



CITY COUNCIL REGULAR MEETING
City Hall: 3750 Bridge St NW
Monday, May 18, 2026 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 4, 2026
 - B. Economic Development Committee (EDA) Appointment
 - C. Temporary Employee
 - D. Tasty Pizza Bar & Bowl Public Dance License
 - E. Payment of Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
 - A. Met Council Planning Assistance Grant
Resolution 2026-16 Identifying the need for funding to complete its 2050 comprehensive plan update and authorizing an application for planning assistance grant funds
 - B. Everbridge Update
 - C. 2025 Annual Comprehensive Financial Report
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
 - A. City Administrator Report
 - B. Community Development - Quarter One Report
- 12. COUNCIL MEMBER REPORTS**
- 13. UPCOMING EVENTS**
 - May 19 - Town Hall
 - May 20 - Planning Commission Meeting - 7:00 pm
 - May 25 - Memorial Day - City offices closed
 - May 29 - May 31 - Pioneer Days
 - Candidate Filing begins on May 19, 2026 and ends June 2, 2026
- 14. ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
May 4, 2026
6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Community Development Director Jodie Steffes, City Attorney Travis Lutz, Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Finance Director Darcy Mulvihill, Finance Director Natalie Santillo, and City Planner Beth Richmond (HKGi).

3. APPROVAL OF AGENDA

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

Ayes: Faanes, Muehlbauer, Robinson, Udvig, and Mayor Vogel.
Nays: None
Motion carries: 5-0

4. CONSENT AGENDA

- A. City Council Minutes - April 20, 2026
- B. Acknowledgement for Off-Site Gambling Permit
- C. Acknowledgement of Exempt Gambling Permit
- D. Dust Control Maintenance
- E. Vista Prairie at Eagle Point Warranty Period
- F. First Baptist Church Warranty Period and Financial Security Reduction
- G. Payment of Claims

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

Ayes: Faanes, Muehlbauer, Robinson, Udvig, and Mayor Vogel.
Nays: None
Motion carries: 5-0

5. MEETING OPEN TO THE PUBLIC

Josh Fisher came forward on behalf of the St. Francis Basketball Association. Fisher stated that the Association operates under the St. Francis Area Booster Club and is unable to obtain an exempt permit because the Booster Club has a limited number of exempt permits available each year. Fisher asked the Council to consider how the City's 10 percent charitable gambling tax is handled, noting that the \$1,900 collected would be a significant benefit to the Association's youth program. Fisher requested a simple and feasible solution that would allow the Association to retain those funds.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS

- A. Ordinance Amendment - Adding Small Wireless Facility - Second Reading
Ordinance 357 amending City Code Chapter 7, Section 5, subdivisions 3, 7, 9, 10, 14, and 20 relating to small cell wireless facility
Resolution 2026-15 Summary Publication of Ordinance 357

MOTION BY: MUEHLBAUER SECOND: ROBINSON APPROVING SECOND READING OF ORDINANCE 357 AMENDING CITY CODE CHAPTER 7, SECTION 5, SUBDIVISIONS 3, 7, 9, 10, 14, AND 20 RELATING TO SMALL CELL WIRELESS FACILITY

A roll call vote was performed:

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

Motion carries: 5-0

MOTION BY: UDVIG SECOND: VOGEL ADOPTING RESOLUTION 2026-15 SUMMARY PUBLICATION OF ORDINANCE 357

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

Nays: None

Motion carries: 5-0

B. Gambling Funds - Continued

Finance Director Darcy Mulvihill presented a continuation of the gambling funds discussion from the prior meeting. Mulvihill noted that the City Attorney had additional information and that the Council needed to determine how to use the existing funds and whether to change the current 10 percent tax rate. Mulvihill confirmed that the rate must be either 10 percent or zero, and that any change

would require an ordinance amendment taking effect at the beginning of the following year.

Robinson stated that returning the accumulated \$246,000 to prior organizations would be difficult to administer. Robinson asked whether gambling funds could be used for community events such as Pioneer Days fireworks, allowing liquor store funds to be redirected toward the Warming House project. Mulvihill confirmed that community celebrations are a qualifying expenditure, but that further research would be needed on specific uses.

Robinson expressed that he did not want the City to be in the business of redistributing funds from one group to another. Robinson stated his preference was to go to zero. Udvig and Mulvihill clarified that only zero percent or 10 percent are permitted options.

Udvig stated she was inclined to agree with Robinson and suggested a work session would be needed if the Council intended to distribute the existing fund balance. Udvig expressed concern that going to zero could result in every community group requesting funds from the City.

Faanes agreed with Robinson and Udvig. Faanes noted she would prefer a way to reduce the financial burden on youth athletes. Still, they acknowledged that City Attorney Travis Lutz confirmed all licensed organizations must be treated equally, regardless of their purpose.

Muehlbauer asked City Attorney Lutz whether the Association could restructure its fundraising to qualify for an exemption. Lutz stated he could not provide that legal advice to a member of the public. Muehlbauer expressed a preference for maintaining the 10 percent rate and directing funds toward the Police Department, noting the City averages approximately \$17,500 per year in gambling tax revenue. Muehlbauer stated that eliminating the tax would shift administrative costs to the taxpayer and suggested a work session to determine how to allocate the existing fund balance.

City Clerk Wida confirmed that processing a gambling permit application takes approximately 30 minutes of Staff time.

Mayor Vogel stated his preference was to go to zero, noting it was a clean solution that returned funds directly to charitable organizations and avoided the complexity of managing and distributing the fund.

The Council reached consensus to direct Staff to prepare an ordinance amendment eliminating the 10 percent charitable gambling tax, to take effect at a future date. Lutz confirmed that Staff direction to prepare the amended ordinance was the only formal action needed. The Council confirmed the change would apply going forward only and would not affect the existing fund balance.

9. **NEW BUSINESS**

A. St. Francis Area Schools Field Lighting CUP

Resolution 2026-13 approving a Conditional Use Permit for the St. Francis High School Field Lighting

City Planner Beth Richmond presented a request for a conditional use permit for field lighting at the St. Francis High School athletic fields located between Rum River Boulevard and 235th Avenue. Richmond stated the applicant is requesting an exemption from the 25-foot maximum lighting height to allow 70-foot poles, consistent with the six existing poles already in place on the northern two fields. The request includes replacing the lighting system on the existing poles with a new LED system and installing six additional 70-foot poles on the southern two fields.

Richmond stated the site is consistent with the Comprehensive Plan's public and institutional designation and is a permitted use in the R-1 zoning district. The photometric plan submitted by the applicant demonstrates that light intensity at the eastern property line and the centerline of 235th Avenue does not exceed code limits. The conditional use permit allows outdoor recreational uses to be lit until 11:00 p.m., and the applicant indicated anticipated hours of operation from early dusk to approximately 9:30 p.m., spring through fall. Richmond noted the Planning Commission held a public hearing in April and unanimously recommended approval.

Udvig stated she supported the additional lighting, noting that fall events often run late and the 11:00 p.m. limit is reasonable.

Faanes asked whether the lights would be on only during games. Richmond confirmed the lights would be on whenever the fields are in use, including practices. Faanes expressed support for the request, noting that limited lighting has impacted game scheduling.

Muehlbauer asked about the height of the new poles. Richmond clarified that the existing poles are already 70 feet high, and the new poles match that height. Richmond also confirmed that the standard notification process was followed, and only one resident responded.

Robinson stated his only concern was neighbor notification and confirmed he had no objection, given the 350-foot notification radius and lack of opposition.

Mayor Vogel stated he had no issues with the request. Vogel noted he had met with the resident who raised concerns about the parking lot and acknowledged those concerns as legitimate, but confirmed that the issue is separate and will be addressed through a commercial parking lot permit. Community Development Director Jodie Steffes confirmed the parking lot plans include improved lighting and exit access to Rum River Boulevard and will not come before the Council.

MOTION BY: ROBINSON SECOND: UDVIG ADOPTING RESOLUTION 2026-13
APPROVING A CONDITIONAL USE PERMIT FOR THE ST. FRANCIS HIGH
SCHOOL FIELD LIGHTING

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

Nays: None

Motion carries: 5-0

B. Willow Ridge Business Center Site Plan

Resolution 2026-14 approving a site plan for Willow Ridge Business Center

City Planner Richmond presented a site plan request for the Willow Ridge Business Center, proposed on a vacant 8.5-acre parcel located between Cree Street and St. Francis Boulevard. Richmond stated the site is guided for commercial use in the Comprehensive Plan and is zoned B-2 General Business, and the proposed business center office use is consistent with both. The plan includes a 6,400-square-foot commercial office building and associated parking lot on approximately 1.6 acres of the northern portion of the site, with the remaining land available for future subdivision and development.

Richmond outlined several staff-noted conditions of approval. The proposed exterior materials do not meet the code requirement that 100 percent of the front facade consist of high-quality materials such as brick, stone, or glass, and revisions to the front wall are required. The parking lot surface material must be specified, as code allows concrete, bituminous, or pavers. Additional detail is needed on the dumpster enclosure to confirm it meets code requirements for height, opacity, and materials; Staff also recommended adding vegetation near the enclosure, given its visibility from Highway 47. The landscaping plan requires revisions and must be prepared by a licensed landscape architect per City code. Richmond noted the Planning Commission unanimously recommended approval at their April meeting.

Robinson welcomed the development and expressed that it was good to see activity on that corner.

Mayor Vogel asked whether the applicant had been receptive to Staff feedback. Richmond confirmed no concerns had been raised.

MOTION BY: FAANES SECOND: ROBINSON ADOPTING RESOLUTION 2026-14
APPROVING A SITE PLAN FOR WILLOW RIDGE BUSINESS CENTER

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

Nays: None

Motion carries: 5-0

C. Code Enforcement Extension Request

Community Development Director Jodie Steffes presented a code enforcement extension request from property owner Brent Black at 23386 Salish Street. Steffes stated the property received a notice for excessive outdoor storage of junk and refuse, as well as a large storage container. Black is requesting an extension to bring the property into compliance, with a proposed cleanup schedule of May 30 for the first section of the property and July 15 for final compliance.

Black came forward and addressed the Council. Black stated he is a long-time resident who purchased the property as a hobby farm and has been working to develop it for his family. Black explained that the outdoor storage consists largely of recycled and repurposed materials used for farm projects and that the shipping container is located approximately 300 feet from the road in the rear of the property. Black cited significant financial hardship, including his retirement from Federal Cartridge after 19 years and his wife's upcoming spinal surgery, as reasons he could not meet the original compliance deadline. Black committed to full compliance by July 15 and asked the Council to grant the extension.

Muehlbauer noted the container had previously been moved from the front of the property to the rear rather than removed. Muehlbauer stated that while he was not opposed to an extension, he would have preferred a June 15 deadline, and that financial circumstances do not change code requirements. Muehlbauer also noted that the City's code enforcement system is complaint-driven and that complaints from neighbors trigger the obligation to enforce.

Faanes disclosed that she lives two doors from the property and has not been the complaining neighbor. Faanes asked Black what would change between now and July 15 to allow compliance. Black stated he would sell equipment, including trailers and his skid steer, if necessary to fund the removal of the container. Faanes stated she was in favor of granting the extension but would not support extending it further.

Udvig stated she was in favor of granting the extension to July 15.

Robinson stated he was in favor of the extension and noted the tiered inspection schedule, with a May 30 inspection of the first section of the property, provided a reasonable structure. Robinson encouraged Black to prioritize the most visible items at the front of the property. Steffes confirmed the May 30 inspection was already scheduled as a benchmark for the first section.

Mayor Vogel stated he was sympathetic to Black's situation and in favor of the extension, but noted that if the matter returned to the Council, he would not be as accommodating.

MOTION BY: FAANES SECOND: MUEHLBAUER APPROVING THE CODE ENFORCEMENT EXTENSION REQUEST FOR THE PROPERTY AT 23386 SALISH STREET WITH A FINAL COMPLIANCE DATE OF JULY 15, 2026

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

Nays: None

Motion carries: 5-0

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. City Administrator Report

City Administrator Kate Thunstrom stated she had nothing to report at this time, noting the City is in a holding pattern pending updates from the legislature and the Highway Program. Thunstrom indicated she was available to answer questions. No questions were asked.

B. Police Department Report - First Quarter

Police Chief Todd Schwieger presented the first quarter Police Department report. Schwieger highlighted the launch of the City's new canine program, noting that Canine Viktor and his handler, Officer Derek Barck, have been in intensive training since mid-March at 40 hours per week, with an anticipated on-duty date of mid-June. Schwieger reported that officers generated 1,648 incident offenses during the quarter, including 35 Group A offenses and 31 Group E offenses, and completed 107 hours of training.

Udvig expressed appreciation for the officers' community engagement efforts. Muehlbauer asked about the status of the Citizen Academy. Schwieger stated the Academy is well-attended, with Week 5 upcoming, and has included activities such as helicopter landings, impairment goggle demonstrations, CPR training, and first aid training.

C. Public Works 1st Quarter Report

Deputy Administrator-Public Works Director Paul Carpenter presented the first quarter Public Works report. On the streets and parks side, Carpenter reported that reduced snowfall allowed crews to complete significant drainage basin work during the winter. The department partnered with the Anoka Conservation District on the Dellwood Prairie Restoration Project, which included the removal of buckthorn and Chinese elm and preparation for a controlled burn. The remaining Emerald Ash Borer grant funds were used to remove the remaining ash trees on the site.

Carpenter reported that grant applications were submitted during the winter, including the Minnesota Outdoor Recreation Grant for the warming house project, with results expected by the end of June, and the Anoka County Community Development Block Grant, with early indications described as positive. The department also partnered with the Police Department to fabricate roadside speed reader signs in-house at a fraction of the commercial cost.

On the wastewater side, Carpenter reported that Staff identified and received

Department of Health approval for 20 lead and copper sampling sites. Carpenter noted that chloride is primarily entering the sanitary sewer through car washes rather than road runoff, and that Staff continues to work with the MPCA. The wastewater treatment facility capacity study indicates approximately 1,100 units of remaining capacity at full build-out, including the recently added Vista Prairie development.

Muehlbauer asked whether the 1,100-unit figure represented 75 percent or 100 percent capacity. Carpenter confirmed it represents 100 percent capacity based on engineering estimates.

Robinson commended the in-house fabrication of the speed reader signs and asked about the street sweeping program. Carpenter explained that sweeping is required twice per year under the MS-4 permit and that collected granite chips are recycled for use on gravel roads during icy conditions. Robinson asked about the primary chloride source. Carpenter confirmed it is car wash discharge into the sanitary sewer, not road salt runoff. Robinson also asked about the new mower. Carpenter stated the mower is currently at the dealership, awaiting a cab, and has not yet been put into service.

Mayor Vogel encouraged Council members and the public to consider ride-alongs with Public Works Staff to better understand department operations.

