



CITY COUNCIL REGULAR MEETING

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

Monday, June 03, 2024 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 20, 2024
 - B. Animal Control Service
 - C. Hiring Part-Time Firefighter- Contingent
 - D. Rental License Approvals
 - E. Stericycle Contract
 - F. Economic Development Software
 - G. Surplus Property
 - Resolution 2024-20 Declaring surplus property and authorizing the disposal of said property*
 - H. Acknowledgement to Conduct a Raffle
 - I. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
 - A. City Hall/Fire Station Final Plat
 - Resolution 2024-21 approving the final plat for the Village of St. Francis City Hall Addition*
9. **NEW BUSINESS**
 - A. I-1 Clinic Zoning Ordinance Amendment – 1st Reading
 - Ordinance 331 Amending Zoning Code to allow clinics and offices, including medical, dental, or therapeutic, as a Permitted used within the I-1 district*
 - B. Patriot Parkway Preliminary Plat
 - Resolution 2024-22 Approving the preliminary plat for the Patriot Parkway development with conditions and findings of fact as present by staff*
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
 - June 06 - Bike Rodeo - 5:00 - 7:00 pm
 - June 17 - City Council Meeting - 6:00 pm
 - June 18 - Planning Commission *Cancelled*
 - June 19 - City Offices Closed in observance of Juneteenth
14. **ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
May 20, 2024
6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

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

3. APPROVAL OF AGENDA

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

Ayes: Kreklow, Udvig, Robinson, and Mayor Muehlbauer.
Nays: None
Motion carries: 4-0

4. CONSENT AGENDA

Mayor Muehlbauer shared that will be discussing items F, G, and K before approving the Consent Agenda.

- A. City Council Minutes - May 6, 2024
- B. Stahl Construction – Pay Applications No. 8 – Labor & Material
- C. Dollar General #23780 – Annual Tobacco License Renewal
- D. DNR ReLeaf Grant RFP
- E. Rum River Streambank Stabilization 2024
- F. St. Francis Dog Park
- G. 2024 Waste Prevention and Recycling Grant
- H. Change Orders – City Hall / Fire Station Project
- I. Bottle Shop New Hire – Colin Reed
- J. Pioneer Days Fireworks Permit Application – Northern Lighter Pyrotechnics, Inc (NLP)
- K. Chesters Small Town Tavern & Eatery – Public Dance Permit
- L. Payment of Claims

Robinson stated that he believes this item is worthy of being called out. He shared that the Council discussed this at their last Work Session and noted that there will be a dog park installed near Community Park. He said they are working on getting this space cleaned up for the dog park. He added that this is one of the top five requests from residents. He stated that this dog park will bring a lot of value and will require minimum maintenance. He shared his hope that it is well utilized and used respectfully. He also thanked and congratulated Tom Koep for the work that he does constantly for recycling. He noted that Mr. Koep has taken time to continue to apply for grants to help St. Francis to be a model for other cities in regard to recycling. He explained that a lot of effort has been put into Pioneer Days and Chesters Small Town Tavern & Eatery is asking for a parking lot dance during the event. He asked if they will be able to cover this event from a security perspective. Police Chief Schwieger explained that they are well prepared for this weekend and are working with Public Works and City Hall Staff to ensure they will be able to staff all of the events that will be taking place.

Robinson asked if the application will need to be amended in regard to security needed for the event. City Clerk Wida explained that she reached out to Elise Chester, the owner of Chesters, and she did confirm that they will be providing security for this event.

Robinson asked if the people who will be used as security at this event will be capable of doing their job. Schweiger explained that they have management contacts for this event so they will be sure to reach out if there is anything they feel needs to be addressed.

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

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

Nays: None

Motion carries: 4-0

5. MEETING OPEN TO THE PUBLIC

Wendell Gordon, 23487 Cree Street, came forward and asked how the State was able to pass a new flag without the public voting on it. Mayor Muehlbauer said the City does not have this kind of information and he would have to go to the State to get the answer.

Mr. Gordon explained that there have been a lot of cities that are selling their weapons back to gun dealerships and then the weapons have been found with illegal people. He asked what St. Francis does with weapons when they expire. Schwieger explained that with expired handguns, they give the officers the option to buy the gun or trade them in to a licensed gun dealer.

Mr. Gordon asked why they trade them in rather than giving them somewhere that can melt them down. Schwieger noted they trust their licensed gun dealers to make sure they know who they are selling these guns to. He added that when they trade the guns in they also get a discount on a new gun.

Mr. Gordon asked what the public is to do with their grass clippings. Public Works Director Carpenter shared that they did accept clippings at the recycling event.

Mr. Gordon asked if there was some way that the City could set up a program where people could drop their clippings and have someone from the City take the clippings down to the center on Hanson Boulevard. Carpenter explained that they are currently working on a compost situation with the MPCA and Anoka County.

6. **SPECIAL BUSINESS**

A. 2023 Annual Comprehensive Financial Audit

Justin Nelson from Abdo Solutions came forward and presented the 2023 financial audit report.

The Council thanked Mr. Nelson for his thorough presentation and the great work that Abdo Solutions has done for the City over the years.

MOTION BY: UDVIG SECOND: KREKLOW TO ACCEPT THE 2023 ANNUAL COMPREHENSIVE FINANCIAL AUDIT.

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

Nays: None

Motion carries: 4-0

7. **PUBLIC HEARINGS - NONE**

8. **OLD BUSINESS**

A. Solar Farm Zoning Ordinance Amendment – Second Reading

Ordinance 329 Amending the zoning code to allow solar farms in the I-2 District

Resolution 2024-18 Authorizing Summary Publication of Ordinance 329

City Administrator Thunstrom reviewed the Staff report in regard to the zoning code amendment to allow solar farms in the I-2 district.

MOTION BY: KREKLOW SECOND: UDVIG TO ADOPT ORDINANCE 329 AMENDING THE ZONING CODE TO ALLOW SOLAR FARMS AS A PERMITTED WITH STANDARDS USE WITHIN THE I-2 DISTRICT, SECOND READING.

A roll call vote was performed:

Mayor Muehlbauer aye

Councilmember Udvig aye

Councilmember Robinson aye

Councilmember Kreklow aye

Motion carried: 4-0

MOTION BY: UDVIG SECOND: ROBINSON TO ADOPT RESOLUTION 2024-18
AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 329.

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

Nays: None

Motion carries: 4-0

B. Recreational Motor Vehicles Ordinance Amendment, Second Reading
Ordinance 330 Amending Chapter 7-3-6 Recreational Motor Vehicles- Redline
Version
Resolution 2024-19 Authorizing Summary Publications of Ordinance 330

Thunstrom reviewed the Staff report concerning the recreational motor vehicle ordinance amendment.

Mayor Muehlbauer asked if there are any additional concerns that they could see coming from this change. Schwieger noted that the main concern with this is people taking these golf carts on roads they are not supposed to.

Mayor Muehlbauer shared that he has the same concerns as Schwieger. He added that someone shared a photo with him of some young teenagers driving golf carts out on the roads. He said his biggest fear is that if parents are not policing their children on this then it could ruin things for everyone.

MOTION BY: ROBINSON SECOND: KREKLOW TO ADOPT ORDINANCE 330
AMENDING CHAPTER 7-3-6 RECREATIONAL MOTOR VEHICLES, SECOND
READING.

A roll call vote was performed:

Mayor Muehlbauer aye

Councilmember Udvig aye

Councilmember Robinson aye

Councilmember Kreklow aye

Motion carried: 4-0

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT RESOLUTION 2024-19
AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 330.

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

Nays: None

Motion carries: 4-0

9. NEW BUSINESS**A. Work Session Request**

Thunstrom shared that Staff is requesting a Work Session for the end of June to discuss items related to the budget. She shared the suggested meeting dates of June 24 or 25.

The Council agreed to schedule the meeting for June 24 at 5:30 p.m.

Mayor Muehlbauer asked if they would be able to have residents come earlier in the budget process to give their feedback rather than waiting for the taxation hearing. Thunstrom explained that if residents want to provide any individual comments on the budget, then she would recommend they come forward to speak to the Council in June or July.

Mayor Muehlbauer encourages any residents who may be concerned with their taxes to come and give the Council comments and feedback on the budget in either June or July, so they have time to make the best decisions for the City and its residents.

10. MEETING OPEN TO THE PUBLIC - NONE**11. REPORTS****A. Fire Department Monthly Report**

Fire Chief Schmidt reviewed the monthly report for the month of April. He shared that they did see an increase in their response times from this time last year with an average response time of eight minutes and 46 seconds. He added that the total calls for service has decreased since this time last year to a total of 65 calls for the month. He noted that staffing remains stable with an average of 5.7 firefighters per call. He shared there were 18 fire runs and 47 EMS runs for the month. He noted that variance usage also remained stable; however, there were five ambulance response times over 20 minutes. He said they conducted 10 initial fire inspections and two re-inspections for the month.

The Council thanked Schmidt and his Staff for their great work during April.

Robinson asked if there are any issues that they are working through with being in their new, temporary location. Schmidt said they have had a few minor issues come up; however, they have been able to work through all of this. He noted that it has been a pleasure to work with the Public Works Staff on any issues they have faced.

Robinson asked how things are going with Nowthen. Schmidt shared that he attended the Nowthen Council meeting last week and has had a few meetings with the Nowthen City Administrator to help them narrow the bandwidth of what they are looking for. He said he is optimistic that they will have a job posting created and approved within the next 30 days.

Robinson asked what will happen if they get to September and Nowthen is not ready to take on their work independently. Schmidt said this will generate a lot of discussion and he is not sure what options will and will not be on the table. He noted they will see how this process goes and will remain flexible moving forward.

Robinson asked if they are prepared to take on this contract for another year if needed. Schmidt said he is not sure at this time. He noted that they would never want to leave them hanging. He added that when there are significant events that take place, the Fire Department does rely on Nowthen. He stated that having a functional partner to the west is very important for both the City and the County. He said there are still a lot of contingencies on this.

Robinson noted if they do need to renew the contract he would like to see if it be another year long term rather than a shorter term. He asked how things are going with Bethel. Schmidt stated that things are going better than expected through this process. He shared that they hope to get more data soon, but everything is going very smoothly operationally. He added that they will also be bringing a presentation to the Bethel Council at one of their June meetings to show them where they started, where they are currently, and where they plan to go.

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 shared that the tentative date for the localization for Vista Prairie is scheduled for June 10.

Mayor Muehlbauer shared that they discussed many items that the residents have expressed interest in at the Work Session, including parks. He added that he is looking forward to Pioneer Days. He stated that buttons are still for sale at City Hall. He thanked the Fire and Police Departments for all the work that they will be putting in for this event.

Robinson asked if there are any updates on the grants for the Highway 47 project. Thunstrom shared that they just learned that they received a \$7,000,000 Federal grant. She added that the \$4,500,000 appropriation for the water and sewer is moving to the list for consideration; however, this is a very competitive list nationally. She said they should hear back on this within the next six to eight weeks.

Robinson asked if there are any missing pieces that they should be considering during their budget discussions. Thunstrom stated that the water and sewer project will cost around \$6,000,000 and about \$1,500,000 of this total will be the City's portion. She said there is a local cost share for Highway 47; however, she does not have any idea what these numbers could be. She added that they will be continuing to work with the State to see if there are any gaps in their funding for this project. She noted there are a lot of moving pieces with this project.

Robinson encouraged residents to get out and vote this year to make their voices heard.

Thunstrom explained that next year will be another bonding year and noted that they will want to make sure they get a funding request on the bond appropriation at the State.

Mayor Muehlbauer asked how the Citizens Academy turned out. Schwieger shared that they had great participation and feedback as usual.

Mayor Muehlbauer encouraged anyone who has not participated in the Citizens Academy to participate next year.

Thunstrom shared that the City has launched their communications survey in the newsletter as well as on the website. She asked the Council to encourage residents on social media to complete the survey. She added that the survey will run through August 15. She noted they will also be putting out a request for memorabilia and photos for the new City Hall Fire Station and a time capsule.

Mayor Muehlbauer asked when the next tour of the City Hall Fire Station will be. Thunstrom stated they do not have another date scheduled at this time. She shared that the sheetrock is in on the second floor and is going in on the first floor and they are moving into the finishes. She added that the doors and windows will be going in any day now. She said if they schedule their next tour for July then they would likely be able to see some significant progress be made. She noted that if everything stays on schedule, they could be looking at a substantial completion of the building by the end of October.

Robinson asked if any of the fencing around the retention pond will be staying intact. Thunstrom explained that this will be a dry pond and the fencing around the building will come down. She shared that there are some funds available for landscaping as a part of phase two.

13. UPCOMING EVENTS

May 27 - City Offices Closed for Memorial Day

May 31-June 2 - Pioneer Days

June 3 - City Council Meeting @ 6:00 p.m.

June 6 - Bike Rodeo @ 5:00 p.m.

14. ADJOURNMENT

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

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

Nays: None

Motion carries: 4-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 7:00 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Animal Control Service
DATE: June 3, 2024

OVERVIEW:

On June 5, 2023, City Council approved to extend the contract between the City of St. Francis and On Line Retrievers for animal control services which originally became effective on July 18, 2022. The term of the contract was for one year and is now up for renewal. On Line Retrievers advised that they would continue providing animal control services to the City of St. Francis for another year and that there would be no changes to the terms of the contract.

ACTION TO BE CONSIDERED:

City Council to approve the contract between the City of St. Francis and On Line Retrievers for animal control services.

BUDGET IMPLICATION:

All fees are the responsibility of the animal owner and the only time there is a fee to the City of St. Francis is on the occasion that an owner is unable to be located or a pickup is canceled.

Attachments:

- Contract Between City of St. Francis and On Line Retrievers, MN Board of Animal Health Kennel License.

