



**CITY COUNCIL REGULAR MEETING**  
City Hall: 3750 Bridge St NW  
**Monday, May 04, 2026 at 6:00 PM**

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**AGENDA**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**
  - [A.](#) City Council Minutes - 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
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
- 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*
  - [B.](#) Gambling Funds - Continued
- 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*
  - [B.](#) Willow Ridge Business Center Site Plan  
*Resolution 2026-14 approving a site plan for Willow Ridge Business Center*
  - [C.](#) Code Enforcement Extension Request
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
  - [A.](#) City Administrator Report
  - [B.](#) Police Department Report - First Quarter
  - [C.](#) Public Works 1st Quarter Report
  - [D.](#) Rum River Fire District Report - First Quarter
- 12. COUNCIL MEMBER REPORTS**
- 13. UPCOMING EVENTS**

May 18 - City Council Meeting - 6:00 pm  
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  
April 20, 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, Deputy Administrator-Public Works Director Paul Carpenter, Finance Director Darcy Mulvihill, Police Chief Todd Schwieger, Assistant City Attorney Travis Lutz (Barna, Guzy & Steffen) and Jason Junge (WSB).

**3. APPROVAL OF AGENDA**

MOTION BY: ROBINSON SECOND: MUEHLBAUER 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 6, 2026
- B. Abandoned Property - Resolution 2026-09 declaring surplus property
- C. Acknowledgement for Application for Temp On-Sale Liquor License - St. Francis Lions Club
- D. TNT Fireworks - Sale of Consumer Fireworks License
- E. Payment of Claims

MOTION BY: UDVIG SECOND: ROBINSON 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**

No one came forward to address the Council.

## 6. **SPECIAL BUSINESS**

### A. Pioneer Days Update

Michelle Anderson, President of the St. Francis Chamber of Commerce, provided an update on the upcoming Pioneer Days celebration, noting that the event is 39 days away and that preparations are progressing well. Michelle stated that this year's event is particularly notable as it marks the 60th anniversary of the inaugural event in 1964, with a few years missed in the intervening period.

Michelle highlighted several new features for this year's event. The Chamber has acquired a shuttle wagon capable of transporting approximately 12 to 16 passengers, which will be used to shuttle attendees between the park and parking areas and along the parade route. The wagon has been approved by the Chamber's insurer, with modifications made to meet safety requirements, including relocating the stairs to the rear and adding a mechanism to secure the stairs while in motion. A tractor will be used to pull the wagon and will be operated by trained volunteer drivers. Golf carts will also be available for shuttling attendees during the parade and at the park.

Michelle announced that the major attraction for this year's event is a life-size dinosaur show, which will be held in the northwest portion of the softball field. Multiple shows are scheduled to allow attendees to attend more than one performance.

Michelle presented the event schedule. Pioneer Days runs from May 29 through May 31. On Thursday, May 29, the event opens with a street dance. On Friday, May 30, activities include a parade at 6:00 p.m., a car show, a craft and vendor fair, food vendors, a beer garden, and live music. On Saturday, May 31, activities include a 5K run, a kids' fun run, a fishing contest, a craft and vendor fair, food vendors, a beer garden, live music, and the dinosaur show. The Samba School of Art will perform, and the volleyball championship will take place at 5:00 p.m. The event concludes at 6:00 p.m. on Sunday.

Michelle recognized Sammy Olsen and Paula Moon of Innovations Plus for their extensive volunteer contributions, noting that Pioneer Days swag for the 60th anniversary is available for order through their business, with a portion of proceeds benefiting the Chamber. Michelle stated that a 60th anniversary commemorative book is in production and that advertisement space was available through the following day. Michelle thanked City Staff, Public Works, the Police Department, and the Fire Department for their ongoing support and collaboration.

Udvig asked where Pioneer Days buttons would be sold. Michelle stated that confirmed locations include County Market, Vista Prairie, City Hall, and the hardware store, with additional locations to be announced.

Mayor Vogel asked about the button price. Michelle confirmed the price is \$5.

Mayor Vogel asked whether additional parking had been secured. Michelle stated that parking at the elementary and middle school is available, with the shuttle running from the softball field bleachers across to the elementary school parking lot. Michelle noted that parking at the former Marty's location for volunteers and vendors is still being finalized.

Faanes asked whether the shuttle would operate continuously. Michelle stated that the shuttle will run continuously during busy periods, with golf carts used during slower times.

Mayor Vogel asked whether there is a capacity limit per dinosaur show. Michelle stated that the show will be held in the northwest portion of the softball field and that capacity is not strictly limited, noting that multiple shows allow attendees to attend more than one.

Mayor Vogel asked about the volunteer sign-up process. Michelle stated that the volunteer sign-up website is available at [volunteersignup.org/wf8wt](http://volunteersignup.org/wf8wt) and is also linked through the Chamber's Facebook page and website.

Mayor Vogel stated that the City will host a booth at Community Park from 1:00 to 4:00 p.m. on Saturday, noting that he had discussed this with City Administrator Thunstrom before the meeting. Michelle noted that the Happy Trucker show will be underway at that time and suggested it would be a good opportunity for introductions near the Lions Wagon.

**7. PUBLIC HEARINGS - NONE**

**8. OLD BUSINESS - NONE**

**9. NEW BUSINESS**

**A. Traffic Study Ambassador and Bridge St by WSB**

Thunstrom introduced the item, noting that Jason Junge of WSB was present to present findings from a traffic study of the Ambassador Drive and Bridge Street intersection.

Jason Junge, Traffic Engineer with WSB, presented the findings of the traffic study. He stated that the study examined intersection operations and safety under existing conditions, with projected traffic generated by specific proposed developments, and with consideration of a potential future Bridge Street extension connecting to Highway 47 at Pederson Drive. He noted that the study also included two adjacent intersections for efficiency, as data collection was already being conducted in the area.

Junge described existing conditions at the intersection of two county minor arterials, noting the presence of the Rum River crossing on Bridge Street, with the next crossing several miles away. He stated that the intersection currently

operates under all-way stop control, with a westbound right-turn lane and single-lane approaches on all other legs. He noted that the surrounding land uses include the middle school on the west leg, institutional uses, and residential and commercial development, with similar uses across the bridge near the high school. He stated that the intersection experiences significant bus and pedestrian activity during school arrival and dismissal periods.

Junge stated that the study examined peak hours of 7:00 to 8:00 a.m. and 4:15 to 5:15 p.m., based on overall vehicle traffic volumes. He noted that school-related pedestrian and bus peaks occur slightly earlier than the vehicle traffic peaks. He stated that the traffic forecast extended to 2050, using the Metropolitan Council's regional travel demand model, which incorporates city land use and comprehensive plan projections.

Junge presented findings under three scenarios: existing conditions, near-term conditions with four proposed developments added, and long-term conditions with the Bridge Street extension included. He stated that under existing conditions, the intersection operates acceptably. With the addition of the four proposed developments, which include a mix of residential and commercial uses, operations remain manageable but begin to show increased delay. He noted that the Bridge Street extension would significantly alter traffic patterns by introducing east-west through traffic, which is currently minimal due to the absence of a direct connection to Highway 47.

Junge stated that the study does not identify an immediate need for intersection improvements but recommends that the city monitor conditions as development occurs. He noted that if and when an intersection control evaluation is warranted, a roundabout or traffic signal could be considered, with the county responsible for any improvements, given that both roads are county facilities. He stated that right-of-way preservation for the Bridge Street extension should be considered as part of future development review.

Robinson asked about the basis for the development projections used in the study. Junge stated that the four developments were identified based on known proposals and recent approvals, and that the model incorporates Metropolitan Council growth assumptions for the broader area.

Udvig expressed concern that the projections are based on growth that is not currently occurring and stated that she did not see urgency in acting on the findings at this time. She noted that without significant development, the financial burden would fall on residents.

Faanes stated that she agreed the county would be responsible for any roundabout or signal improvements, and that she would not support the Bridge Street extension given the lack of additional tax base it would generate. She noted that she would like to see some action taken within a ten-year timeframe.

and acknowledged that the four projected developments would add a meaningful number of residents.

Muehlbauer cautioned against relying on development projections that have not yet materialized, noting that St. Francis has historically seen population growth overestimates. He asked Junge for an approximate cost of an intersection control evaluation. Junge estimated \$7,000 to \$8,000. Muehlbauer also asked for a rough cost estimate for the Bridge Street extension. Junge stated that cost would vary significantly depending on right-of-way and topography and could not provide a figure. Muehlbauer stated he is not in favor of the extension due to cost and safety concerns near the school.

Mayor Vogel stated that he appreciated the study and noted that it provides useful long-range planning information. He stated that while he supports the concept of the Bridge Street extension in principle, he does not support it at this time, given the city's financial position. He noted that the study's value lies in allowing the city to plan proactively, including addressing right-of-way considerations before development makes it more difficult.

Robinson asked about the shelf life of the study's data. Junge stated that traffic count data is typically considered current for up to five years, and that the need for updated analysis would depend on the pace of development.

Robinson asked Thunstrom and Carpenter for their perspectives. Thunstrom stated that the intersection has been a known pressure point since the current building was constructed, and that the study confirms the city has more time before the intersection becomes a significant concern than may have been assumed. She noted that Carpenter has been coordinating with Anoka County regarding the city's placement in the county's Capital Improvement Program. Carpenter stated that the study provides a clear vision for the future and confirms that significant improvements are still a considerable distance away.