D. Rum River Fire District Report - First Quarter

Fire Chief Dave Schmidt presented the first quarter Rum River Fire District report. Schmidt reported 205 incidents for the quarter, with an average en-route time of 5 minutes and 13 seconds and an average at-scene time of 9 minutes and 21 seconds, meeting the district's goal of remaining below the 10-minute average at-scene benchmark. The incident response breakdown included 44 fire runs and 150 EMS runs. The district provided mutual aid 15 times and received mutual aid three times during the quarter. Year-to-date, the district is at 267 calls, approximately 10 percent below the same period last year.

Robinson noted that the Rum River Fire District website is now live. Schmidt confirmed the website is operational and that Staff are working to enable online burn permit applications, and that social media outreach has been well-received.

Robinson asked about the impact of Vista Prairie at Eagle Point on EMS call volume. Schmidt stated that response volume to Vista Prairie has been reasonable and that other addresses in the City are generating more calls.

Muehlbauer asked Schmidt to provide the total number of responses to Vista Prairie, noting his interest in the data, given the tax abatement associated with the development. Schmidt confirmed he would provide that information.

Mayor Vogel noted that Schmidt has been appointed chair of the Anoka County

Fire Protection Council. Vogel stated that the Council is working toward a capital improvement planning model that would set aside funds annually for major equipment replacements to stabilize the budget and avoid large year-to-year fluctuations.

12. COUNCIL MEMBER REPORTS

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

Muehlbauer reported attending the Rum River Fire District meeting and noted that the proposed flattened Capital Improvement Plan for the Fire District, while beneficial for budget management, is estimated to result in approximately a 2.4 percent increase to the City's budget.

Faanes reported attending the Rum River Fire District meeting. Faanes asked City Clerk Wida about the City website's agenda search function, which has been temporarily discontinued during a transition to a new agenda management system. Wida confirmed the search capability will be restored within 8 to 10 weeks and that historical agendas will be made available. Faanes also asked about public notification for the upcoming candidate filing period (May 19 – June 2, 2026). Wida confirmed that notifications will be distributed via Facebook posts, the City website, the local newspaper, and the bulletin board at City Hall. Faanes noted that three Council seats are on the ballot.

Udvig reported no meetings during the past two weeks. Udvig encouraged residents to purchase Pioneer Days buttons, which provide discounts at food vendors and event entry, and to sign up to volunteer.

Robinson noted that Pioneer Days volunteer sign-ups are available on the event website. Robinson reported attending the Joint Law Enforcement Council meeting with Police Chief Schwieger and the Rum River Fire District meeting.

Mayor Vogel reported attending the Rum River Fire District meeting and the Anoka County Fire Protection Council meeting. Vogel also reported that he, City Administrator Thunstrom, and Deputy Administrator-Public Works Director Carpenter traveled to the State Senate on short notice to testify in support of the Highway 47 project. Thunstrom confirmed the City was one of 38 communities selected to testify before the Senate. Vogel expressed appreciation to Senator Matthews and Representative Lawrence for facilitating the City's participation. Vogel reported participating in the Citizens Academy and attending the Anoka County local government officials meeting, where a presentation on e-bikes and growing safety concerns was given. Vogel noted that Anoka County does not anticipate changes to local government aid for the upcoming year.

13. UPCOMING EVENTS

May 18 - City Council Meeting - 6:00 pm

May 19 - Town Hall with Representative Lawrence and Senator Matthews - 6:00 pm
May 20 - Planning Commission Meeting - 7:00 pm
May 25 - Memorial Day - City offices closed
May 29 - May 31 - Pioneer Days
Candidate Filing begins on May 19, 2026, and ends June 2, 2026

14. ADJOURNMENT

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

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

Nays: None

Motion carries: 5-0

There being no further business, Mayor Vogel adjourned the regular City Council at 7:27 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL AGENDA REPORT

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Economic Development Committee (EDA) Appointment
DATE: May 18, 2026

OVERVIEW:

The City held interviews for the EDA on May 11, 2026, for the EDA commission term that ended December 31, 2025.

Two candidates were invited to the interview, and one was interviewed due to the other having a last-minute conflict. At that time, the group decided to move forward with the individual that was in attendance and did not choose to reschedule.

Applications for city commissions continue to be accepted and when vacancies arise, they are considered. The group continues to encourage participants to apply and show interest in their community groups.

ACTION ITEM:

Council requested to appoint Maralynn Kubacki on the St. Francis Economic Development Authority.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, Deputy Administrator-City Clerk
SUBJECT: Temporary Employee
DATE: May 18, 2026

OVERVIEW:

Staff is requesting to hire a seasonal office assistant who will help with elections. In the past we have hired a part-time staff member to assist with elections.

Legislation passed a requirement that during the 18 days of early voting we are required to have two staff members present when issuing ballots.

Barb McCusick was hired in the past to help with elections, and she has had the training and understands the elections process. When there is down time Barb will assist departments with any projects or scanning.

I am requesting and confirmed Barb’s availability to start July 10th – August 10th from 12:00 – 4:30 and then from October 12th – November 2nd from 12:00 – 4:30 pm. She will also fill in for the weekend days that we are required to administer absentee voting and the possibility of more time if needed.

ACTION TO BE CONSIDERED:

Approve the hiring of Barb McCusick as a temporary employee. Her pay will be \$15.00 per hour.



**CITY COUNCIL AGENDA
REPORT**

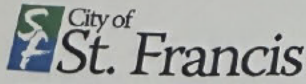
TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, Deputy Administrator-City Clerk
SUBJECT: Tasty Pizza Bar & Bowl Public Dance License
DATE: May 18, 2026

OVERVIEW:

Tasty Pizza Bar & Bowl submitted an application for a Public Dance License for May 29th and May 30th. This event is part of the Pioneer Days Celebration and in the past Council waived the fee.

ACTION TO BE CONSIDERED:

Approve the application and waive the fee.



3750 Bridge Street NW | St. Francis, MN 55070

Phone: 763.753.2630
Fax: 763.753.9881

**PUBLIC DANCE LICENSE
INCLUDES OUTDOOR MUSIC**

Applicant Name : (First, Middle Last) <u>Shellie M Gestlin</u>		Date of Birth [REDACTED]
Home Address: [REDACTED] <u>Scoti, mn 55040</u>		Phone: [REDACTED]
Driver's License #: [REDACTED]		

I hereby make application for a Public Dance License including outdoor music for the following establishment:

Tasty Pizza Bar + Bowl 3085 Bridge St St Francis, mn
(Name of Establishment) (Address) 55070

Located in the City of St. Francis, Anoka County, Minnesota.

On-site Manager: <u>Shellie Gestlin</u>	Phone: [REDACTED]
Dance Schedule: <u>Friday 8-11</u> (days & hours of event) <u>Saturday 5-11</u>	Size of Dance Floor:

I agree the dance/outdoor music shall be conducted in accordance with the provisions and regulations of the City of St. Francis pertaining thereto.

I (have) (have not) been convicted of a felony, gross misdemeanor or of violating any of the provisions of the Laws of Minnesota or of any ordinance regulating dances any place in the United States during the past five years. If so, please list the date, location and offense:

I have read the applicable ordinances and am familiar with the content. I will strictly comply with all of the provisions. I agree to waive my constitutional rights against search and seizure and will freely permit peace officers to inspect my premises and agree to the forfeiture of this license if found to have violated the provisions of the Ordinance for the granting of this license. I hereby solemnly swear that the foregoing statements are true and correct to the best of my knowledge.

I have contacted the St. Francis Police Department at 763-753-1264 and arranged to have the required number of officers at the dance. (Officers Expense not included in Permit Fee)

Signature: <u>[Signature]</u>	Date: <u>5-6-24</u>
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- Certificate of Insurance attached
- Driver's License or State Issued ID attached

License Fee \$100.00 per year (or \$10.00 per dance)

License Period: January 1 – December 31

Updated 12/2021



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Natalie Santillo, Finance Director
 Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: May 18, 2026

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$155,832.44 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Direct Transfers – \$305,792.89

Manual Checks- N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 05-18-2026 Packet List-\$155,832.44
- 05-18-2026 ACH Payments-April 2026-\$305,792.89

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/19/2026 - 05/19/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: GNCKG - GENERAL CHECKING ACCOUNT - CHECK TYPE: PAPER CHECK

Agenda Item # 4E.

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 3998 - ABDO							
524015 00045084	ABDO 2025 AUDIT	05/07/2026 DROBERTSON		9,855.70	9,855.70	Open	N 05/18/2026
	101-41540-40301	AUDITING AND ACCTG SERVICES		9,855.70		1.00	9,855.70
	601-49440-40301	AUDITING AND ACCTG SERVICES		0.00		1.00	0.00
	602-49490-40301	AUDITING AND ACCTG SERVICES		0.00		1.00	0.00
	609-49750-40301	AUDITING AND ACCTG SERVICES		0.00		1.00	0.00
Total Vendor 3998 - ABDO				<u>9,855.70</u>	<u>9,855.70</u>		
Vendor 402 - ACE SOLID WASTE, INC							
13145600T067 00045072	ACE SOLID WASTE, INC GARBAGE	05/01/2026 DROBERTSON		896.28	896.28	Open	N 05/18/2026
	101-43100-40384	GARBAGE DISPOSAL		224.07		1.00	224.07
	101-45200-40384	GARBAGE DISPOSAL		224.07		1.00	224.07
	601-49440-40384	GARBAGE DISPOSAL		224.07		1.00	224.07
	602-49490-40384	GARBAGE DISPOSAL		224.07		1.00	224.07
Total Vendor 402 - ACE SOLID WASTE, INC				<u>896.28</u>	<u>896.28</u>		
Vendor 15 - AIRGAS NORTH CENTRAL							
5524167713 00045154	AIRGAS NORTH CENTRAL CYLINDER RENTAL	04/30/2026 DROBERTSON		144.75	144.75	Open	N 05/18/2026
	101-43100-40217	OTHER OPERATING SUPPLIES		28.95		1.00	28.95
	101-43210-40217	OTHER OPERATING SUPPLIES		28.95		1.00	28.95
	101-45200-40217	OTHER OPERATING SUPPLIES		28.95		1.00	28.95
	601-49440-40217	OTHER OPERATING SUPPLIES		28.95		1.00	28.95
	602-49490-40217	OTHER OPERATING SUPPLIES		28.95		1.00	28.95
Total Vendor 15 - AIRGAS NORTH CENTRAL				<u>144.75</u>	<u>144.75</u>		
Vendor 17 - ALLIED BACKTOP COMPANY							
14450 00045092	ALLIED BACKTOP COMPANY 2026 SPRING STREET SWEEPING	05/06/2026 DROBERTSON		13,715.00	13,715.00	Open	N 05/18/2026
	603-49500-40403	STREET SWEEPING		13,715.00		1.00	13,715.00
Total Vendor 17 - ALLIED BACKTOP COMPANY				<u>13,715.00</u>	<u>13,715.00</u>		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/19/2026 - 05/19/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: GNCKG - GENERAL CHECKING ACCOUNT - CHECK TYPE: PAPER CHECK

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD							
1144							
00045119	ALWAYS BRIGHT LIGHTS LTD	05/10/2026		500.00	500.00	Open	N
	SUMMER BANNERS INSTALLATION		DROBERTSON				05/18/2026
	101-43100-40311	CONTRACT		250.00		1.00	250.00
	101-45200-40311	CONTRACT		250.00		1.00	250.00
Total Vendor 7258 - ALWAYS BRIGHT LIGHTS LTD					500.00	500.00	
Vendor 2591 - ASPEN MILLS							
375207							
00045067	ASPEN MILLS	05/05/2026		1,973.21	1,973.21	Open	N
	UNIFORM-BULERA		DROBERTSON				05/18/2026
	101-42110-40437	UNIFORMS		1,973.21		1.00	1,973.21
375206							
00045068	ASPEN MILLS	05/05/2026		1,939.71	1,939.71	Open	N
	UNIFORM-N. SCHWIEGER		DROBERTSON				05/18/2026
	101-42110-40437	UNIFORMS		1,939.71		1.00	1,939.71
375348							
00045116	ASPEN MILLS	05/07/2026		223.85	223.85	Open	N
	UNIFORM-N. SCHWEIGER		DROBERTSON				05/18/2026
	101-42110-40437	UNIFORMS		223.85		1.00	223.85
Total Vendor 2591 - ASPEN MILLS					4,136.77	4,136.77	
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
011114390							
00045151	BELLBOY CORPORATION BAR SUPPLY	05/12/2026		29.08	29.08	Open	N
	MISC		CBUSKEY				05/12/2026
	609-49751-40206	FREIGHT		2.68		1.00	2.68
	609-49751-40254	MISCELLANEOUS MERCHANDISE		26.40		1.00	26.40
0211330300							
00045153	BELLBOY CORPORATION BAR SUPPLY	05/12/2026		785.12	785.12	Open	N
	LIQUOR		CBUSKEY				05/12/2026
	609-49751-40206	FREIGHT		6.47		1.00	6.47
	609-49751-40251	LIQUOR		778.65		1.00	778.65
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY					814.20	814.20	
Vendor 7244 - BREAKTHRU BEVERAGE							

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					Units	Quantity	Unit Price
Vendor 7244 - BREAKTHRU BEVERAGE							
126916723 00045105	BREAKTHRU BEVERAGE LIQUOR/MISC	05/08/2026		2,112.95	2,112.95	Open	N 05/08/2026
	609-49751-40206	FREIGHT		52.20		1.00	52.20
	609-49751-40254	MISCELLANEOUS MERCHANDISE		112.10		1.00	112.10
	609-49751-40251	LIQUOR		1,948.65		1.00	1,948.65
Total Vendor 7244 - BREAKTHRU BEVERAGE				2,112.95	2,112.95		
Vendor UB-REFUND - BRENT OR REBECCA ROBINETTE							
.05112026 00045133	BRENT OR REBECCA ROBINETTE CREDIT REFUND	05/11/2026		51.62	51.62	Open	N 05/18/2026
	601-49440-40444	REFUND & REIMBURSEMENT		51.62		1.00	51.62
Total Vendor UB-REFUND - BRENT OR REBECCA ROBINETTE				51.62	51.62		
Vendor 5498 - BROTHERS FIRE & SECURITY							
w50260 00045101	BROTHERS FIRE & SECURITY WTP GAUGE REPLACEMENT FIRE SPRINKLER SYS	05/07/2026		678.87	678.87	Open	N 05/18/2026
	601-49440-40229	PROJECT MAINTENANCE		678.87		1.00	678.87
Total Vendor 5498 - BROTHERS FIRE & SECURITY				678.87	678.87		
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
3286495 00045053	CAPITOL BEVERAGE SALES, L.P BEER/LIQUOR	05/04/2026		(213.30)	(213.30)	Open	N 05/04/2026
	609-49751-40252	BEER		(114.30)		1.00	(114.30)
	609-49751-40251	LIQUOR		(99.00)		1.00	(99.00)
3286496 00045054	CAPITOL BEVERAGE SALES, L.P BEER/LIQUOR	05/04/2026		555.50	555.50	Open	N 05/04/2026
	609-49751-40252	BEER		76.00		1.00	76.00
	609-49751-40251	LIQUOR		479.50		1.00	479.50
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				342.20	342.20		