Animal Control Agreement

THIS AGREEMENT made this June 3, 2024, by and between Online Retrievers 1124 175th Ave Ogilvie, MN 56358, hereinafter referred to as "Contractor", and the City of St. Francis 23340 Cree Street, St. Francis MN, 55070 hereinafter referred to as "City".

WITNESSETH, that Contractor and City, for the consideration stated herein, mutually agree as follows:

STATEMENT OF THE WORK. The Contractor shall furnish all labor, equipment, and services Performed for the job of animal control officer for the City, as set forth below in an efficient and workmanlike manner in accordance this Agreement. Contractor shall comply with all federal, state, and local laws and ordinances in performing the duties as specified herein.

THE CONTRACT PRICE: The City will pay Contractor for performance of this Contract, in current funds as follows: \$100.00 per animal and current IRS rate per mile for pick-up and drop off of dogs as directed by the members of the St. Francis Police Department, whether an animal is then actually picked up, or if the Contractor goes to a place as directed and finds there is no animal to be picked up. Multiple dogs at the same location is no additional charge. If contractor is en route and call is canceled charges will be \$100 for the call out and the mileage round trip. If the owner is found, said owner will be responsible for all fees.

\$35.00 boarding fee per calendar day, plus tax, per dog that includes all exercise and food. Cats will not be picked up and boarded. This boarding fee will be charged/billed to the City if the owner is not found and the dog is not claimed after the required length of impound stay. If the owner is found, said owner will be responsible for all fees.

Extra services, such as multiple animals seized per a search warrant or out of the ordinary circumstance will be arranged between City and contractor on a case by case basis.

Contractor shall have 1-2 hours to respond to a call from the City, and have up to 4 hours for a pickup of an animal. All calls from dispatch should leave all information on voicemail to include the reporting party, physical address, type of dog, disposition if known for safety and ICR number.

Contractor will provide the City with a monthly expense sheet showing:

- a) the number of animal pickups in that month;
- b) the number of animals and days that Contractor boarded animals in that month that have not been subjected to a "Declaration of Dangerous Dog," or a dog that needs to be quarantined for any reason;

CONTRACTOR'S DUTIES Contractor shall upon request of the members of the St. Francis Police Department, take all reasonable steps to catch and take into custody any animal determined to be in violation of any City Ordinance or Minnesota State

Statute.

All apprehensions of dogs directed by the member of the St. Francis Police Department shall be treated humanely and shall be delivered into the custody of the party of facility designed by the City and Contractor. The Contractor agrees to comply with all state laws regarding waiting periods. City is responsible for any and all necessary basic medical attention needed at its discretion, and the Contractor will provide a detailed breakdown of charges for necessary basic medical attention to the City. All stray dogs picked up will be listed on social media such as Lost Dogs MN Facebook page or similar sites in an attempt to locate the owner. Contractor shall supervise the drafting and service of appropriate notice when a dog has been picked up, and deliver notice to the City Clerk for further posting, as required, pursuant to St. Francis Code Section 8-3-1.

The Contractor shall not keep any animal longer than required by City Code Section 8-3-1. All animals unclaimed by the end of the required period shall be surrendered an appropriate facility in accordance with the applicable City Code or State law.

Reclaiming. All animals conveyed to Online Retrievers shall be kept, with humane treatment and sufficient food and water for their comfort, at least five regular business days, unless the animal is a dangerous animal as defined under City Code Section 8-3-1 in which case it shall be kept for ten regular business days or the times specified in City Code Section 8-3-1, and except if the animal is a cruelly-treated animal in which case it shall be kept for ten regular business days, unless sooner reclaimed by their owners or keepers as provided by this section.

Owners reclaiming their dogs will pay for all costs associated with picking up, basic necessary medical attention provided, and boarding the dog. Contractor will obtain verification from the owner as to proof of ownership of the dog such as microchip, vet bills or photos as well as photo identification of the person claiming the dog. All billing to the City will include the ICR number, status of dog (returned, adoption, etc) and rate, mileage and boarding fees.

LICENSING AND CERTIFICATION: Contractor hereby agrees to maintain all Professional Licensing and Certification required by local, state and federal law, and/or Association for Dog Catchers and Dog Kennels.

IDENTIFICATION: The City shall provide Contractor with appropriate credentials and/or identification to identify her as the "Animal Control Official for the City of St. Francis".

INDEMNIFICATION/INSURANCE: Contractor agrees to indemnify and hold the City harmless against all claims, losses, causes of action, and expenses, including legal expenses arising relative to Contractor's performance of this Contract. City shall not be liable for any loss suffered by Contractor due to personal injury or because of damage to, or destruction of any property, or any loss of profits or other consequential damages or any inconvenience resulting from the theft, damage to, or destruction of personal property. Contractor shall be solely responsible for and shall maintain general liability insurance coverage specifically for the Contractor's duties.

Contractor agrees to maintain in full force and effect general liability coverage in the amount of \$1,000,000 per occurrence, \$2,000,000 aggregate naming City as an additional insured on the policy. The policy must state that the insurance company must give written notice to the City thirty (30) days prior to canceling the insurance contract. The initial policy and any subsequent changes in the insurance policy must be approved by the City.

LEGAL STATUS: The parties agree that the Contractor is in full control of the manner in which work is pursued and the Contractor shall not receive retirement benefits, PERA benefits, or any other fringe benefits offered to employees of the City and shall, in all respects be deemed an Independent Contractor.

TERMINATION: It is further agreed that in a case of violation, breach or non-performance by the Contractor of any of the agreements contained in this Contract, City shall have the right to declare this Contract immediately null and void upon written notice to Contractor.

REPRESENTATION: The Contractor represents that they employ employees who are properly trained to perform the Contract, and if required by the State, are certified by the State of Minnesota.

FACILITIES AND EQUIPMENT: Contractor shall be responsible for providing all tools and equipment necessary to perform its duties as the City dog kennel. The City will not provide office space to Contractor for services as dog care provider. Contractor shall also provide appropriate kennels for the retention of dogs caught by Contractor until appropriate disposition can be made for each such dog retained.

ACCOUNTING AND BILLING: The City agrees to pay for such services each month within twenty (20) days of its receipt of each month's billing from Contractor.

BUSINESS RECORDS. At all times during the course of this Agreement, and upon termination of this Agreement by either party, all files, documents and records relating to performance of dog caring by Contractor shall remain the property of City, and shall be provided to City at any time upon its request to Contractor. Contractor shall maintain records as required by St. Francis City Code Section 8-3-1.

Pursuant to the provisions of Minn. Stat. Sec. 13.05, Subd. 11, Contractor understands that all data created, collected, received, stored, used, maintained, or disseminated by Contractor in performing these functions and under this Agreement is subject to the requirements of the Minnesota Government Data Practices Act as if it were a government entity.

AUDIT OF RECORDS. The books, records, documents and accounting procedures and practices of Contractor relevant to the Agreement are subject to the examination by City representatives and either the legislative auditor or the state auditor as appropriate pursuant to Minn. Stat. §16B.06, Subd. 4. and any amendments there under.

ENTIRE AGREEMENT: This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all other agreements or representations, whether written or oral.

HEADINGS: Headings are for convenience only and are not a part of this Agreement.

TERM: This Contract shall become effective upon its execution and continue for one year with a 60-day notification of termination. No amendment or modification of this Contract shall be effective unless made in writing and signed by both the City and the Contractor.

IN WITNESS THEREOF, the parties have executed this Contract on the day and year first above written.

CITY OF ST. FRANCIS

CONTRACTOR

By: _____

By: _____

Joe Muehlbauer, Mayor

By: _____

Dated: _____, 2024

Jennifer Wida, City Clerk

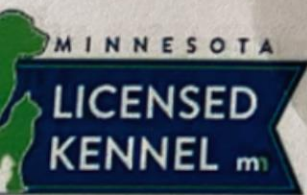
 **MINNESOTA**
BOARD OF ANIMAL HEALTH

625 Robert Street North
St. Paul, MN 55155
651-296-2942
animalhealth@state.mn.us
www.mn.gov/bah

License Kennel

David and Michelle Russell

1124 175th Ave
Ogilvie, MN 56358



License: **MN741271**

Expires December 31, 2024



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Hiring Part-Time Firefighter- Contingent
DATE: June 3, 2024

OVERVIEW:

The fire department interviewed one candidate for the position of firefighter this past week. The candidate is Craig Mugnai. The fire department is requesting authorization to hire Craig Mugnai as a firefighter assigned to Station 1, contingent on successful completion of all required pre-employment screening.

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

All expenses covered by existing fire department budget.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jodie Steffes, Community Development Specialist
SUBJECT: Rental License Approvals
DATE: June 3, 2024

OVERVIEW:

The City created rental codes in 2014 to work with property owners on registration and expectations. In 2019, codes were updated to address a number of issues that Community Development and the Police Department faced when working with rental properties.

As part of the update, Code was changed to create a process in which Council approves, suspends or revokes Rental Licenses.

The tentative timeline of the City rental program will be as follows:

- November, letter to applicable rental properties
- January 15th, rental applications due
- Completed applicants move to Council
- February 1st – second letter with late fee to missing applications
- March 16th – third letter with late fees to missing applications
- First week of May – first citation notice to be sent on missing applications

As rental property applications are received, inspections are conducted on select properties. The attached property units with addresses ending in the even numbers have been inspected and are ready for Council approval. The properties to be considered have been shown to meet all of the requirements in City Code Chapter 4, Section 6.

ACTION TO BE CONSIDERED:

Approval of Rental Licenses for properties:

RENTAL PROPERTY ADDRESS	OWNER/MANAGER	CITY COUNCIL PACKET
4106 DEGARDNER CIR	VEE CHRISTOPHER	6/3/2024
22872 POPPY ST NW	WEAVER BROTHERS COMPANY	6/3/2024
22874 POPPY ST NW	WEAVER BROTHERS COMPANY	6/3/2024
2760 230 th LN NW	BERRY TRUSTEE ANDREW	6/3/2024



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Chief of Police
SUBJECT: Stericycle Contract
DATE: June 3, 2024

OVERVIEW:

Through normal operations including evidence collection, the police department accumulates small amounts of items which are considered hazardous waste. These items may consist of sharps, clothing containing bodily fluids amongst other items which need to be safely discarded. The department has been utilizing Stericycle for the safe disposal of hazardous waste items and would like to extend its contract with Stericycle. The term of the contract is 60 months, and the City would be able to terminate the contract with 60 days' notice.

ACTION TO BE CONSIDERED:

City Council approval to extend a service contract with Stericycle for hazardous waste disposal.

BUDGET IMPLICATION:

Hazardous waste disposal has an annual cost of \$500.00 and is accounted for in the 2024 police department budget and the 2025 proposed budget.



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Economic Development Software
DATE: June 3, 2024

OVERVIEW:

For retail, commercial and housing data, the City has been using a software program called ESRI along with marketing reports created by Maxfield Research. ESRI is a difficult software to use and is limited in the data that it provides making us dependent on additional reports.

Today, market reports cost roughly \$8k to \$10,000 each to create. However, reports are a snapshot in time they become ineffective quickly as the city grows with commercial and retail building and the population changes in our market area. Our last reports were completed in 2018, and need to be updated. By not completing the reports frequent enough or having old data is creates a situation where they are no longer useful in conversations with developers or interested building partners.

The City has an opportunity to change software companies to Placer ai. This software will support not only community development, but administration and the bottle shop. To date the bottle shop has not had any solid sources for direct marketing. Highlights of the software include:

- allow us to obtain data on commercial and retail gaps and strengths in real time
- provide the Bottle Shop with buyer statistics for a direct marketing approach
- support local events by identifying local traffic to benefit the farmers market and pioneer days in regards to communication and outreach
- provide census tracks that show heavy use in and around the city for commercial and retail needs
- real time and ongoing data that does not expire and has the ability to show a history from year over year
- Multiple user licenses that can be shared between Community Development, Administration and the Bottle Shop. (ESRI is a one person only license)

Staff would no longer subscribe to the ESRI software.

Placer software would be funded from Community Development \$9,750 economic development funds and the Bottle Shop \$5,000 budget.

The Placer.ai Order Agreement has been reviewed by our Attorney

ACTION TO BE CONSIDERED:

Council to review and consider allowing the City Administrator to enter into an agreement with Placer ai for data.

Attachments:

- Pacer.ai Order Form



PLACER LABS, INC.

ORDER FORM

City of St. Francis, MN	(“ Customer ”)	Placer Labs, Inc.	(“ Placer ”)
Address:	23340 Cree Street NW St. Francis, MN 55070	Address:	440 N Barranca Ave., #1277 Covina, CA 91723
Contact Person:	Kate Thunstrom	Contact Person	Will Chambers
Email:	kthunstrom@stfrancismn.org	Billing Contact Person:	Jason Tsui
Phone:	763-267-6191	Billing Email*:	billing@placer.ai
Billing Contact Email:	kthunstrom@stfrancismn.org	Billing Phone*:	415-228-2444 ext 806

*Not for use for official notices.

