



CITY COUNCIL REGULAR MEETING

City Hall: 3750 Bridge St NW

Monday, June 02, 2025 at 6:00 PM

AGENDA

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. APPROVAL OF AGENDA

4. CONSENT AGENDA

A. City Council Minutes - May 19, 2025

B. Bike Rodeo Donations

C. Authorization to Hire Seasonal Staff

Resolution 2025-29 Authorizing the hiring of seasonal staff

D. Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARING

8. OLD BUSINESS

A. Sale of City Owned Property - First Reading

NOTICE OF CLOSED MEETING - CITY OF ST. FRANCIS

Pursuant to Minnesota Statutes §13D.05, subd. 3(c)(3) (to develop or consider offers or counteroffers for the purchase or sale of real property), the St. Francis City Council will meet in a closed meeting, which is not open to the public. The Property is identified as the Old City Hall 23340 Cree St NW St. Francis, Minnesota.

9. NEW BUSINESS

A. Design Services for Warming House/Ice Rink

B. Rum River Woods Playground Recommendation

C. Work Session Request

10. MEETING OPEN TO THE PUBLIC

11. REPORTS

12. COUNCIL MEMBER REPORTS

13. UPCOMING EVENTS

June 03 - Citizens Academy - 6:00 pm

June 09 - City Council Work Session - 5:30 pm

June 10 - Citizens Academy - 6:00 pm

June 16 - City Council Regular Meeting - 6:00 pm

June 18 - Planning Commission Meeting - 7:00 pm

14. ADJOURNMENT

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
May 19, 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 Sarah Udvig, Amy Faanes, and Joe Muehlbauer.

Members Absent: Councilmember Kevin Robinson.

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

3. **APPROVAL OF AGENDA**

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

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

Nays: None

Motion carries: 4-0

4. **CONSENT AGENDA**

- A. City Council Minutes - May 5, 2025
- B. City Council Work Session Minutes - April 28, 2025
- C. Community Park Grant Assistance and Environmental Work
- D. Connect Anoka County Agreement
- E. Police Department Policy Manual
- F. Payment of Claims

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

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

Nays: None

Motion carries: 4-0

5. **MEETING OPEN TO THE PUBLIC**

No one came forward to address the Council.

6. SPECIAL BUSINESS

A. Pioneer Days Update

Michelle Anderson with the St. Francis Area Chamber of Commerce came forward and gave an update on Pioneer Days, which will begin on May 30. She said everything is coming along great and they have incredible support for this event.

Udvig asked if they were still in need of volunteers for the event. Ms. Anderson said they are always looking for volunteers and a sign-up sheet can be found on the St. Francis Area Chamber website or Facebook page. She said there are big and small volunteer opportunities.

Faanes said she would love to help out on the Pioneer Days Committee next year. She asked if the St. Francis High School graduation is always on the same night as Pioneer Days. Ms. Anderson explained that historically when Pioneer Days has fallen on the same weekend as graduation they have a bigger turnout. She noted that if they held Pioneer Days the weekend after graduation, then a lot of people would already be out of town, and they would have a smaller turnout. She said they will be sending out a survey after Pioneer Days this year to get feedback from the residents on the weekend of the event. She added that they are also able to get more volunteers and law enforcement coverage the weekend of the graduation.

Mayor Vogel thanked Ms. Anderson for all the time she has spent on planning this event and for her energy and enthusiasm for it.

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS - NONE

9. NEW BUSINESS

A. 2024 Annual Comprehensive Financial Report

Finance Director Mulvihill reviewed the 2024 Comprehensive Financial Report. She shared that the presentation is available on the City's website.

MOTION BY: UDVIG SECOND: FAANES TO ACCEPT THE 2024 ANNUAL COMPREHENSIVE FINANCIAL REPORT AND PRESENTATION.

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

Nays: None

Motion carries: 4-0

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. Public Works Report - Quarter 1

Public Works Director Carpenter reviewed the first quarter report for Public Works.

He shared that they laid 1600 tons of new gravel in the spring. He added that they hauled away 280 dump truck loads of mulch which was created by the tree clearing across the street from City Hall. He explained that the fit test was completed for the ice rink warming house and they are in the planning stage for the remodel. He said they will be working on grants for this project and do not plan on starting the work until the summer of 2026. He added that they have been working closely with the Parks Commission to remodel Rum River Woods Park this year and it will be presented to the Council soon. He shared that they completed all of the wall painting for Police and Public Works. He discussed the recycling events and shared that they are now accepting recycled items during the week by appointment. He noted that Public Works Staff assisted Anoka County with the Bridge Street trail connection on the east side of Rum River. He explained that he was able to tour the Met Council's wastewater facility, which is one of the biggest in the country. He said they had an MPCA compliance inspection this year that went well. He shared that Staff is continuing to work with the DNR on increasing their water appropriations. He added that the water operators are continuing to monitor the high usage of water with the new system and are starting to take chloride samples from lift stations. He stated they will be fully reconstructing both Woodbine and 229th this year which will be starting in a few weeks.

Udvig asked if they had been having any issues with their pumps. Carpenter stated that things have improved a bit in the Turtle Run lift station. He said they have sent out letters to the suppliers of this lift station.

Faanes asked about the lawn project. Carpenter shared that he met with Stahl this morning and they will be reseeding the lawn and leveling it out.

Faanes noted there is a small sinkhole on Ambassador. Carpenter said this is a County road and they have been in touch with them about this.

Mayor Vogel asked about the roof replacement on the gazebo. Carpenter said they were able to use a tin material that looked like copper and it only cost them \$8,600 when they received quotes for a cedar shake roof up to \$42,000.

The Council thanked Carpenter and his Staff for all of their work during the first quarter.

B. Fire Department Monthly Report - April

Fire Chief Schmidt reviewed the Fire Department report for April. He shared that there were 66 incidents for the month with an average en-route time of nine minutes and 20 seconds and an at-scene time of 14 minutes and nine seconds. He reviewed how each call was copied. He noted they are projecting a volume increase for the year of 10.55%. He reviewed the times of day and days of the week when all calls came in, which has remained consistent throughout the first quarter. He shared that Staffing data also continues to be consistent throughout the quarter based on firefighter responses. He noted there were 23 fire events and

43 EMS events, with the average time on scene of 40 minutes and 13 seconds. He said there was a property loss of \$3,000 after a pole barn fire on Ambassador. He noted this was content loss only, but was coded as a property loss. He added that they met their turnout goals 44% of the time and their arrival on-scene goals 46% of the time. He shared that they provided mutual aid nine times in April and received mutual aid two times.

Mayor Vogel shared that he likes the new reporting system as it captures so much more data.

The Council thanked Schmidt for his and his Staff's work throughout the month.

12. COUNCIL MEMBER REPORTS

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

Faanes shared that there have been a few accidents on Ambassador and Highway 47 in the last few weeks. She asked if they had asked the County for a reduced speed on this road. Muehlbauer shared that they reduced the speed limit to 45 MPH after the two girls were killed a few years ago.

City Administrator Thunstrom explained that they have talked to both the State and the County about the speed of this road. She said they would reduce the speed limit to 25 MPH, and this would still not address the issues they are seeing. She noted that a lot of what they see are driver concerns. She added that they are working with MnDOT constantly to try to do something at this intersection.

Udvig shared that there will be a Culture Festival on May 21 at St. Francis High School from 5:00 p.m. to 8:00 p.m. She encouraged residents to look at the Hometown Highlights online.

Mayor Vogel shared that he spoke with their lobbyist and Representative Lawrence and things are not looking good at the legislature for the City. He said he is hopeful for what could happen during the Special Session. He added that a citizen had called him with concerns for the Police Department and he encouraged them to contact Police Chief Schwieger and have a meeting with him, which residents are allowed to do. He noted that if anyone has concerns, they can reach out to department heads as they would be happy to meet with residents. He added that they have been continuing to work with Bethel on fire services and joining the departments.

13. UPCOMING EVENTS

May 20 - Citizens Academy - 6:00 pm

May 21 - Planning Commission Meeting - CANCELLED

May 26 - City Offices Closed in observance of Memorial Day

May 27 - Citizens Academy - 6:00 pm

May 30 - Pioneer Days
May 31 - Pioneer Days
June 1 - Pioneer Days

14. ADJOURNMENT

MOTION BY: MUEHLBAUER SECOND: FAANES TO ADJOURN THE MEETING.