#### B. Local Sales Tax - Information Only

Thunstrom presented background information on the local sales tax option for informational purposes only, noting that the topic had been raised previously by individuals and at prior meetings. She explained that under state law, a local sales tax may only be used for the construction and rehabilitation of capital projects with demonstrated regional benefit. Eligible uses include buildings, parks, community centers, sports facilities, and contiguous trails. She noted that roads and infrastructure are explicitly excluded from eligible uses, as the state considers those financeable through other means, and that any project must benefit residents beyond St. Francis.

Thunstrom outlined the process, which requires the City to adopt a resolution, submit it to the state tax committee, obtain legislative approval, adopt a second resolution, and then hold a public referendum. She noted that if a resolution were

passed by November, legislative approval could potentially be obtained in 2027, with final documents completed no earlier than 2029. She identified positives, including the creation of an additional revenue source, and negatives, including the impact on homebuyers through the property tax refund program. She also highlighted the risk specific to St. Francis as a border city, noting that residents could easily travel to neighboring communities such as Elk River or Isanti to avoid the additional tax, given that the city is already subject to metropolitan-area tax rates. She stated that implementation would require costs for lobbyists, engineering, legal services through Barna, Guzy & Steffen, and election administration.

Muehlbauer stated that while the information was helpful, he was surprised by the limited scope of eligible uses and did not see a significant benefit in pursuing a local sales tax. He noted that the only potential application he could envision would be related to the park fund, but expressed concern that a local sales tax could drive shoppers to neighboring communities. He asked Thunstrom to clarify how regional significance would be defined. Thunstrom stated that the City would need to demonstrate how a project benefits residents outside of St. Francis.

Faanes stated that her primary concern was that a local sales tax would push residents to shop in surrounding communities such as Elk River, Cambridge, Isanti, and Andover, particularly given the prevalence of online shopping. She agreed with Muehlbauer that the scope of eligible uses was limited and did not appear to align with the intent behind the original resident inquiry.

Udvig stated that she did not believe a local sales tax was a good idea at this time. She acknowledged the intent to explore additional revenue sources but noted that the city has limited retail options and that the process would be lengthy and costly relative to the benefit.

Robinson stated that he was also surprised by the limited scope of eligible uses and expressed concern about the cumulative tax burden on residents. He noted that a local sales tax would be a detriment to the city unless a project of significant regional benefit could be identified. He stated that he appreciated the opportunity for residents to vote on the matter, but was not prepared to support moving forward.

Mayor Vogel stated that he does not support a local sales tax, citing both the limited scope of eligible uses and the risk factors associated with St. Francis's position as a border city. He stated that while he views property taxes as a flawed system, a local sales tax is not the appropriate solution. The Council took no action on this item.

### C. Early Budget Discussion

Thunstrom introduced the early budget discussion for the 2027 fiscal year, noting that the item was brought forward in response to Council requests to review

numbers ahead of the formal budget process. She stated that department heads are currently working on their budget submissions and that many figures, including insurance rates and state and county allocations, are not available until late summer. She noted that the attached budget sheets reflect 2025 actuals and 2026 projected figures and are intended to provide context for setting preliminary 2027 goals.

Thunstrom emphasized that the city operates under a single budget with multiple line item codes across departments, and that movement between line items within the overall budget is expected and appropriate. She noted that the fire department transitioned from a city department to a contracted service in 2026, and that the 2026 budget reflects a single contract transfer amount inclusive of both operations and capital improvement plan (CIP) funding, whereas the 2025 figures reflect departmental operations only. She clarified the Vista Prairie tax reimbursement, explaining that Vista Prairie pays 100% of its city taxes and the city raises the levy to capture and return those funds, and that this arrangement is not a subsidy of Vista Prairie's tax obligations.

Thunstrom stated that the city is monitoring Anoka County and other municipalities, noting that a range of 5 to 10% is being discussed broadly. She identified several known 2027 cost pressures, including a projected levy increase of \$180,000 to \$200,000 for the remaining Vista Prairie obligation, fuel cost increases estimated at \$15,000 above the prior year, and potential impacts from state and federal legislative changes affecting Local Government Aid (LGA) and other funding streams.

Finance Director Darcy Mulvihill stated that 2025 ended with a negative variance, attributable to a drop in building permit revenues and a timing difference in Vista Prairie tax reimbursements that fell across two fiscal years. She noted that 2024 was a strong year and that the two years together reflect a net positive position. She reminded the Council that the 2025 figures remain unaudited.

Thunstrom presented four discussion questions for Council direction: whether any services should be added or eliminated for 2027; what cost-of-living adjustment (COLA) should be set for non-union employees; what maximum levy percentage the Council would like to target; and whether there are any other goals or priorities to consider as the 2027 budget process begins.

Udvig stated that the early start to the budget process was valuable and encouraged residents to review the budget packet to better understand the cost of city services. She noted that some line item increases, such as election-related supplies rising from \$362 to over \$3,000 in an election year, reflect legitimate and necessary expenditures. She stated that department heads have been responsible in their budget requests and that the Council must determine whether to maintain current service levels or identify areas for reduction.

Faanes asked whether staff could provide updated figures throughout the year as more solid numbers become available. Thunstrom and Mulvihill explained that many figures are estimates subject to change based on variables such as overtime and weather-related costs, and that Mulvihill already distributes financial statements with the off-week memo showing budget-to-actual comparisons by department. Faanes noted that the fire department's 2025 budget appeared to show a \$136,000 overrun. Mulvihill clarified that the fire department also brought in approximately \$70,000 to \$80,000 in additional grant and training revenues, partially offsetting the expenditure overage. Robinson confirmed that unanticipated equipment repairs also contributed to the variance. Faanes asked whether the Council would receive a detailed breakdown of the fire department budget going forward. Muehlbauer stated that the city's budget will reflect a single line item transfer to the fire district and that the fire district's detailed budget is publicly available through the district. Robinson noted that the fire district board meeting was scheduled for the following day at 5:00 p.m. Wida noted that the fire district's meetings are not yet available via YouTube livestream.

Muehlbauer stated that he did not have additional questions beyond those already addressed. He noted that inflation is currently estimated at approximately 4.4% and asked whether a levy increase of 4 to 5% was realistic. Mulvihill stated that known pressures, including the Vista Prairie levy obligation, capital equipment, debt service, and the street fund, would need to be factored in before a realistic target could be set. Muehlbauer stated that he would support a COLA of 3% for non-union employees, noting that a consistent rate benefits employees in lower-inflation years and provides a reasonable offset in higher-inflation years.

Mayor Vogel stated that he appreciated the early budget review and found it helpful. He asked how facility costs could be projected lower in 2026 than 2025 actuals. Mulvihill explained that budget figures are set the prior summer based on estimates, and that actual costs often differ. Mayor Vogel stated that while the budget document is useful for internal planning, he recognized that members of the public viewing it without context could draw incorrect conclusions. He stated that he would not support a double-digit levy increase and asked the Council to consider alternatives before reaching that threshold, as was done the prior fall.

Robinson asked several clarifying questions regarding line item variances, including facility cost allocations across departments, the reduction in community development's farmers market and planning budget from \$11,600 to \$2,000, and the increase in the legal budget from \$116,000 to \$165,000. Thunstrom explained that legal costs are unpredictable and that the higher budgeted amount provides a buffer for potential contract work, HR matters, or litigation. She noted that unused legal budget funds are absorbed elsewhere in the overall budget. Robinson also asked about the city's enterprise vehicle leasing program and the city's software system, both implemented approximately three years prior. Mulvihill confirmed that the vehicle leasing program has been effective, with the

vendor proactively advising on optimal trade-in timing. Thunstrom confirmed that the software system is performing as represented, supporting land use, permitting, business licensing, and human resources functions.

Robinson stated that he would support a 3% COLA and would not support a double-digit increase in levies. Faanes and Muehlbauer stated they had no additional comments.

Thunstrom summarized the Council's direction: a preliminary COLA of 3% for non-union employees and a target for a levy increase of less than 10%. She noted that staff would return in June with updated information before Finance Director Mulvihill's departure. The Council took no action on this item.

D. Ordinance Amendment - City Code Chapter 7 - First Reading  
Ordinance 357 amending City Code Chapter 7, Section 5, Sub. 3, 7, 9, 10, 14, and 20, adding Small Cell Wireless Facility

Carpenter presented Ordinance 357, an amendment to City Code Chapter 7 concerning small cell wireless technology. He described the ordinance as a housekeeping measure intended to keep the city's code current with evolving 5G broadband technology. He noted that the city currently has no provisions addressing small cell technology and that the ordinance had been in development for several years, with the delay attributable to the technical and legal complexity of the subject matter. He stated that the ordinance was developed in coordination with the League of Minnesota Cities and the city's legal counsel at Barna, Guzy & Steffen, and that the framework is now straightforward and ready for adoption. He explained that the ordinance would give the city authority to regulate the aesthetics, safety, and cost recovery associated with small cell installations in the public right-of-way.