1. Services.

The services provided under this Order Form (the “**Services**”) include:

- Access, via Placer Venue Analytics Platform (“**Placer’s Platform**”), to all major venues within the following U.S. state(s): US-MN
- Customer may not provide access to any third party agents acting on its behalf (including any consultants, contractors, or other agents of Customer) without prior written consent from Placer. Any such approved access may be subject to an additional fee pursuant to a written amendment to this Order Form
- Access, via Placer’s Platform, to reports, including Visits, Trade Areas, Customer Journey, Customer Insights, Dwell Times, and Visitation by Hour/Day
- Actionable insights include:
 - Foot traffic counts and dwell time
 - True Trade Areas displaying frequent-visitors-density by home and work locations
 - Customers’ demographics, interests, and time spent at relevant locations
 - Where customers are coming from and going to, and the routes they take
 - Benchmarking of Foot Traffic, Market Share, Audiences, and other key metrics
 - Competitive insights
 - Void Analysis Reports
- Access to Xtra reports per ad hoc needs; in Excel, KML, Tableau, and other formats: Quarterly Maximum of 26 credits; Annual Maximum of 104 credits
- Access to STI Demographics Bundle + Mosaic Data Set, and AGS CrimeRisk. The applicable Advanced Demographics and Psychographics are generated using the Input Datasets from the data vendors as set forth below:

Description	Input Datasets Used
STI Demographics Bundle	PopStats
	Spending Patterns
	Workplace
	Market Outlook
Experian Mosaic	Mosaic Segmentation
AGS CrimeRisk	CrimeRisk

2. Permitted Uses

The data, information and materials accessible via the Services are referred to as “**Placer Data**”. Customer may use Placer Data solely for the following purposes (“**Permitted Uses**”): (a) Customer may use Placer Data for Customer’s internal business purposes; and (b) Customer may incorporate Placer Data into Research Data, as described and subject to the restrictions below.

“**Research Data**” means datasets and other materials created by Customer that result in any part from Customer’s use of Placer Data. The Customer may share Research Data with current and potential customers, and in marketing materials; provided that the Customer shall cite Placer as a provider of such information (for such purpose only, Placer grants Customer the rights to use the Placer.ai name and logo, provided that any such use of the Placer.ai name and logo must clearly indicate that Placer is the provider of data only, and is not involved in any analysis, conclusion, recommendation). Customer shall not, directly or indirectly, resell, distribute, sublicense, display or otherwise provide Placer Data to any third parties, except that Customer may display Placer Data as part of Research Data.

3. Term and Termination.

Initial Term: The initial term of this Order Form will begin as of the last signature date set forth below, and will continue for 12 consecutive months thereafter (the “**Initial Term**”). Each renewal or additional term, if any, is referred to as “**Additional Term,**” and the Initial Term and any Additional Terms are referred to collectively as the “**Term.**”

Additional Term: Following expiration of the Initial Term, this Order Form shall be automatically renewed for additional periods of the same duration as the Initial Term, unless either party provides written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term.

Termination: Either party may terminate this Order Form upon thirty (30) days’ notice if the other party materially breaches any of the terms or conditions of this Order Form or the Agreement (as defined below), and the breach remains uncured during such thirty (30) days. In addition, Placer may immediately suspend Customer’s access to the Services, or terminate the Order Form, in the event of non-payment by the Customer or breach by Customer of any restrictions regarding usage of the Services.

4. Fees.

\$14,750/year invoiced: in full upon signing this Order Form.

Invoice sent electronically to Customer’s billing contact email via NetSuite.

Customer shall pay the fees set forth above in this Order Form.

Unpaid amounts are subject to a finance charge of 1.5% per month on any outstanding balance, or the maximum permitted by law, whichever is lower, plus all expenses of collection.

Customer is responsible for all applicable taxes arising directly from the Services other than U.S. taxes based on Placer’s net income.

If Customer believes that Placer has billed Customer incorrectly, Customer must contact Placer no later than sixty (60) days after the closing date on the first billing statement in which the error or problem appeared in order to receive an adjustment or credit. Inquiries should be directed to Placer’s customer support department at support@placer.ai.

Placer may increase the Fees any time following the Initial Term (but not more frequently than once in any twelve (12) month period). The amount of such annual increase will equal the greater of CPI or five percent (5%) per annum.

In the event of any termination, Customer will pay in full for the Services.

All billing will be sent via electronic invoice to the Customer contact indicated above. Customer shall pay all fees within thirty (30) days of the invoice date.

5. Support.

Placer will use commercially reasonable efforts to provide customer service and technical support in connection with the Services on weekdays during the hours of 9:00 A.M. through 5:00 P.M. Pacific Time, with the exclusion of federal holidays. For any such support, please contact us at support@placer.ai.

6. Mutual NDA.

Each party (the “**Receiving Party**”) understands that the other party (the “**Disclosing Party**”) has disclosed or may disclose business, technical or financial information relating to the Disclosing Party’s business (hereinafter referred to as “**Proprietary Information**” of the Disclosing Party). Proprietary Information of Placer includes, without limitation, non-public information regarding features, functionalities and performance of, and pricing for, the Services. The Receiving Party agrees: (i) to take reasonable precautions to protect such Proprietary Information, and (ii) not to use (except in performance of the Services or as otherwise permitted by the Agreement) or disclose to any third party any Proprietary Information. The foregoing shall not apply with respect to any information that the Receiving Party can document (a) is or becomes generally available to the public, (b) was in the possession of or known to the Receiving Party, prior to disclosure thereof by the Disclosing Party, without any restrictions or confidentiality obligations, (c) was rightfully disclosed to it, without any restrictions or confidentiality obligations, by a third party, (d) was independently developed without use of any Proprietary Information of the Disclosing Party, or (e) is required to be disclosed by law, provided that the Receiving Party provides the Disclosing Party with prompt written notice of such requirement and reasonably cooperates with the Disclosing Party to limit or challenge such requirement. These provisions regarding Proprietary Information shall apply in perpetuity and shall survive any termination of the Order Form or the Agreement.

7. Miscellaneous.

All notices under the Order Form and the Agreement will be in writing and will be deemed to have been duly given (a) upon delivery by a recognized delivery service (e.g., FedEx) with delivery confirmation, (b) upon receipt, if sent by U.S. certified or registered mail, return receipt requested, or (c) when sent via email, if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient. Notices shall be sent to the addresses set forth in the Order Form, which addresses may be subsequently modified by written notice given in accordance with these provisions.

Trial Offering. If Placer provides Customer with additional Services or Placer Data during the Term and identifies such Services or Placer Data as for evaluation or trial purposes only (a “Trial Offering”), access to the Trial Offering is permitted only during the period designated by Placer (or if not designated, 30 days from receipt of access) (“Trial Subscription Term”), unless the Trial Offering is earlier terminated as provided below. During the Trial Subscription Term, Customer may only use the Trial Offering for internal evaluation purposes and may not otherwise use or distribute the Trial Offering for any other purposes. Notwithstanding any provision included in this Order Form or the Agreement to the contrary, in respect of the Trial Offering Customer acknowledges and agrees that: (i) either party may terminate the Trial Subscription Term immediately and without liability upon written notice to the other party; (ii) any Trial Offering is provided “as is”; (iii) Placer provides no warranty, service levels or indemnity for any Trial Offering and (iv) Placer's liability related to any Trial Offering will not exceed USD \$100. Notwithstanding the foregoing, the Services and Placer Data provided in this Order Form is not considered a Trial Offering.

Customer grants Placer the right to use Customer’s company name and company logo, for Placer’s promotional purposes.

This Order Form is entered into by and between Customer and Placer effective as of the date of the last signature below. This Order Form and use of the Services are governed by, and Customer and Placer agree to, the License Agreement located at <https://www.placer.ai/placer-license-agreement/> (the “**Agreement**”); provided, however, that in the event of any conflict between this Order Form and the Agreement, this Order Form shall control. Unless otherwise defined in this Order Form, capitalized terms herein have the same meaning as in the Agreement.

“Customer”

City of St. Francis, MN
By:
Name:
Title:
Date:

“Placer”

Placer Labs, Inc.
By:
Name:
Title:
Date:



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Surplus Property
DATE: June 3, 2024

OVERVIEW:

The police department is in the process of phasing out older firearms including the department shotguns which are dedicated to each squad car in the department fleet. The department would like to replace the current Remington 870 12-gauge shotguns, quantity of 8, with new 12-gauge shotguns to be placed into each squad car. Current shotguns are approximately 25 years old. The current shotguns will remain in squad cars until the replacements are received. Department staff are in the process of researching new shotguns and will make a replacement determination soon.

ACTION TO BE CONSIDERED:

To approve Resolution 2024-20 which declares the police department’s current Remington 870 shotguns as surplus property.

BUDGET IMPLICATION:

There are currently no budget implications with this resolution. The department replacement shotguns will be funded by the public safety aid that was provided to the police department in 2023 by the State of Minnesota.

Attachments:

- Resolution 2024-20 Declaring Surplus Property

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

RESOLUTION 2024-20

**A RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING THE
DISPOSAL OF SAID PROPERTY**

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

WHEREAS, pursuant to Section 8-7-3, the City has identified property owned by the City that is no longer needed for municipal service; and

WHEREAS, by the City Council of the City of St. Francis that the following property is hereby classified as surplus property, with the approximate value said property assigned as follows:

Surplus Property:	Estimated Value
Remington 870 Shotguns(QTY 8)	\$1,120.00

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3rd DAY OF JUNE, 2024

APPROVED:

ATTEST:

Joseph Muehlbauer, Mayor

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Acknowledgement to Conduct a Raffle
DATE: June 3, 2024

OVERVIEW:

St Francis American Legion has submitted an application to conduct a raffle with the MN Gambling Control Board. St. Francis American Legion would like to hold a raffle event at the St. Francis American Legion, Post #622 on July 13, 2024.

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

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge the Application to Conduct a Raffle from St. Francis American Legion for a raffle event to be held at the St. Francis American Legion.

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:
• conducts lawful gambling on five or fewer days, and
• awards less than \$50,000 in prizes during a calendar year.
If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: St. Francis American Legion Previous Gambling Permit Number: X- 01520
Minnesota Tax ID Number, if any: 7218067 Federal Employer ID Number (FEIN), if any: 41-6040171
Mailing Address: 3073 Bridge St NW
City: St. Francis State: MN Zip: 55070 County: Anoka
Name of Chief Executive Officer (CEO): Ray Laudenbach
CEO Daytime Phone: 763-458-8079 CEO Email: raylaud125@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): _____

NONPROFIT STATUS

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

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

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

A current calendar year Certificate of Good Standing
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
60 Empire Drive, Suite 100 www.sos.state.mn.us
St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St. Francis American Legion
Physical Address (do not use P.O. box): 3073 Bridge St NW
Check one:
 City: St Francis Zip: 55070 County: Anoka
 Township: _____ Zip: _____ County: _____
Date(s) of activity (for raffles, indicate the date of the drawing): 7/13/24

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on *Distributors* under the *List of Licensees* tab, or call 651-539-1900.

LG220 Application for Exempt Permit

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

CITY APPROVAL for a gambling premises located within city limits

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL for a gambling premises located in a township

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (If required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: *Raymond F. Laudenbach* Date: 05/29/2024
(Signature must be CEO's signature; designee may not sign)

Print Name: Raymond F. Laudenbach

REQUIREMENTS

- Complete a separate application for:**
- all gambling conducted on two or more consecutive days; or
 - all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

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

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Natalie Santillo, Accounting Tech/Deputy Clerk
SUBJECT: Payment of Claims
DATE: June 3rd, 2024

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$193,101.17 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Debt service payments –N/A

Direct Transfers from Previous Month-N/A

Credit Card Payment- N/A

Manual Checks- \$100.00

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:

- 06-03-2024 Packet List-\$193,101.17
- 06-03-2024 Manual Checks-\$100.00

CHECKS CUT BETWEEN COUNCIL MEETINGS FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/23/2024 - 05/23/2024

POSTED AND UNPOSTED

OPEN AND PAID - CHECK TYPE: PAPER CHECK

Agenda Item # 41.

Invoice Number	Approval Department	Description	Distributions\Amounts	Inv Amt	Paid By Check Number
ALLEN, DANIEL G WC000000451570-ALLEN	FINANCE	EMPLOYMENT RELEASE	101-42110-40160 100.00	100.00	83323
Total ALLEN, DANIEL G:				100.00	
Report Total:				100.00	

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/04/2024 - 06/04/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 4945 - ALLINA HEALTH SYSTEM							
CI00050520 00036001	ALLINA HEALTH SYSTEM 2ND QTR ERT TRAINING 101-42210-40208	04/30/2024 NSANTILLO TRAINING		1,148.25 1,148.25	1,148.25	Open	N 06/03/2024 1,148.25
Total Vendor 4945 - ALLINA HEALTH SYSTEM				1,148.25	1,148.25		
Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD							
1076 00036029	ALWAYS BRIGHT LIGHTS LTD INSTALLED SUMMER AND PIONEER DAY BANNERS DMULVIHILL 101-45200-40311	05/22/2024 NSANTILLO CONTRACT		500.00 500.00	500.00	Open	N 06/03/2024 500.00
Total Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD				500.00	500.00		
Vendor 10693 - ANCOM TECHNICAL CENTER							
121510 00036009	ANCOM TECHNICAL CENTER SFFD SERVICE 101-42210-40218	05/16/2024 NSANTILLO EQUIPMENT MAINTENANCE		35.00 35.00	35.00	open	N 06/03/2024 35.00
121511 00036010	ANCOM TECHNICAL CENTER SFFD SERVICE ISSUES 101-42210-40218	05/16/2024 NSANTILLO EQUIPMENT MAINTENANCE		35.00 35.00	35.00	Open	N 06/03/2024 35.00
121765 00036087	ANCOM TECHNICAL CENTER BATTERIES	05/29/2024 NSANTILLO		344.00	344.00	open	N 06/03/2024
Total Vendor 10693 - ANCOM TECHNICAL CENTER				414.00	414.00		
Vendor 3811 - ANOKA COUNTY TREASURY							
B240516P 00036017	ANOKA COUNTY TREASURY BROADBAND	05/16/2024 NSANTILLO		225.00	225.00	open	N 06/03/2024
	101-42110-40321	TELEPHONE		37.50		1.00	37.50
	101-42210-40321	TELEPHONE		37.50		1.00	37.50
	101-43100-40321	TELEPHONE		37.50		1.00	37.50
	101-45200-40321	TELEPHONE		37.50		1.00	37.50
	601-49440-40321	TELEPHONE		37.50		1.00	37.50
	602-49490-40321	TELEPHONE		37.50		1.00	37.50