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

Nays: None

Motion carries: 4-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:36 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Bike Rodeo Donations
DATE: June 2, 2025

OVERVIEW:

The police department continues to focus on maintaining and enhancing its relationship with the public through community outreach. The department hosts several events throughout the year including the Bike Rodeo. The department has a small operating budget to fund its community outreach events although donations are occasionally received to supplement the department budget for the events. Recently, bicycle donations were received from two area businesses including Open Box Buys in St. Francis and Ramsey Bicycle. A total of six bicycles were donated, which will be raffled off as prizes during the Bike Rodeo event.

Donations have also been received from Kings County Market in the amount of \$250.00 and from Kwik Trip in the amount of \$300.00 to help fund the Bike Rodeo.

MN State Statute 471.198 authorizes any home rule charter or statutory city to solicit and spend money for any event or purpose that the governing body determines will foster a positive relationship between law enforcement and the community.

ACTION TO BE CONSIDERED:

Motion to accept the donation of six bicycles from St. Francis Open Box Buys and Ramsey Bicycle, County Market donation amount of \$250.00, and Kwik Trip donation amount of \$300.00.

BUDGET IMPLICATION:

The donations will supplement the police department budget in supporting the St. Francis Police Department Bike Rodeo.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Authorization to Hire Seasonal Staff
DATE: June 2, 2025

OVERVIEW:

Public Works is evolving as a team, the department is utilizing the talents on staff saving the city funding that was previously spent on contractors in years past and it leaves a void in for daily tasks such as mowing, weed whipping, emptying garbage, and watering trees. Hiring a seasonal will help fill some of the void and allow staff to continue working on special projects. Examples of these special projects include recycling improvements, road maintenance (gravel and asphalt), stormwater maintenance, park improvements, weed spraying, and ditch mowing.

A seasonal worker also helps with project timeliness which is important for successful management and allows staff the opportunity to accomplish more projects in a season.

ACTION TO BE CONSIDERED:

The Council approves the Mayor signing the Resolution 2025-29 Authorizing the Hiring of Seasonal Staff.

BUDGET IMPLICATION:

Funding for this seasonal position will be found in the Streets and Parks Project and Sidewalk Maintenance Budgets.

Attachments:

- Seasonal Public Works Maintenance Job Description
- Resolution 2025-29 Authorizing the Hiring of Seasonal Staff

City of
ST. FRANCIS

POSITION PROFILE

Effective Date: June 2025

Position Title: Seasonal Public Works Maintenance **Status:** Non-Exempt
\$16-18/hr

Department: Public Works - Streets and Park Maintenance **Approved:** _____

Accountable to: Streets and Parks Supervisor _____

Primary Objectives

Performs routine manual maintenance work associated with the City’s streets and storm sewers, and with park equipment, buildings, grounds, trails and recycling program; performs related duties as required.

Supervision Received

Receives general and/or technical supervision from the Streets and Parks Supervisor.

MAJOR AREAS OF ACCOUNTABILITY

- * 1. Performs a variety of manual and semi-skilled tasks related to streets, storm sewers, park maintenance and recycling.
- * 2. Operates equipment and vehicles including but not limited to; lawn and ditch mowers, Toolcat, and skidsteer.
- * 3. Maintains City parks including mowing, picking up debris, painting, emptying trash and removing or trimming brush and debris.
- * 4. Removes weeds and debris along roadways, storm sewers and outlets and changes flags.
- * 5. Installs, removes and repairs or replaces signs, signposts and fences.
- * 6. Maintains and operates a variety of tools and equipment.
- * 7. Reports equipment malfunctions and makes proper equipment checks before each day's operations; performs routine maintenance on vehicles and equipment.
- * 8. Reads and follows all safety and operational rules, regulations, policies and practices.

- * 9. Establishes and maintains a professional and positive image with the public by responding to requests for services and complaints in a professional, pleasant and tactful manner and ensuring problems are resolved.
- *10. Perform other duties as needed or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- * ➤ Considerable knowledge of tools, vehicles and equipment used in street and park maintenance.
- * ➤ Working knowledge of building and ground maintenance and general building repair.
- * ➤ Working knowledge of occupational hazards involved and safety precautions in public works maintenance.
- * ➤ Considerable skill in safe operation of department vehicles and equipment in all types of weather.
- * ➤ Considerable ability to perform hard manual labor, including manual excavation/digging.
- * ➤ Considerable ability to stand, walk, sit, or operate a vehicle or equipment, sometimes for long periods of time.
- * ➤ Considerable ability to bend, crouch, stoop, stretch, or crawl.
- * ➤ Considerable ability to use motor skills to manipulate objects requiring manual dexterity, and to be able to lift and carry equipment and supplies weighing up to 50 pounds or more.
- * ➤ Working ability to perform work in adverse weather, including storms.
- * ➤ Working ability to work with and around irritants and fumes.
- * ➤ Working ability to work independently without direct supervision and to be able to prioritize tasks and determine the best course of action to fix a problem.
- * ➤ Working ability to establish and maintain effective working relationships with supervisors, city employees, representatives and contractors and to deal with the public in a pleasant, courteous, and tactful manner.
- * ➤ Working ability to visually detect work to be done, equipment problems and supply needs.

MINIMUM QUALIFICATIONS

- One year of experience operating light equipment and performing general maintenance work, or equivalent preferred.

DESIRABLE QUALIFICATIONS

- Previous experience in construction, building maintenance, farming and/or landscaping is desirable.

* Note: Asterisked items are essential to the job.

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

RESOLUTION 2025-29

A RESOLUTION AUTHORIZING THE HIRING OF SEASONAL STAFF BY THE
CITY’S DEPUTY ADMINISTRATOR/PUBLIC WORKS DIRECTOR

WHEREAS, the City of St. Francis hires seasonal public works staff each year; and

WHEREAS, the City’s Personnel Policy allows for delegation of hiring of seasonal staff to City staff in Per Section 4: Examinations – B of the policy; and

WHEREAS, the City Council, in order to implement efficient City operations, specifically delegates the hiring of the following positions to the Deputy Administrator/Public Works Director for the job descriptions and pay ranges that are attached to this resolution; and

WHEREAS, the City Council retains all additional personnel decisions other than what has been specifically delegated in this resolution regarding the hiring of seasonal personnel; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby delegates the hiring authority to the Deputy Administrator/Public Works Director for the attached number of positions, job descriptions, and hiring ranges for seasonal public works positions.

Approved and adopted by the City Council of the City of St. Francis on the 2nd day of June, 2025.

Mark Vogel, Mayor

Attest: Jenni Wida, City Clerk

Dated



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: June 2, 2025

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$127,639.82 plus any additional bills that are handed out at council meeting.

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 06-02-2025 Packet List-\$127,639.82

