



CITY COUNCIL REGULAR MEETING
City Hall: 3750 Bridge St NW
Monday, November 17, 2025 at 6:00 PM

AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

- [A.](#) City Council Minutes - November 3, 2025
- [B.](#) City Council Work Session Minutes - October 27, 2025
- [C.](#) Approval of Pay Estimate No. 4 for the 2025 Street Reconstruction Project
- [D.](#) Accept Resignation– Finance Director
- [E.](#) Mindy Michels Resignation
- [F.](#) Embedded Systems Contract Renewal
- [G.](#) Planning Commission Appointments
- [H.](#) Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARING

8. OLD BUSINESS

- [A.](#) Ordinance Amendment – Chapter 2-9-1 Fee Schedule, 2nd Reading
Ordinance 351 - Amending Chapter 2 of the city code regarding the fee schedule

Resolution 2025-55 - Authorizing summary publication of Ordinance 351
- [B.](#) No Limits, LLC – Rezoning – 2nd Reading
Ordinance 349 - Approving rezoning of 23671 St. Francis Blvd NW from I-1 General Industrial to B-2 General Business

Resolution 2025-56 - Authorizing summary publication of Ordinance 349

9. NEW BUSINESS

- [A.](#) MS4 – Annual Opportunity for Public Input

10. MEETING OPEN TO THE PUBLIC

11. REPORTS

- A. City Administrator Report

12. COUNCIL MEMBER REPORTS

13. UPCOMING EVENTS

- November 18 - URRWMO Meeting - 6:00 pm
- November 19 - Planning Commission Meeting - 7:00 pm
- November 22 - Recycling Event 8:00 am - 12:00 pm
- November 27 - City Offices closed
- November 28 - City Offices closed

14. ADJOURNMENT

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
November 3, 2025
6:00 p.m.

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

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

2. **ROLL CALL**

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

Members Absent: Councilmember Amy Faanes.

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Finance Director Darcy Mulvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), and City Planner Beth Richmond (HKGi).

3. **APPROVAL OF AGENDA**

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

A roll call vote was performed:

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

Motion carried: 4-0

4. **CONSENT AGENDA**

- A. City Council Minutes - October 20, 2025
- B. Rink Management Agreement
- C. River Edge 8th Addition Financial Security Reduction
- D. Vista Prairie at Eagle Point Financial Security Reduction
- E. Payment of Claims

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

A roll call vote was performed:

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

Motion carried: 4-0

5. MEETING OPEN TO THE PUBLIC

No one came forward to address the Council.

6. SPECIAL BUSINESS

7. PUBLIC HEARINGS

A. 2025 Street Reconstruction Project – Proposed Assessment

City Engineer Jochum reviewed the Staff report in regard to the 2025 street reconstruction project.

Mayor Vogel opened the Public Hearing at 6:05 p.m.

No one came forward to address the Council.

Mayor Vogel closed the Public Hearing at 6:05 p.m.

MOTION BY: MAYOR VOGEL SECOND: ROBINSON TO ADOPT THE 2025 STREET RECONSTRUCTION PROJECT ASSESSMENT ROLL.

A roll call vote was performed:

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

Motion carried: 4-0

B. Miscellaneous Special Assessments

Resolution 2025-51 Authorizing and directing certification of municipal utility services, maintenance of private property, administrative civil notice fees, and repair of leaks as a lien upon premises

Finance Director Mulvihill reviewed the Staff report concerning the miscellaneous special assessments for the certification of municipal utility services, maintenance of private property, administrative civil notice fees, and repair of leaks. She shared that there is a resident who had requested to waive their late fee.

Mayor Vogel opened the Public Hearing at 6:07 p.m.

Dawn Steinke asked if these assessment amounts will go on top of the assessments that are already being charged. Mulvihill explained that this is just for any delinquent bills.

Mayor Vogel closed the Public Hearing at 6:09 p.m.

Muehlbauer said he would not be supportive of waiving the late fee for the resident who requested it unless they have extenuating circumstances.

Mayor Vogel asked for some more information on the property that is requesting a waiver of their late fee. Mulvihill explained that this resident has multiple properties, and they had received their notices in March and paid all that they received; however, there were two more that they did not pay. She said that they should have received four notices, but are stating they only received two.

Udvig asked if this resident has paid all four bills in the past years. Mulvihill said yes.

Robinson shared that if they have evidence that these notices were sent in March, then they should not waive the late fee.

Mayor Vogel asked about the total for the late fees for this resident. Mulvihill said it would be \$10 for each bill, totaling \$20.

Mayor Vogel said he is conflicted on this as the letter makes it seem that this resident is very conscientious about paying their bills.

Muehlbauer noted that the point of the late fees is to cover the additional administrative time that is taken to follow up and send additional notices on these delinquent accounts.

Robinson stated that next year, the stormwater charges will be included in taxes, so this will not be billed to residents in the future. He noted that residents have talked about wasteful spending happening in the City; however, not paying these bills on time and having additional late fees added on is wasteful.

MOTION BY: UDVIG SECOND: MUEHLBAUER TO ADOPT RESOLUTION 2025-51 AUTHORIZING AND DIRECTING CERTIFICATION OF MUNICIPAL UTILITY SERVICES, MAINTENANCE OF PRIVATE PROPERTY, ADMINISTRATIVE CIVIL NOTICE FEES, AND REPAIR OF LEAKS AS A LIEN UPON PREMISES.

A roll call vote was performed:

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

Motion carried: 4-0

8. **OLD BUSINESS**

A. Ordinance Amendment to Chapter 2 of the City Code – Second Reading

Ordinance 350 Amending Chapter 2, section 2-2-3, subdivision B.5 of the City Code

Resolution 2025-52 Authorizing Summary Publication of Ordinance 350

City Clerk Wida reviewed the Staff report in regard to the amendments to Chapter 2 of City Code.

Muehlbauer said he is not opposed to this change to not require residents to share their address when they come forward to address the Council; however, he suggested that they ask if the person coming forward is a St. Francis resident or business owner. He added that people have come forward in the past who do not live or own a business in the City and have no vested interest in it.

MOTION BY: MUEHLABUER SECOND: UDVIG TO ADOPT ORDINANCE 350 AMENDING CHAPTER 2 SECTION 2-2-3 SUBDIVISION B.5 OF THE CITY CODE.

A roll call vote was performed:

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

Motion carried: 4-0

MOTION BY: ROBINSON SECOND: MUEHLBAUER TO ADOPT RESOLUTION 2025-52 AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 350.

A roll call vote was performed:

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

Motion carried: 4-0

9. **NEW BUSINESS**

A. 2025 Street Reconstruction Project Adopting Assessment

Resolution 2025-53 Adopting assessment for 2025 Street Reconstruction Project

This item was approved as a part of Item 7A.

B. Dalton River Villas Final Plat

Resolution 2025-54 approving the final plat for the Dalton River Villas Subdivision

City Planner Richmond reviewed the Staff report concerning the final plat for Dalton River Villas.

Robinson asked if the DNR has been involved with the construction of this, being that it is so close to a waterway. Richmond explained that the DNR is not involved in the construction process; however, they do review the plans and provide comments and approval for these requests.

Robinson noted that if any of the additional foliage was removed that should not have been, then the developer would need to mitigate that. Richmond added that it is up to the City to enforce the requirements of the Code as well as the plans that are approved as a part of the final plat.

Robinson asked if they have any outside inspectors involved in a project like this. City Administrator Thunstrom explained that the Hakanson Anderson does conduct inspections on behalf of the City.

Jochum added that they are typically only on site during the construction of streets, sidewalks, and sewer and water systems. He added that they do have people who can look at trees if there is an issue reported by Staff.

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT RESOLUTION 2025-24 APPROVING THE FINAL PLAT FOR THE DALTON RIVER VILLAS SUBDIVISION.

A roll call vote was performed:

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

Motion carried: 4-0

C. Ordinance Amendment – Chapter 2-9-1 Fee Schedule, First Reading
Ordinance 351 Amending City Code Chapter 2-9-1 Fee Schedule

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

Udvig asked about the liquor compliance violation fees. Wida explained that this is a fee for anyone who holds a liquor license and violates the State statute or City Code in any way. She noted that this fee is similar to those in other cities in the area.

Mayor Vogel asked if the damage deposit for the rink rental needs to be refundable.

Thunstrom said they can add this before the second reading of the ordinance.

MOTION BY: MUEHLABUER SECOND: UDVIG TO ADOPT ORDINANCE 351 AMENDING CITY CODE CHAPTER 2-9-1 FEE SCHEDULE WITH THE ADDITION OF MAKING THE DAMAGE DEPOSIT FOR THE RINK RENTAL REFUNDABLE.

A roll call vote was performed:

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

Motion carried: 4-0

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

11. **REPORTS**

A. City Administrator Report

Thunstrom reviewed the City Administrator report. She shared that Vista Prairie will be welcoming their first residents next week. She added that Staff has kicked off preparations for the 2050 Comprehensive Plan. She said Staff is currently working on a lot of Fire District documentation and housekeeping items.

Robinson asked how the labor contractors are coming along. Thunstrom shared that she is meeting with legal counsel and the outstanding bargaining unit on Friday to hopefully reach a resolution.

B. Public Works Third Quarter Report

Public Works Director Carpenter reviewed the Public Works report for the third quarter. He shared some of the large projects that Public Works worked on during the quarter, including the Rum River Park playground replacement, the street projects on Woodbine and 229th, the new City Hall parking lot, and continued to work on the design for the warming house ice rink. He noted that Public Works Staff continues to evolve and take on more duties. He said Staff are working on pumps and replacing meters. He shared that Emerald ash borers are killing a lot of trees in the area. He said that Staff was able to clean up most of these trees on City property; however, residents are now having issues with them. He explained that they are learning about this and asked residents to be patient with them. He shared that rainfall over the summer was around 150% of average rainfall during this time of year. He noted that this kept them very busy with mowing and grading. He explained that they ordered a patch trailer last year, and Staff have been using this, and it has been saving a tremendous amount of time and money. He added that they are on track to have this trailer paid off in under 3 years. He noted that due to the increase in water and sewer rates, there has been a tremendous amount of interest in Public Works and the wastewater facilities. He thanked the residents

and the Council for reaching out to Staff to tour the facilities and learn more about Public Works.

Robinson asked if there was anything during the quarter that took more of Staff time than mowing. Carpenter added that road patching also took a lot of Staff time this quarter. He noted that when they use the patch trailer, it requires a minimum of three employees at one time.

Robinson asked where they get their hot patch materials. Carpenter shared that they get this material from St. Paul; however, there is now a pick-up site in Coon Rapids.

Robinson asked about the consortium put together by Coon Rapids. Carpenter explained that this was mainly for chip sealing materials. He noted that St. Francis no longer uses chip sealing.

Mayor Vogel asked if they are putting up any signage at the new City Hall parking lot. Carpenter said this has not been discussed. He stated they can look into some signage for this lot.

Mayor Vogel noted that the Trunk or Treat event at Public Works went incredibly well and thanked Public Works Staff for its success. Carpenter shared that just under 1,000 people attended this event. He thanked all the volunteers who helped make this event possible.

The Council thanked Carpenter and his Staff for all of their hard work over the quarter.

12. COUNCIL MEMBER REPORTS

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

Robinson thanked Staff for all the time they have put into the transition from the Fire Department to the Fire District. He shared that Small Business Saturday will be coming up at the end of the month and encouraged residents to keep up with the Chamber of Commerce podcast.

Muehlbauer read aloud a speech he had prepared, "I want to address accountability, I want to continue to hold myself accountable. We have a lot of angry, upset residents right now due to higher taxes and water rates. We have a lot of people saying you can't fight city hall, or the council will do whatever they want to do, no matter what we, the people, say. The power is in the people. When I say the power is in the people over the government, I'm not talking about protests or riots and acting like animals and destroying our own community out of anger. Knowledge is power.

"Maybe I'm brutally honest about what I'm saying, my goal is to say what needs to be said, and hopefully awaken something in the people that will spark the change you're looking for. Knowledge is power. And it starts with holding ourselves accountable and seeking out that knowledge. I can't expect anything from any individual. So instead of getting on Facebook and spouting off numbers that you think you understand, make the phone call and learn. Take the time you use to type your emotions online and use it wisely. Research, make a phone call to the staff. Ask those questions and learn. If you have a concern or want more understanding about any given topic, make a phone call, schedule an appointment with the staff that your tax dollars pay for, and learn what, why, or how we are in the position we are in.

"I understand where you're coming from because I was right where you are today before I ran for office. I was mad. I was online attacking the council that was in office at that time. I sat in the audience for 2 years at almost every meeting. Then I started meeting with staff, asking questions, researching to learn and gain knowledge because we wanted to right what we felt was wrong.

"Myself and God rest his soul, Mayor Feldman got elected. Still somewhat ignorant of things, and we did what we got elected to do. We lowered the increase in water rates in the second year of our term by 20% and fulfilled our promise. Our finance director told us the risk and what would be needed to be able to survive that 20% decrease. We were heroes who followed through with what we promised. We chose to take that risk, thinking we would get the development and Mayor Feldman, who was more optimistic than I believed, would get the development we needed to make it to 2023, and we would implement small increases to stabilize the water rates. That development didn't come. Oak Grove needed a hand with the Ponds' wastewater, and that was our saving grace. Had we not done that, given that 20% decrease, we would have had that additional 20% over the last 8 years, which would have, in turn, affected this increase significantly by not having to raise it as high as we are looking at today.

"I was the only current council member in office at that time, as Sarah, Kevin, Mark, and Amy were not in office at that time. We gave the people what they wanted and were paying for that now. We're now being asked by the people to do the same thing, and if we were to do that, we would be facing an even bigger increase in a couple of years. The decrease and relief we gave the people in 2018 have hurt us today.

"We never had a building maintenance fund. To me, that's pretty irresponsible to build multi-million-dollar buildings and not have a plan to maintain them. I think everyone could agree on that. We've implemented that. We never had a fund to maintain the parks, and actually had to scrape up one park, as it was in such bad shape because we didn't have the money to maintain it. Again, pretty irresponsible as a city in my opinion. We now have that fund.

"We used to nail residents on roads that need to be redone with 10k assessments with interest to be paid by the taxpayers on those roads because we didn't have a road fund. We now have that, and people aren't assessed for roads anymore. You can be assessed for water or sewer, as that is a different thing, and it's a little more complicated to get into at the moment.

"The issue we're having now, which is unfair to the residents, is that these things were not in place years and years ago. So we did a lot of catching up all at once. Why past councils before me never implemented these funds, I don't know. So by giving people what they ask for, who choose to be ignorant of the effects of their demands or desires, it can have a detrimental impact on the future.

"The city gets accused of hiding things all the time. I would love to know how having packets online, videos of every meeting on YouTube, staff phone numbers, councilmember phone numbers, and emails all available online is hiding something. The information is there if you choose to consume it. And if you don't, that's ok too. But please take a moment to take a breath and ask yourself, "Can I do better? Do I care about what's going on in my city? And if you do, then please prioritize some of your time to learn, listen, and become more knowledgeable before you blame others for what you can control. I often ask to be granted the serenity to accept things I cannot change, the courage to change the things I can. And the wisdom to know the difference.

"I don't intend to come off condescending, and I really hope people don't view it that way. If you do feel that way, know that this is not my intent. Ignorance is a choice in the age of information. The information is there, and in today's society, it seems people have expectations that we are their personal public servants. I believe this is part of the problem at all levels of government. We have busy lives, and if I'm honest with myself, I make time for things that are important to me. Sometimes life may get in the way of some of those things, but if we really want something, we will find a way to get to that sports event, that concert, our child's play, or school event. It's how we choose to use our time.

"What happens after this, or how people feel about what I said, is out of my control. Knowledge is power, the power of the people. When that knowledge is used collectively to find solutions and suggestions by our community, that's my hope."

Mayor Vogel shared that he is disappointed to see the lack of engagement from the community with the government. He said he is always thrilled to see residents attending Council meetings, whether or not they have anything to say. He encouraged residents to attend a few meetings a year to stay up to date with the City.

13. UPCOMING EVENTS

November 11 - City Offices Closed in observance of Veterans' Day

November 13 - Parks Commission Meeting 7:00 pm

November 17 - City Council Meeting 6:00 pm
November 18 - URRWMO Meeting
November 19 - Planning Commission Meeting 7:00 pm
November 22 - Recycling Event 8:00 am - 12:00 pm
November 27 - City Offices Closed in observance of Thanksgiving Day
November 28 - City Offices Closed

14. ADJOURNMENT

There being no further business, Mayor Vogel adjourned the regular City Council at 6:56 p.m.

Jennifer Wida, City Clerk

DRAFT

CITY OF ST. FRANCIS
CITY COUNCIL WORK SESSION AGENDA
St. Francis City Hall Fire Station 3750 Bridge Street NW
October 27, 2025
5:30 p.m.

1. CALL TO ORDER

The City Council Work Session meeting was called to order at 5:30 p.m. by Mayor Mark Vogel.

2. ROLL CALL

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

Also present: City Administrator Kate Thunstrom, Fire Chief Dave Schmidt, and Finance Director Darcy Mulvihill.

3. AGENDA ITEMS

A. Fire District Considerations

City Administrator Thunstrom reviewed the Staff report in regard to the Fire District considerations and agreements that will need to be entered into as a part of this change.

Muehlbauer noted that it will be important to keep this separated from the City for negotiating power in the future.

Robinson asked if Bethel would be discussing these same things at their Council. Fire Chief Schmidt noted that some of these items will need to be replicated for Bethel; however, because St. Francis will be the fiscal agent, Bethel would not need to discuss this portion.

Robinson asked if Bethel would be contributing anything to the City for the remainder of the year. Schmidt said they are currently operating under the current three-year contract, so they do not owe anything else until 2026.

Mayor Vogel asked what the \$24,000 a year for the fiscal agent fee is based on. Thunstrom explained that they did some calculations to see how much time is going into payroll, audits, and other administrative items for an average year.

Mayor Vogel asked if the retainer fee for legal services would stay steady even if the Fire District grows. Schmidt said this would be subject to change based on the growth of the district.

Muehlbauer asked if there would be another subscription fee for the software since

this will be a separate entity. Finance Manager Mulvihill said it is within the ability of the software to set this up separately.