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/04/2024 - 06/04/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

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 3811 - ANOKA COUNTY TREASURY							
ELEC05152421							
00036075	ANOKA COUNTY TREASURY	05/20/2024		964.86	964.86	Open	N
	JPA ELECTIONS		DMULVIHILL				06/03/2024
	101-41410-40240	OFFICE EQUIP		964.86		1.00	964.86
Total Vendor 3811 - ANOKA COUNTY TREASURY				1,189.86	1,189.86		
Vendor 9612 - BOGO PEST CONTROL							
50715							
00036074	BOGO PEST CONTROL	05/24/2024		675.00	675.00	Open	N
	COMMERCIAL PROTECTION		DMULVIHILL				06/03/2024
	101-43100-40401	BUILDINGS MAINTENANCE		96.43		1.00	96.43
	602-49490-40401	BUILDINGS MAINTENANCE		96.43		1.00	96.43
	601-49440-40401	BUILDINGS MAINTENANCE		96.43		1.00	96.43
	101-45200-40401	BUILDINGS MAINTENANCE		96.43		1.00	96.43
	101-42210-40401	BUILDINGS MAINTENANCE		96.43		1.00	96.43
	101-42110-40401	BUILDINGS MAINTENANCE		96.43		1.00	96.43
	101-43210-40401	BUILDINGS MAINTENANCE		96.42		1.00	96.42
Total Vendor 9612 - BOGO PEST CONTROL				675.00	675.00		
Vendor 7244 - BREAKTHRU BEVERAGE							
115955701							
00036071	BREAKTHRU BEVERAGE	05/24/2024		2,945.52	2,945.52	Open	N
	LIQUOR/WINE/MISC		CBUSKEY				05/24/2024
	609-49751-40206	FREIGHT		55.58		1.00	55.58
	609-49751-40254	MISCELLANEOUS MERCHANDISE		123.62		1.00	123.62
	609-49751-40253	WINE		176.00		1.00	176.00
	609-49751-40251	LIQUOR		2,590.32		1.00	2,590.32
Total Vendor 7244 - BREAKTHRU BEVERAGE				2,945.52	2,945.52		
Vendor 10698 - CAMFIL USA, INC							
30469304							
00036058	CAMFIL USA, INC	05/22/2024		142.80	142.80	Open	N
	SUPPLIES		DMULVIHILL				06/03/2024
	602-49490-40401	BUILDINGS MAINTENANCE		142.80		1.00	142.80
Total Vendor 10698 - CAMFIL USA, INC				142.80	142.80		
Vendor 8014 - CORE & MAIN LP							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 06/04/2024 - 06/04/2024

POSTED AND UNPOSTED

OPEN

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
Vendor 8014 - CORE & MAIN LP							
U857482 00036004	CORE & MAIN LP PROJECT SUPPLIES 601-49440-40500	05/09/2024 NSANTILLO CAPITAL OUTLAY- AMBASSADOR BLVD		16,075.46	16,075.46	Open	N 06/03/2024 16,075.46
U857349 00036005	CORE & MAIN LP PROJECT SUPPLIES 601-49440-40229 602-49490-40229	05/09/2024 NSANTILLO PROJECT MAINTENANCE PROJECT MAINTENANCE		4,205.57	4,205.57	Open	N 06/03/2024 2,102.78 2,102.79
U866224 00036006	CORE & MAIN LP COLD PATCH 405-43100-40441	05/09/2024 NSANTILLO MISCELLANEOUS		2,128.00	2,128.00	Open	N 06/03/2024 2,128.00
U745436 00036076	CORE & MAIN LP HYDRANT SUPPLIES 601-49440-40229 602-49490-40229	05/16/2024 NSANTILLO PROJECT MAINTENANCE PROJECT MAINTENANCE		2,223.14	2,223.14	Open	N 06/03/2024 1,111.57 1,111.57
Total Vendor 8014 - CORE & MAIN LP				24,632.17	24,632.17		
Vendor 4854 - CRYSTAL SPRINGS ICE							
4008738 00035999	CRYSTAL SPRINGS ICE MISC 609-49751-40206 609-49751-40254	05/20/2024 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		238.00	238.00	Open	N 05/20/2024 4.00 234.00
Total Vendor 4854 - CRYSTAL SPRINGS ICE				238.00	238.00		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
976-00090 00036044	DAHLHEIMER DIST. CO. INC MISC 609-49751-40254	05/22/2024 CBUSKEY MISCELLANEOUS MERCHANDISE		(30.00)	(30.00)	Open	N 05/22/2024 (30.00)

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2190976							
00036045	DAHLHEIMER DIST. CO. INC	05/22/2024		35,351.25	35,351.25	Open	N
	BEER/MISC/THC/NA/LIQUOR	CBUSKEY					05/22/2024
	609-49751-40254	MISCELLANEOUS MERCHANDISE		492.00		1.00	492.00
	609-49751-40257	THC		90.00		1.00	90.00
	609-49751-40255	N/A PRODUCTS		359.00		1.00	359.00
	609-49751-40251	LIQUOR		5,884.00		1.00	5,884.00
	609-49751-40252	BEER		28,526.25		1.00	28,526.25
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				35,505.25	35,505.25		
Vendor 6658 - DAVIDS HYDRO VAC, INC							
240048872							
00036046	DAVIDS HYDRO VAC, INC	05/16/2024		3,340.00	3,340.00	Open	N
	HYDRO EXCAVATION SERVICES	DMULVIHILL					06/03/2024
	602-49490-40400	SYSTEM JETTING		3,340.00		1.00	3,340.00
Total Vendor 6658 - DAVIDS HYDRO VAC, INC				3,340.00	3,340.00		
Vendor 4164 - DELL MARKETING L.P.							
10749113172							
00036027	DELL MARKETING L.P.	05/17/2024		2,283.92	2,283.92	Open	N
	REPLACE DARCY'S LAPTOP	DMULVIHILL					06/03/2024
	402-41400-40560	COMPUTERS		2,283.92		1.00	2,283.92
Total Vendor 4164 - DELL MARKETING L.P.				2,283.92	2,283.92		
Vendor 6028 - DUSTY'S DRAIN CLEANING							
14336							
00036022	DUSTY'S DRAIN CLEANING	05/14/2024		1,350.00	1,350.00	Open	N
	REPAIRS	DMULVIHILL					06/03/2024
	602-49490-40400	SYSTEM JETTING		1,350.00		1.00	1,350.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 6028 - DUSTY'S DRAIN CLEANING							
D24-058 00036037	DUSTY'S DRAIN CLEANING	05/16/2024		1,850.00	1,850.00	Open	N
	EXCAVATED DOWN AT CURBSTOP TO REPAIR BEN DMULVIHILL						06/03/2024
	601-49440-40229	PROJECT MAINTENANCE		925.00		1.00	925.00
	602-49490-40229	PROJECT MAINTENANCE		925.00		1.00	925.00
14345 00036038	DUSTY'S DRAIN CLEANING	05/17/2024		225.00	225.00	Open	N
	23263 AMBASSADOR BLVD	DMULVIHILL					06/03/2024
	602-49490-40400	SYSTEM JETTING		225.00		1.00	225.00
D24-061 00036072	DUSTY'S DRAIN CLEANING	05/21/2024		3,000.00	3,000.00	Open	N
	23169 AMBASSADOR BLVD	DMULVIHILL					06/03/2024
	602-49490-40400	SYSTEM JETTING		3,000.00		1.00	3,000.00
Total Vendor 6028 - DUSTY'S DRAIN CLEANING				6,425.00	6,425.00		
Vendor 107 - ECM PUBLISHERS, INC							
999005 00036002	ECM PUBLISHERS, INC	05/17/2024		112.86	112.86	Open	N
	MAY 21 CANDIDATE FILINGS	NSANTILLO					06/03/2024
	101-41400-40351	LEGAL NOTICES PUBLISHING		112.86		1.00	112.86
1000057 00036078	ECM PUBLISHERS, INC	05/24/2024		86.00	86.00	Open	N
	ORDINANCE NO 2024-18	NSANTILLO					06/03/2024
	101-41400-40352	GENERAL PUBLISHING		86.00		1.00	86.00
1000058 00036079	ECM PUBLISHERS, INC	05/24/2024		86.00	86.00	Open	N
	ORDINANCE NO 2024-19	NSANTILLO					06/03/2024
	101-41400-40352	GENERAL PUBLISHING		86.00		1.00	86.00
Total Vendor 107 - ECM PUBLISHERS, INC				284.86	284.86		
Vendor 10709 - EXTREME ASPHALT, INC.							
1964 00036086	EXTREME ASPHALT, INC.	05/29/2024		1,500.00	1,500.00	Open	N
	STREET PATCH	NSANTILLO					06/03/2024
	601-49440-40229	PROJECT MAINTENANCE		750.00		1.00	750.00
	602-49490-40229	PROJECT MAINTENANCE		750.00		1.00	750.00

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 10709 - EXTREME ASPHALT, INC.							
Total Vendor 10709 - EXTREME ASPHALT, INC.				1,500.00	1,500.00		
Vendor 3447 - FERGUSON WATERWORKS							
0529526							
00036008	FERGUSON WATERWORKS PROJECT SUPPLIES 601-49440-40259	05/09/2024 NSANTILLO WATER METERS		565.60	565.60	Open	N 06/03/2024 565.60
0529731							
00036019	FERGUSON WATERWORKS PROJECT SUPPLIES 601-49440-40229	05/13/2024 NSANTILLO PROJECT MAINTENANCE		1,115.20	1,115.20	Open	N 06/03/2024 1,115.20
Total Vendor 3447 - FERGUSON WATERWORKS				1,680.80	1,680.80		
Vendor 4691 - GRANITE CITY JOBBING CO							
372919							
00035820	GRANITE CITY JOBBING CO CREDIT 609-49751-40254	02/09/2024 NSANTILLO MISCELLANEOUS MERCHANDISE		(10.04)	(10.04)	open	N 02/09/2024 (10.04)
359996							
00036014	GRANITE CITY JOBBING CO TOBACCO/MISC 609-49751-40206 609-49751-40254 609-49751-40256	05/21/2024 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE TOBACCO PRODUCTS		9,756.87	9,756.87	Open	N 05/21/2024 10.00 489.81 9,257.06
Total Vendor 4691 - GRANITE CITY JOBBING CO				9,746.83	9,746.83		
Vendor 7512 - GREAT LAKES COCA-COLA							
41445830024							
00036043	GREAT LAKES COCA-COLA MISC 609-49751-40254	05/22/2024 CBUSKEY MISCELLANEOUS MERCHANDISE		2,965.87	2,965.87	Open	N 05/22/2024 2,965.87
Total Vendor 7512 - GREAT LAKES COCA-COLA				2,965.87	2,965.87		
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
52895 00036059	HAKANSON ANDERSON ASSOC., INC UPDATE SURVEY - NEW CITY HALL/FIRE 404-41400-40589	04/30/2024 NSANTILLO CITY HALL/FIRE STATION		1,907.50 1,907.50	1,907.50	Open	N 06/03/2024 1,907.50
52896 00036060	HAKANSON ANDERSON ASSOC., INC MISC SITE PLAN REVIEWS 803-00000-22005 404-41400-40589 101-43100-40303	04/30/2024 NSANTILLO AUTO ZONE #5100 ST. FRANCIS CITY HALL/FIRE STATION ENGINEERING FEES		1,133.50 55.00 894.00 184.50	1,133.50	Open	N 06/03/2024 55.00 894.00 184.50
52897 00036061	HAKANSON ANDERSON ASSOC., INC SERENITY AT SEELYE BROOK 803-00000-22004	04/30/2024 NSANTILLO SERENITY AT SEELYE BROOK		246.00 246.00	246.00	Open	N 06/03/2024 246.00
52898 00036062	HAKANSON ANDERSON ASSOC., INC MUNICIPAL STATE AID 405-43100-40303	04/30/2024 NSANTILLO MUNICIPAL STATE AID		320.00 320.00	320.00	Open	N 06/03/2024 320.00
52899 00036063	HAKANSON ANDERSON ASSOC., INC POPPY ST & 229TH RECON PROJECT 405-43100-40805	04/30/2024 NSANTILLO 2020 STREET IMPROVEMENTS		278.25 278.25	278.25	Open	N 06/03/2024 278.25
52900 00036064	HAKANSON ANDERSON ASSOC., INC 2023 STREET REHAB PROJECT 405-43100-40811	04/30/2024 NSANTILLO 2023 STREET IMPROVMENTS		110.00 110.00	110.00	Open	N 06/03/2024 110.00
52901 00036065	HAKANSON ANDERSON ASSOC., INC GENERAL ENGINEERING 101-43100-40303	04/30/2024 NSANTILLO ENGINEERING FEES		369.00 369.00	369.00	Open	N 06/03/2024 369.00

