENERGY	09/17/2024		2,071.00	2,071.00	Open	N
	NEW LIGHT-RIVERS EDGE	DMULVIHILL					10/07/2024
	101-43100-40386	STREET LIGHTING		2,071.00		1.00	2,071.00
Total Vendor 83 - CONNEXUS ENERGY				2,071.00	2,071.00		
<b>Vendor 4854 - CRYSTAL SPRINGS ICE</b>							
2011179							
00037350	CRYSTAL SPRINGS ICE	09/17/2024		294.88	294.88	Open	N
	MISC	CBUSKEY					09/17/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		290.88		1.00	290.88
4010158							
00037515	CRYSTAL SPRINGS ICE	09/23/2024		127.04	127.04	Open	N
	MISC	CBUSKEY					09/23/2024
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		123.04		1.00	123.04

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 10/08/2024 - 10/08/2024

POSTED AND UNPOSTED

OPEN

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 4854 - CRYSTAL SPRINGS ICE</b>							
2011348							
00037609	CRYSTAL SPRINGS ICE	10/01/2024		196.72	196.72	Open	N
	MISC	CBUSKEY					10/01/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		192.72		1.00	192.72
Total Vendor 4854 - CRYSTAL SPRINGS ICE				618.64	618.64		
<b>Vendor 6974 - D &amp; G RECYCLE</b>							
7706							
00037574	D & G RECYCLE	09/23/2024		223.00	223.00	open	N
	RECYCLING EVENT	JSHOOK					10/07/2024
	101-43210-40439	RECYCLING DAYS		223.00		1.00	223.00
Total Vendor 6974 - D & G RECYCLE				223.00	223.00		
<b>Vendor 91 - DAHLHEIMER DIST. CO. INC</b>							
2284895							
00037349	DAHLHEIMER DIST. CO. INC	09/13/2024		82.00	82.00	Open	N
	BEER	CBUSKEY					09/17/2024
	609-49751-40252	BEER		82.00		1.00	82.00
2284896							
00037482	DAHLHEIMER DIST. CO. INC	09/18/2024		6,928.86	6,928.86	open	N
	BEER/MISC/NA/LIQUOR	CBUSKEY					09/20/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		204.00		1.00	204.00
	609-49751-40255	N/A PRODUCTS		59.30		1.00	59.30
	609-49751-40251	LIQUOR		470.00		1.00	470.00
	609-49751-40252	BEER		6,195.56		1.00	6,195.56
2293525							
00037572	DAHLHEIMER DIST. CO. INC	09/25/2024		35,770.13	35,770.13	Open	N
	BEER/NA	CBUSKEY					09/25/2024
	609-49751-40252	BEER		35,359.58		1.00	35,359.58
	609-49751-40255	N/A PRODUCTS		410.55		1.00	410.55
2298853							
00037618	DAHLHEIMER DIST. CO. INC	10/01/2024		(501.50)	(501.50)	Open	N
	BEER	CBUSKEY					10/02/2024
	609-49751-40252	BEER		(501.50)		1.00	(501.50)

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<b>Vendor 91 - DAHLHEIMER DIST. CO. INC</b>								
2298449								
00037619	DAHLHEIMER DIST. CO. INC	10/02/2024			5,686.40	5,686.40	Open	N
	BEER/LIQUOR/NA	CBUSKEY						10/02/2024
	609-49751-40255	N/A PRODUCTS			64.00		1.00	64.00
	609-49751-40251	LIQUOR			470.00		1.00	470.00
	609-49751-40252	BEER			5,152.40		1.00	5,152.40
Total Vendor 91 - DAHLHEIMER DIST. CO. INC					47,965.89	47,965.89		
<b>Vendor 6658 - DAVIDS HYDRO VAC, INC</b>								
240056214								
00037595	DAVIDS HYDRO VAC, INC	09/25/2024			1,732.50	1,732.50	Open	N
	23211 PEDERSON	DMULVIHILL						10/07/2024
	601-49440-40229	PROJECT MAINTENANCE			866.25		1.00	866.25
	602-49490-40229	PROJECT MAINTENANCE			866.25		1.00	866.25
Total Vendor 6658 - DAVIDS HYDRO VAC, INC					1,732.50	1,732.50		
<b>Vendor CD-REFUND - DOROSH CONTRACTING LLC</b>								
.09182024								
00037367	DOROSH CONTRACTING LLC	09/18/2024	09/18/2024		1,500.00	1,500.00	Open	N
	CHECK REQUEST FOR ESCROW: E2023-0012	DMULVIHILL						10/07/2024
	803-00000-20200	E2023-0012 - 2021-00227			1,500.00		1.00	1,500.00
Total Vendor CD-REFUND - DOROSH CONTRACTING LLC					1,500.00	1,500.00		
<b>Vendor 107 - ECM PUBLISHERS, INC</b>								
1016427								
00037520	ECM PUBLISHERS, INC	09/20/2024			279.50	279.50	Open	N
	ORDINANCE 333	DMULVIHILL						10/07/2024
	101-41400-40352	GENERAL PUBLISHING			279.50		1.00	279.50
Total Vendor 107 - ECM PUBLISHERS, INC					279.50	279.50		
<b>Vendor 545 - ELITE SANITATION</b>								
31065								
00037519	ELITE SANITATION	09/18/2024			130.50	130.50	Open	N
	TOILET RENTAL	DMULVIHILL						10/07/2024
	101-43210-40439	RECYCLING DAYS			130.50		1.00	130.50

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Inventory					Units	Quantity	Unit Price
<b>Vendor 545 - ELITE SANITATION</b>							
Total Vendor 545 - ELITE SANITATION				130.50	130.50		
<b>Vendor 7818 - EVERGREEN RECYCLING LLC</b>							
3553B							
00037561	EVERGREEN RECYCLING LLC	09/27/2024		620.00		Open	N
	RECYCLING EVENT	JSHOOK					10/07/2024
	101-43210-40439	RECYCLING DAYS		620.00		1.00	620.00
Total Vendor 7818 - EVERGREEN RECYCLING LLC				620.00	620.00		
<b>Vendor CD-REFUND - FAIRFAX ASPHALT</b>							
.09182024							
00037368	FAIRFAX ASPHALT	09/18/2024	09/18/2024	250.00		Open	N
	CHECK REQUEST FOR ESCROW: E2024-0023	DMULVIHILL					10/07/2024
	803-00000-20200	E2024-0023 - P2024-00326		250.00		1.00	250.00
Total Vendor CD-REFUND - FAIRFAX ASPHALT				250.00	250.00		
<b>Vendor 3447 - FERGUSON WATERWORKS</b>							
0537673							
00037623	FERGUSON WATERWORKS	09/24/2024		1,212.84		Open	N
	SUPPLIES	DMULVIHILL					10/07/2024
	601-49440-40259	WATER METERS		1,212.84		1.00	1,212.84
WL006104							
00037624	FERGUSON WATERWORKS	09/24/2024		2,684.13		Open	N
	SUPPLIES	DMULVIHILL					10/07/2024
	601-49440-40259	WATER METERS		2,684.13		1.00	2,684.13
Total Vendor 3447 - FERGUSON WATERWORKS				3,896.97	3,896.97		
<b>Vendor 130 - GOPHER STATE ONE-CALL, INC</b>							
4090765							
00037613	GOPHER STATE ONE-CALL, INC	09/30/2024		81.00		Open	N
	SEPTEMBER TICKETS	DMULVIHILL					10/07/2024
	601-49440-40442	GOPHER STATE		40.50		1.00	40.50
	602-49490-40442	GOPHER STATE		40.50		1.00	40.50
Total Vendor 130 - GOPHER STATE ONE-CALL, INC				81.00	81.00		



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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 130 - GOPHER STATE ONE-CALL, INC</b>							
<b>Vendor 7512 - GREAT LAKES COCA-COLA</b>							
43416758017							
00037496	GREAT LAKES COCA-COLA	09/20/2024		1,734.91	1,734.91	Open	N
	MISC	CBUSKEY					09/20/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		1,734.91		1.00	1,734.91
Total Vendor 7512 - GREAT LAKES COCA-COLA				1,734.91	1,734.91		
<b>Vendor 10445 - GREEN LAMPS RECYCLING LLC</b>							
<b>MN24-120</b>							
00037560	GREEN LAMPS RECYCLING LLC	09/24/2024		258.35	258.35	Open	N
	RECYCLING EVENT	JSHOOK					10/07/2024
	101-43210-40439	RECYCLING DAYS		258.35		1.00	258.35
Total Vendor 10445 - GREEN LAMPS RECYCLING LLC				258.35	258.35		
<b>Vendor 1145 - HACH COMPANY</b>							
<b>14191529</b>							
00037382	HACH COMPANY	09/17/2024		751.20	751.20	Open	N
	CAP REPLACEMENT	DMULVIHILL					10/07/2024
	602-49490-40235	LAB SUPPLIES		751.20		1.00	751.20
<b>14196236</b>							
00037518	HACH COMPANY	09/23/2024		3,389.10	3,389.10	Open	N
	SENSORS	DMULVIHILL					10/07/2024
	601-49440-40235	LAB SUPPLIES		3,389.10		1.00	3,389.10
<b>14201526</b>							
00037594	HACH COMPANY	09/26/2024		3,389.10	3,389.10	Open	N
	SENSORS	DMULVIHILL					10/07/2024
	602-49490-40229	PROJECT MAINTENANCE		3,389.10		1.00	3,389.10
<b>14204596</b>							
00037596	HACH COMPANY	09/27/2024		65.90	65.90	Open	N
	BUFFER	DMULVIHILL					10/07/2024
	601-49440-40235	LAB SUPPLIES		65.90		1.00	65.90
<b>14204078</b>							
00037597	HACH COMPANY	09/27/2024		45.85	45.85	Open	N
	BUFFER	DMULVIHILL					10/07/2024
	602-49490-40235	LAB SUPPLIES		45.85		1.00	45.85

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Inventory	GL Distribution		Entered By			Units	Quantity	Post Date
								Unit Price
<b>Vendor 1145 - HACH COMPANY</b>								
Total Vendor 1145 - HACH COMPANY					7,641.15	7,641.15		
<b>Vendor 1645 - HAKANSON ANDERSON ASSOC., INC</b>								
53602	00037522	HAKANSON ANDERSON ASSOC., INC TURTLE PONDS 803-00000-22017	09/12/2024		558.80	558.80	Open	N 10/07/2024
					558.80		1.00	558.80
53603	00037523	HAKANSON ANDERSON ASSOC., INC VISTA PRAIRIE 803-00000-22179	09/12/2024		1,576.10	1,576.10	Open	N 10/07/2024
					1,576.10		1.00	1,576.10
53604	00037524	HAKANSON ANDERSON ASSOC., INC RIVERS EDGE 6TH 803-00000-22043	09/12/2024		1,443.28	1,443.28	Open	N 10/07/2024
					1,443.28		1.00	1,443.28
53695	00037525	HAKANSON ANDERSON ASSOC., INC WOODBINE EXTENSON 405-43100-40808	09/12/2024		5,320.00	5,320.00	Open	N 10/07/2024
					5,320.00		1.00	5,320.00
53696	00037526	HAKANSON ANDERSON ASSOC., INC ROUTINE RETAINER 101-41910-40303 101-43100-40303 101-45200-40303 601-49440-40303 602-49490-40303 603-49500-40303	09/12/2024		800.00	800.00	Open	N 10/07/2024
					133.33		1.00	133.33
					133.33		1.00	133.33
					133.33		1.00	133.33
					133.33		1.00	133.33
					133.33		1.00	133.33
					133.35		1.00	133.35
53610	00037527	HAKANSON ANDERSON ASSOC., INC GENERAL ENGINEERNG 602-49490-40303	09/12/2024		320.00	320.00	Open	N 10/07/2024
					320.00		1.00	320.00
53613	00037528	HAKANSON ANDERSON ASSOC., INC WATER/SEWER PLAN 601-49440-40303 602-49490-40303	09/12/2024		913.25	913.25	Open	N 10/07/2024
					456.63		1.00	456.63
					456.62		1.00	456.62

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 1645 - HAKANSON ANDERSON ASSOC., INC</b>							
53607 00037534	HAKANSON ANDERSON ASSOC., INC 2025 STREETS 405-43100-40812	09/12/2024 DMULVIHILL 2024 STREETS		5,258.00 5,258.00	5,258.00	Open	N 10/07/2024 5,258.00
53605 00037535	HAKANSON ANDERSON ASSOC., INC QUICK SILVER STREET 405-43100-40812	09/12/2024 DMULVIHILL 2024 STREETS		728.25 728.25	728.25	Open	N 10/07/2024 728.25
53612 00037536	HAKANSON ANDERSON ASSOC., INC BUILDING PERMIT REVIEWS 101-42400-40303	09/12/2024 DMULVIHILL ENGINEERING FEES		341.25 341.25	341.25	Open	N 10/07/2024 341.25
53609 00037537	HAKANSON ANDERSON ASSOC., INC HWY 47 405-43100-40810	09/12/2024 DMULVIHILL HWY 47		617.50 617.50	617.50	Open	N 10/07/2024 617.50
53601 00037538	HAKANSON ANDERSON ASSOC., INC MISC SITE PLAN REVIEWS 101-41910-40303 404-41400-40589	09/12/2024 DMULVIHILL ENGINEERING FEES CITY HALL/FIRE STATION		2,673.03 1,101.75 1,571.28	2,673.03	Open	N 10/07/2024 1,101.75 1,571.28
Total Vendor 1645 - HAKANSON ANDERSON ASSOC., INC				20,549.46	20,549.46		
<b>Vendor 1175 - HAWKINS, INC</b>							
6862871 00037365	HAWKINS, INC CYLINDER FEE 601-49440-40216	09/15/2024 DMULVIHILL CHEMICALS		10.00 10.00	10.00	Open	N 10/07/2024 10.00
6563324 00037366	HAWKINS, INC CYLINDER FEE 601-49440-40216	09/15/2024 DMULVIHILL CHEMICALS		10.00 10.00	10.00	Open	N 10/07/2024 10.00
6876141 00037592	HAWKINS, INC CHEMICALS 602-49490-40216	09/27/2024 DMULVIHILL CHEMICALS		4,225.52 4,225.52	4,225.52	Open	N 10/07/2024 4,225.52

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
<b>Vendor 1175 - HAWKINS, INC</b>							
6876145							
00037593	HAWKINS, INC	09/27/2024		8,698.13	8,698.13	Open	N
	CHLORIDE	DMULVIHILL					10/07/2024
	602-49490-40216	CHEMICALS		8,698.13		1.00	8,698.13
Total Vendor 1175 - HAWKINS, INC					<u>12,943.65</u>	<u>12,943.65</u>	
<b>Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC</b>							
IN4649809							
00037559	INNOVATIVE OFFICE SOLUTIONS, LLC	09/25/2024		277.70	277.70	Open	N
	OFFICE SUPPLIES	DMULVIHILL					10/07/2024
	101-42110-40200	OFFICE SUPPLIES		277.70		1.00	277.70
IN4658839							
00037628	INNOVATIVE OFFICE SOLUTIONS, LLC	10/03/2024		325.35	325.35	Open	N
	SUPPLIES	DMULVIHILL					10/07/2024
	101-41400-40200	OFFICE SUPPLIES		325.35		1.00	325.35
Total Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC					<u>603.05</u>	<u>603.05</u>	
<b>Vendor 10476 - IUOE LOCAL #49</b>							
.10012024							
00037371	IUOE LOCAL #49	10/01/2024		306.00	306.00	Open	N
	OCTOBER DUES	DMULVIHILL					10/07/2024
	101-00000-21707	UNION DUES		306.00		1.00	306.00
Total Vendor 10476 - IUOE LOCAL #49					<u>306.00</u>	<u>306.00</u>	
<b>Vendor 154 - JOHNSON BROTHERS</b>							
2627663							
00037491	JOHNSON BROTHERS	09/19/2024		163.64	163.64	Open	N
	WINE	CBUSKEY					09/20/2024
	609-49751-40206	FREIGHT		3.64		1.00	3.64
	609-49751-40253	WINE		160.00		1.00	160.00
2627662							
00037492	JOHNSON BROTHERS	09/19/2024		5,681.72	5,681.72	Open	N
	LIQUOR	CBUSKEY					09/20/2024
	609-49751-40206	FREIGHT		99.81		1.00	99.81
	609-49751-40251	LIQUOR		5,581.91		1.00	5,581.91

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							Unit Price
<b>Vendor 154 - JOHNSON BROTHERS</b>							
103415							
00037499	JOHNSON BROTHERS	07/26/2024		(180.00)	(180.00)	Open	N
	LIQUOR	CBUSKEY					09/20/2024
	609-49751-40251	LIQUOR		(180.00)		1.00	(180.00)
100418							
00037500	JOHNSON BROTHERS	06/28/2024		(170.00)	(170.00)	Open	N
	LIQUOR	CBUSKEY					09/20/2024
	609-49751-40251	LIQUOR		(170.00)		1.00	(170.00)
2633003							
00037584	JOHNSON BROTHERS	09/27/2024		3,222.90	3,222.90	Open	N
	WINE	CBUSKEY					09/27/2024
	609-49751-40206	FREIGHT		72.80		1.00	72.80
	609-49751-40253	WINE		3,150.10		1.00	3,150.10
2633002							
00037585	JOHNSON BROTHERS	09/27/2024		6,102.84	6,102.84	Open	N
	LIQUOR	CBUSKEY					09/27/2024
	609-49751-40206	FREIGHT		172.90		1.00	172.90
	609-49751-40251	LIQUOR		5,929.94		1.00	5,929.94
2638088							
00037631	JOHNSON BROTHERS	10/03/2024		1,877.12	1,877.12	Open	N
	WINE	CBUSKEY					10/03/2024
	609-49751-40206	FREIGHT		29.12		1.00	29.12
	609-49751-40253	WINE		1,848.00		1.00	1,848.00
2638087							
00037632	JOHNSON BROTHERS	10/03/2024		2,262.93	2,262.93	Open	N
	LIQUOR	CBUSKEY					10/03/2024
	609-49751-40206	FREIGHT		20.93		1.00	20.93
	609-49751-40251	LIQUOR		2,242.00		1.00	2,242.00
Total Vendor 154 - JOHNSON BROTHERS					18,961.15	18,961.15	

Vendor 5182 - KIMS KLEANING

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<b>Vendor 5182 - KIMS KLEANING</b>							
10605 00037516	KIMS KLEANING FLOORS-PW/POLICE 601-49440-40402 602-49490-40402 101-43100-40402 101-45200-40402	09/23/2024 DMULVIHILL JANITORIAL SERVICE JANITORIAL SERVICE JANITORIAL SERVICE JANITORIAL SERVICE		2,400.00 600.00 600.00 600.00 600.00	2,400.00	Open 1.00 1.00 1.00 1.00	N 10/07/2024 600.00 600.00 600.00 600.00
10640 00037586	KIMS KLEANING CITY HALL CLEANING 101-41940-40402	09/28/2024 DMULVIHILL JANITORIAL SERVICE		354.00 354.00	354.00	Open 1.00	N 10/07/2024 354.00
10641 00037587	KIMS KLEANING CC CLEANING 101-45000-40402	09/28/2024 DMULVIHILL JANITORIAL SERVICE		118.00 118.00	118.00	Open 1.00	N 10/07/2024 118.00
10642 00037588	KIMS KLEANING PW CLEANING 101-43100-40402 101-45200-40402 601-49440-40402 602-49490-40402	09/28/2024 DMULVIHILL JANITORIAL SERVICE JANITORIAL SERVICE JANITORIAL SERVICE JANITORIAL SERVICE		1,062.00 265.50 265.50 265.50 265.50	1,062.00	Open 1.00 1.00 1.00 1.00	N 10/07/2024 265.50 265.50 265.50 265.50
10643 00037589	KIMS KLEANING WATER PLANT CLEANING 601-49440-40402	09/28/2024 DMULVIHILL JANITORIAL SERVICE		236.00 236.00	236.00	Open 1.00	N 10/07/2024 236.00
10644 00037590	KIMS KLEANING CLEANING-WWTP 602-49490-40402	09/28/2024 DMULVIHILL JANITORIAL SERVICE		324.50 324.50	324.50	Open 1.00	N 10/07/2024 324.50
10645 00037591	KIMS KLEANING CLEANING-POLICE 101-42110-40402	09/28/2024 DMULVIHILL JANITORIAL SERVICE		1,062.00 1,062.00	1,062.00	Open 1.00	N 10/07/2024 1,062.00
Total Vendor 5182 - KIMS KLEANING				5,556.50	5,556.50		

Vendor 7527 - KODIAK POWER SYSTEMS

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Inventory					Units	Quantity	Unit Price
<b>Vendor 7527 - KODIAK POWER SYSTEMS</b>							
KPS1618 00037542	KODIAK POWER SYSTEMS INSPECTION PS/PW 601-49440-40233 602-49490-40229 101-43100-40218 101-45200-40218	09/16/2024 DMULVIHILL WATER PLANT MAINT PROJECT MAINTENANCE EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE		2,010.00 502.50 502.50 502.50 502.50	2,010.00	Open	N 10/07/2024 502.50 502.50 502.50 502.50
KPS1624 00037543	KODIAK POWER SYSTEMS BATTERY REPLACEMENT 601-49440-40229 602-49490-40229 101-45200-40218 101-43100-40218	09/16/2024 DMULVIHILL PROJECT MAINTENANCE PROJECT MAINTENANCE EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE		2,110.00 527.50 527.50 527.50 527.50	2,110.00	Open	N 10/07/2024 527.50 527.50 527.50 527.50
KPS1616 00037544	KODIAK POWER SYSTEMS GENERATORS 601-49440-40229 602-49490-40229	09/16/2024 DMULVIHILL PROJECT MAINTENANCE PROJECT MAINTENANCE		1,836.33 918.17 918.16	1,836.33	Open	N 10/07/2024 918.17 918.16
KPS1617 00037545	KODIAK POWER SYSTEMS WTP INSPECTION 601-49440-40233	09/16/2024 DMULVIHILL WATER PLANT MAINT		1,975.00 1,975.00	1,975.00	Open	N 10/07/2024 1,975.00
KPS1619 00037546	KODIAK POWER SYSTEMS WWTP INSPECTION 602-49490-40228	09/16/2024 DMULVIHILL EQUIPMENT MAINTENANCE		2,143.00 2,143.00	2,143.00	Open	N 10/07/2024 2,143.00
KPS1620 00037547	KODIAK POWER SYSTEMS RIVERS EDGE LIFT 601-49440-40233 602-49490-40229	09/16/2024 DMULVIHILL WATER PLANT MAINT PROJECT MAINTENANCE		1,050.00 525.00 525.00	1,050.00	Open	N 10/07/2024 525.00 525.00
KPS1622 00037548	KODIAK POWER SYSTEMS WELL HOUSE INSPECTION 601-49440-40229 602-49490-40229	09/16/2024 DMULVIHILL PROJECT MAINTENANCE PROJECT MAINTENANCE		895.00 447.50 447.50	895.00	Open	N 10/07/2024 447.50 447.50