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Inventory					Units	Quantity	Unit Price
Vendor 10842 - COLETTE BULERA							
2026_01							
00045159	COLETTE BULERA PINK PATCH PROJECT FLYERS	05/13/2026 DROBERTSON		253.03	253.03	Open	N 05/18/2026
Total Vendor 10842 - COLETTE BULERA				253.03	253.03		
Vendor UB-REFUND - CORI WAYMAN							
.05112026							
00045134	CORI WAYMAN CREDIT REFUND 601-49440-40444	05/11/2026 DROBERTSON REFUND & REIMBURSEMENT		38.59	38.59	Open	N 05/18/2026 38.59
Total Vendor UB-REFUND - CORI WAYMAN				38.59	38.59		
Vendor 10840 - CREDO BRANDS, LLC							
1082							
00045147	CREDO BRANDS, LLC THC 609-49751-40257	04/28/2026 DROBERTSON THC		510.00	510.00	Open	N 05/18/2026 510.00
Total Vendor 10840 - CREDO BRANDS, LLC				510.00	510.00		
Vendor 4854 - CRYSTAL SPRINGS ICE							
02-604103							
00045091	CRYSTAL SPRINGS ICE MISC 609-49751-40206 609-49751-40254	05/07/2026 CBUSKEY FREIGHT MISCELLANEOUS MERCHANDISE		120.21	120.21	Open	N 05/07/2026 4.00 116.21
Total Vendor 4854 - CRYSTAL SPRINGS ICE				120.21	120.21		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2761533							
00045074	DAHLHEIMER DIST. CO. INC BEER/MISC/NA/THC 609-49751-40255 609-49751-40257 609-49751-40255 609-49751-40252	05/06/2026 CBUSKEY N/A PRODUCTS THC N/A PRODUCTS BEER		20,467.10	20,467.10	Open	N 05/06/2026 513.50 1,035.00 189.10 18,729.50
Total Vendor 91 - DAHLHEIMER DIST. CO. INC							

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 91 - DAHLHEIMER DIST. CO. INC				20,467.10	20,467.10		
Vendor UB-REFUND - DOUGLAS DUFFERT							
.05112026							
00045128	DOUGLAS DUFFERT	05/11/2026		4.63	4.63	Open	N
	CREDIT REFUND						05/18/2026
	601-49440-40444	REFUND & REIMBURSEMENT		4.63		1.00	4.63
Total Vendor UB-REFUND - DOUGLAS DUFFERT				4.63	4.63		
Vendor 6028 - DUSTY'S DRAIN CLEANING							
D26-078							
00045083	DUSTY'S DRAIN CLEANING	04/09/2026		450.00	450.00	Open	N
	ROBOT CAMERA						05/18/2026
	602-49490-40400	SYSTEM JETTING		450.00		1.00	450.00
N26-420							
00045098	DUSTY'S DRAIN CLEANING	05/07/2026		1,610.00	1,610.00	Open	N
	WOODBURY PARK WATER METER FLANGES						05/18/2026
	101-45200-40311	CONTRACT		1,610.00		1.00	1,610.00
N26-421							
00045099	DUSTY'S DRAIN CLEANING	05/07/2026		340.00	340.00	Open	N
	SIWEK PARK LEAKING VALVE REPAIR						05/18/2026
	101-45200-40311	CONTRACT		340.00		1.00	340.00
N26-422							
00045100	DUSTY'S DRAIN CLEANING	05/07/2026		262.00	262.00	Open	N
	COMM PARK REPLACE BOILER DRAIN						05/18/2026
	101-45200-40311	CONTRACT		262.00		1.00	262.00
N26-437							
00045145	DUSTY'S DRAIN CLEANING	05/11/2026		492.00	492.00	Open	N
	POLICE DEPARTMENT SHOWER						05/18/2026
	101-42110-40401	BUILDINGS MAINTENANCE		492.00		1.00	492.00
Total Vendor 6028 - DUSTY'S DRAIN CLEANING				3,154.00	3,154.00		

Vendor 107 - ECM PUBLISHERS, INC

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Inventory					Units	Quantity	
Vendor 107 - ECM PUBLISHERS, INC							
1097557 00045082	ECM PUBLISHERS, INC CANDIDATE FILINGS 101-41400-40352	05/01/2026 DROBERTSON LEGAL NOTICES PUBLISHING		77.00 77.00	77.00	Open	N 05/18/2026 77.00
Total Vendor 107 - ECM PUBLISHERS, INC				<u>77.00</u>	<u>77.00</u>		
Vendor 3447 - FERGUSON WATERWORKS							
0563869 00045104	FERGUSON WATERWORKS UPFRONT RMA 601-49440-40259	05/05/2026 DROBERTSON WATER METERS		1,257.50 1,257.50	1,257.50	Open	N 05/18/2026 1,257.50
Total Vendor 3447 - FERGUSON WATERWORKS				<u>1,257.50</u>	<u>1,257.50</u>		
Vendor 10841 - FILM FITTERS							
25123 00045148	FILM FITTERS VEHICLE TINT 101-42110-40221	05/09/2026 DROBERTSON VEHICLE MAINTENANCE		700.00 700.00	700.00	Open	N 05/18/2026 700.00
Total Vendor 10841 - FILM FITTERS				<u>700.00</u>	<u>700.00</u>		
Vendor 130 - GOPHER STATE ONE-CALL, INC							
6040770 00045066	GOPHER STATE ONE-CALL, INC APRIL 2026 SERVICE 601-49440-40442 602-49490-40442	04/30/2026 DROBERTSON GOPHER STATE GOPHER STATE		59.40 29.70 29.70	59.40	Open	N 05/18/2026 29.70 29.70
Total Vendor 130 - GOPHER STATE ONE-CALL, INC				<u>59.40</u>	<u>59.40</u>		
Vendor 1145 - HACH COMPANY							
14994004 00045124	HACH COMPANY SPECTROPHOTOMETER 601-49440-40237	05/08/2026 DROBERTSON SMALL EQUIPMENT		762.15 762.15	762.15	Open	N 05/18/2026 762.15
Total Vendor 1145 - HACH COMPANY				<u>762.15</u>	<u>762.15</u>		

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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 1145 - HACH COMPANY							
Vendor 7513 - HOISINGTON KOEGLER GROUP, INC (HKGI)							
018-041 - 92							
00045102	HOISINGTON KOEGLER GROUP, INC (HKGI)	05/07/2026		5,616.64	5,616.64	Open	N
	APRIL 2026 SERVICES		DROBERTSON				05/18/2026
Total Vendor 7513 - HOISINGTON KOEGLER GROUP, INC (HKGI)				5,616.64	5,616.64		
Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC							
IN5100361							
00045158	INNOVATIVE OFFICE SOLUTIONS, LLC	04/15/2026		79.50	79.50	Open	N
	TONER		DMULVIHILL				05/18/2026
Total Vendor 4873 - INNOVATIVE OFFICE SOLUTIONS, LLC				79.50	79.50		
Vendor UB-REFUND - JARED PETERSON							
.05112026							
00045130	JARED PETERSON	05/11/2026		11.32	11.32	Open	N
	CREDIT REFUND		DROBERTSON				05/18/2026
	601-49440-40444		REFUND & REIMBURSEMENT	11.32		1.00	11.32
Total Vendor UB-REFUND - JARED PETERSON				11.32	11.32		
Vendor 154 - JOHNSON BROTHERS							
1047691							
00045111	JOHNSON BROTHERS	05/08/2026		74.68	74.68	Open	N
	MISC		CBUSKEY				05/08/2026
	609-49751-40206		FREIGHT	7.60		1.00	7.60
	609-49751-40254		MISCELLANEOUS MERCHANDISE	67.08		1.00	67.08
1047688							
00045112	JOHNSON BROTHERS	05/08/2026		5,135.55	5,135.55	Open	N
	LIQUOR		CBUSKEY				05/08/2026
	609-49751-40206		FREIGHT	84.55		1.00	84.55
	609-49751-40251		LIQUOR	5,051.00		1.00	5,051.00
1047689							
00045113	JOHNSON BROTHERS	05/08/2026		1,500.56	1,500.56	Open	N
	LIQUOR		CBUSKEY				05/08/2026
	609-49751-40206		FREIGHT	51.62		1.00	51.62
	609-49751-40251		LIQUOR	1,448.94		1.00	1,448.94

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 154 - JOHNSON BROTHERS							
1047690							
00045114	JOHNSON BROTHERS	05/08/2026		1,417.10	1,417.10	Open	N
	WINE	CBUSKEY					05/08/2026
	609-49751-40206	FREIGHT		36.10		1.00	36.10
	609-49751-40253	WINE		1,381.00		1.00	1,381.00
1042987							
00045115	JOHNSON BROTHERS	05/08/2026		1,260.00	1,260.00	open	N
	LIQUOR	CBUSKEY					05/08/2026
	609-49751-40251	LIQUOR		1,260.00		1.00	1,260.00
Total Vendor 154 - JOHNSON BROTHERS				9,387.89	9,387.89		
Vendor UB-REFUND - KASSONDRA BECK							
.05112026							
00045127	KASSONDRA BECK	05/11/2026		116.58	116.58	Open	N
	CREDIT REFUND	DROBERTSON					05/18/2026
	601-49440-40444	REFUND & REIMBURSEMENT		116.58		1.00	116.58
Total Vendor UB-REFUND - KASSONDRA BECK				116.58	116.58		
Vendor UB-REFUND - LAWRENCE REDMUND							
.05112026							
00045132	LAWRENCE REDMUND	05/11/2026		120.93	120.93	open	N
	CREDIT REFUND	DROBERTSON					05/18/2026
	601-49440-40444	REFUND & REIMBURSEMENT		120.93		1.00	120.93
Total Vendor UB-REFUND - LAWRENCE REDMUND				120.93	120.93		
Vendor 165 - LMC INSURANCE TRUST							
26178							
00045149	LMC INSURANCE TRUST	05/01/2026		336.55	336.55	Open	N
	WC PAYMENT	DROBERTSON					05/18/2026
	101-42400-40160	WORK COMP INSURANCE		336.55		1.00	336.55
Total Vendor 165 - LMC INSURANCE TRUST				336.55	336.55		
Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP							

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Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP							
123403							
00045117	LOCKRIDGE GRINDAL NAUEN PLLP MAY 2026 SERVICES 101-41400-40311	05/01/2026 DROBERTSON CONTRACT		3,333.33 3,333.33	3,333.33	Open	N 05/18/2026 3,333.33
Total Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP				3,333.33	3,333.33		
Vendor 10663 - MAX R							
S037494							
00045095	MAX R GARBAGE AND RECYCLING RECEPTACLES FOR PA DROBERTSON 101-43210-40439	04/24/2026 RECYCLING DAYS		14,783.24 14,783.24	14,783.24	Open	N 05/18/2026 14,783.24
Total Vendor 10663 - MAX R				14,783.24	14,783.24		
Vendor 202 - MCDONALD DIST CO							
859006							
00045059	MCDONALD DIST CO LIQUOR 609-49751-40251	05/05/2026 CBUSKEY LIQUOR		61.20 61.20	61.20	Open	N 05/05/2026 61.20
8860782							
00045060	MCDONALD DIST CO BEER 609-49751-40252	05/05/2026 CBUSKEY BEER		(20.00) (20.00)	(20.00)	Open	N 05/05/2026 (20.00)
859057							
00045061	MCDONALD DIST CO BEER/WINE/NA 609-49751-40253 609-49751-40255 609-49751-40252	05/05/2026 CBUSKEY WINE N/A PRODUCTS BEER		3,920.35 35.00 200.40 3,684.95	3,920.35	Open	N 05/05/2026 35.00 200.40 3,684.95
8860784							
00045142	MCDONALD DIST CO BEER 609-49751-40252	05/12/2026 CBUSKEY BEER		(13.20) (13.20)	(13.20)	Open	N 05/12/2026 (13.20)
860101							
00045143	MCDONALD DIST CO LIQUOR 609-49751-40251	05/12/2026 CBUSKEY LIQUOR		1,480.00 1,480.00	1,480.00	Open	N 05/12/2026 1,480.00

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Inventory					Units	Quantity	Unit Price
Vendor 202 - MCDONALD DIST CO							
860102							
00045144	MCDONALD DIST CO BEER/THC	05/12/2026 CBUSKEY		12,148.90	12,148.90	Open	N 05/12/2026
	609-49751-40206	FREIGHT		7.00		1.00	7.00
	609-49751-40257	THC		149.00		1.00	149.00
	609-49751-40252	BEER		11,992.90		1.00	11,992.90
Total Vendor 202 - MCDONALD DIST CO				17,577.25	17,577.25		
Vendor UB-REFUND - MICHELLE BAER							
.05112026							
00045126	MICHELLE BAER CREDIT REFUND	05/11/2026 DROBERTSON		17.74	17.74	Open	N 05/18/2026
	601-49440-40444	REFUND & REIMBURSEMENT		17.74		1.00	17.74
Total Vendor UB-REFUND - MICHELLE BAER				17.74	17.74		
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13332710115382							
00045155	MIDCONTINENT COMMUNICATIONS MAY 2026 BILLING	05/02/2026 DROBERTSON		49.93	49.93	Open	N 05/18/2026
	601-49440-40321	TELEPHONE		49.93		1.00	49.93
13334860115382							
00045156	MIDCONTINENT COMMUNICATIONS MAY 2026 BILLING	05/02/2026 DROBERTSON		160.65	160.65	Open	N 05/18/2026
	101-42110-40321	TELEPHONE		160.65		1.00	160.65
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS				210.58	210.58		
Vendor 10839 - MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION							
.05122026							
00045139	MINNESOTA GOVERNMENT FINANCE OFFICE 2026-27 DUES SANTILLO	05/12/2026 DROBERTSON		125.00	125.00	Open	N 05/18/2026
	101-41500-40433	DUES AND SUBSCRIPTIONS		125.00		1.00	125.00
Total Vendor 10839 - MINNESOTA GOVERNMENT FINANCE OFFICERS ASSOCIATION				125.00	125.00		
Vendor 419 - MN DRIVER & VEHICLE SERVICES							