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
52902							
00036066	HAKANSON ANDERSON ASSOC., INC	04/30/2024		800.00	800.00	Open	N
	ROUTINE RETAINER	NSANTILLO					06/03/2024
	101-41910-40303	ENGINEERING FEES		133.33		1.00	133.33
	101-43100-40303	ENGINEERING FEES		133.33		1.00	133.33
	101-45200-40303	ENGINEERING FEES		133.33		1.00	133.33
	601-49440-40303	ENGINEERING FEES		133.33		1.00	133.33
	602-49490-40303	ENGINEERING FEES		133.33		1.00	133.33
	603-49500-40303	ENGINEERING FEES		133.35		1.00	133.35
52903							
00036067	HAKANSON ANDERSON ASSOC., INC	04/30/2024		157.50	157.50	Open	N
	BUILDING PERMIT REVIEWS	NSANTILLO					06/03/2024
	101-42400-40303	ENGINEERING FEES		157.50		1.00	157.50
Total Vendor 1645 - HAKANSON ANDERSON ASSOC., INC				5,321.75	5,321.75		
Vendor 9357 - HARRIS							
SR000061478							
00036085	HARRIS	05/29/2024		1,462.49	1,462.49	Open	N
	REPLACE NEUTRALIZERS ON 3 BOILER IN WWTP DMULVIHILL	BUILDINGS MAINTENANCE					06/03/2024
	602-49490-40401			1,462.49		1.00	1,462.49
Total Vendor 9357 - HARRIS				1,462.49	1,462.49		
Vendor 7513 - HOISINGTON KOEGLER GROUP, INC							
018-041-68							
00036016	HOISINGTON KOEGLER GROUP, INC	05/17/2024		6,886.49	6,886.49	Open	N
	PLANNING SERVICES	NSANTILLO					06/03/2024
	101-41910-40311	CONTRACT		4,872.50		1.00	4,872.50
	405-43100-40809	PATRIOT PARKWAY		23.75		1.00	23.75
	803-00000-22004	SERENITY AT SEELYE BROOK		904.94		1.00	904.94
	404-41400-40589	CITY HALL/FIRE STATION		175.00		1.00	175.00
	803-00000-22013	ORDINANCE AMEND-SOLAR FARM		910.30		1.00	910.30
Total Vendor 7513 - HOISINGTON KOEGLER GROUP, INC				6,886.49	6,886.49		
Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC							

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC							
SCN-126829							
00035801	INNOVATIVE OFFICE SOLUTIONS, LLC	05/10/2024		(22.36)	(22.36)	Open	N
	CREDIT- OFFICE SUPPLIES	NSANTILLO					06/03/2024
	101-42110-40200	CREDIT- OFFICE SUPPLIES		(22.36)		1.00	(22.36)
IN4546428							
00036036	INNOVATIVE OFFICE SOLUTIONS, LLC	05/22/2024		75.19	75.19	Open	N
	OFFICE SUPPLIES	NSANTILLO					06/03/2024
	101-41400-40200	OFFICE SUPPLIES		75.19		1.00	75.19
Total Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC				52.83	52.83		
Vendor 7738 - INTERSTATE TESTING							
16851							
00036000	INTERSTATE TESTING	05/17/2024		1,538.00	1,538.00	Open	N
	BACKFLOW TESTING	NSANTILLO					06/03/2024
	601-49440-40233	WATER PLANT MAINT		769.00		1.00	769.00
	101-45200-40229	PROJECT MAINTENANCE		769.00		1.00	769.00
Total Vendor 7738 - INTERSTATE TESTING				1,538.00	1,538.00		
Vendor 10476 - IUOE LOCAL #49							
.06012024							
00036080	IUOE LOCAL #49	06/01/2024		255.00	255.00	Open	N
	JUNE UNION DUES	NSANTILLO					06/03/2024
	101-00000-21707	JUNE UNION DUES		255.00		1.00	255.00
Total Vendor 10476 - IUOE LOCAL #49				255.00	255.00		
Vendor 154 - JOHNSON BROTHERS							
2546202							
00036055	JOHNSON BROTHERS	05/23/2024		880.47	880.47	Open	N
	LIQUOR	CBUSKEY					05/23/2024
	609-49751-40206	FREIGHT		15.47		1.00	15.47
	609-49751-40251	LIQUOR		865.00		1.00	865.00
2546203							
00036056	JOHNSON BROTHERS	05/23/2024		283.33	283.33	Open	N
	WINE	CBUSKEY					05/23/2024
	609-49751-40206	FREIGHT		7.28		1.00	7.28
	609-49751-40253	WINE		276.05		1.00	276.05

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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 154 - JOHNSON BROTHERS							
Total Vendor 154 - JOHNSON BROTHERS				1,163.80	1,163.80		
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.06012024							
00036081	LAW ENFORCEMENT LABOR SVCS.	06/01/2024		70.50	70.50	Open	N
	SGT UNION DUES - JUNE 2024	NSANTILLO					06/03/2024
	101-00000-21707	SGT UNION DUES - JUNE 2024		70.50		1.00	70.50
.06012024-1							
00036082	LAW ENFORCEMENT LABOR SVCS.	06/01/2024		634.50	634.50	Open	N
	OFFICER UNION DUES- JUNE 2024	NSANTILLO					06/03/2024
	101-00000-21707	OFFICER UNION DUES- JUNE 2024		634.50		1.00	634.50
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.				705.00	705.00		
Vendor 10706 - LYNN LEMBCKE CONSULTING							
24-006							
00036015	LYNN LEMBCKE CONSULTING	05/19/2024		1,250.00	1,250.00	open	N
	BODY CAMERA AUDIT	NSANTILLO					06/03/2024
	101-42110-40441	BODY CAMERA AUDIT		1,250.00		1.00	1,250.00
Total Vendor 10706 - LYNN LEMBCKE CONSULTING				1,250.00	1,250.00		
Vendor 10663 - MAX R							
INV25518							
00036088	MAX R	05/28/2024		10,893.92	10,893.92	Open	N
	GARBAGE CANS FROM RECYCLING GRANT	JSHOOK					06/03/2024
	101-43210-40441	MISCELLANEOUS		10,893.92		1.00	10,893.92
Total Vendor 10663 - MAX R				10,893.92	10,893.92		
Vendor 202 - MCDONALD DIST CO							
748707							
00036039	MCDONALD DIST CO	05/22/2024		6,373.60	6,373.60	open	N
	BEER/NA	CBUSKEY					05/22/2024
	609-49751-40255	N/A PRODUCTS		210.50		1.00	210.50
	609-49751-40252	BEER		6,163.10		1.00	6,163.10

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Inv Ref #	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 202 - MCDONALD DIST CO							
748706	MCDONALD DIST CO	05/22/2024		1,412.50	1,412.50	Open	N
00036040	LIQUOR 609-49751-40251	CBUSKEY LIQUOR		1,412.50		1.00	05/22/2024 1,412.50
748704	MCDONALD DIST CO	05/22/2024		(288.10)	(288.10)	Open	N
00036041	LIQUOR 609-49751-40251	CBUSKEY LIQUOR		(288.10)		1.00	05/22/2024 (288.10)
748703	MCDONALD DIST CO	05/22/2024		(139.59)	(139.59)	Open	N
00036042	BEER/WINE/NA 609-49751-40255 609-49751-40252 609-49751-40253	CBUSKEY N/A PRODUCTS BEER WINE		(31.58) (66.40) (41.61)		1.00 1.00 1.00	05/22/2024 (31.58) (66.40) (41.61)
749910	MCDONALD DIST CO	05/29/2024		(330.35)	(330.35)	Open	N
00036083	BEER 609-49751-40252	CBUSKEY BEER		(330.35)		1.00	05/29/2024 (330.35)
749771	MCDONALD DIST CO	05/29/2024		5,970.60	5,970.60	Open	N
00036084	BEER 609-49751-40252	CBUSKEY BEER		5,970.60		1.00	05/29/2024 5,970.60
Total Vendor 202 - MCDONALD DIST CO				12,998.66	12,998.66		
Vendor 3464 - METROPOLITAN AREA MANAGERS							
1931	METROPOLITAN AREA MANAGERS	05/10/2024		25.00	25.00	Open	N
00036091	KATE THUNSTROM - LUNCHEON COSTS 101-41400-40208	NSANTILLO KATE THUNSTROM - LUNCHEON COSTS		25.00		1.00	06/03/2024 25.00
Total Vendor 3464 - METROPOLITAN AREA MANAGERS				25.00	25.00		
Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH							

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					Units	Quantity	Unit Price
Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH							
22055							
00036024	NORTHLAND OCCUPATIONAL HEALTH DOT SCREENING	05/21/2024		100.00	100.00	Open	N 06/03/2024
	101-43100-40441	MISCELLANEOUS		25.00		1.00	25.00
	101-45200-40441	MISCELLANEOUS		25.00		1.00	25.00
	601-49440-40441	MISCELLANEOUS		25.00		1.00	25.00
	602-49490-40441	MISCELLANEOUS		25.00		1.00	25.00
Vendor 22072							
00036048	NORTHLAND OCCUPATIONAL HEALTH SCREENINGS	05/23/2024		100.00	100.00	Open	N 06/03/2024
	101-43100-40441	MISCELLANEOUS		25.00		1.00	25.00
	101-45200-40441	MISCELLANEOUS		25.00		1.00	25.00
	601-49440-40441	MISCELLANEOUS		25.00		1.00	25.00
	602-49490-40441	MISCELLANEOUS		25.00		1.00	25.00
Total Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH					200.00	200.00	
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
6788012							
00036052	PHILLIPS WINE & SPIRITS CO WINE	05/23/2024		138.94	138.94	Open	N 05/23/2024
	609-49751-40206	FREIGHT		3.64		1.00	3.64
	609-49751-40253	WINE		135.30		1.00	135.30
Vendor 6788011							
00036053	PHILLIPS WINE & SPIRITS CO LIQUOR	05/23/2024		2,574.99	2,574.99	Open	N 05/23/2024
	609-49751-40206	FREIGHT		53.69		1.00	53.69
	609-49751-40251	LIQUOR		2,521.30		1.00	2,521.30
Vendor 6788013							
00036054	PHILLIPS WINE & SPIRITS CO MISC	05/23/2024		327.46	327.46	Open	N 05/23/2024
	609-49751-40206	FREIGHT		14.56		1.00	14.56
	609-49751-40254	MISCELLANEOUS MERCHANDISE		312.90		1.00	312.90
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO					3,041.39	3,041.39	

Vendor 5109 - POLLARD WATER

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Inv Ref #	Description	Entered By					Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 5109 - POLLARD WATER							
0261086							
00036077	POLLARD WATER	05/16/2024		884.16	884.16	Open	N
	FLAGS	NSANTILLO					06/03/2024
	601-49440-40229	PROJECT MAINTENANCE		884.16		1.00	884.16
Total Vendor 5109 - POLLARD WATER				884.16	884.16		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B012847							
00036023	RMB ENVIRONMENTAL LABORATORIES, INC	05/20/2024		233.04	233.04	Open	N
	WEEKS 2-4 COOLER 1	DMULVIHILL					06/03/2024
	602-49490-40313	SAMPLE TESTING		233.04		1.00	233.04
B012895							
00036047	RMB ENVIRONMENTAL LABORATORIES, INC	05/22/2024		182.88	182.88	Open	N
	ALL WEEKS COOLER 2	DMULVIHILL					06/03/2024
	602-49490-40313	SAMPLE TESTING		182.88		1.00	182.88
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				415.92	415.92		
Vendor 10707 - SAVE A LIFE CORPORATION							
6438							
00036018	SAVE A LIFE CORPORATION	05/09/2024		2,050.00	2,050.00	Open	N
	EMT COURSE - T. KIZER	NSANTILLO					06/03/2024
	101-42210-40208	TRAINING		2,050.00		1.00	2,050.00
Total Vendor 10707 - SAVE A LIFE CORPORATION				2,050.00	2,050.00		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2483194							
00036068	SOUTHERN GLAZERS OF MN	05/23/2024		1,433.68	1,433.68	Open	N
	WINE	CBUSKEY					05/23/2024
	609-49751-40206	FREIGHT		25.60		1.00	25.60
	609-49751-40253	WINE		1,408.08		1.00	1,408.08
2483193							
00036069	SOUTHERN GLAZERS OF MN	05/23/2024		4,612.59	4,612.59	Open	N
	LIQUOR	CBUSKEY					05/23/2024
	609-49751-40206	FREIGHT		39.25		1.00	39.25
	609-49751-40251	LIQUOR		4,573.34		1.00	4,573.34
Total Vendor 7455 - SOUTHERN GLAZERS OF MN							

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Invoice Number	Inv Ref #	Vendor Description	Inventory	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
		GL Distribution				Units	Quantity		Unit Price
Vendor 7455 - SOUTHERN GLAZERS OF MN									
						6,046.27	6,046.27		
Vendor 7693 - SPOT ON									
	2023154								
	00036020	SPOT ON		05/21/2024		308.00	308.00	Open	N
		RECYCLING SIGNS		JSHOOK					06/03/2024
		101-43210-40217		OTHER OPERATING SUPPLIES		308.00		1.00	308.00
	2023155								
	00036021	SPOT ON		05/21/2024		243.30	243.30	Open	N
		POLICE SIGNS AND CARDS		DMULVIHILL					06/03/2024
		101-42110-40308		COMMUNITY EDUCATION		243.30		1.00	243.30
Total Vendor 7693 - SPOT ON						551.30	551.30		
Vendor 255 - STREICHER'S									
	1700189								
	00036057	STREICHER'S		05/21/2024		612.00	612.00	Open	N
		UNIFORMS		NSANTILLO					06/03/2024
		101-42110-40237		SMALL EQUIPMENT		612.00		1.00	612.00
Total Vendor 255 - STREICHER'S						612.00	612.00		
Vendor 9247 - STRYKER SALES CORPORATION									
	9206175833								
	00036003	STRYKER SALES CORPORATION		05/13/2024		18,258.94	18,258.94	Open	N
		LUCAS DEVICE		NSANTILLO					06/03/2024
		402-42210-40584		CPR DEVICE		18,258.94		1.00	18,258.94
Total Vendor 9247 - STRYKER SALES CORPORATION						18,258.94	18,258.94		
Vendor 4940 - THE AMERICAN BOTTLING COMPANY									
	3562338309								
	00036093	THE AMERICAN BOTTLING COMPANY		05/30/2024		437.79	437.79	Open	N
		MISC		CBUSKEY					05/30/2024
		609-49751-40254		MISCELLANEOUS MERCHANDISE		437.79		1.00	437.79
Total Vendor 4940 - THE AMERICAN BOTTLING COMPANY						437.79	437.79		
Vendor 863 - THE BERNICK COMPANIES									