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Inventory					Units	Quantity	Unit Price
<b>Vendor 7527 - KODIAK POWER SYSTEMS</b>							
KPS1623 00037549	KODIAK POWER SYSTEMS BLACK PORTABLE GENERATOR 601-49440-40229 602-49490-40229	09/16/2024 DMULVIHILL PROJECT MAINTENANCE PROJECT MAINTENANCE		895.00 447.50 447.50	895.00	Open	N 10/07/2024 447.50 447.50
Total Vendor 7527 - KODIAK POWER SYSTEMS				12,914.33	12,914.33		
<b>Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.</b>							
.10012024 00037372	LAW ENFORCEMENT LABOR SVCS. SARGEANTS DUES-OCTOBER 101-00000-21707	10/01/2024 DMULVIHILL UNION DUES		70.50 70.50	70.50	open	N 10/07/2024 70.50
.10012024 OFFIC 00037373	LAW ENFORCEMENT LABOR SVCS. OFFICERS DUES OCTOBER 101-00000-21707	10/01/2024 DMULVIHILL UNION DUES		634.50 634.50	634.50	Open	N 10/07/2024 634.50
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.				705.00	705.00		
<b>Vendor CD-REFUND - LEAF HOME ENHANCEMENTS DBA TUNDRALA</b>							
09/19/2024 00037375	LEAF HOME ENHANCEMENTS DBA TUNDRALA REFUND PERMIT 2024-0438 NOT IN SF 101-00000-20200 101-00000-20200 101-00000-20200	09/19/2024 DMULVIHILL Building Permit By Valuation Surcharge - Valuation Plan Review (Res First Submittal & Com)		500.11 298.65 7.34 194.12	500.11	open	N 10/07/2024 298.65 7.34 194.12
Total Vendor CD-REFUND - LEAF HOME ENHANCEMENTS DBA TUNDRALA				500.11	500.11		
<b>Vendor 173 - MARTIN-MCALLISTER</b>							
16441 00037625	MARTIN-MCALLISTER ECKLUND 101-42110-40305	09/30/2024 DMULVIHILL MEDICAL FEES		1,500.00 1,500.00	1,500.00	Open	N 10/07/2024 1,500.00
16442 00037626	MARTIN-MCALLISTER CURRAN	09/30/2024 DMULVIHILL		625.00	625.00	Open	N 10/07/2024
Total Vendor 173 - MARTIN-MCALLISTER							



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					Units	Quantity	Unit Price
<b>Vendor 173 - MARTIN-MCALLISTER</b>				2,125.00	2,125.00		
<b>Vendor 202 - MCDONALD DIST CO</b>							
768638							
00037493	MCDONALD DIST CO BEER/NA 609-49751-40255	09/18/2024 CBUSKEY		2,409.70	2,409.70	Open	N 09/20/2024
	609-49751-40252	N/A PRODUCTS		102.00		1.00	102.00
		BEER		2,307.70		1.00	2,307.70
768791							
00037494	MCDONALD DIST CO BEER 609-49751-40252	09/18/2024 CBUSKEY		(67.60)	(67.60)	Open	N 09/20/2024
		BEER		(67.60)		1.00	(67.60)
769991							
00037569	MCDONALD DIST CO BEER 609-49751-40252	09/25/2024 CBUSKEY		(411.60)	(411.60)	Open	N 09/25/2024
		BEER		(411.60)		1.00	(411.60)
769773							
00037570	MCDONALD DIST CO LIQUOR 609-49751-40251	09/25/2024 CBUSKEY		3,450.80	3,450.80	Open	N 09/25/2024
		LIQUOR		3,450.80		1.00	3,450.80
769774							
00037571	MCDONALD DIST CO BEER/NA/WINE 609-49751-40255	09/25/2024 CBUSKEY		13,989.90	13,989.90	Open	N 09/25/2024
	609-49751-40253	N/A PRODUCTS		102.00		1.00	102.00
	609-49751-40252	WINE		670.00		1.00	670.00
		BEER		13,217.90		1.00	13,217.90
771051							
00037620	MCDONALD DIST CO BEER/MISC 609-49751-40254	10/02/2024 CBUSKEY		2,508.40	2,508.40	Open	N 10/02/2024
	609-49751-40252	MISCELLANEOUS MERCHANDISE		19.50		1.00	19.50
		BEER		2,488.90		1.00	2,488.90
5810416							
00037621	MCDONALD DIST CO BEER 609-49751-40252	10/02/2024 CBUSKEY		(60.00)	(60.00)	open	N 10/02/2024
		BEER		(60.00)		1.00	(60.00)
<b>Total Vendor 202 - MCDONALD DIST CO</b>				21,819.60	21,819.60		

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 181 - METRO WEST INSPECTIONS SERVICE</b>							
4320							
00037630	METRO WEST INSPECTIONS SERVICE	09/26/2024		1,099.98	1,099.98	Open	N
	FINALED PERMITS-SEPTEMBER 2024	DMULVIHILL					10/07/2024
	101-42400-40311	CONTRACT		1,099.98		1.00	1,099.98
Total Vendor 181 - METRO WEST INSPECTIONS SERVICE				1,099.98	1,099.98		
<b>Vendor 10337 - METRO-INET</b>							
2226							
00037615	METRO-INET	10/01/2024		15,039.00	15,039.00	Open	N
	OCTOBER IT	DMULVIHILL					10/07/2024
	101-41110-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	101-41400-40310	COMPUTER CONSULTING FEES		2,105.46		1.00	2,105.46
	101-41910-40310	COMPUTER CONSULTING FEES		300.78		1.00	300.78
	101-42110-40310	COMPUTER CONSULTING FEES		7,369.11		1.00	7,369.11
	101-42210-40310	COMPUTER CONSULTING FEES		1,353.51		1.00	1,353.51
	101-42400-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	101-43100-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	101-45200-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	601-49440-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	602-49490-40310	COMPUTER CONSULTING FEES		601.56		1.00	601.56
	609-49750-40310	COMPUTER CONSULTING FEES		300.78		1.00	300.78
Total Vendor 10337 - METRO-INET				15,039.00	15,039.00		
<b>Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION</b>							
64570							
00037605	MN MUNICIPAL UTILITIES ASSOCIATION	10/01/2024		6,830.00	6,830.00	Open	N
	4TH QUARTER SAFETY	DMULVIHILL					10/07/2024
	101-41400-40311	CONTRACT		683.00		1.00	683.00
	101-42110-40311	CONTRACT		683.00		1.00	683.00
	101-42210-40311	CONTRACT		683.00		1.00	683.00
	101-43100-40311	CONTRACT		1,024.50		1.00	1,024.50
	101-45200-40311	CONTRACT		1,024.50		1.00	1,024.50
	601-49440-40311	CONTRACT		1,024.50		1.00	1,024.50
	602-49490-40311	CONTRACT		1,024.50		1.00	1,024.50
	609-49750-40311	CONTRACT		683.00		1.00	683.00
Total Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION				6,830.00	6,830.00		
<b>Vendor 10728 - MN SECRETARY OF STATE</b>							

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
<b>Vendor 10728 - MN SECRETARY OF STATE</b>							
.10022024							
00037617	MN SECRETARY OF STATE	10/02/2024		120.00	120.00	Open	N
	NOTARY-ECKLUND		DMULVIHILL				10/07/2024
	101-42110-40441		MISCELLANEOUS	120.00		1.00	120.00
Total Vendor 10728 - MN SECRETARY OF STATE				120.00	120.00		
<b>Vendor 10730 - MOBILE RADIO ENGINEERING, INC</b>							
.10032024							
00037635	MOBILE RADIO ENGINEERING, INC	10/03/2024		27,033.00	27,033.00	Open	N
	PUBLIC SAFETY ANTENNA		DMULVIHILL				10/07/2024
	210-42210-40588		MISCELLANEOUS EQUIPMENT	27,033.00		1.00	27,033.00
Total Vendor 10730 - MOBILE RADIO ENGINEERING, INC				27,033.00	27,033.00		
<b>Vendor 10729 - MOOERS, JEREMY</b>							
69877							
00037634	MOOERS, JEREMY	10/03/2024		2,250.00	2,250.00	Open	N
	STEPS		DMULVIHILL				10/07/2024
Total Vendor 10729 - MOOERS, JEREMY				2,250.00	2,250.00		
<b>Vendor 10727 - NELSON SANITATION &amp; RENTAL, INC</b>							
INV/2024/13221							
00037539	NELSON SANITATION & RENTAL, INC	09/16/2024		18,400.00	18,400.00	Open	N
	JETTING SANITARY		DMULVIHILL				10/07/2024
	602-49490-40400		SYSTEM JETTING	18,400.00		1.00	18,400.00
Total Vendor 10727 - NELSON SANITATION & RENTAL, INC				18,400.00	18,400.00		
<b>Vendor 4523 - NORTH METRO TREE SERVICE INC</b>							
852024							
00037562	NORTH METRO TREE SERVICE INC	08/05/2024		2,475.00	2,475.00	Open	N
	ROADSIDE TREE WORK		JSHOOK				10/07/2024
	101-43100-40311		CONTRACT	2,475.00		1.00	2,475.00
Total Vendor 4523 - NORTH METRO TREE SERVICE INC				2,475.00	2,475.00		
<b>Vendor 6657 - NORTHLAND RECREATION, LLC</b>							

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Inventory					Units	Quantity	Unit Price
<b>Vendor 6657 - NORTHLAND RECREATION, LLC</b>							
3143							
00037567	NORTHLAND RECREATION, LLC SWING 101-45200-40229	04/17/2024 DMULVIHILL PROJECT MAINTENANCE		677.00	677.00	Open	N 10/07/2024
				677.00		1.00	677.00
Total Vendor 6657 - NORTHLAND RECREATION, LLC				677.00	677.00		
<b>Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC</b>							
48196							
00037558	NYSTROM PUBLISHING COMPANY, INC SW ASSESSMENT LETTERS 101-43210-40439	09/24/2024 DMULVIHILL RECYCLING DAYS		1,265.31	1,265.31	Open	N 10/07/2024
	609-49750-40441	MISCELLANEOUS		0.00		1.00	0.00
	602-49490-40441	MISCELLANEOUS		0.00		1.00	0.00
	601-49440-40441	MISCELLANEOUS		0.00		1.00	0.00
	101-45200-40441	MISCELLANEOUS		0.00		1.00	0.00
	101-43100-40441	MISCELLANEOUS		0.00		1.00	0.00
	101-42400-40352	GENERAL PUBLISHING		0.00		1.00	0.00
	101-42210-40441	MISCELLANEOUS		0.00		1.00	0.00
	101-42110-40441	MISCELLANEOUS		0.00		1.00	0.00
	101-41400-40441	MISCELLANEOUS		0.00		1.00	0.00
	101-41110-40344	NEWSLETTER		0.00		1.00	0.00
	603-49500-40418	STORM WATER MANAGEMENT		1,265.31		1.00	1,265.31
Total Vendor 10369 - NYSTROM PUBLISHING COMPANY, INC				1,265.31	1,265.31		
<b>Vendor 4605 - OPUS 21</b>							
240806							
00037573	OPUS 21 AUGUST BILLING 601-49440-40382	09/20/2024 DMULVIHILL UTILITY BILLING		2,992.64	2,992.64	Open	N 10/07/2024
	602-49490-40382	UTILITY BILLING		1,496.32		1.00	1,496.32
				1,496.32		1.00	1,496.32
Total Vendor 4605 - OPUS 21				2,992.64	2,992.64		
<b>Vendor 3753 - PAUSTIS WINE COMPANY</b>							
247529							
00037530	PAUSTIS WINE COMPANY WINE 609-49751-40206	09/24/2024 CBUSKEY FREIGHT		1,187.00	1,187.00	Open	N 09/24/2024
	609-49751-40253	WINE		15.00		1.00	15.00
				1,172.00		1.00	1,172.00

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Inventory	GL Distribution				Units	Quantity	Unit Price
<b>Vendor 3753 - PAUSTIS WINE COMPANY</b>							
Total Vendor 3753 - PAUSTIS WINE COMPANY				1,187.00	1,187.00		
<hr/>							
<b>Vendor 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							
6850121							
00037487	PHILLIPS WINE & SPIRITS CO THC 609-49751-40257	09/19/2024 CBUSKEY THC		630.00 630.00	630.00	Open 1.00	N 09/20/2024 630.00
6850120							
00037488	PHILLIPS WINE & SPIRITS CO MISC 609-49751-40206 609-49751-40254	09/19/2024 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		39.62 1.82 37.80	39.62	Open 1.00 1.00	N 09/20/2024 1.82 37.80
6850118							
00037489	PHILLIPS WINE & SPIRITS CO LIQUOR 609-49751-40206 609-49751-40251	09/19/2024 CBUSKEY FREIGHT LIQUOR		1,029.10 13.88 1,015.22	1,029.10	Open 1.00 1.00	N 09/20/2024 13.88 1,015.22
6850119							
00037490	PHILLIPS WINE & SPIRITS CO WINE 609-49751-40206 609-49751-40253	09/19/2024 CBUSKEY FREIGHT WINE		2,260.57 74.62 2,185.95	2,260.57	Open 1.00 1.00	N 09/20/2024 74.62 2,185.95
524466							
00037497	PHILLIPS WINE & SPIRITS CO LIQUOR 609-49751-40251	05/24/2024 CBUSKEY LIQUOR		(7.69) (7.69)	(7.69)	Open 1.00	N 09/20/2024 (7.69)
530613							
00037498	PHILLIPS WINE & SPIRITS CO LIQUOR 609-49751-40206 609-49751-40251	08/23/2024 CBUSKEY FREIGHT LIQUOR		(244.82) (1.82) (243.00)	(244.82)	open 1.00 1.00	N 09/20/2024 (1.82) (243.00)
6854373							
00037581	PHILLIPS WINE & SPIRITS CO MISC 609-49751-40206 609-49751-40254	09/27/2024 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		799.98 34.58 765.40	799.98	Open 1.00 1.00	N 09/27/2024 34.58 765.40

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<b>Vendor 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							
6854372 00037582	PHILLIPS WINE & SPIRITS CO WINE	09/27/2024 CBUSKEY		3,742.62	3,742.62	Open	N 09/27/2024
	609-49751-40206	FREIGHT		120.12		1.00	120.12
	609-49751-40253	WINE		3,622.50		1.00	3,622.50
6854371 00037583	PHILLIPS WINE & SPIRITS CO LIQUOR	09/27/2024 CBUSKEY		9,800.63	9,800.63	Open	N 09/27/2024
	609-49751-40206	FREIGHT		223.87		1.00	223.87
	609-49751-40251	LIQUOR		9,576.76		1.00	9,576.76
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				18,050.01	18,050.01		
<b>Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC</b>							
B014660 00037364	RMB ENVIRONMENTAL LABORATORIES, INC WEEK 1 COOLER 1	09/17/2024 DMULVIHILL		648.95	648.95	Open	N 10/07/2024
B014761 00037369	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1	09/17/2024 DMULVIHILL		274.84	274.84	Open	N 10/07/2024
B014856 00037517	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1	09/24/2024 DMULVIHILL		233.04	233.04	Open	N 10/07/2024
	601-49440-40313	SAMPLE TESTING		233.04		1.00	233.04
B014970 00037601	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1	09/30/2024 DMULVIHILL		233.04	233.04	Open	N 10/07/2024
	602-49490-40313	SAMPLE TESTING		233.04		1.00	233.04
B014762 00037606	RMB ENVIRONMENTAL LABORATORIES, INC LOW LEVEL MERCURY	09/30/2024 DMULVIHILL		311.41	311.41	Open	N 10/07/2024
	602-49490-40313	SAMPLE TESTING		311.41		1.00	311.41
B015063 00037629	RMB ENVIRONMENTAL LABORATORIES, INC DATA MANAGEMENT	10/03/2024 DMULVIHILL		188.10	188.10	Open	N 10/07/2024
	601-49440-40313	SAMPLE TESTING		188.10		1.00	188.10
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				1,889.38	1,889.38		

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<b>Vendor 6072 - ROYAL SUPPLY</b>							
6815 00037550	ROYAL SUPPLY SUPPLIES	09/24/2024		312.00	312.00	Open	N 10/07/2024
	101-41940-40210	OPERATING SUPPLIES		52.00		1.00	52.00
	101-42110-40217	OTHER OPERATING SUPPLIES		52.00		1.00	52.00
	101-43100-40217	OTHER OPERATING SUPPLIES		52.00		1.00	52.00
	101-45200-40217	OTHER OPERATING SUPPLIES		52.00		1.00	52.00
	601-49440-40217	OTHER OPERATING SUPPLIES		52.00		1.00	52.00
	602-49490-40217	OTHER OPERATING SUPPLIES		52.00		1.00	52.00
6894 00037611	ROYAL SUPPLY SUPPLIES	10/01/2024		71.00	71.00	Open	N 10/07/2024
	101-41940-40210	OPERATING SUPPLIES		11.83		1.00	11.83
	101-42110-40217	OTHER OPERATING SUPPLIES		11.83		1.00	11.83
	101-43100-40217	OTHER OPERATING SUPPLIES		11.83		1.00	11.83
	101-45200-40217	OTHER OPERATING SUPPLIES		11.83		1.00	11.83
	601-49440-40217	OTHER OPERATING SUPPLIES		11.83		1.00	11.83
	602-49490-40217	OTHER OPERATING SUPPLIES		11.85		1.00	11.85
Total Vendor 6072 - ROYAL SUPPLY				383.00	383.00		
<b>Vendor 7455 - SOUTHERN GLAZERS OF MN</b>							
2530967 00037480	SOUTHERN GLAZERS OF MN WINE	09/19/2024		244.52	244.52	Open	N 09/20/2024
	609-49751-40206	FREIGHT		14.08		1.00	14.08
	609-49751-40253	WINE		230.44		1.00	230.44
2530966 00037481	SOUTHERN GLAZERS OF MN LIQUOR	09/19/2024		17,728.98	17,728.98	Open	N 09/20/2024
	609-49751-40206	FREIGHT		251.30		1.00	251.30
	609-49751-40251	LIQUOR		17,477.68		1.00	17,477.68
2533880 00037577	SOUTHERN GLAZERS OF MN LIQUOR	09/27/2024		5,247.84	5,247.84	Open	N 09/27/2024
	609-49751-40206	FREIGHT		50.45		1.00	50.45
	609-49751-40251	LIQUOR		5,197.39		1.00	5,197.39

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EXP CHECK RUN DATES 10/08/2024 - 10/08/2024

POSTED AND UNPOSTED

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 7455 - SOUTHERN GLAZERS OF MN</b>							
2533882							
00037578	SOUTHERN GLAZERS OF MN WINE	09/27/2024 CBUSKEY		750.51	750.51	Open	N 09/27/2024
	609-49751-40206	FREIGHT		15.47		1.00	15.47
	609-49751-40253	WINE		735.04		1.00	735.04
2533881							
00037579	SOUTHERN GLAZERS OF MN FREIGHT	09/27/2024 CBUSKEY		0.32	0.32	Open	N 09/27/2024
	609-49751-40206	FREIGHT		0.32		1.00	0.32
Total Vendor 7455 - SOUTHERN GLAZERS OF MN					<u>23,972.17</u>	<u>23,972.17</u>	
<b>Vendor 9247 - STRYKER SALES CORPORATION</b>							
9207235211							
00037607	STRYKER SALES CORPORATION PROCARE SERVICES	09/19/2024 DMULVIHILL		2,205.00	2,205.00	Open	N 10/07/2024
Total Vendor 9247 - STRYKER SALES CORPORATION					<u>2,205.00</u>	<u>2,205.00</u>	
<b>Vendor 4534 - SUBURBAN UTILITIES SUPT. ASSOC</b>							
.10032024							
00037627	SUBURBAN UTILITIES SUPT. ASSOC TRAINING-MAKI, HUBERTY, HARRIS	10/03/2024 DMULVIHILL		225.00	225.00	Open	N 10/07/2024
	601-49440-40208	TRAINING		112.50		1.00	112.50
	602-49490-40208	TRAINING		112.50		1.00	112.50
Total Vendor 4534 - SUBURBAN UTILITIES SUPT. ASSOC					<u>225.00</u>	<u>225.00</u>	
<b>Vendor 10695 - TECH SALES CO.</b>							
327962							
00037374	TECH SALES CO. TEMPERATURE SENSOR WIRING	04/10/2024 DMULVIHILL		851.00	851.00	Open	N 10/07/2024
	602-49490-40229	PROJECT MAINTENANCE		851.00		1.00	851.00
Total Vendor 10695 - TECH SALES CO.					<u>851.00</u>	<u>851.00</u>	
<b>Vendor 863 - THE BERNICK COMPANIES</b>							



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Inventory					Units	Quantity	Unit Price
<b>Vendor 863 - THE BERNICK COMPANIES</b>							
10267495 00037484	THE BERNICK COMPANIES THC 609-49751-40257	09/19/2024 CBUSKEY THC		266.90 266.90	266.90	Open	N 09/20/2024 266.90
10267496 00037485	THE BERNICK COMPANIES BEER/NA 609-49751-40255 609-49751-40252	09/19/2024 CBUSKEY N/A PRODUCTS BEER		1,124.40 87.40 1,037.00	1,124.40	Open	N 09/20/2024 87.40 1,037.00
10267497 00037486	THE BERNICK COMPANIES MISC 609-49751-40254	09/19/2024 CBUSKEY MISCELLANEOUS MERCHANDISE		25.20 25.20	25.20	Open	N 09/20/2024 25.20
10269846 00037580	THE BERNICK COMPANIES BEER/NA 609-49751-40255 609-49751-40252	09/27/2024 CBUSKEY N/A PRODUCTS BEER		1,107.70 23.00 1,084.70	1,107.70	Open	N 09/27/2024 23.00 1,084.70
10272841 00037633	THE BERNICK COMPANIES BEER 609-49751-40252	10/03/2024 CBUSKEY BEER		411.50 411.50	411.50	Open	N 10/03/2024 411.50
Total Vendor 863 - THE BERNICK COMPANIES				2,935.70	2,935.70		
<b>Vendor 10720 - THE SAUCY MAMMA</b>							
00009244 00037531	THE SAUCY MAMMA MISC 609-49751-40254	09/24/2024 CBUSKEY MISCELLANEOUS MERCHANDISE		167.76 167.76	167.76	Open	N 09/24/2024 167.76
Total Vendor 10720 - THE SAUCY MAMMA				167.76	167.76		
<b>Vendor 10705 - THE WINE COMPANY</b>							