Robinson asked what prompted the review at this time. Carpenter stated that the item had been on his list for approximately four years and that the ordinance had become more manageable as the technology and legal standards matured. He noted that small cell installations, antennas mounted on light poles and similar structures, are increasingly common, and that cities that do not establish regulatory authority early, risk losing control over placement and appearance. He referenced St. Paul as an example of a city where small cell installations proliferated before adequate controls were in place. Muehlbauer noted that some cities have required installations to be designed to blend with surrounding structures, such as being disguised as trees. Carpenter confirmed that aesthetic requirements of that nature are among the tools the ordinance would make available to the city. Muehlbauer also clarified for the public that the League referenced by Carpenter is the League of Minnesota Cities, which provides legal and policy support to member municipalities. No further questions were raised.

MOTION BY: MUEHLBAUER SECOND: FAANES APPROVING FIRST  
READING OF ORDINANCE 357 AMENDING CITY CODE CHAPTER 7,

**SECTION 5, SUB. 3, 7, 9, 10, 14, AND 20, ADDING 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

**10. MEETING OPEN TO THE PUBLIC**

Tina Carroll addressed the Council regarding the Ambassador Drive traffic study presented earlier in the meeting. She stated that she had worked with Anoka County Engineer Joe MacPherson to conduct a speed study in front of her residence on Ambassador Drive. She reported that during rush hour and school zone times, the average southbound speed on Ambassador Drive was approximately 42 miles per hour. She noted that the study was conducted both with and without a speed feedback display and that the display had no measurable effect on driver behavior. She stated that northbound speeds were more difficult to measure due to the proximity of a stop sign. She indicated that MacPherson planned to add speed limit signage further north on Ambassador Drive following completion of the bridge construction project and would continue to monitor speeds in the area. Carroll stated that she had shared the speed study data with the Police Chief and expressed concern that the absence of recorded accidents does not reflect the safety risk posed by speeding vehicles, particularly given the presence of elderly residents and children in the area. She stated that she did not support a roundabout solution and advocated for traffic signal control or other enforcement-based measures at the Ambassador Drive and Bridge Street intersection.

Mike Powell addressed the Council. He commended the Police and Fire Departments for their response to an emergency at his residence. He asked for clarification on the Vista Prairie tax reimbursement arrangement, specifically regarding who bears the cost of the levy increase associated with the reimbursement. Thunstrom explained that Vista Prairie pays its city taxes in full, and that the city raises the levy to collect and return those funds, with the net effect being that other taxpayers' obligations do not increase as a result of the reimbursement. Muehlbauer further clarified that while the levy is raised to accommodate the Vista Prairie reimbursement, the amount owed by other taxpayers remains unchanged, and that any subsidy to Vista Prairie would occur only if the facility consumed city services disproportionate to its tax contribution. Michael acknowledged that Vista Prairie pays all applicable taxes except the city portion, which is subject to a tax increment financing (TIF) abatement approved by a prior Council. He stated that he did not wish to relitigate the matter but expressed concern about the precedent for future development agreements. He also

reiterated concerns raised during the traffic study discussion, noting that the WSB presentation focused on traffic flow and delay metrics without addressing the impact on residents living along Ambassador Drive. He stated that he supported responsible growth but cautioned that increased development does not necessarily result in lower taxes, citing examples from neighboring communities. He thanked the Council for its service and for the opportunity to address his concerns.

## **11. REPORTS**

### **A. City Administrator Report**

Thunstrom provided two updates. First, she reported that the Highway 47 predesign and environmental process was nearing completion, with MnDOT requesting one additional modification before the city transfers the project. She stated that the City Council would be asked to take one final action, a waiver of consent, which she anticipated bringing forward in May, after which MnDOT would proceed with issuing a request for proposals. Second, she reported on the status of the legislative session, noting that the legislature was approximately one month from adjournment. She stated that the city's bonding request had not seen significant progress, which she noted appeared to be a statewide trend, and that the legislature may limit its focus to select transportation programs. She indicated that staff would continue to monitor the session's outcome, including its potential impact on the city's bonding request and approximately a dozen other statutes affecting areas such as the Police Department, elections, and human resources. No questions were raised by the Council.

## **12. COUNCIL MEMBER REPORTS**

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

Faanes reported that she did not have significant items to share but noted that she found the budget discussion earlier in the meeting to be informative and expressed anticipation for the upcoming Pioneer Days event.

Muehlbauer reported that he attended the special City Council meeting and had a follow-up phone call with Finance Director Mulvihill regarding budget items discussed at the meeting. He noted that the Pioneer Days dates are earlier than in prior years, which he observed would avoid a conflict with graduation.

Robinson reported that he attended the Planning Commission meeting the prior week. He noted that the Rum River Fire District board meeting was scheduled for the following day at 5:00 p.m. and that the agenda meeting was scheduled for Wednesday at 2:00 p.m.

Udvig reported that she attended the work session and had no additional items to share.

Mayor Vogel reported that he is participating in the Citizen Academy and found the

first session, which featured an Anoka County judge, to be informative. He reported that he met with Deputy Administrator-Public Works Director Carpenter for a tour of city facilities, including the liquor store. He reported that he had worked with Community Development Director Steffes to revise the tone of the city's code violation notification letter. He explained that the existing letter led with the phrase "zoning violation" and that the revised version includes a cover letter clarifying that St. Francis operates under a citizen complaint system, that the city seeks to work collaboratively with property owners, and that the attached notice identifies the specific violation with a request to contact the city. He noted that City Administrator Thunstrom had reviewed the revised letter.

Mayor Vogel also reported that he had been in contact with Steffes and City Planner Richmond regarding a concern raised by a resident related to the conditional use permit (CUP) recently approved for additional field lighting at the North soccer fields. He stated that the addition of nighttime lighting would increase vehicle traffic in and out of the facility via Rum River Boulevard, and that a resident had identified a sight line obstruction caused by existing signage at the exit. He noted that Phase 2 of the project, which involves parking lot improvements and lighting, does not require Planning Commission review, and that he was exploring whether that phase could incorporate a traffic signal or other improvements at the Rum River Boulevard access point. He noted that Rum River Boulevard is a county road. Faanes stated that she had experienced the access point as problematic on numerous occasions and expressed concern, given that many drivers in the area during evening hours are teenagers.

Mayor Vogel also announced that a town hall meeting with Senator Matthews and Representative Lawrence has been scheduled for May 19 at 6:00 p.m. at City Hall. He noted that additional information would be forthcoming. He also noted the following upcoming meetings: The Anoka County Fire Protection meeting on Thursday, April 24; the Local Government Officials meeting on Wednesday, April 29, in Anoka; and the Rum River Fire District board meeting on Tuesday, April 21, at 5:00 p.m.

### **13. UPCOMING EVENTS**

May 02 - Dog Clinic - 9:00 am - 12:00 pm @ Police Department

May 04 - City Council Meeting - 6:00 pm

May 18 - City Council Meeting - 6:00 pm

May 19 - Town Hall with Senator Matthews and Representative Lawrence - 6:00 pm @ City Hall

May 20 - Planning Commission Meeting - 7:00 pm

May 25 - Memorial Day - City offices closed

May 29 - May 31 - Pioneer Days

### **14. ADJOURNMENT**

MOTION BY: MUEHLBAUER SECOND: FAANES 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 7:51 p.m.

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Jennifer Wida, City Clerk

DRAFT



## CITY COUNCIL AGENDA REPORT

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Acknowledgement for Off-Site Gambling Permit  
**DATE:** May 4, 2026

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### **OVERVIEW:**

St. Francis Athletic Booster Club submitted an application to conduct Bingo on October 10, 2026, at St. Francis American Legion Post 622.

For a nonprofit to conduct a lawful gambling activity, they must apply through the State and then send the signed application to the Gambling Control Board for official approval.

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

A motion would be to acknowledge the permit application for St. Francis Athletic Booster Club to conduct off-site gambling at St. Francis American Legion on October 10, 2026.

MINNESOTA LAWFUL GAMBLING  
**LG230 Application to Conduct Off-Site Gambling**

Agenda Item # 4B.

**No Fee**

**ORGANIZATION INFORMATION**

Organization Name: St. Francis Athletic Booster Club License Number: 95038-001  
Address: 8698 253rd Ave NW City: Zimmerman, MN Zip: 55398  
Chief Executive Officer (CEO) Name: Tracy Torson Daytime Phone: 612-308-5108  
Gambling Manager Name: Heidi Antinozzi Daytime Phone: 763-843-3642

**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 10 / 10 / 2026 to 10 / 10 / 2026

Check the type of games that will be conducted:

- Raffle     Pull-Tabs     Bingo     Tipboards     Paddlewheel

**GAMBLING PREMISES**

Name of location where gambling activity will be conducted: St. Francis American Legion Post 622

Street address and City (or township): 3073 Bridge St. NW St. Francis Zip: 55070 County: Anoka

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

- Yes** If yes, a lease is not required.  
 **No** If no, the lease agreement below must be completed, and signed by the lessor.

**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**

Rent to be paid for the leased area: \$0.00 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lessor's Signature:  Date: 4/20/26  
Print Lessor's Name: MICKI LEIDY

**CONTINUE TO PAGE 2**

**LG230 Application to Conduct Off-Site Gambling**

Agenda Item # 4B.