Faanes asked if the insurance held by the district takes away all liability from the City. Thunstrom said yes. She added that the City will no longer be liable for workers' compensation or auto accident claims.

Faanes asked who would be liable if a fire truck owned by the Fire District were to catch fire in a City building and damage the building. Thunstrom said they are working through this with their use agreement. She stated it would be like a tenant-landlord situation.

Faanes noted that five years seems like a long time for the fiscal agent term to start with. Thunstrom said that they have a five-year divorce clause in the agreement, so it would be a five-year term before anyone could move out of the Fire District, which follows the JPA.

Faanes said that a three-year term would make more sense to her.

Schmidt explained that they wanted to leave some agility in the agreement that if a larger entity came on board, then they could be open to the potential for them to become the fiscal agent. He added that it was also their thought to match this agreement to the current divorce clause in the JPA. He noted that they also discussed that if the Fire District were to grow to a point that they would want to hire an outside fiscal agent that is not one of the cities, then they would be open to this. He said they do not want to have extremely long terms; however, they wanted to match the terms of the JPA for consistency.

Muehlbauer said he thinks it makes sense to match this to the divorce clause of the JPA. He asked if a city wanted to join in the middle of this term, if they would just have the remainder of the divorce clause, or if it would start over at five years for this one city. Schmidt explained that the agreement would have to be amended to account for the new city, and the terms would reset with the new entity coming on board.

Udvig stated she would trust Schmidt's opinion on the length of the fiscal agent term.

Mayor Vogel asked if the Fire Board could change this down the road. Schmidt said yes and noted that the cities would have to agree to this change of objectives.

Muehlbauer noted that he is supportive of the five-year fiscal agent term, as they would be able to adjust it as time goes on.

Faanes asked who would pay for BGS services if it were for counseling between

the City and the Fire District. Thunstrom shared that BGS has several attorneys that they could use. She added that they also have another attorney who handles all of their code enforcement, which is not BGS, that they could use. She said the City would pay its own costs and the Fire District would pay its own.

Schmidt said he does not see this being a potential issue; however, they do have protection options in the event something like this arises.

Mayor Vogel asked if they needed to write this into the agreement. Schmidt said they would have to ask BGS.

Faanes asked if the City is the fiscal agent, who would be signing the checks for the Fire District. Schmidt said it will be the Fire District's responsibility to manage their assets. He noted that the City would facilitate this process by processing payroll; however, the district will have its own policies and processes established by the Fire Board.

Muehlbauer asked how the budgeting will work for the Fire District. Schmidt explained that the Fire Board will act for the Fire District as the City Council acts for the City. He said the budget will be called out on the funding formula that is in the JPA, and the Fire Board would present a budget to the cities based on the cost shares, and the cities would then decide if they are agreeable to pay this amount.

Faanes noted that it does not seem balanced to her that St. Francis will be contributing more to the Fire District than other cities, yet they will have the same amount of representation on the Board. She added that she also does not agree with Charlie being the fifth member of the Fire Board since he was the one who conducted the fire services study, as his study included things like hiring more full-time employees, which the City does not have the budget for.

Muehlbauer stated the Fire Board has the ability to manage the budget that is given to the Fire District. He added that the Council will still be able to deny funding requests from the Fire District.

Schmidt added that Charlie is only one vote, so he would not automatically get to pass everything he wants. He said his priority is to make sure that they are providing service to the community that they expect. He noted that he has no intention of asking for an increase in staffing this year.

Muehlbauer shared that he understands Faanes' concerns; however, he has worked with Bethel and knows that they are conservative with their budget as well, and their votes would help keep things manageable for both cities.

Mayor Vogel asked if the shared spaces fee would also cover maintenance at Bethel's fire station. Schmidt explained that Bethel plans on donating their fire station to the Fire District, so the utilities and maintenance would be covered by

the Fire District.

Udvig shared that she thinks they should include a percentage change for the amount of the shared space agreement, as all costs are likely to increase in the future. Mulvihill suggested 1% to 2% would be a sufficient percentage for this.

Muehlbauer stated that as interest compounds, prices rise quickly. He asked if they should write into the agreement that this should be evaluated periodically.

Robinson noted that the City does not charge itself for water and sewer. He asked if they should charge the Fire District for these utilities. He stated the residents would be paying for this water unless the Fire District pays for it. Thunstrom said it would be up to them to decide.

Muehlbauer said if the Fire District becomes its own taxing district, then the residents would be paying for the water through that tax anyway.

Schmidt added that they do not charge their mutual aid partners for the use of water when they provide mutual aid.

Faanes asked how much water is used by the Fire Department every year. Schmidt said it varies by year, and it can be hard to track when they are providing mutual aid.

Muehlbauer explained that with the increase in the water rates, they will likely have a lot of residents who think the Fire District should be charged for water. He noted that the City will be funding the Fire District, so the residents will still be paying for this water, and charging the Fire District may just add additional administrative time and effort.

Mayor Vogel asked if they could just charge an annual fee for this water usage. Schmidt said the simplest way to do this would be to do a flat annual fee for this water usage.

Muehlbauer asked if they would want to get ahead of this if the Fire District expands. Mayor Vogel said this flat fee would act as a placeholder in the event they expand.

Faanes asked how much 50,000 gallons of water costs. Mulvihill said it would cost \$449.

Schmidt recommended charging a water access fee of \$500 annually.

The Council was supportive of charging the Fire District a water access fee for water usage.

Muehlbauer noted that they have a building maintenance fund in the City for keeping up with City buildings. He asked how this would work when the Fire District is responsible for the Fire Station portion of the building. Thunstrom explained that they are going to have to get granular with the use agreement.

Schmidt shared that they already have a building maintenance budget in the Fire Department in addition to a building fund.

Thunstrom asked if they wanted the City to assume the cost of any large repairs needed to the Fire Station or if the Fire District should also share in the costs. Mayor Vogel suggested putting a placeholder in the budget for this as well. Robinson agreed.

Mulvihill suggested that they could include this in the rent amount, like a landlord would to its tenants.

Faanes asked how the remaining funds with PERA will be transferred to the Fire District account. Schmidt explained that once PERA has accounted for the JPA and the joint fire laws, then they can work on changing ownership of the St. Francis volunteer retirement fund to the Rum River Fire District fund. He noted that everyone will still have an account for their years of service. He said they do have a question on what happens to the deferred members' accounts.

Faanes asked if the City will continue to make donations to these retirement accounts. Thunstrom said they will be coming from the Fire District moving forward.

Faanes asked if the Council will be getting notified when the Fire District hires or fires anyone. Schmidt said no.

Faanes asked if they would keep the hiring process the same. Schmidt said yes.

Robinson asked if the two full-time employees would still be able to carry over their accrued vacation time. Schmidt said yes.

Mayor Vogel asked if Bethel would follow the same payment dates to the Fire District as the City would. Schmidt said that is the intent.

Mayor Vogel asked if Bethel currently has their own process for fire permits. Schmidt said he does not think they currently have a process for this.

Muehlbauer shared that he is supportive of having the Fire District take over burn permits.

Faanes asked who will be the Human Resources department for the Staff of the

Fire District, and if there are any issues. Schmidt explained that the Fire District will have its own personnel policies and processes, and the authority for handling issues would go to the Fire Chief or the Fire Board. He added that there will also be a process for grievances if someone wants to bring something above the Fire Chief.

Faanes asked if this would be something that they would look at for other departments. Muehlbauer noted that it can be very difficult to work with other Councils to try to come to an agreement. He said that until the need arises to create another district like this, it would be very difficult to get something started.

Faanes shared that she is struggling with donating City assets to a separate entity that they will not have control over. She said she would have never voted for this in the beginning. She noted that this is taking away control from the Council and giving it to the Fire District, which will have only two St. Francis Councilmembers. She said she would have been more supportive of just changing Bethel when they needed the City's assistance. Schmidt said they explored this, but it was not favorable to Bethel.

Muehlbauer explained that the nature of the paid-on-call fire departments has been struggling throughout the State and the country, which has led to the need for this Fire District.

Schmidt shared that this has been a well-discussed and vetted process from both cities involved. He added that they will still be providing the same service to the residents; it is just a different model. He noted that unless they are willing to take on significant tax levy increases to fund fire services, they have to rethink how they do things.

Udvig noted that while the Council will no longer be voting on Fire Department matters, they still have two members on the Fire Board who will be voting on these matters. She said she does not think there will be a disconnect between the Council and the Fire Board.

The consensus of the Council was to move forward with the Fire District agreements as discussed.

B. Levy Discussion

Thunstrom reviewed the Staff report concerning the 2026 levy. She shared that they were able to make reductions and bring the levy down to a 14.47% increase.

Mayor Vogel asked if their reserves are higher than they need to be. Mulvihill said yes.

Muehlbauer asked if their bond rating is affected by how much they have in

reserves. Mulvihill said it can have an effect on their bond rating.

Mayor Vogel shared his appreciation for Thunstrom and Mulvihill working to make reductions to the preliminary levy. He said he is supportive of the 14.47% increase. He stated this shows that the City is willing to share in some of the sacrifices while not being irresponsible.

Faanes agreed and said she thinks this is the right thing to do for the residents.

Robinson asked how they will be funding the Highway 47 project in the coming years, as their share will be in the millions. He shared his appreciation for the Staff bringing the increase down. He said that he believes that the Council has been frugal in the years that he has been on the Council. He added that he was supportive of the 16.09% increase, but could also be supportive of the 14.47% increase.

Udvig agreed. She noted that they are giving the residents a small decrease from the preliminary levy; however, the amount that they had to reduce could come back and hurt them in the long run. She said that they need to do something with Highway 47, and it is going to come with high costs. She stated that if they go out with a 14.47% increase for this year, they will likely have to go out with a larger increase in the coming years to cover the costs for Highway 47. She said this will just be them kicking the can down the road.

Thunstrom explained that they currently do not have anything budgeted for Highway 47, so they will have to pull a bond to pay for this project. She noted that the budget does not prepare for this project in any way.

Udvig said she does not think the average \$33 savings for residents is enough to make such a large reduction from the levy.

Mayor Vogel shared that there is a potential that they could end up with a budget surplus if they budgeted too high for things like plowing. He noted that they would be able to apply this to the following year's budget to help with that increase as well.

Muehlbauer noted that this reduction from the preliminary levy could have lasting effects for future years. He said that he understands the idea of having the City share in the sacrifices; however, this will add up, and they will have to make this up in the following years. He stated that they will have to cover this reduction in the future, as they would just be kicking the can down the road. He explained that a lot of residents have shared concerns that the City needs to stop spending so much money; however, he does not think most residents actually know what it takes to run the City. He said residents have to take time to educate themselves on these things.

Udvig shared that they are always going to have residents who are unhappy with how the City is spending their tax dollars.

Mulvihill shared that she tried to account for the water and sewer for Highway 47 in the increase to the water and sewer rates.

The consensus of the Council was supportive of the 14.47% levy increase for 2026.

4. ADJOURNMENT

There being no further business, Vogel adjourned the City Council Work Session at 8:06 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Approval of Pay Estimate No. 4 for the 2025 Street Reconstruction Project
DATE: November 17, 2025

OVERVIEW:
Attached is Pay Estimate No. 4 for the 2025 Street Reconstruction Project. This project includes:

- The reconstruction of Woodbine Street from Bridge Street and Rum River Boulevard and 229th Lane from Ambassador Boulevard to Rum River Boulevard.
- The construction of a new 37 stall city owned parking lot off Woodbine Street.
- Street surface improvements on 233rd Avenue from Highway 47 to Ambassador Boulevard and 229th Avenue from Highway 47 to Ambassador Boulevard. These two streets also include construction of two new valves and valve repair of existing valves.
- Improvements to the liquor store parking lot.

This pay estimate includes payment for all work items completed to date, less a 5 percent retainage. This estimate recommends payment of \$99,599.81. The payment is summarized by funding source below.

ACTION TO BE CONSIDERED:
Consider approval of Pay Estimate No.4 for the 2025 Street Reconstruction Project.

BUDGET IMPLICATION:
Woodbine Street, 229th Lane, 229th Avenue, and 233rd Avenue are on the City's Municipal State Aid System therefore costs for these streets are eligible for reimbursement from the City's Municipal State Aid account. All costs associated with watermain and parking lot improvements will be financed with local city funds. The funds discussed above are available and appropriate for this project. The cost breakdown per funding source for this pay estimate is as follows:

Description	Funding Source	
	St. Francis State Aid	Local Funding
	Woodbine St., 229 th Lane, 229 th Ave., & 233 rd Ave.	Parking Lots & Watermain Improv.
Work Completed to Date	\$784,961.15	\$359,709.46
Less 5% Retainage	\$39,248.06	\$17,985.47
Less Payment No 1,2,&3	\$667,635.53	\$320,201.74
Recommended Payment	\$78,077.56	\$21,522.25

Attachment: Pay Estimate No. 4

Contractor's Application for Payment No.

4

To (Owner):	City of St. Francis	Application Period:	Through October 31, 2025	Application Date:	November 12, 2025
Project:	2025 Street Reconstruction Project	From (Contractor):	North Valley, Inc.	Via (Engineer):	Hakanson Anderson

Application For Payment

Change Order Summary

Approved Change Orders		
Number	Additions	Deductions
1	\$18,480.00	
TOTALS	\$18,480.00	\$0.00
NET CHANGE BY CHANGE ORDERS	\$18,480.00	

1. ORIGINAL CONTRACT PRICE.....	\$	\$1,203,538.50
2. Net change by Change Orders.....	\$	\$18,480.00
3. Current Contract Price (Line 1 ± 2).....	\$	\$1,222,018.50
4. TOTAL COMPLETED AND STORED TO DATE	\$	\$1,144,670.60
5. RETAINAGE:	\$	
a. 5% X Work Completed.....	\$	\$57,233.53
b. 0% X Stored Material.....	\$	\$0.00
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$57,233.53
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$1,087,437.07
7. LESS PREVIOUS PAYMENTS.....	\$	\$987,837.26
8. AMOUNT DUE THIS APPLICATION.....	\$	\$99,599.81

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:  Date: 11/13/25

ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantites shown.

Craig J Jochum

Digitally signed by Craig J. Jochum
DN: cn=Craig J. Jochum, o=Hakanson Anderson, ou, email=craigj@haa-inc.com, c=US
Date: 2025.11.12 13:57:45 -06'00'

(Engineer)

Date

OWNER: CITY OF ST. FRANCIS

(Owner)

Date

**PAY ESTIMATE NO. 4
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT**

Agenda Item # 4C.

Bid Schedule "A" - S.A.P. 235-101-003 - 233rd Avenue

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	2104.503	SAWING CONCRETE PAVEMENT - FULL DEPTH	LIN FT	257	\$ 7.42	\$ 1,906.94	142	\$ 1,053.64
2	2104.503	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	1209	\$ 2.44	\$ 2,949.96	1395	\$ 3,403.80
3	2104.503	REMOVE CONCRETE CURB	LIN FT	953	\$ 5.75	\$ 5,479.75	1167	\$ 6,710.25
4	2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	195	\$ 5.41	\$ 1,054.95	167	\$ 903.47
5	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	358	\$ 3.44	\$ 1,231.52	492	\$ 1,692.48
6	2130.523	WATER	M GALLON	55	\$ 1.08	\$ 59.40	55	\$ 59.40
7	2211.509	AGGREGATE BASE CLASS 5	TON	252	\$ 22.95	\$ 5,783.40	87	\$ 1,996.65
8	2232.604	MILL BITUMINOUS PAVEMENT (SPECIAL)	SQ YD	1633	\$ 2.12	\$ 3,461.96	2008	\$ 4,256.96
9	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	369	\$ 3.19	\$ 1,177.11	255	\$ 813.45
10	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	SQ YD	32	\$ 24.57	\$ 786.24	82	\$ 2,014.74
11	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	466	\$ 73.15	\$ 34,087.90	430	\$ 31,454.50
12	2360.509	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	TON	31	\$ 162.43	\$ 5,035.33	32	\$ 5,197.76
13	2504.602	ADJUST GATE VALVE	EACH	10	\$ 162.43	\$ 1,624.30		\$ -
14	2504.602	SALVAGE SPRINKLER HEAD	EACH	5	\$ 54.14	\$ 270.70		\$ -
15	2504.602	INSTALL SPRINKLER HEAD	EACH	5	\$ 54.14	\$ 270.70		\$ -
16	2506.502	ADJUST FRAME AND RING CASTING	EACH	1	\$ 812.14	\$ 812.14	1	\$ 812.14
17	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	7	\$ 384.41	\$ 2,690.87	6	\$ 2,306.46
18	2521.518	5" CONCRETE WALK	SQ FT	500	\$ 6.50	\$ 3,250.00		\$ -
19	2521.518	6" CONCRETE WALK	SQ FT	1418	\$ 14.08	\$ 19,965.44	1801	\$ 25,358.08
20	2521.602	DRILL AND GROUT DOWEL BAR (EPOXY COATED)	EACH	84	\$ 27.07	\$ 2,273.88	84	\$ 2,273.88
21	2531.503	CONCRETE CURB AND GUTTER DESIGN SPECIAL	LIN FT	953	\$ 34.65	\$ 33,021.45	1196	\$ 41,441.40
22	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	38	\$ 87.71	\$ 3,332.98	39	\$ 3,420.69
23	2531.618	TRUNCATED DOMES	SQ FT	122	\$ 75.80	\$ 9,247.60	116	\$ 8,792.80
24	2572.503	TEMPORARY FENCE	LIN FT	100	\$ 6.50	\$ 650.00		\$ -
25	2573.502	STORM DRAIN INLET PROTECTION	EACH	7	\$ 200.33	\$ 1,402.31	7	\$ 1,402.31
26	2574.507	COMMON TOPSOIL BORROW	CU YD	81	\$ 45.34	\$ 3,672.54	32	\$ 1,450.88
27	2574.508	FERTILIZER TYPE 1	POUND	45	\$ 1.62	\$ 72.90	43	\$ 69.66
28	2575.505	SEEDING (P)	ACRE	0.15	\$ 649.71	\$ 97.46	0.14	\$ 90.96
29	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	525	\$ 2.17	\$ 1,139.25	490	\$ 1,063.30
30	2575.508	SEED SOUTHERN BOULEVARD	POUND	48	\$ 5.41	\$ 259.68	46	\$ 248.86
31	2582.503	4" SOLID LINE MULTI-COMPONENT	LIN FT	497	\$ 0.43	\$ 213.71	2276	\$ 978.68
32	2582.503	6" SOLID LINE MULTI-COMPONENT	LIN FT	1730	\$ 0.65	\$ 1,124.50		\$ -
33	2582.506	4" BROKEN LINE MULTI-COMPONENT	LIN FT	240	\$ 0.43	\$ 103.20	245	\$ 105.35
34	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	SQ FT	82	\$ 10.83	\$ 888.06	82	\$ 888.06
35	2582.518	CROSSWALK MULTI-COMPONENT	SQ FT	555	\$ 6.23	\$ 3,457.65	516	\$ 3,214.68

Total Bid Schedule "A" - S.A.P. 235-101-003 - 233rd Avenue

\$ 152,855.78

\$ 153,475.29

**PAY ESTIMATE NO. 4
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT**

Agenda Item # 4C.