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/03/2025 - 06/03/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4D.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 1097 - ANOKA COUNTY PROPERTY RECORDS							
.05292025							
00040714	ANOKA COUNTY PROPERTY RECORDS	05/29/2025		1,000.00	1,000.00	Open	N
	2025 NEARMAP AERIAL	DROBERTSON					06/02/2025
Total Vendor 1097 - ANOKA COUNTY PROPERTY RECORDS				1,000.00	1,000.00		
Vendor 2591 - ASPEN MILLS							
327954							
00040639	ASPEN MILLS	02/12/2024		111.60	111.60	Open	N
	UNIFORM - ROGERS	DROBERTSON					06/02/2025
	101-42210-40437	UNIFORMS		111.60		1.00	111.60
354877							
00040703	ASPEN MILLS	05/27/2025		210.83	210.83	Open	N
	UNIFORM - SCHWIEGER	DROBERTSON					06/02/2025
	101-42110-40437	UNIFORMS		210.83		1.00	210.83
Total Vendor 2591 - ASPEN MILLS				322.43	322.43		
Vendor 42 - BARNA, GUZY & STEFFEN							
296862							
00040640	BARNA, GUZY & STEFFEN	04/30/2025		1,140.00	1,140.00	Open	N
	MISCELLANEOUS/NON-RETAINER	DROBERTSON					06/02/2025
	101-41600-40304	CIVIL LEGAL FEES		1,140.00		1.00	1,140.00
296861							
00040641	BARNA, GUZY & STEFFEN	04/30/2025		960.00	960.00	Open	N
	COMMUNITY DEVELOPMENT	DROBERTSON					06/02/2025
296860							
00040642	BARNA, GUZY & STEFFEN	04/30/2025		1,078.00	1,078.00	Open	N
	GENERAL LABOR	DROBERTSON					06/02/2025
	101-41600-40304	CIVIL LEGAL FEES		1,078.00		1.00	1,078.00
296859							
00040643	BARNA, GUZY & STEFFEN	04/30/2025		5,300.00	5,300.00	Open	N
	PROSECUTION/RETAINER FILE	DROBERTSON					06/02/2025
	101-41600-40312	CRIMINAL LEGAL FEES		5,300.00		1.00	5,300.00
296858							
00040644	BARNA, GUZY & STEFFEN	04/30/2025		2,015.00	2,015.00	Open	N
	MUNICIPAL	DROBERTSON					06/02/2025
	101-41600-40304	CIVIL LEGAL FEES		2,015.00		1.00	2,015.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/03/2025 - 06/03/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4D.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 42 - BARNA, GUZY & STEFFEN							
296846							
00040645	BARNA, GUZY & STEFFEN	04/30/2025		1,820.00	1,820.00	Open	N
	SALARY SURVEY	DROBERTSON					06/02/2025
	101-41600-40304	CIVIL LEGAL FEES		1,820.00		1.00	1,820.00
296876							
00040646	BARNA, GUZY & STEFFEN	04/30/2025		1,534.00	1,534.00	Open	N
	SALE OF FORMER CITY HALL	DROBERTSON					06/02/2025
	101-41600-40304	CIVIL LEGAL FEES		1,534.00		1.00	1,534.00
Total Vendor 42 - BARNA, GUZY & STEFFEN				13,847.00	13,847.00		

Vendor 53 - BELLBOY CORPORATION BAR SUPPLY

010982700							
00040672	BELLBOY CORPORATION BAR SUPPLY	05/22/2025		374.71	374.71	Open	N
	MISC/OPERATING	CBUSKEY					05/22/2025
	609-49751-40206	FREIGHT		7.71		1.00	7.71
	609-49751-40254	MISCELLANEOUS MERCHANDISE		66.00		1.00	66.00
	609-49750-40210	OPERATING SUPPLIES		301.00		1.00	301.00
0207766200							
00040673	BELLBOY CORPORATION BAR SUPPLY	05/22/2025		1,060.05	1,060.05	Open	N
	LIQUOR/THC	CBUSKEY					05/22/2025
	609-49751-40257	THC		96.00		1.00	96.00
	609-49751-40251	LIQUOR		952.50		1.00	952.50
	609-49751-40206	FREIGHT		11.55		1.00	11.55
0207795600							
00040674	BELLBOY CORPORATION BAR SUPPLY	05/22/2025		(97.65)	(97.65)	Open	N
	THC	CBUSKEY					05/22/2025
	609-49751-40206	FREIGHT		(1.65)		1.00	(1.65)
	609-49751-40257	THC		(96.00)		1.00	(96.00)
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				1,337.11	1,337.11		

Vendor 7244 - BREAKTHRU BEVERAGE

121587966							
00040693	BREAKTHRU BEVERAGE	05/23/2025		934.92	934.92	Open	N
	LIQUOR/WINE	CBUSKEY					05/23/2025
	609-49751-40206	FREIGHT		13.40		1.00	13.40
	609-49751-40253	WINE		176.00		1.00	176.00
	609-49751-40251	LIQUOR		745.52		1.00	745.52

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/03/2025 - 06/03/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4D.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 7244 - BREAKTHRU BEVERAGE							
Total Vendor 7244 - BREAKTHRU BEVERAGE				934.92	934.92		
Vendor 10698 - CAMFIL USA, INC							
30555101							
00040638	CAMFIL USA, INC	05/19/2025		629.40	629.40	Open	N
	FILTERS	DROBERTSON					06/02/2025
	602-49490-40401	BUILDINGS MAINTENANCE		629.40		1.00	629.40
Total Vendor 10698 - CAMFIL USA, INC				629.40	629.40		
Vendor 8014 - CORE & MAIN LP							
w912540							
00040635	CORE & MAIN LP	05/06/2025		240.35	240.35	Open	N
	VALVE BOX ADAPTERS	DROBERTSON					06/02/2025
	601-49440-40229	PROJECT MAINTENANCE		240.35		1.00	240.35
Total Vendor 8014 - CORE & MAIN LP				240.35	240.35		
Vendor 2218 - CRAWFORDS EQUIPMENT							
01-120214							
00040696	CRAWFORDS EQUIPMENT	05/23/2025		3,129.25	3,129.25	Open	N
	V-PLOW	JSHOOK					06/02/2025
	101-45200-40237	SMALL EQUIPMENT		1,564.60		1.00	1,564.60
	101-43100-40237	SMALL EQUIPMENT		1,564.65		1.00	1,564.65
Total Vendor 2218 - CRAWFORDS EQUIPMENT				3,129.25	3,129.25		
Vendor 4854 - CRYSTAL SPRINGS ICE							
04-500105							
00040694	CRYSTAL SPRINGS ICE	05/23/2025		278.40	278.40	Open	N
	MISC	CBUSKEY					05/23/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		274.40		1.00	274.40
Total Vendor 4854 - CRYSTAL SPRINGS ICE				278.40	278.40		
Vendor 6974 - D & G RECYCLE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Agenda Item # 4D.

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 6974 - D & G RECYCLE							
8292							
00040625	D & G RECYCLE	05/06/2025		528.50	528.50	Open	N
	RECYCLING EVENT	JSHOOK					06/02/2025
	101-43210-40439	RECYCLING DAYS		528.50		1.00	528.50
Total Vendor 6974 - D & G RECYCLE				528.50	528.50		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2475387							
00040668	DAHLHEIMER DIST. CO. INC	05/22/2025		30,709.20	30,709.20	Open	N
	BEER/NA/LIQUOR/MISC	CBUSKEY					05/22/2025
	609-49751-40255	N/A PRODUCTS		77.05		1.00	77.05
	609-49751-40254	MISCELLANEOUS MERCHANDISE		204.00		1.00	204.00
	609-49751-40251	LIQUOR		10,674.00		1.00	10,674.00
	609-49751-40252	BEER		19,754.15		1.00	19,754.15
2469749							
00040669	DAHLHEIMER DIST. CO. INC	05/22/2025		(148.00)	(148.00)	Open	N
	LIQUOR	CBUSKEY					05/22/2025
	609-49751-40251	LIQUOR		(148.00)		1.00	(148.00)
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				30,561.20	30,561.20		
Vendor 4164 - DELL MARKETING L.P.							
10815087193							
00040633	DELL MARKETING L.P.	05/15/2025		14,255.85	14,255.85	Open	N
	COMPUTER REPLACEMENTS	DMULVIHILL					06/02/2025
	402-41400-40560	COMPUTERS		1,240.88		1.00	1,240.88
	402-42110-40570	COMPUTERS		3,401.20		1.00	3,401.20
	402-42210-40580	COMPUTERS		5,127.09		1.00	5,127.09
	402-43100-40580	COMPUTERS		4,486.68		1.00	4,486.68
Total Vendor 4164 - DELL MARKETING L.P.				14,255.85	14,255.85		
Vendor CD-REFUND - EAGLE RIDGE PLUMBING LLC							
05/22/2025							
00040682	EAGLE RIDGE PLUMBING LLC	05/22/2025	05/22/2025	121.00	121.00	Open	N
	REFUND PERMIT #2025-00216 NOT NEEDED.	DMULVIHILL					06/02/2025
	101-00000-20200	Plumbing		120.00		1.00	120.00
	101-00000-20200	Surcharge - Flat		1.00		1.00	1.00
Total Vendor CD-REFUND - EAGLE RIDGE PLUMBING LLC							