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Inventory					Units	Quantity	
Vendor 419 - MN DRIVER & VEHICLE SERVICES							
.05122026							
00045157	MN DRIVER & VEHICLE SERVICES	05/12/2026		6.00	6.00	Open	N
	K9 PLATES	NSANTILLO					05/18/2026
	101-42110-40441	MISCELLANEOUS		6.00		1.00	6.00
Total Vendor 419 - MN DRIVER & VEHICLE SERVICES				6.00	6.00		
Vendor 4745 - MN NCPERS LIFE INSURANCE							
733400062026							
00045150	MN NCPERS LIFE INSURANCE	05/01/2026		112.00	112.00	Open	N
	JUNE 2026 COVERAGE	DROBERTSON					05/18/2026
	101-00000-21713	MN LIFE		112.00		1.00	112.00
Total Vendor 4745 - MN NCPERS LIFE INSURANCE				112.00	112.00		
Vendor 8990 - MORRELL & MORRELL LP							
116927							
00045055	MORRELL & MORRELL LP	04/23/2026		3,217.05	3,217.05	Open	N
	CLASS 5	JSHOOK					05/18/2026
	405-43100-40441	MISCELLANEOUS		3,217.05		1.00	3,217.05
117045							
00045056	MORRELL & MORRELL LP	04/24/2026		4,282.20	4,282.20	Open	N
	CLASS 5	JSHOOK					05/18/2026
	405-43100-40441	MISCELLANEOUS		4,282.20		1.00	4,282.20
117097							
00045057	MORRELL & MORRELL LP	04/27/2026		4,330.12	4,330.12	Open	N
	CLASS 5	JSHOOK					05/18/2026
	405-43100-40441	MISCELLANEOUS		4,330.12		1.00	4,330.12
117545							
00045058	MORRELL & MORRELL LP	05/04/2026		1,300.00	1,300.00	Open	N
	HAULING OF T PANELS	JSHOOK					05/18/2026
	602-49490-40229	PROJECT MAINTENANCE		1,300.00		1.00	1,300.00
Total Vendor 8990 - MORRELL & MORRELL LP				13,129.37	13,129.37		
Vendor 10727 - NELSON SANITATION & RENTAL, INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/19/2026 - 05/19/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: GNCKG - GENERAL CHECKING ACCOUNT - CHECK TYPE: PAPER CHECK

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 10727 - NELSON SANITATION & RENTAL, INC							
INV/2026/4477							
00045103	NELSON SANITATION & RENTAL, INC	05/08/2026		1,330.00	1,330.00	Open	N
	COMM PARK VACTOR SERVICES, DISPOSAL, AND DROBERTSON						05/18/2026
	101-45200-40311	CONTRACT		1,330.00		1.00	1,330.00
Total Vendor 10727 - NELSON SANITATION & RENTAL, INC				<u>1,330.00</u>	<u>1,330.00</u>		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
5169655							
00045108	PHILLIPS WINE & SPIRITS CO	05/08/2026		77.40	77.40	Open	N
	LIQUOR	CBUSKEY					05/08/2026
	609-49751-40206	FREIGHT		1.90		1.00	1.90
	609-49751-40251	LIQUOR		75.50		1.00	75.50
5169653							
00045109	PHILLIPS WINE & SPIRITS CO	05/08/2005		719.67	719.67	Open	N
	LIQUOR	CBUSKEY					05/08/2026
	609-49751-40206	FREIGHT		15.52		1.00	15.52
	609-49751-40251	LIQUOR		704.15		1.00	704.15
5169654							
00045110	PHILLIPS WINE & SPIRITS CO	05/08/2026		1,127.80	1,127.80	Open	N
	WINE	CBUSKEY					05/08/2026
	609-49751-40206	FREIGHT		41.80		1.00	41.80
	609-49751-40253	WINE		1,086.00		1.00	1,086.00
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				<u>1,924.87</u>	<u>1,924.87</u>		
Vendor UB-REFUND - PROGRESSIVE BUILDERS							
.05112026							
00045131	PROGRESSIVE BUILDERS	05/11/2026		44.24	44.24	Open	N
	CREDIT REFUND	DROBERTSON					05/18/2026
	601-49440-40444	REFUND & REIMBURSEMENT		44.24		1.00	44.24
Total Vendor UB-REFUND - PROGRESSIVE BUILDERS				<u>44.24</u>	<u>44.24</u>		
Vendor 7898 - RIVARD COMPANIES, INC							
513565							
00045141	RIVARD COMPANIES, INC	05/08/2026		3,000.00	3,000.00	Open	N
	TREE REMOVAL	DROBERTSON					05/18/2026
Total Vendor 7898 - RIVARD COMPANIES, INC				<u>3,000.00</u>	<u>3,000.00</u>		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/19/2026 - 05/19/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: GNCKG - GENERAL CHECKING ACCOUNT - CHECK TYPE: PAPER CHECK

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 7898 - RIVARD COMPANIES, INC				3,000.00	3,000.00		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B022291 00045065	RMB ENVIRONMENTAL LABORATORIES, INC	04/30/2026		238.00	238.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					05/18/2026
	602-49490-40313	SAMPLE TESTING		238.00		1.00	238.00
B022329 00045096	RMB ENVIRONMENTAL LABORATORIES, INC	05/07/2026		242.00	242.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					05/18/2026
	602-49490-40313	SAMPLE TESTING		242.00		1.00	242.00
B022382 00045097	RMB ENVIRONMENTAL LABORATORIES, INC	05/07/2026		81.00	81.00	Open	N
	INFORMAL CHLORIDE TESTING	DROBERTSON					05/18/2026
	602-49490-40313	SAMPLE TESTING		81.00		1.00	81.00
B022462 00045118	RMB ENVIRONMENTAL LABORATORIES, INC	05/08/2026		80.00	80.00	Open	N
	PROJECT 99	DROBERTSON					05/18/2026
	602-49490-40313	SAMPLE TESTING		80.00		1.00	80.00
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				641.00	641.00		
Vendor 10770 - RUFF START RESCUE							
.05112026 00045123	RUFF START RESCUE	05/11/2026		394.31	394.31	Open	N
	APRIL 2026 FUNDRAISER	DROBERTSON					05/18/2026
	609-00000-36200	MISCELLANEOUS REVENUES		394.31		1.00	394.31
Total Vendor 10770 - RUFF START RESCUE				394.31	394.31		
Vendor 170 - SORENSON, MARK							
2026-3 00045073	SORENSON, MARK	05/04/2026		317.00	317.00	Open	N
	MUSKRAT TRAPPING	DROBERTSON					05/18/2026
	101-45200-40311	CONTRACT		317.00		1.00	317.00
Total Vendor 170 - SORENSON, MARK				317.00	317.00		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/19/2026 - 05/19/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: GNCKG - GENERAL CHECKING ACCOUNT - CHECK TYPE: PAPER CHECK

Agenda Item # 4E.

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 7455 - SOUTHERN GLAZERS OF MN							
2755326 00045106	SOUTHERN GLAZERS OF MN LIQUOR	05/08/2026 CBUSKEY		2,671.77	2,671.77	Open	N 05/08/2026
	609-49751-40206	FREIGHT		36.05		1.00	36.05
	609-49751-40251	LIQUOR		2,635.72		1.00	2,635.72
2755327 00045107	SOUTHERN GLAZERS OF MN WINE	05/08/2026 CBUSKEY		347.92	347.92	Open	N 05/08/2026
	609-49751-40206	FREIGHT		7.68		1.00	7.68
	609-49751-40253	WINE		340.24		1.00	340.24
Total Vendor 7455 - SOUTHERN GLAZERS OF MN					<u>3,019.69</u>	<u>3,019.69</u>	
Vendor UB-REFUND - STEVEN KANE							
.05112026 00045129	STEVEN KANE CREDIT REFUND	05/11/2026 DROBERTSON		100.78	100.78	Open	N 05/18/2026
	601-49440-40444	REFUND & REIMBURSEMENT		100.78		1.00	100.78
Total Vendor UB-REFUND - STEVEN KANE					<u>100.78</u>	<u>100.78</u>	
Vendor 7124 - SUN MECHANICAL INC							
7130 00045070	SUN MECHANICAL INC RECERTIFY RPZ'S	05/05/2026 DROBERTSON		2,778.00	2,778.00	Open	N 05/18/2026
	601-49440-40229	PROJECT MAINTENANCE		1,389.00		1.00	1,389.00
	602-49490-40229	PROJECT MAINTENANCE		1,389.00		1.00	1,389.00
Total Vendor 7124 - SUN MECHANICAL INC					<u>2,778.00</u>	<u>2,778.00</u>	
Vendor 863 - THE BERNICK COMPANIES							
8086010 00045087	THE BERNICK COMPANIES BEER/NA	05/07/2026 CBUSKEY		500.85	500.85	Open	N 05/07/2026
	609-49751-40255	N/A PRODUCTS		97.50		1.00	97.50
	609-49751-40252	BEER		403.35		1.00	403.35

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/19/2026 - 05/19/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: GNCKG - GENERAL CHECKING ACCOUNT - CHECK TYPE: PAPER CHECK

Agenda Item # 4E.

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 863 - THE BERNICK COMPANIES							
10488543							
00045088	THE BERNICK COMPANIES BEER 609-49751-40252	05/07/2026 CBUSKEY		(67.96)	(67.96)	Open	N 05/07/2026
		BEER		(67.96)		1.00	(67.96)
10488542							
00045089	THE BERNICK COMPANIES THC 609-49751-40257	05/07/2026 CBUSKEY		(57.12)	(57.12)	Open	N 05/07/2026
		THC		(57.12)		1.00	(57.12)
10488537							
00045090	THE BERNICK COMPANIES THC 609-49751-40257	05/07/2026 CBUSKEY		219.34	219.34	Open	N 05/07/2026
		THC		219.34		1.00	219.34
Total Vendor 863 - THE BERNICK COMPANIES				<u>595.11</u>	<u>595.11</u>		
Vendor 4491 - TOM LYNCH ELECTRIC LLC							
.05122026							
00045140	TOM LYNCH ELECTRIC LLC PW/WTP ELECTRICAL WORK 601-49440-40233	05/08/2026 DROBERTSON		2,705.00	2,705.00	Open	N 05/18/2026
	101-43100-40401	WATER PLANT MAINT		901.66		1.00	901.66
	101-45200-40401	BUILDINGS MAINTENANCE		901.66		1.00	901.66
		BUILDINGS MAINTENANCE		901.68		1.00	901.68
Total Vendor 4491 - TOM LYNCH ELECTRIC LLC				<u>2,705.00</u>	<u>2,705.00</u>		
Vendor 4556 - UTILITY SERVICE CO., INC							
647714							
00045152	UTILITY SERVICE CO., INC HYDROPIILLAR NEW TOWER 601-49440-40234	05/01/2026 DROBERTSON		12,038.57	12,038.57	Open	N 05/18/2026
		WATER TOWER MAINTENANCE		12,038.57		1.00	12,038.57
Total Vendor 4556 - UTILITY SERVICE CO., INC				<u>12,038.57</u>	<u>12,038.57</u>		
Vendor 3742 - YALE MECHANICAL							
285746							
00045125	YALE MECHANICAL GLYCOL LEAK BOILER 3 MAINTENANCE	04/30/2026 DROBERTSON		1,328.00	1,328.00	Open	N 05/18/2026
Total Vendor 3742 - YALE MECHANICAL				<u>1,328.00</u>	<u>1,328.00</u>		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/19/2026 - 05/19/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: GNCKG - GENERAL CHECKING ACCOUNT - CHECK TYPE: PAPER CHECK

Agenda Item # 4E.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 3742 - YALE MECHANICAL							

# of Invoices:	78	# Due: 78	Totals:	156,204.02	156,204.02
# of Credit Memos:	5	# Due: 5	Totals:	(371.58)	(371.58)
Net of Invoices and Credit Memos:				155,832.44	155,832.44

--- TOTALS BY GL BANK ---
 GNCKG 155,832.44

--- TOTALS BY GL DISTRIBUTIONS ---

101-00000-21713	112.00
101-41400-40311	3,333.33
101-41400-40352	77.00
101-41500-40433	125.00
101-41540-40301	9,855.70
101-42110-40221	700.00
101-42110-40321	160.65
101-42110-40401	492.00
101-42110-40437	4,136.77
101-42110-40441	6.00
101-42400-40160	336.55
101-43100-40217	28.95
101-43100-40311	250.00
101-43100-40384	224.07
101-43100-40401	901.66
101-43210-40217	28.95
101-43210-40439	14,783.24
101-45200-40217	28.95
101-45200-40311	4,109.00
101-45200-40384	224.07
101-45200-40401	901.68
405-43100-40441	11,829.37
601-49440-40217	28.95
601-49440-40229	2,067.87
601-49440-40233	901.66
601-49440-40234	12,038.57
601-49440-40237	762.15
601-49440-40259	1,257.50
601-49440-40321	49.93
601-49440-40384	224.07
601-49440-40442	29.70
601-49440-40444	506.43
602-49490-40217	28.95
602-49490-40229	2,689.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 05/19/2026 - 05/19/2026

POSTED AND UNPOSTED OPEN

BANK ACCOUNTS: GNCKG - GENERAL CHECKING ACCOUNT - CHECK TYPE: PAPER CHECK

Agenda Item # 4E.

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
	602-49490-40313			641.00			
	602-49490-40384			224.07			
	602-49490-40400			450.00			
	602-49490-40442			29.70			
	603-49500-40403			13,715.00			
	609-00000-36200			394.31			
	609-49751-40206			355.17			
	609-49751-40251			15,824.31			
	609-49751-40252			34,671.24			
	609-49751-40253			2,842.24			
	609-49751-40254			321.79			
	609-49751-40255			1,000.50			
	609-49751-40257			1,856.22			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			40,815.57	40,815.57		
	405 STREET IMPROVEMENT FUND			11,829.37	11,829.37		
	601 WATER FUND			17,866.83	17,866.83		
	602 SEWER FUND			4,062.72	4,062.72		
	603 STORM WATER FUND			13,715.00	13,715.00		
	609 LIQUOR FUND			57,265.78	57,265.78		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			506.31	506.31		
	41400 ADMINISTRATION			3,410.33	3,410.33		
	41500 FINANCE			125.00	125.00		
	41540 AUDITING & ACCOUNTING			9,855.70	9,855.70		
	42110 POLICE			5,495.42	5,495.42		
	42400 BUILDING INSPECTIONS			336.55	336.55		
	43100 STREETS			13,234.05	13,234.05		
	43210 RECYCLING			14,812.19	14,812.19		
	45200 PARKS			5,263.70	5,263.70		
	49440 WATER DEPT			17,866.83	17,866.83		
	49490 SEWER DEPT			4,062.72	4,062.72		
	49500 STORM WATER DEPT			13,715.00	13,715.00		
	49751 MERCHANDISE PURCHASES			56,871.47	56,871.47		

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 04/01/2026 - 04/30/2026

Agenda Item # 4E.