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 10705 - THE WINE COMPANY</b>							
280129							
00037604	THE WINE COMPANY	09/30/2024		913.00	913.00	Open	N
	WINE		CBUSKEY				09/30/2024
	609-49751-40206	FREIGHT		21.00		1.00	21.00
	609-49751-40253	WINE		892.00		1.00	892.00
Total Vendor 10705 - THE WINE COMPANY				913.00	913.00		
<b>Vendor 9559 - TIMESAVER OFF SITE SEC. INC</b>							
M29385							
00037383	TIMESAVER OFF SITE SEC. INC	07/31/2024		373.50	373.50	Open	N
	JULY 15 & 17		DMULVIHILL				10/07/2024
	101-41400-40311	CONTRACT		373.50		1.00	373.50
M29536							
00037622	TIMESAVER OFF SITE SEC. INC	09/29/2024		167.00	167.00	Open	N
	9/16 COUNCIL MEETING		DMULVIHILL				10/07/2024
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				540.50	540.50		
<b>Vendor 4344 - VINOPIA, INC</b>							
0359040							
00037603	VINOPIA, INC	09/30/2024		652.00	652.00	Open	N
	WINE		CBUSKEY				09/30/2024
	609-49751-40206	FREIGHT		12.00		1.00	12.00
	609-49751-40253	WINE		640.00		1.00	640.00
Total Vendor 4344 - VINOPIA, INC				652.00	652.00		
<b>Vendor 5790 - WATER CONSERVATION SERVICE, INC</b>							
14300							
00037370	WATER CONSERVATION SERVICE, INC	09/16/2024		367.99	367.99	Open	N
	23116 EIDELWEISS		DMULVIHILL				10/07/2024
	601-49440-40229	PROJECT MAINTENANCE		367.99		1.00	367.99
Total Vendor 5790 - WATER CONSERVATION SERVICE, INC				367.99	367.99		
<b>Vendor 10726 - WORKMAN'S RELIEF</b>							

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
<b>Vendor 10726 - WORKMAN'S RELIEF</b>							
26946							
00037533	WORKMAN'S RELIEF	09/13/2024		712.80	712.80	Open	N
	THC	CBUSKEY					09/24/2024
	609-49751-40257	THC		712.80		1.00	712.80
Total Vendor 10726 - WORKMAN'S RELIEF					<u>712.80</u>	<u>712.80</u>	
<b>Vendor 3742 - YALE MECHANICAL</b>							
261113							
00037529	YALE MECHANICAL	09/24/2024		6,144.21	6,144.21	Open	N
	WATER PLANT WORK	DMULVIHILL					10/07/2024
	601-49440-40229	PROJECT MAINTENANCE		2,048.07		1.00	2,048.07
	601-49440-40233	WATER PLANT MAINT		2,048.07		1.00	2,048.07
	602-49490-40229	PROJECT MAINTENANCE		2,048.07		1.00	2,048.07
Total Vendor 3742 - YALE MECHANICAL					<u>6,144.21</u>	<u>6,144.21</u>	
--- TOTALS BY GL BANK ---							
	GNCKG			348,668.89			
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-00000-20200			500.11			
	101-00000-21707			1,011.00			
	101-41110-40310			5,128.64			
	101-41400-40200			325.35			
	101-41400-40310			2,105.46			
	101-41400-40311			2,490.50			
	101-41400-40352			279.50			
	101-41400-40441			240.00			
	101-41600-40304			8,371.00			
	101-41600-40312			5,300.00			
	101-41910-40208			1,000.00			
	101-41910-40303			1,235.08			
	101-41910-40310			300.78			
	101-41940-40210			63.83			

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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
	101-41940-40402			354.00			
	101-42110-40200			277.70			
	101-42110-40217			63.83			
	101-42110-40305			1,500.00			
	101-42110-40310			7,369.11			
	101-42110-40311			683.00			
	101-42110-40321			37.50			
	101-42110-40402			1,062.00			
	101-42110-40441			300.00			
	101-42210-40310			1,353.51			
	101-42210-40311			683.00			
	101-42210-40321			37.50			
	101-42400-40303			341.25			
	101-42400-40310			601.56			
	101-42400-40311			1,099.98			
	101-43100-40217			63.83			
	101-43100-40218			4,647.49			
	101-43100-40221			287.14			
	101-43100-40303			133.33			
	101-43100-40310			601.56			
	101-43100-40311			3,499.50			
	101-43100-40321			37.50			
	101-43100-40386			2,071.00			
	101-43100-40402			865.50			
	101-43210-40439			1,231.85			
	101-45000-40402			118.00			
	101-45200-40217			63.83			
	101-45200-40218			1,030.00			
	101-45200-40221			120.29			
	101-45200-40229			1,209.50			
	101-45200-40303			133.33			
	101-45200-40310			601.56			
	101-45200-40311			1,024.50			
	101-45200-40321			37.50			
	101-45200-40402			865.50			
	210-42210-40588			27,033.00			
	404-41400-40589			8,929.28			
	405-43100-40808			5,320.00			
	405-43100-40810			617.50			
	405-43100-40812			5,986.25			
	601-49440-40208			112.50			
	601-49440-40216			20.00			
	601-49440-40217			63.83			
	601-49440-40229			5,622.98			
	601-49440-40233			5,050.57			
	601-49440-40235			3,455.00			
	601-49440-40259			3,896.97			
	601-49440-40303			589.96			
	601-49440-40310			601.56			

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
	601-49440-40311			1,024.50			
	601-49440-40313			421.14			
	601-49440-40321			37.50			
	601-49440-40382			1,496.32			
	601-49440-40402			1,101.50			
	601-49440-40442			40.50			
	602-49490-40208			112.50			
	602-49490-40216			12,923.65			
	602-49490-40217			63.85			
	602-49490-40228			2,143.00			
	602-49490-40229			10,522.58			
	602-49490-40235			797.05			
	602-49490-40303			909.95			
	602-49490-40310			601.56			
	602-49490-40311			1,024.50			
	602-49490-40313			544.45			
	602-49490-40321			37.50			
	602-49490-40382			1,496.32			
	602-49490-40400			18,400.00			
	602-49490-40402			1,190.00			
	602-49490-40442			40.50			
	603-49500-40303			133.35			
	603-49500-40418			1,265.31			
	609-49750-40210			132.00			
	609-49750-40310			300.78			
	609-49750-40311			683.00			
	609-49751-40206			1,326.72			
	609-49751-40251			58,946.33			
	609-49751-40252			67,143.04			
	609-49751-40253			14,890.03			
	609-49751-40254			3,579.24			
	609-49751-40255			956.25			
	609-49751-40257			2,827.70			
	803-00000-20200			1,750.00			
	803-00000-22017			558.80			
	803-00000-22043			1,443.28			
	803-00000-22179			1,576.10			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			62,757.90			62,757.90
	210 GAMBLING FUND			27,033.00			27,033.00
	404 BUILDING IMPROVEMENT FUND			8,929.28			8,929.28
	405 STREET IMPROVEMENT FUND			11,923.75			11,923.75
	601 WATER FUND			23,534.83			23,534.83
	602 SEWER FUND			50,807.41			50,807.41
	603 STORM WATER FUND			1,398.66			1,398.66
	609 LIQUOR FUND			150,785.09			150,785.09
	803 ESCROW			5,328.18			5,328.18

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Invoice Number	Vendor	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By					Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			6,839.29		6,839.29	
	41110 CITY COUNCIL			5,128.64		5,128.64	
	41400 ADMINISTRATION			14,370.09		14,370.09	
	41600 LEGAL			13,671.00		13,671.00	
	41910 COMMUNITY DEVELOPMENT			2,535.86		2,535.86	
	41940 BUILDINGS			417.83		417.83	
	42110 POLICE			11,293.14		11,293.14	
	42210 FIRE			29,107.01		29,107.01	
	42400 BUILDING INSPECTIONS			2,042.79		2,042.79	
	43100 STREETS			24,130.60		24,130.60	
	43210 RECYCLING			1,231.85		1,231.85	
	45000 COMMUNITY CENTER			118.00		118.00	
	45200 PARKS			5,086.01		5,086.01	
	49440 WATER DEPT			23,534.83		23,534.83	
	49490 SEWER DEPT			50,807.41		50,807.41	
	49500 STORM WATER DEPT			1,398.66		1,398.66	
	49750 LIQUOR STORE			1,115.78		1,115.78	
	49751 MERCHANDISE PURCHASES			149,669.31		149,669.31	



# CITY COUNCIL AGENDA REPORT

**TO:** St. Francis City Council  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** First Baptist Church Expansion – Site Plan  
**DATE:** October 7, 2024  
**LOCATION:** 22940 St. Francis Blvd NW (PIN 31-34-24-44-0008)  
**COMP PLAN:** Public/Institutional  
**ZONING:** R-2 Medium Density Detached and Attached Residential

**OVERVIEW:**

First Baptist Church has submitted a site plan request for an expansion of their existing facility at 22940 St Francis Blvd NW. This expansion would include the construction of an auditorium that is approximately 6,400 SF in size with seating for over 400 people and a 500 SF storage area. The existing auditorium would then be converted into new restrooms and a multipurpose space to be used for a variety of functions. The project also includes the construction of additional parking to serve the expansion, the improvement of the southern access drive, and the replacement of the existing monument sign. Site plan review through the Planning Commission and City Council is required for an expansion of this magnitude.



**PLANNING COMMISSION REVIEW:**

The Planning Commission reviewed the site plan at their meeting on September 18, 2024.

The Commissioners discussed the location of the south access drive in relation to the existing intersection at Cree St. and 229th Ave. The applicant responded that the south access drive is proposed to remain in its current location to eliminate potential conflicts with playground and recreational area in the southwest portion of the site. These areas would be affected if the drive were to be shifted to the west to line up with the Cree/229th intersection. After discussion, the Planning Commission unanimously recommended approval of the site plan request.

**ACTION TO BE CONSIDERED:**

Based on the Planning Commission’s recommendation of approval for the First Baptist Church expansion site plan, a draft approval resolution has been prepared and is attached for Council consideration.

**Suggested Motion**

1. Move to approve Resolution 2024-35 approving the site plan for the First Baptist Church expansion with conditions and findings of fact as presented by Staff.

**ATTACHMENTS:**

- Draft Approval Documents
  - Resolution 2024-35 – Site Plan
- Applicant Submittals
- Planning Commission Memo for September 18, 2024 meeting



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

**RESOLUTION 2024-35**

**A RESOLUTION APPROVING A SITE PLAN FOR FIRST BAPTIST CHURCH  
EXPANSION**

**WHEREAS**, the applicant, First Baptist Church, has requested site plan approval for the construction of an approximately 6,900 square foot addition onto the existing building; and

**WHEREAS**, the property is located at 22940 St. Francis Blvd NW and is legally described in Exhibit A;

**WHEREAS**, the property is zoned R-2 Medium Density Detached and Attached Residential and guided for Public/Institutional use; and

**WHEREAS**, places of worship and schools are permitted in the R-2 District; and

**WHEREAS**, on September 18, 2024, the Planning Commission unanimously recommended approval of the requested site plan; and

**WHEREAS**, on October 7, 2024, the City Council of the City of St. Francis considered the submitted site plan and how it might affect public health, safety, or welfare and found that 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 site plan based on the following findings of fact:

1. The site plan is consistent with the Comprehensive Plan with proposed conditions.
2. The site plan meets the standards listed in the City Zoning Code with proposed conditions.

**BE IT FURTHER RESOLVED** that approval of the site plan shall be subject to the following conditions:

1. All final plans shall be signed by the appropriate professional.
2. Any future addition(s) to this site will require a formal site plan review process.
3. All comments provided within the City Engineer’s memo dated September 11, 2024, and attached as Exhibit B shall be addressed to the Engineer’s satisfaction.
4. Improvements to the existing parking lots west and south of the existing building are not included as part of the proposed site plan. At the time these parking lots are reconstructed, they shall be improved to City Code standards, including adding curb and gutter.

5. Specification sheets for each lighting type proposed shall be submitted to the City to demonstrate that each light fixture contains a cutoff which directs the light at an angle of 90 degrees or less.
6. The landscaping plan shall be revised to show the following:
  - a. A total of 10 parking lot perimeter trees are required. Two additional trees are required.
  - b. A total of 5 interior parking lot trees are required. One additional tree is required.
  - c. Applicant shall provide documentation demonstrating that at least 200 SF of space will be provided for each interior parking lot tree.
7. All signage shall meet Code requirements and shall be reviewed through the City's sign permit process.

Approved and adopted by the City Council of the City of St. Francis on the 7<sup>th</sup> of October, 2024.

\_\_\_\_\_  
Joseph Muehlbauer, Mayor

\_\_\_\_\_  
Attest: Jennifer Wida, City Clerk

\_\_\_\_\_  
Dated

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

**EXHIBIT A**

Legal Description:

That part of the Southeast quarter of the Southeast quarter of Section 31, Township 34, Range 24, described as follows: Commencing at a point on the East line of said quarter 741.47 feet North of Southeast corner thereof, then West parallel west centerline of County Road 81 along line "A" to its intersection west westerly right of way line of Township Highway Number 47, then continuing westerly parallel west of said line "A" to a point 289.36 feet West of East line of said quarterly quarter(as measured along said line "A") and therefore terminating along said line "A" and also being point of beginning, then North parallel westerly west line of said Township Highway Number 47 100.08 feet, then westerly parallel west of said center line of County Road 81 744.02 feet, then South parallel west of East line of said quarterly quarter 831.70 feet + or – to South line thereof, then East along said South line 781.69 feet + or – to said westerly right of way line of Township Highway Number 47, then North along said westerly right of way line to intersection of a line 497 feet South of and parallel westerly of said center line of County Road Number 81, then West parallel westerly of said center line to a point 247.50 feet West of East line of said quarterly quarter(as measured parallel westerly of said center line), then North parallel westerly of East line to intersection of said line "A", then West along said line "A" to point of beginning, subject to easement of record.

## MEMORANDUM

**TO:** Jessica Rieland, Community Development Director

**CC:** Beth Richmond, City Planner

**FROM:** Shane Nelson, Assistant City Engineer

**DATE:** September 11, 2024

**RE:** First Baptist Church

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We have reviewed the application for the above-referenced project. Civil Site Improvement Plans, dated 8/22/2024, and Stormwater Calculations, dated 5/16/2024, prepared by Larson Engineering, have been submitted with the application. We would offer the following:

1. This project proposes new and/or fully reconstructed impervious surfaces. In accordance with Upper Rum River Watershed Organization standards and City ordinances, the new and/or fully reconstructed impervious surfaces shall be treated to the Maximum Extent Practical prior to discharge to the natural drainage system. The plans shall be revised to add catchbasins in the northeast corner of the parking lot and as far south as practical on the entrance drive such that the stormwater is captured and treated in a stormwater basin prior to discharging to the natural conveyance system.
2. A geotechnical evaluation was included in the appendix of the Stormwater Calculations. The Geotechnical Engineer recommended “Double-ring infiltrometer testing is strongly recommended to provide site specific infiltration values...”. Please perform double-ring infiltrometer testing as strongly recommended by the Geotechnical Engineer to confirm the basis for the design. (note that City staff has observed standing water in the existing basin that is proposed to be expanded and concurs with this recommendation). If necessary, revise the Stormwater Calculations based on test results.
3. The stormwater pond, once constructed, will be a private pond and the property owner will be responsible for the long-term operation and maintenance. In accordance with City ordinances, the Applicant must enter into a Stormwater Maintenance Agreement with the City to ensure the long-term operation and maintenance. (Section 10-93.5.H)
4. This project will disturb more than 1 acre and therefore will require a NPDES Construction Permit from the MPCA.
5. This project proposes grading into the Highway 47 right-of-way, which will require approval from Mn/DOT. Please provide the approval for this work for the City files.

6. The applicant is not proposing to construct curb and gutter along the perimeter of the existing parking lots west of the existing building and south of the existing building. Staff understands that curb and gutter is not proposed at these locations due to these portions of the site being outside of the current construction limits. For areas not affected by the current construction limits, staff is supportive of delaying the construction of curb and gutter as necessary to bring the entire site into compliance with City Code until such time that the parking lots are reconstructed.

In summary, we recommend approval of the Site Plan subject to the Applicant addressing the comments above and meeting the conditions as included herein.

# FIRST BAPTIST CHURCH



PROJECT TEAM		SHEET INDEX	
<b>OWNER:</b> FIRST BAPTIST CHURCH 22940 ST. FRANCIS BLVD NW ST. FRANCIS, MN 55075 ATTN: PASTOR STEVE BRODER PHONE: 612.825.2229	<b>STRUCTURAL ENGINEER:</b> SANDBAR STRUCTURAL ENGINEERS 1507 3RD AVE S.E. SOUTH MOUNDVILLE, MS 39075 ATTN: JUSTIN SCHNEIDER, P.E. PHONE: 601.836.8127	<b>NO.</b>	<b>SHEET NAME</b>
<b>ARCHITECT:</b> MILLER ARCHITECTS & BUILDERS, LLC. 1211 1ST ST. W. MINNEAPOLIS, MN 55402 ATTN: BRADLEY A. TORKO, AIA PHONE: 328.291.4199	<b>LANDSCAPE ARCHITECT:</b> CALYX DESIGN GROUP 4315 E. LINDA LANE, SUITE 101A MINNEAPOLIS, MN 55412 PHONE: 612.781.9010	A.001	TITLE SHEET
<b>GENERAL CONTRACTOR:</b> MILLER ARCHITECTS & BUILDERS, LLC. 1211 1ST ST. W. MINNEAPOLIS, MN 55402 ATTN: CHRIS FRIEDEL	<b>MECHANICAL ENGINEER:</b> DEFERRED SUBMITTAL.	A.002	CODE SUMMARY
<b>CIVIL ENGINEER:</b> LARSON ENGINEERING, INC. 1516 E. 7TH STREET, SUITE 300 ST. CLOUD, MN 56301 ATTN: TOM WERNBERG, P.E. PHONE: 328.428.8024	<b>ELECTRICAL ENGINEER:</b> DEFERRED SUBMITTAL.	A.003	CODE SUMMARY
	<b>SPRINKLER DESIGNER:</b> DEFERRED SUBMITTAL.	A.004	FOUNDATION PLAN
	<b>FIRE ALARM DESIGNER:</b> DEFERRED SUBMITTAL.	A.005	SITE PLAN
		A.010	DETAILS
		A.100	TRAFFIC PLAN
		A.201	OVERALL FLOOR PLAN
		A.202	RAVINE/STREAM
		A.301	REFLECTED CEILING PLANS
		A.401	ROOF PLAN DETAILS
		A.501	SCHEDULES
		A.601	BUILDING ELEVATIONS
		A.602	BUILDING ELEVATIONS
		A.701	BUILDING SECTIONS
		A.702	BUILDING SECTIONS
		A.703	BUILDING SECTIONS
		A.704	BUILDING SECTIONS
		A.801	WALL SECTIONS
		A.802	WALL SECTIONS
		A.803	DETAILS
		A.804	DETAILS
		A.805	DETAILS
		A.806	DETAILS
		A.807	INTERIOR ELEVATIONS
		A.808	INTERIOR ELEVATIONS
		A.901	SPECIFICATIONS
		A.902	SPECIFICATIONS
		A.903	SPECIFICATIONS
		A.904	SPECIFICATIONS
		C.000	DEMOLITION PLAN
		C.001	DEMOLITION PLAN
		C.002	FRAMING AND DIMENSION PLAN
		C.003	FRAMING AND DIMENSION PLAN
		C.004	FRAMING AND DIMENSION PLAN
		C.005	FRAMING AND DIMENSION PLAN
		C.006	FRAMING AND DIMENSION PLAN
		C.007	FRAMING AND DIMENSION PLAN
		C.008	FRAMING AND DIMENSION PLAN
		C.009	FRAMING AND DIMENSION PLAN
		C.010	FRAMING AND DIMENSION PLAN
		C.011	FRAMING AND DIMENSION PLAN
		C.012	FRAMING AND DIMENSION PLAN
		C.013	FRAMING AND DIMENSION PLAN
		C.014	FRAMING AND DIMENSION PLAN
		C.015	FRAMING AND DIMENSION PLAN
		C.016	FRAMING AND DIMENSION PLAN
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		C.019	FRAMING AND DIMENSION PLAN
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		C.024	FRAMING AND DIMENSION PLAN
		C.025	FRAMING AND DIMENSION PLAN
		C.026	FRAMING AND DIMENSION PLAN
		C.027	FRAMING AND DIMENSION PLAN
		C.028	FRAMING AND DIMENSION PLAN
		C.029	FRAMING AND DIMENSION PLAN
		C.030	FRAMING AND DIMENSION PLAN
		C.031	FRAMING AND DIMENSION PLAN
		C.032	FRAMING AND DIMENSION PLAN
		C.033	FRAMING AND DIMENSION PLAN
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		C.035	FRAMING AND DIMENSION PLAN
		C.036	FRAMING AND DIMENSION PLAN
		C.037	FRAMING AND DIMENSION PLAN
		C.038	FRAMING AND DIMENSION PLAN
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		C.043	FRAMING AND DIMENSION PLAN
		C.044	FRAMING AND DIMENSION PLAN
		C.045	FRAMING AND DIMENSION PLAN
		C.046	FRAMING AND DIMENSION PLAN
		C.047	FRAMING AND DIMENSION PLAN
		C.048	FRAMING AND DIMENSION PLAN
		C.049	FRAMING AND DIMENSION PLAN
		C.050	FRAMING AND DIMENSION PLAN

**M**  
3535 W St Germain St,  
St Cloud, MN 56301  
320.251.4109  
millerlab.com

**MILLER ARCHITECTS & BUILDERS**  
DREAM, DESIGN, BUILD.

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of MINNESOTA.