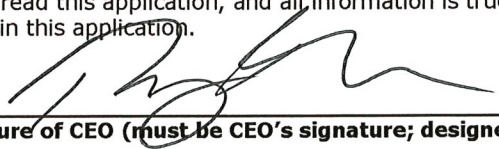
**Acknowledgment by Local Unit of Government: Approval by Resolution**

<p><b>CITY APPROVAL for a gambling premises located within city limits</b></p>	<p><b>COUNTY APPROVAL for a gambling premises located in a township</b></p>
<p>City Name: _____</p> <p>Date Approved by City Council: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of City Personnel: _____</p> <p>Title: _____ Date Signed: _____</p> <div data-bbox="203 688 657 856" style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>Local unit of government must sign.</b></p> </div>	<p>County Name: _____</p> <p>Date Approved by County Board: _____</p> <p>Resolution Number: _____ (If none, attach meeting minutes.)</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date Signed: _____</p> <p>TOWNSHIP NAME: _____</p> <p><b>Complete below only if required by the county.</b> On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>

**CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT**

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.



4-23-26

**Signature of CEO (must be CEO's signature; designee may not sign)** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mail or fax to:**

Minnesota Gambling Control Board  
Suite 300 South  
1711 West County Road B  
Roseville, MN 55113  
**Fax: 651-639-4032**

**No attachments required.**

Questions? Contact a Licensing Specialist at 651-539-1900.

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

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

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

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



# CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Acknowledgement of Exempt Gambling Permit  
**DATE:** May 4, 2026

---

**OVERVIEW:**

Sons of the American Legion submitted an application to conduct a raffle on December 13 , 2026 at St. Francis American Legion Post #622.

For a nonprofit to conduct a lawful gambling activity, they must apply through the State and then send the signed application to the Gambling Control Board for official approval.

**ACTION TO BE CONSIDERED:**

A motion would be to acknowledge and accept the permit application submitted by Sons of the American Legion to conduct a raffle at St. Francis American Legion Post #622 on December 13, 2026.

MINNESOTA LAWFUL GAMBLING  
LG220 Application for Exempt Permit

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

**Application Fee (non-refundable)**

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.  
Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

**ORGANIZATION INFORMATION**

Organization Name: Sons of the American Legion Saint Francis, Minnesota Post 622 Previous Gambling Permit Number: X- 95525-26-005  
Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: \_\_\_\_\_  
Mailing Address: 3073 Bridge Street NW  
City: Saint Francis State: MN Zip: 55070 County: Anoka  
Name of Chief Executive Officer (CEO): David Alan Behnke  
CEO Daytime Phone: 612 599 1308 CEO Email: \_\_\_\_\_  
(permit will be emailed to this email address unless otherwise indicated below)  
Email permit to (if other than the CEO): brentoelkers@hotmail.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

Fraternal  Religious  Veterans  Other Nonprofit Organization

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

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

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

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

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

**GAMBLING PREMISES INFORMATION**

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Saint Francis American Legion Post # 622  
Physical Address (do not use P.O. box): 3073 Bridge Street NW  
Check one:  
 City: Saint Francis Zip: 55070 County: Anoka  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_  
Date(s) of activity (for raffles, indicate the date of the drawing): December 13<sup>th</sup>, 2026

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

Bingo  Paddlewheels  Pull-Tabs  Tipboards  Raffle

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

**LG220 Application for Exempt Permit**

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

**CITY APPROVAL  
for a gambling premises  
located within city limits**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**COUNTY APPROVAL  
for a gambling premises  
located in a township**

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

Chief Executive Officer's Signature: David Behnke Date: 4-27-2026  
(Signature must be CEO's signature; designee may not sign)

Print Name: David Behnke

**REQUIREMENTS**

**Complete a separate application for:**

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

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

**Financial report to be completed within 30 days after the gambling activity is done:**  
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

**MAIL APPLICATION AND ATTACHMENTS**

**Mail application with:**

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

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

**Business Record Details »**

Minnesota Business Name  
**Sons of the American Legion/Post 622 Saint Francis**

**Business Type**  
Nonprofit Corporation (Domestic)

**MN Statute**  
317A

**File Number**  
1483415800024

**Home Jurisdiction**  
Minnesota

**Filing Date**  
7/22/2024

**Status**  
Active / In Good Standing

**Renewal Due Date**  
12/31/2026

**Registered Office Address**  
3073 BRIDGE ST NW  
SAINT FRANCIS, MN 55070-7706  
USA

**Registered Agent(s)**  
(Optional) Currently No Agent

**President**  
David Behnke  
3073 BRIDGE ST NW  
SAINT FRANCIS, MN 55070-7706  
USA

Filing History

## Filing History

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

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	7/22/2024	Original Filing - Nonprofit Corporation (Domestic) (Business Name: Sons of the American Legion/Post 622 Saint Francis)	



# CITY COUNCIL AGENDA REPORT

---

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** Dust Control Maintenance  
**DATE:** May 4, 2026

---

**OVERVIEW:**

The city has identified certain high-volume gravel roads. The spraying of calcium chloride helps us maintain these roads during the summer months keeping the dust to a minimum. Dust control is routine maintenance and is budgeted yearly.

**ACTION TO BE CONSIDERED:**

Council to authorize the acceptance of the low bid from NSI Inc. in the amount of \$1.68 per gallon.

**BUDGET IMPLICATION:**

Dust control maintenance will be paid for out of the Street Fund (405).

Attachments:

- NSI Inc. Quote
- Knife River Quote

## Quotes for Dust Control – 2026

The City of St. Francis will accept quotes for the furnishing and application of materials for dust control until April 22<sup>nd</sup> 2026. All quotes must be submitted on this document and shall be signed and dated.

The City anticipates the use of approximately 18,500 gallons of chloride solution, City wide. Someone from the City will ride with each applicator truck to facilitate the application. Application widths will be approximately 18 to 20 feet.

The City of St. Francis will require the work to be completed by June 18<sup>th</sup> 2026 weather permitting.

The following identifies the required concentration of materials and application rates:

- For Calcium Chloride: 38% calcium chloride concentration applied.
  - Required application rate of 0.30 gallons per square yard.
- For Magnesium Chloride: 32% magnesium chloride concentration applied.
  - Required application rate of 0.30 gallons per square yard.

A final quantity of material has not been determined. Please provide a unit cost for each of the 2 Tiers associated with the material and the corresponding quantities listed below. Unit costs provided below shall include all costs associated with delivery and application of product as well as any applicable sales tax. City residents occasionally request that chloride solution be applied in front of their properties. City residents must be able to contact your company for chloride applications while you are completing the work within the City and the same unit prices would apply.

Please quote the cost of materials furnished and applied:

ESTIMATED COST:

ITEM	QUANTITY	UNIT COST
Tier I. Calcium Chloride	0 – 10,000 gal	<u>\$1.68</u>
Tier II. Calcium Chloride	10,000 + gal	<u>\$1.68</u>
Tier I. Magnesium Chloride	0 – 10,000 gal	_____
Tier II. Magnesium Chloride	10,000 + gal	_____

Name of Company Northern Salt, Inc.

Address 20920 Forest Road North

Forest Lake, MN 55025

Phone Number 651-363-2787

Signature *Tammy Kmetz*

Date April 22nd, 2026



## Quotes for Dust Control – 2026

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A final quantity of material has not been determined. Please provide a unit cost for each of the 2 Tiers associated with the material and the corresponding quantities listed below. Unit costs provided below shall include all costs associated with delivery and application of product as well as any applicable sales tax. City residents occasionally request that chloride solution be applied in front of their properties. City residents must be able to contact your company for chloride applications while you are completing the work within the City and the same unit prices would apply.

Please quote the cost of materials furnished and applied:

ESTIMATED COST:

ITEM	QUANTITY	UNIT COST
Tier I. Calcium Chloride	0 – 10,000 gal	<u>1.88</u>
Tier II. Calcium Chloride	10,000 + gal	<u>1.78</u>
Tier I. Magnesium Chloride	0 – 10,000 gal	<u>NO Bid</u>
Tier II. Magnesium Chloride	10,000 + gal	<u>NO Bid</u>

Name of Company Knife River Corp. - North Central

Address 4787 Shadow wood DR NE  
Saak Rapids MN 56379

Phone Number 320-630-5892

Signature 

Date 4-3-26



# CITY COUNCIL AGENDA REPORT

**TO:** Jodie Steffes, Community Development Director  
**FROM:** Craig Jochum, City Engineer  
**SUBJECT:** Vista Prairie at Eagle Point Warranty Period  
**DATE:** May 4, 2026

**OVERVIEW:**

The City has previously approved the Vista Prairie at Eagle Point project and the construction has been substantially completed. As a provision of the Site Improvement Performance Agreement, the City requires that the Developer warrants all work required to be performed by it against poor material and faulty workmanship for a period of two (2) years after its completion and acceptance by the City.

Hakanson Anderson recommends the City accepts the Vista Prairie at Eagle Point project improvements which will then begin the warranty period.

Some construction and restoration items remain to be completed. The City Engineer will coordinate with the developer to ensure these items are completed before the end of the warranty period.

**ACTION TO BE CONSIDERED:**

City Council approval of the site improvements for the Vista Prairie at Eagle Point project which would initiate the warranty period. Warranty period shall begin on May 4, 2026, and shall expire on May 4, 2028.

**BUDGET IMPLICATION:**

None. All development costs are borne by the Developer.