BANK CODE: GNCKG - GENERAL CHECKING ACCOUNT - CHECK TYPE: EFT
Vendor Name **Amount**

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
04/08/2026	4392(E)	ACE SOLID WASTE, INC	1,962.59
04/08/2026	4393(E)	CINTAS	626.61
04/08/2026	4394(E)	CITY HIVE	99.00
04/08/2026	4395(E)	COLONIAL INSURANCE	351.86
04/08/2026	4396(E)	DELTA DENTAL	2,547.00
04/08/2026	4397(E)	HEALTH PARTNERS	46,212.48
04/08/2026	4398(E)	SPOT ON-LIQUOR CC	5,268.85
04/08/2026	4399(E)	SUN LIFE FINANCIAL	3,016.12
04/08/2026	4400(E)	WEX CARD	5,582.32
04/09/2026	4386(E)	EFTPS	28,477.69
04/09/2026	4387(E)	ICMA	240.00
04/09/2026	4388(E)	PERA	27,689.99
04/09/2026	4389(E)	RHS HEALTHCARE SAVINGS	729.64
04/09/2026	4390(E)	STATE	6,139.06
04/09/2026	4391(E)	VOYA	1,990.00
04/10/2026	4411(E)	US BANK CREDIT CARD	18,607.65
04/21/2026	4401(E)	EFTPS	373.70
04/21/2026	4402(E)	MN DEPARTMENT OF REVENUE	240.11
04/21/2026	4403(E)	PERA	40.00
04/21/2026	4404(E)	STATE	15.45
04/23/2026	4405(E)	EFTPS	28,486.03
04/23/2026	4406(E)	ICMA	240.00
04/23/2026	4407(E)	PERA	27,899.60
04/23/2026	4408(E)	RHS HEALTHCARE SAVINGS	732.00
04/23/2026	4409(E)	STATE	6,240.79
04/23/2026	4410(E)	VOYA	1,990.00
04/29/2026	4414(E)	ALERUS	604.44
04/29/2026	4415(E)	CAYAN	744.60
04/29/2026	4416(E)	CENTERPOINT ENERGY	5,635.94
04/29/2026	4417(E)	CONNEXUS ENERGY	23,206.46
04/29/2026	4418(E)	ENTERPRISE FLEET MGMT	24,925.06
04/29/2026	4419(E)	INVOICE CLOUD, INC	1,213.00
04/29/2026	4420(E)	MN DEPT OF REVENUE-SALES TAX	26,075.00
04/29/2026	4421(E)	NEW BENEFITS (FRESH BENIES)	495.69
04/29/2026	4422(E)	U S BANK EQUIPMENT FINANCE	949.94
04/29/2026	4423(E)	VOYA	2,875.49
04/30/2026	4436(E)	MN PAID LEAVE-SUNLIFE	3,071.33
04/30/2026	4437(E)	VILLAGE BANK	197.40
GNCKG TOTALS:			
Total of 38 Checks:			305,792.89
Less 0 Void Checks:			0.00
Total of 38 Disbursements:			<u>305,792.89</u>



**CITY COUNCIL
AGENDA REPORT**

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Met Council Planning Assistance Grant
DATE: May 18, 2026

OVERVIEW:

Met Council recognizes that updating local comprehensive plans requires significant time, knowledge, and resources from municipalities. The Met Council is offering direct funding assistance to support the region’s smallest and most resource limited communities with our work on the Comprehensive Plan updates.

These grants are non-competitive grants to eligible communities. The City will submit a basic application to upload our budget, timelines and acceptance. One requirement of this submission is a resolution.

St. Francis will be awarded \$40,000. As identified in the attached letter from Met Council, there are two opportunities for additional funding. Working with HKGi our scope was outlined to have our submission in before the October deadline identified. This would allow us to capture funding for early submission, an additional \$4,000.

ACTION ITEM:

Council requested approval of the submission and to accept the grant funds from Met Council for the planning assistance grant program.

Attachments:

- Notice of Eligibility – 2050 Planning Assistance Grant Program
- Resolution 2026-16 Identifying the Need for Funding to Complete the 2050 Comprehensive Plan Update



April 17, 2026
City of St. Francis
23340 Cree St NW
St. Francis, MN 55070

Subject: 2050 Planning Assistance Grant Program - Notice of Eligibility

Dear City Administrator Thunstrom,

The Metropolitan Council is pleased to inform you that St. Francis is eligible for a Planning Assistance Grant to support your 2050 Comprehensive Plan update. These non-competitive grants are intended to provide direct financial assistance to communities with greater need for planning resources and more limited staff capacity to support comprehensive plan development.

If you want to receive these grant funds, a grant application including a local resolution and work plan is necessary. The online application portal will open on **May 11, 2026**. Applications must be submitted by November 6, 2026, at 3:00 p.m. Applications are reviewed and processed on a rolling, monthly basis following submission. All eligible communities that submit a complete application by the deadline will receive funding. Once your application is processed, you are eligible for the first half-payment of the base grant amount to help support initiation of your planning process.

Your community is eligible for a base grant amount of: \$40,000

In addition to the base grant, communities may choose to pursue additional incentive funding opportunities. These optional incentives provide funding in addition to the base grant amount for communities that complete their plans early or demonstrate leadership in advancing regional priorities.

- **Early Plan Completion Incentive (\$4,000)** - *Communities must submit their 2050 Comprehensive Plans by October 10, 2028, and have them deemed complete by Met Council staff by October 31, 2028, to qualify for the Early Plan Completion Incentive Grant.*
- **Advancing Regional Goals Incentive (\$10,000)** - *through the comprehensive plan update, identify strategies to intentionally advance people-centered regional goals in Imagine 2050.*

A variety of resources are available to assist your community throughout the application and planning process, including:

- [The 2026 Planning Assistance Grant Guide](#)
- [Application templates \(work plan, resolutions, and budget\)](#)
- [The Local Planning Handbook](#)
- [Ongoing technical assistance from your Sector Representative](#)

We encourage you to begin preparing early by identifying staff responsible for completing the application and reviewing program materials.

If you have any questions about eligibility, the application process, or available resources, please contact.

Emma Dvorak, Senior Planner
Local Planning Assistance
(651) 602-1399
emma.dvorak@metc.state.mn.us

We look forward to supporting your community in developing a strong and effective 2050 Comprehensive Plan.

Sincerely,



Angela R. Torres, AICP, Senior Manager
Local Planning Assistance
Metropolitan Council

CC: Diego Morales, Metropolitan Council District No. 9
Patrick Boylan, Sector Representative
Emma Dvorak, Program Manager

<https://metcmn.sharepoint.com/sites/2050PlanningAssistanceProjects/Shared Documents/Planning Assistance Grants/Letters/Letters/Planning Assistance Grant Letter Template.docx>

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

RESOLUTION 2026-16

**RESOLUTION IDENTIFYING THE NEED FOR
FUNDING TO COMPLETE ITS 2050 COMPREHENSIVE PLAN UPDATE AND
AUTHORIZING AN APPLICATION FOR
PLANNING ASSISTANCE GRANT FUNDS**

WHEREAS the City of St. Francis must review and update its comprehensive plan as required by the “decennial” review provision of Minnesota Statutes section 473.864 , subdivision 2; and

WHEREAS, on **December 17 2025**, the Metropolitan Council adopted need-based eligibility criteria for awarding available local planning assistance grant funds and established maximum grant amounts, including bonus incentive grants, for eligible grantees to help grantees review and update their comprehensive plans as required by the “decennial” review provisions of Minnesota Statutes section 473.864, subdivision 2; and

WHEREAS, the City is an eligible city, county, or town in the metropolitan area as defined in Minnesota Statutes section 473.121; AND

WHEREAS, planning assistance grant funds will be made available to eligible applicants subject to terms and conditions contained in Metropolitan Council grant agreements.

NOW THEREFORE BE IT RESOLVED that, after appropriate examination and due consideration, the governing body of the City:

Authorizes its City Administrator to:

- 1) submit on behalf of the City an application to the Metropolitan Council for Local Planning Assistance grant funds for the decennial review and update of the City’s local comprehensive plan required under Minnesota Statutes section 473.864; and
- 2) execute on behalf of the City a grant agreement with the Metropolitan Council for planning assistance grant funds.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 18th DAY OF MAY 2026.

ATTEST:

Jennifer Wida, City Clerk

APPROVED:

Mark Vogel, Mayor



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Everbridge Update
DATE: May 18, 2026

OVERVIEW:

During a February 23rd, 2026, work session City Council was provided information that the Anoka County Emergency Communications Center (ECC) had recently signed a 3-year contract with Everbridge. The ECC would use the Everbridge platform to send out Integrated Public Alert and Warning System (IPAWS) notifications as well as non-emergency communications to all communities within Anoka County.

The City of St. Francis has contracted with Nixle (Acquired by Everbridge) since 2017 to send community-based notifications to St. Francis residents. These are the same types of notifications the ECC is now able to send out from their Everbridge platform at the request of local jurisdictions. Following the work session City Council was in support of utilizing the Everbridge platform through the ECC for St. Francis community notifications and to terminate the city’s contract with Everbridge. This will provide annual cost savings for the city of \$4,400. The contract between the City of St. Francis and Everbridge is set to terminate on June 21st, 2026.

City staff will be notifying St. Francis residents and subscribers to the current system of the change to the Anoka County ECC platform. This will be done by several means including the city newsletter and social media. Staff will also advise on how to register to the Anoka County ECC platform so residents can continue to receive St. Francis based notifications.

ACTION TO BE CONSIDERED:

No specific action is needed. Current contract will be allowed to expire.

BUDGET IMPLICATION:

Annual cost savings for the city of \$4,400.



ANOKA COUNTY



911



ST. FRANCIS POLICE DEPARTMENT

ANOKA COUNTY COMMUNITY NOTIFICATIONS

Sign up for Anoka County's Community Alert Program



Get critical updates fast—right when you need them.

Examples include:



Unexpected Major Traffic Disruptions



Missing person alerts



Public Health Alerts (boil water, etc.)



Evacuations and neighborhood emergencies



And other important community news such as community event cancellations or postponements

YOU CHOOSE HOW YOU'RE CONTACTED:



Home, mobile, or business phone



Email



Text message



You pick the method.

Don't miss out—sign up today and stay prepared!



SIGN UP TODAY!

Visit:

<https://member.everbridge.net/88718455079039/login>

OR SCAN THE QR CODE:



Be informed.



Be prepared.



Make a difference.



EMERGENCIES? CALL 911

For life-threatening emergencies, always call 911. Community Alerts are for informational purposes only.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: 2025 Annual Comprehensive Financial Report
DATE: 05/18/2026

OVERVIEW:

The 2025 Annual Comprehensive Financial Report and Audit presentation was posted on the city’s website back on 05/13/2026. Council was emailed the link so they could review. The link is https://www.youtube.com/watch?v=k_GPfGIyrWQ or go to www.stfrancismn.gov and go to finance/documents/Annual Comprehensive Financial Report and the video is posted there. The 2025 Annual Comprehensive Financial Report was also posted on the website under departments-finance. Included in the packet is the 2025 Executive Governance and the Presentation.

ACTION TO BE CONSIDERED:

Motion to accepted the 2025 Annual Comprehensive Financial Report and presentation.

BUDGET IMPLICATION:

None

Attachments:

- 2025 Executive Governance Summary
- 2025 Final Audit Presentation



2025 Financial Statement Audit

City of St. Francis



Introduction

- Audit Results
- General Fund Results
- Other Governmental Funds
- Enterprise Funds
- Key Performance Indicators