Bid Schedule "B" - S.A.P. 235-102-002 - 229th Avenue

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
36	2104.502	REMOVE CASTING	EACH	2	\$ 216.57	\$ 433.14	2	\$ 433.14
37	2104.503	SAWING CONCRETE PAVEMENT - FULL DEPTH	LIN FT	129	\$ 7.42	\$ 957.18	105	\$ 779.10
38	2104.503	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	497	\$ 2.44	\$ 1,212.68	371	\$ 905.24
39	2104.503	REMOVE CONCRETE CURB	LIN FT	386	\$ 5.75	\$ 2,219.50	239	\$ 1,374.25
40	2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	89	\$ 5.41	\$ 481.49	56	\$ 302.96
41	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	193	\$ 3.44	\$ 663.92	166	\$ 571.04
42	2106.602	DEWATERING	EACH	2	\$ 9,204.26	\$ 18,408.52		\$ -
43	2130.523	WATER	M GALLON	26	\$ 1.08	\$ 28.08	26	\$ 28.08
44	2211.509	AGGREGATE BASE CLASS 5	TON	73	\$ 22.95	\$ 1,675.35	50	\$ 1,147.50
45	2232.604	MILL BITUMINOUS PAVEMENT (SPECIAL)	SQ YD	1679	\$ 2.12	\$ 3,559.48	2087	\$ 4,424.44
46	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	365	\$ 3.19	\$ 1,164.35	250	\$ 797.50
47	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	SQ YD	24	\$ 24.57	\$ 589.68	20	\$ 491.40
48	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	462	\$ 73.15	\$ 33,795.30	430	\$ 31,454.50
49	2360.509	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	TON	18	\$ 162.43	\$ 2,923.74	16	\$ 2,598.88
50	2504.602	ADJUST GATE VALVE	EACH	1	\$ 162.43	\$ 162.43	1	\$ 162.43
51	2504.602	SALVAGE SPRINKLER HEAD	EACH	5	\$ 54.14	\$ 270.70		\$ -
52	2504.602	INSTALL SPRINKLER HEAD	EACH	5	\$ 54.14	\$ 270.70		\$ -
53	2506.502	CASTING ASSEMBLY	EACH	2	\$ 1,152.69	\$ 2,305.38	3	\$ 3,458.07
54	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	7	\$ 384.41	\$ 2,690.87	7	\$ 2,690.87
55	2521.518	5" CONCRETE WALK	SQ FT	396	\$ 6.50	\$ 2,574.00		\$ -
56	2521.518	6" CONCRETE WALK	SQ FT	512	\$ 14.08	\$ 7,208.96	558	\$ 7,856.64
57	2521.518	8" CONCRETE WALK	SQ FT	350	\$ 10.83	\$ 3,790.50		\$ -
58	2521.602	DRILL AND GROUT DOWEL BAR (EPOXY COATED)	EACH	30	\$ 27.07	\$ 812.10	30	\$ 812.10
59	2531.503	CONCRETE CURB AND GUTTER DESIGN SPECIAL	LIN FT	386	\$ 34.65	\$ 13,374.90	239	\$ 8,281.35
60	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	35	\$ 87.71	\$ 3,069.85	31	\$ 2,719.01
61	2531.618	TRUNCATED DOMES	SQ FT	53	\$ 75.80	\$ 4,017.40	53	\$ 4,017.40
62	2572.503	TEMPORARY FENCE	LIN FT	100	\$ 6.50	\$ 650.00		\$ -
63	2573.502	STORM DRAIN INLET PROTECTION	EACH	7	\$ 200.33	\$ 1,402.31	7	\$ 1,402.31
64	2574.507	COMMON TOPSOIL BORROW	CU YD	38	\$ 45.34	\$ 1,722.92	33	\$ 1,496.22
65	2574.508	FERTILIZER TYPE 1	POUND	21	\$ 1.62	\$ 34.02	12	\$ 19.44
66	2575.505	SEEDING (P)	ACRE	0.07	\$ 649.71	\$ 45.48	0.04	\$ 25.99
67	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	245	\$ 2.17	\$ 531.65	140	\$ 303.80
68	2575.508	SEED SOUTHERN BOULEVARD	POUND	22	\$ 5.41	\$ 119.02	13	\$ 70.33
69	2582.503	4" SOLID LINE MULTI-COMPONENT	LIN FT	298	\$ 0.43	\$ 128.14	2275	\$ 978.25
70	2582.503	6" SOLID LINE MULTI-COMPONENT	LIN FT	2072	\$ 0.65	\$ 1,346.80		\$ -
71	2582.506	4" BROKEN LINE MULTI-COMPONENT	LIN FT	240	\$ 0.43	\$ 103.20	245	\$ 105.35
72	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	SQ FT	82	\$ 10.83	\$ 888.06	82	\$ 888.06
73	2582.518	CROSSWALK MULTI-COMPONENT	SQ FT	330	\$ 6.23	\$ 2,055.90	210	\$ 1,308.30
Total Bid Schedule "B" - S.A.P. 235-102-002 - 229th Avenue					\$	117,687.70	\$	81,903.95

**PAY ESTIMATE NO. 4
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT**

Agenda Item # 4C.

Bid Schedule "C" - S.A.P. 235-121-001 - 229th Lane

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
74	2101.505	CLEARING (P)	ACRE	0.2	\$ 27,071.35	\$ 5,414.27	0.23	\$ 6,226.41
75	2101.505	GRUBBING (P)	ACRE	0.2	\$ 5,414.25	\$ 1,082.85	0.2	\$ 1,082.85
76	2104.502	REMOVE CASTING	EACH	1	\$ 216.57	\$ 216.57	1	\$ 216.57
77	2104.502	SALVAGE SIGN	EACH	3	\$ 43.32	\$ 129.96	3	\$ 129.96
78	2104.503	SAWING CONCRETE PAVEMENT - FULL DEPTH	LIN FT	79	\$ 7.42	\$ 586.18	85	\$ 630.70
79	2104.503	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	245	\$ 2.44	\$ 597.80	338	\$ 824.72
80	2104.503	REMOVE PIPE CULVERT	LIN FT	112	\$ 8.66	\$ 969.92	112	\$ 969.92
81	2104.503	REMOVE CONCRETE CURB	LIN FT	82	\$ 5.75	\$ 471.50	82	\$ 471.50
82	2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	55	\$ 5.41	\$ 297.55	60	\$ 324.60
83	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	366	\$ 3.44	\$ 1,259.04	392	\$ 1,348.48
84	2106.507	EXCAVATION - COMMON (P)	CU YD	1340	\$ 21.55	\$ 28,877.00	1466.5	\$ 31,603.08
85	2108.604	SOIL STABILIZATION GEOGRID	SQ YD	1200	\$ 9.92	\$ 11,904.00	771	\$ 7,648.32
86	2112.519	SUBGRADE PREPARATION	ROAD STA	7.3	\$ 220.34	\$ 1,608.48	7.3	\$ 1,608.48
87	2130.523	WATER	M GALLON	106	\$ 1.08	\$ 114.48	106	\$ 114.48
88	2211.509	AGGREGATE BASE CLASS 5	TON	905	\$ 22.95	\$ 20,769.75	872.3	\$ 20,019.29
89	2215.504	FULL DEPTH RECLAMATION	SQ YD	1600	\$ 2.28	\$ 3,648.00	1576	\$ 3,593.28
90	2215.507	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	200	\$ 17.55	\$ 3,510.00	212	\$ 3,720.60
91	2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	15.3	\$ 14.62	\$ 223.69	15.0	\$ 219.30
92	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	110	\$ 3.19	\$ 350.90	110.0	\$ 350.90
93	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	SQ YD	164	\$ 24.57	\$ 4,029.48	157	\$ 3,857.49
94	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	239	\$ 73.15	\$ 17,482.85	202.0	\$ 14,776.30
95	2360.509	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	TON	9	\$ 162.43	\$ 1,461.87	3	\$ 487.29
96	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	290	\$ 66.52	\$ 19,290.80	272.0	\$ 18,093.44
97	2501.502	15" RC PIPE APRON	EACH	2	\$ 1,624.28	\$ 3,248.56	2	\$ 3,248.56
98	2501.503	15" RC PIPE CULVERT DESIGN 3006 CLASS V	LIN FT	40	\$ 67.14	\$ 2,685.60	40	\$ 2,685.60
99	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	117	\$ 62.81	\$ 7,348.77	117	\$ 7,348.77
100	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	203	\$ 63.89	\$ 12,969.67	203	\$ 12,969.67
101	2504.602	SALVAGE SPRINKLER HEAD	EACH	4	\$ 54.14	\$ 216.56		\$ -
102	2504.602	INSTALL SPRINKLER HEAD	EACH	4	\$ 54.14	\$ 216.56		\$ -
103	2506.502	CASTING ASSEMBLY	EACH	6	\$ 1,152.69	\$ 6,916.14	6	\$ 6,916.14
104	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	12.3	\$ 709.27	\$ 8,724.02	12.3	\$ 8,724.02
105	2521.518	6" CONCRETE WALK	SQ FT	296	\$ 14.08	\$ 4,167.68	300	\$ 4,224.00
106	2531.503	CONCRETE CURB AND GUTTER DESIGN B418	LIN FT	1230	\$ 20.84	\$ 25,633.20	1280	\$ 26,675.20
107	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	135	\$ 77.97	\$ 10,525.95	194	\$ 15,126.18
108	2531.618	TRUNCATED DOMES	SQ FT	42	\$ 75.80	\$ 3,183.60	38	\$ 2,880.40
109	2564.502	INSTALL SIGN	EACH	3	\$ 308.61	\$ 925.83	3.0	\$ 925.83
110	2564.618	SIGN TYPE C	SQ FT	38	\$ 102.87	\$ 3,909.06	38.0	\$ 3,909.06
111	2572.503	TEMPORARY FENCE	LIN FT	200	\$ 6.50	\$ 1,300.00	200.0	\$ 1,300.00
112	2573.502	STORM DRAIN INLET PROTECTION	EACH	6	\$ 200.33	\$ 1,201.98	6	\$ 1,201.98
113	2573.503	SILT FENCE TYPE, MS	LIN FT	100	\$ 4.87	\$ 487.00		\$ -
114	2574.507	COMMON TOPSOIL BORROW	CU YD	156	\$ 45.34	\$ 7,073.04	132.0	\$ 5,984.88
115	2574.508	FERTILIZER TYPE 1	POUND	87	\$ 1.62	\$ 140.94	90.0	\$ 145.80

PAY ESTIMATE NO. 4
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT

Agenda Item # 4C.

Bid Schedule "C" - S.A.P. 235-121-001 - 229th Lane (Continued)

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
116	2575.505	SEEDING (P)	ACRE	0.29	\$ 649.71	\$ 188.42	0.3	\$ 194.91
117	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	1015	\$ 2.17	\$ 2,202.55	1050	\$ 2,278.50
118	2575.508	SEED SOUTHERN BOULEVARD	POUND	93	\$ 5.41	\$ 503.13	96	\$ 519.36
119	2582.518	CROSSWALK MULTI-COMPONENT	SQ FT	96	\$ 6.23	\$ 598.08		\$ -
Total Bid Schedule "C" - S.A.P. 235-121-001 - 229th Lane						<u>\$ 228,663.28</u>		<u>\$ 225,576.82</u>

Bid Schedule "D" - S.A.P. 235-156-001 - Woodbine Street

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
120	2104.502	REMOVE CASTING	EACH	2	\$ 216.57	\$ 433.14	2	\$ 433.14
121	2104.502	REMOVE SIGN	EACH	3	\$ 43.31	\$ 129.93	3	\$ 129.93
122	2104.502	SALVAGE SIGN	EACH	3	\$ 43.32	\$ 129.96	3	\$ 129.96
123	2104.502	REMOVE CATCH BASIN	EACH	1	\$ 492.70	\$ 492.70	1	\$ 492.70
124	2104.503	SAWING CONCRETE PAVEMENT - FULL DEPTH	LIN FT	35	\$ 7.42	\$ 259.70	53	\$ 393.26
125	2104.503	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	319	\$ 2.44	\$ 778.36	319	\$ 778.36
126	2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	8	\$ 13.00	\$ 104.00	8	\$ 104.00
127	2104.503	REMOVE CONCRETE CURB	LIN FT	354	\$ 5.75	\$ 2,035.50	354	\$ 2,035.50
128	2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	84	\$ 5.41	\$ 454.44	97	\$ 524.77
129	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	387	\$ 3.44	\$ 1,331.28	383	\$ 1,317.52
130	2106.507	EXCAVATION - COMMON (P)	CU YD	1805	\$ 21.55	\$ 38,897.75	1805	\$ 38,897.75
131	2112.519	SUBGRADE PREPARATION	ROAD STA	8.6	\$ 220.34	\$ 1,894.92	8.6	\$ 1,894.92
132	2130.523	WATER	M GALLON	121	\$ 1.08	\$ 130.68	121	\$ 130.68
133	2211.509	AGGREGATE BASE CLASS 5	TON	1113	\$ 22.95	\$ 25,543.35	550	\$ 12,622.50
134	2215.504	FULL DEPTH RECLAMATION	SQ YD	2578	\$ 2.28	\$ 5,877.84	2584	\$ 5,891.52
135	2215.507	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	573	\$ 17.55	\$ 10,056.15	479	\$ 8,406.45
136	2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	30.5	\$ 14.62	\$ 445.91	31	\$ 453.22
137	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	193	\$ 3.19	\$ 615.67	155	\$ 494.45
138	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	SQ YD	123	\$ 24.57	\$ 3,022.11	120	\$ 2,948.40
139	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	412	\$ 73.15	\$ 30,137.80	371	\$ 27,138.65
140	2360.509	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	TON	7	\$ 162.43	\$ 1,137.01	10	\$ 1,624.30
141	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	508	\$ 66.52	\$ 33,792.16	455	\$ 30,266.60
142	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	42	\$ 62.81	\$ 2,638.02	42	\$ 2,638.02
143	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	8	\$ 63.89	\$ 511.12	8	\$ 511.12
144	2505.503	18" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	216	\$ 70.39	\$ 15,204.24	217	\$ 15,274.63
145	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	3	\$ 584.74	\$ 1,754.22	3	\$ 1,754.22
146	2504.602	SALVAGE SPRINKLER HEAD	EACH	6	\$ 54.14	\$ 324.84		\$ -
147	2504.602	INSTALL SPRINKLER HEAD	EACH	6	\$ 54.14	\$ 324.84		\$ -
148	2506.502	CASTING ASSEMBLY	EACH	6	\$ 1,152.69	\$ 6,916.14	6	\$ 6,916.14
149	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	20.2	\$ 709.27	\$ 14,327.25	20.2	\$ 14,327.25
150	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	2	\$ 384.41	\$ 768.82	1	\$ 384.41
151	2521.518	5" CONCRETE WALK	SQ FT	999	\$ 6.50	\$ 6,493.50	1201	\$ 7,806.50
152	2521.518	6" CONCRETE WALK	SQ FT	477	\$ 14.08	\$ 6,716.16	368	\$ 5,181.44

PAY ESTIMATE NO. 4
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT

Agenda Item # 4C.