Signature: **BRADLEY A. TORKO**  
Reg. No.: 24202 Date: 8.22.24

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070**

REVISIONS		
NO.	DATE	DESCRIPTION

DRAWING CONVENTIONS		CODE SUMMARY		PROJECT LOCATION	
<p><b>KEYED NOTE</b></p> <p>DEMOLITION NOTE / REVISION NUMBER</p> <p>LEVEL DIMENSION</p> <p>LEVEL DIMENSION</p> <p>ROOM NAME</p> <p>ROOM NUMBER</p> <p>WALL LABEL</p> <p>STRUCTURAL GRID</p> <p>TITLE BAR</p> <p>DETAIL NAME</p> <p>SCALE</p>	<p><b>CONCRETE REVISIONS</b></p> <p>1. A. DISTRICT</p> <p>2. B. AREA</p> <p>3. C. BUILDING</p> <p>4. D. ROOM</p> <p>5. E. SECTION</p> <p>6. F. WINDOW</p> <p>7. G. DOOR</p> <p>8. H. FINISH</p> <p>9. I. EQUIPMENT</p> <p>10. J. MECHANICAL</p> <p>11. K. ELECTRICAL</p> <p>12. L. PLUMBING</p> <p>13. M. PAINT</p> <p>14. N. LANDSCAPE</p> <p>15. O. OTHER</p>	<p><b>CONSTRUCTION TYPE (Building A / Building B)</b></p> <p>1. FOUNDATION</p> <p>2. EXTERIOR WALL</p> <p>3. EXTERIOR ROOF</p> <p>4. INTERIOR WALL</p> <p>5. INTERIOR ROOF</p> <p>6. FLOORING</p> <p>7. MECHANICAL</p> <p>8. ELECTRICAL</p> <p>9. PLUMBING</p> <p>10. PAINT</p> <p>11. LANDSCAPE</p> <p>12. OTHER</p>	<p><b>OCCUPANT LOADS</b></p> <p>1. Assembly: 100/sq ft</p> <p>2. Business: 50/sq ft</p> <p>3. Classroom: 15/sq ft</p> <p>4. Office: 10/sq ft</p> <p>5. Restaurant: 50/sq ft</p> <p>6. Retail: 100/sq ft</p> <p>7. Theater: 100/sq ft</p> <p>8. Warehouse: 100/sq ft</p> <p>9. Other: 100/sq ft</p>	<p><b>PROJECT LOCATION</b></p>	<p><b>SHEET TITLE</b></p> <p>TITLE SHEET</p> <p><b>DRAW BY:</b> MK</p> <p><b>DATE:</b> 05/24</p> <p><b>PROJ. NO:</b> 20195</p>

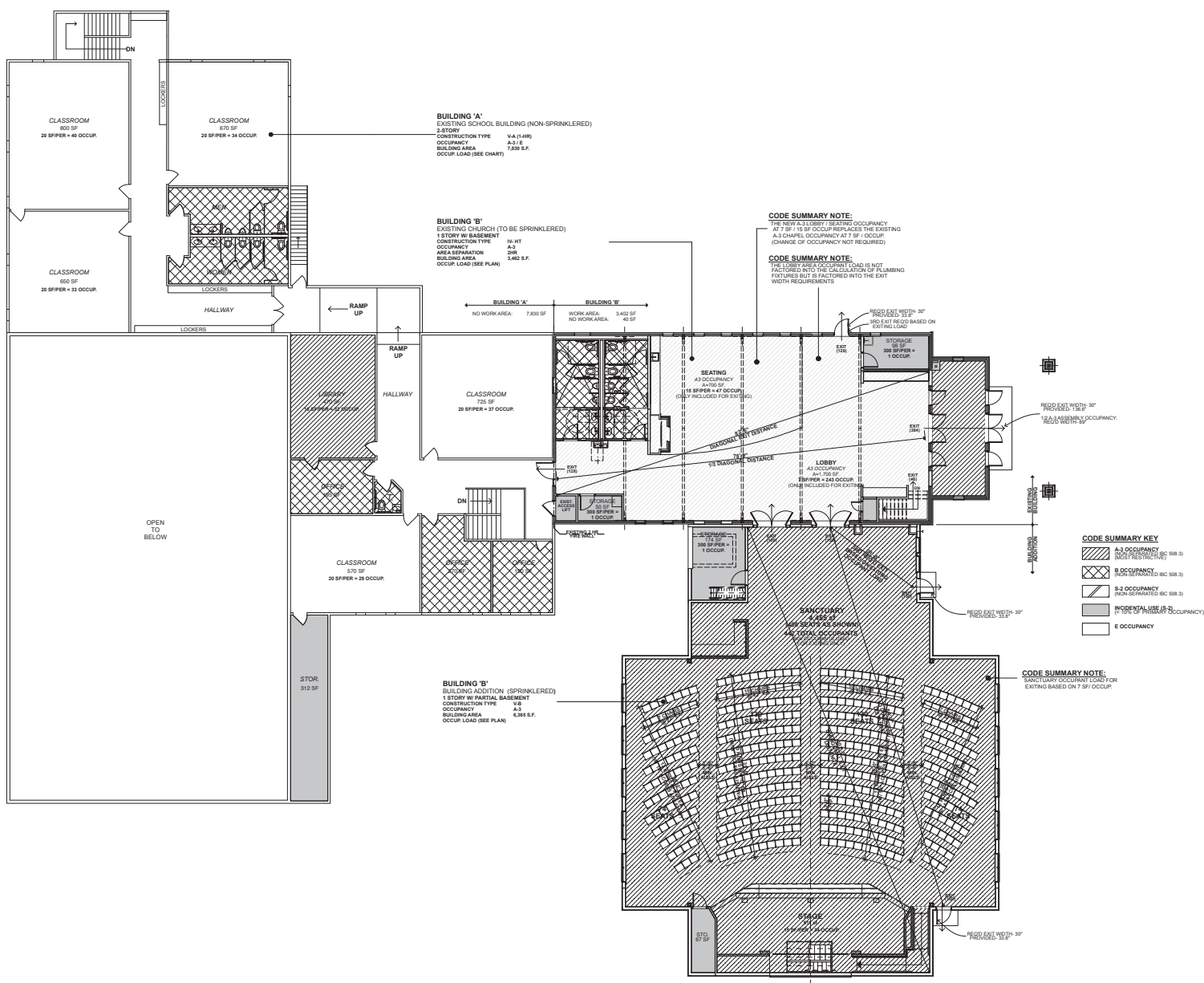
1 - TITLE SHEET - Plotted on 8/21/24 at 1:07 PM - Users:\mikekenn\Public\Projects\28195-First Baptist Church\Design Drawings and Data\First Baptist Church CN-23.plt



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Signature: BRADLEY A. TORDK  
Reg. No.: 24202 Date: 8.22.24

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070**



1 CODE SUMMARY PLAN- FIRST FLOOR  
1" = 10'



**SITE PLAN  
REVIEW**

REVISIONS

NO.	DESCRIPTION	DATE

SHEET TITLE  
CODE SUMMARY

DRAWN BY	DATE	PROJ. NO.
MPK	05/104	30195

SHEET NO.  
**A-002**

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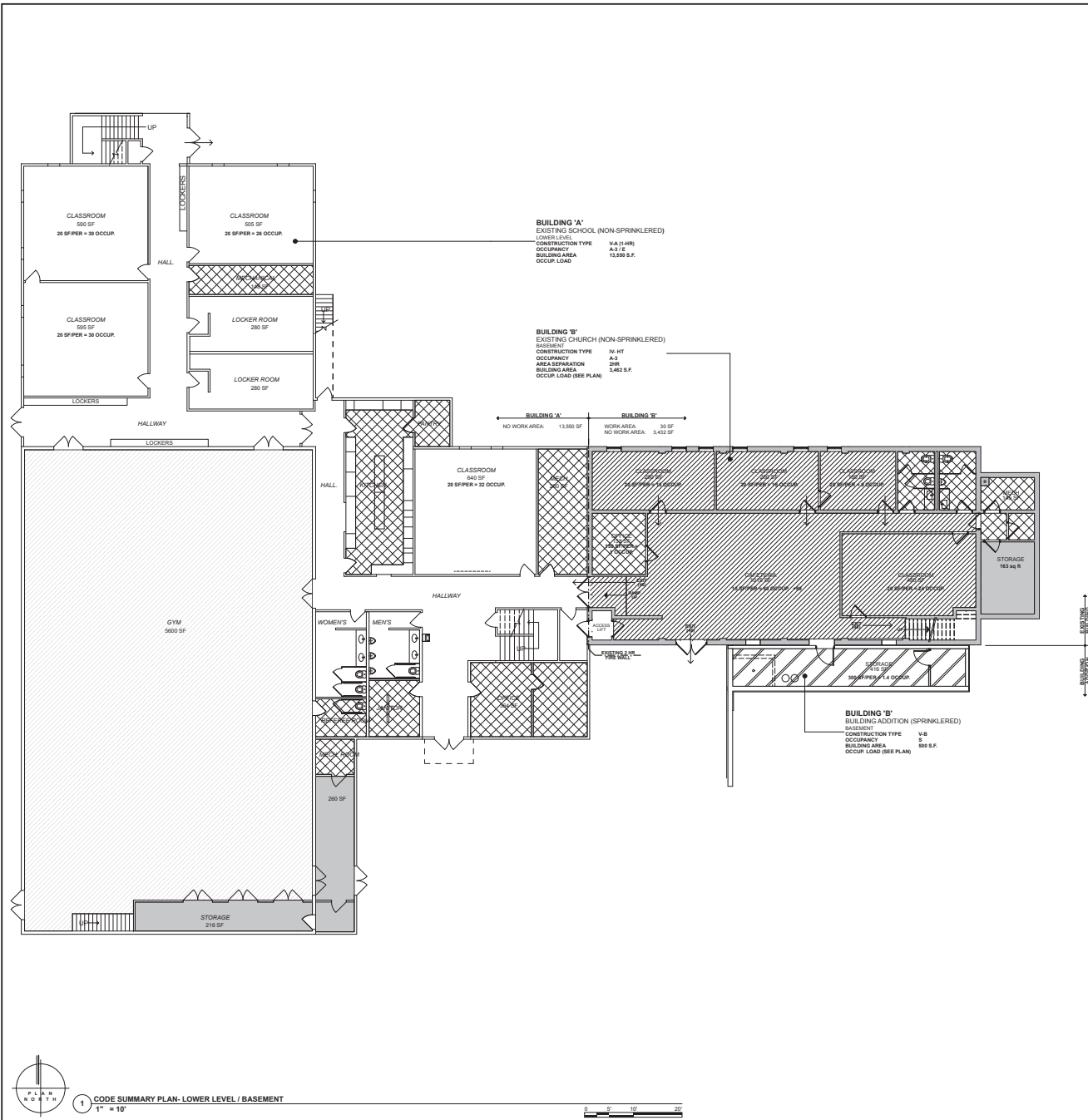


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ARCHITECTS  
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Signature: **BRADLEY A. TORKO**  
Reg. No.: 24202 Date: 8.22.24



**CODE SUMMARY KEY**

- A-3 OCCUPANCY (NO. SEPARATED) (IC: 508.3)
- B OCCUPANCY (NO. SEPARATED) (IC: 508.3)
- S-2 OCCUPANCY (NON SEPARATED) (IC: 508.3)
- INCIDENTAL USE (S-3) (1/4 50% OF PRIMUM OCCUPANCY)
- E OCCUPANCY

**BUILDING 'A'**  
EXISTING SCHOOL (NON-SPRINKLERED)  
LOWER LEVEL  
CONSTRUCTION TYPE V-4 (I-1R)  
OCCUPANCY A-3  
AREA SEPARATION 13,550 S.F.  
BUILDING AREA 13,550 S.F.  
OCCUP. LOAD (SEE PLAN)

**BUILDING 'B'**  
EXISTING CHURCH (NON-SPRINKLERED)  
BASEMENT  
CONSTRUCTION TYPE IV-1T  
OCCUPANCY A-3  
AREA SEPARATION 285  
BUILDING AREA 3,462 S.F.  
OCCUP. LOAD (SEE PLAN)

**BUILDING 'B'**  
BUILDING ADDITION (SPRINKLERED)  
BASEMENT  
CONSTRUCTION TYPE V-8  
OCCUPANCY S-2  
BUILDING AREA 508 S.F.  
OCCUP. LOAD (SEE PLAN)

1 CODE SUMMARY PLAN- LOWER LEVEL / BASEMENT  
1" = 10'



3 - CODE SUMMARY - Plotted on 8/21/24 at 1:02 PM - A:\arsmikakem\Public\Miller Projects\38195-First Baptist Church\Design Drawings and Data\First Baptist Church Dn.23.plt

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING**  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070

**REVISIONS**

NO.	DESCRIPTION	DATE

**SHEET TITLE CODE SUMMARY**

DRAWN BY	DATE	PROJ. NO.
MPK	02/10/24	38195

SHEET NO.  
**A-003**

SITE PLAN  
REVIEW





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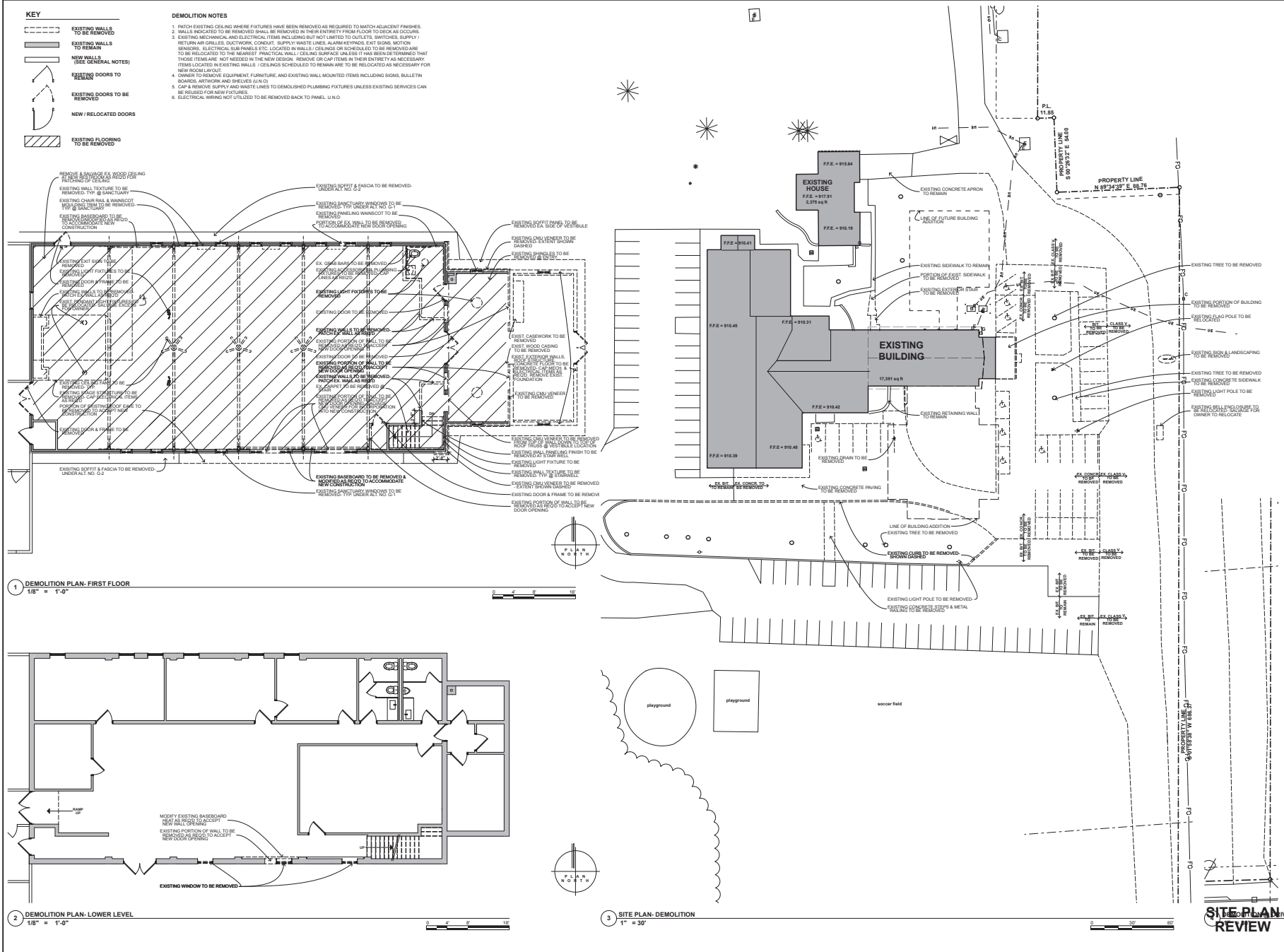
Signature: BRADLEY A. TOROK  
Reg. No.: 24202 Date: 8.22.24

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070**

REVISIONS	
No.	Description

SHEET TITLE: DEMOLITION PLAN  
DRAWN BY: MPK DATE: 02/10/24 PROJ. NO: 20195

SHEET NO. **A-004**



4 - DEMOLITION PLAN: Plotted on 8/21/24 at 1:02 PM - Users\mkakem\Public\Miller Projects\38195-First Baptist Church\Design Drawings and Data\First Baptist Church DN 23.dwg



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DREAMS, DESIGN, BUILD.

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Signature: BRADLEY A. TORDK  
Reg. No.: 24202 Date: 8.22.24

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070**

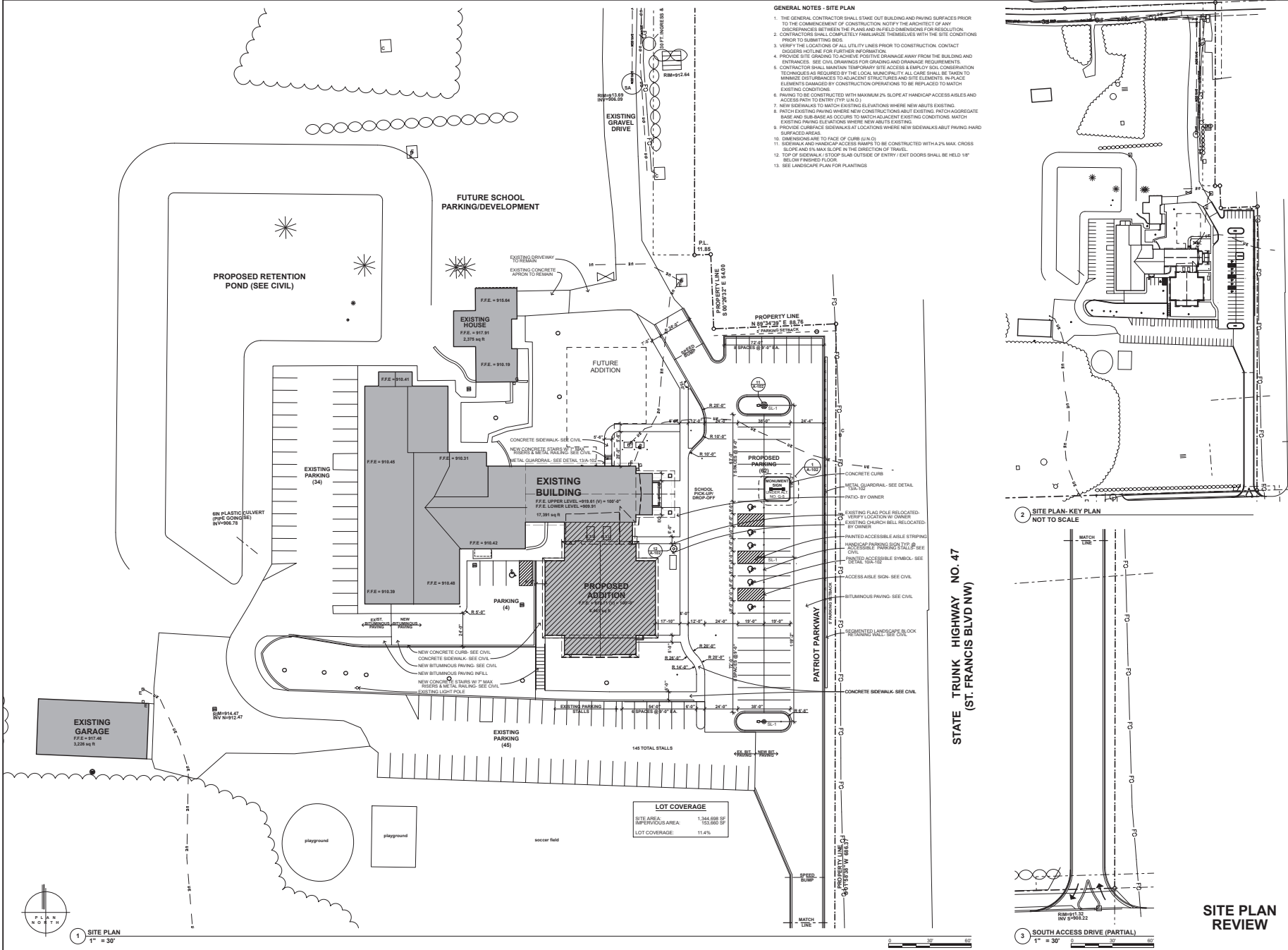
REVISIONS

NO.	DATE	DESCRIPTION

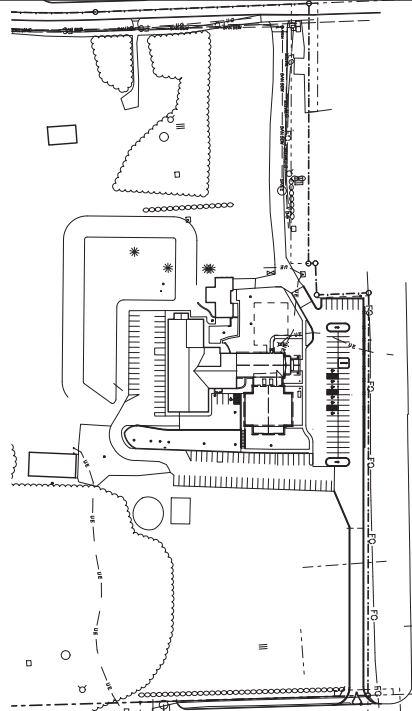
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SITE PLAN

DRAWN BY: DATE: PROJ. NO.  
MPK 02/04 20195

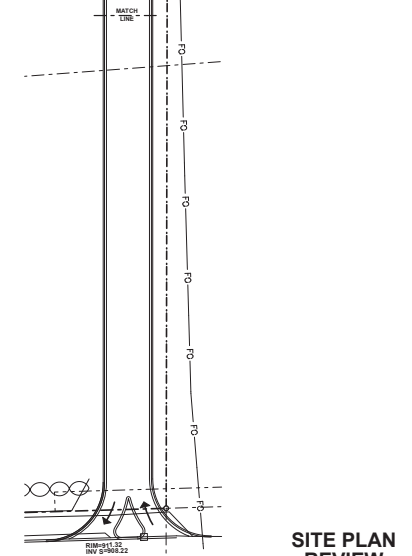
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**A-101**



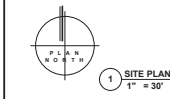
- GENERAL NOTES - SITE PLAN**
1. THE GENERAL CONTRACTOR SHALL STAKE OUT BUILDING AND PAVING SURFACES PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. NOTIFY THE ARCHITECT OF ANY DISCREPANCIES BETWEEN THE PLANS AND IN-FIELD DIMENSIONS FOR RESOLUTION.
  2. CONTRACTORS SHALL COMPLETELY FARMHOUSE THEMSELVES WITH THE SITE CONDITIONS PRIOR TO SUBMITTING BIDS.
  3. VERIFY THE LOCATIONS OF ALL UTILITY LINES PRIOR TO CONSTRUCTION. CONTACT DISCREPANCY LINE FOR FURTHER INFORMATION.
  4. PROVIDE SITE GRADING TO ACHIEVE POSITIVE DRAINAGE AWAY FROM THE BUILDING AND ENTRANCES. SEE CIVIL DRAWINGS FOR GRADING AND DRAINAGE REQUIREMENTS.
  5. CONTRACTOR SHALL MAINTAIN TEMPORARY SITE ACCESS & EMPLOY SOIL CONSERVATION TECHNIQUES AS REQUIRED BY THE LOCAL MUNICIPALITY. ALL CARE SHALL BE TAKEN TO MINIMIZE DISTURBANCES TO ADJACENT STRUCTURES AND SITE ELEMENTS. IN PLACE ELEMENTS DAMAGED BY CONSTRUCTION OPERATIONS TO BE REPLACED TO MATCH EXISTING CONDITIONS.
  6. PAVING TO BE CONSTRUCTED WITH MAXIMUM 2% SLOPE AT HANDICAP ACCESSIBLE AREAS AND ACCESS PATH TO ENTRY (TYP. UN.)
  7. NEW SIDEWALKS TO MATCH EXISTING ELEVATIONS WHERE NEW ABUTS EXISTING.
  8. PATCH EXISTING PAVING WHERE NEW CONSTRUCTIONS ABUT EXISTING. PATCH AGGREGATE BASE AND FINISH SURFACE ACCORDS TO LOCAL MUNICIPALITY. EXISTING CONDITIONS MATCH EXISTING ELEVATIONS WHERE NEW ABUTS EXISTING.
  9. PROVIDE CURBFACE SIDEWALKS AT LOCATIONS WHERE NEW SIDEWALKS ABUT PAVING HARD SURFACED AREAS.
  10. DIMENSIONS ARE TO FACE OF CURB (UN.)
  11. SIDEWALK AND HANDICAP ACCESS RAMP TO BE CONSTRUCTED WITH A 2% MAX. CROSS SLOPE AND 2% MAX. SLOPE IN THE DIRECTION OF TRAVEL.
  12. TOP OF SIDEWALK / STOOP SLAB OUTSIDE OF ENTRY / EXIT DOORS SHALL BE HELD 1/8" BELOW FINISHED FLOOR.
  13. SEE LANDSCAPE PLAN FOR PLANTINGS.