Audit Results

Auditor's Opinion

unmodified
opinion under
GAAP

Minnesota Legal Compliance

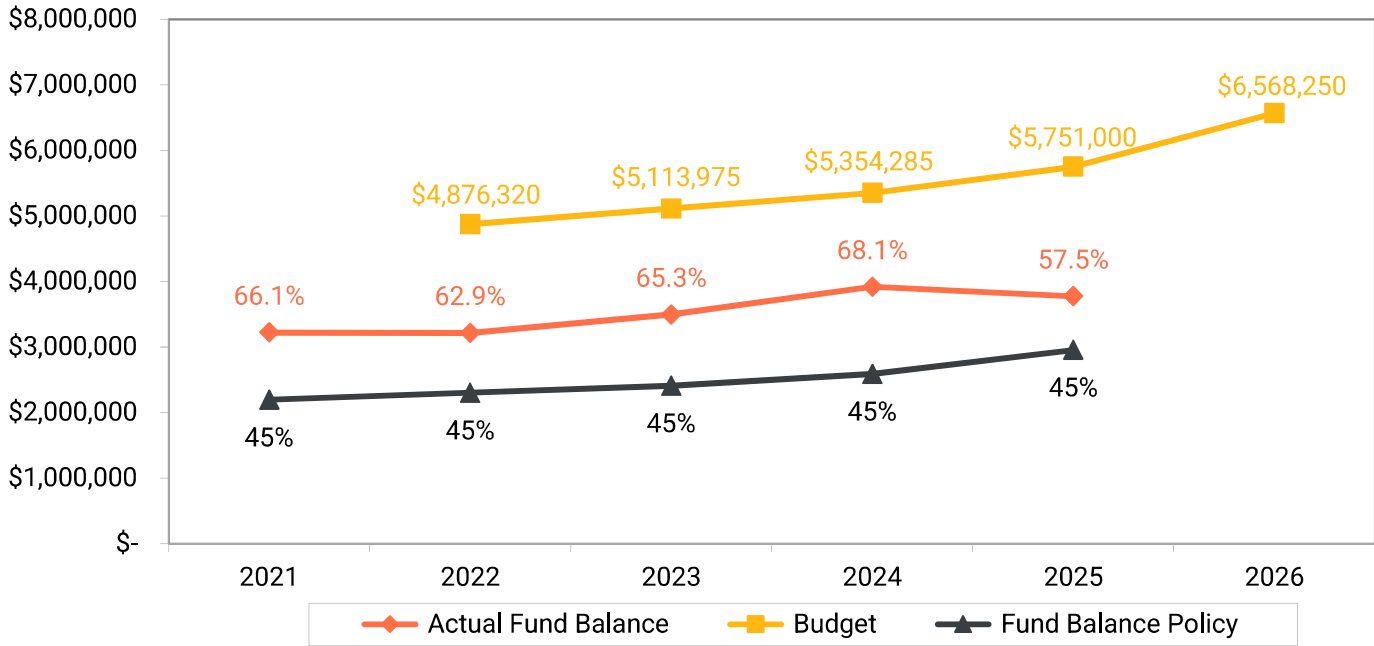
No instances
of
noncompliance

AUDIT RESULTS

Fiscal Year 2025 Findings

- Limited Segregation of Duties
 - *Internal Control Finding*

General Fund Reserves Compared to Budget Expenses

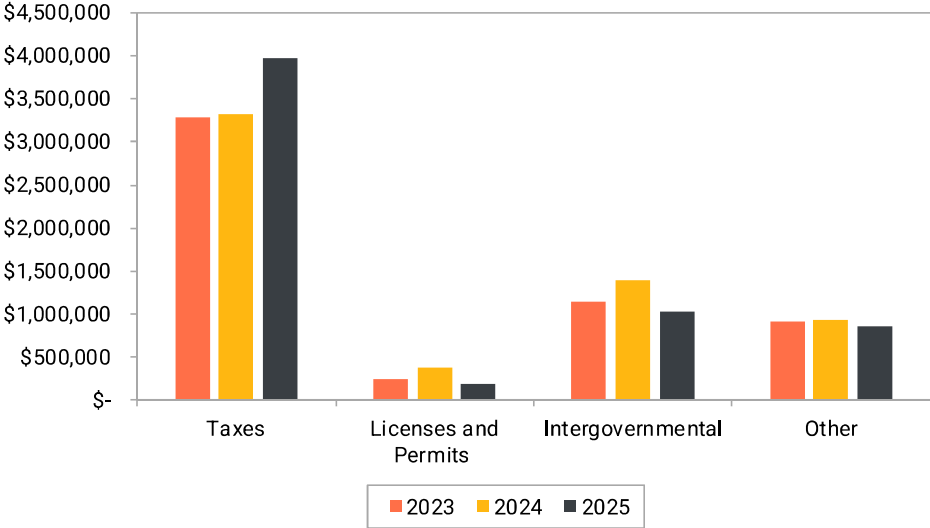


General Fund Budget to Actual

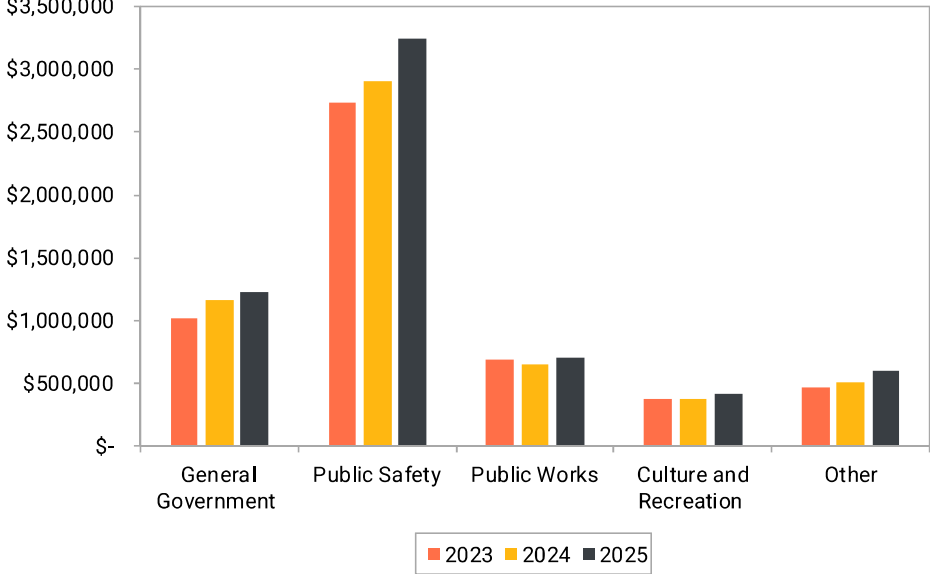
	Final Budgeted Amounts	Actual Amounts	Variance with Final Budget
Revenues	\$ 5,686,000	\$ 5,975,497	\$ 289,497
Expenditures	<u>5,751,000</u>	<u>6,183,667</u>	<u>(432,667)</u>
Excess (Deficiency) of Revenues Over Expenditures	(65,000)	(208,170)	(143,170)
Other Financing Sources (Uses)			
Transfers in	<u>65,000</u>	<u>65,000</u>	<u>-</u>
Net Change in Fund Balances	-	(143,170)	(143,170)
Fund Balances, January 1	<u>3,917,922</u>	<u>3,917,922</u>	<u>-</u>
Fund Balances, December 31	<u><u>\$ 3,917,922</u></u>	<u><u>\$ 3,774,752</u></u>	<u><u>\$ (143,170)</u></u>

General Fund Revenues, Expenditures and Transfers

General Fund Revenues and Transfers

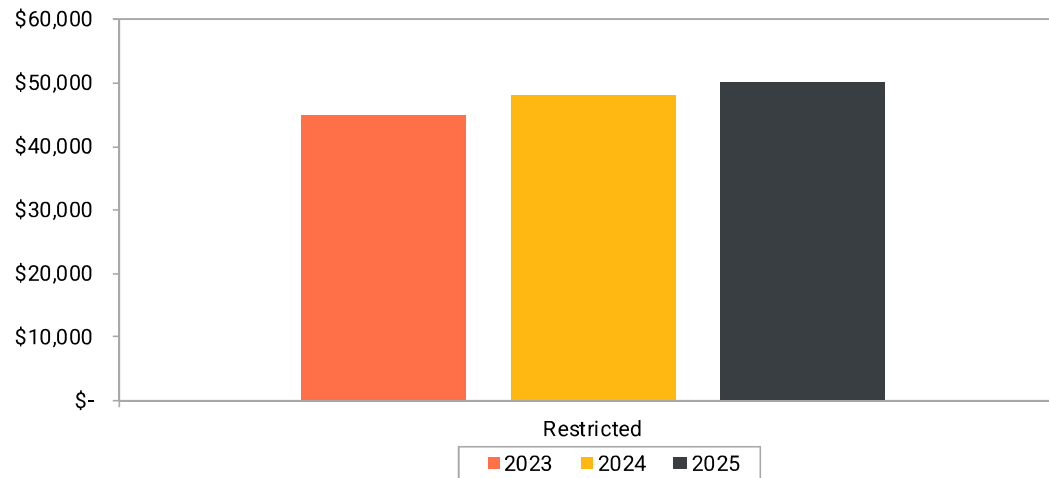


General Fund Expenses and Transfers



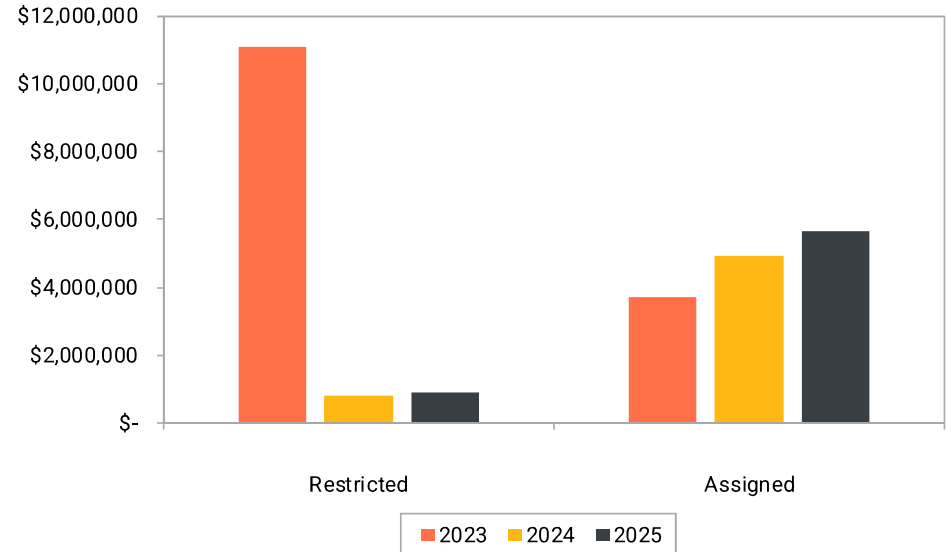
Special Revenue Fund and Component Unit

Fund	Fund Balances/Net Position December 31,		Increase (Decrease)
	2024	2025	
Component Unit			
EDA	\$ 46,613	\$ 48,561	\$ 1,948
Nonmajor			
Police Forfeiture	1,396	1,565	169
Total	\$ 48,009	\$ 50,126	\$ 2,117



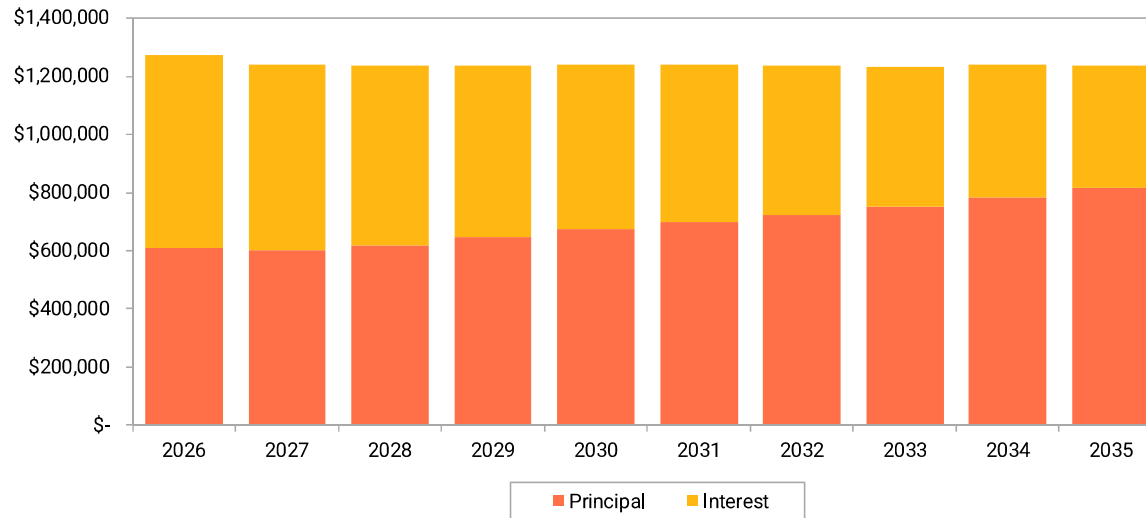
Capital Project Fund Balance

Capital Projects Fund	Fund Balances December 31,		Increase (Decrease)
	2024	2025	
Major			
Street Improvement	1,733,709	2,217,021	483,312
Nonmajor			
Building Improvement	\$ 1,970,769	\$ 1,527,287	\$ (443,482)
Charitable Gambling	193,317	249,116	55,799
Park Improvements	468,536	1,218,269	749,733
Capital Equipment	1,323,956	1,367,333	43,377
Total	\$ 5,690,287	\$ 6,579,026	\$ 888,739

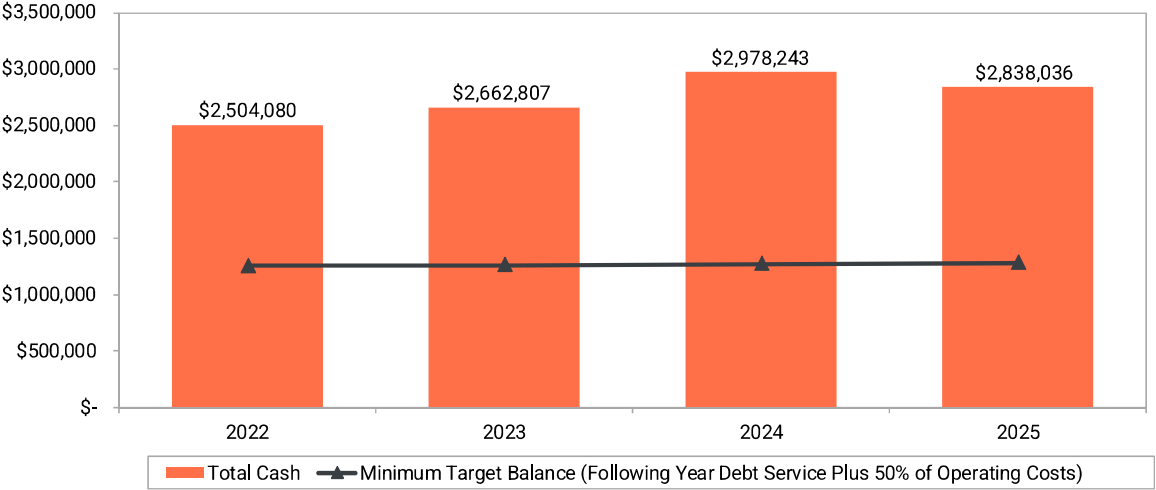
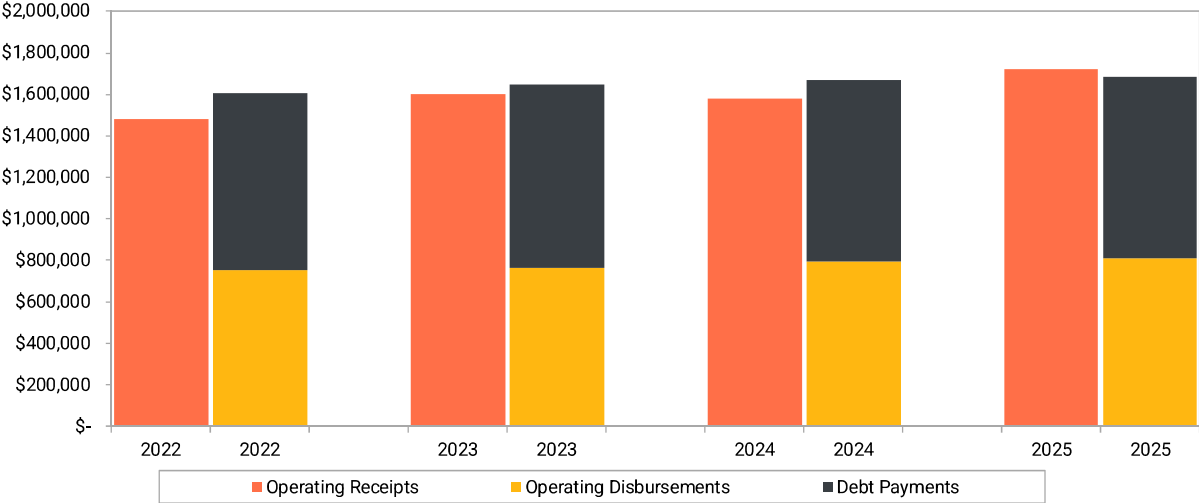


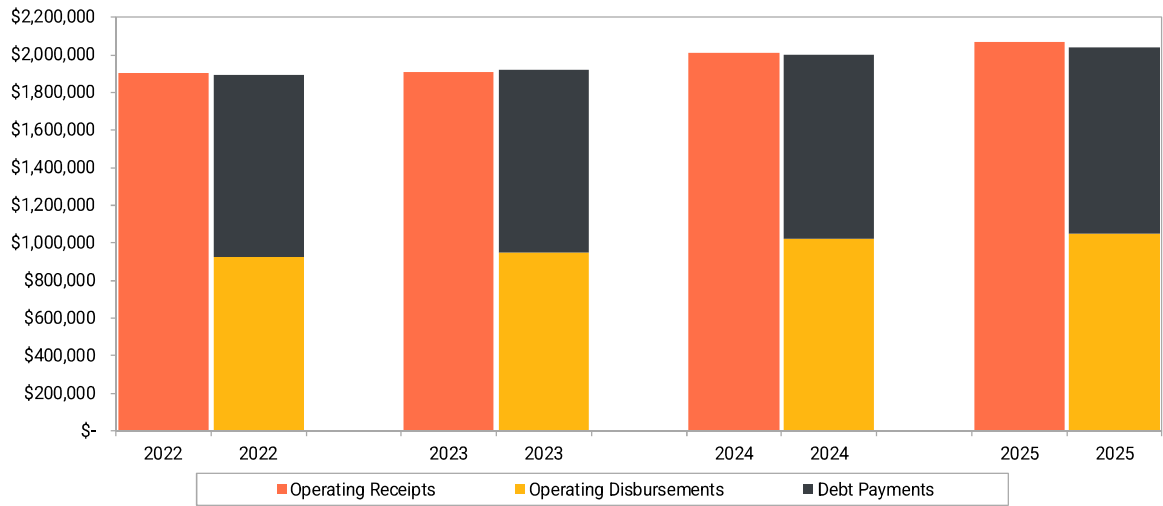
Governmental Debt Service Funds

Debt Service Fund	Total Cash	Total Assets	Bonds Outstanding	Maturity Date
G.O. Improvement Bonds, 2015A	\$ 58,895	\$ 59,208	\$ 30,000	2026
G.O. Capital Improvement Bonds, 2017A	172,769	188,417	4,300,000	2036
G.O. Capital Improvement Bonds, 2023A	560,139	574,034	13,000,000	2053
Total	\$ 791,803	\$ 821,659	\$ 17,330,000	
Total Remaining Interest Payments			\$ 9,514,144	