Attachments:

- Letter to Community Development Director

April 29, 2026

Jodie Steffes, Community Development Director  
City of St. Francis  
3750 Bridge Street NW  
St. Francis, MN 55070

RE: Vista Prairie at Eagle Point  
Warranty Period

Dear Ms. Steffes:

We have reviewed the status of the Vista Prairie at Eagle Point Project. At this time, the project has been substantially completed. We would summarize the current project status as follows:

1. The site grading has been substantially completed.
2. The parking lots and drives have been substantially completed.
3. Underground utilities such as storm sewer, sanitary sewer, and watermain have been substantially completed.
4. The turn lane on Ambassador Boulevard has been substantially completed.
5. The site as-built plans have been reviewed and approved.
6. Some minor construction and restoration items remain to be completed as documented in our October 9, 2025 letter. Hakanson Anderson will coordinate with the developer to ensure these items are completed during the warranty period.

Based on the status of the project as summarized above, we recommend the City approve the site improvements which will begin the warranty period stated in the Site Improvement Performance Agreement. The financial security has already been reduced to the 10% warranty amount of \$71,037.50. This warranty must remain in place for a 2-year warranty period as stated in the Site Improvement Performance Agreement. The warranty period shall begin on May 4, 2026, and shall expire on May 4, 2028.

If you have any questions, please call me at 763-852-0485.

Sincerely,



---

Craig Jochum, P.E., City Engineer

cc: Kate Thunstrom, City Administrator  
Darcy Mulvihill, Finance Director  
Paul Carpenter, Public Works Director  
Shane Nelson, P.E., Assistant City Engineer  
Sam Jochum, P.E., Hakanson Anderson



# CITY COUNCIL AGENDA REPORT

**TO:** Jodie Steffes, Community Development Director  
**FROM:** Craig Jochum, City Engineer  
**SUBJECT:** First Baptist Church Warranty Period and Financial Security Reduction  
**DATE:** May 4, 2026

**OVERVIEW:**

The City has previously approved the First Baptist Church project and the construction has been substantially completed. As a provision of the Site Improvement Performance Agreement, the City requires that the Developer establish a financial security to guarantee the performance of the site improvements. The Site Improvement Performance Agreement also allows the Developer to apply to the City Council for a reduction of the financial security from time to time based on work completed.

In accordance with the Site Improvement Performance Agreement, the Developer has requested a reduction in the financial security based on work completed to date. We have reviewed the project status and recommend that the financial security be allowed to be reduced to the to the warranty amount. Further we recommend that the warranty period be allowed to start in accordance with the Site Improvement Performance Agreement.

Some minor landscaping and construction items remain to be completed. The City Engineer will coordinate with the developer to ensure these items are completed before the end of the warranty period.

**ACTION TO BE CONSIDERED:**

City Council approval of the financial security reduction to the warranty amount, per the Site Improvement Performance Agreement, of \$12,600.00. The warranty period shall begin on May 4, 2026, and shall expire on May 4, 2027.

**BUDGET IMPLICATION:**

None. All development costs are borne by the Developer.

Attachments:

- Letter to Community Development Director

April 29, 2026

Jodie Steffes, Community Development Director  
City of St. Francis  
3750 Bridge Street NW  
St. Francis, MN 55070

RE: First Baptist Church  
Financial Security Reduction and Warranty Period

Dear Ms. Steffes:

We have reviewed the status of the First Baptist Church site improvements project. At this time, the project has been substantially completed. We would summarize the project as follows:

1. The utilities to the building have been completed.
2. The storm sewer and ponding has been constructed and is substantially complete in conformance with the approved plans.
3. The parking lot has been constructed and is substantially complete in conformance with the approved plans.
4. The as-built plans have been approved.
5. Some construction and landscaping items remain to be completed. Hakanson Anderson will coordinate with the developer to ensure these items are completed during the warranty period. The attached plan highlights the corrective action items.

Based on the status of the project as summarized above, we recommend that the financial security may be reduced to \$12,600.00, which is the warranty amount per the Site Improvement Performance Agreement. The warranty amount of \$12,600.00 shall remain in place for the 1-year warranty period as stated in the Site Improvement Performance Agreement. The warranty period shall begin on May 4, 2026, and shall expire on May 4, 2027.

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

Sincerely,  
Hakanson Anderson



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Craig Jochum, P.E.  
City Engineer

- cc: Kate Thunstrom, City Administrator  
Darcy Mulvihill, Finance Director  
Paul Carpenter, Public Works Director  
Shane Nelson, P.E., Assistant City Engineer  
Sam Jochum, P.E., Hakanson Anderson  
Dave TeBrake, Miller Architects and Builders



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

Thomas J. Herkenhoff, P.E.  
Date: 02.11.25 Lic. No.: 25520

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

Set ID	Set Name	Set Date
1	CCD-1	3/19/2025
2	RECORD DRAWINGS	4/03/2026

DRAWN BY:	DATE:	PROJ. NO.
KBK	02/11/25	12246040

SHEET NO.  
**C300**

### SYMBOL LEGEND

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

- SPOT ABBREVIATIONS:
- TC - TOP OF CURB
  - GL - GUTTER LINE
  - GO - GUTTER OUT
  - B - BITUMINOUS
  - C - CONCRETE
  - G - GRAVEL
  - EO - EMERGENCY OVERFLOW
  - TW - TOP OF WALL
  - BW - BOTTOM OF WALL (F/G)
  - (\*) - EXISTING TO BE VERIFIED

RECORD DRAWING  
TOPOGRAPHIC ELEVATIONS

### GRADING NOTES

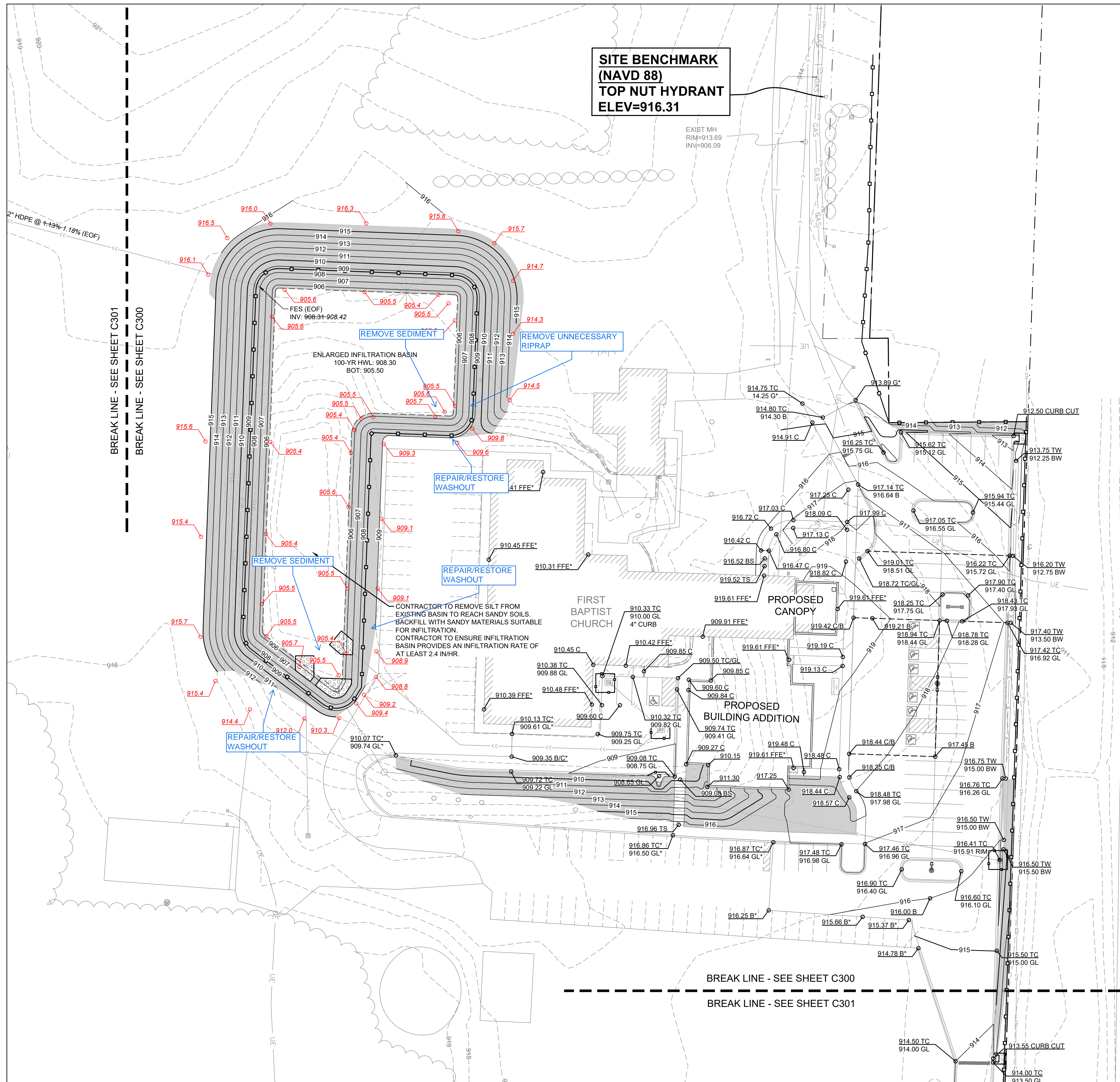
- Tree protection consisting of snow fence or safety fence installed at the drip line shall be in place prior to beginning any grading or demolition work at the site.
- All elevations with an asterisk (\*) shall be field verified. If elevations vary significantly, notify the Engineer for further instructions.
- Grades shown in paved areas represent finish elevation.
- All disturbed areas to receive 4" of good quality topsoil and seed.
- All construction shall be performed in accordance with state and local standard specifications for construction.
- After final grading, but prior to restoring basin with specified planting medium, contractor to perform two (2) double ring infiltrometer tests in the infiltration basin. The infiltration rate shall be between 2.4 "/hr and 8.3 "/hr. If infiltration rate is outside of these limits, contact engineer.