Bid Schedule "D" - S.A.P. 235-156-001 - Woodbine Street (Continued)

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
153	2521.518	8" CONCRETE WALK	SQ FT	124	\$ 10.83	\$ 1,342.92	100	\$ 1,083.00
154	2521.602	DRILL AND GROUT DOWEL BAR (EPOXY COATED)	EACH	49	\$ 27.07	\$ 1,326.43	49	\$ 1,326.43
155	2531.503	CONCRETE CURB AND GUTTER DESIGN B418	LIN FT	743	\$ 20.84	\$ 15,484.12	755	\$ 15,734.20
156	2531.503	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	10	\$ 23.82	\$ 238.20	10	\$ 238.20
157	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	711	\$ 21.12	\$ 15,016.32	723	\$ 15,269.76
158	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	98	\$ 77.97	\$ 7,641.06	108	\$ 8,420.76
159	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	10	\$ 87.71	\$ 877.10	6	\$ 526.26
160	2531.618	TRUNCATED DOMES	SQ FT	62	\$ 75.80	\$ 4,699.60	34	\$ 2,577.20
161	2564.502	INSTALL SIGN	EACH	3	\$ 308.61	\$ 925.83	3	\$ 925.83
162	2564.618	SIGN TYPE C	SQ FT	44	\$ 102.87	\$ 4,526.28	44	\$ 4,526.28
163	2572.503	TEMPORARY FENCE	LIN FT	300	\$ 6.50	\$ 1,950.00	300	\$ 1,950.00
164	2573.502	STORM DRAIN INLET PROTECTION	EACH	8	\$ 200.33	\$ 1,602.64	8	\$ 1,602.64
165	2573.503	SILT FENCE TYPE, MS	LIN FT	180	\$ 4.87	\$ 876.60	138	\$ 672.06
166	2574.507	COMMON TOPSOIL BORROW	CU YD	177	\$ 45.34	\$ 8,025.18	133	\$ 6,030.22
167	2574.508	FERTILIZER TYPE 1	POUND	99	\$ 1.62	\$ 160.38	102	\$ 165.24
168	2575.505	SEEDING (P)	ACRE	0.33	\$ 649.71	\$ 214.40	0.34	\$ 220.90
169	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	1155	\$ 2.17	\$ 2,506.35	1190	\$ 2,582.30
170	2575.508	SEED SOUTHERN BOULEVARD	POUND	106	\$ 5.41	\$ 573.46	109	\$ 589.69
171	2582.503	6" SOLID LINE MULTI-COMPONENT	LIN FT	850	\$ 0.65	\$ 552.50	820	\$ 533.00
172	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT	LIN FT	455	\$ 0.87	\$ 395.85	434	\$ 377.58
173	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	SQ FT	41	\$ 10.83	\$ 444.03	41	\$ 444.03
174	2582.518	CROSSWALK MULTI-COMPONENT	SQ FT	252	\$ 6.23	\$ 1,569.96	324	\$ 2,018.52
Total Bid Schedule "D" - S.A.P. 235-156-001 - Woodbine Street						\$ 284,628.72		\$ 259,716.41

Bid Schedule "E" - Local Funding - Utilities

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
175	2104.502	REMOVE GATE VALVE AND BOX	EACH	5	\$ 817.55	\$ 4,087.75	5	\$ 4,087.75
176	2104.502	REMOVE HYDRANT	EACH	2	\$ 487.29	\$ 974.58	2	\$ 974.58
177	2104.503	REMOVE WATERMAIN	LIN FT	871	\$ 9.75	\$ 8,492.25	882	\$ 8,599.50
178	2503.602	4" PVC CAP	EACH	1	\$ 81.21	\$ 81.21		\$ -
179	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1	\$ 2,707.14	\$ 2,707.14		\$ -
180	2503.603	4" PVC SANITARY SEWER SERVICE PIPE SDR 26	LIN FT	21	\$ 83.38	\$ 1,750.98		\$ -
181	2503.603	SANITARY SEWER SPOT REPAIR	LIN FT	24	\$ 151.60	\$ 3,638.40	12	\$ 1,819.20
182	2504.601	TEMPORARY WATERMAIN SERVICE	LUMP SUM	1	\$ 5,955.69	\$ 5,955.69	1	\$ 5,955.69
183	2504.602	TEMPORARY WATER SERVICE	EACH	7	\$ 1,191.14	\$ 8,337.98	7	\$ 8,337.98
184	2504.602	RECONNECT WATER SERVICE	EACH	7	\$ 600.98	\$ 4,206.86	7	\$ 4,206.86
185	2504.602	CONNECT TO EXISTING WATERMAIN	EACH	8	\$ 1,624.28	\$ 12,994.24	8	\$ 12,994.24
186	2504.602	HYDRANT	EACH	2	\$ 6,063.98	\$ 12,127.96	2	\$ 12,127.96
187	2504.602	1" CORPORATION STOP	EACH	6	\$ 703.86	\$ 4,223.16	6	\$ 4,223.16
188	2504.602	4" GATE VALVE AND BOX	EACH	2	\$ 3,032.00	\$ 6,064.00	2	\$ 6,064.00
189	2504.602	6" GATE VALVE AND BOX	EACH	2	\$ 3,465.13	\$ 6,930.26	2	\$ 6,930.26

**PAY ESTIMATE NO. 4
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT**

Agenda Item # 4C.

Bid Schedule "E" - Local Funding - Utilities (Continued)

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
190	2504.602	8" GATE VALVE AND BOX	EACH	5	\$ 4,872.84	\$ 24,364.20	5	\$ 24,364.20
191	2504.602	1" CURB STOP AND BOX	EACH	6	\$ 817.56	\$ 4,905.36	6	\$ 4,905.36
192	2504.603	1" TYPE PE PIPE	LIN FT	233	\$ 58.47	\$ 13,623.51	239	\$ 13,974.33
193	2504.603	4" WATERMAIN DUCTILE IRON CL 52	LIN FT	47	\$ 71.47	\$ 3,359.09	47	\$ 3,359.09
194	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	52	\$ 70.39	\$ 3,660.28	52	\$ 3,660.28
195	2504.603	8" PVC WATERMAIN	LIN FT	858	\$ 59.56	\$ 51,102.48	795	\$ 47,350.20
196	2504.603	10" PVC WATERMAIN	LIN FT	21	\$ 102.87	\$ 2,160.27	20	\$ 2,057.40
197	2504.604	4" POLYSTYRENE INSULATION	SQ YD	10.7	\$ 54.14	\$ 579.30	11	\$ 595.54
198	2504.608	DUCTILE IRON FITTINGS	POUND	809	\$ 12.99	\$ 10,508.91	926	\$ 12,028.74
199	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	EACH	4	\$ 1,299.43	\$ 5,197.72	4	\$ 5,197.72
200	2506.602	CASTING ASSEMBLY SPECIAL	EACH	1	\$ 270.71	\$ 270.71	1	\$ 270.71
Total Bid Schedule "E" - Local Funding - Utilities					\$	202,304.29	\$	194,084.75

Bid Schedule "F" - Local Funding - Parking Lot

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
201	2104.502	REMOVE CASTING	EACH	1	\$ 216.57	\$ 216.57	1	\$ 216.57
202	2104.503	SAWING CONCRETE PAVEMENT - FULL DEPTH	LIN FT	23	\$ 7.42	\$ 170.66	18	\$ 133.56
203	2104.503	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	295	\$ 2.44	\$ 719.80	323	\$ 788.12
204	2104.503	REMOVE CONCRETE CURB	LIN FT	83	\$ 5.75	\$ 477.25	107	\$ 615.25
205	2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	2	\$ 5.41	\$ 10.82	7	\$ 37.87
206	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	141	\$ 3.44	\$ 485.04	147	\$ 505.68
207	2106.507	EXCAVATION - COMMON (P)	CU YD	866	\$ 21.55	\$ 18,662.30	866	\$ 18,662.30
208	2130.523	WATER	M GALLON	99	\$ 1.08	\$ 106.92	99	\$ 106.92
209	2211.509	AGGREGATE BASE CLASS 5	TON	873	\$ 22.95	\$ 20,035.35	773	\$ 17,740.35
210	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	8	\$ 3.19	\$ 25.52	85	\$ 271.15
211	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	SQ YD	14	\$ 24.57	\$ 343.98	8	\$ 196.56
212	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	180	\$ 73.15	\$ 13,167.00	178	\$ 13,020.70
213	2360.509	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	TON	30	\$ 162.43	\$ 4,872.90	12	\$ 1,949.16
214	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	180	\$ 66.52	\$ 11,973.60	195	\$ 12,971.40
215	2411.502	CONCRETE FLUME	EACH	1	\$ 676.79	\$ 676.79	1	\$ 676.79
216	2502.602	6" PERF PE PIPE DRAIN	LIN FT	95	\$ 41.15	\$ 3,909.25	95	\$ 3,909.25
217	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	13	\$ 62.81	\$ 816.53	13	\$ 816.53
218	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1	\$ 584.74	\$ 584.74	1	\$ 584.74
219	2503.602	CONNECT TO EXISTING DRAINAGE STRUCTURE	EACH	1	\$ 1,624.28	\$ 1,624.28	1	\$ 1,624.28
220	2506.502	CASTING ASSEMBLY	EACH	1	\$ 1,152.69	\$ 1,152.69	2	\$ 2,305.38
221	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	EACH	1	\$ 1,299.43	\$ 1,299.43	1	\$ 1,299.43
222	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	2	\$ 384.41	\$ 768.82		\$ -
223	2511.507	RANDOM RIPRAP CLASS II	CU YD	6	\$ 129.94	\$ 779.64	6	\$ 779.64
224	2531.503	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	640	\$ 23.82	\$ 15,244.80	658	\$ 15,673.56
225	2531.503	CONCRETE CURB AND GUTTER DESIGN SPECIAL	LIN FT	37	\$ 34.65	\$ 1,282.05	66	\$ 2,286.90
226	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	4	\$ 87.71	\$ 350.84	5	\$ 438.55

PAY ESTIMATE NO. 4
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT

Agenda Item # 4C.

Bid Schedule "F" - Local Funding - Parking Lot (Continued)

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
227	2573.502	STORM DRAIN INLET PROTECTION	EACH	6	\$ 200.33	\$ 1,201.98	6	\$ 1,201.98
228	2573.503	SILT FENCE TYPE, MS	LIN FT	863	\$ 4.87	\$ 4,202.81	546	\$ 2,659.02
229	2574.507	COMMON TOPSOIL BORROW	CU YD	138	\$ 45.34	\$ 6,256.92	114	\$ 5,168.76
230	2574.507	FILTER TOPSOIL BORROW	CU YD	50	\$ 59.56	\$ 2,978.00	33	\$ 1,965.48
231	2574.508	FERTILIZER TYPE 1	POUND	116	\$ 1.62	\$ 187.92	84	\$ 136.08
232	2575.505	SEEDING (P)	ACRE	0.27	\$ 649.71	\$ 175.42	0.28	\$ 181.92
233	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	945	\$ 2.17	\$ 2,050.65	980	\$ 2,126.60
234	2575.508	SEED SOUTHERN BOULEVARD	POUND	86	\$ 5.41	\$ 465.26	70	\$ 378.70
235	2575.508	SEED WET DITCH	POUND	2	\$ 73.64	\$ 147.28	2	\$ 147.28
236	2582.503	4" SOLID LINE MULTI-COMPONENT	LIN FT	1046	\$ 0.43	\$ 449.78	1024	\$ 440.32
237	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	SQ FT	36	\$ 10.83	\$ 389.88	36	\$ 389.88
Total Bid Schedule "F" - Local Funding - Parking Lot						\$ 118,263.47		\$ 112,406.66

Bid Schedule "G" - Miscellaneous Construction

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
238	2021.501	MOBILIZATION	LUMP SUM	1	\$ 48,077.63	\$ 48,077.63	1	\$ 48,077.63
239	2106.601	DEWATERING	LUMP SUM	1	\$ 5,955.69	\$ 5,955.69		\$ -
240	2563.601	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	1	\$ 13,968.82	\$ 13,968.82	1	\$ 13,968.82
241	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$ 24,905.64	\$ 24,905.64	1	\$ 24,905.64
242	2563.601	ALTERNATE PEDESTRIAN ROUTE	LUMP SUM	1	\$ 5,143.55	\$ 5,143.55	1	\$ 5,143.55
243	2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$ 1,082.85	\$ 1,082.85		\$ -
244	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$ 1.08	\$ 1.08	1	\$ 1.08
Total Bid Schedule "G" - Miscellaneous Construction						\$ 99,135.26		\$ 92,096.72

Bid Schedule "H" - CHANGE ORDER NO. 1

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
245	2504.602	VALVE REPAIR	EACH	8	\$ 2,310.00	\$ 18,480.00	11	\$ 25,410.00
Total Bid Schedule "H" - Change Order No. 1						\$ 18,480.00		\$ 25,410.00

BID SUMMARY

Total Bid Schedule "A" - S.A.P. 235-101-003 - 233rd Avenue	\$ 152,855.78	\$ 153,475.29
Total Bid Schedule "B" - S.A.P. 235-102-002 - 229th Avenue	\$ 117,687.70	\$ 81,903.95
Total Bid Schedule "C" - S.A.P. 235-121-001 - 229th Lane	\$ 228,663.28	\$ 225,576.82
Total Bid Schedule "D" - S.A.P. 235-156-001 - Woodbine Street	\$ 284,628.72	\$ 259,716.41
Total Bid Schedule "E" - Local Funding - Utilities	\$ 202,304.29	\$ 194,084.75
Total Bid Schedule "F" - Local Funding - Parking Lot	\$ 118,263.47	\$ 112,406.66
Total Bid Schedule "G" - Miscellaneous Construction	\$ 99,135.26	\$ 92,096.72
Total Bid Schedule "H" - Change Order No. 1	\$ 18,480.00	\$ 25,410.00
TOTAL BID	\$ 1,222,018.50	\$ 1,144,670.60



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Accept Resignation– Finance Director
DATE: November 17, 2025

OVERVIEW:

Effective November 6, 2025, Finance Director, Darcy Mulvihill has announced her retirement and resignation from the City of St. Francis. After 16 years, Darcy's last day will be Thursday, July 9th, 2026.

We sincerely appreciate her many contributions and the professionalism that she's brought to the role. Congratulations to Darcy on her retirement and best wishes for the next chapter.

Staff requests to post the position after the first of the year.

ACTION TO BE CONSIDERED:

Motion to accept the resignation of Darcy Mulvihill and post to rehire for the Finance Director position.

Attachments:

- Resignation Letter

November 6, 2025

Kate Thunstrom
City Administrator
City of St. Francis
3750 Bridge Street NW
St. Francis, MN 55070

Kate,

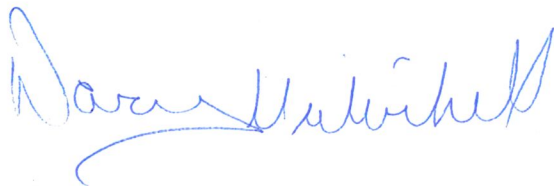
I am writing to formally announce my retirement from my position as Finance Director with the City of St. Francis, effective on July 9th, 2026. After thoughtful consideration, I have decided that it is time for me to step back and begin a new and exciting chapter of my life.

I want to express my sincere gratitude for the opportunities, support, and guidance I have received during my 16 years with the city. Working for the city has been a challenging and fulfilling experience, and I am proud to have served this community. With this I will close out my 29 years as a finance director between St. Francis and Granite Falls.

Please know that I am committed to ensuring a smooth transition.

Thank you again for the support and encouragement throughout my career. I wish everyone the best in the years to come.

Sincerely,



Darcy Mulvihill
Finance Director



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Joe Pfeifer, Liquor Store Manager
SUBJECT: Mindy Michels Resignation
DATE: November 17, 2025

OVERVIEW:

Mindy Michels gave notice of her termination of employment. Her last day of employment will be November 15th.

ACTION TO BE CONSIDERED:

At this time, I would like to keep staffing as is and not replace her position.

BUDGET IMPLICATION:

This will have minimal effect on our budget. Could possibly save us some labor dollars as the hours will be picked up by employees who have worked here for a shorter period of time.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Embedded Systems Contract Renewal
DATE: November 17, 2025

OVERVIEW:

Embedded Systems, Inc. provides warning siren maintenance for three outdoor warning sirens within the City of St. Francis located at Roanoke St/Ambassador Blvd, 23248 Woodbine St. and Edgewild Park at 1800 242nd Ave. The maintenance contract consists of repairing and maintaining the electronic/communication side of the sirens. Embedded Systems performs daily communication testing to ensure the sirens are operating properly. The contract also includes decoder battery replacement every 3 years.

ACTION TO BE CONSIDERED:

The renewal of the contract with Embedded Systems, Inc. to continue to provide outdoor warning siren maintenance for the City of St. Francis in 2026.

BUDGET IMPLICATION:

The Embedded Systems, Inc. monthly maintenance fee of \$49.97 per siren per month (\$1,798.92 annually) is budgeted for in the police department operating budget.

Attachments:

- Embedded Systems Contract

Embedded Systems, Inc.

11931 Hwy 65 NE,
Minneapolis, MN 55434

Agenda Item # 4F.

Contract Renewal

October 6, 2025

City of St. Francis
Todd Schwieger
3750 Bridge Street NW
St. Francis, MN 55070

We are at the end of another tornado season. Embedded Systems, Inc. has provided our best service toward maintaining the tornado sirens for your city for the past several years. We would be very pleased to continue to provide Tornado Siren Maintenance for your city.

The Monthly Siren Maintenance Fee for 2026 will be **\$49.97** per siren, per month.

The decoder batteries for your city are currently being replaced in 2025 for preventive maintenance. Battery replacement will occur once every 2 years for Hennepin County and once every three years for Anoka County for all units maintained by Embedded Systems under the original maintenance agreement, including those batteries which may have been replaced since the last scheduled replacement because of failure.

We are asking that you please sign and return this contract renewal to us before **November 25, 2025** to enable us to continue to provide our best service through the end of 2026. Feel free to fax the signed contract renewal to (763) 767-2817 or email it to phowe@embedsys.com.

Thank you for your business and we look forward to servicing your needs through the next year. If you have any questions, feel free to contact me directly.

Thank you,

Peggy Howe
Embedded Systems, Inc.

Contract terms accepted:

Signature

Date

Phone

Email

For continuation of services through the end of the year 2026



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jodie Steffes, Community Development Director
SUBJECT: Planning Commission Appointments
DATE: November 17, 2025

OVERVIEW:

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

The Planning Commission consists of seven voting members who are appointed by the City Council. Appointed members serve three-year terms.

One member's term is up December 31, 2025.

There is currently one vacant seat open.

Applicants to be considered:

- Dustin Hingos – *current Planning Commission member, existing member*
- Amy Jo Behning – *resident of 8 years, who loves the community and wants to be more involved in the growth. Volunteers with school functions, was the VP of her local union, and served on the Election Committee. Has attended Planning Commission meetings.*
- Tina Carroll – *resident for 1 year, wants to participate in the discussion of the growth of the city and its community members. Attends City Council and Planning Commission meetings.*

ACTION TO BE CONSIDERED:

Staff recommends appointing Dustin Hingos and Amy Jo Behning to the Planning Commission for a term of January 1, 2026 to December 31, 2028.

Attachments:

None



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: November 17, 2025

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$103,245.74 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Direct Transfers – N/A

Manual Checks- N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 11-17-2025 Packet List-\$103,245.74

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/18/2025 - 11/18/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4H.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 3998 - ABDO							
514681							
00042734	ABDO	10/31/2025		162.50	162.50	Open	N
	SCORING UPDATE	DMULVIHILL					11/17/2025
	101-41540-40301	AUDITING AND ACCTG SERVICES		0.00		1.00	0.00
	601-49440-40301	AUDITING AND ACCTG SERVICES		0.00		1.00	0.00
	602-49490-40301	AUDITING AND ACCTG SERVICES		0.00		1.00	0.00
	101-41400-40311	CONTRACT		162.50		1.00	162.50
Total Vendor 3998 - ABDO				162.50	162.50		
Vendor 4945 - ALLINA HEALTH SYSTEM							
CI00075187							
00042738	ALLINA HEALTH SYSTEM	10/31/2025		1,148.25	1,148.25	Open	N
	4TH QUARTER EDUCATION AND MEDICAL DIRECT DROBERTSON						11/17/2025
	101-42210-40208	TRAINING		1,148.25		1.00	1,148.25
Total Vendor 4945 - ALLINA HEALTH SYSTEM				1,148.25	1,148.25		
Vendor 9692 - ALLSTATE PETERBILT OF SOUTH ST. PAUL							
174517							
00042731	ALLSTATE PETERBILT OF SOUTH ST. PAUL	10/31/2025		7,688.81	7,688.81	Open	N
	TANKER TRUCK	JSHOOK					11/17/2025
	101-43100-40218	EQUIPMENT MAINTENANCE		7,688.81		1.00	7,688.81
Total Vendor 9692 - ALLSTATE PETERBILT OF SOUTH ST. PAUL				7,688.81	7,688.81		
Vendor 7816 - AXON ENTERPRISE, INC							
INUS382230							
00042722	AXON ENTERPRISE, INC	10/01/2025		15,166.95	15,166.95	Open	N
	FLEET SYSTEM	DROBERTSON					11/17/2025
	103-42110-40237	SMALL EQUIPMENT		15,166.95		1.00	15,166.95
Total Vendor 7816 - AXON ENTERPRISE, INC				15,166.95	15,166.95		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/18/2025 - 11/18/2025

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Agenda Item # 4H.