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor CD-REFUND - EAGLE RIDGE PLUMBING LLC				121.00	121.00		
Vendor 110 - ELECTRO WATCHMAN, INC							
JSKRQ3550							
00040636	ELECTRO WATCHMAN, INC	05/19/2025		1,908.17	1,908.17	Open	N
	S2 SYSTEM	DMULVIHILL					06/02/2025
	101-41940-40401	BUILDINGS MAINTENANCE		318.03		1.00	318.03
	101-42110-40401	BUILDINGS MAINTENANCE		318.03		1.00	318.03
	101-42210-40401	BUILDINGS MAINTENANCE		318.03		1.00	318.03
	101-43100-40401	BUILDINGS MAINTENANCE		318.03		1.00	318.03
	601-49440-40401	BUILDINGS MAINTENANCE		318.02		1.00	318.02
	602-49490-40401	BUILDINGS MAINTENANCE		318.03		1.00	318.03
Total Vendor 110 - ELECTRO WATCHMAN, INC				1,908.17	1,908.17		
Vendor 8132 - ERIK SKOGQUIST							
.06012025							
00040705	ERIK SKOGQUIST	06/01/2025		4,527.20	4,527.20	Open	N
	2ND QUARTER ASSESSING	DMULVIHILL					06/02/2025
	101-41550-40311	CONTRACT		4,527.20		1.00	4,527.20
Total Vendor 8132 - ERIK SKOGQUIST				4,527.20	4,527.20		
Vendor 7818 - EVERGREEN RECYCLING LLC							
3744							
00040659	EVERGREEN RECYCLING LLC	05/21/2025		1,600.00	1,600.00	Open	N
	RECYCLING EVENT	JSHOOK					06/02/2025
	101-43210-40439	RECYCLING DAYS		1,600.00		1.00	1,600.00
Total Vendor 7818 - EVERGREEN RECYCLING LLC				1,600.00	1,600.00		
Vendor 3447 - FERGUSON WATERWORKS							
0546840							
00040647	FERGUSON WATERWORKS	05/20/2025		746.64	746.64	Open	N
	7 VLV EXT	DROBERTSON					06/02/2025
	601-49440-40229	PROJECT MAINTENANCE		746.64		1.00	746.64
0547443							
00040648	FERGUSON WATERWORKS	05/20/2025		544.20	544.20	Open	N
	HYD FLAG	DROBERTSON					06/02/2025
	601-49440-40229	PROJECT MAINTENANCE		544.20		1.00	544.20

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 3447 - FERGUSON WATERWORKS							
Total Vendor 3447 - FERGUSON WATERWORKS				1,290.84	1,290.84		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-17152							
00040697	GLOBAL RESERVE DISTRIBUTION	05/22/2025		216.94	216.94	Open	N
	THC	CBUSKEY					05/27/2025
	609-49751-40257	THC		216.94		1.00	216.94
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				216.94	216.94		
Vendor 4691 - GRANITE CITY JOBBING CO							
456872							
00040670	GRANITE CITY JOBBING CO	05/22/2025		4,703.67	4,703.67	Open	N
	TOBACCO/MISC	CBUSKEY					05/22/2025
	609-49751-40206	FREIGHT		10.00		1.00	10.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		254.99		1.00	254.99
	609-49751-40256	TOBACCO PRODUCTS		4,438.68		1.00	4,438.68
Total Vendor 4691 - GRANITE CITY JOBBING CO				4,703.67	4,703.67		
Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC							
IN4843219							
00040649	INNOVATIVE OFFICE SOLUTIONS, LLC	05/21/2025		165.78	165.78	Open	N
	TONER FOR PRINTER	DROBERTSON					06/02/2025
	101-41400-40200	OFFICE SUPPLIES		165.78		1.00	165.78
IN4822157							
00040660	INNOVATIVE OFFICE SOLUTIONS, LLC	04/23/2025		72.84	72.84	Open	N
	SUPPLIES	DMULVIHILL					06/02/2025
	101-43100-40200	OFFICE SUPPLIES		36.42		1.00	36.42
	101-45200-40200	OFFICE SUPPLIES		36.42		1.00	36.42
IN4841043							
00040661	INNOVATIVE OFFICE SOLUTIONS, LLC	05/16/2025		109.62	109.62	Open	N
	SUPPLIES	DMULVIHILL					06/02/2025
	101-41400-40200	OFFICE SUPPLIES		109.62		1.00	109.62
Total Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC				348.24	348.24		

Vendor 10476 - IUOE LOCAL #49

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 10476 - IUOE LOCAL #49							
.05212025 00040650	IUOE LOCAL #49	05/21/2025		210.00	210.00	Open	N
	PW UNION DUES JUNE 2025	DROBERTSON					06/02/2025
	101-00000-21707	UNION DUES		210.00		1.00	210.00
Total Vendor 10476 - IUOE LOCAL #49				210.00	210.00		
Vendor 154 - JOHNSON BROTHERS							
2795113 00040690	JOHNSON BROTHERS	05/22/2025		4,351.30	4,351.30	Open	N
	LIQUOR	CBUSKEY					05/22/2025
	609-49751-40206	FREIGHT		94.30		1.00	94.30
	609-49751-40251	LIQUOR		4,257.00		1.00	4,257.00
2795114 00040691	JOHNSON BROTHERS	05/22/2025		223.86	223.86	Open	N
	WINE	CBUSKEY					05/22/2025
	609-49751-40206	FREIGHT		7.36		1.00	7.36
	609-49751-40253	WINE		216.50		1.00	216.50
2795115 00040692	JOHNSON BROTHERS	05/22/2025		166.08	166.08	Open	N
	THC	CBUSKEY					05/22/2025
	609-49751-40257	THC		166.08		1.00	166.08
Total Vendor 154 - JOHNSON BROTHERS				4,741.24	4,741.24		
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.05212025 00040651	LAW ENFORCEMENT LABOR SVCS.	05/21/2025		657.00	657.00	Open	N
	POLICE DUES JUNE 2025	DROBERTSON					06/02/2025
	101-00000-21707	UNION DUES		657.00		1.00	657.00
.052120251 00040652	LAW ENFORCEMENT LABOR SVCS.	05/21/2025		73.00	73.00	Open	N
	SERGEANTS DUES JUNE 2025	DROBERTSON					06/02/2025
	101-00000-21707	UNION DUES		73.00		1.00	73.00
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.				730.00	730.00		
Vendor 9246 - MACQUEEN EMERGENCY							

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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 9246 - MACQUEEN EMERGENCY							
P48710							
00040634	MACQUEEN EMERGENCY	05/13/2025		438.42	438.42	Open	N
	UNIFORM-JOHNSON	DROBERTSON					06/02/2025
	402-42210-40582	TURNOUT GEAR		438.42		1.00	438.42
Total Vendor 9246 - MACQUEEN EMERGENCY				438.42	438.42		
Vendor 8133 - MARY WELLS							
.06012025							
00040704	MARY WELLS	06/01/2025		4,527.20	4,527.20	Open	N
	2ND QUARTER ASSESSING	DMULVIHILL					06/02/2025
	101-41550-40311	CONTRACT		4,527.20		1.00	4,527.20
Total Vendor 8133 - MARY WELLS				4,527.20	4,527.20		
Vendor 202 - MCDONALD DIST CO							
807099							
00040665	MCDONALD DIST CO	05/22/2025		5,175.60	5,175.60	Open	N
	BEER/NA	CBUSKEY					05/22/2025
	609-49751-40255	N/A PRODUCTS		63.80		1.00	63.80
	609-49751-40252	BEER		5,111.80		1.00	5,111.80
807108							
00040666	MCDONALD DIST CO	05/22/2025		88.00	88.00	Open	N
	BEER	CBUSKEY					05/22/2025
	609-49751-40252	BEER		88.00		1.00	88.00
807305							
00040667	MCDONALD DIST CO	05/22/2025		41.60	41.60	Open	N
	BEER	CBUSKEY					05/22/2025
	609-49751-40252	BEER		41.60		1.00	41.60
808358							
00040700	MCDONALD DIST CO	05/27/2025		(214.00)	(214.00)	Open	N
	NA	CBUSKEY					05/27/2025
	609-49751-40255	N/A PRODUCTS		(214.00)		1.00	(214.00)
Total Vendor 202 - MCDONALD DIST CO				5,091.20	5,091.20		
Vendor 10744 - MINNESOTA FIRE SERVICE CERTIFI							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 10744 - MINNESOTA FIRE SERVICE CERTIFI							
14023							
00040683	MINNESOTA FIRE SERVICE CERTIFI	05/12/2025		468.00	468.00	Open	N
	FF I EXAM - CURRAN, DAVIS, TISCHER & RET DROBERTSON						06/02/2025
Total Vendor 10744 - MINNESOTA FIRE SERVICE CERTIFI				468.00	468.00		
Vendor 195 - MN DEPARTMENT OF HEALTH							
1091326							
00040701	MN DEPARTMENT OF HEALTH	04/16/2025		40.00	40.00	Open	N
	2025 STATEWIDE HOSPITALITY FEE	DROBERTSON					06/02/2025
	101-42110-40441	MISCELLANEOUS		40.00		1.00	40.00
Total Vendor 195 - MN DEPARTMENT OF HEALTH				40.00	40.00		
Vendor 3753 - PAUSTIS WINE COMPANY							
266030							
00040671	PAUSTIS WINE COMPANY	05/22/2025		492.50	492.50	Open	N
	WINE	CBUSKEY					05/22/2025
	609-49751-40206	FREIGHT		12.50		1.00	12.50
	609-49751-40253	WINE		480.00		1.00	480.00
Total Vendor 3753 - PAUSTIS WINE COMPANY				492.50	492.50		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
6981559							
00040686	PHILLIPS WINE & SPIRITS CO	05/22/2025		1,273.54	1,273.54	Open	N
	WINE	CBUSKEY					05/22/2025
	609-49751-40206	FREIGHT		57.04		1.00	57.04
	609-49751-40253	WINE		1,216.50		1.00	1,216.50
6981560							
00040687	PHILLIPS WINE & SPIRITS CO	05/22/2025		108.16	108.16	Open	N
	MISC	CBUSKEY					05/22/2025
	609-49751-40206	FREIGHT		7.36		1.00	7.36
	609-49751-40254	MISCELLANEOUS MERCHANDISE		100.80		1.00	100.80
6981558							
00040688	PHILLIPS WINE & SPIRITS CO	05/22/2025		121.68	121.68	Open	N
	LIQUOR	CBUSKEY					05/22/2025
	609-49751-40206	FREIGHT		3.68		1.00	3.68
	609-49751-40251	LIQUOR		118.00		1.00	118.00
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO							