### EROSION CONTROL NOTES

- See Sheet C501 for Erosion Control Notes.

**SITE BENCHMARK  
(NAVD 88)  
TOP NUT HYDRANT  
ELEV=916.31**

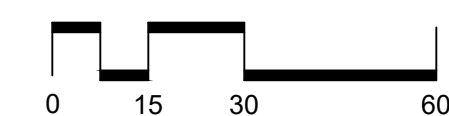
EXIST MH  
RIM=913.69  
INV=906.09



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

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

STATE TRUNK HIGHWAY NO. 47



RECORD DRAWINGS  
Plan Preparer *Kenneth B. Klein*  
Kenneth B. Klein 04/03/26



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

Thomas J. Herkenhoff, P.E.  
Date: 02.11.25 Lic. No.: 25520

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

Set ID	Set Name	Set Date
1	CCD-1	3/19/2025
2	RECORD DRAWINGS	4/03/2026

DRAWN BY:	DATE:	PROJ. NO.
KBK	02/11/25	12246040

SHEET NO.  
**C400**

### SYMBOL LEGEND

- STORM MANHOLE
- CATCH BASIN
- CURB INLET
- ▲ FLARED END
- SANITARY MANHOLE
- HYDRANT
- ⊗ GATE VALVE & BOX
- ⊗ WATER SHUTOFF
- ⊙ LIGHT POLE
- CTV
- F0
- GAS — GAS
- T — T
- CABLE UNDERGROUND LINE
- ELECTRIC OVERHEAD LINE
- ELECTRIC UNDERGROUND LINE
- FIBER OPTIC UNDERGROUND LINE
- NATURAL GAS UNDERGROUND LINE
- SANITARY SEWER PIPE
- STORM SEWER PIPE
- TELEPHONE UNDERGROUND LINE
- WATERMAIN PIPE

### UTILITY NOTES

- It is the responsibility of the contractor to perform or coordinate all necessary utility connections and relocations from existing utility locations to the proposed building, as well as to all onsite amenities. These connections include but are not limited to water, sanitary sewer, cable TV, telephone, gas, electric, site lighting, etc.
- All service connections shall be performed in accordance with state and local standard specifications for construction. Utility connections (sanitary sewer, watermain, and storm sewer) may require a permit from the City.
- The contractor shall verify the elevations at proposed connections to existing utilities prior to any demolition or excavation.
- The contractor shall notify all appropriate engineering departments and utility companies 72 hours prior to construction. All necessary precautions shall be made to avoid damage to existing utilities.
- Storm sewer requires testing in accordance with Minnesota plumbing code 4714.1107 where located within 10 feet of waterlines or the building.
- HDPE storm sewer piping shall meet ASTM F2306 and fittings shall meet ASTM D3212 joint pressure test. Installation shall meet ASTM C2321.
- All RCP pipe shown on the plans shall be MN/DOT class 3.
- Maintain a minimum of 7 1/2' of cover over all water lines and sanitary sewer lines. Where 7 1/2' of cover is not provided, install 2" rigid polystyrene insulation (MN/DOT 3760) with a thermal resistance of at least 5 and a compressive strength of at least 25 psi. Insulation shall be 8" wide, centered over pipe with 6" sand cushion between pipe and insulation. Where depth is less than 5', use 4" of insulation.
- Install water lines 12" above sewers. Where the sewer is less than 12" below the water line (or above), install sewer piping of materials approved for inside building use for 10 feet on each side of the crossing.
- All watermain piping shall be class 52 ductile iron pipe unless noted otherwise.
- See Project Specifications for bedding requirements.
- Pressure test and disinfect all new watermains in accordance with state and local requirements.
- Sanitary sewer piping shall be PVC, SDR-35 for depths less than 12', PVC SDR-26 for depths between 12' and 26', and class 52 D.I.P. for depths of 26' or more.
- A structure adjustment shall include removing and salvaging the existing casting assembly, removing existing concrete rings to the precast section. Install new rings and salvaged casting to proposed grades, cleaning casting flange by mechanical means to insure a sound surface and install an external chimney seal from casting to precast section. Chimney seals shall be Infi-Shield Uni-Band or an approved equal.

### SEWER TELEVISION

- Prior to beginning construction, contractor shall clean and televise all existing storm sewer, catch basins, and manholes to verify location, depth, condition, and routing. Provide results to field supervisor from Miller Architects and Builders.
- Contractor is responsible for replacing any pipes that are damaged during construction.

### KEY NOTES

- STORM SEWER CATCH BASIN, SEE DETAIL 8/C500
- STORM SEWER MANHOLE, SEE DETAIL 9/C500
- FLARED END SECTION WITH TRASH GUARD, SEE DETAIL 6/C501
- FLARED END SECTION WITHOUT TRASH GUARD, SEE DETAIL 6/C501
- NEW GATE VALVE AND BOX, SEE DETAIL 8/C501

RECORD DRAWING UTILITY FIELD TIES

CONNECT TO EXIST WM VERIFY SIZE OF EXIST WM PRIOR TO BEGINNING CONSTRUCTION (VERIFY PROPER SIZING W/ MECH/FIRE SUPPRESSION DESIGNER) CUT-IN 6" X 6" TEE, INSTALL 6" GV AND BOX

**SITE BENCHMARK (NAVD 88)  
TOP NUT HYDRANT  
ELEV=916.31**

EXIST MH RIM=913.69 INV=906.09

EXIST CB RIM=912.64 INV=(FULL OF ICE)

EXACT ROUTING OF EXISTING SANITARY SEWER AND WATER SERVICES ARE UNKNOWN. CONTRACTOR SHALL DETERMINE LOCATIONS AND PROTECT EXISTING SANITARY SEWER AND WATER SERVICE WHEN CONSTRUCTING THE PROPOSED WATER SERVICE.

EXACT LOCATION OF PIPE OUTLET UNKNOWN. CONTRACTOR TO VERIFY PIPE ROUTING PRIOR TO CONSTRUCTION TO ENSURE DRAINAGE IS MAINTAINED WITH MODIFIED POND GRADING.

PIPE OUTLET UNABLE TO BE LOCATED. CONTRACTOR TO VERIFY PIPE ROUTING PRIOR TO CONSTRUCTION TO ENSURE DRAINAGE IS MAINTAINED WITH MODIFIED POND GRADING.

EXACT ROUTING OF EXISTING STORM SEWER IS UNKNOWN. CONTRACTOR TO ENSURE ROUTING OF ALL EXISTING PIPES IS MAINTAINED.

COORD. W/ MECH. CONTRACTOR TO VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION. PROTECT SHALLOW PIPES, AS NECESSARY, TO PREVENT DAMAGE DURING CONSTRUCTION.

PROPOSED BUILDING ADDITION

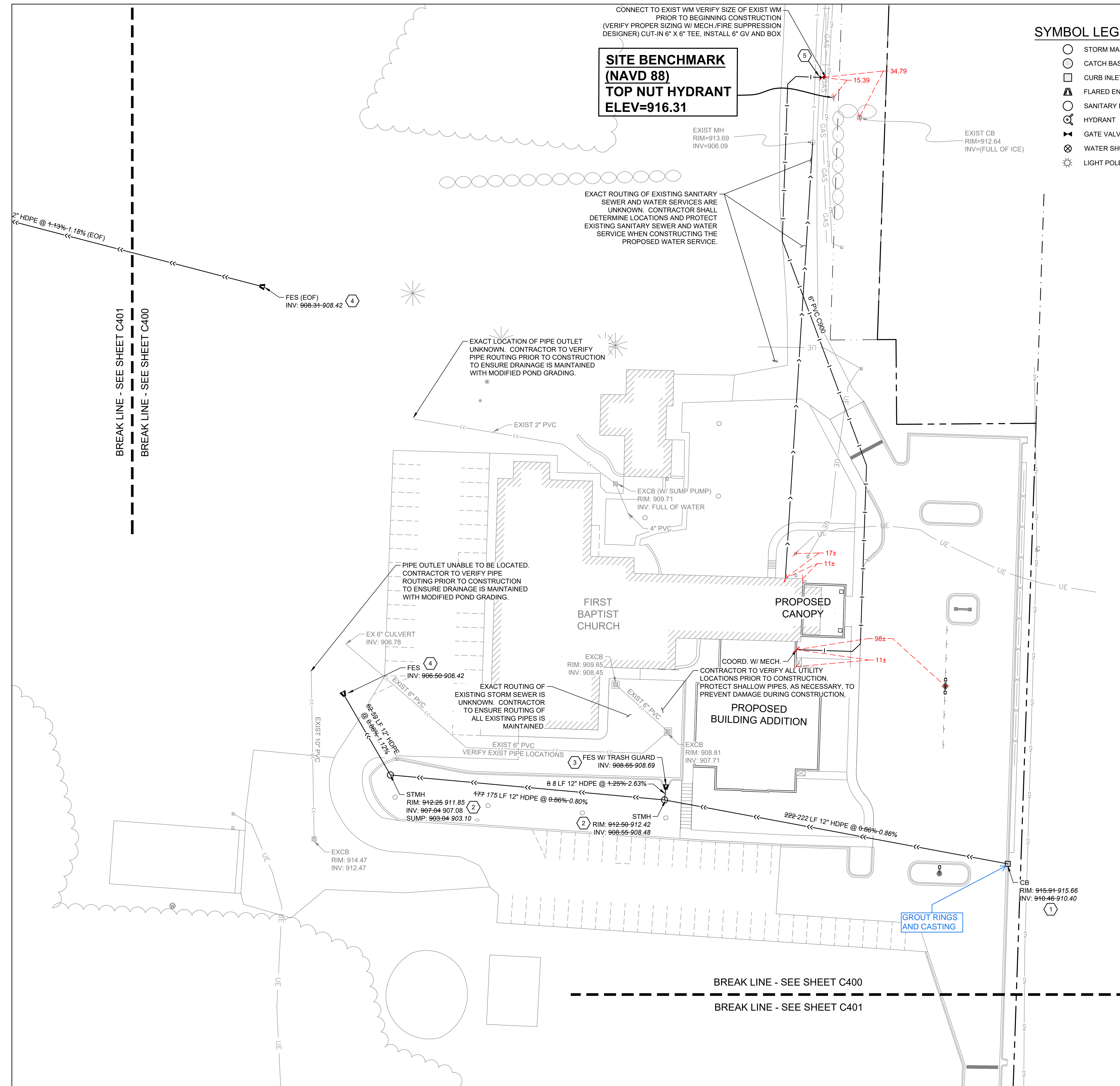
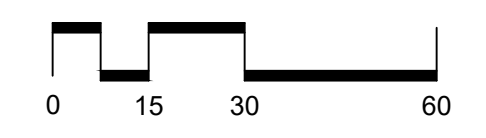
GROUT RINGS AND CASTING