2 SITE PLAN KEY PLAN  
NOT TO SCALE



3 SOUTH ACCESS DRIVE (PARTIAL)  
1" = 30'

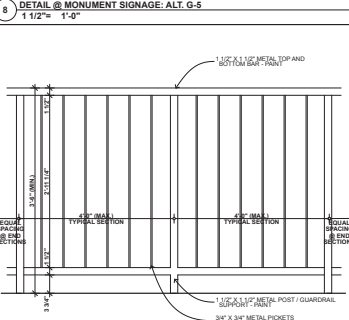
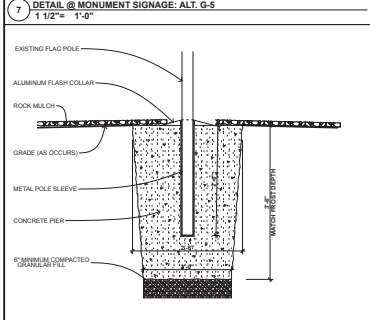
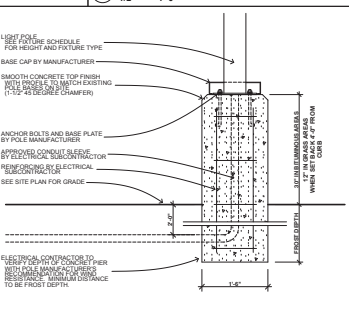
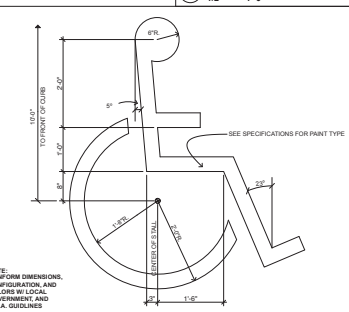
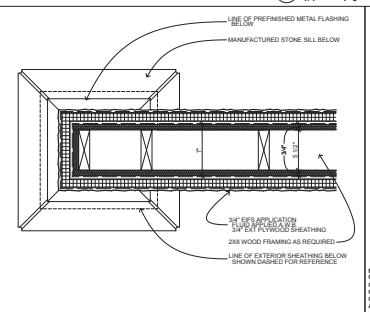
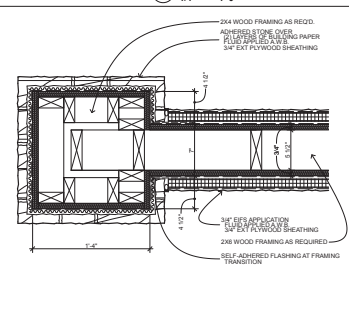
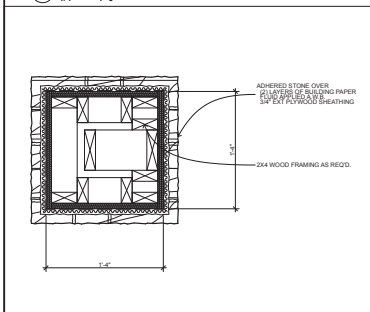
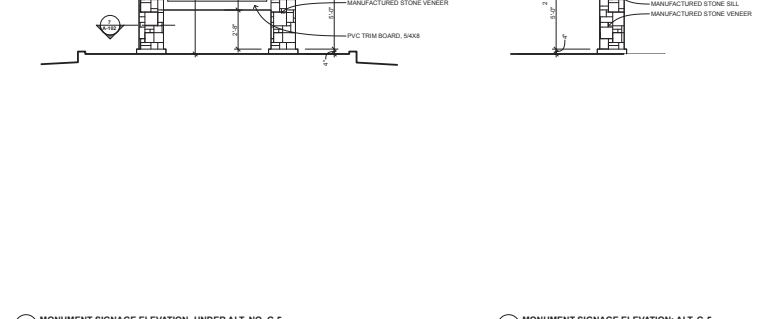
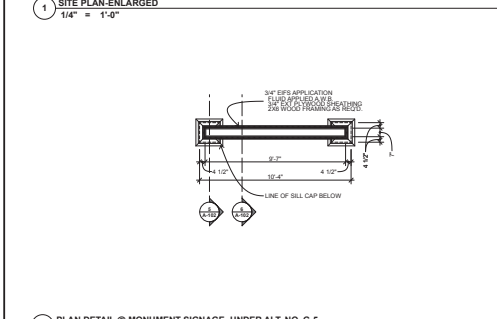
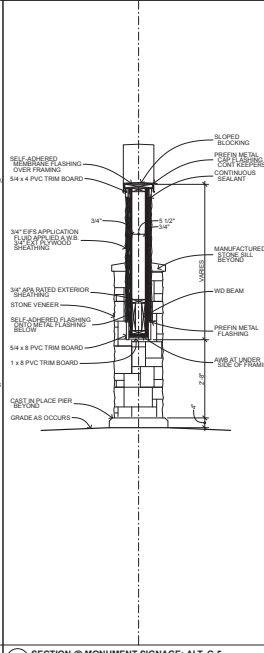
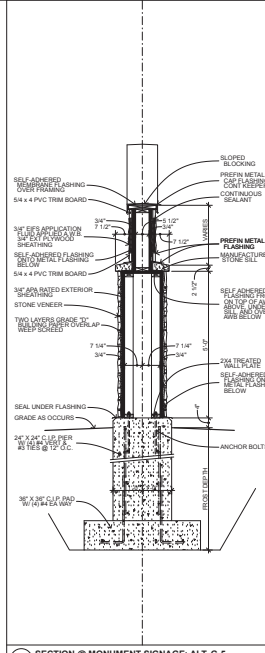
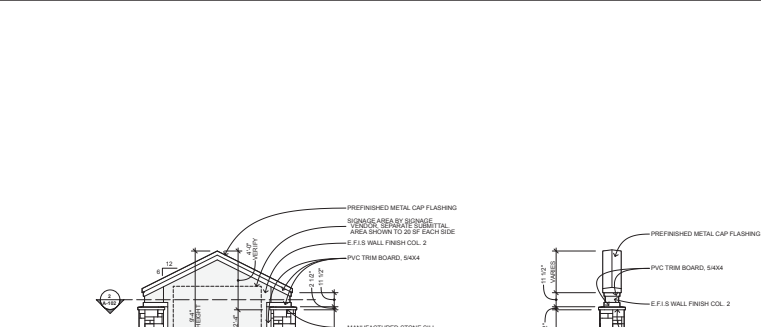
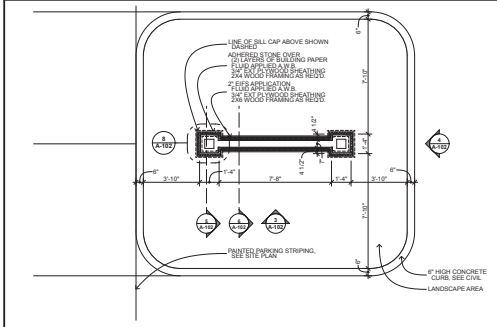




I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of Minnesota.

Signature: **BRADLEY A. TORDK**  
 Reg. No.: 24202 Date: 8.22.24

**FIRST BAPTIST CHURCH  
 ADDITION AND REMODELING  
 22940 ST. FRANCIS BLVD. NW  
 ST. FRANCIS, MINNESOTA 55070**



**SITE PLAN REVIEW**

NO.	DATE	BY	REVISIONS

SHEET TITLE  
 SITE DETAILS  
 DRAWN BY: **MPK** DATE: **05/10/24** PROJ. NO: **20195**

**A-102**



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Architect under the laws of the State of MINNESOTA.

Signature : BRADLEY A. TOROK  
 Reg. No. : 24202 Date : 8.22.24

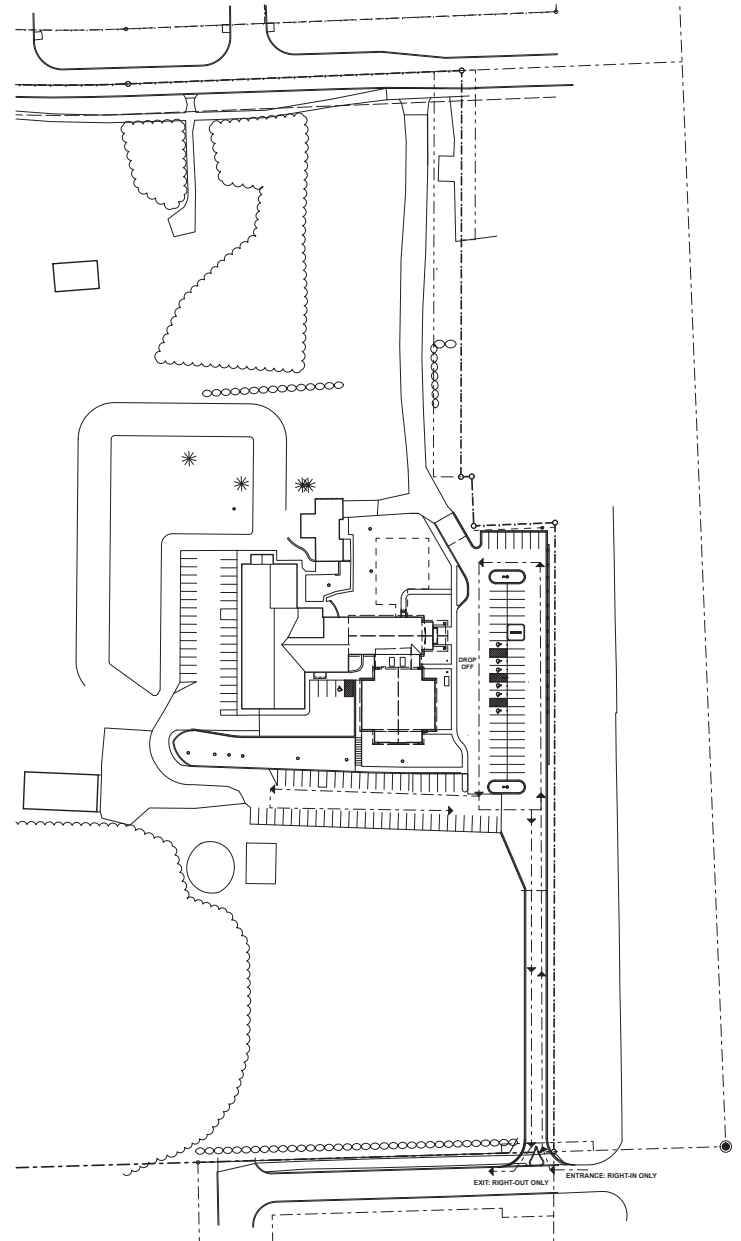
**FIRST BAPTIST CHURCH  
 ADDITION AND REMODELING  
 22940 ST. FRANCIS BLVD. NW  
 ST. FRANCIS, MINNESOTA 55070**

REVISIONS			
NO.	DATE	DESCRIPTION	BY

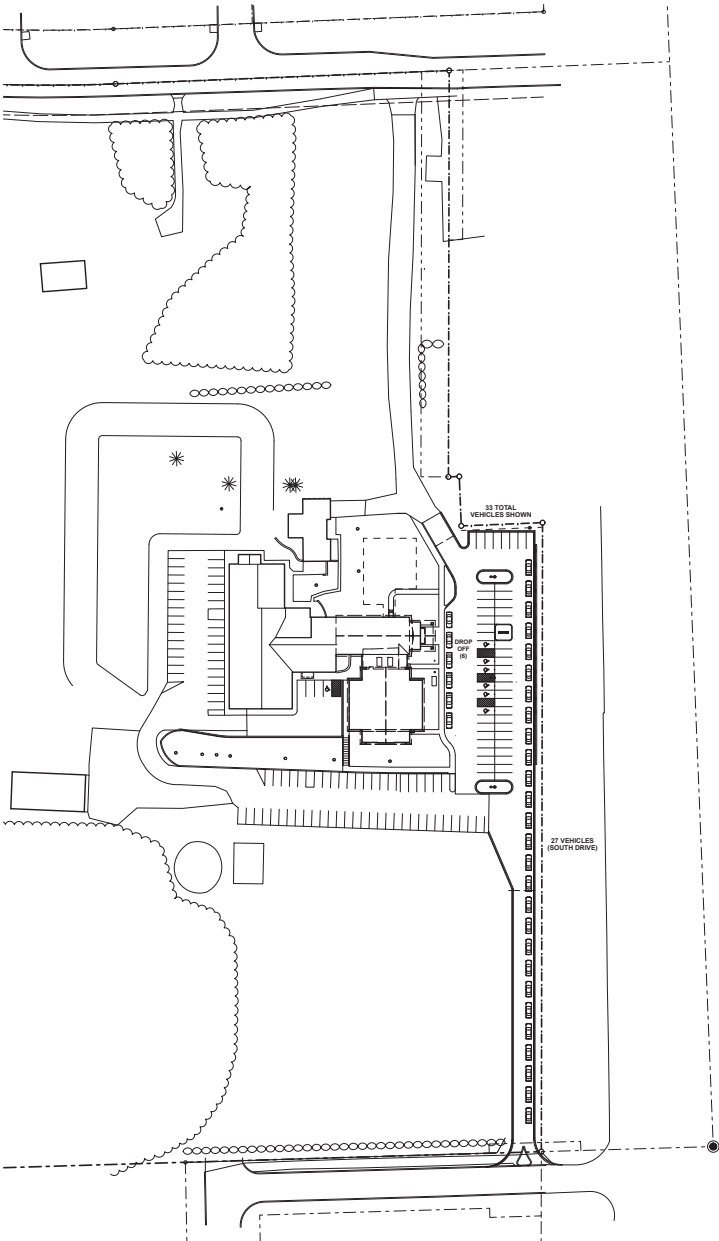
SHEET TITLE  
 TRAFFIC PLAN  
 DRAWN BY: MPK DATE: 02/10/24 PROJ. NO: 20195

SHEET NO.  
**A-103**

**SITE PLAN REVIEW**



2 SITE PLAN- TRAFFIC FLOW  
 1/64" = 1'-0"



1 SITE PLAN- TRAFFIC STACKING PLAN  
 1/64" = 1'-0"



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Signature: BRADLEY A. TORDK  
Reg. No.: 24282 Date: 8.22.24

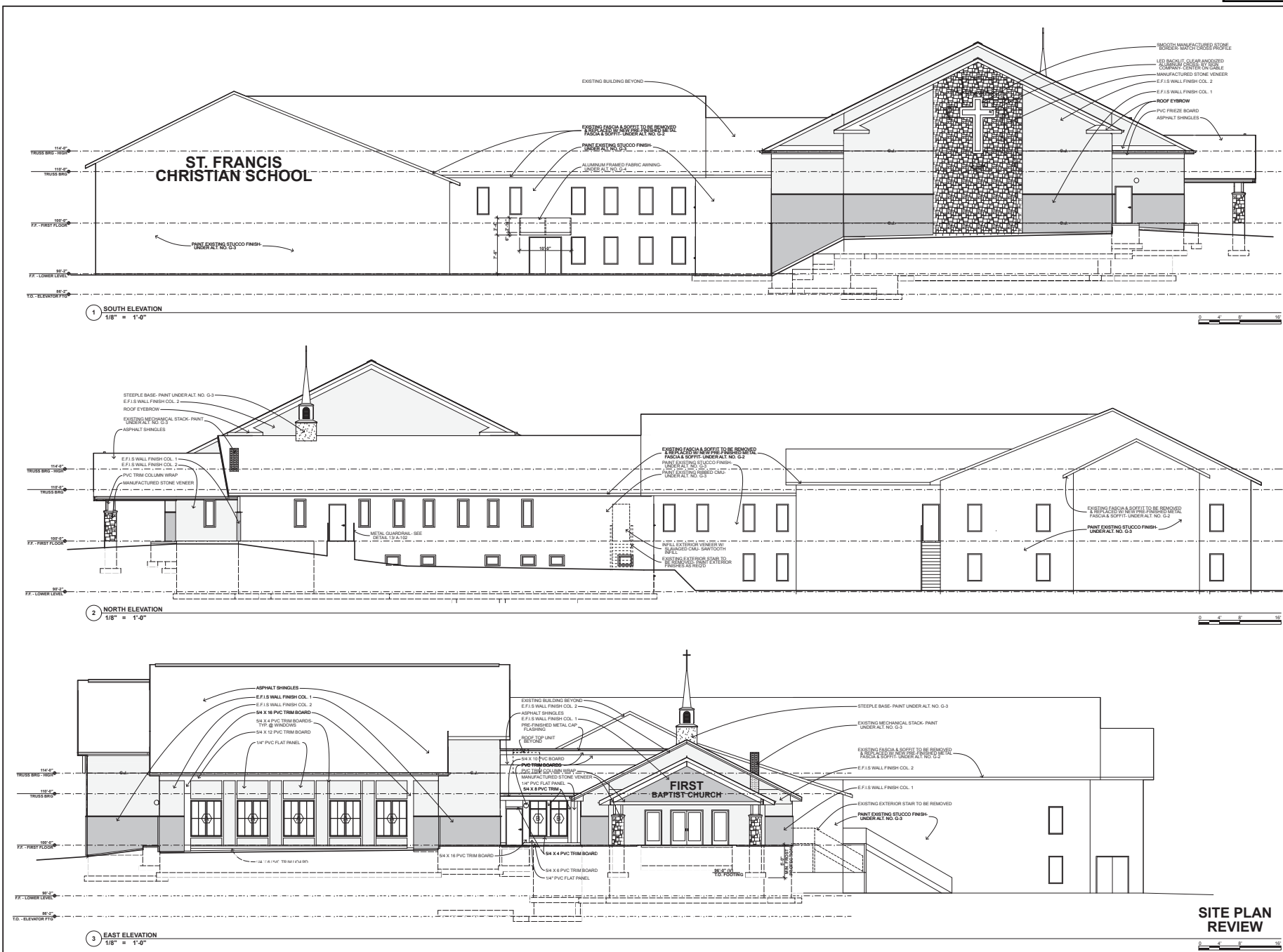
**FIRST BAPTIST CHURCH**  
**ADDITION AND REMODELING**  
 22940 ST. FRANCIS BLVD. NW  
 ST. FRANCIS, MINNESOTA 55070

REVISIONS		
No.	Description	Prepared Date

SHEET TITLE  
BUILDING ELEVATIONS

DRAWN BY: MPK DATE: 05/10/24 PROJ. NO: 30195

SHEET NO. **A-601**



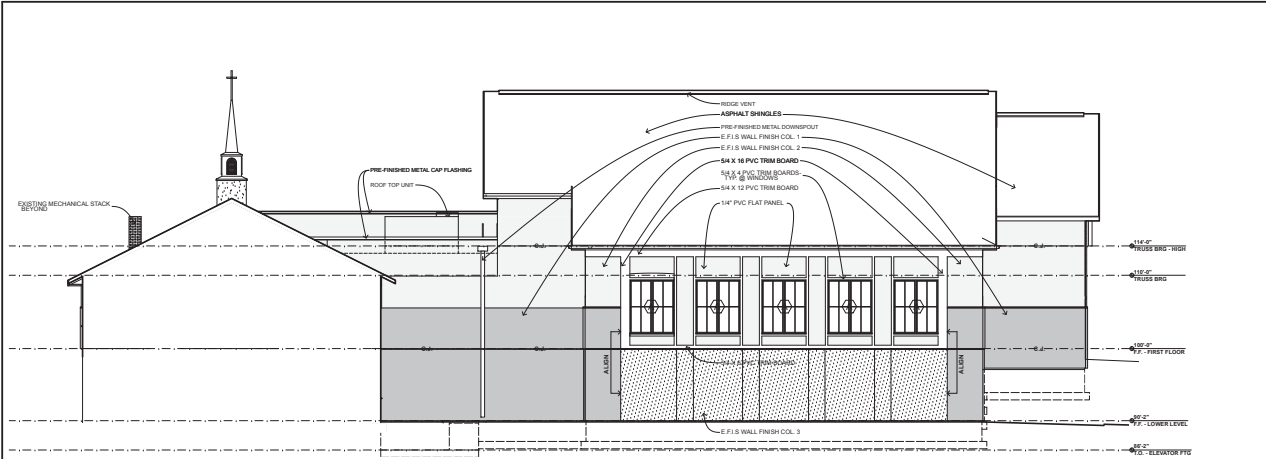
13 - BUILDING ELEVATIONS : Plotted on 8/21/24 at 1:03 PM - \Users\mikekem\Public\Miller Projects\38195-First Baptist Church\Design Drawings and Data\First Baptist Church DN-23.plt