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 214 - PHILLIPS WINE & SPIRITS CO				1,503.38	1,503.38		
Vendor 10745 - PREMIUM WATERS, INC							
883540-04-25							
00040706	PREMIUM WATERS, INC	04/30/2025		22.41	22.41	Open	N
	FIRE	DMULVIHILL					06/02/2025
	101-42210-40240	OFFICE EQUIP		22.41		1.00	22.41
Total Vendor 10745 - PREMIUM WATERS, INC				22.41	22.41		
Vendor CD-REFUND - PROGRESSIVE BUILDERS							
E2025-0013							
00040707	PROGRESSIVE BUILDERS	05/28/2025	06/02/2025	1,000.00	1,000.00	Open	N
	CHECK REQUEST FOR ESCROW: E2025-0013	DMULVIHILL					06/02/2025
	803-00000-20200	E2025-0013 - P2024-00411		1,000.00		1.00	1,000.00
05/28/2025							
00040708	PROGRESSIVE BUILDERS	05/28/2025	06/02/2025	1,500.00	1,500.00	Open	N
	Check Request For Escrow: E2025-0010	DMULVIHILL					06/02/2025
	803-00000-20200	E2025-0010 - P2024-00411		1,500.00		1.00	1,500.00
05/28/2025							
00040709	PROGRESSIVE BUILDERS	05/28/2025	06/02/2025	750.00	750.00	Open	N
	Check Request For Escrow: E2025-0011	DMULVIHILL					06/02/2025
	803-00000-20200	E2025-0011 - P2024-00411		750.00		1.00	750.00
05/28/2025							
00040710	PROGRESSIVE BUILDERS	05/28/2025	06/02/2025	3,500.00	3,500.00	Open	N
	Check Request For Escrow: E2025-0012	DMULVIHILL					06/02/2025
	803-00000-20200	E2025-0012 - P2024-00411		3,500.00		1.00	3,500.00
Total Vendor CD-REFUND - PROGRESSIVE BUILDERS				6,750.00	6,750.00		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B017327							
00040662	RMB ENVIRONMENTAL LABORATORIES, INC	05/21/2025		263.00	263.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					06/02/2025
	602-49490-40313	SAMPLE TESTING		263.00		1.00	263.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B017382							
00040663	RMB ENVIRONMENTAL LABORATORIES, INC	05/21/2025		175.00	175.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					06/02/2025
	602-49490-40313	SAMPLE TESTING		175.00		1.00	175.00
B017328							
00040695	RMB ENVIRONMENTAL LABORATORIES, INC	05/23/2025		298.00	298.00	Open	N
	LOW LEVEL MERCURY	DROBERTSON					06/02/2025
	602-49490-40313	SAMPLE TESTING		298.00		1.00	298.00
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				736.00	736.00		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2626890							
00040684	SOUTHERN GLAZERS OF MN	05/22/2025		1,618.06	1,618.06	Open	N
	LIQUOR	CBUSKEY					05/22/2025
	609-49751-40206	FREIGHT		12.16		1.00	12.16
	609-49751-40251	LIQUOR		1,605.90		1.00	1,605.90
2626891							
00040685	SOUTHERN GLAZERS OF MN	05/22/2025		103.44	103.44	Open	N
	WINE	CBUSKEY					05/22/2025
	609-49751-40206	FREIGHT		2.56		1.00	2.56
	609-49751-40253	WINE		100.88		1.00	100.88
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				1,721.50	1,721.50		
Vendor 863 - THE BERNICK COMPANIES							
10358596							
00040675	THE BERNICK COMPANIES	05/22/2025		(5.00)	(5.00)	Open	N
	BEER	CBUSKEY					05/22/2025
	609-49751-40252	BEER		(5.00)		1.00	(5.00)
10358595							
00040676	THE BERNICK COMPANIES	05/22/2025		1,265.85	1,265.85	Open	N
	BEER/NA	CBUSKEY					05/22/2025
	609-49751-40255	N/A PRODUCTS		58.00		1.00	58.00
	609-49751-40252	BEER		1,207.85		1.00	1,207.85
Total Vendor 863 - THE BERNICK COMPANIES				1,260.85	1,260.85		

Vendor 10697 - TRIAD PARADIGN, LLC

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 10697 - TRIAD PARADIGN, LLC							
2024-09 00040653	TRIAD PARADIGN, LLC STUDY DRAFT DEVELOPMENT 101-42210-40311	12/01/2024 DROBERTSON CONTRACT		2,571.75 2,571.75	2,571.75	Open	N 06/02/2025 2,571.75
2025-01 00040654	TRIAD PARADIGN, LLC MEETING WITH CHIEF 101-42210-40311	01/01/2025 DROBERTSON CONTRACT		400.00 400.00	400.00	Open	N 06/02/2025 400.00
2025-02 00040655	TRIAD PARADIGN, LLC STUDY DRAFT, STRATEGIC PLAN, MEETING PRE 101-42210-40311	02/01/2025 DROBERTSON CONTRACT		2,960.30 2,960.30	2,960.30	Open	N 06/02/2025 2,960.30
2025-03 00040656	TRIAD PARADIGN, LLC 3/03 STF COUNCIL MTG, 3/06 BETHEL COUNCI 101-42210-40311	03/01/2025 DROBERTSON CONTRACT		1,171.75 1,171.75	1,171.75	Open	N 06/02/2025 1,171.75
2025-04 00040657	TRIAD PARADIGN, LLC JPA DRAFT, STUDY DRAFT DEVELOPMENT, STUD 101-42210-40311	04/01/2025 DROBERTSON CONTRACT		6,043.50 6,043.50	6,043.50	Open	N 06/02/2025 6,043.50
2025-05 00040658	TRIAD PARADIGN, LLC DISCUSSION, STRATEGIC PLAN, COMP STUDY 101-42210-40311	05/19/2025 DROBERTSON CONTRACT		3,752.20 3,752.20	3,752.20	Open	N 06/02/2025 3,752.20
Total Vendor 10697 - TRIAD PARADIGN, LLC				16,899.50	16,899.50		
Vendor 6501 - TRI-COUNTY LAW ENFORCEMENT							
.05122025 00040664	TRI-COUNTY LAW ENFORCEMENT 2025 ANNUAL DUES 101-42110-40433	05/12/2025 DROBERTSON DUES AND SUBSCRIPTIONS		90.00 90.00	90.00	Open	N 06/02/2025 90.00
Total Vendor 6501 - TRI-COUNTY LAW ENFORCEMENT				90.00	90.00		
Vendor 2926 - WINE MERCHANTS							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 2926 - WINE MERCHANTS							
7520175							
00040689	WINE MERCHANTS	05/22/2025		137.15	137.15	Open	N
	WINE	CBUSKEY					05/22/2025
	609-49751-40206	FREIGHT		2.15		1.00	2.15
	609-49751-40253	WINE		135.00		1.00	135.00
Total Vendor 2926 - WINE MERCHANTS				137.15	137.15		