BREAK LINE - SEE SHEET C400

BREAK LINE - SEE SHEET C401

### RECORD DRAWINGS

Plan Preparer *Kenneth B. Klein*  
Kenneth B. Klein 04/03/26





I hereby certify that this plan, specifications or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the state of Minnesota.  
*Thomas J. Herkenhoff*  
Thomas J. Herkenhoff, P.E.  
Date: 02.11.25 Lic. No.: 25520

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

REVISIONS

Set ID	Set Name	Set Date
1	CCD-1	3/19/2025
2	RECORD DRAWINGS	4/03/2026

SHEET TITLE  
UTILITY PLAN

DRAWN BY:	DATE:	PROJ. NO.
KBK	02/11/25	12246040

SHEET NO.  
**C401**

### SYMBOL LEGEND

- STORM MANHOLE
- CATCH BASIN
- CURB INLET
- △ FLARED END
- SANITARY MANHOLE
- HYDRANT
- ⊗ GATE VALVE & BOX
- ⊗ WATER SHUTOFF
- ⊙ LIGHT POLE
- CTV —
- FO —
- GAS —
- T —
- CABLE UNDERGROUND LINE
- ELECTRIC OVERHEAD LINE
- ELECTRIC UNDERGROUND LINE
- FIBER OPTIC UNDERGROUND LINE
- NATURAL GAS UNDERGROUND LINE
- SANITARY SEWER PIPE
- STORM SEWER PIPE
- TELEPHONE UNDERGROUND LINE
- WATERMAIN PIPE

### UTILITY NOTES

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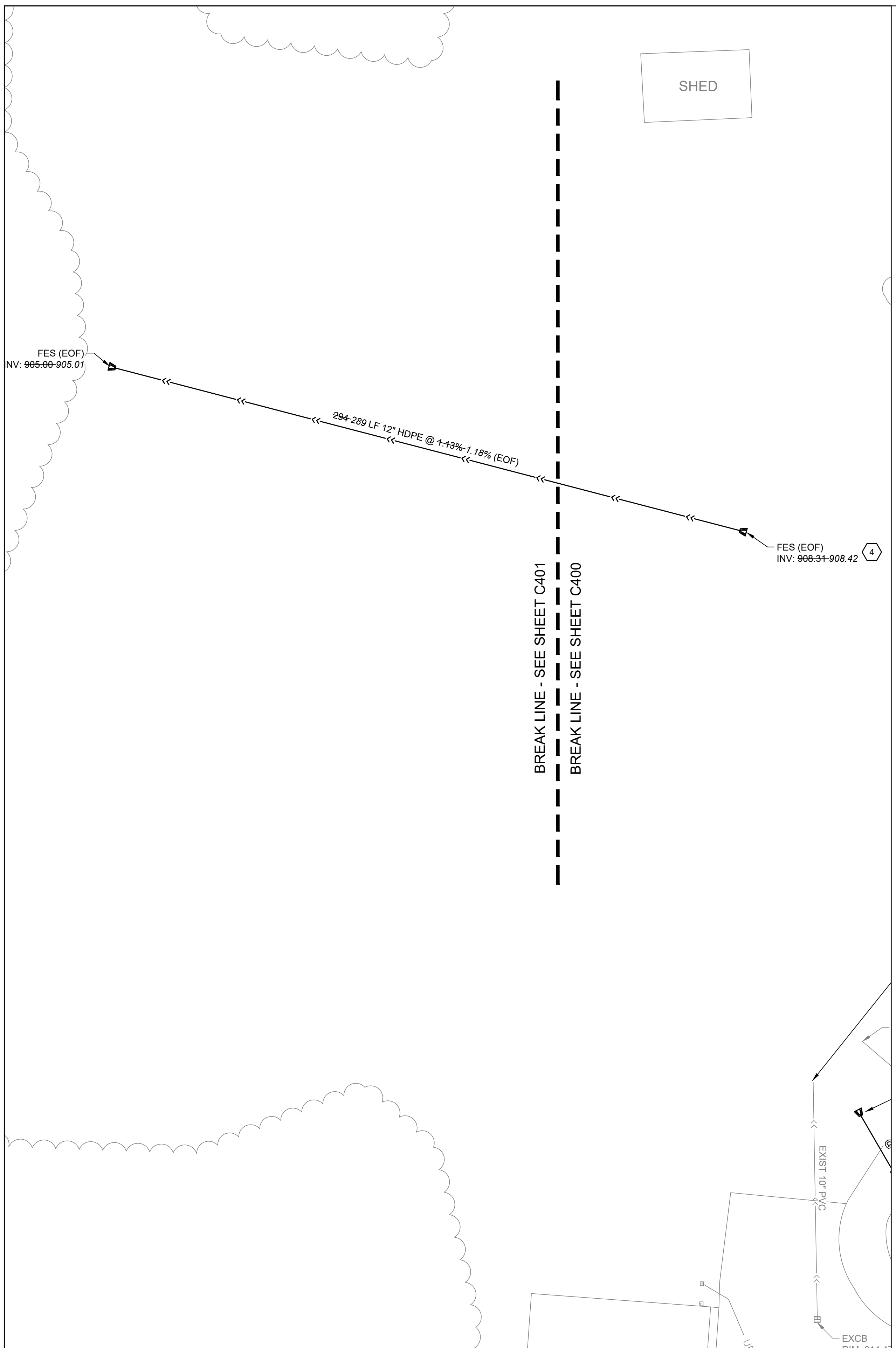
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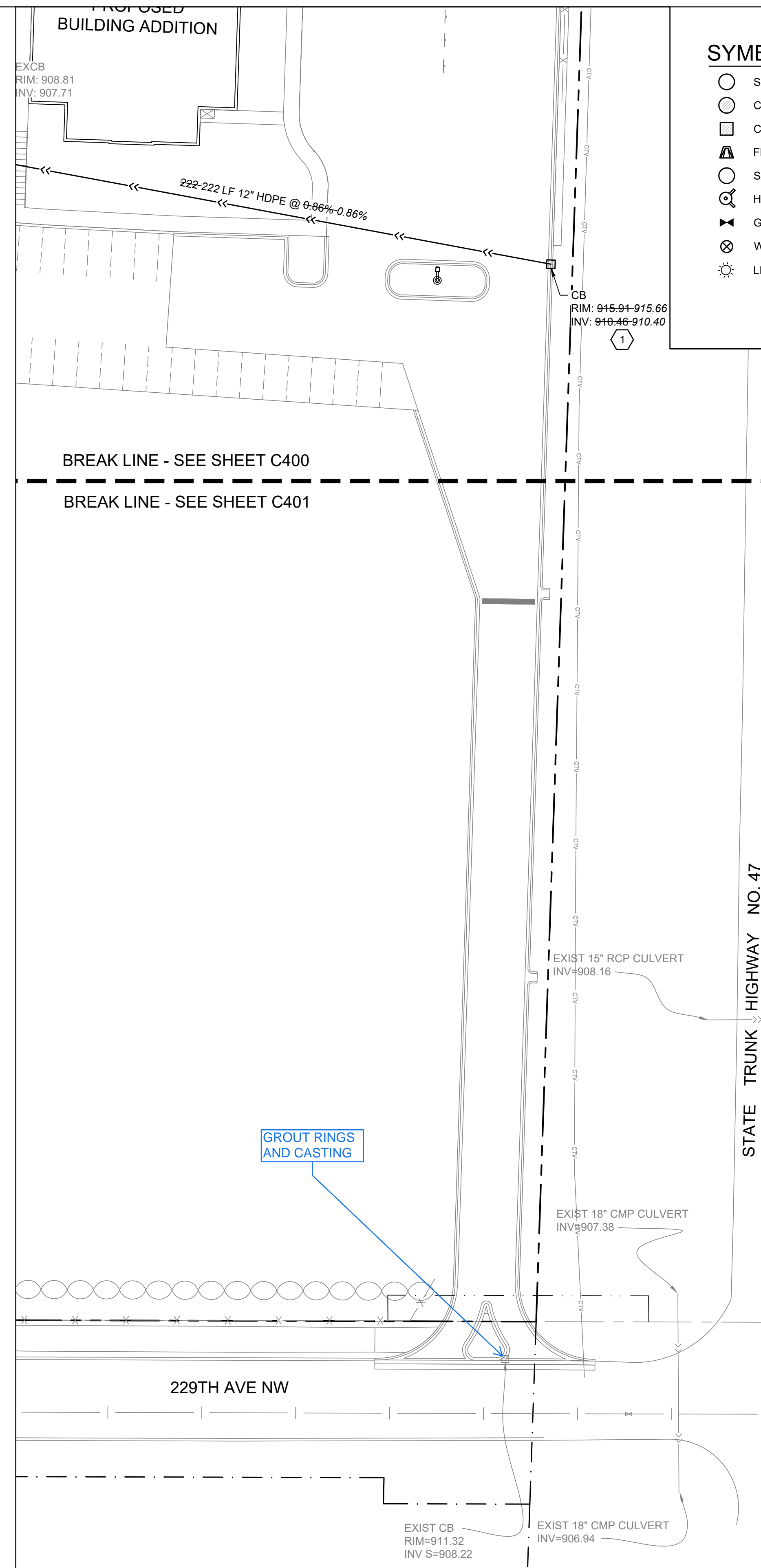
### KEY NOTES