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0209498100							
00042729	BELLBOY CORPORATION BAR SUPPLY	11/04/2025		795.00	795.00	Open	N
	LIQUOR	CBUSKEY					11/04/2025
	609-49751-40206	FREIGHT		13.50		1.00	13.50
	609-49751-40251	LIQUOR		781.50		1.00	781.50
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				795.00	795.00		
Vendor CD-REFUND - COOK, PAUL							
11/12/2025							
00042782	COOK, PAUL	11/12/2025		500.00	500.00	open	N
	Check Request For Escrow: E2024-0020	DMULVIHILL					11/17/2025
	803-00000-20200	E2024-0020 - P2024-00226		500.00		1.00	500.00
Total Vendor CD-REFUND - COOK, PAUL				500.00	500.00		
Vendor 6388 - COUNTRY SIDE SERVICES							
1-110668-01							
00042773	COUNTRY SIDE SERVICES	11/12/2025		3,308.31	3,308.31	Open	N
	PLOW MOUNT	JSHOOK					11/17/2025
	101-45200-40221	VEHICLE MAINTENANCE		1,654.15		1.00	1,654.15
	101-43100-40221	VEHICLE MAINTENANCE		1,654.16		1.00	1,654.16
Total Vendor 6388 - COUNTRY SIDE SERVICES				3,308.31	3,308.31		
Vendor 2218 - CRAWFORDS EQUIPMENT							
01-111929							
00042755	CRAWFORDS EQUIPMENT	11/07/2025		1,880.47	1,880.47	Open	N
	VALVE INSTALL MINI VPLOW	DROBERTSON					11/17/2025
Total Vendor 2218 - CRAWFORDS EQUIPMENT				1,880.47	1,880.47		
Vendor 4854 - CRYSTAL SPRINGS ICE							
02-503096							
00042750	CRYSTAL SPRINGS ICE	11/06/2025		213.92	213.92	Open	N
	MISC	CBUSKEY					11/06/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		209.92		1.00	209.92
Total Vendor 4854 - CRYSTAL SPRINGS ICE				213.92	213.92		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price

Vendor 4854 - CRYSTAL SPRINGS ICE

Vendor 91 - DAHLHEIMER DIST. CO. INC

2616973	DAHLHEIMER DIST. CO. INC	11/05/2025		8,836.10	8,836.10	open	N
00042735	BEER/LIQUOR/NA	CBUSKEY					11/05/2025
	609-49751-40255	N/A PRODUCTS		420.00		1.00	420.00
	609-49751-40251	LIQUOR		714.00		1.00	714.00
	609-49751-40252	BEER		7,702.10		1.00	7,702.10
2617149	DAHLHEIMER DIST. CO. INC	11/05/2025		(470.25)	(470.25)	open	N
00042736	BEER	CBUSKEY					11/05/2025
	609-49751-40252	BEER		(470.25)		1.00	(470.25)

Total Vendor 91 - DAHLHEIMER DIST. CO. INC

8,365.85	8,365.85
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Vendor UB-REFUND - DARYL ZAHNOW

.11102025	DARYL ZAHNOW	11/10/2025		26.53	26.53	open	N
00042761	CREDIT REFUND	DROBERTSON					11/17/2025
	601-49440-40444	REFUND & REIMBURSEMENT		26.53		1.00	26.53

Total Vendor UB-REFUND - DARYL ZAHNOW

26.53	26.53
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Vendor 6028 - DUSTY'S DRAIN CLEANING

N25-632	DUSTY'S DRAIN CLEANING	10/20/2025		245.00	245.00	open	N
00042762	WINTERIZE PARK BUILDING	DROBERTSON					11/17/2025
	101-45200-40311	CONTRACT		245.00		1.00	245.00

Total Vendor 6028 - DUSTY'S DRAIN CLEANING

245.00	245.00
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Vendor CD-REFUND - ERICKSON ASPHALT

11/12/2025	ERICKSON ASPHALT	11/12/2025		250.00	250.00	open	N
00042784	Check Request For Escrow: E2023-0008	DMULVIHILL					11/17/2025
	803-00000-20200	E2023-0008 - P2023-00713		250.00		1.00	250.00

Total Vendor CD-REFUND - ERICKSON ASPHALT

250.00	250.00
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Vendor 3447 - FERGUSON WATERWORKS

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Agenda Item # 4H.

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 3447 - FERGUSON WATERWORKS							
0558575							
00042754	FERGUSON WATERWORKS	11/06/2025		25.65	25.65	Open	N
	GASKETS	DROBERTSON					11/17/2025
	601-49440-40259	WATER METERS		25.65		1.00	25.65
Vendor 5429 - FIRE SAFETY USA, INC							
208130							
00042740	FIRE SAFETY USA, INC	11/05/2025		329.90	329.90	Open	N
	QUAD GAS CYLINDER	DROBERTSON					11/17/2025
	101-42210-40237	SMALL EQUIPMENT		329.90		1.00	329.90
Vendor CD-REFUND - FRITZ CONCRETE CONSTRUCTION							
11/12/2025							
00042785	FRITZ CONCRETE CONSTRUCTION	11/12/2025		250.00	250.00	Open	N
	Check Request For Escrow: E2024-0019	DMULVIHILL					11/17/2025
	803-00000-20200	E2024-0019 - P2024-00224		250.00		1.00	250.00
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-21053							
00042727	GLOBAL RESERVE DISTRIBUTION	11/04/2025		1,802.83	1,802.83	Open	N
	THC	CBUSKEY					11/04/2025
	609-49751-40257	THC		1,802.83		1.00	1,802.83

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				1,802.83	1,802.83		
Vendor 130 - GOPHER STATE ONE-CALL, INC							
5100770							
00042730	GOPHER STATE ONE-CALL, INC	10/31/2025		113.40	113.40	Open	N
	OCTOBER 2025 SERVICE	DROBERTSON					11/17/2025
	601-49440-40442	GOPHER STATE		56.70		1.00	56.70
	602-49490-40442	GOPHER STATE		56.70		1.00	56.70
Total Vendor 130 - GOPHER STATE ONE-CALL, INC				113.40	113.40		
Vendor 132 - GRAINGER, INC							
9697674639							
00042725	GRAINGER, INC	11/03/2025		17.84	17.84	Open	N
	HYDRANT BAG TAPE	DROBERTSON					11/17/2025
	602-49490-40229	PROJECT MAINTENANCE		17.84		1.00	17.84
Total Vendor 132 - GRAINGER, INC				17.84	17.84		
Vendor 4691 - GRANITE CITY JOBBING CO							
491176							
00042721	GRANITE CITY JOBBING CO	11/04/2025		3,872.62	3,872.62	Open	N
	TOBACCO/MISC	CBUSKEY					11/04/2025
	609-49751-40206	FREIGHT		10.00		1.00	10.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		9.66		1.00	9.66
	609-49751-40256	TOBACCO PRODUCTS		3,852.96		1.00	3,852.96
Total Vendor 4691 - GRANITE CITY JOBBING CO				3,872.62	3,872.62		
Vendor 7513 - HOISINGTON KOEGLER GROUP, INC							
018-041 - 86							
00042778	HOISINGTON KOEGLER GROUP, INC	11/11/2025		4,612.05	4,612.05	Open	N
	OCTOBER 2025 SERVICES	DROBERTSON					11/17/2025
Total Vendor 7513 - HOISINGTON KOEGLER GROUP, INC				4,612.05	4,612.05		
Vendor UB-REFUND - HOME IMPROVEMENT SHOP							
.11102025							
00042758	HOME IMPROVEMENT SHOP	11/10/2025		144.58	144.58	Open	N
	CREDIT REFUND	DROBERTSON					11/17/2025
	601-49440-40444	REFUND & REIMBURSEMENT		144.58		1.00	144.58

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor UB-REFUND - HOME IMPROVEMENT SHOP							
Total Vendor UB-REFUND - HOME IMPROVEMENT SHOP				144.58	144.58		
Vendor UB-REFUND - JIMMY OR CRYSTAL SENGTHOUMMA							
.11102025	JIMMY OR CRYSTAL SENGTHOUMMA	11/10/2025		151.78	151.78	Open	N
00042759	CREDIT REFUND	DROBERTSON					11/17/2025
	601-49440-40444	REFUND & REIMBURSEMENT		151.78		1.00	151.78
Total Vendor UB-REFUND - JIMMY OR CRYSTAL SENGTHOUMMA				151.78	151.78		
Vendor 154 - JOHNSON BROTHERS							
2919671	JOHNSON BROTHERS	11/06/2025		362.52	362.52	Open	N
00042747	LIQUOR	CBUSKEY					11/06/2025
	609-49751-40206	FREIGHT		5.52		1.00	5.52
	609-49751-40251	LIQUOR		357.00		1.00	357.00
2919670	JOHNSON BROTHERS	11/06/2025		1,097.50	1,097.50	Open	N
00042748	WINE	CBUSKEY					11/06/2025
	609-49751-40206	FREIGHT		27.60		1.00	27.60
	609-49751-40253	WINE		1,069.90		1.00	1,069.90
2919669	JOHNSON BROTHERS	11/06/2025		1,620.40	1,620.40	Open	N
00042749	LIQUOR	CBUSKEY					11/06/2025
	609-49751-40206	FREIGHT		18.40		1.00	18.40
	609-49751-40251	LIQUOR		1,602.00		1.00	1,602.00
149971	JOHNSON BROTHERS	11/10/2025		(34.50)	(34.50)	Open	N
00042763	LIQUOR	CBUSKEY					11/10/2025
	609-49751-40251	LIQUOR		(34.50)		1.00	(34.50)
149970	JOHNSON BROTHERS	11/10/2025		(9.28)	(9.28)	Open	N
00042764	LIQUOR	CBUSKEY					11/10/2025
	609-49751-40251	LIQUOR		(9.28)		1.00	(9.28)
Total Vendor 154 - JOHNSON BROTHERS				3,036.64	3,036.64		

Vendor UB-REFUND - KARALINA VUE

11/12/2025 04:11 PM

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INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 11/18/2025 - 11/18/2025

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor UB-REFUND - KARALINA VUE							
.11102025							
00042760	KARALINA VUE	11/10/2025		41.68	41.68	Open	N
	CREDIT REFUND	DROBERTSON					11/17/2025
	601-49440-40444	REFUND & REIMBURSEMENT		41.68		1.00	41.68
Total Vendor UB-REFUND - KARALINA VUE				41.68	41.68		
Vendor 10403 - LANGUAGE LINE SERVICES, INC							
11753565							
00042737	LANGUAGE LINE SERVICES, INC	10/31/2025		14.85	14.85	Open	N
	OVER THE PHONE INTERPRETATION	DROBERTSON					11/17/2025
	101-42110-40441	MISCELLANEOUS		14.85		1.00	14.85
Total Vendor 10403 - LANGUAGE LINE SERVICES, INC				14.85	14.85		
Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP							
121577							
00042791	LOCKRIDGE GRINDAL NAUEN PLLP	11/01/2025		3,333.33	3,333.33	Open	N
	NOVEMBER 2025 SERVICES	DROBERTSON					11/17/2025
	101-41400-40311	CONTRACT		3,333.33		1.00	3,333.33
Total Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP				3,333.33	3,333.33		
Vendor CD-REFUND - MARSHALL, BRIGIT ANNE							
11/12/2025							
00042792	MARSHALL, BRIGIT ANNE	11/12/2025		121.00	121.00	Open	N
	REFUND PERMIT NOT DONE	DMULVIHILL					11/12/2025
	101-00000-20200	Mechanical		120.00		1.00	120.00
	101-00000-20200	Surcharge - Flat		1.00		1.00	1.00
Total Vendor CD-REFUND - MARSHALL, BRIGIT ANNE				121.00	121.00		
Vendor 10793 - MARTIN MARIETTA							
47763310							
00042787	MARTIN MARIETTA	11/05/2025		195.98	195.98	Open	N
	SANDMIX	DROBERTSON					11/17/2025
	405-43100-40441	MISCELLANEOUS		195.98		1.00	195.98

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 10793 - MARTIN MARIETTA							
47763515							
00042788	MARTIN MARIETTA	11/05/2025		188.60	188.60	Open	N
	SANDMIX	DROBERTSON					11/17/2025
	405-43100-40441	MISCELLANEOUS		188.60		1.00	188.60
Total Vendor 10793 - MARTIN MARIETTA				384.58	384.58		
Vendor 181 - METRO WEST INSPECTIONS SERVICE							
4789							
00042739	METRO WEST INSPECTIONS SERVICE	10/29/2025		755.91	755.91	Open	N
	PERMITS FINALED	DROBERTSON					11/17/2025
Total Vendor 181 - METRO WEST INSPECTIONS SERVICE				755.91	755.91		
Vendor 10337 - METRO-INET							
3088							
00042772	METRO-INET	11/01/2025		17,685.00	17,685.00	Open	N
	NOVEMBER 2025 SERVICES	DROBERTSON					11/17/2025
	101-41110-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	101-41400-40310	COMPUTER CONSULTING FEES		2,475.90		1.00	2,475.90
	101-41910-40310	COMPUTER CONSULTING FEES		353.70		1.00	353.70
	101-42110-40310	COMPUTER CONSULTING FEES		8,665.65		1.00	8,665.65
	101-42210-40310	COMPUTER CONSULTING FEES		1,591.65		1.00	1,591.65
	101-42400-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	101-43100-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	101-45200-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	601-49440-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	602-49490-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	609-49750-40310	COMPUTER CONSULTING FEES		353.70		1.00	353.70
Total Vendor 10337 - METRO-INET				17,685.00	17,685.00		
Vendor 6094 - MN DEPT OF LABOR & INDUSTRY							
ABR0360748X							
00042719	MN DEPT OF LABOR & INDUSTRY	11/25/2025		75.00	75.00	Open	N
	PRESSURE VESSEL	JSHOOK					11/17/2025
	101-43100-40401	BUILDINGS MAINTENANCE		18.75		1.00	18.75
	101-45200-40401	BUILDINGS MAINTENANCE		18.75		1.00	18.75
	601-49440-40401	BUILDINGS MAINTENANCE		18.75		1.00	18.75
	602-49490-40401	BUILDINGS MAINTENANCE		18.75		1.00	18.75
Total Vendor 6094 - MN DEPT OF LABOR & INDUSTRY				75.00	75.00		

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 6094 - MN DEPT OF LABOR & INDUSTRY							
Vendor 185 - MN MUNICIPAL BEVERAGE ASSOCIATION							
.11042025							
00042723	MN MUNICIPAL BEVERAGE ASSOCIATION	11/04/2025		2,700.00	2,700.00	open	N
	ANNUAL DUES		DROBERTSON				11/17/2025
	609-49750-40433		DUES AND SUBSCRIPTIONS	2,700.00		1.00	2,700.00
Total Vendor 185 - MN MUNICIPAL BEVERAGE ASSOCIATION				2,700.00	2,700.00		
Vendor 10727 - NELSON SANITATION & RENTAL, INC							
INV/2025/16826							
00042653	NELSON SANITATION & RENTAL, INC	11/11/2025		117.86	117.86	open	N
	DEER CREEK PARK HANDICAP UNIT AND MOVING		DROBERTSON				11/17/2025
	101-45200-40311		CONTRACT	117.86		1.00	117.86
INV/2025/17919							
00042774	NELSON SANITATION & RENTAL, INC	11/11/2025		152.14	152.14	open	N
	SEELEY BROOK PARK HANDICAP UNIT AND WINT		DROBERTSON				11/17/2025
	101-45200-40402		JANITORIAL SERVICE	152.14		1.00	152.14
INV/2025/17920							
00042775	NELSON SANITATION & RENTAL, INC	11/11/2025		152.14	152.14	open	N
	SIWEK PARK HANDICAP UNIT AND WINTER FEE		DROBERTSON				11/17/2025
	101-45200-40402		JANITORIAL SERVICE	152.14		1.00	152.14
INV/2025/17900							
00042776	NELSON SANITATION & RENTAL, INC	11/11/2025		239.29	239.29	open	N
	COMMUNITY PARK HANDICAP UNIT, MONTHLY PO		DROBERTSON				11/17/2025
	101-45200-40402		JANITORIAL SERVICE	239.29		1.00	239.29
Total Vendor 10727 - NELSON SANITATION & RENTAL, INC				661.43	661.43		
Vendor CD-REFUND - NEUMANN ROBERT A JR							
11/12/2025							
00042780	NEUMANN ROBERT A JR	11/12/2025		250.00	250.00	open	N
	Check Request For Escrow: E2025-0018		DMULVIHILL				11/17/2025
	803-00000-20200		E2025-0018 - P2025-00219	250.00		1.00	250.00
Total Vendor CD-REFUND - NEUMANN ROBERT A JR				250.00	250.00		