# of Invoices:	67	# Due: 67	Totals:	128,104.47	128,104.47
# of Credit Memos:	4	# Due: 4	Totals:	(464.65)	(464.65)
Net of Invoices and Credit Memos:				127,639.82	127,639.82

--- TOTALS BY GL BANK ---

GNCKG

127,639.82

--- TOTALS BY GL DISTRIBUTIONS ---

101-00000-20200	121.00
101-00000-21707	940.00
101-41400-40200	275.40
101-41550-40311	9,054.40
101-41600-40304	7,587.00
101-41600-40312	5,300.00
101-41940-40401	318.03
101-42110-40401	318.03
101-42110-40433	90.00
101-42110-40437	210.83
101-42110-40441	40.00
101-42210-40240	22.41
101-42210-40311	16,899.50
101-42210-40401	318.03
101-42210-40437	111.60
101-43100-40200	36.42
101-43100-40237	1,564.65
101-43100-40401	318.03
101-43210-40439	2,128.50
101-45200-40200	36.42
101-45200-40237	1,564.60
402-41400-40560	1,240.88
402-42110-40570	3,401.20
402-42210-40580	5,127.09
402-42210-40582	438.42

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/03/2025 - 06/03/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4D.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
	402-43100-40580			4,486.68			
	601-49440-40229			1,531.19			
	601-49440-40401			318.02			
	602-49490-40313			736.00			
	602-49490-40401			947.43			
	609-49750-40210			301.00			
	609-49751-40206			244.12			
	609-49751-40251			18,204.92			
	609-49751-40252			26,198.40			
	609-49751-40253			2,324.88			
	609-49751-40254			900.19			
	609-49751-40255			(15.15)			
	609-49751-40256			4,438.68			
	609-49751-40257			383.02			
	803-00000-20200			6,750.00			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			47,254.85	47,254.85		
	402 CAPITAL EQUIPMENT FUND			14,694.27	14,694.27		
	601 WATER FUND			1,849.21	1,849.21		
	602 SEWER FUND			1,683.43	1,683.43		
	609 LIQUOR FUND			52,980.06	52,980.06		
	803 ESCROW			6,750.00	6,750.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			7,811.00	7,811.00		
	41400 ADMINISTRATION			1,516.28	1,516.28		
	41550 ASSESSING			9,054.40	9,054.40		
	41600 LEGAL			12,887.00	12,887.00		
	41940 BUILDINGS			318.03	318.03		
	42110 POLICE			4,060.06	4,060.06		
	42210 FIRE			22,917.05	22,917.05		
	43100 STREETS			6,405.78	6,405.78		
	43210 RECYCLING			2,128.50	2,128.50		
	45200 PARKS			1,601.02	1,601.02		
	49440 WATER DEPT			1,849.21	1,849.21		
	49490 SEWER DEPT			1,683.43	1,683.43		
	49750 LIQUOR STORE			301.00	301.00		
	49751 MERCHANDISE PURCHASES			52,679.06	52,679.06		



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Sale of City Owned Property
DATE: June 2, 2025

OVERVIEW:

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

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

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

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

TIMELINE:

1st Reading: June 2, 2025

2nd Reading: June 16, 2025

30-day public Comment and closing after July 21, 2025

Property sale is eligible to close after July 21st, if we adhere to this timeline

ACTION TO BE CONSIDERED:

Council to review and act on the following:

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

Attachments:

- Ordinance 346 Second Series



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Design Services for Warming House/Ice Rink
DATE: June 2, 2025

OVERVIEW:

It was determined on the March 24th work session that the city will move forward with the remodel of the warming house/ice rink. Staff at that time was working with SEH on a designed fit test for the current space and the Park Commission decided to move forward with the recommendation.

SEH also recommended that the city apply for two grants, one from the League of Minnesota Cities and another from the DNR. The grant application process was approved by council on May 5th. It stands to reason that the company working on the grants for the city should be the company that designs and manages the project. Essentially SEH will monitor the project from start to finish.

SEH will provide the following services:

- Schematic Design
- Final Design
- Bidding Assistance
- Permitting
- Construction Administration

Total hourly fee for the scope of the project is not to exceed \$90,810. Cost will decrease with staff involvement.

ACTION TO BE CONSIDERED:

Council to authorize staff to sign the proposed scope of services and move forward with the project.

BUDGET IMPLICATION:

This will be paid for out of the Park Fund

Attachments:

- SEH Letter Agreement
- Contract Amendment
- Fee Summary



Building a Better World
for All of Us®

May 14, 2025

RE: Community Park Warming House
Phase A – Design Services
Proposed Scope of Services and Fee

Paul Carpenter
Deputy Administrator/Public Works Director
4858 St. Francis Blvd. NW
St. Francis, MN 55070

Dear Paul,

Short Elliott Hendrickson, Inc. (SEH) is pleased to provide our Proposed Scope of Work and Fee for Phase A – Architectural Services for the Warming House within Community Park in St. Francis, MN. This Proposal is based on previous conversations with City, including our meeting with you last week. We understand that parks are a priority for the City of St Francis and a way for the City to give back to the community. The City recently approved the SEH prepared Park Planning Study and is moving the project forward as Phase A, which is the subject of this Proposal. This Proposal is intended as an Amendment #1 to the August 29, 2024, Agreement for Professional Services between the City of St. Francis and SEH. SEH proposes to subcontract with The Design Group for MEP services.

SEH is excited to serve as your partner to deliver this architectural rehabilitation project.

PROJECT UNDERSTANDING

Warming House improvements include:

1. The addition of a new open air covered picnic shelter on the north side of the existing building. The roof of this shelter would connect to the existing building, and the floor would be a concrete slab on grade.
2. A new patio area on the east side of the warming shelter with a lean-to pergola structure attached to the existing building for resting and viewing of the skating rink / pickleball court area. The floor will be wood plank or similar for comfort when changing in and out of ice skates. Other options would be explored during design including seating, shading, and wind breaks for both the patio and picnic shelter areas.
3. The interior of the warming shelter will be designed for improvements focusing on the restrooms, and service line space for catered set-ups. Where feasible paint, doors, windows, roofing, flooring, and other items will be discussed for replacement thorough the design process for inclusion in the bidding and construction process.

Proposed ice rink and site improvements include:

1. Development of supporting site elements and infrastructure such as fire “council ring” and seating, sidewalk connections around the Warming House and parking lots, and site furniture for seating.
2. Reconfigured parking lot, curb & gutter, new apron location, new LED lighting units, and sidewalks.
3. Adjustment and reconfiguration of handicapped parking spaces, accessibility ramp, and approach sidewalk to building entrance.
4. Turf establishment/repair and landscape plantings around Warming House.
5. Aggregate base and bituminous paving for ice rink footprint, top-surface painting, and stripping for six pickleball courts.
6. Replacement of the ice rink boards.
7. Replacement of rink lighting poles, LED luminaires and footings.

ASSUMPTIONS

1. Professional services will include structural engineering for the north roof and pergola additions, mechanical, electrical, and plumbing for restroom related improvements.
2. A fire sprinkler system is not required for the building due to size.
3. No design work is required for the remainder of existing building interior lighting, or HVAC systems.
4. City of St. Francis will manage all stakeholder public engagement and outreach activities beyond the scope presented here.
5. City of St. Francis will provide all previous or existing studies, base maps, surveying data and/or studies.