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 863 - THE BERNICK COMPANIES							
10220693							
00036050	THE BERNICK COMPANIES	05/23/2024		15.95	15.95	Open	N
	MISC		CBUSKEY				05/23/2024
	609-49751-40254		MISCELLANEOUS MERCHANDISE	15.95		1.00	15.95
10220692							
00036051	THE BERNICK COMPANIES	05/23/2024		2,021.30	2,021.30	Open	N
	BEER/NA		CBUSKEY				05/23/2024
	609-49751-40252		BEER	1,869.60		1.00	1,869.60
	609-49751-40255		N/A PRODUCTS	151.70		1.00	151.70
10223394							
00036092	THE BERNICK COMPANIES	05/30/2024		476.00	476.00	Open	N
	BEER		CBUSKEY				05/30/2024
	609-49751-40252		BEER	476.00		1.00	476.00
Total Vendor 863 - THE BERNICK COMPANIES				<u>2,513.25</u>	<u>2,513.25</u>		
Vendor 4491 - TOM LYNCH ELECTRIC LLC							
52020241							
00036011	TOM LYNCH ELECTRIC LLC	05/20/2024		1,942.00	1,942.00	Open	N
	BUILDING ELECTRICAL		JSHOOK				06/03/2024
	101-45200-40401		BUILDINGS MAINTENANCE	616.75		1.00	616.75
	602-49490-40401		BUILDINGS MAINTENANCE	441.75		1.00	441.75
	601-49440-40401		BUILDINGS MAINTENANCE	441.75		1.00	441.75
	101-43100-40401		BUILDINGS MAINTENANCE	441.75		1.00	441.75
52020242							
00036012	TOM LYNCH ELECTRIC LLC	05/20/2024		1,853.00	1,853.00	Open	N
	BUILDING ELECTRICAL		JSHOOK				06/03/2024
	101-45200-40401		BUILDINGS MAINTENANCE	1,103.00		1.00	1,103.00
	601-49440-40401		BUILDINGS MAINTENANCE	375.00		1.00	375.00
	602-49490-40229		PROJECT MAINTENANCE	375.00		1.00	375.00
52020243							
00036013	TOM LYNCH ELECTRIC LLC	05/20/2024		725.00	725.00	Open	N
	BUILDING ELECTRICAL		JSHOOK				06/03/2024
	609-49750-40401		BUILDINGS MAINTENANCE	250.00		1.00	250.00
	601-49440-40401		BUILDINGS MAINTENANCE	225.00		1.00	225.00
	602-49490-40401		BUILDINGS MAINTENANCE	250.00		1.00	250.00
Total Vendor 4491 - TOM LYNCH ELECTRIC LLC				<u>4,520.00</u>	<u>4,520.00</u>		

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
Vendor 5463 - UPPER RUM RIVER WATERSHED MGT							
.05162024							
00036028	UPPER RUM RIVER WATERSHED MGT	05/16/2024		4,017.41	4,017.41	Open	N
	2ND HALF PAYMENT	DMULVIHILL					06/03/2024
	101-49200-40471	WATERSHED		4,017.41		1.00	4,017.41
Total Vendor 5463 - UPPER RUM RIVER WATERSHED MGT				4,017.41	4,017.41		
Vendor 4231 - USABLUEBOOK							
INV00028301							
00036025	USABLUEBOOK	06/01/2023		206.21	206.21	Open	N
	REPLACEMENT CAP	DMULVIHILL					06/03/2024
	602-49490-40235	LAB SUPPLIES		206.21		1.00	206.21
INV00028169							
00036026	USABLUEBOOK	06/01/2023		184.21	184.21	Open	N
	KOPKIT (K4VHT1) PVC, HYPALON, & TEFLON	DMULVIHILL					06/03/2024
	601-49440-40235	LAB SUPPLIES		184.21		1.00	184.21
Total Vendor 4231 - USABLUEBOOK				390.42	390.42		
Vendor 4556 - UTILITY SERVICE CO., INC							
603015							
00036007	UTILITY SERVICE CO., INC	05/01/2024		10,468.32	10,468.32	Open	N
	WATER TOWER	NSANTILLO					06/03/2024
	601-49440-40311	CONTRACT		10,468.32		1.00	10,468.32
Total Vendor 4556 - UTILITY SERVICE CO., INC				10,468.32	10,468.32		
Vendor 5790 - WATER CONSERVATION SERVICE, INC							
14061							
00036073	WATER CONSERVATION SERVICE, INC	05/23/2024		522.93	522.93	Open	N
	LEAK LOCATE	DMULVIHILL					06/03/2024
	601-49440-40229	PROJECT MAINTENANCE		522.93		1.00	522.93
Total Vendor 5790 - WATER CONSERVATION SERVICE, INC				522.93	522.93		

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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
# of Invoices:	82	# Due:	82	Totals:	193,921.61		
# of Credit Memos:	6	# Due:	6	Totals:	(820.44)		
Net of Invoices and Credit Memos:					193,101.17		
--- TOTALS BY GL BANK ---							
	GNCKG				193,101.17		
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-00000-21707				960.00		
	101-41400-40200				75.19		
	101-41400-40208				25.00		
	101-41400-40351				112.86		
	101-41400-40352				172.00		
	101-41410-40240				964.86		
	101-41910-40303				133.33		
	101-41910-40311				4,872.50		
	101-42110-40200				(22.36)		
	101-42110-40237				612.00		
	101-42110-40308				243.30		
	101-42110-40321				37.50		
	101-42110-40401				96.43		
	101-42110-40441				1,250.00		
	101-42210-40208				3,198.25		
	101-42210-40218				70.00		
	101-42210-40321				37.50		
	101-42210-40401				96.43		
	101-42400-40303				157.50		
	101-43100-40303				686.83		
	101-43100-40321				37.50		
	101-43100-40401				538.18		
	101-43100-40441				50.00		
	101-43210-40217				308.00		
	101-43210-40401				96.42		
	101-43210-40441				10,893.92		
	101-45200-40229				769.00		
	101-45200-40303				133.33		
	101-45200-40311				500.00		
	101-45200-40321				37.50		
	101-45200-40401				1,816.18		
	101-45200-40441				50.00		
	101-49200-40471				4,017.41		
	402-41400-40560				2,283.92		
	402-42210-40584				18,258.94		
	404-41400-40589				2,976.50		
	405-43100-40303				320.00		
	405-43100-40441				2,128.00		
	405-43100-40805				278.25		
	405-43100-40809				23.75		

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Invoice Number	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	Description	Entered By		Units	Quantity	Post Date
Inventory	GL Distribution					Unit Price
	405-43100-40811		110.00			
	601-49440-40229		7,411.64			
	601-49440-40233		769.00			
	601-49440-40235		184.21			
	601-49440-40259		565.60			
	601-49440-40303		133.33			
	601-49440-40311		10,468.32			
	601-49440-40321		37.50			
	601-49440-40401		1,138.18			
	601-49440-40441		50.00			
	601-49440-40500		16,075.46			
	602-49490-40229		5,264.36			
	602-49490-40235		206.21			
	602-49490-40303		133.33			
	602-49490-40313		415.92			
	602-49490-40321		37.50			
	602-49490-40400		7,915.00			
	602-49490-40401		2,393.47			
	602-49490-40441		50.00			
	603-49500-40303		133.35			
	609-49750-40401		250.00			
	609-49751-40206		229.07			
	609-49751-40251		17,558.36			
	609-49751-40252		42,792.80			
	609-49751-40253		1,953.82			
	609-49751-40254		5,031.90			
	609-49751-40255		689.62			
	609-49751-40256		9,257.06			
	609-49751-40257		90.00			
	803-00000-22004		1,150.94			
	803-00000-22005		55.00			
	803-00000-22013		910.30			
--- TOTALS BY FUND ---						
	101 GENERAL FUND		33,026.56	33,026.56		
	402 CAPITAL EQUIPMENT FUND		20,542.86	20,542.86		
	404 BUILDING IMPROVEMENT FUND		2,976.50	2,976.50		
	405 STREET IMPROVEMENT FUND		2,860.00	2,860.00		
	601 WATER FUND		36,833.24	36,833.24		
	602 SEWER FUND		16,415.79	16,415.79		
	603 STORM WATER FUND		133.35	133.35		
	609 LIQUOR FUND		77,852.63	77,852.63		
	803 ESCROW		2,116.24	2,116.24		
--- TOTALS BY DEPT/ACTIVITY ---						
	0000 UNASSIGNED		3,076.24	3,076.24		
	41400 ADMINISTRATION		5,645.47	5,645.47		
	41410 ELECTIONS		964.86	964.86		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
	41910 COMMUNITY DEVELOPMENT			5,005.83	5,005.83		
	42110 POLICE			2,216.87	2,216.87		
	42210 FIRE			21,661.12	21,661.12		
	42400 BUILDING INSPECTIONS			157.50	157.50		
	43100 STREETS			4,172.51	4,172.51		
	43210 RECYCLING			11,298.34	11,298.34		
	45200 PARKS			3,306.01	3,306.01		
	49200 UNALLOCATED			4,017.41	4,017.41		
	49440 WATER DEPT			36,833.24	36,833.24		
	49490 SEWER DEPT			16,415.79	16,415.79		
	49500 STORM WATER DEPT			133.35	133.35		
	49750 LIQUOR STORE			250.00	250.00		
	49751 MERCHANDISE PURCHASES			77,602.63	77,602.63		



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: City Hall/Fire Station Final Plat
DATE: June 3, 2024
LOCATION: South of Bridge Street between Ambassador Blvd NW and Woodbine Street NW (PINs:32-34-24-34-0009, 32-34-24-34-0010, 32-34-24-34-0011, 32-34-24-34-0012, 32-34-24-34-0013, 32-34-24-34-0014, 32-34-24-34-0015, 32-34-24-34-0016)

OVERVIEW:

City Staff is bringing forward a final plat for the City Hall/Fire Station for Council review and action. This site includes eight different lots between Ambassador Blvd NW, Bridge St NW, and Woodbine St NW. The site plan for this project was approved in May 2023, with the understanding that the eight individual parcels would be combined into a single parcel once all of the outstanding title issues were resolved. The title issues for these lots have now been resolved, and City Staff would like to move forward with combining the lots. The attached final plat shows the combination of the eight lots into a single parcel.



ACTION TO BE CONSIDERED:

Council is requested to review and act on the final plat request for the City Hall/Fire Station. Staff recommends approval of the final plat combining the eight existing lots into a single lot.

Suggested Motion:

1. Move to adopt Resolution 2024-21 approving the Village of St. Francis City Hall Addition final plat with conditions and findings of fact as presented by Staff.

ATTACHMENTS:

- Draft Resolution 2024-21
- Village of St. Francis City Hall Addition Final Plat

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

RESOLUTION 2024-21

A RESOLUTION APPROVING THE FINAL PLAT FOR THE VILLAGE OF ST. FRANCIS CITY HALL ADDITION

WHEREAS, the City of St. Francis, has requested final plat approval for the Village of St. Francis City Hall Addition; and

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

WHEREAS, the proposed final plat combines eight existing parcels into a single, developable lot; and

WHEREAS, the City Council of the City of St. Francis on June 3, 2024, considered the final plat.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the final plat for the Village of St. Francis City Hall Addition based on the following findings of fact:

- 1. The proposed final plat is consistent with the City’s 2040 Comprehensive Plan and conforms to the City Code.

BE IT FURTHER RESOLVED that the approval of the final plat for the Village of St. Francis City Hall Addition shall be subject to the following conditions:

- 1. The applicant shall record the final plat and plans with the County Recorder following the procedure specified in City Code section 11-36-05.

Approved and adopted by the City Council of the City of St. Francis on the 3rd day of June, 2024.

Joseph Muehlbauer, Mayor

Attest: Jennifer Wida, City Clerk

Dated

Attachment A
Legal Descriptions

Lot 5, Block 2, Village of St. Francis, according to the plat thereof on file and of record in the office of the County Recorder, Anoka County, Minnesota

ALSO

Lot 8, Block 2, Village of St. Francis, except the East 20 feet thereof, Anoka County, Minnesota.

ALSO

The North 100 feet of Lot 9 and the East 20 feet of the North 100 feet of Lot 8, Block 2, Village of St. Francis, Anoka County, Minnesota.

ALSO

Lot Nine (9), Block Two (2), Village of St. Francis, except the North One hundred (100) feet thereof, and the East twenty (20) feet of Lot Eight (8), Block Two (2), Village of St. Francis, except the North one hundred (100) feet thereof, according to the map or plat thereof on file and of record in the office of the Register of Deeds in and for Anoka County, Minnesota.

TOGETHER WITH

KNOW ALL PERSONS BY THESE PRESENTS: That St. Francis ADA, a Minnesota Municipal Corporation under the laws of the State of Minnesota, owner of the following described property:

The North 95 feet of Lots 6 and 7, Block 2, Village of St. Francis, according to the plat thereof on file and of record in the office of the County Recorder, Anoka County, Minnesota.

ALSO

Lots 6 and 7, Block 2, Village of St. Francis, EXCEPT the North 95 feet of said Lots, according to the plat thereof on file and of record in the office of the County Recorder, Anoka County, Minnesota.

ALSO

Lot 4, Block 2, Village of St. Francis, according to the plat thereof on file and of record in the office of the County Recorder, Anoka County, Minnesota.