Vendor 4605 - OPUS 21

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 4605 - OPUS 21							
251019							
00042789	OPUS 21	11/07/2025		3,312.78	3,312.78	Open	N
	OCTOBER 2025 SERVICES	DROBERTSON					11/17/2025
	601-49440-40382	UTILITY BILLING		1,656.39		1.00	1,656.39
	602-49490-40382	UTILITY BILLING		1,656.39		1.00	1,656.39
Total Vendor 4605 - OPUS 21				3,312.78	3,312.78		
Vendor 3753 - PAUSTIS WINE COMPANY							
279330							
00042728	PAUSTIS WINE COMPANY	11/04/2025		589.50	589.50	Open	N
	WINE	CBUSKEY					11/04/2025
	609-49751-40206	FREIGHT		10.50		1.00	10.50
	609-49751-40253	WINE		579.00		1.00	579.00
Total Vendor 3753 - PAUSTIS WINE COMPANY				589.50	589.50		
Vendor CD-REFUND - PETE WALLACE							
11/12/2025							
00042783	PETE WALLACE	11/12/2025		500.00	500.00	Open	N
	Check Request For Escrow: E2025-0023	DMULVIHILL					11/17/2025
	803-00000-20200	E2025-0023 - P2025-00299		500.00		1.00	500.00
Total Vendor CD-REFUND - PETE WALLACE				500.00	500.00		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
5074800							
00042745	PHILLIPS WINE & SPIRITS CO	11/06/2025		1,639.29	1,639.29	Open	N
	WINE	CBUSKEY					11/06/2025
	609-49751-40206	FREIGHT		47.84		1.00	47.84
	609-49751-40253	WINE		1,591.45		1.00	1,591.45
5074799							
00042746	PHILLIPS WINE & SPIRITS CO	11/06/2025		10,245.12	10,245.12	Open	N
	LIQUOR	CBUSKEY					11/06/2025
	609-49751-40206	FREIGHT		110.55		1.00	110.55
	609-49751-40251	LIQUOR		10,134.57		1.00	10,134.57
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				11,884.41	11,884.41		

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 10798 - REBEL BOUTIQUE LLC							
.11122025							
00042779	REBEL BOUTIQUE LLC	11/07/2025		480.00	480.00	Open	N
	SF LOGO BEANIES	DROBERTSON					11/17/2025
	101-41400-40441	MISCELLANEOUS		480.00		1.00	480.00
Total Vendor 10798 - REBEL BOUTIQUE LLC				480.00	480.00		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B020318							
00042724	RMB ENVIRONMENTAL LABORATORIES, INC	10/31/2025		223.00	223.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					11/17/2025
	602-49490-40313	SAMPLE TESTING		223.00		1.00	223.00
B020362							
00042741	RMB ENVIRONMENTAL LABORATORIES, INC	11/05/2025		175.00	175.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					11/17/2025
	602-49490-40313	SAMPLE TESTING		175.00		1.00	175.00
B020403							
00042742	RMB ENVIRONMENTAL LABORATORIES, INC	11/06/2025		80.00	80.00	Open	N
	PROJECT 99	DROBERTSON					11/17/2025
	602-49490-40313	SAMPLE TESTING		80.00		1.00	80.00
B020448							
00042805	RMB ENVIRONMENTAL LABORATORIES, INC	11/12/2025		150.00	150.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					11/17/2025
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				628.00	628.00		
Vendor UB-REFUND - ROSEANN OR JOSEPH HANSEN							
.11102025							
00042757	ROSEANN OR JOSEPH HANSEN	11/10/2025		57.84	57.84	Open	N
	CREDIT REFUND	DROBERTSON					11/17/2025
	601-49440-40444	REFUND & REIMBURSEMENT		57.84		1.00	57.84
Total Vendor UB-REFUND - ROSEANN OR JOSEPH HANSEN				57.84	57.84		
Vendor 7455 - SOUTHERN GLAZERS OF MN							

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2689323							
00042744	SOUTHERN GLAZERS OF MN	11/06/2025		1,801.23	1,801.23	Open	N
	LIQUOR	CBUSKEY					11/06/2025
	609-49751-40206	FREIGHT		16.64		1.00	16.64
	609-49751-40251	LIQUOR		1,784.59		1.00	1,784.59
9665873							
00042771	SOUTHERN GLAZERS OF MN	11/10/2025		(297.00)	(297.00)	open	N
	LIQUOR	CBUSKEY					11/10/2025
	609-49751-40251	LIQUOR		(297.00)		1.00	(297.00)
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				1,504.23	1,504.23		
Vendor 863 - THE BERNICK COMPANIES							
10422879							
00042751	THE BERNICK COMPANIES	11/06/2025		685.65	685.65	Open	N
	BEER	CBUSKEY					11/06/2025
	609-49751-40252	BEER		685.65		1.00	685.65
10422880							
00042752	THE BERNICK COMPANIES	11/06/2025		(81.92)	(81.92)	open	N
	BEER	CBUSKEY					11/06/2025
	609-49751-40252	BEER		(81.92)		1.00	(81.92)
10422878							
00042753	THE BERNICK COMPANIES	11/06/2025		575.50	575.50	Open	N
	THC	CBUSKEY					11/06/2025
	609-49751-40257	THC		575.50		1.00	575.50
Total Vendor 863 - THE BERNICK COMPANIES				1,179.23	1,179.23		
Vendor 263 - TOTAL REGISTER SYSTEM, INC							
103							
00042720	TOTAL REGISTER SYSTEM, INC	11/03/2025		49.11	49.11	open	N
	OPERATING EXPENSE	CBUSKEY					11/03/2025
	609-49750-40210	OPERATING SUPPLIES		49.11		1.00	49.11
Total Vendor 263 - TOTAL REGISTER SYSTEM, INC				49.11	49.11		
Vendor CD-REFUND - UNLIMITED CONCRETE CONCEPTS							

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date Unit Price
Vendor CD-REFUND - UNLIMITED CONCRETE CONCEPTS							
11/12/2025							
00042781	UNLIMITED CONCRETE CONCEPTS	11/12/2025		250.00	250.00	Open	N
	Check Request For Escrow: E2025-0019	DMULVIHILL					11/17/2025
	803-00000-20200	E2025-0019 - P2025-00269		250.00		1.00	250.00
Total Vendor CD-REFUND - UNLIMITED CONCRETE CONCEPTS				250.00	250.00		
Vendor 4344 - VINOCOPIA, INC							
0384637							
00042756	VINOCOPIA, INC	11/07/2025		565.50	565.50	Open	N
	LIQUOR	CBUSKEY					11/07/2025
	609-49751-40206	FREIGHT		12.50		1.00	12.50
	609-49751-40251	LIQUOR		553.00		1.00	553.00
Total Vendor 4344 - VINOCOPIA, INC				565.50	565.50		
Vendor CD-REFUND - VOISIN, PEGGY							
11/12/2025							
00042786	VOISIN, PEGGY	11/12/2025		250.00	250.00	Open	N
	Check Request For Escrow: E2024-0026	DMULVIHILL					11/17/2025
	803-00000-20200	E2024-0026 - P2024-00477		250.00		1.00	250.00
Total Vendor CD-REFUND - VOISIN, PEGGY				250.00	250.00		
# of Invoices: 62 # Due: 62 Totals: 104,138.69 104,138.69							
# of Credit Memos: 5 # Due: 5 Totals: (892.95) (892.95)							
Net of Invoices and Credit Memos: 103,245.74 103,245.74							
--- TOTALS BY GL BANK ---							
GNCKG				103,245.74			
--- TOTALS BY GL DISTRIBUTIONS ---							
101-00000-20200				121.00			
101-41110-40310				707.40			
101-41400-40310				2,475.90			
101-41400-40311				3,495.83			
101-41400-40441				480.00			

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
	101-41910-40310			353.70			
	101-42110-40310			8,665.65			
	101-42110-40441			14.85			
	101-42210-40208			1,148.25			
	101-42210-40218			420.00			
	101-42210-40237			329.90			
	101-42210-40310			1,591.65			
	101-42400-40310			707.40			
	101-43100-40218			7,688.81			
	101-43100-40221			1,654.16			
	101-43100-40310			707.40			
	101-43100-40401			18.75			
	101-45200-40221			1,654.15			
	101-45200-40310			707.40			
	101-45200-40311			362.86			
	101-45200-40401			18.75			
	101-45200-40402			543.57			
	103-42110-40237			15,166.95			
	405-43100-40441			384.58			
	601-49440-40259			25.65			
	601-49440-40310			707.40			
	601-49440-40382			1,656.39			
	601-49440-40401			18.75			
	601-49440-40442			56.70			
	601-49440-40444			422.41			
	602-49490-40229			17.84			
	602-49490-40310			707.40			
	602-49490-40313			478.00			
	602-49490-40382			1,656.39			
	602-49490-40401			18.75			
	602-49490-40442			56.70			
	609-49750-40210			49.11			
	609-49750-40310			353.70			
	609-49750-40433			2,700.00			
	609-49751-40206			277.05			
	609-49751-40251			15,585.88			
	609-49751-40252			7,835.58			
	609-49751-40253			3,240.35			
	609-49751-40254			219.58			
	609-49751-40255			420.00			
	609-49751-40256			3,852.96			
	609-49751-40257			2,378.33			
	803-00000-20200			2,250.00			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			33,867.38	33,867.38		
	103 PUBLIC SAFETY FUNDS			15,166.95	15,166.95		
	405 STREET IMPROVEMENT FUND			384.58	384.58		

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
	601 WATER FUND			2,887.30	2,887.30		
	602 SEWER FUND			2,935.08	2,935.08		
	609 LIQUOR FUND			36,912.54	36,912.54		
	803 ESCROW			2,250.00	2,250.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			2,371.00	2,371.00		
	41110 CITY COUNCIL			707.40	707.40		
	41400 ADMINISTRATION			6,451.73	6,451.73		
	41910 COMMUNITY DEVELOPMENT			353.70	353.70		
	42110 POLICE			23,847.45	23,847.45		
	42210 FIRE			3,489.80	3,489.80		
	42400 BUILDING INSPECTIONS			707.40	707.40		
	43100 STREETS			10,453.70	10,453.70		
	45200 PARKS			3,286.73	3,286.73		
	49440 WATER DEPT			2,887.30	2,887.30		
	49490 SEWER DEPT			2,935.08	2,935.08		
	49750 LIQUOR STORE			3,102.81	3,102.81		
	49751 MERCHANDISE PURCHASES			33,809.73	33,809.73		



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Ordinance Amendment – Chapter 2-9-1 Fee Schedule, 2nd Reading
DATE: November 17, 2025

OVERVIEW:

Fee Schedule changes for the 2026 calendar year are as follows:

- Fire District – to identify the district liaisons will be compensated from the District and not from the City.
- Fingerprints – add a fee for service
- Liquor Compliance violations – add compliance fee's
- Building Permit – several updates were made for clarification and housekeeping
- Community Development Fees – Update of escrows that are utilized to pay for city consulting teams. City fee corrections to ensure fees charged are justified.
- Ball Park Use – add damage deposit
- Warming House- add damage deposit and key return fees, updated that fee is refundable.
- Community Center – remove fee structure as Cree street building no longer available.
- Utility Fees' – correct spelling errors and add clarification
- Sewer Rates – update rate schedule
- Stormwater – remove annual fee structure
- Water Rates – update rate schedule.

TIMELINE:

1st Reading: November 3, 2025

2nd Reading: November 17, 2025

30-day public Comment: November 21, 2025

Effective: December 22, 2025

ACTION TO BE CONSIDERED:

Council to review and approve the first reading of the ordinance amendment to 2-9-1 Fee Schedule as presented.

Attachments:

- Ordinance 351- Amending Chapter 2, Section 9 Fee Schedule – Red Line Version
- 2026 Fee Schedule – Clean Version
- Resolution 2025-55 – Summary Publication of Ordinance 351

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

ORDINANCE 351

**AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY CODE
REGARDING THE FEE SCHEDULE**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Code Amended. That all previously adopted versions of the fee schedule are deleted and Section 2-9-1, Second Series shall hereby be added to read as established in Exhibit A.

Section 2. Effective Date. This Ordinance shall take effect thirty days after publication or as noted in the amendment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS
THIS 17th DAY OF NOVEMBER, 2025.

APPROVED:

Mark Vogel
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

2-9-1. Fee schedule.**ADMINISTRATIVE FEES**

ADMINISTRATIVE PENALTIES	
1 st Offense	\$100
2 nd Offense	\$200
3 rd Offense	\$500
4 th Offense	\$1,000
5 th Offense and beyond	\$2,000
Administrative Hearing Fee	\$750

ANIMAL FEES	
Administrative Fee	\$50/Day
Pick up Service Fee	
- 8 a.m. to 6 p.m.	\$60/Hour
- 6 p.m. to 8 a.m.	\$80/Hour
Boarding Fee	\$25/Day
Dog License	\$10/1-2 Year Vaccinations \$15/3 Year Vaccinations
Potentially Dangerous Dog Registration	\$250/Year
Dangerous Dog Registrations	\$500/Year
Kennel	
- Homebased	\$70/Year
- Commercial	\$90/Year
Chickens	\$120/One time

AMUSEMENT AND RECREATION	
Amusement Machine	\$15/Location + \$15/Machine
Dance and/or Special Events	
- Annual	\$100/Year
- Per Event	\$ 25/Event

BUSINESS AND SERVICE LICENSES	
Investigation Fee	\$75
Adult Entertainment Use	\$4,000/Year
Bed and Breakfast Use	\$100/Year
Sauna/Massage Parlors	\$2,000/Year
Fireworks	
- Retail/Tent	\$50/Occurrence
- Pyrotechnic Display	\$50/Occurrence
Pawnbroker	\$1,000/Year + \$1.25 per Transaction
Refuse Hauler	\$200/Year + \$50/Truck
Massage Therapist	\$200/Year
Towing/Impound	\$150/Year

Created: 2024-10-23 10:32:36 [EST]

(Supp. No. 14)

Finger Printing	\$15.00 per card
Transient Merchant/Peddler	
- Week	\$50
- Month	\$150
- 60 Days	\$300
- Farmers Market - Season	\$120
- Farmers Market - Day	\$20
Excavations/Mining	
- Active Area Fee	\$50/Acre
- Inactive Area Fee	\$25/Acre
- Restoration Credit	\$25/Acre

COUNCIL/COMMISSION PAY	
City Council Per Diems Per Day	\$35 for four hours or less; \$70 for more than four hours
- Special Council Meetings	
- Council Retreats/Work Sessions	
- Economic Development Authority Negotiations (EDA)	
- League of MN Cities Functions	Prior Approval Required
- Labor Negotiations	Prior Approval Required
- Employee Interviews	Prior Approval Required
- Mayor Only:	
º School/County Liaison	Mayor may appoint Council members to fulfill his obligations and approve attendance.
º MN Mayors Association	
º Speaking Engagements and other Civic Org.	
º Closing Property Acquisition	
º Fire District Study Group	<u>Fire District will compensate members directly</u>
Planning Commission	
- Chairman	\$25/Meeting Paid Annually
- Member	\$20/Meeting Paid Annually
Park Commission	
- Chairman	\$25/Meeting Paid Annually
- Member	\$20/Meeting Paid Annually
Economic Development Authority	\$20/Meeting Paid Annually
Upper Rum River Watershed—Resident Appointed by Council	\$20/Meeting Paid Annually

DOCUMENT SERVICES	
Accident, Police, and Fire Reports	\$.25/Page; Over 100 Pages TBD
<u>Fingerprints</u>	<u>\$15.00 / fingerprint card</u>
Copies	
- Paper/Copied	\$.25/page
- Thumb Drive - videos or photos	\$40.00 per drive
- Body worn & squad cam -redaction	\$40.00 minimum per video plus additional redaction fees and staff time.
- Colored Copies of Photos	\$3/Page

- Certificate of Survey (non-homeowner)	\$2/each
- City Council Agenda & Minutes (mailed)	
° Resident	\$25/Year or \$5/weekly
° Non-Resident	\$25/Year + Postage or \$10/weekly + Postage
- Planning/Park Commission Agenda & Minutes (mailed)	
° Resident	\$12/Year
° Non-Resident	\$12/Year + Postage

GENERAL AND MISCELLANEOUS	
Election Filing Fee	\$5
Mileage reimbursement for Personal	Current IRS Rate
Notary	\$2/Document for non-residents
Public Nuisance Violation Administration Fee (assessable)	\$75/Occurrence
Certify Delinquent Invoices (except utilities)	10% of Delinquency
Certify Delinquent Utility Bills	10% of Delinquency
Fire Department Charges	See Ordinance 138
Fire Department - Burn Permit	\$10.00
Returned Checks	\$50/Check
Golf Cart Permit	\$15/Annual
Snowmobile Permit	\$15/Annual
Special Assessment Administrative Fee	\$100
Special Assessment Search	\$20/Each

LIQUOR AND TOBACCO LICENSE , CBD AND TCH REGISTRATION	
Liquor License	
- 3.2% Malt—Off Sale	\$50/Year
- 3.2% Malt—Off Sale—Special Event	\$25/Event
- 3.2% Malt—On Sale	\$200/Year
- Club License	\$200/Year
- Wine License	\$200/Year
- Intoxicating Liquor—On Sale	\$4,000/Year
- Intoxicating Liquor—Sunday Sales	\$200/Year
- Investigation Fee:	
° Single Application	\$200
° Partnership	\$300
° Corporation	\$400
Liquor Compliance Violations	
1st Violation	\$750.00
2nd Violation	\$1,500.00
3rd Violation	\$3,000.00
4th Violation	Suspension or revocation
Tobacco License	\$150/Year
Tobacco Product Shop License	\$500/Year
Penalties:	1 st Offense: \$300.00

	2 nd Offense: \$600.00 3 rd Offense: \$1,000.00
CBD and THC Registration Registration Violation Annual Renewal	\$500.00 or 50% of state, whichever is less \$2000.00 \$1000.00 or 50% of state, whichever is less

BUILDING FEES

Adopted valuation schedule for Building Permit fees. Fees for Building Permits include: 1) the fees as set forth in the fee schedule and 2) the surcharge required by Minnesota Statute 326b.148 or as amended.

BUILDING PERMIT BY EVALUATION	
\$1 to \$500	\$29.50
\$501 to \$2,000	\$28 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 to \$25,000	\$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.
Plan Review fee of 65% of the building permit fee for valuation-based building permits & all commercial permits. (Except as per MN Rules 1300.0160, Subp. 5 for similar plans after first submittal, a 25% plan review fee may be paid-residential valuation-based building permits only.)	