PROPOSED SCOPE OF WORK

SEH proposes to provide Schematic Design, Final Design, Bidding, Permitting, and Construction Administration services in five tasks for the proposed Phase A - Warming House Improvements Project. Services are anticipated to be required from the following disciplines:

1. Architecture
2. Structural Engineering
3. MEP Engineering
4. Landscape Architecture
5. Civil Engineering

Task 1 – Schematic Design

Identification and development of preliminary layouts for proposed building modifications based on information generated as part of previous concept design work completed by SEH. This phase includes one design review meeting at (35%) complete, for feedback and refinement of generated work. Tasks include the following:

1. Kick-off Meeting.
2. Preliminary Building Code analysis.

3. Generation of schematic building plan.
4. Generation of schematic exterior elevations with proposed preliminary materials and colors.
5. Confirmation of proposed structural foundation systems based on geotechnical information.
6. Preliminary identification and recommendations of structural framing, mechanical, plumbing, and electrical improvements.
7. Based on the Planning Study, create one final site concept showing all proposed site features, including the reconfigured parking lot, new basketball court, sidewalk connections, and ice rink/pickleball court layout.
8. Attend one design review virtual meeting.
9. Provide a preliminary per square foot estimate of probable costs for building improvements.

Task 2 – Final Design

Generation of detailed architectural, structural, mechanical, electrical, drawings and specifications. Final design document package will be prepared for submitting to governing authorities for plan review and issuance of permits, and for issuance to Contractors for construction pricing. At the completion of this phase a final Estimate of Probable Cost will be provided. Deliverables include the following:

1. Project Manual including front end (bid documents) and technical specification.
2. Building Code analysis for code compliance review and approval by Authorities Having Jurisdiction (AHJ).
3. Architectural building floor, ceiling, and roof plans.
4. Exterior building elevations and associated details.
5. Building and wall sections and associated details.
6. Interior building details.
7. Structural foundation plans, details, and schedules.
8. MEP Plans and associated schedules and details.
9. One final site layout showing all proposed features.
10. Final Project Estimate of Probable Cost provided at end of Schematic Development and after 95% Construction Document Review.
11. Attend two design review meetings at (65% and 95%) complete for feedback and refinement of generated work.
12. Final construction drawings and specifications at 100% completion.

Task 3 – Bidding Assistance

Preparation of bid documents for distribution to bidding Contractors. Assistance will be provided to administer the public bid process for Contractor selection and generation of construction Contracts. Activities include:

1. Preparation and submittal of Advertisement for Bids.
 - a. Advertisement costs will be billed as a reimbursable expense.

2. Distribution of bid documents to bidding Contractors.
 - a. Bid document will be distributed to bidders electronically.
 - b. If hard copies are required, they will be billed as a reimbursable expense.
3. Responding to bidder's questions, providing clarifications to bid documents, and issuance of Addenda as needed.
4. Lead virtual bid opening and compile Contractor bids for City review.
5. Bid evaluation and preparation of recommendations for Contractor selection.
6. Prepare draft construction Contract between the Owner and Contractor.

Task 4 – Permitting

Preparation of permit documents for submittal to appropriate governing authorities having jurisdiction for approvals and issuance of site and building permits. Activities include:

1. Submission of plans, specifications, calculations, and forms to appropriate governing authorities. Plan review and permitting fees will be invoiced to the Owner as a reimbursable expense.
2. Provision of written response to plan review comments in the securement of required permits. Issuance of Addenda to adjust Construction Documents as required.

Task 5 – Construction Administration

Administration of the Contract between the Owner and the Contractor for the construction of the project. Activities include:

1. Organizing and conducting Pre-Construction Meeting with the Contractor.
2. Answering field questions and providing additional information to Contractor as required during the course of construction.
3. Review and response to Contractor-issued RFI's.
4. Review of Shop Drawings, product data and other submittals as designated by the Contract Documents.
5. Attendance of Architect at three (3) monthly construction meetings conducted by the Contractor.
 - a. Construction Meeting minutes to be prepared and distributed by the Contractor.
6. Review of monthly Contractor pay requests and provide a recommendation to the Owner.
7. Review and prepare Change Order documents and provide recommendation to the Owner.
8. Punch-list review and generation of punch-list report for issuance of Certificate of Substantial Completion.

SERVICES NOT INCLUDED

(this list may not be all-inclusive)

1. Geotechnical borings, engineering, and recommendations report will be provided by the City of St. Francis.

2. Materials testing and Inspection Services will be provided by the City of St. Francis.
3. Redesign efforts conducted after the Schematic Design phase initiated by the Owner will be considered an additional service and fee.
4. Value Engineering.
5. Energy Modeling.
6. Building envelope, HVAC, and Electrical Commissioning.
7. Noise abatement / Acoustical studies.
8. Environmental testing and engineering.
9. Permitting fees.
10. Special Inspections.
11. Furniture, fixtures, and equipment (FFE) design and procurement.
12. Additional site visits beyond those outlined in this Project Scope.
13. Construction materials testing is not included in this Proposal. Testing services will be required by a third-party firm contracted and paid for directly by the City at the time of construction.

PROJECT TEAM

We have assembled a Project Team that has worked together extensively on many recreation and park facilities projects. Our interdisciplinary Project Team will include the following Key Experts:

Project Manager	Karl Weissenborn, PLA
Project Architect	John Deacy, AIA
Architectural Design Support	Dan Mahoney
Principle In Charge	Brian Bergstrom, AIA
Lighting Lead	Andrew Felber
MEP Subcontractor	Otto Maki, PE
Grants and Funding	Stacy Crakes
Engineering Lead	Brian Hare, PE
Park Planning	Molly Wagner, PLA
Recreation Planning & Design/Graphics	Virginia Torzewski
Client Service Manager	Jessica Hedin, PE

KEY HIGHLIGHTS TO OUR APPROACH

We understand you want to move quickly on this project, and we are ready to respond. Our intent is to start Task 1 upon successful amendment execution of a Contract for this work. We anticipate this work can be completed by March 2026. This would allow the City of St. Francis to proceed with potential future 2026 funding applications to the MnDNR Outdoor Recreation Grant Program and/or other funding sources.

ANTICIPATED FEE

The primary tasks and deliverables are as outlined above. We are proposing not to exceed an hourly fee of \$90,810.00 inclusive of expenses for this project based on the tasks, meetings,

and deliverables outlined herein. Our proposed fee is broken down by task so you can see our proposed level of effort based on our best understanding of your project.

Our Project Team is excited to partner with the City of St. Francis to fulfill the next phase of your Community Park vision. Please contact either of us with any questions.

Sincerely,



Brian Bergstrom, AIA
Principle In Charge
952.215.8118 cell



Karl Weissenborn, PLA (MN)
Project Manager
612.318.0348 direct | 612.723.1764 cell

Amendment No. 1 to the Agreement for Professional Services between the City of St Francis, Minnesota (Client) and Short Elliott Hendrickson, Inc. (Consultant), which was effective August 29, 2025.

Whereas additional professional design services will be performed related to architecture, engineering, and landscape architecture consulting services.

Now therefore, the parties to the Agreement agree to amend it as follows:

Additional Service: Community Park Warming House Phase A – Design Services

Services include:

- Please see the attached Community Park Warming House Phase A – Design Services, Proposed Scope of Services and Fee, dated May 14, 2025, for full details and information.

Schedule: Work to be completed by March 2026.

The additional services for this scope will be provided on an hourly rate basis including reimbursable expenses for an estimated of \$90,810.00, inclusive of expenses.

All other terms and conditions of the Agreement remain the same.
This Amendment is effective May 14, 2025.

City of St Francis, Minnesota

Short Elliott Hendrickson, Inc.