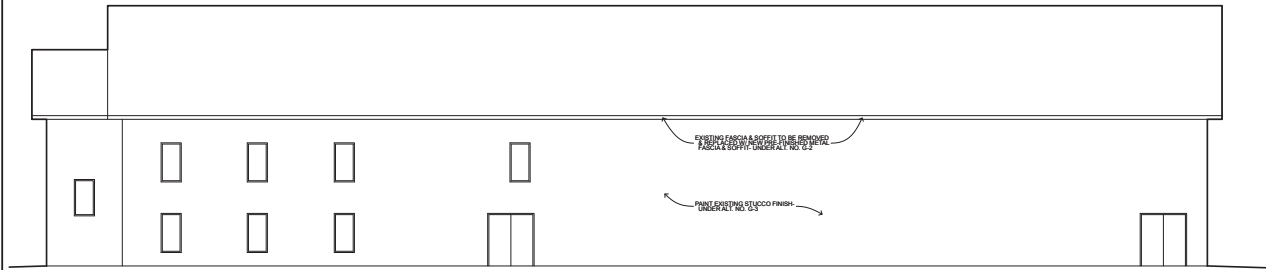
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Signature: BRADLEY A. TOROK  
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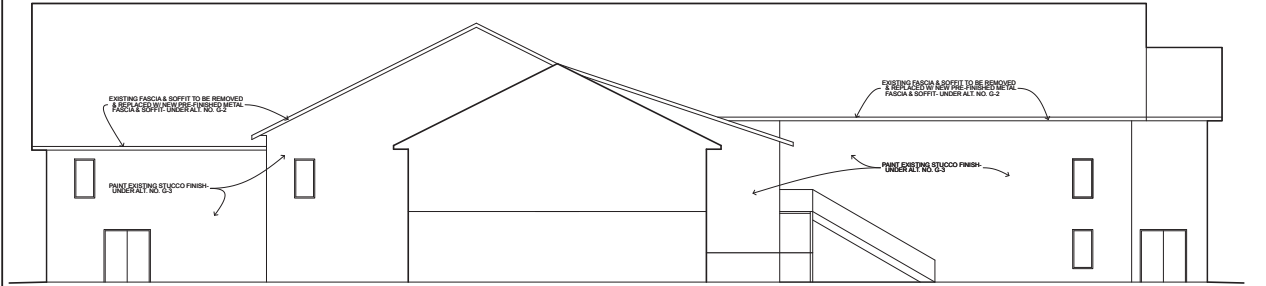
**FIRST BAPTIST CHURCH  
 ADDITION AND REMODELING  
 22940 ST. FRANCIS BLVD. NW  
 ST. FRANCIS, MINNESOTA 55070**



1 WEST ELEVATION- ADDITION  
 1/8" = 1'-0"



2 WEST ELEVATION- EXISTING SCHOOL  
 1/8" = 1'-0"



3 EAST ELEVATION- EXISTING SCHOOL  
 1/8" = 1'-0"



**SITE PLAN  
 REVIEW**

REVISIONS		
NO.	DESCRIPTION	DATE

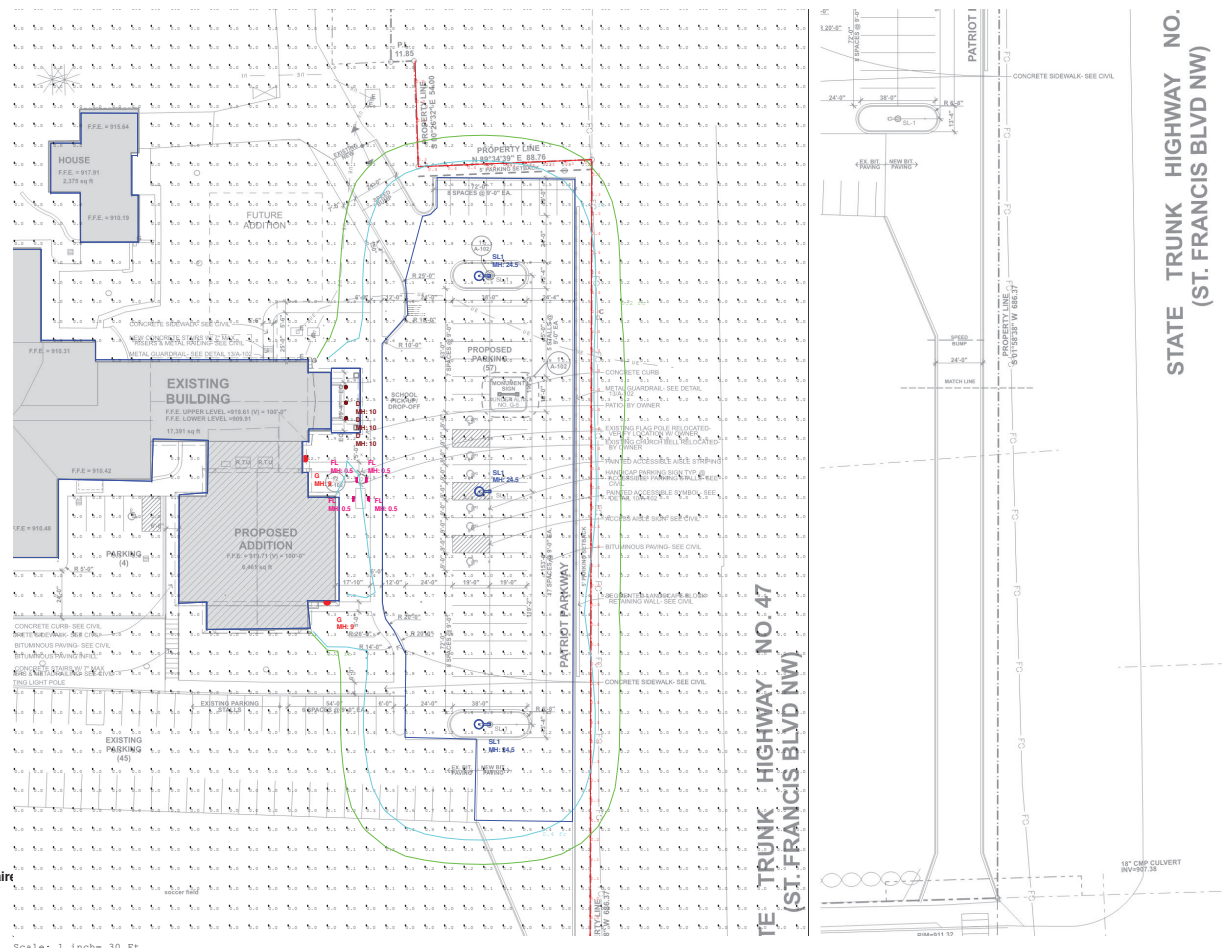
SHEET TITLE		
BUILDING ELEVATIONS		
DRAWN BY:	DATE:	PROJ. NO.
MPK	02/04	20195

SHEET NO.  
**A-602**

Luminaire Schedule								
Symbol	Qty	Type	Mounting Height	Lum. Watts	Luminaire Lumens	LLF	Description	Tag
⊙	3	D	10	17.1	1974	0.900	ELITE RL643-3ML-DIM10-MVOLT-SCCT-90-W-WH(2000L)	
⊙	4	FL	0.5	149.3	18756	0.900	TGS - IPF-M-XXK-U-XX-05-XX-150W, 120-277V 50_60HZ, 4000K, 5X5 DISTRIBUTION	
⊙	2	G	9	23	10172	0.330	TGS WPF-S 23W 4000K WALL PACK	
⊙	3	SLT	24.5	90.68	15848	1.000	GARDCO OPF-S-A04-740-15M ON 22FT SSS WITH 2.5FT MAX BASE FOR 25FT MH	LLF 1.0 FOR MAX PROPERTY LINE ALLOWED

Calculation Summary						
Label	Units	Avg	Max	Min	Avg/Min	Max/Min
CALC POINTS GROUND	Fc	0.17	14.9	0.0	N.A.	N.A.
PROPERTY LINE	Fc	0.32	0.4	0.0	N.A.	N.A.
Parking Lot 1	Fc	1.22	2.4	0.4	3.05	6.00

1 LLF @ PARKING  
 USED FOR PROPERTY LINE MAX FC  
 CHECK



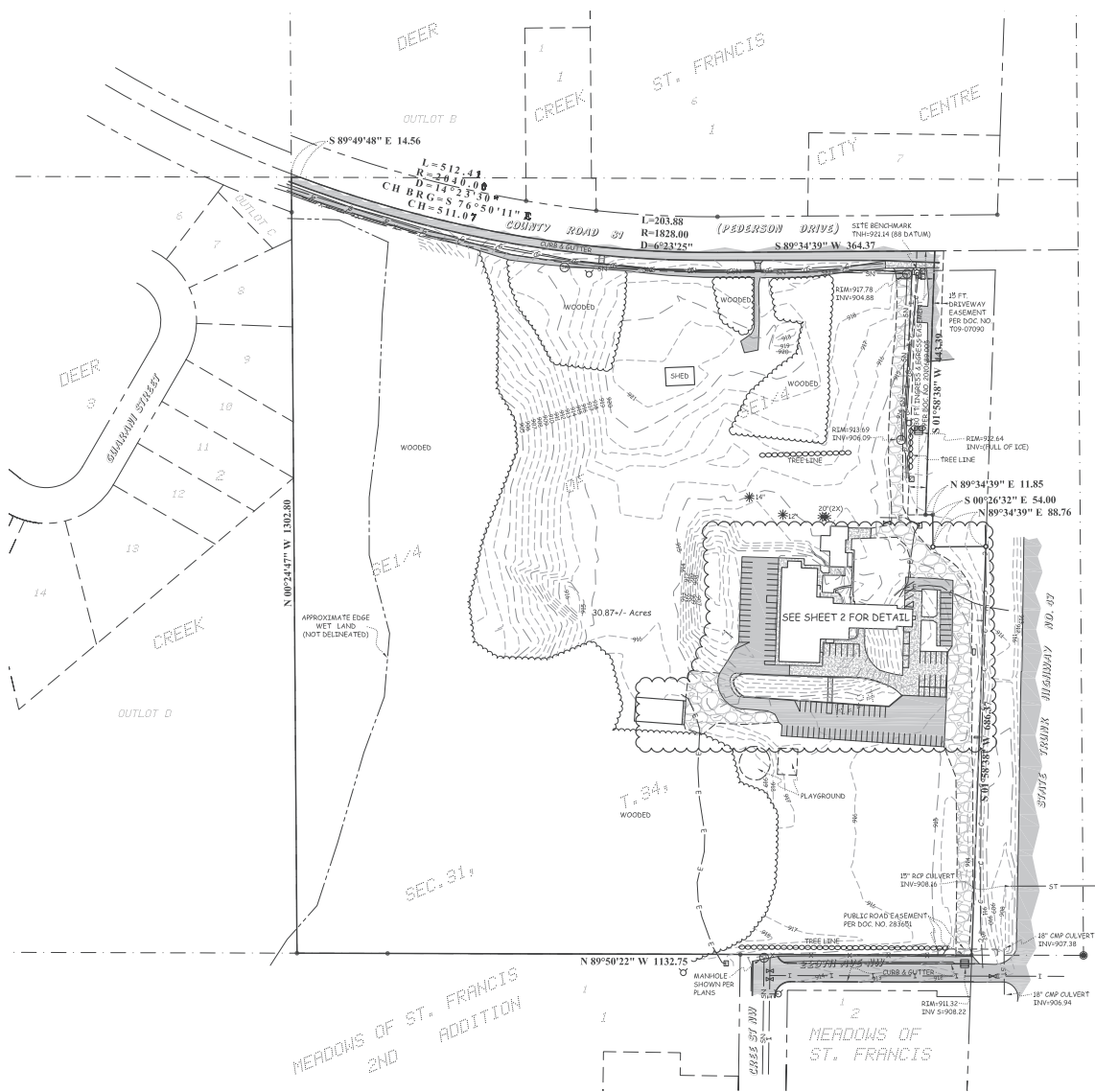
**DISCLAIMER:** Based on the information provided, all dimensions and luminaire locations shown represent recommended positions. Actual performance of any manufacturer's luminaire may vary due to changes in electrical voltage, tolerance in LEDs and other variable field conditions. Calculations do not include obstructions such as buildings, curbs, landscaping or any other architectural elements unless noted.

Fixture nomenclature to be finalized by engineer and/or architect.  
 This drawings is for photometric evaluation purposes only and should not be used as a construction document or as a final document for ordering product.



Designed By: K. Tomczak  
 Checked By: Jill Bjornberg  
 Date: 6/10/2024  
 Scale: 1" = 30'

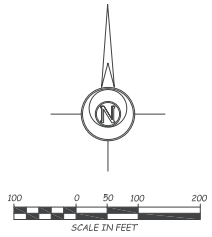
First Baptist Church



**SURVEYOR'S NOTES**

\*The utilities shown hereon were located using the Gopher State One-Call system and verified in the field where possible. Private utility locations, such as underground sprinklers, underground service lines, ect may not have been located. O'Malley & Kron cannot guarantee that all utility companies responded or the accuracy or completeness of the locates. Prior to digging, contact Gopher One at 1-800-252-1166 and refer to ticket numbers 181031231 & 181031252.

- LEGEND**
- ST— INDICATES STORM SEWER LINE
  - SN— INDICATES SANITARY SEWER LINE
  - I— INDICATES UNDERGROUND WATER
  - G— INDICATES UNDERGROUND GAS
  - E— INDICATES UNDERGROUND ELECTRIC
  - C— INDICATES UNDERGROUND CABLE
  - X— INDICATES FENCE LINE
  - ⊙ INDICATES SANITARY MAN-HOLE
  - ▣ INDICATES CATCH BASIN
  - ⊕ INDICATES WATER VALVE
  - ⊕ INDICATES HYDRANT
  - ⊕ INDICATES LIGHT POLE
  - ⊕ INDICATES GAS PEDESTAL
  - ⊕ INDICATES ELECTRIC PEDESTAL
  - ⊕ INDICATES CABLE PEDESTAL
  - ⊕ INDICATES CONIFEROUS TREE
  - ⊕ INDICATES DECIDUOUS TREE
  - ▨ INDICATES GRAVEL SURFACE
  - ▨ INDICATES CONCRETE SURFACE
  - ▨ INDICATES BITUMINOUS SURFACE



- Legend**
- ⊕ INDICATES IRON MONUMENT PLACED
  - ⊕ INDICATES IRON MONUMENT FOUND
  - ⊕ INDICATES ANOKA COUNTY CAST IRON MONUMENT

**NOTE:** THIS SURVEY IS INTENDED ONLY FOR THE BENEFIT OF THE PARTY TO WHOM IT WAS PREPARED FOR AND SHOULD NOT BE RELIED UPON BY ANY OTHER PARTY OR FOR ANY OTHER PURPOSE WITHOUT FIRST CONTACTING THE SURVEYOR WHO DEVELOPED AND MADE THIS DRAWING. UNAUTHORIZED REPRODUCTION OF THIS DOCUMENT IS PROHIBITED.

340 CHAPEL HILL RD.  
COLD SPRING, MN 56320  
PH. 320-685-5905  
FAX 320-685-3056

CERTIFICATE OF SURVEY PREPARED BY:  
**O'MALLEY & KRON**  
LAND SURVEYORS, INC.

1004 2nd ST. SE  
WILLMAR, MN 56201  
PH. 320-235-4012  
FAX 320-685-3056

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.  
DATE: 04-20-18  
DANIEL M. KRON  
MINNESOTA REGISTRATION NO. 42621

SHEET 1 OF 3

CERTIFICATE OF SURVEY PREPARED FOR:  
**FIRST BAPTIST CHURCH**  
 JOB NO: 2018-131  
 FILE NAME: 2018-131.DWG  
 LOCATION: 31-34-24





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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

*Thomas J. Hakenhoff, P.E.*  
 Date: 08.22.24 Lic. No.: 25520

**FIRST BAPTIST CHURCH  
 ADDITION AND REMODELING  
 22940 ST. FRANCIS BLVD. NW  
 ST. FRANCIS, MINNESOTA 55070**

REVISIONS

NO.	DATE	DESCRIPTION

SHEET TITLE  
 PAVING AND DIMENSION PLAN

DRAWN BY:	DATE:	PROJ. NO.
KDK	08/22/24	1246040

SHEET NO.  
**C200**

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**SYMBOL LEGEND**

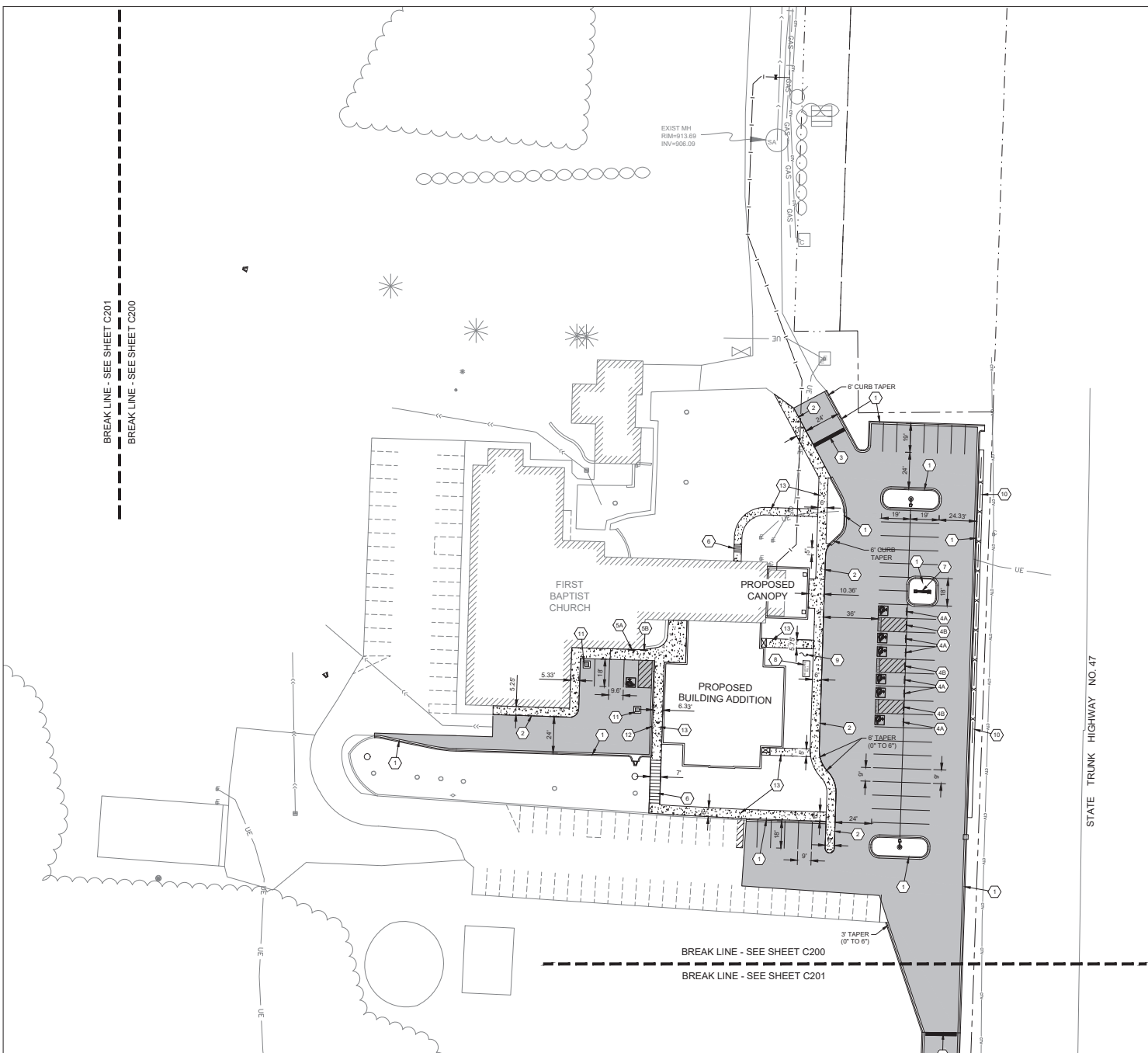
- NEW BITUMINOUS PAVEMENT OVER RECLAIMED AND NEW BASE AGGREGATE U.N.O. SEE DETAIL 1/C500
- NEW CONCRETE PAVEMENT SEE DETAIL 2/C500
- NEW STOOP, SEE ARCH.