ALSO

The North Half of Lot 3, Block 2, Village of St. Francis, according to the plat thereof on file and of record in the office of the County Recorder, Anoka County, Minnesota.

Said tract of land is also referred to in the chain of title as the North 33 feet of Lot 3, Block 2, said Village of St. Francis.

VILLAGE OF ST. FRANCIS CITY HALL ADDITION
(REVIEW COPY 3-20-23)

KNOW ALL PERSONS BY THESE PRESENTS: That the City of St. Francis, a Minnesota Municipal Corporation under the laws of the State of Minnesota, has caused these presents to be signed by its proper officers this _____ day of _____, 20____.

CITY OF ST. FRANCIS

Steve Feldman, as Mayor

Jenni Wids, as City Clerk

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____ by Steve Feldman, as Mayor, and Jenni Wids, as City Clerk, of the City of St. Francis, a Minnesota Municipal Corporation under the laws of the State of Minnesota, on behalf of the corporation.

Signature _____

Print Name _____

Notary Public, _____

My commission expires _____

I, Brian Person do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Chapter 83A, Subchapter 1, are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Brian Person, Licensed Land Surveyor
Minnesota License No. 49128

STATE OF MINNESOTA
COUNTY OF ANOKA

This instrument was acknowledged before me this _____ day of _____, 20____ by Brian Person.

Signature _____

Print Name _____

Notary Public, Minnesota.

My commission expires _____

City Council, City of St. Francis, Minnesota

This plat of VILLAGE OF ST. FRANCIS CITY HALL ADDITION was approved and accepted by the City Council of the City of St. Francis, Minnesota at a regular meeting thereof held this _____ day of _____, 20____, and said plat is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

City Council, City of St. Francis, Minnesota

By: _____, Mayor

By: _____, Clerk

ANOKA COUNTY SURVEYOR

I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd. 11, this plat has been reviewed and approved this _____ day of _____, 20____.

David Ziegemeier,
Anoka County Surveyor

ANOKA COUNTY AUDITOR/TREASURER

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinafter described are as follows: _____

Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

Property Tax Administrator _____

By: _____, Deputy

ANOKA COUNTY RECORDER/REGISTRAR OF TITLES

County of Anoka, State of Minnesota

I hereby certify that this plat of VILLAGE OF ST. FRANCIS CITY HALL ADDITION was filed in the office of the County Recorder/Registrar of Titles for public record on this _____ day of _____, 20____, at _____ o'clock _____ M. and was duly recorded as Document Number _____.

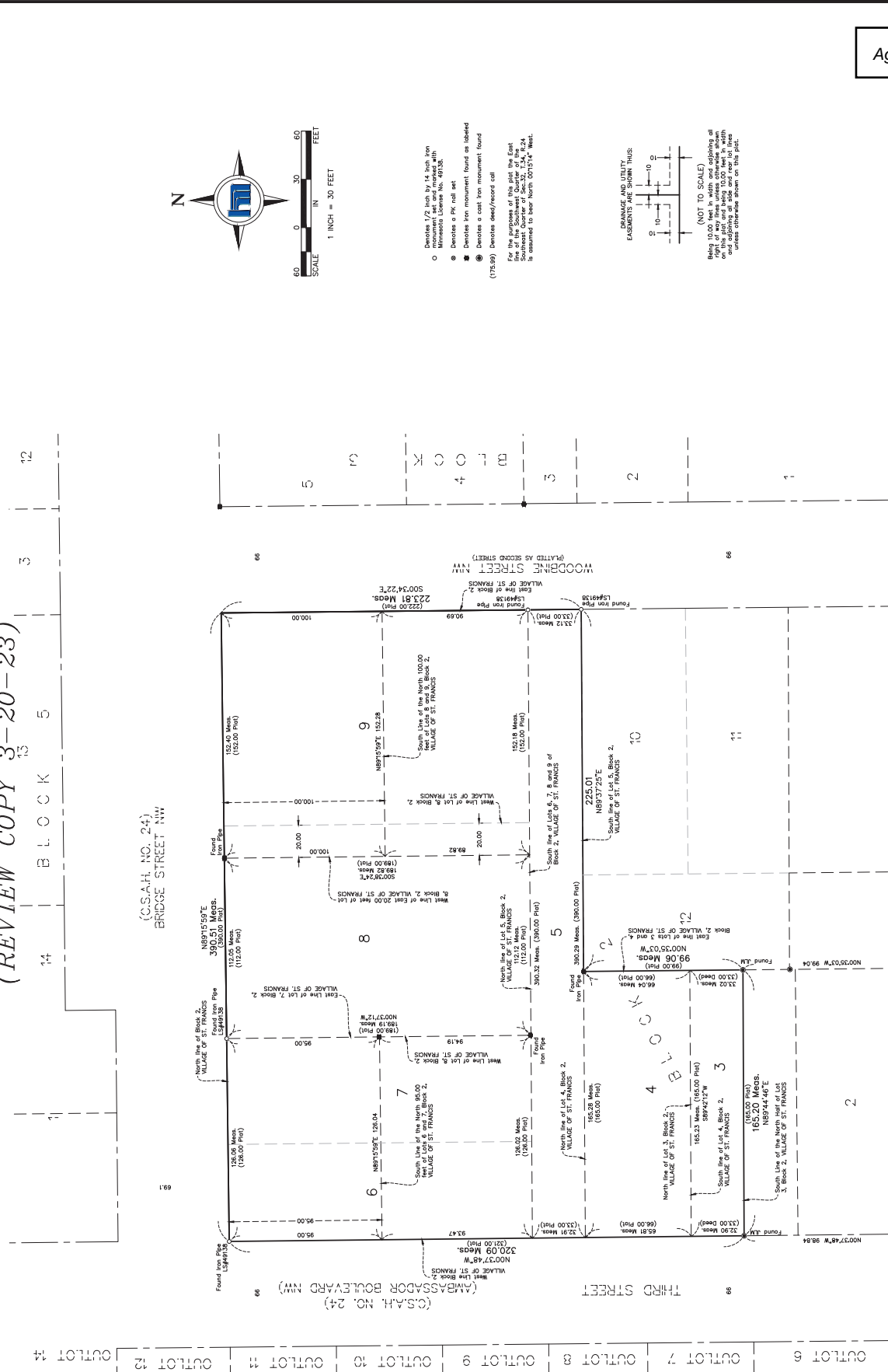
County Recorder/Registrar of Titles _____

By: _____, Deputy

VILLAGE OF ST. FRANCIS CITY HALL ADDITION

(REVIEW COPY 3-20-23)

CITY OF ST. FRANCIS
COUNTY OF ANOKA
SEC. 32, T. 34, R. 24



- OUTLOT 14
- OUTLOT 12
- OUTLOT 11
- OUTLOT 10
- OUTLOT 9
- OUTLOT 8
- OUTLOT 7
- OUTLOT 6
- OUTLOT 5
- OUTLOT 4
- OUTLOT 3
- OUTLOT 2
- OUTLOT 1

501
501

Agenda Item # 8A.



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: I-1 Clinic Zoning Ordinance Amendment – 1st Reading
DATE: June 3, 2024

OVERVIEW:

The City has received a request from the property owner at 23671 St. Francis Blvd NW to allow clinics and offices, including medical, dental, or therapeutic, as a permitted use in the I-1 General Industrial Zoning District.

The property at 23671 St. Francis Blvd NW was built as a clinic in 2001 and has operated as a clinic ever since. Prior to 2021, this site was zoned B-3 Business Park. Clinics were permitted uses in the B-3 District. In 2021, the City rezoned the 15 parcels between Ambassador Blvd NW and St. Francis Blvd NW from B-2 and B-3 to I-1, following the guidance from the Comprehensive Plan’s future land use map and reflecting the current uses that exist in the area. Clinics are not a permitted use in the I-1 District; therefore, the use at 23671 St. Francis Blvd NW became a legal nonconforming use when it was rezoned.

Legal nonconforming uses are allowed to continue at the same intensity in perpetuity, but may not expand. The owner of the clinic contacted the City wishing to finish the basement of the existing building to allow for an expansion of clinic uses in the building. Since this use is nonconforming, an expansion of the clinic use is not currently allowed. Staff discussed options with the property owner that would allow the desired expansion, including amending the Comprehensive Plan and rezoning the property or amending the I-1 district to allow clinic uses. Staff recommends a text amendment to allow clinic uses in the I-1 District. Since the current clinic use existed prior to the 2021 rezoning, and the intent of that rezoning was not to make clinic uses nonconforming, Staff regards this amendment as a housekeeping item.

ANALYSIS

17 parcels in the City are zoned I-1 General Industrial today. These are located primarily between Ambassador Blvd NW and St Francis Blvd NW. Most of these parcels are already developed and operate as industrial uses, including manufacturing and auto repair and sales. Therefore, it is not anticipated that the proposed amendment would strongly impact the makeup of the uses in the I-1 District. Rather, it would allow the existing use to grow as desired.

The Comprehensive Plan guides this area of the City for Business Park/Light Industrial use. Within this designation, “higher-intensity office, clinical, and business uses are supported to

provide an integrated and attractive employment center.” Therefore, the proposed amendment is consistent with the 2040 Comprehensive Plan.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission reviewed the proposed Code amendment at their meeting on May 15, 2024 and held a public hearing. No oral or written comment from the public was received. Following the public hearing, the Planning Commission unanimously voted to recommend approval of the requested amendment to allow clinic uses as a permitted use in the I-1 District.

ACTION TO BE CONSIDERED:

Based on the Planning Commission’s unanimous recommendation for approval, a draft approval ordinance has been prepared and attached for your review.

Potential Motions:

1. Move to approve the 1st reading of Ordinance 331 amending the Zoning Code to allow clinics and offices, including medical, dental, or therapeutic, as a Permitted use within the I-1 District.

2. Move to deny the amendment request to allow clinics within the I-1 District for the following reason(s): _____ and direct Staff to prepare written findings.

3. Table the amendment request and request additional information from Staff/applicant.

ATTACHMENTS:

- Draft Ordinance 331 Amending Zoning Code to allow clinics and offices, including medical, dental, or therapeutic, as a Permitted used within the I-1 district

ORDINANCE NO. 331

**CITY OF ST. FRANCIS
ANOKA COUNTY**

AN ORDINANCE AMENDING THE ZONING CODE TO ALLOW CLINICS AND OFFICES, INCLUDING MEDICAL, DENTAL, AND THERAPEUTIC, IN THE I-1 DISTRICT– 1ST READING

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

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

Section 1. Table 10-44-1 Principal Use Table – Business and Industrial Districts of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-44-02 Principal Uses in Business Districts

A. Table 10-44-1 Principal Use Table – Business and Industrial Districts

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Public, Social, or Health Care					
Child care center	PS	PS			
Clinics and offices, including medical, dental, or therapeutic	P	P	P	<u>P</u>	
Club, lodge, or meeting place of a non-commercial nature	PS	PS			
Financial institution	P	P	P		
Funeral home or mortuary		P			
Municipal, county, state, or federal administrative or services building	P	P	P	P	
Municipal social, cultural, or recreational facility	PS	PS			
Place of worship	PS	PS			
Social assistance, welfare, or charitable service	P	P	P		

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

Approved and adopted by the City Council of the City of St. Francis this 3rd day of June, 2024.

SEAL

CITY OF ST. FRANCIS

By: _____
Joseph Muehlbauer, Mayor

Attest: Jennifer Wida, City Clerk

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



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: Patriot Parkway Preliminary Plat
DATE: June 3, 2024
LOCATION: 23040 Pederson Drive NW; 23030 St Francis Blvd NW; 23018 St Francis Blvd NW
COMP PLAN: Commercial and High Density Residential
ZONING: B-2 General Business and R-3 High Density Residential

OVERVIEW:

The City, in conjunction with First Baptist Church, requests that the City Council take action on the application for a preliminary plat for the Patriot Parkway development. The preliminary plat proposes to create three developable commercial lots, establish one lot for stormwater facilities, establish right-of-way for a new public street, and create an outlot for future residential development.

The subject site is made up of three parcels and abuts St. Francis Blvd NW on the east and Pederson Drive NW on the north. All together, the site is roughly 14.5 acres in size. A 7-acre wetland encompasses roughly 50% of the site along the western edge.

The development of this site was reviewed as a concept in September 2022. In May 2023, the City approved a Comprehensive Plan amendment and rezoning for the site.

Staff distributed the plat to MnDOT for review given proximity of the proposed new street’s intersection with Pederson Dr NW. MnDOT replied and offered no comments on the preliminary plat.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission reviewed the proposed Code amendment at their meeting on May 15, 2024 and held a public hearing. No oral or written comment from the public was received. Planning Commissioners discussed the proposed access points for the loop road. Commissioners inquired about street access locations on Pederson Dr NW and alignment with driveway access to the commercial uses to the North. Staff noted that the proposed western street access matches up with the existing western driveway access for County Market which is the less busy access point to the shopping center. The proposed street intersection points do not pose a concern from a traffic engineering perspective due to the gradual curve and low speed limit of Pederson Dr NW, , as well as the distance of each street intersection from Hwy

47. Following the public hearing, the Planning Commission unanimously voted to recommend approval of the Patriot Parkway preliminary plat.

ACTION TO BE CONSIDERED:

Based on the Planning Commission’s unanimous recommendation for approval, a draft approval resolution has been prepared and is attached for your review.

Potential Motions:

1. Move to approve Resolution 2024-22 approving the preliminary plat for the Patriot Parkway development with conditions and findings of fact as presented by Staff.
2. Move to deny the Patriot Parkway preliminary plat for the following reason(s): _____ and direct Staff to prepare written findings.
3. Table the amendment request and request additional information from Staff/applicant.