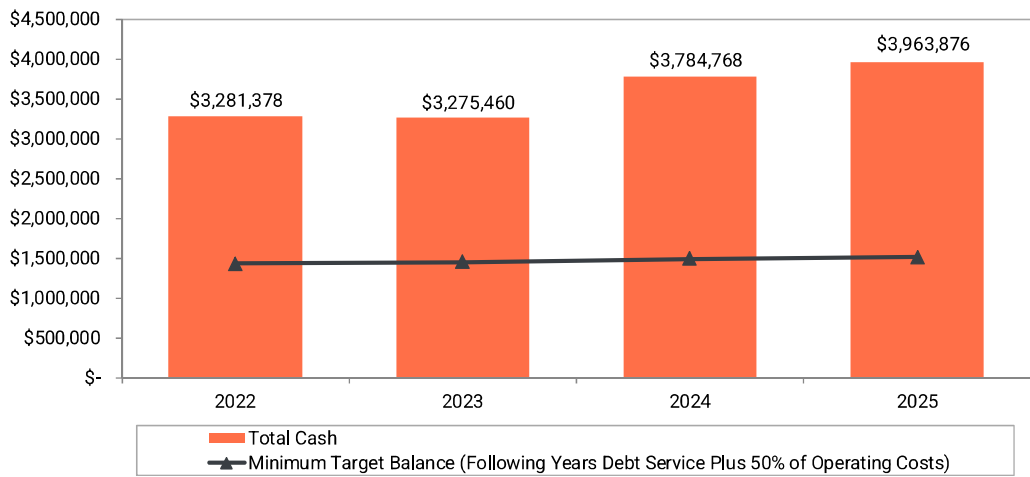


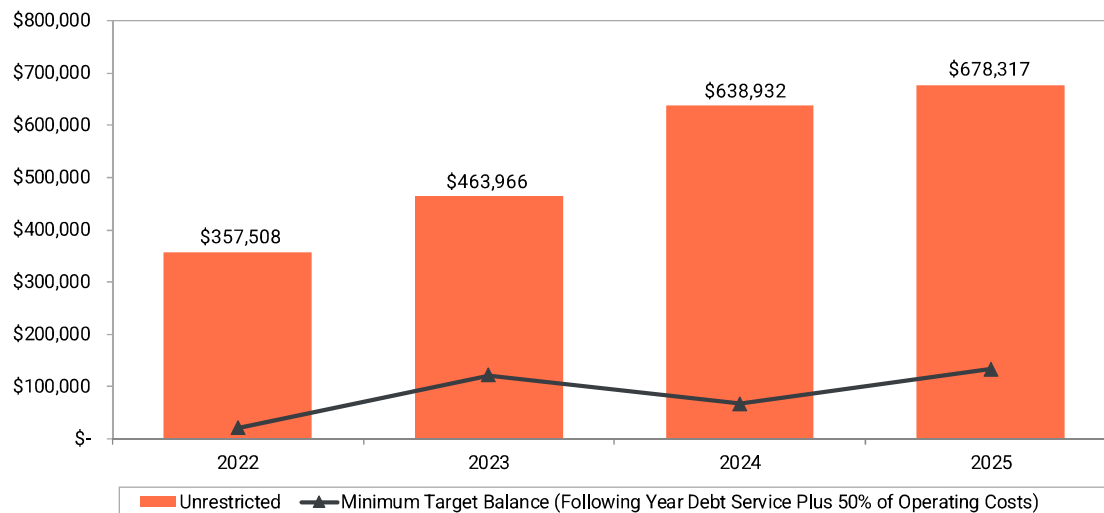
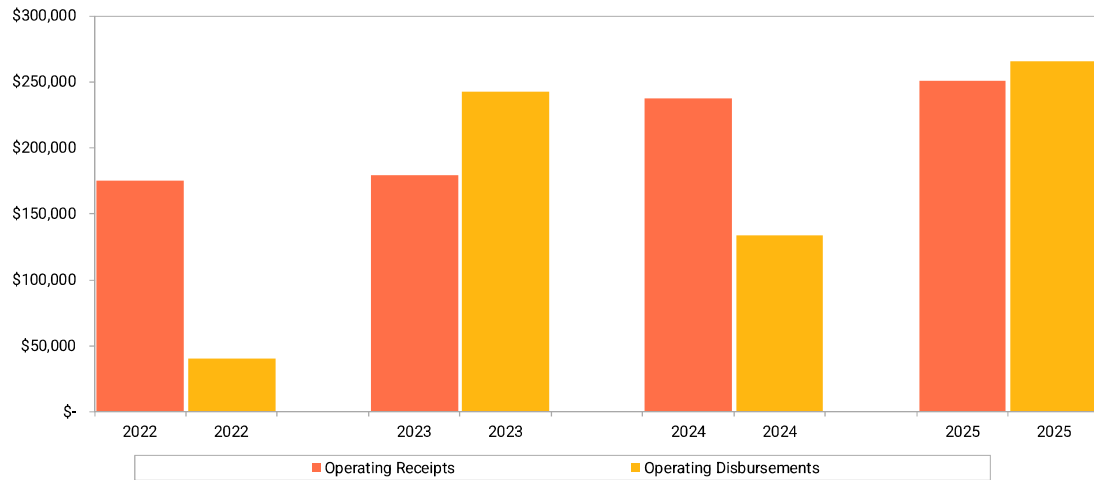
Water Fund Cash Flows from Operations and Cash Balances





Sewer Fund Cash Flows from Operations and Cash Balances





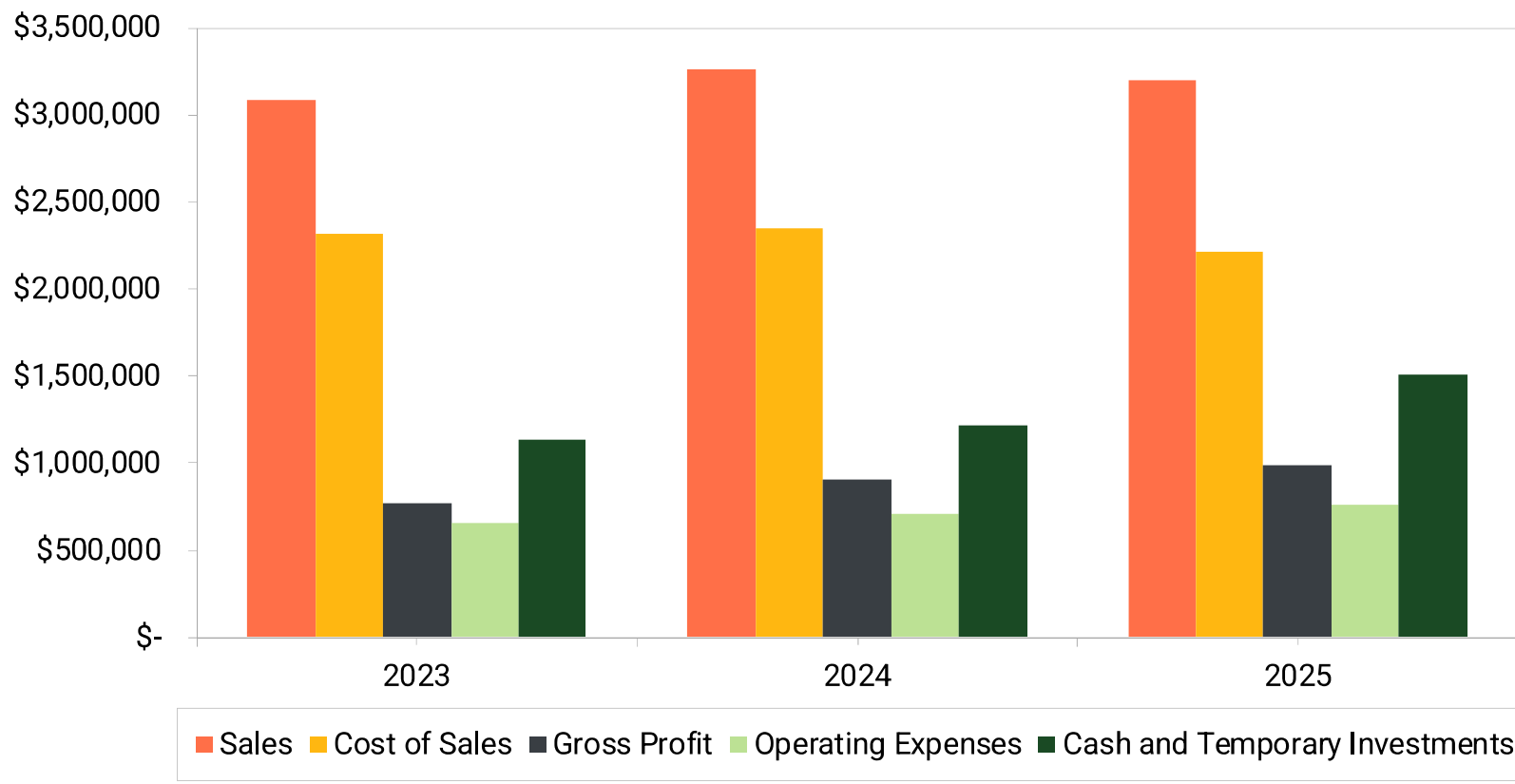
Storm Water Fund Cash Flows from Operations and Cash Balances

Liquor Fund

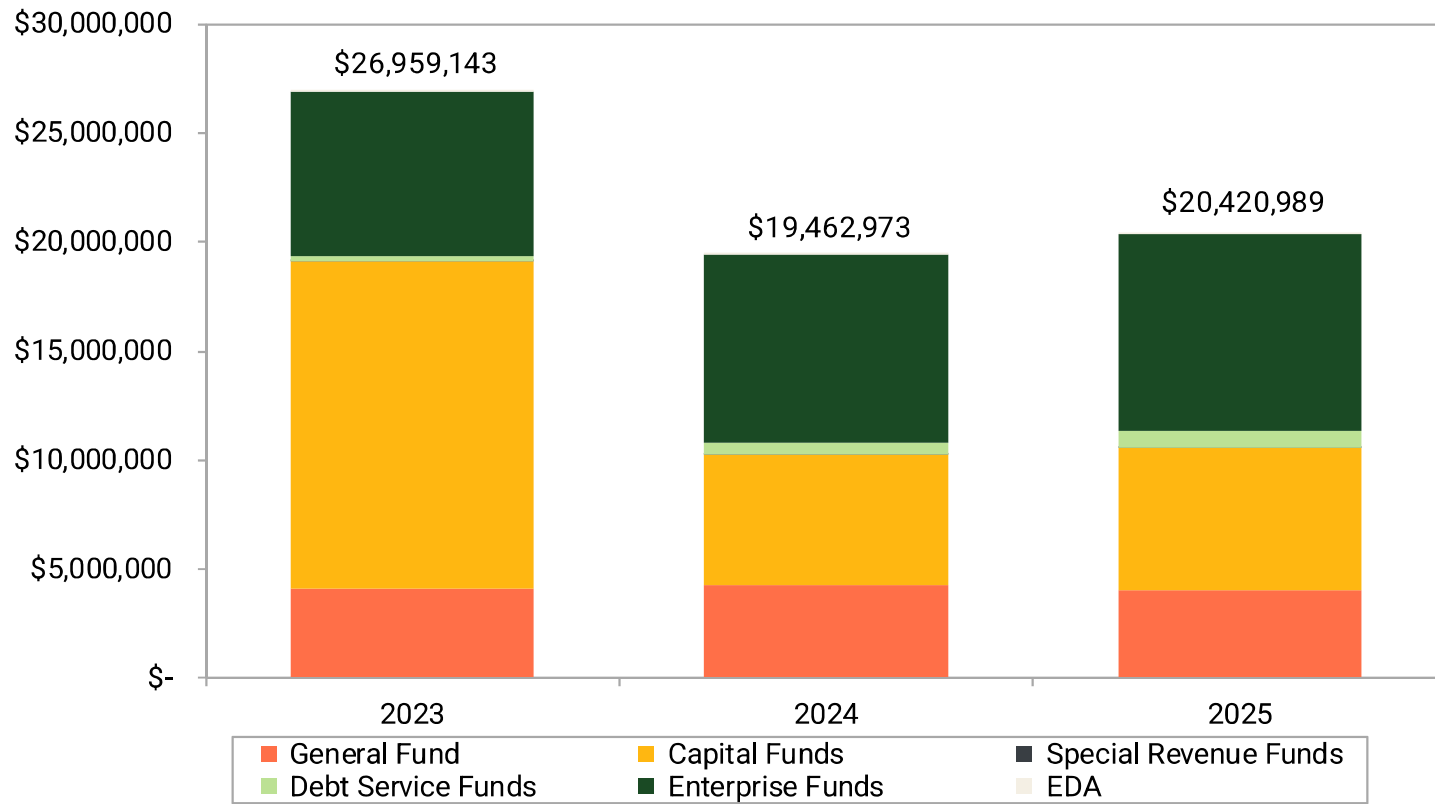
	2023		2024		2025		2023 Statewide Average	%
	Total	Percent	Total	Percent	Total	Percent		
Sales	\$ 3,086,966	100.0 %	\$ 3,263,226	100.0 %	\$ 3,204,303	100.0 %	100.0	
Cost of Sales	2,318,382	75.1	2,354,198	72.1	2,217,769	69.2	72.8	
Gross Profit	768,584	24.9	909,028	27.9	986,534	30.8	27.2	
Operating Expenses	654,991	21.2	704,538	21.6	756,733	23.6	20.3	
Operating Income	113,593	3.7	204,490	6.3	229,801	7.2	6.9	
Nonoperating Revenues	63,239	2.0	75,772	2.3	75,271	2.3	0.7	
Transfers (Net)	(60,000)	(1.9)	(65,000)	(2.0)	(65,000)	(2.0)	(0.4)	
Change in Net Position	<u>\$ 116,832</u>	<u>3.8 %</u>	<u>\$ 215,262</u>	<u>6.6 %</u>	<u>\$ 240,072</u>	<u>7.5 %</u>	<u>7.2</u>	
Cash and Temporary Investments	<u>\$ 1,134,314</u>		<u>\$ 1,218,680</u>		<u>\$ 1,510,639</u>			

Note 2023 Statewide Average is the most recent information available.