BUILDING PERMIT—SET FEE	FEE	ESCROW/STATE FEE
Admin Zoning Fee for <u>Expired and Cancelled</u> Permits	\$50	
Accessory Structures 200 sq. ft. and less	\$50 zoning permit	
Accessory <u>Structure-Buildings</u> over 200 sq. ft	By valuation	State Surcharge
Basement Finishes Permit	\$140	State Surcharge
Building Demolition	\$110	\$500
Building Demolition—Commercial	By Valuation	\$1,000

Building Relocation Permit	\$110	Performance Security Required
Contractor Verification Fee	\$10	
Dock Permit	\$50	\$250
Driveway Permit—New & Replacement <ul style="list-style-type: none"> - Under 75' Length - Over 75' Length - Over 600' Length - Parking Pad or Driveway Extension 	\$50 \$100 \$350 \$50	\$250 \$500 \$2,000
Fence—Residential Only 6' and under <u>Under 7 feet in height</u>	\$50 Zoning Permit	
Fireplace	\$120	State Surcharge
Fuel Tank Removal	\$120	
Engineer's Review of Building Permit	\$154	
HVAC—Heating Installations	\$120	State Surcharge
HVAC—Air Conditioning	\$120	State Surcharge
Inspections— After Hours <u>outside of regular business hours</u>	\$70 <u>\$63.25</u> /Hour, minimum 2 hours	
Investigation Fee	Not to exceed permit fee	
Irrigation—Connected to City	\$75 back flow preventer	State Surcharge
Manufactured Home Setup	\$100	State Surcharge
Micro-Unit Inspection, per MN Rule 327.30	\$100	
On-Site Septic <ul style="list-style-type: none"> - Type I—IV - Type V - Operating Permit - Soil Verification - Septic System Pumping Verification 	\$275 By cost incurred \$125/Year \$120 \$20	
Parking Lot—Commercial	\$120	\$1,000 <u>escrow</u> + State Surcharge
Plan/Zone Review of Building Permit	\$195	
Plumbing	\$120	State Surcharge
Pools exceeding 5,000 gallon and 24" in depth	By Valuation	State Surcharge
Re-Inspection Fee or <u>Inspection for work which no fee indicated</u>	Not to exceed \$75/Trip <u>\$63.25</u>	
Retaining Wall Over Four Feet	By Valuation	State Surcharge
Roofing—Residential Single-Unit Detached	\$120	State Surcharge
Roofing—Residential attached townhomes, twinhomes, and multifamily	By Valuation	State Surcharge
Siding—Residential Only	\$95	State Surcharge
Signs	\$120 <u>By Valuation</u>	State Surcharge
Solar—Residential/Commercial	\$120	State Surcharge
Water Softener Permit—Residential Only	\$75	State Surcharge
Water Heater—Residential Only	\$75	State Surcharge
Windows/Doors	\$120	State Surcharge
Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	State Surcharge

- All commercial permits and anything not listed above will be based on valuation + plan review + State Surcharge.
- Permits over 180 days of inactivity are null and void with no refund.
- Permit extension not to exceed ½ permit fee and Building Inspector makes determination.
- No refund on plan review fees; maximum refund is 75% of total fee for permit fees; no refund for State Surcharge.
- STATE SURCHARGE collected in accordance with MN Statutes 326B.148.

NEW CONSTRUCTION/REMODEL ESCROW DEPOSITS	
Admin Escrow Fee/Non-Refundable	\$250/per property
3" Topsoil	\$1,000
Culvert	\$1,500
Curb Box and Meter	\$1,500
Driveway	\$3,000
Erosion Control	\$300—\$500
Final Grading	\$500—\$1,500
Litter/Debris Clean-Up	\$300—\$500
Retaining Wall	\$30.00 per sq. ft.
Sidewalk	\$12.00 per sq. ft.
Sod/Seed	\$3,500
Steps	\$12.00 per sq. ft.
Swimming Pool Fence	\$1,500
Street Cleaning	\$250
Trees	\$750

COMMUNITY DEVELOPMENT FEES

LAND AND PROPERTY USE	FEE	ESCROW/STATE FEE
Administrative Subdivision	\$350	\$2,000
Annexation	\$250	\$2,000 <u>3,000</u>
Appeal	\$200	\$1,000
Comprehensive Plan Amendment	\$450 <u>\$350</u>	\$2,000 <u>3,000</u>
Conditional Use Permit	\$350	\$2,000 <u>2,500</u>
Environmental Review /EAW	\$350	\$50,000
Excavation/Fill Permit (Admin)	\$100 <u>\$250</u>	\$250 <u>\$500</u>
Excavation/Fill Permit (IUP)	\$350	\$2,000 <u>2,500</u>
Home Occupation (IUP)	\$350	\$2,000 <u>2,500</u>
Interim Use Permit	\$350	\$2,000 <u>2,500</u>
Minor Subdivision	\$350	\$2,000 <u>2,500</u>
Ordinance Amendment	\$350	\$2,000 <u>2,500</u>
Planned Unit Development	\$350	\$2,000
Rental Housing Licensing		
- Single Family or First Unit	\$50	
- Each Additional Unit	\$15/Each	
- Late Fee Due 1/16	\$50	
- Late Fee Due 3/16	\$150	

- Conversion Fee	\$100	
- Re-Inspection Fee	\$25/Each Unit	
Sign Permit Zoning Review (Admin)	\$75	
Sign Permit Zoning Review (Full)	\$250	\$350
Sign Permit Zoning Review (Temporary)	\$25	
Sign Permit—Commercial	By Valuation	State Surcharge
Rezoning	\$350	\$2,000 <u>2,500</u>
Site and Building Plan Review (Admin)	\$100 <u>\$200</u>	\$250 <u>\$500</u>
Site and Building Plan Review (Full)	\$350	\$2,000 <u>2,500</u>
Street/Utility Easement Vacation	\$350	\$1,000
Subdivision		
- Sketch/ <u>Concept</u> Plan	\$300	\$500
- Preliminary Plat (Rural)	\$400 <u>\$350</u>	\$400 + \$125/Lot
- Preliminary Plat (Urban)	\$400 <u>\$350</u>	\$425 + \$175/Lot
- Final Plat	\$350	\$650
Temporary Habitat Permit	\$500	\$5,000
Temporary Outdoor Sales Permit/License	\$50	
Wetland		
- Replacement Plan Review with <u>out</u> Plat	\$350	\$650 <u>1000</u>
- Replacement Plan and Excavation	\$350	\$650 <u>1000</u>
- Delineation	\$350	\$1,000 <u>\$2,000</u>
Vacant Building Registration Fee		
- First Year	\$125	
- Second Year Renewal	\$250	
- Third Year Renewal	\$350	
- Fourth Year Renewal	\$500	
- Fifth Year Renewal and Beyond	\$700	
- Vacant Building Administration Fee	\$100	
Variance Application	\$350	\$2,000 <u>2,500</u>
Park Dedication	2,500/Lot	
TIF Application/Business Subsidy	\$350	\$3,000

- Applicants are responsible for all costs incurred by City for consultant fees.

PUBLIC WORKS FEES

PARK AND FIELD	Resident	Non-Resident
Concession Stand	\$50/Event	\$100/Event
Ball Park Use—		
• Non-profit Organization	\$150 - Annual Fee	\$200/Night for Season
• Outside Organization	\$100/Night for Season	\$80/Game
• One Game Fee	\$40/Game	\$75 - Refundable
• <u>Damage Deposit</u>	<u>\$50 – Refundable</u>	
<u>Damage Deposit</u>	<u>\$50—Refundable</u>	<u>\$75—Refundable</u>
Key Replacement	\$50/Each	\$50/Each
Football Field	\$40/Each	\$50/Each
Football Youth Program	\$60/Week per team	
Woodbury Gazebo Rental	\$80/Event	\$130/Event

Rink Rental for Reserved Time	\$30/Hour for afterhours rental	\$80/Hour for afterhours rental
Restroom	\$30/Event	\$60/Event
Picnic Shelter	\$30/Event	\$60/Event
Soccer Youth Program	\$60/Week per team	
Soccer Field	\$40/Each	\$50/Each
Warming House	\$80/Event	\$130/Event
<ul style="list-style-type: none"> • Damage Deposit • Late Key Return 	\$150 \$25	\$150 /Refundable \$25 / Refundable
▪ if not returned within 2 business days of event		

COMMUNITY CENTER—23340 Cree Street	
Resident	\$50/Event
Non-Resident	\$100/Event
Damage Deposit	\$150
Late Key Return	\$25 if not returned within 2 business days of event

EQUIPMENT AND STAFF USE	
One Ton Truck with Plow	\$55/Hour
Belos with Attachment	\$55/Hour
Crane Truck	\$60/Hour
Electric Generator	\$60/Hour
Grader	\$90/Hour
Zero Turn Mower	\$50/Hour
Pick Up Truck	\$40/Hour
Tandem Axle Truck	\$90/Hour
Tandem Axle Truck with Plow	\$110/Hour
Tool Cat/Skid Steer w/Attachments	\$80/Hour
Tractor with Loader or Attachments	\$60/Hour
Pay Loader	\$90/Hour
- Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas.	
Staff Time	Two Times Step 8 of Their Pay Grade

STREET AND ROADS	
Road Right-of-Way—Registration	\$35 + \$2,000 Escrow
Road Right-of-Way—Permit Application	\$150 + Consultant Fees
Street Opening	\$50 + bond or Deposit and Consultant Fees

Small Cell/Pole Attachment	\$500 per unit 1-5 \$100 per unit 6+
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UTILITY FEES	
Access Charge	
- Sewer Equivalent Connection	\$4,284/Each
- Water Equivalent Connection	\$3,060/Each
Truck-Trunk Line Charge	
- Water Truck-Trunk Line Availability	\$2,956/Net developable acres
- Sanitary Sewer Truck-Trunk Line Availability	\$4,150/Net developable acres
Tapping and Connection Permits	
- Tapping and Water Connection	\$125
- Tapping and Sewer Connection	\$125
- Water Connection	\$50
- Sewer Connection	\$50
Water Meter Deposit Equipment	
- ¾"	\$465.15
- 1" and Larger	Cost + 10%
Water Shutoff/Disconnect 7:00 a.m.—3:00 p.m., Water Reconnect 7:00 a.m.—3:00 p.m.	\$35 \$35 The Disconnect and Reconnect fee for water shall be waived if a resident leaves for <u>at least</u> two consecutive months during the time from October to March.
Meter Repair (not removal or installation)	Time and Materials/\$50 minimum
Curb Stop	
- Locate	
° Summer	\$25 minimum
° Winter	\$50 minimum
- Driveway Cover	Cost
- Repair	Time and Materials with \$50 minimum
- Box	Cost
Hydrant and Gate Valve Repair	Time and Materials with \$50 minimum
Hydrant Meter Deposit	\$800
Non-Response to Tagging Notice	\$250/Month until resolved
Unmetered Use of City Water	\$200/per occurrence
Wells and Well based Irrigations	\$20

SEWER RATES	
Monthly Base Fee	\$21.66 <u>\$22.74</u>
Charge per 1,000 Gallons Used	\$8.49 <u>\$8.91</u> equivalent conn
Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate

- Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.

• Summer residential sewer rate (May through October billings) are based on the average of water consumption used for January, February, and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed the actual usage up to the minimum average calculated.

• Note: Consumption amounts are not billed greater than actual usage.

STORMWATER	
Stormwater Rate	\$6.00/Month per Parcel (\$72/Year) \$10.00 Late fee, applied July 1st
Grading/ESC Escrow	\$2,000 per gross acre or \$750 per SF or Twin family home. Whichever is greater.

WATER RATES	
Monthly Base Fee	\$16.04 <u>\$20.05</u>
- MN State Test Fee	\$0.81 <u>\$1.21</u>
Charge per 1,000 Gallons Used per Equivalent Connection	
- 0—14,999	\$4.97 <u>\$6.21</u> equivalent conn
- 15,000—29,999	\$5.21 <u>\$6.51</u> equivalent conn
- 30,000—44,999	\$6.10 <u>\$7.63</u> equivalent conn
- 45,000+	\$7.18 <u>\$8.98</u> equivalent conn
Bulk Water	
- System Access Charge	\$50
- Charge per 1,000 Gallons Used	\$6.84 <u>\$8.98</u>

(Ord. 196, SS, 7-21-2014, eff. 8-24-2014; Ord. 201, SS, 6-05-2015, eff. 7-06-2015; Ord. 226, SS, 12-05-2016, eff. 1-09-2017; Ord. 230, SS, 9-5-2017; Ord. 235, SS, 12-4-2017; Ord. 241, § 1, 7-2-2018; Ord. 244, SS, 12-17-2018, eff. 1-16-2019; Ord. 248, SS, § 1(Exh. A), 5-20-2019; Ord. 256, SS, § 1(Exh. A), 12-2-2019; Ord. 267, SS, § 1(Exh. A), 12-7-2020, eff. 1-11-2021; Ord. 286, SS, 12-20-2021; Ord. 302, SS, § 1(Exh. A), 12-5-2022; Ord. 311, SS, § 1(Exh. A), 4-3-2023; Ord. 324, SS, § 1(Exh. A), 11-20-2023)

2-9-1. Fee schedule.**ADMINISTRATIVE FEES**

ADMINISTRATIVE PENALTIES	
1 st Offense	\$100
2 nd Offense	\$200
3 rd Offense	\$500
4 th Offense	\$1,000
5 th Offense and beyond	\$2,000
Administrative Hearing Fee	\$750

ANIMAL FEES	
Administrative Fee	\$50/Day
Pick up Service Fee	
- 8 a.m. to 6 p.m.	\$60/Hour
- 6 p.m. to 8 a.m.	\$80/Hour
Boarding Fee	\$25/Day
Dog License	\$10/1-2 Year Vaccinations \$15/3 Year Vaccinations
Potentially Dangerous Dog Registration	\$250/Year
Dangerous Dog Registrations	\$500/Year
Kennel	
- Homebased	\$70/Year
- Commercial	\$90/Year
Chickens	\$120/One time

AMUSEMENT AND RECREATION	
Amusement Machine	\$15/Location + \$15/Machine
Dance and/or Special Events	
- Annual	\$100/Year
- Per Event	\$ 25/Event

BUSINESS AND SERVICE LICENSES	
Investigation Fee	\$75
Adult Entertainment Use	\$4,000/Year
Bed and Breakfast Use	\$100/Year
Sauna/Massage Parlors	\$2,000/Year
Fireworks	
- Retail/Tent	\$50/Occurrence
- Pyrotechnic Display	\$50/Occurrence
Pawnbroker	\$1,000/Year + \$1.25 per Transaction
Refuse Hauler	\$200/Year + \$50/Truck
Massage Therapist	\$200/Year
Towing/Impound	\$150/Year

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(Supp. No. 14)

Finger Printing	\$15.00 per card
Transient Merchant/Peddler	
- Week	\$50
- Month	\$150
- 60 Days	\$300
- Farmers Market - Season	\$120
- Farmers Market - Day	\$20
Excavations/Mining	
- Active Area Fee	\$50/Acre
- Inactive Area Fee	\$25/Acre
- Restoration Credit	\$25/Acre

COUNCIL/COMMISSION PAY	
City Council Per Diems Per Day	\$35 for four hours or less; \$70 for more than four hours
- Special Council Meetings	
- Council Retreats/Work Sessions	
- Economic Development Authority Negotiations (EDA)	
- League of MN Cities Functions	Prior Approval Required
- Labor Negotiations	Prior Approval Required
- Employee Interviews	Prior Approval Required
- Mayor Only:	
º School/County Liaison	Mayor may appoint Council members to fulfill his obligations and approve attendance.
º MN Mayors Association	
º Speaking Engagements and other Civic Org.	
º Closing Property Acquisition	
º Fire District	Fire District will compensate members directly
Planning Commission	
- Chairman	\$25/Meeting Paid Annually
- Member	\$20/Meeting Paid Annually
Park Commission	
- Chairman	\$25/Meeting Paid Annually
- Member	\$20/Meeting Paid Annually
Economic Development Authority	\$20/Meeting Paid Annually
Upper Rum River Watershed—Resident Appointed by Council	\$20/Meeting Paid Annually

DOCUMENT SERVICES	
Accident, Police, and Fire Reports	\$.25/Page; Over 100 Pages TBD
Fingerprints	\$15.00 / fingerprint card
Copies	
- Paper/Copied	\$.25/page
- Thumb Drive - videos or photos	\$40.00 per drive
- Body worn & squad cam -redaction	\$40.00 minimum per video plus additional redaction fees and staff time.
- Colored Copies of Photos	\$3/Page

- Certificate of Survey (non-homeowner)	\$2/each
- City Council Agenda & Minutes (mailed)	
° Resident	\$25/Year or \$5/weekly
° Non-Resident	\$25/Year + Postage or \$10/weekly + Postage
- Planning/Park Commission Agenda & Minutes (mailed)	
° Resident	\$12/Year
° Non-Resident	\$12/Year + Postage

GENERAL AND MISCELLANEOUS	
Election Filing Fee	\$5
Mileage reimbursement for Personal	Current IRS Rate
Notary	\$2/Document for non-residents
Public Nuisance Violation Administration Fee (assessable)	\$75/Occurrence
Certify Delinquent Invoices (except utilities)	10% of Delinquency
Certify Delinquent Utility Bills	10% of Delinquency
Fire Department Charges	See Ordinance 138
Fire Department - Burn Permit	\$10.00
Returned Checks	\$50/Check
Golf Cart Permit	\$15/Annual
Snowmobile Permit	\$15/Annual
Special Assessment Administrative Fee	\$100
Special Assessment Search	\$20/Each

LIQUOR AND TOBACCO LICENSE , CBD AND TCH REGISTRATION	
Liquor License	
- 3.2% Malt—Off Sale	\$50/Year
- 3.2% Malt—Off Sale—Special Event	\$25/Event
- 3.2% Malt—On Sale	\$200/Year
- Club License	\$200/Year
- Wine License	\$200/Year
- Intoxicating Liquor—On Sale	\$4,000/Year
- Intoxicating Liquor—Sunday Sales	\$200/Year
- Investigation Fee:	
° Single Application	\$200
° Partnership	\$300
° Corporation	\$400
Liquor Compliance Violations	
1 st Violation	\$750.00
2 nd Violation	\$1,500.00
3 rd Violation	\$3,000.00
4 th Violation	Suspension or revocation
Tobacco License	\$150/Year
Tobacco Product Shop License	\$500/Year
Penalties:	1 st Offense: \$300.00

	2 nd Offense: \$600.00 3 rd Offense: \$1,000.00
CBD and THC Registration Registration Violation Annual Renewal	\$500.00 or 50% of state, whichever is less \$2000.00 \$1000.00 or 50% of state, whichever is less

BUILDING FEES

Adopted valuation schedule for Building Permit fees. Fees for Building Permits include: 1) the fees as set forth in the fee schedule and 2) the surcharge required by Minnesota Statute 326b.148 or as amended.