ATTACHMENTS:

- Draft Resolution 2024-22
- Planning Commission Memo – May 15, 2024

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

RESOLUTION 2024-22

A RESOLUTION APPROVING THE PRELIMINARY PLAT FOR THE PATRIOT PARKWAY DEVELOPMENT

WHEREAS, the City, in conjunction with First Baptist Church, applied for preliminary plat approval for the property legally described in Exhibit A; and

WHEREAS, the site was guided for High Density Residential and Commercial use in the Comprehensive Plan by Resolution 2023-11; and

WHEREAS, the Planning Commission on May 15, 2024, opened and closed a duly noticed public hearing and 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 May 15, 2024, the Planning Commission recommended approval of the requested preliminary plat; and

WHEREAS, the City Council on June 3, 2024, has considered the recommendations of Staff and the Planning Commission, the Applicant’s submissions, the contents of the associated staff reports, public testimony, and other evidence available to the Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the preliminary plat for the Patriot Parkway development based on the following findings of fact:

1. The proposed preliminary plat is consistent with the City’s 2040 Comprehensive Plan and is compatible with present and future land uses of the area.
2. The development is consistent with the City’s Zoning and Subdivision Ordinances. Block 2 Lots 1 and 2 are undersized in lot area today and will continue to be undersized with this preliminary plat.

Approved and adopted by the City Council of the City of St. Francis on the 3rd day of June, 2024.

Joseph Muehlbauer, Mayor

Attest: Jennifer Wida, City Clerk

Dated

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

EXHIBIT A

Legal Descriptions

EXISTING PROPERTY DESCRIPTION:

(PID: 31-34-24-44-0005) (Per Title Commitment)

PARCEL 1:

That part of the Southeast Quarter of the Southeast Quarter of Section 31, Township 34, Range 24, Anoka County, Minnesota, described as follows: Commencing at a point on the west right of way line of State Trunk Highway No. 47, said point being 297 feet South of the centerline of County Road No. 81 as now traveled; thence West on a line parallel to said centerline of County Road No. 81 a distance of 103 feet; thence South on a line parallel to the west right of way line of said State Trunk Highway No. 47 a distance of 146 feet; thence East on a line parallel to said centerline of County Road No. 81 a distance of 103 feet to the west right of way line of State Trunk Highway No. 47; thence North along said west right of way line a distance of 146 feet to the place of commencement.

AND

That part of the Southeast Quarter of the Southeast Quarter of Section 31, Township 34, Range 24, Anoka County, Minnesota, described as follows: Beginning at a point on the centerline of County Road No. 81 as now laid out and traveled, which point is 247.5 feet West of the east line of said Southeast Quarter of the Southeast Quarter; thence South parallel with the said east line of said Southeast Quarter of the Southeast Quarter a distance of 297 feet to the place of commencement of the tract of land hereby conveyed; thence continue South parallel with said east line a distance of 200 feet; thence East parallel with the centerline of said County Road No. 81 a distance of 103 feet; thence North and parallel with said east line a distance of 200 feet; thence West parallel with the centerline of said County Road No. 81 a distance of 103 feet to the point of commencement; (EXCEPT THE PART DESCRIBED AS FOLLOWS:

Commencing at a point on the west right of way line of State Trunk Highway No. 47, said point being 297 feet South of the centerline of Anoka County Road No. 81 as now laid out; thence West on a line parallel to said centerline a distance of 133 feet; thence South on a line parallel to the west right of way line of said State Trunk Highway No. 47 a distance of 146 feet; thence East parallel to said centerline of County Road No. 81 a distance of 133 feet to the west right of way line of State Trunk Highway No. 47; thence North along said west right of way line to the place of commencement).

PARCEL 2:

Non-exclusive appurtenant easement for road purposes for ingress and egress over the following described tract: That part of the Southeast Quarter of the Southeast Quarter of Section 31, Township 34, Range 24, Anoka County, Minnesota, described as follows: Commencing at point on the centerline of County Road No. 81 said point being 103 feet West of the west right of way line of State Trunk Highway No. 47; thence South parallel with said west right of way line a distance of 443 feet; thence West parallel to said centerline a distance of 30 feet; thence North parallel with said west right of way line a distance of 443 feet, more or less, to the centerline of County Road No. 81; thence East along said centerline 30 feet to the place of commencement.

Together With:

(PID: 31-34-24-44-0003) (Per Title Commitment)

PARCEL 1:

That part of the Southeast Quarter of the Southeast Quarter of Section 31, Township 34, Range 24, Anoka County, Minnesota, described as follows: Beginning at a point on the west right of way line of State Trunk Highway No. 47, said point being 185 feet South of the centerline of County Road No. 81 as now traveled; thence South on said west right of way line a distance of 112 feet; thence West on a line parallel to said centerline a distance of 103 feet; thence North on a line parallel to said west right of way line a distance of 112 feet; thence East on a line parallel to said centerline a distance of 103 feet to the point of beginning.

PARCEL 2:

Non-exclusive appurtenant easement for driveway purposes over the West 15 feet of the following described tract: That part of the Southeast Quarter of the Southeast Quarter of Section 31, Township 34, Range 24, Anoka County, Minnesota, described as follows: Beginning at the intersection of the west right of way line of State Trunk Highway No. 47 and the centerline of County Road No. 81 as now travelled; thence South on said west right of way line a distance of 185 feet; thence West on a line parallel to said centerline a distance of 103 feet; thence North on a line parallel to said west right of way line a distance of 185 feet to said centerline; thence East on said centerline a distance of 103 feet to the point of beginning.

Together With:

(PID: 31-34-24-44-0009) (Per Title Commitment)

That part of the Southeast Quarter of the Southeast Quarter of Section 31, Township 34, Range 24, Anoka County, Minnesota lying southerly of the centerline of County Road No. 81; EXCEPT that part which lies Southerly and Easterly of the following described line: Commencing at the point of intersection of the centerline of County Road No. 81, as now laid out and traveled, and the west right of way line of State Trunk Highway No. 47; thence Westerly along the centerline of said County Road No. 81 a distance of 103 feet; thence South on a line parallel to said west right of way line a distance of 342.92 feet; thence West parallel with said centerline of County Road No. 81 a distance of 744.02 feet; thence South parallel with the east line of said Southeast Quarter of the Southeast Quarter a distance of 832.70 feet, more or less, to the south line of said Southeast Quarter of the Southeast Quarter, said line there terminating; ALSO EXCEPT that part of the East 808.50 feet (as measured along the north line of said Southeast Quarter of the Southeast Quarter) lying Northerly of the centerline of County Road No. 81, Anoka County, Minnesota.



PLANNING COMMISSION AGENDA REPORT

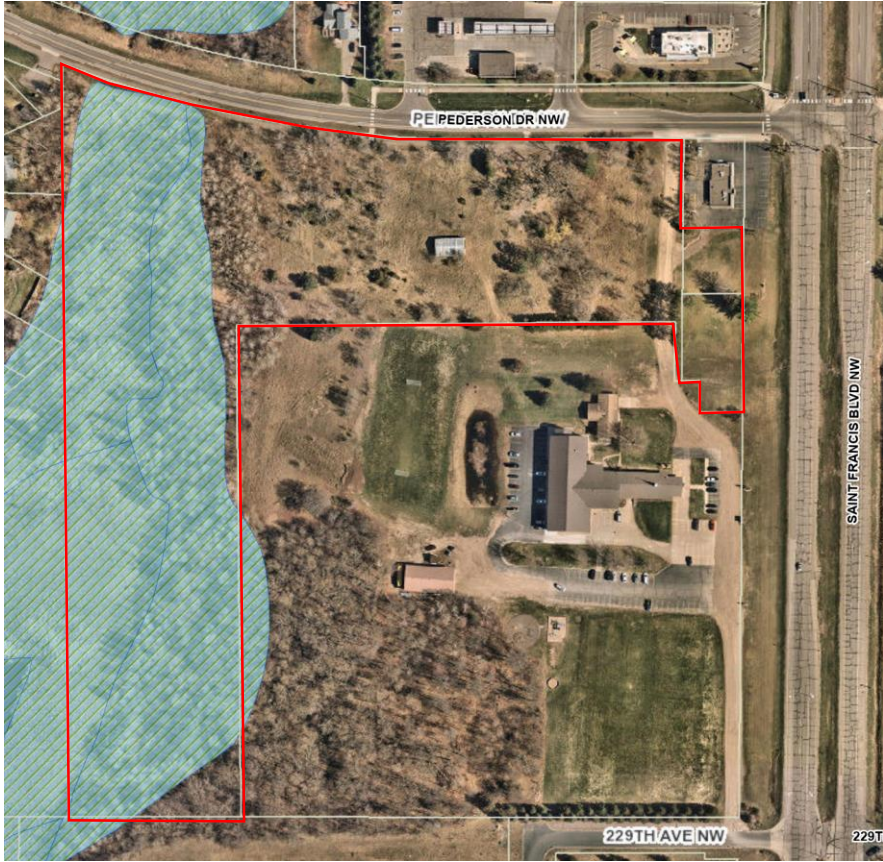
TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: Patriot Parkway Preliminary Plat
DATE: 5-8-2024 for 5-15-2024 meeting
LOCATION: 23040 Pederson Drive NW; 23030 St Francis Blvd NW; 23018 St Francis Blvd NW
COMP PLAN: Commercial and High Density Residential
ZONING: B-2 General Business and R-3 High Density Residential

OVERVIEW

The City, in conjunction with First Baptist Church, requests that the Planning Commission hold a public hearing and provide a recommendation to the City Council regarding the Patriot Parkway preliminary plat application. The preliminary plat proposes to create three developable commercial lots, establish one lot for stormwater facilities, establish right-of-way for a new public street, and create an outlot for future residential development.

The subject site is made up of three parcels and abuts St. Francis Blvd NW on the east and Pederson Drive NW on the north. All together, the site is roughly 14.5 acres in size. A 7-acre wetland encompasses roughly 50% of the site along the western edge.

The development of this site was reviewed as a concept in September 2022. In May 2023, the City approved a Comprehensive Plan amendment and rezoning for the site.



ANALYSIS

Land Use

The site is guided for Commercial and High Density Residential use by the 2040 Comprehensive Plan. The eastern portion of the site, including the two existing lots, two new commercial lots, and the street ROW, is guided for Commercial use. The western portion of the site includes Outlot A and is guided for High Density Residential use which allows a residential density of 12-60 units per net acre.

Preliminary Plat

The preliminary plat proposes to create three developable commercial lots, establish one lot for stormwater facilities, establish right-of-way for a new public street, and create an outlot for future residential development.

Dimensional Standards

Three developable commercial lots are proposed as part of this plat. The required and proposed dimensions for each lot are shown in the table below:

Lot	Minimum Lot Area		Minimum Lot Width	
	Required	Proposed	Required	Proposed
Block 1 Lot 1	20,000 SF	40,020 SF	100 ft.	~179 ft.

Block 1 Lot 2		39,759 SF		177 ft.
Block 2 Lot 1		16,254 SF		158 ft.
Block 2 Lot 2		14,186 SF		100 ft.

The two lots that make up Block 2 are currently owned by the City. Both are less than 20,000 SF in area, making them undersized lots today. Lot 1 is intended to be used as a developable commercial parcel while Lot 2 will be used for stormwater facilities. The proposed preliminary plat will adjust the lot lines for these two lots slightly, increasing the size of Lot 1 and decreasing the size of Lot 2. This adjustment will make Lot 1 as large as possible to support development of a small commercial building while still ensuring that Lot 2 will be large enough to manage the stormwater needs for the development.

Access

A new public street is proposed to serve this development. This street would connect to Pederson Dr NW in two places, creating a loop road. The three commercial lots and Outlot A are all proposed to have access to this street. It is expected that this road will also serve the First Baptist Church property to the south and the Mansetti’s property in the future.

The eastern intersection of the loop road and Pederson Dr. NW is proposed to be a right-in/right-out intersection while the western intersection would be a full intersection aligned with the westernmost County Market access. Because this development is located adjacent to St. Francis Blvd NW, Staff has notified MnDOT about the proposed project. Comments have not been received from MnDOT at this time.

Utilities/Stormwater

The site will be served by City utilities. Plans were provided by the City Engineer demonstrating how the development will be served. Two stormwater ponds are proposed to manage stormwater for the development. One pond will be located on Block 2 Lot 2 while the other will be located on the First Baptist Church property. The City has discussed this approach with the First Baptist Church to ensure that the necessary agreements to allow a stormwater pond on the First Baptist Church property would be attainable.

Lot Development

The three commercial lots and Outlot A are expected to develop in the future. Site plans/building plans have not been submitted for any of these lots at this time. The City’s intent at this time is to create lots that are ready for development to occur. As each of these properties develops, the City will complete a site plan review for each of these properties as they develop to ensure that all City requirements such as setbacks, parking, and landscaping, are met.

RECOMMENDATIONS

Staff recommends approval of the preliminary plat request with the following conditions of approval and findings of fact:

Proposed Findings of Fact – Preliminary Plat

1. The proposed preliminary plat is consistent with the City’s 2040 Comprehensive Plan and is compatible with present and future land uses of the area.
2. The development is consistent with the City’s Zoning and Subdivision Ordinances. Block 2 Lots 1 and 2 are undersized in lot area today and will continue to be undersized with this preliminary plat.

Conditions of Approval – Preliminary Plat

1. Applicant shall address any comments from MnDOT.
2. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

ACTION TO BE CONSIDERED

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

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

Suggested Motions:

1. Move to recommend approval of the preliminary plat for the Patriot Parkway development with conditions and findings of fact as presented by Staff.

ATTACHMENTS

- Patriot Parkway Preliminary Plat