Liquor Fund



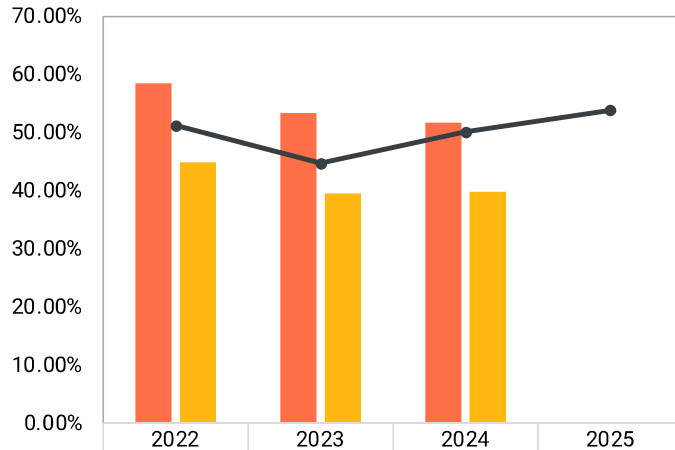
Cash and Investments Balances by Type



KEY PERFORMANCE INDICATORS

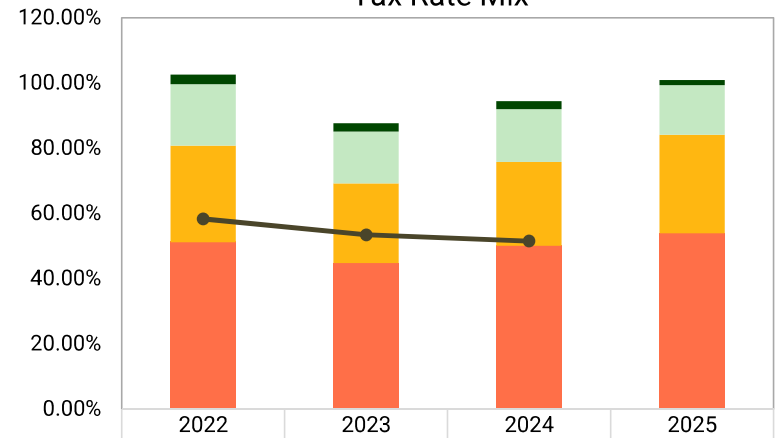
Taxes

Tax Rates



	2022	2023	2024	2025
Class 4 Cities	58.35%	53.44%	51.54%	N/A
Cities in Anoka County	44.82%	39.51%	39.65%	N/A
City of St. Francis	51.15%	44.72%	50.07%	53.90%

Tax Rate Mix

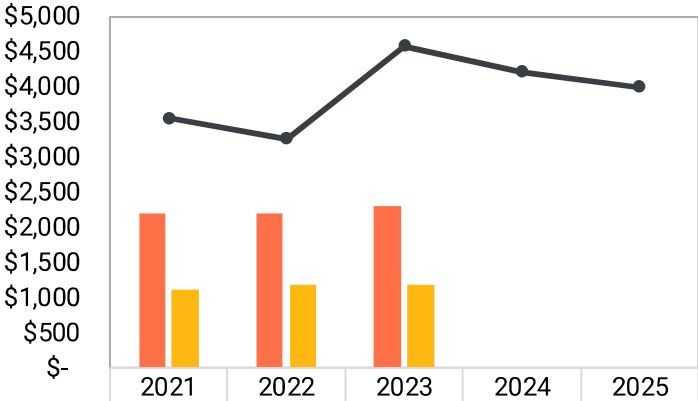


	2022	2023	2024	2025
Special Tax Rate	2.88%	2.50%	2.54%	1.66%
School Tax Rate	18.84%	15.89%	16.20%	15.16%
County Tax Rate	29.66%	24.51%	25.66%	30.25%
City Tax Rate	51.15%	44.72%	50.07%	53.90%
Class 4 Cities City Tax Rate	58.35%	53.44%	51.54%	

KEY PERFORMANCE INDICATORS

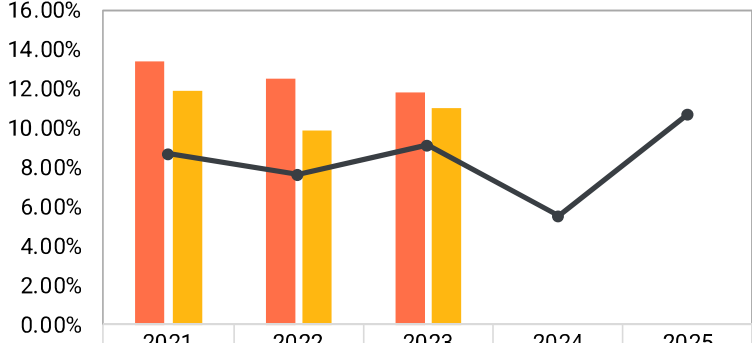
Debt

Debt Per Capita



Class 4 Cities	\$2,198	\$2,195	\$2,302	N/A	N/A
Cities in Anoka County	\$1,110	\$1,175	\$1,179	N/A	N/A
City of St. Francis	\$3,554	\$3,264	\$4,590	\$4,219	\$4,003

Debt Service Expenditures as a Percent of Total Expenditures

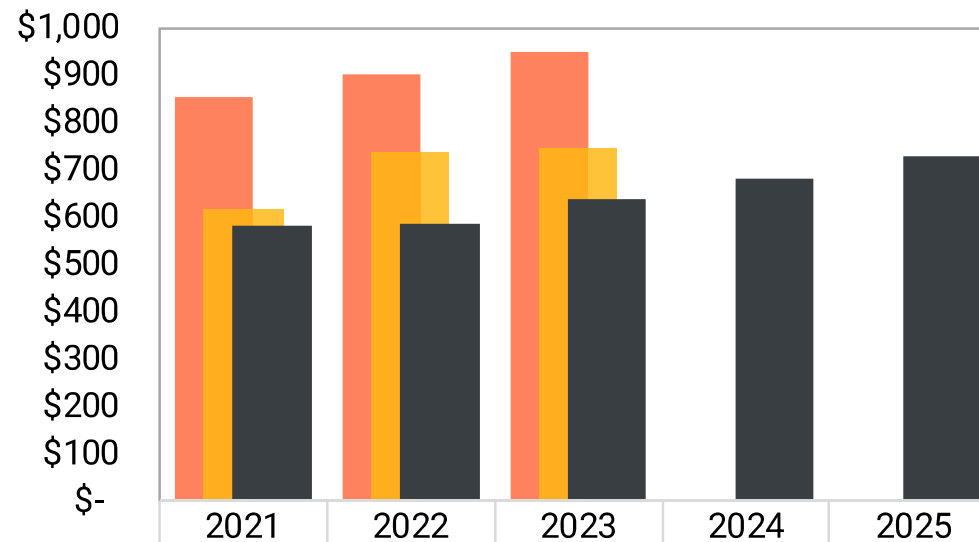


Class 4 Cities	13.38%	12.54%	11.82%	N/A	N/A
Cities in Anoka County	11.90%	9.89%	11.07%	N/A	N/A
City of St. Francis	8.69%	7.69%	9.18%	5.58%	10.73%

KEY PERFORMANCE INDICATORS

Expenditures

Current Expenditures Per Capita



■ Class 4 Cities	\$856	\$901	\$948	N/A	N/A
■ Cities in Anoka County	\$616	\$739	\$748	N/A	N/A
■ City of St. Francis	\$583	\$585	\$640	\$682	\$729

Your Abdo Team



Justin
NILSON
CPA - Partner



Alex
TRIPPEL
CPA - Manager



Hannah
ANDERSON
Associate



Jacki
ERICKSON
Intern



Executive Governance Summary

City of St. Francis

St. Francis, Minnesota

For the year ended December 31, 2025



Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727

Scottsdale Office

14500 N Northsight Blvd, Ste 233
Scottsdale, AZ 85260
P 480.864.5579

May 5, 2026

Management, Honorable Mayor and City Council
City of St Francis, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, discretely presented component unit, each major fund and the aggregate remaining fund information of the City of St Francis, Minnesota (the City), for the year ended December 31, 2025. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 2, 2025. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We consider the deficiency below as item 2025-001 to be a significant deficiency.

Finding

Description

2025-001

Limited Segregation of Duties

Condition: During our audit we reviewed procedures over cash receipts, cash disbursements, payroll, financial reporting, and capital assets and found the City to have limited segregation of duties over those transaction cycles.

Criteria: There are four general categories of duties: authorization, custody, recording and reconciliation. In an ideal system, different employees perform each of these four major functions. In other words, no one person has control of two or more of these responsibilities.

Cause: One employee of the City (Finance Director) is responsible for all four general categories in the transaction cycles listed above.

Effect: The existence of this limited segregation of duties increases the risk of fraud and error.

Recommendation: While we recognize the number of staff is not large enough to eliminate this deficiency, we recommend that the City evaluate the current procedures and segregate duties where possible and implement any compensating controls. It is important that the City Council is aware of this condition and monitor all financial information.

Management Response:

Management recognizes that it is not economically feasible to correct this finding, however is aware of the deficiency and is relying on oversight by management and the City Council to monitor this deficiency.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instance of noncompliance or other matters that are required to be reported under Minnesota statutes.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies were not changed during the year ended December 31, 2025. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.



Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements are included below:

- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.
- Allocations of gross wages and payroll benefits are approved by City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective functions of the City. These allocations are also used in allocating accrued compensated absences payable.
- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.
- Management's estimate of its lease receivable is based on the present value of lease payments expected to be received during the lease term.
- Management's estimate of future paid sick time usage is based on historical usage data.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit or the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 5, 2026.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.



Other Matters

We applied certain limited procedures to the required supplementary information (RSI) (Management’s Discussion and Analysis, the Budgetary Comparison Schedules and related notes, the Schedules of Employer’s Share of the Net Pension Liability, the Schedules of Employer’s Contributions, and the Schedule of Changes in Net Pension Liability (Asset) and Related Ratios), which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (Combining and Individual Fund Financial Statements and Schedules) , which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section or statistical sections, which accompany the financial statements but are not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on them.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City’s auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City’s financial statements:

GASB Statement No. 103 – *Financial Reporting Model Improvements* *Effective: 12/31/2026*

GASB Statement No. 104 – *Disclosure of Certain Capital Assets* *Effective: 12/31/2026*

Further information on upcoming [GASB pronouncements](#).



* * * *

Restriction on Use

This purpose of this communication is solely for the information and use of the City Council and management of the City and is not intended to be, and should not be used by anyone other than those specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the continued opportunity to be of service and for the courtesy and cooperation extended to us by your staff.



Abdo
Minneapolis, Minnesota
May 5, 2026



Community Development

Quarterly Report of January - March 2026

Economic Development

Bridge Street Corridor:

- 3731 Bridge Street – Staff continues working with North Shore Development Partners on a concept for housing infill as the title work is nearing completion.
- 3765 and 3757 Bridge Street - an RFP will go out this spring to select a contractor to complete the Woodbine N. extension to these two properties. Once the title work and the road are complete, the lots will be combined to make one large parcel marketable for a commercial business.
- 3645 and 3631 Bridge Street, also known as the St. Francis Hardware Store and the Rum River Inn- The new owners continue revamping the hardware store to organize current merchandise, and sort through old inventory and outdoor items stored around the site. Discussions about the future use of Rum River Inn continue with staff.
- 3503 Bridge Street- Staff remain in contact with the owner who continue seeking tenants to occupy for the first phase of a three-unit commercial building.

Hwy 47 Corridor:

- Vista Prairie at Eagle Pointe- The memory care unit opened in January. They are hiring for several open employment positions within the facility. This facility has quickly become a gathering space for all types of events and workshops.
- The First Baptist Church of St. Francis- The expansion project started in April of 2025 and has completed construction of its 6,400 square foot addition in January of this year.

Farmers Market

- Staff are preparing for its 4th annual Farmers Market season. There are 25 registered vendors, several community vendors and food trucks. Opening day is planned for June 10.

Chamber of Commerce

- Staff have remained active in the Chamber by hosting and attending meetings, supporting the group's efforts and initiatives, volunteering at the Annual Dinner on January 30, and aiding in planning efforts for Pioneer Days.

Economic Development Authority (EDA)

- The SFEDA did not hold any meetings in the first quarter of the year.

Land Use Development

Staff maintains an ongoing list of all the platted vacant lots in the city to identify potential future growth and help direct interested builders to areas of the city. To date, there are an estimated 68 lots remaining with water and sewer connections and 31 lots remaining that would be on private well and septic.

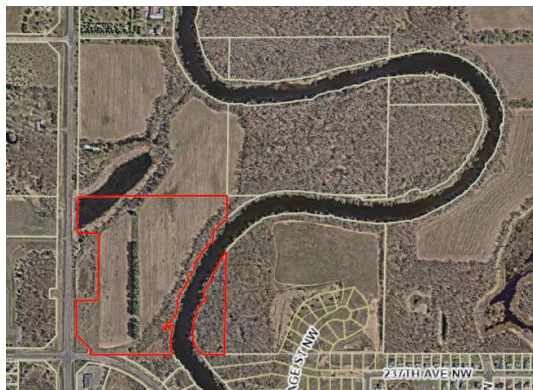
After taking a closer look at the existing use of these vacant parcels and their surrounding characteristics, staff would further describe the lots as shown in the table below.

	Buildable	Owned by neighbor	Requires Subdivision	Owned by a Builder	Other	Total
Sewer and Water						
Commercial	5					5
Residential	63	1		55	7	63
Well and Septic						
Residential	31	7		17	7	31
Total	99	8		72	14	99

Residential Development

The following developments or construction projects are currently under review:

The Bluffs of Rum River - Staff continue to work with the developer as they continue efforts to provide information needed to complete the Final Plat review. This development would add 291 units in four phases, with the first phase adding approximately 70 units.



Turtle Ponds 6th Addition – A revised concept for two, 4-unit townhomes was reviewed by the Planning Commission and City Council. The Preliminary and Final Plat will be discussed at the June 17 planning commission meeting. Construction is scheduled to begin this summer.



Commercial Development

The following developments or construction projects are currently under review:

Willow Ridge Business Center - A site plan review for a 6400 SF commercial office building will be located south of Dollar General between Cree Street and Hwy 47. The Planning Commission and the City Council reviewed and recommended approval. Construction is scheduled to begin this summer.



Building Department

The City issued 14 new construction permits in quarter 1. This is ahead of the Q1 total in 2025 which was 1 permit. This increase in demand is likely due to buyers who paused during 2023-2025 higher interest rates and are now re-entering the market.

Rental and Vacant Program

All rental licenses for addresses ending in even numbers were up for renewal this year. All rental properties are inspected, and approximately 50% have identified minor safety corrections. The rental program is primarily coordinated by Jackson Matthies, and inspections are conducted by Phil Dahlheimer. There are 70 rental properties with even addresses registered this year.

The city has three reported vacant buildings. Two are single-family residences, and the third is known as the Rum River Inn.

Planning Commission

The Planning Commission met once in the first quarter, in March. At the meeting, the planning commission reviewed a concept plan for the Turtle Ponds 6th Addition.