Signature



Printed Name

Brian Bergstrom

Title

Principle In Charge/Practice Leader



Community Park Warming House, Phase A – Design Services
City of St Francis, MN
SEH Project STFRA 180937 (Amendment #1)
May 14, 2025

Prepared by: Weissenborn/Deacy
Reviewed By: Weissenborn/Deacy/Hedin

Billing Title		PM	Architect	Sr Tech	LA	Sr Tech	PE	PE	Admin Tech	Subconsultant	Total
Employee Name		Weissenborn	Deacy	Mahoney	Torzewski	Felber	Hare	Tarbel	Hanson	& Expenses	
Task #1 - Schematic Design											
	Task Hours Summary	7	17	21	9	4	2	8		N/A	68
Task #2 - Final Design											
	Task Hours Summary	12	48	122	96	14	12	40	4	N/A	348
Task #3 – Bidding Assistance											
	Task Hours Summary	2	6	6			2		4	N/A	20
Task #4 - Permitting											
	Task Hours Summary	2					4		2	N/A	8
Task #5 - Construction Administration											
	Task Hours Summary	4	16	46		2	4	4		N/A	76
	Project Hours Summary	27	87	195	105	20	24	52	10		520
	Total Project	\$5,741.60	\$16,011.57	\$28,474.88	\$11,358.27	\$3,459.72	\$5,275.51	\$10,874.29	\$1,152.03	\$8,462.60	\$90,810.47



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Rum River Woods Playground Recommendation
DATE: June 2, 2025

OVERVIEW:

Rum River Woods Park was installed in 1996 and is at the end of its useable life. Staff began the replacement process at the Work Session on March 24th, at that time \$55,000 was discussed as the playground replacement cost. Staff then held a community meeting at the park on April 16th to receive resident input on the playground replacement. The members of the Parks Commission were presented with options of playgrounds at the meeting on May 15th.

The Parks Commission has recommended the Pro Playground System in the amount of \$48,499.00, which includes installation. Public Works will be removing the old equipment and the pea rock to help save project expenses. The city can reuse the current curbing as it is in excellent shape. The Commission has also recommended that a half basketball court be installed, this project will be priced out and then installed by Public Works if time and money allow.

ACTION TO BE CONSIDERED:

Council to approve the purchase of the recommended playground equipment to be installed in the Rum River Woods Park.

BUDGET IMPLICATION:

This will be paid for out of the Park Fund

Attachments:

- Pro Playground Quote



TRUST — the — EXPERTS

For over a decade, our customers have entrusted us to provide safe and affordable playground and recreational equipment. Our team of Certified General Contractors and Playground Safety Inspectors will insure that your project is completed to perfection, providing truly turnkey service, with every step of the process from planning and budgeting, through the installation being handled under one roof.



1-800-573-7529 | www.proplaygrounds.com



Pro Playgrounds
8490 Cabin Hill Road
Tallahassee, FL 32311

Quote

Date	Estimate #
5/27/2025	44026

Project Name
Playground



WE WILL BEAT ANY PRICE BY 5%!

Customer / Bill To	Ship To
City of St. Francis Tom Koep 22635 Vintage St NW. St. Francis, MN 55070	City of St. Francis Tom Koep 22635 Vintage St NW. St. Francis, MN 55070

Item	Description	Qty	Cost	Total:
	Furnish labor and material to provide the following: 1.) Installation of 1 playground system Note: -Customer responsible for removing old equipment and concrete footers prior to installation. -Customer responsible for providing safety surfacing **PLAYGROUND EQUIPMENT**			
25-PKP205	Broken Arrow Playground System (Required Use Zone 44 x 36)	1	26,247.00	26,247.00
Shipping	Combined Shipping and Freight Charges	1	2,805.80	2,805.80
	MATERIALS AND LABOR			
CC80	Concrete for Anchoring - Delivered Cost	103	8.40	865.20
LBR	Labor and Installation	1	18,581.00	18,581.00

AGREED AND ACCEPTED:

If the above total price, scope of work, specifications, terms and conditions are acceptable, sign below indicating your acceptance and authorization for Pro Playgrounds to proceed with the work and/or sales transaction described in this quotation. Upon signature and payment in accordance with this quote, Pro Playgrounds will proceed with the work and/or sales transaction.

Signature Name / Title Date

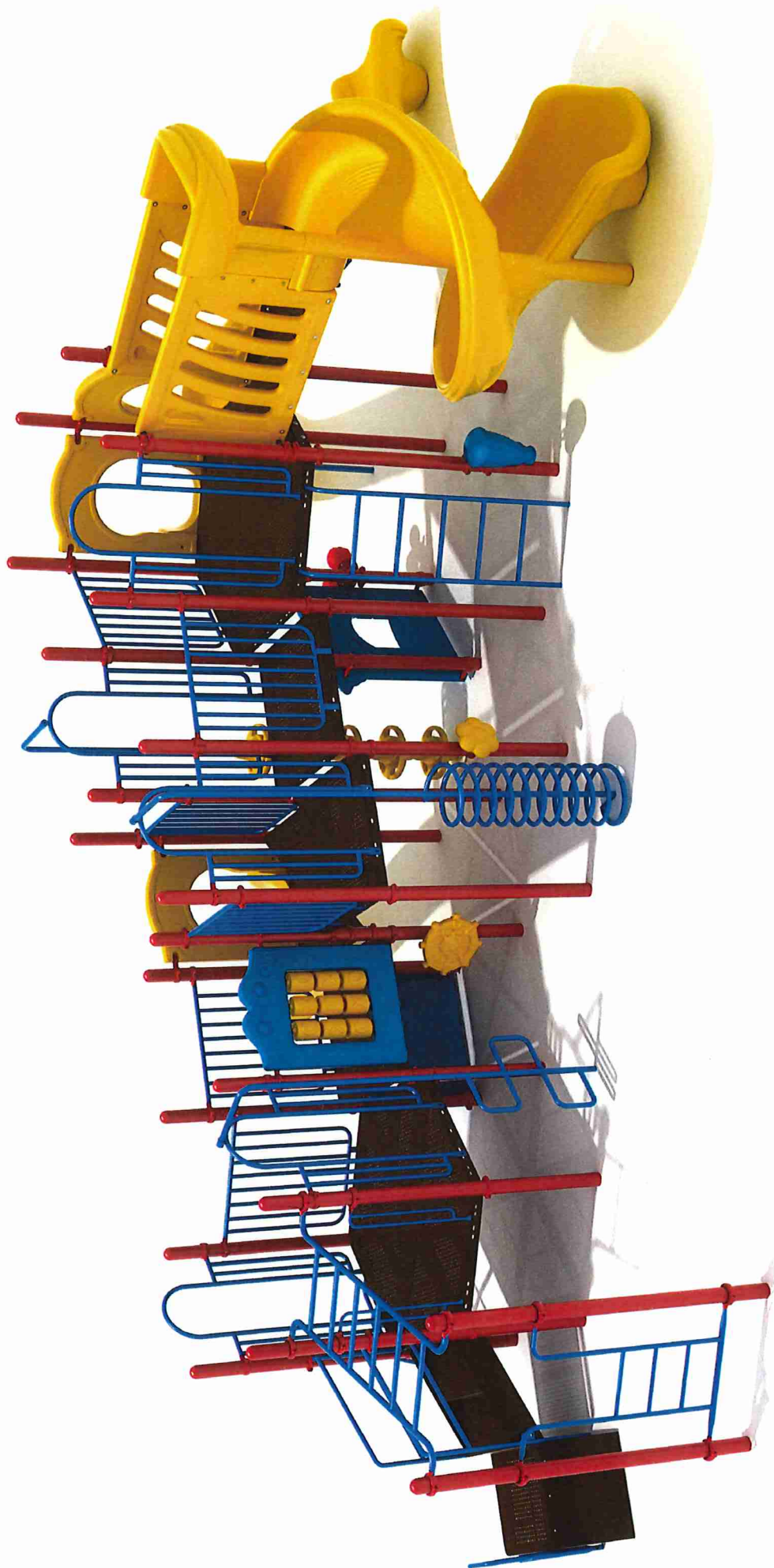
Subtotal: \$48,499.00

Sales Tax: (7.5%) \$0.00

Total: \$48,499.00

Terms and Conditions - Price valid for 30 days and subject to change. 1. If installation is not included with your purchase, client will be responsible for coordinating, receiving and unloading of all goods, delivery drivers will not help unload goods. 2. Client will be responsible to inspect goods for defect, damage or missing parts, any deficiency or missing parts must be noted on delivery slip. 3. Client will be responsible for costs due to cancelled or missed delivery appointments. 4. Client has reviewed all items, colors and descriptions on this quote for accuracy and correctness. 5. If quote includes installation of goods, the installation is subject to the terms and conditions of Pro Playgrounds "Standard Installation Agreement" a copy of which may be obtained from your Sales Representative.







CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Work Session Request
DATE: June 2, 2025

OVERVIEW:

Staff is requesting a work session to discuss the 2026 budget and fees.

Date to schedule:

- Monday July 28th

If this date does not work, Staff would recommend Monday July 14th or August 11th.

Time 5:30 p.m.

Meeting location, City Hall