BUILDING PERMIT BY EVALUATION	
\$1 to \$500	\$29.50
\$501 to \$2,000	\$28 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000.
\$2,001 to \$25,000	\$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000.
\$25,001 to \$50,000	\$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000.
\$50,001 to \$100,000	\$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000.
\$100,001 to \$500,000	\$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000.
\$500,001 to \$1,000,000	\$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000.
\$1,000,001 and up	\$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.
Plan Review fee of 65% of the building permit fee for valuation-based building permits & all commercial permits. (Except as per MN Rules 1300.0160, Subp. 5 for similar plans after first submittal, a 25% plan review fee may be paid-residential valuation-based building permits only.)	

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Basement Finishes Permit	\$140	State Surcharge
Building Demolition	\$110	\$500
Building Demolition—Commercial	By Valuation	\$1,000

Building Relocation Permit	\$110	Performance Security Required
Contractor Verification Fee	\$10	
Dock Permit	\$50	\$250
Driveway Permit—New & Replacement		
- Under 75' Length	\$50	\$250
- Over 75' Length	\$100	\$500
- Over 600' Length	\$350	\$2,000
- Parking Pad or Driveway Extension	\$50	
Fence—Residential Only		
Under 7 feet in high	\$50 Zoning Permit	
Fireplace	\$120	State Surcharge
Fuel Tank Removal	\$120	
Engineer's Review of Building Permit	\$154	
HVAC—Heating Installations	\$120	State Surcharge
HVAC—Air Conditioning	\$120	State Surcharge
Inspections—outside of regular business hours	\$ 63.25/Hour, minimum 2 hours	
Investigation Fee	Not to exceed permit fee	
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Manufactured Home Setup	\$100	State Surcharge
Micro-Unit Inspection, per MN Rule 327.30	\$100	
On-Site Septic		
- Type I—IV	\$275	
- Type V	By cost incurred	
- Operating Permit	\$125/Year	
- Soil Verification	\$120	
- Septic System Pumping Verification	\$20	
Parking Lot—Commercial	\$120	\$1,000 escrow + State Surcharge
Plumbing	\$120	State Surcharge
Pools exceeding 5,000 gallon and 24" in depth	By Valuation	State Surcharge
Re-Inspection or Inspection for work which no fee indicated	\$63.25	
Retaining Wall Over Four Feet	By Valuation	State Surcharge
Roofing—Residential Single-Unit Detached	\$120	State Surcharge
Roofing—Residential attached townhomes, twinhomes, and multifamily	By Valuation	State Surcharge
Siding—Residential Only	\$95	State Surcharge
Signs	By Valuation	State Surcharge
Solar—Residential/Commercial	\$120	State Surcharge
Water Softener Permit—Residential Only	\$75	State Surcharge
Water Heater—Residential Only	\$75	State Surcharge
Windows/Doors	\$120	State Surcharge
Commercial Buildings (Plumbing, Mechanical, Fire Alarm, etc.)	By Valuation	State Surcharge

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Final Grading	\$500—\$1,500
Litter/Debris Clean-Up	\$300—\$500
Retaining Wall	\$30.00 per sq. ft.
Sidewalk	\$12.00 per sq. ft.
Sod/Seed	\$3,500
Steps	\$12.00 per sq. ft.
Swimming Pool Fence	\$1,500
Street Cleaning	\$250
Trees	\$750

COMMUNITY DEVELOPMENT FEES

LAND AND PROPERTY USE	FEE	ESCROW/STATE FEE
Administrative Subdivision	\$350	\$2,000
Annexation	\$250	\$ 3,000
Appeal	\$200	\$1,000
Comprehensive Plan Amendment	\$350	\$ 3,000
Conditional Use Permit	\$350	\$ 2,500
Environmental Review /EAW	\$350	\$50,000
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Excavation/Fill Permit (IUP)	\$350	\$ 2,500
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Minor Subdivision	\$350	\$ 2,500
Ordinance Amendment	\$350	\$ 2 500
Planned Unit Development	\$350	\$2,000
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- Single Family or First Unit	\$50	
- Each Additional Unit	\$15/Each	
- Late Fee Due 1/16	\$50	
- Late Fee Due 3/16	\$150	

- Conversion Fee	\$100	
- Re-Inspection Fee	\$25/Each Unit	
Sign Permit Zoning Review (Admin)	\$75	
Sign Permit Zoning Review (Full)	\$250	\$350
Rezoning	\$350	\$ 2,500
Site and Building Plan Review (Admin)	\$200	\$-500
Site and Building Plan Review (Full)	\$350	\$ 2,500
Street/Utility Easement Vacation	\$350	\$1,000
Subdivision		
- Sketch/Concept Plan	\$300	\$500
- Preliminary Plat (Rural)	\$350	\$400 + \$125/Lot
- Preliminary Plat (Urban)	\$350	\$425 + \$175/Lot
- Final Plat	\$350	\$650
Temporary Habitat Permit	\$500	\$5,000
Temporary Outdoor Sales Permit/License	\$50	
Wetland		
- Replacement Plan Review without Plat	\$350	\$1000
- Replacement Plan and Excavation	\$350	\$1000
- Delineation	\$350	\$ 2,000
Vacant Building Registration Fee		
- First Year	\$125	
- Second Year Renewal	\$250	
- Third Year Renewal	\$350	
- Fourth Year Renewal	\$500	
- Fifth Year Renewal and Beyond	\$700	
- Vacant Building Administration Fee	\$100	
Variance Application	\$350	\$ 2,500
Park Dedication	2,500/Lot	
TIF Application/Business Subsidy	\$350	\$3,000

- Applicants are responsible for all costs incurred by City for consultant fees.

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PARK AND FIELD	Resident	Non-Resident
Concession Stand	\$50/Event	\$100/Event
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• Non-profit Organization	\$150 - Annual Fee	\$200/Night for Season
• Outside Organization	\$100/Night for Season	\$80/Game
• One Game Fee	\$40/Game	\$75 - Refundable
• Damage Deposit	\$50 – Refundable	
Key Replacement	\$50/Each	\$50/Each
Football Field	\$40/Each	\$50/Each
Football Youth Program	\$60/Week per team	
Woodbury Gazebo Rental	\$80/Event	\$130/Event
Rink Rental for Reserved Time	\$30/Hour for afterhours rental	\$80/Hour for afterhours rental

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(Supp. No. 14)

Restroom	\$30/Event	\$60/Event
Picnic Shelter	\$30/Event	\$60/Event
Soccer Youth Program	\$60/Week per team	
Soccer Field	\$40/Each	\$50/Each
Warming House	\$80/Event	\$130/Event
• Damage Deposit	\$150	\$150 /Refundable
• Late Key Return	\$25	\$25 / Refundable
▪ if not returned within 2 business days of event		

EQUIPMENT AND STAFF USE	
One Ton Truck with Plow	\$55/Hour
Belos with Attachment	\$55/Hour
Crane Truck	\$60/Hour
Electric Generator	\$60/Hour
Grader	\$90/Hour
Zero Turn Mower	\$50/Hour
Pick Up Truck	\$40/Hour
Tandem Axle Truck	\$90/Hour
Tandem Axle Truck with Plow	\$110/Hour
Tool Cat/Skid Steer w/Attachments	\$80/Hour
Tractor with Loader or Attachments	\$60/Hour
Pay Loader	\$90/Hour
- Hourly equipment rates DO NOT include the cost of the operator or cost of fuel and gas.	
Staff Time	Two Times Step 8 of Their Pay Grade

STREET AND ROADS	
Road Right-of-Way—Registration	\$35 + \$2,000 Escrow
Road Right-of-Way—Permit Application	\$150 + Consultant Fees
Street Opening	\$50 + bond or Deposit and Consultant Fees
Small Cell/Pole Attachment	\$500 per unit 1-5 \$100 per unit 6+

UTILITY FEES

Access Charge	
- Sewer Equivalent Connection	\$4,284/Each
- Water Equivalent Connection	\$3,060/Each
Trunk Line Charge	
- Water Trunk Line Availability	\$2,956/Net developable acres
- Sanitary Sewer Trunk Line Availability	\$4,150/Net developable acres
Tapping and Connection Permits	
- Tapping and Water Connection	\$125
- Tapping and Sewer Connection	\$125
- Water Connection	\$50
- Sewer Connection	\$50
Water Meter Deposit Equipment	
- ¾"	\$465.15
- 1" and Larger	Cost + 10%
Water Shutoff/Disconnect 7:00 a.m.—3:00 p.m., Water Reconnect 7:00 a.m.—3:00 p.m.	\$35 \$35 The Disconnect and Reconnect fee for water shall be waived if a resident leaves for at least two consecutive months during the time from October to March.
Meter Repair (not removal or installation)	Time and Materials/\$50 minimum
Curb Stop	
- Locate	\$25 minimum
º Summer	\$50 minimum
º Winter	Cost
- Driveway Cover	Time and Materials with \$50 minimum
- Repair	Cost
- Box	
Hydrant and Gate Valve Repair	Time and Materials with \$50 minimum
Hydrant Meter Deposit	\$800
Non-Response to Tagging Notice	\$250/Month until resolved
Unmetered Use of City Water	\$200/per occurrence
Wells and Well based Irrigations	\$20

SEWER RATES	
Monthly Base Fee	\$22.74
Charge per 1,000 Gallons Used	\$8.91 equivalent conn
Sewer Users Only	Sewer Base Rate + 6,000 Gallons @ Water Rate

- Winter residential sewer rates (November through April billings) are based on actual water consumption used for the month billed.
- Summer residential sewer rate (May through October billings) are based on the average of water consumption used for January, February, and March billings. If the winter water usage average is 3,000 gallons or less, the consumption billed will be the actual usage up to a maximum of 3,000 gallons. Any average usage greater than the 3,000 gallons will be billed the actual usage up to the minimum average calculated.
- Note: Consumption amounts are not billed greater than actual usage.

STORMWATER	
Grading/ESC Escrow	\$2,000 per gross acre or \$750 per SF or Twin family home. Whichever is greater.

WATER RATES	
Monthly Base Fee	\$20.05
- MN State Test Fee	\$1.21
Charge per 1,000 Gallons Used per Equivalent Connection	
- 0—14,999	\$6.21 equivalent conn
- 15,000—29,999	\$6.51 equivalent conn
- 30,000—44,999	\$7.63 equivalent conn
- 45,000+	\$8.98 equivalent conn
Bulk Water	
- System Access Charge	\$50
- Charge per 1,000 Gallons Used	\$8.98

(Ord. 196, SS, 7-21-2014, eff. 8-24-2014; Ord. 201, SS, 6-05-2015, eff. 7-06-2015; Ord. 226, SS, 12-05-2016, eff. 1-09-2017; Ord. 230, SS, 9-5-2017; Ord. 235, SS, 12-4-2017; Ord. 241, § 1, 7-2-2018; Ord. 244, SS, 12-17-2018, eff. 1-16-2019; Ord. 248, SS, § 1(Exh. A), 5-20-2019; Ord. 256, SS, § 1(Exh. A), 12-2-2019; Ord. 267, SS, § 1(Exh. A), 12-7-2020, eff. 1-11-2021; Ord. 286, SS, 12-20-2021; Ord. 302, SS, § 1(Exh. A), 12-5-2022; Ord. 311, SS, § 1(Exh. A), 4-3-2023; Ord. 324, SS, § 1(Exh. A), 11-20-2023)

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

RESOLUTION 2025-55

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
351, SECOND SERIES AMENDING CHAPTER 2 SECTION 9-1 REGARDING THE FEE
SCHEDULE - 2nd READING**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 351, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk and a digital copy of the Ordinance is available for inspection on the City's website.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 351 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 351, SECOND SERIES**

Section 1. Ordinance 351, as adopted, amends the City Zoning Code as follows:

1. Amending city code to update the fee schedule

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17th DAY
OF NOVEMBER, 2025.

APPROVED:

Mark Vogel, Mayor

Attest:

Jenni Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: No Limits, LLC – Rezoning – 2nd Reading
DATE: November 17, 2025
APPLICANT: No Limits, LLC (Cynthia & Brian Opp)
LOCATION: 23671 St. Francis Blvd NW
COMP PLAN: Commercial
ZONING: I-1 General Industrial, Urban Rum River Management Overlay (uRRM)

OVERVIEW

The City has received a request from the property owners at 23671 St. Francis Blvd NW to rezone their property to the B-2 General Business District to allow for commercial uses on the site. The City Council reviewed and approved the Comprehensive Plan amendment and the 1st reading of the requested amendment on October 6, 2025.

ACTION TO BE CONSIDERED

Following City approval on October 6, 2025, the Metropolitan Council approved the Comprehensive Plan amendment for the site on November 10, 2025. Therefore, Staff has prepared a 2nd reading of Ordinance 349 and a summary resolution allowing for publication by summary for Council's review. The following timeline will apply:

- October 6 – 1st Reading
- November 17 – 2nd Reading
- November 21 – Published for Comment
- December 21 – Effective

Suggested Motions:

1. Move to approve the 2nd reading of Ordinance 349 rezoning the property at 23671 St. Francis Blvd NW from I-1 General Industrial to B-2 General Business.
2. Move to approve Summary Resolution 2025-56 allowing publication of Ordinance 349 by summary.

ATTACHMENTS

- Draft Ordinance 349 – 2nd Reading
- Draft Summary Resolution 2025-56

ORDINANCE NO. 349, SECOND SERIES

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE APPROVING REZONING OF 23671 ST. FRANCIS BLVD NW
FROM I-1 GENERAL INDUSTRIAL TO B-2 GENERAL BUSINESS – 2ND READING**

WHEREAS, the applicant, Cynthia and Brian Opp of No Limits, LLC, applied for a rezoning on August 21, 2025 for the property known as 23671 St. Francis Blvd NW (PIN 32-34-24-22-0025); and

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

WHEREAS, on September 17, 2025, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on September 17, 2025, at an official public hearing, the Planning Commission considered the applicant’s submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, on October 6, 2025 and November 17, 2025, the City Council considered the proposed project and found that the project will not negatively impact the public health, safety, or welfare; and

WHEREAS, the rezoning to B-2 General Business is consistent with the Comprehensive Plan designation for the site as amended.

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

Section 1. The property legally described in Exhibit A is hereby rezoned from the I-1 General Industrial District to the B-2 General Business District.

Section 2. The Zoning Map of the City of St. Francis referred to and described in Section 10-14-03 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 3. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council this 17th day of November, 2025.

SEAL

BY: _____
Mark Vogel, Mayor

Attest: Jennifer Wida, City Clerk

DRAFTED BY:

HKGi

800 Washington Ave N, Suite 207
Minneapolis, MN 55401

EXHIBIT A

Legal Description

Lot 1, Block 1, Saints Addition, Anoka County, Minnesota, except that part set forth as Parcel 24A in Minnesota Department of Transportation Right of Way Plat No. 02-28.

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

RESOLUTION 2025-56

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE
349, SECOND SERIES REZONING 23671 ST. FRANCIS BLVD NW FROM I-1 TO B-2 –
2ND READING**

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 349, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, a printed copy of the Ordinance is available for inspection during regular office hours in the office of the City Clerk and a digital copy of the Ordinance is available for inspection on the City's website.

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 349 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 349, SECOND SERIES**

Section 1. Ordinance 349, as adopted, rezones the property at 23671 St. Francis Blvd NW (PID 32-34-24-22-0025) from I-1 to B-2.

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

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk and online on the City's website.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 17TH
DAY OF NOVEMBER, 2025.

APPROVED:

Mark Vogel, Mayor

Attest:

Jennifer Wida, City Clerk

Published in the Anoka County Union Herald the __ day of November, 2025.

DRAFTED BY:

HKGi

800 Washington Ave. N., Suite 207
Minneapolis, MN 55401



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: MS4 – Annual Opportunity for Public Input
DATE: November 17, 2025

OVERVIEW:
The Storm Water Pollution Prevention Program (SWPPP) is required by the National Pollutant Discharge Elimination System (NPDES) General Permit for discharges of stormwater associated with small Municipal Separate Storm Sewer Systems (MS4), which is collectively referred to as the MS4 permit. The MS4 permit authorizes the City to discharge stormwater into the public water system. The SWPPP does not discuss stormwater or utility fees. The purpose of the required annual SWPPP meeting is to gather public comments on the SWPPP.

The goal of the SWPPP is to reduce the discharge of pollutants into receiving waters to the maximum extent practicable. There are six components of the SWPPP, each called a Minimum Control Measure (MCM). The MCMs and selected requirements for each are shown in the table below.

Minimum Control Measures

- | | |
|--|--|
| 1) Public Education and Outreach | <ul style="list-style-type: none">○ Distribute educational materials○ Develop measurable goals |
| 2) Public Participation/Involvement | <ul style="list-style-type: none">○ Provide 1 opportunity annually for public comment○ Provide access to SWPPP document upon request |
| 3) Illicit Discharge Detection and Elimination | <ul style="list-style-type: none">○ Regulatory mechanism prohibiting non-stormwater discharges○ Training all field staff in recognition and reporting |
| 4) Construction Site Stormwater Runoff Control | <ul style="list-style-type: none">○ Regulatory mechanism for erosion and sediment control○ Site plan review and site inspections |
| 5) Post-Construction Stormwater Management | <ul style="list-style-type: none">○ Regulatory mechanism for new and redevelopment regarding volume control and long-term maintenance |

- 6) Pollution Prevention/Good Housekeeping for Municipal Operations
 - Facilities inventory
 - Pond assessment procedures and schedule
 - Employee training

ACTION TO BE CONSIDERED:

Allow opportunity for public input/comment on the adequacy of our Storm Water Pollution Prevention Plan. Open the meeting to accept any input/comment from the public. If no public comments are received, this agenda item can be closed and the City Council may move on to the next item of business.

BUDGET IMPLICATION:

None