**GENERAL**

- PROPERTY LINE
- EASEMENT LINE
- RIGHT-OF-WAY LINE

**KEY NOTES**

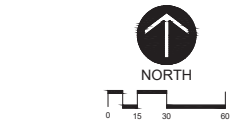
- 1 NEW B612 CURB AND GUTTER, SEE DETAIL 4/C500
- 2 NEW INTEGRAL CURB AND SIDEWALK, SEE DETAIL 3/C500
- 3 NEW SPEED BUMP, SEE DETAIL 6/C500
- 4 NEW PARKING SIGN, POST, AND BOLLARD, SEE DETAIL 6/C500
  - A. ADA PARKING
  - B. ADA ACCESS AISLE
- 5 ADHERE NEW SIGN TO BUILDING WALL, SEE DETAIL 6/C500
  - A. ADA PARKING
  - B. ADA ACCESS AISLE
- 6 NEW CONCRETE STAIR AND RAILING, SEE DETAIL 7/C500
- 7 NEW MONUMENT SIGN, SEE ARCH.
- 8 RELOCATED CHURCH BELL, COORDINATE WITH OWNER.
- 9 RELOCATED FLAG POLE, COORDINATE WITH OWNER.
- 10 NEW RETAINING WALL WITH FENCE, SEE DETAIL 2/C502 VERIFY COLOR AND TYPE WITH ARCH.
- 11 NEW 12" WIDE, 6" THICK CONCRETE COLLAR AROUND EXISTING CATCH BASIN, RE-SET EXISTING GRATE.
- 12 NEW B412 CURB AND GUTTER, SEE DETAIL 9/C501
- 13 NEW SIDEWALK, SEE DETAIL 2/C500
- 14 NEW SURMOUNTABLE CURB AND GUTTER, SEE DETAIL 3/C502
- 15 TRAIL RECONSTRUCTION SHALL MATCH THE EXISTING SECTION
- 16 NEW B618 CURB AND GUTTER, SEE DETAIL 4/C502
- 17 STREET RECONSTRUCTION SHALL MATCH THE EXISTING SECTION



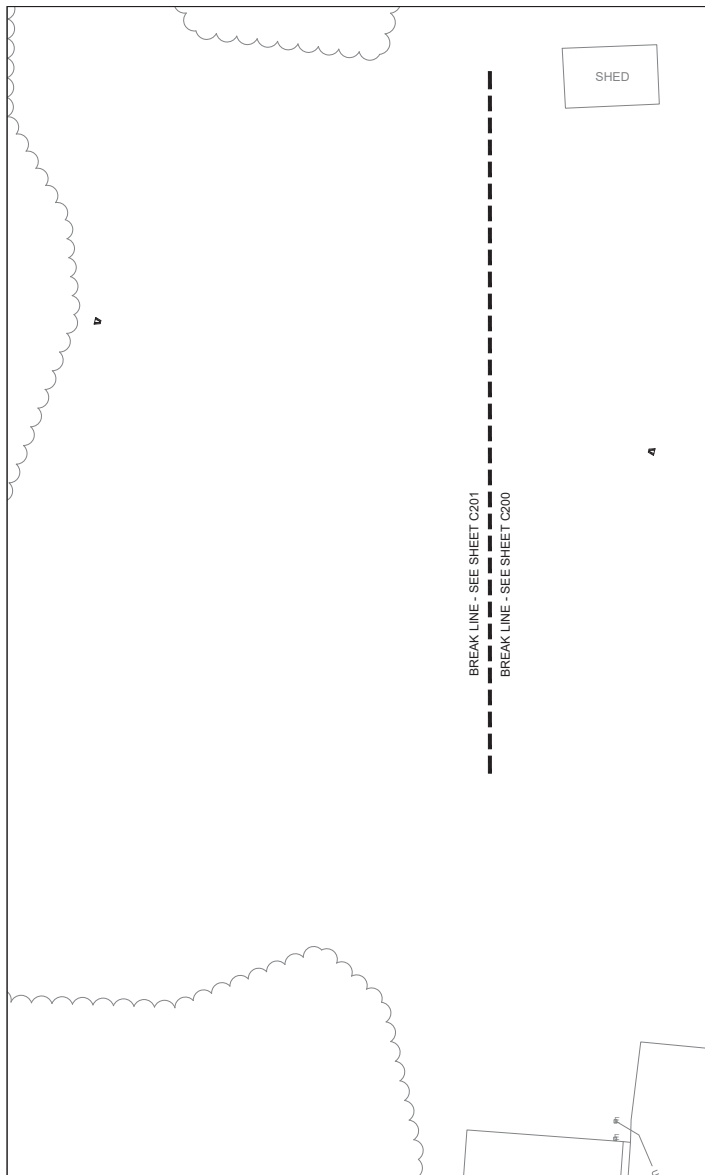
BREAK LINE - SEE SHEET C201  
 BREAK LINE - SEE SHEET C200

BREAK LINE - SEE SHEET C200  
 BREAK LINE - SEE SHEET C201

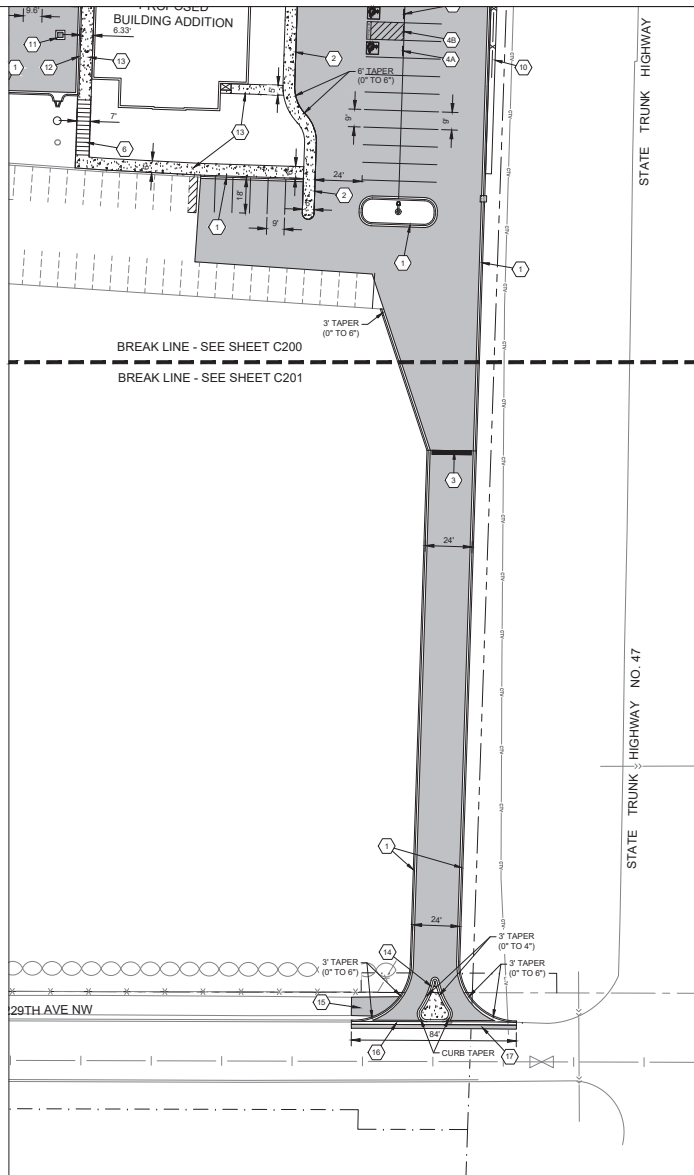
STATE TRUNK HIGHWAY NO. 47



PROJECT STATUS  
 NOT FOR CONSTRUCTION



**A**  
WEST SIDE  
SCALE: 1" = 30'



**B**  
SOUTH ENTRANCE DRIVE  
SCALE: 1" = 30'

**SYMBOL LEGEND**

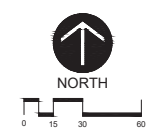
- NEW BITUMINOUS PAVEMENT  
SEE DETAIL 1/C500
- NEW CONCRETE PAVEMENT  
SEE DETAIL 2/C500
- NEW STOOP, SEE ARCH.

**GENERAL**

- PROPERTY LINE
- EASEMENT LINE
- RIGHT-OF-WAY LINE

**KEY NOTES**

SEE SHEET C200 FOR KEY NOTES



PROJECT STATUS  
NOT FOR CONSTRUCTION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.  
*Thomas J. Hakenhoff, P.E.*  
Date: 08.22.24 Lic. No.: 25520

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070**

**REVISIONS**

NO.	DATE	DESCRIPTION

**SHEET TITLE**  
PAVING AND DIMENSION PLAN

DRAWN BY:	DATE:	PROJ. NO.
KBK	08/22/24	1246040

**SHEET NO.**  
**C201**



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I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.

Thomas J. Harkenhoff, P.E.  
Date: 08.22.24 Lic. No.: 25520

**FIRST BAPTIST CHURCH  
ADDITION AND REMODELING  
22940 ST. FRANCIS BLVD. NW  
ST. FRANCIS, MINNESOTA 55070**

REVISIONS

NO.	DATE	DESCRIPTION

SHEET TITLE  
GRADING AND EROSION CONTROL PLAN  
DRAWN BY: KSK DATE: 8/22/24 PROJ. NO: 1246040

SHEET NO  
**C300**

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**SYMBOL LEGEND**

- 950 --- EXISTING CONTOURS
- 950 --- PROPOSED CONTOURS - MAJOR INTERVAL
- 940 --- PROPOSED CONTOURS - MINOR INTERVAL
- - - - - GRADE BREAK LINE
- - - - - GRADE SLOPE
- 2.0% --- SLOPE
- S --- SILT FENCE
- RIP-RAP / ROCK CONST. ENTRANCE
- INLET PROTECTION
- EROSION CONTROL BLANKET SEE DETAIL 3/C501

**SPOT ABBREVIATIONS:**

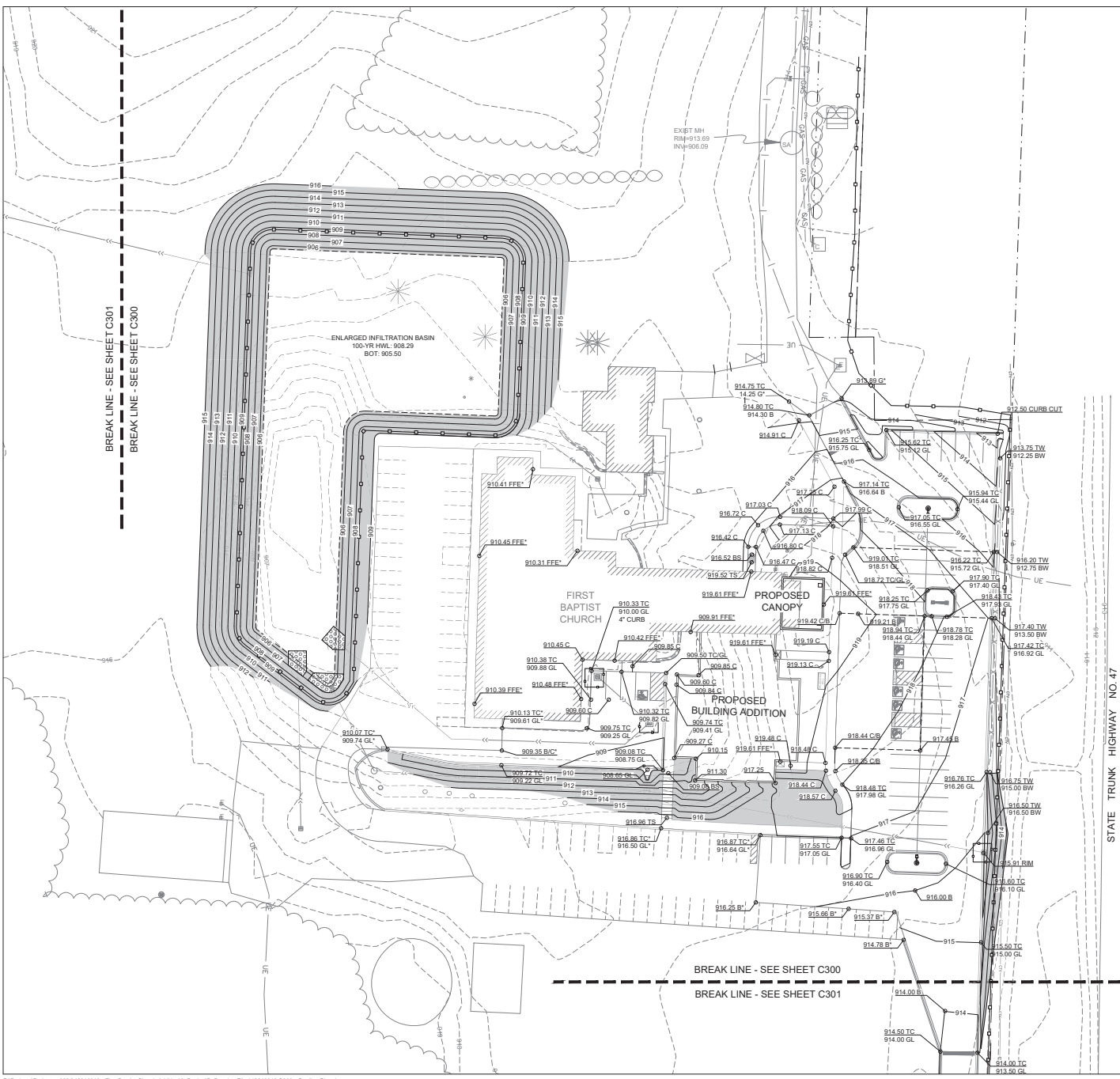
- 950.00 TC - TOP OF CURB
- 949.50 GL - GUTTER LINE
- GO - GUTTER OUT
- B - BITUMINOUS
- C - CONCRETE
- G - GRAVEL
- EO - EMERGENCY OVERFLOW
- TW - TOP OF WALL
- BW - BOTTOM OF WALL (FIG)
- (\*) - EXISTING TO BE VERIFIED

**GRADING NOTES**

1. Tree protection consisting of snow fence or safety fence installed at the dip line shall be in place prior to beginning any grading or demolition work at the site.
2. All elevations with an asterisk (\*) shall be field verified. If elevations vary significantly, notify the Engineer for further instructions.
3. Grades shown in paved areas represent finish elevation.
4. All disturbed areas to receive 4" of good quality topsoil and seed.
5. All construction shall be performed in accordance with state and local standard specifications for construction.

**EROSION CONTROL NOTES**

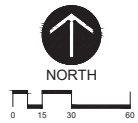
1. See Sheet C501 for Erosion Control Notes.



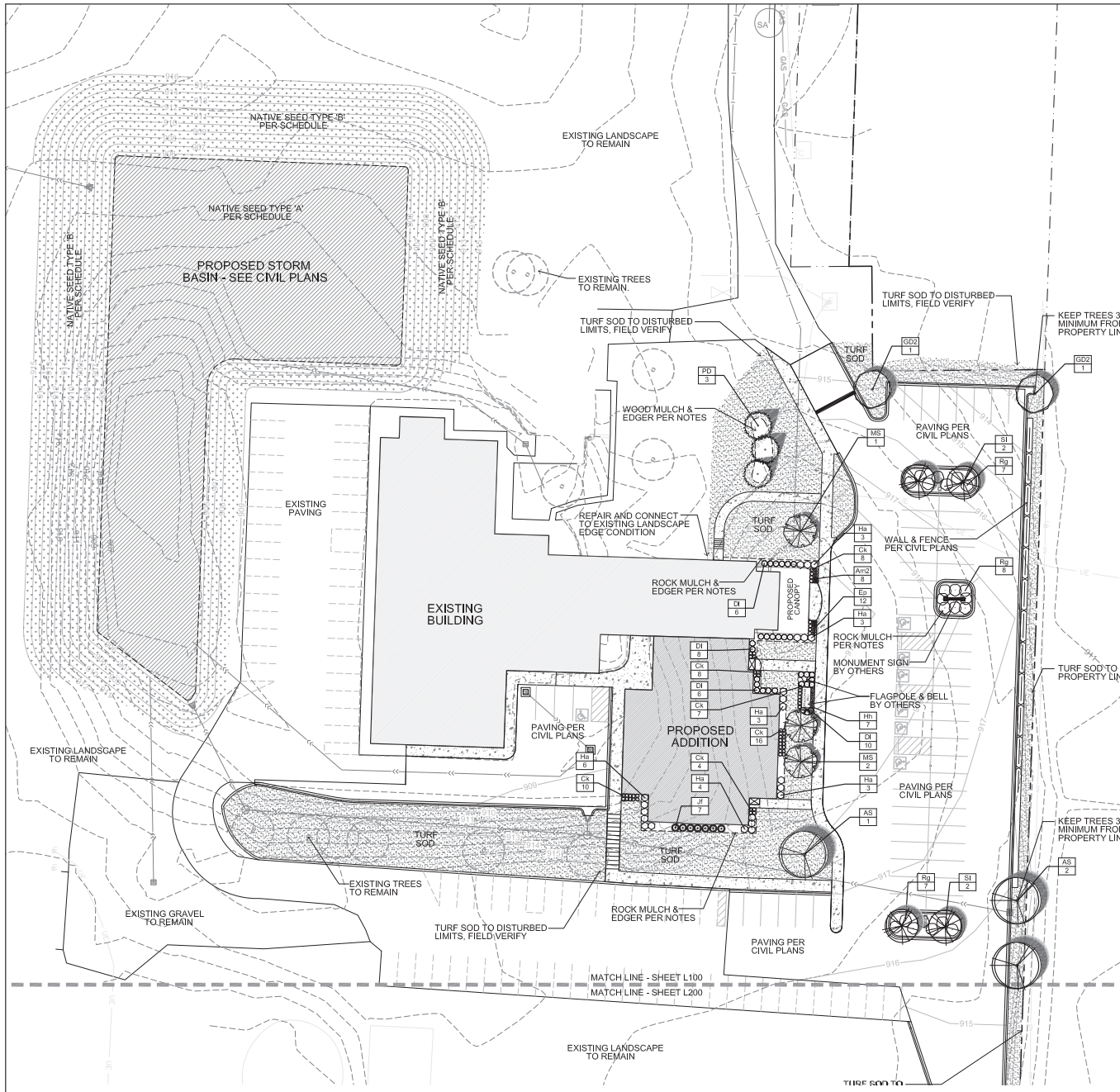
BREAK LINE - SEE SHEET C301  
BREAK LINE - SEE SHEET C300

BREAK LINE - SEE SHEET C300  
BREAK LINE - SEE SHEET C301

STATE TRUNK HIGHWAY NO. 47



PROJECT STATUS  
NOT FOR CONSTRUCTION



**LANDSCAPE LEGEND:**

- Existing Tree To Remain
- Proposed Turf Sod
- Proposed Native Seed Type 'A' In Basin Bottom Area
- Proposed Native Seed Type 'B' Basin Sides and Upland Areas
- Landscape Edger



**MUNICIPAL LANDSCAPE CALCULATIONS:**

Caliper Inches

The minimum number of caliper inches of trees required shall be determined by dividing the total gross square footage of all floors of a building by 320.

Proposed Building Addition: 6,463 sq ft  
 Calculation: 6,463 / 320 = 21 caliper Inches

Tree Diversity

- Minimum 25% Deciduous
- Minimum 25% Evergreen
- Minimum 10% Ornamental
- Maximum 25% Same Genus

Parking Areas\*

\*Trees planted to meet the requirements of this Subsection may be put toward the overall caliper-inch requirement.

1 perimeter tree per 60 feet of parking lot perimeter

Proposed Parking Lot Perimeter: 600 lineal feet  
 Calculation: 600 / 60 = 10 parking lot perimeter trees

1 parking lot island tree per 10 interior parking stalls

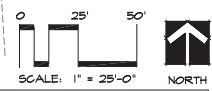
Proposed Interior Parking Lot Stalls: 48 interior parking stalls  
 Calculation: 48 / 10 = 5 parking island trees

REFER TO CIVIL PLANS FOR TREE REMOVAL

**GENERAL NOTES:**

1. See Civil Engineer's plans for site plan layout and dimensions.
2. Contractor to coordinate any work in the city right-of-way with City of St. Francis Works Department.
3. Expose root flare and set at-grade.
4. The contractor is responsible to maintain trees in a plumb position throughout the maintenance period.
5. Remove the burlap and ropes from the top 1/3 of the root ball, cut wire basket down to the second horizontal wire from the bottom, and dispose of off-site.
6. Refer to Sheet L300-L400 for Landscape Details, Notes & Requirements.

REFER TO SHEET L400 FOR PLANT SCHEDULE



**M**  
 3335 W St Germain St.  
 St Cloud, MN 56301  
 320.251.4109  
 millerab.com  
**MILLER**  
 LANDSCAPE ARCHITECTS  
 DREAM. DESIGN. BUILD.

LANDSCAPE ARCHITECT:  
**CALYX**  
 DESIGN GROUP  
 Landscape Architecture  
 Planning  
 475 Cleveland Avenue - 4th Floor, SCA  
 100 Park Ave, Suite 400  
 051020201 | info@calyxgroup.com

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota.

**BODIE**  
 Benjamin Harberg, PLA, ASLA  
 Date: 05.10.24 Lic. No.: 48084

**FIRST BAPTIST CHURCH  
 ADDITION AND REMODELING  
 22940 ST. FRANCIS BLVD, NW  
 ST. FRANCIS, MINNESOTA 55070**

REVISIONS

Rev #	Date	TRM

SHEET TITLE  
 LANDSCAPE PLAN - NORTH

DRAWN BY:	DATE:	PROJ. NO.
HL	06/10/2024	1204640

SHEET NO.  
**L100**

GENERAL NOTES:

- 1. See Civil Engineer's plans for site plan layout and dimensions.
2. Contractor to coordinate any work in the city right-of-way with City of St. Francis Public Works Department.
3. Expose root flare and set at-grade.
4. The contractor is responsible to maintain trees in a plumb position throughout the maintenance period.
5. Remove the burlap and ropes from the top 1/3 of the root ball, cut wire basket down to the second horizontal wire from the bottom, and dispose of off-site.
6. Refer to Sheet L100 & L200 for Landscape Layout Plan.

TREE PRESERVATION NOTES:

Existing boundary, location, topographic, vegetation, and utility information shown on this plan is from a field survey furnished by Larson Engineering.

- Do not begin tree clearing work until tree protection measures are in place and to the permit approval of the City Forester has been granted.
- Critical Root Zone: Install high density polyethylene safety fence, 4 ft. high, International orange, at the Drive Line or at the Critical Root Zone whichever is greater.
- Where all fence and proposed tree protection fence overlap, place the tree protection fence on the outside of the all fence, double-staked at the break-point.
- Refer to Tree Protection Detail 3, Sheet L300.
- The contractor shall prune the canopy of existing trees to remain where the canopy is in jeopardy of damage due to the new improvements shown. It is recommended that the contractor hire a certified arborist to perform the pruning.
- Perform work in accordance with the laws, ordinances, rules, regulations, and orders of public authority having jurisdiction.
- Provide protective coverings and enclosures as necessary to prevent damage to existing work that is to remain.
- Remove debris, waste, and rubbish promptly from the site.
- Buildings, features, surfaces, and other descriptive references shown on this drawing are for informational purposes only.
- This plan is a guide as to the anticipated amount of disturbance expected due to proposed improvements.
- This plan is not a guarantee that existing trees will survive during most construction, but rather a guide to help assure their protection and greatest chance of survival at the surface level.
- Notify the Owner's Representative when tree protection fencing is taken down to perform work in conjunction with the new improvements listed in this plan set.
- Trees shown as existing to remain (be preserved) that are damaged / killed as a result of construction activities are subject to replacement per the City Tree Replacement penalty.

SEEDING SPECIFICATION:



Seed in the Storm Basin Bottom TYPE A: (unless otherwise noted on C&P plans), shall be: MnDOT 3525211 Misc: Prairie General, worked into the topsoil layer at 40,000 lbs per acre. Submit seed mix for approval. Grading and Erosion Control per C&P Plans and Specifications.

Table with 6 columns: Common Name, Scientific Name, Rate (Bags), Rate (Tons), % of Total Dry Weight, Seeds/sq ft. Lists various plant species and their seeding rates.



Seed in the Storm Basin Slopes and Other Open Areas TYPE B: (unless otherwise noted on C&P plans), shall be MnDOT 3525211 Dry Prairie General, worked into the topsoil layer at 40,000 lbs per acre. Submit seed mix for approval. Grading and Erosion Control per C&P Plans and Specifications.

Table with 6 columns: Common Name, Scientific Name, Rate (Bags), Rate (Tons), % of Total Dry Weight, Seeds/sq ft. Lists various plant species and their seeding rates.

SEEDING MAINTENANCE REQUIRED:

Native Grass and Forb Mixtures (mixtures beginning with the number 3)

- Year 1 Establishment (Spring seeding)
1) Prepare site - Late April-May
2) Seed - May 1 - June 1
Maintenance:
1) Mow (2-Bushes) - every 30 days after planting until September 30.
2) Weed Control - mowing should help control annual weeds.
Establishment (Fall seeding)
1) Prepare site - Late August - early September
2) Seed - Late September to freezeup
Maintenance (Following season)
1) Mow (2-Bushes) - once in May, June, and July
2) Weed Control - mowing should help control annual weeds down.
Year 2 Maintenance:
1) Cover crop growing within 2 weeks of planting (except dominant plantings)
2) Seeding spaced - 1-2 inches apart in all rows.
Year 3 Maintenance:
1) Mow only if necessary.
2) Weed Control - Spot spray thistles, etc.
3) Seeding spaced - 1-2 inches apart in all rows.
4) Fertilizer (5-5-5 year rotation) alternate spring and fall (if possible).
5) Hazing (5-5 year rotation) late summer or early fall.
6) Mowing (2 years in a row) only "clean up" rough-looking sites.

SEEDING INSTALLATION:

- Drop Seeding onto Tilled Sites
This is the "broadcast" method for seeding on prepared sites such as those on construction projects.
a) Site Preparation: The site should be prepared by loosening topsoil to a minimum depth of 3 inches.
b) Fertilizer: Use a fertilizer analysis based on a soil test or a general recommendation.
c) Seed Installation: Seed should be installed with a drop seeder that will accurately meter the types of seed to be planted.
d) Seeding Rates: Rates are specified in the mixture table for the specified mix.
e) Packing: If the drop seeder is not equipped with a conditioner, the site should be conditioned following the seeding to ensure seed-soil contact.
f) Mulch: Cover soil with a hydromulch consisting of natural wood fiber or paper fiber, water, and hydrogel at 100 lbs per acre.

PLANT SCHEDULE

Table with columns: SYMBOL, CODE, BOTANICAL NAME, COMMON NAME, SIZE, CONTAINER, QTY. Lists various tree and shrub species and their quantities.



MILLER logo and contact information: 3335 W St Germain St, St Cloud, MN 56501, 320.251.4109

CALYX DESIGN GROUP logo and contact information: 475 Cleveland Avenue, St. Paul, MN 55116

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota.

B. BENTON logo and name

Date: 06.10.24 Lic. No.: 48084

FIRST BAPTIST CHURCH ADDITION AND REMODELING 22940 ST. FRANCIS BLVD, NW ST. FRANCIS, MINNESOTA 55070

REVISIONS table with columns: Rev #, Desc, Date

SHEET TITLE LANDSCAPE DETAILS table with columns: DRAWN BY, DATE, PROJ. NO.

SHEET NO. L400

## First Baptist Church

### Building Expansion Narrative

The First Baptist Church is planning on building a new church auditorium that will be tied into their existing facility. The new addition will be approximately 6,400 square feet and provide seating for approximately 408 people.

The existing auditorium will be converted into new public restrooms, along with a multi-space for a variety of functions.

The project also includes a new free-standing sign that will be replacing the existing outdated sign.

The project includes an expansion of the parking lot to provide 66 new stalls, along with 79 existing stalls, for a total of 145 stalls on the site. The parking requirements are 1 per 5 of the maximum building occupancy which is 644, or 129 stalls required.

The existing access points, one to the north, and one to the south, will remain in their existing locations. The access to the south will be turned into a right in/right out access to provide a safer environment for vehicles as they enter/exit the property. This access will also be improved to include new asphalt paving and curbing.

The chart below indicates the current amount of traffic generated on site, along with an estimate for how the expansion will impact the future traffic.

**First Baptist Church**

**Traffic Information**

Year: 2024	September - May		Year Around			September - May	September - March
	Weekday Morning School Arrival	Weekday Afternoon School Departure	Sunday Morning Sunday School	Sunday Morning Service	Sunday Morning Departure	Wednesday Evening Church Programs	Weekday Evenings Games (M, T or H)
Time Frame	7:45 - 8:05 AM	2:45 - 3:05 PM	8:45 - 9:00 AM	10:00 - 10:15 AM	11:45 AM - 12:15 PM	6:40 PM - 8:45 PM	6:00 PM - 8:30 PM
Cars Arriving	50	30	70	70	0	90	90
Cars Leaving	30	50	0	0	140	90	90
<b>Projected Growth Rate:</b>		<b>4%</b>					
<b>Year: 2025</b>							
Cars Arriving	52	31	73	73	0	94	94
Cars Leaving	31	52	0	0	146	94	94
<b>Year: 2026</b>							
Cars Arriving	54	32	76	76	0	98	98
Cars Leaving	32	54	0	0	152	98	98
<b>Year: 2027</b>							
Cars Arriving	56	33	79	79	0	102	102
Cars Leaving	33	56	0	0	158	102	102
<b>Year: 2028</b>							
Cars Arriving	58	34	82	82	0	106	106
Cars Leaving	34	58	0	0	164	106	106
<b>Year: 2029</b>							
Cars Arriving	60	35	85	85	0	110	110
Cars Leaving	35	60	0	0	170	110	110

While there is not an abundance of traffic at this property, the church feels strongly that the improved entrance to the south is adequate to handle the traffic to the property. During the school year, there is typically a 20 minute window where approximately 50 cars arrive in the morning as you can see from the chart. 30 of those cars are parents dropping off their children, the rest our school staff that stay for the day. Our traffic staging and vehicle circulation plan included with this information shows that at any one time, 33 vehicles can be lined up waiting to drop off or pick up their children. Due to the fact the we have less than that now, and the fact that they all don't come at one time, we feel the south entrance will more than adequately serve the current and future needs of the property.

In regards to Sunday morning traffic, the access points have always been more than adequate to handle the load and we see no issues with them also being able to handle the growth after the expansion is completed. Having the south access a right in/right out only will improve the safety of the site by providing more stacking space to allow cars to safely access State Highway 47.

## Landscape Plan Comments:

- *Calculate all requirements using the actual square footage, rather than an approximation. Note that the City rounds up for calculations. For example, 48 interior parking spaces results in a need for 5 trees, not 4. Understood. Calculations have been updated. An additional tree has been added.*
- *Trees should be categorized as evergreen, deciduous, or ornamental. The City allows a maximum of 25% of the required caliper inches to be the same genus, not a minimum. The related calculations and note should be revised. Understood. Notes and calculations have been updated.*
- *Note that parking lot islands with trees are required to be 200 SF in size per tree planted. Please revise. Understood. Parking lot islands have been increased in size to support 2 trees each, per civil plans. It is not feasible to include a tree in the monument sign island. This additional tree has been proposed on the perimeter of the parking lot.*
- *Trees must be planted at least 3' off any property line. Please adjust the eastern trees. Understood. Trees have been shifted and notes have been added.*





PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: First Baptist Church Expansion – Site Plan
DATE: 9-11-2024 for 9-18-2024 meeting
LOCATION: 22940 St. Francis Blvd NW (PIN 31-34-24-44-0008)
COMP PLAN: Public/Institutional
ZONING: R-2 Medium Density Detached and Attached Residential

OVERVIEW:

First Baptist Church has submitted a site plan request for an expansion of their existing facility at 22940 St Francis Blvd NW. This expansion would include the construction of an auditorium that is approximately 6,400 SF in size with seating for over 400 people and a 500 SF storage area. The existing auditorium would then be converted into new restrooms and a multipurpose-space to be used for a variety of functions. The project also includes the construction of additional parking to serve the expansion, the improvement of the southern access drive, and the replacement of the existing monument sign. Site plan review through the Planning Commission and City Council is required for an expansion of this magnitude.



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 deadline for the land use request is October 20, 2024.

**ANALYSIS**

***Land Use***

The site is primarily guided for public/institutional use by the 2040 Comprehensive Plan and is zoned R-2 Medium Density Attached and Detached Residential. The proposed expansion is consistent with both the Comprehensive Plan and the R-2 District.

***Site Plan***

The proposed improvements include the construction of a roughly 6,400 SF auditorium on the south side of the existing building. A new monument sign will replace the existing sign, and additional parking will be provided to accommodate the expansion. The southern access drive will be improved to meet City standards.

**Architectural Requirements**

The proposed building addition meets architectural requirements for institutional buildings in the R-2 District. Building façade materials include stone, stucco, and exterior insulation and finish systems (EIFS). EIFS is a type of building cladding system, also known as synthetic stucco, which provides an insulated, water-resistant, and finished surface for exterior walls. Windows are proposed at regular intervals along the eastern façade of the church facing Hwy 47. The roof is proposed to be constructed with asphalt shingles, which is an acceptable material for an institutional structure.

**Streets/Access**

This site abuts Hwy 47 to the east. Two existing gravel drives provide access to the site. The northern drive accesses Pederson Dr NW while the southern drive accesses 229<sup>th</sup> Ave NW. MnDOT reviewed the proposed site plan and did not have concerns with the location of these drives and their proximity to Hwy 47 at this time.

The southern access drive is anticipated to experience the majority of the increase in traffic resulting from the proposed expansion. The applicant has provided a circulation plan which demonstrates adequate space for vehicle stacking during high traffic times (school arrival/departure, Sunday morning service, Wednesday evening programs). The southern drive is proposed to be improved with pavement, curb, and gutter in accordance with City standards. This drive will also be changed to a right-in/right-out access to improve safety within the intersection area. No improvements or changes are proposed for the northern access drive.

**Parking**

116 parking stalls exist on the site currently. The applicant is proposing to improve the existing eastern parking area with paving, curbing, and striping and increase the number of stalls to accommodate the proposed expansion. The following table shows the required and proposed parking spaces for the building expansion broken down by the uses occurring on the site:

<b>Use</b>	<b>Requirement</b>	<b>New Occupancy</b>	<b>Required</b>	<b>Proposed</b>
School	1 space for every 7 students	330 students	47 spaces	
Place of Worship	1 space for every 5 persons of building occupancy	644 persons	129 spaces	
<b>Total</b>				140 spaces

The number of proposed parking stalls is less than the number of total stalls required for the school and place of worship uses together. However, the school and worship uses do not overlap. The school use takes place during the weekdays while the worship use occurs on Sunday mornings and Wednesday evenings. Therefore, the most intensive parking requirement should be used to calculate required number of stalls. In this case, this is the requirement for the place of worship use. As more stalls are provided than required by City Code for the place of worship, (140 vs. 129), the proposed plan meets requirements for parking stalls provided.

Lighting

A lighting plan is required to be submitted with any site plan application. Exterior illumination casting light onto a public street may not measure more than 1 footcandle at the centerline of the roadway and 0.4 footcandle at the property line. The applicant has submitted a photometric plan demonstrating that this requirement is met. Specification sheets for each lighting type proposed must be submitted to the City to demonstrate that each light fixture contains a cutoff which directs the light at an angle of 90 degrees or less.

Landscaping

An individual landscaping plan for the site was submitted and reviewed by Staff. The applicant is proposing to plant 15 trees of varying species including maple, spruce, crab apple, and honey locust. The proposed tree mix meets requirements for overall number of caliper inches of trees required for the addition (22”) and tree diversity.

In order to break up long expanses of parking areas, one tree is required to be planted for every 60 lineal feet of parking lot perimeter. The eastern parking lot perimeter is 600 lineal feet. Therefore, 10 parking lot perimeter trees are required. The proposed plan shows 8 perimeter trees, and so two additional trees are required around the perimeter of the parking lot.

Trees are required within parking lots at a rate of 1 tree per 10 interior parking stalls. 43 interior parking lot stalls are proposed within the eastern parking lot; therefore, 5 trees must be planted in islands within the parking lot. The proposed plan shows 4 interior parking lot trees. Therefore, one additional parking lot tree is required. The applicant must also provide documentation that each interior parking lot tree will have at least 200 SF of area in which to grow to ensure its survival and longevity.

Signage

The applicant is proposing to replace the existing sign with a monument sign located within the eastern parking lot. The proposed sign includes two, 20 SF faces and stands 9’4” tall. These specifications meet the City’s requirements for institutional uses in residential zoning districts. A formal sign permit application is required for official sign approval.

Utilities/Stormwater

The site is proposed to be served by City utilities. The City has adequate capacity to serve a development of this size. A stormwater pond is proposed northwest of the principal building. The City Engineer has reviewed the proposed stormwater facility and provided comments.

**RECOMMENDATIONS**

Staff recommends approval of the site plan for the expansion of First Baptist Church with the following conditions and findings of fact:

***Proposed Findings of Fact***

- 1. The site plan is consistent with the Comprehensive Plan with proposed conditions.
- 2. The site plan meets the standards listed in the City Zoning Code with proposed conditions.

***Conditions of Approval***

- 1. All final plans shall be signed by the appropriate professional.
- 2. Any future addition(s) to this site will require a formal site plan review process.
- 3. All comments provided within the City Engineer’s memo dated September 11, 2024 shall be addressed to Engineer’s satisfaction.
- 4. Improvements to the existing parking lots west and south of the existing building are not included as part of the proposed site plan. At the time these parking lots are reconstructed, they shall be improved to City Code standards, including adding curb and gutter.
- 5. Specification sheets for each lighting type proposed shall be submitted to the City to demonstrate that each light fixture contains a cutoff which directs the light at an angle of 90 degrees or less.
- 6. The landscaping plan shall be revised to show the following:
  - a. A total of 10 parking lot perimeter trees are required. Two additional trees are required.
  - b. A total of 5 interior parking lot trees are required. One additional tree is required.
  - c. Applicant shall provide documentation demonstrating that at least 200 SF of space will be provided for each interior parking lot tree.
- 7. All signage shall meet Code requirements and shall be reviewed through the City’s sign permit process.
- 8. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

**ACTION TO BE CONSIDERED:**

After discussion, the Planning Commission could take one of the following actions:

- 1. Recommend approval with the conditions and findings of fact as presented by Staff.
- 2. Recommend denial with findings of fact as presented by Staff.
- 3. Table the request to the next Planning Commission meeting and provide direction to Staff and the applicant as to the additional information needed.

***Suggested Motion:***

Move to recommend approval of the First Baptist Church expansion site plan with conditions and findings of fact as presented by Staff.

**Attachments:**

- City Engineer Memo dated September 11, 2024
- Applicant Submittals



# CITY COUNCIL AGENDA REPORT

**TO:** St. Francis City Council  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Grading Interim Use Permit Amendment  
**DATE:** October 7, 2024  
**APPLICANT:** Northrop Grumman (Drew Gordon)  
**LOCATION:** 5500 ft west of Variolite St NW and 1800 feet north of Hill and Dave Drive NW.  
 RICHARD D. SCHROEDER ADVANCED AMMUNITION SITE  
**COMP PLAN:** Low Intensity Industrial  
**ZONING:** I-2 – Industrial

**OVERVIEW:**

In September 2022, the City Council approved an interim use permit (IUP) to allow grading on the Richard D. Schroeder Advanced Ammunition Range. This IUP was approved for two years, or until September 6, 2024. On August 21, 2024, Northrop Grumman submitted an application to amend the IUP to extend the deadline for an additional two years to September 6, 2026. This extension is requested due to the discovery of an unexploded ordnance burial site within the excavation area. This discovery halted the project as planning and funding were needed to safely mitigate the hazards in the area. The cleanup effort of these munitions is ongoing. Phase 1 was completed in Summer 2024, with the anticipated final phase of the cleanup occurring in 2025. Once cleanup is complete, excavation will continue.

The Planning Commission reviewed the request and held a public hearing on September 18, 2024. No members of the public submitted comment on the matter. After discussion, the Planning Commission unanimously recommended to approve the IUP amendment.

**ACTION TO BE CONSIDERED:**

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

***Suggested Motion:***

Move to approve Resolution 2024-36 approving the Interim Use Permit Amendment for Northrop Grumman site grading to extend the IUP deadline to September 6, 2026 with conditions and findings of fact as presented by Staff.

***Attachments:***

- Draft Resolution
- Draft IUP

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

**RESOLUTION 2024-36**

**A RESOLUTION APPROVING AN INTERIM USE PERMIT AMENDMENT TO  
ALLOW SITE GRADING ON THE RICHARD D. SCHROEDER ADVANCED  
AMMUNITION RANGE**

**WHEREAS**, the applicant, Northrop Grumman, has requested to extend the deadline for the existing Interim Use Permit for site grading in excess of 100 cubic yards for the Richard D. Schroeder Advanced Ammunition Range to September 6, 2026; and

**WHEREAS**, the property is legally described as Part of the South Half of Section 29, Township 34, Range 25, Anoka County, Minnesota; and

**WHEREAS**, the grading proposed is in preparation for the future development of an ammunition testing range; and

**WHEREAS**, the property is zoned I-2 Isolated Industrial where ammunition testing ranges are permitted; and

**WHEREAS**, site plan review for the buildings and associated site improvements for the ammunition testing range will be required at the time of development; and

**WHEREAS**, the Interim Use Permit for site grading was originally approved by Resolution 2022-41 on September 6, 2022 with a completion deadline of September 6, 2024; and

**WHEREAS**, the discovery of unexploded ordinance within the excavation area has delayed the grading process due to the planning and funding needed to mitigate these hazards; and

**WHEREAS**, the applicant submitted a request on August 21, 2024 to extend the IUP completion deadline for an additional two years; and

**WHEREAS**, on September 18, 2024, 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 September 18, 2024, the Planning Commission recommended approval of the requested Interim Use Permit amendment with conditions; and

**WHEREAS**, the City Council of the City of St. Francis, on October 7, 2024, considered the requested Interim Use Permit amendment 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 site grading on the Richard D. Schroeder Advanced Ammunition Range based on the following findings of fact:

1. Grading for proposed future improvements on the site is a temporary use with a defined time period.
2. Additional time is needed for grading to ensure the site is clear of all hazards.
3. The site grading will not impose additional unreasonable costs on the public.
4. The site grading is internal to the Northrop Grumman site and will not negatively impact the public.

**BE IT FURTHER RESOLVED** that approval of the Interim Use Permit amendment for site grading on the Richard D. Schroeder Advanced Ammunition Site shall be subject to the following conditions:

1. The Interim Use Permit shall lapse on September 6, 2026. If the grading has not been completed by this date, the applicant may apply to renew this IUP through a public hearing process as described in City Code Section 10-34-02.
2. All other conditions established in by Resolution 2022-41 shall remain in full force and effect.

Approved and adopted by the City Council of the City of St. Francis on the 7<sup>th</sup> day of October 2024.

\_\_\_\_\_  
Joseph Muehlbauer, Mayor

\_\_\_\_\_  
Attest: Jennifer Wida, City Clerk

**This Instrument Drafted By:**  
HKGi  
800 Washington Ave N, Suite 103  
Minneapolis, MN 55401



(Reserved for Recording Data)

CITY OF ST. FRANCIS  
ANOKA COUNTY, MINNESOTA

**INTERIM USE PERMIT FOR SITE GRADING ON RICHARD D. SCHROEDER  
ADVANCED AMMUNITION SITE**

1. **PERMIT.** Subject to the terms and conditions set forth herein, the CITY OF ST. FRANCIS hereby grants an Interim Use Permit to allow site grading in excess of 100 cubic yards on the Richard D. Schroeder Advanced Ammunition Range.
2. **PROPERTY.** This Interim Use Permit is for the following described property in the City of St. Francis, Anoka County, Minnesota:  
  
Part of the South Half of Section 29, Township 34, Range 25, Anoka County, Minnesota
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 stormwater ponds, once constructed, will be a private pond and the landowner will be responsible for the long-term operation and maintenance. In accordance with City ordinances, the applicant shall enter into a Stormwater Maintenance Agreement with the City to ensure the long-term operation and maintenance (Section 10-93.5.H).
  2. All necessary permits as may be applicable must be provided to the City before activity begins on the site.
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 on September 6, 2026. If the grading has not been completed by this date, the applicant may apply to renew this IUP through a public hearing process as described in City Code Section 10-34-02.

- 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: October 7, 2024**

**CITY OF ST. FRANCIS**

BY: \_\_\_\_\_  
Joseph Muehlbauer, Mayor

(SEAL)

AND \_\_\_\_\_  
Kate Thunstrom, City Administrator

STATE OF MINNESOTA )

: ss

COUNTY OF ANOKA )

The foregoing instrument was acknowledged before me this 7<sup>th</sup> day of October 2024, by **Joseph Muehlbauer**, 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 103  
Minneapolis, MN 55401



**CITY COUNCIL  
AGENDA REPORT**

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**TO:** Mayor and Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Work Session Request  
**DATE:** October 7, 2024

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**OVERVIEW:**

Staff is offering a work session prior to the need of setting the budget on December 2<sup>nd</sup>.

If there are remaining questions or concerns, a meeting prior to the Council meeting provides additional opportunity and time to discuss the topic.

Pending election results – a discussion on the 2025 appoints may also be added to agenda.

**Dates to consider:**

- Tuesday, November 12<sup>th</sup>
- Monday, November 25<sup>th</sup>
- Tuesday, November 26<sup>th</sup>

Time 5:30 p.m.

Meeting location, City Hall Community Room

Reminder – existing work session scheduled for October 28<sup>th</sup>, 5:30pm at Community Center

# MONTHLY COMPARISON REPORT 2021-2024

**August**



**ST. FRANCIS**  
*FIRE & RESCUE*