SEE SHEET C400 FOR KEY NOTES

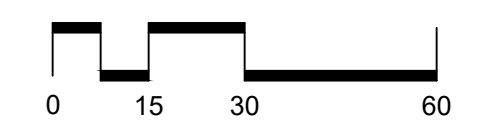
**SITE BENCHMARK (NAVD 88)  
TOP NUT HYDRANT  
ELEV=916.31  
(LOCATED APPROXIMATELY 9' EAST  
OF THE NORTH DRIVEWAY AND  
APPROXIMATELY 218' NORTH OF  
PARKING LOT NORTH CURB LINE)**



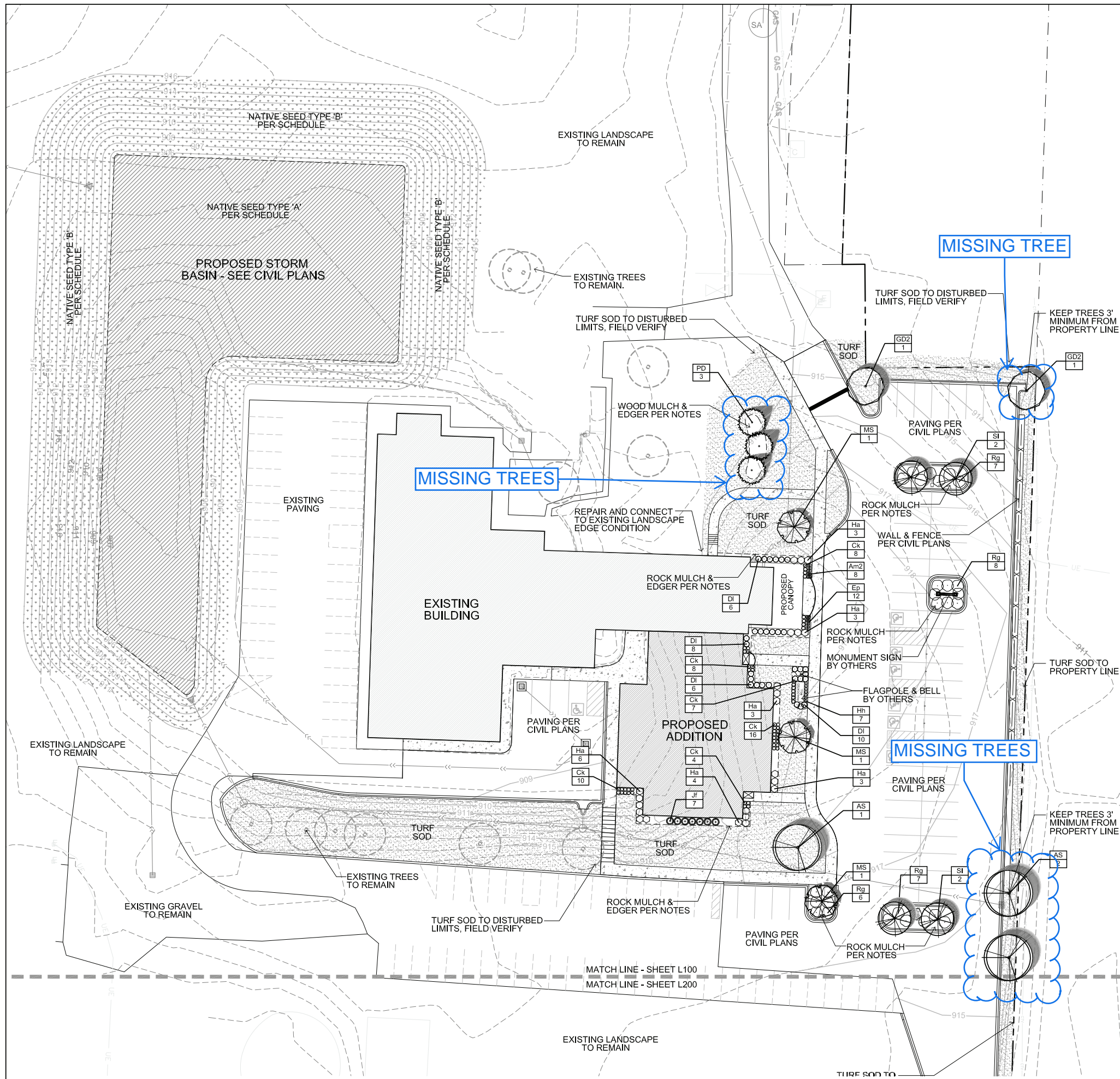
**A**  
WEST SIDE  
SCALE: 1" = 30'



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



RECORD DRAWINGS  
Plan Preparer *Kenneth B. Klein*  
Kenneth B. Klein 04/03/26



**LANDSCAPE LEGEND:**

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



**MUNICIPAL LANDSCAPE CALCULATIONS:**

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

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

**Tree Diversity**  
 Minimum 25% Deciduous  
 Minimum 25% Evergreen  
 Minimum 10% Ornamental  
 Maximum 25% Same Genus

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

1 perimeter tree per 60 feet of parking lot perimeter  
 Proposed Parking Lot Perimeter: 600 lineal feet  
 Calculation:  $600 / 60 = 10$  parking lot perimeter trees

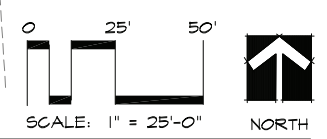
1 parking lot island tree per 10 interior parking stalls  
 Proposed Interior Parking Lot Stalls: 48 interior parking stalls  
 Calculation:  $48 / 10 = 5$  parking island trees

REFER TO CIVIL PLANS FOR TREE REMOVAL

**GENERAL NOTES:**

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

REFER TO SHEET L400 FOR PLANT SCHEDULE



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

LANDSCAPE ARCHITECT:  
**CALYX**  
 DESIGN GROUP  
 Landscape Architecture  
 Planning  
 475 Cleveland Avenue N, Suite 101A  
 Saint Paul, MN 55104  
 651.788.0018 | calyxdesigngroup.com

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

*Benjamin Hartberg*  
 Benjamin Hartberg, P.L.A., ASLA  
 Date: 01.08.25 Lic. No.: 48084

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

REVISIONS

Rev #	Date	TM:

SHEET TITLE  
 LANDSCAPE PLAN - NORTH

DRAWN BY:	DATE:	PROJ. NO.
HL	01/08/2025	12246004



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
 Danielle Robertson, Accounting Clerk  
**SUBJECT:** Payment of Claims  
**DATE:** May 04, 2026

**OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$114,458.35 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Direct Transfers – \$280,929.53

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:

- 05-04-2026 Packet List-\$114,458.35
- 05-04-2026 ACH Payments-March 2026-\$280,929.53

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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

POSTED AND UNPOSTED OPEN

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

Agenda Item # 4G.

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
<b>Vendor 3811 - ANOKA COUNTY TREASURY</b>							
CINV26-009269 00044970	ANOKA COUNTY TREASURY JANUARY 2026 CAC FIBER	03/24/2026 DROBERTSON		300.00	300.00	Open	N 05/04/2026
	101-42110-40321	TELEPHONE		50.00		1.00	50.00
	101-42210-40321	TELEPHONE		50.00		1.00	50.00
	101-43100-40321	TELEPHONE		50.00		1.00	50.00
	101-45200-40321	TELEPHONE		50.00		1.00	50.00
	601-49440-40321	TELEPHONE		50.00		1.00	50.00
	602-49490-40321	TELEPHONE		50.00		1.00	50.00
CINV26-009742 00044971	ANOKA COUNTY TREASURY FEBRUARY 2026 CAC FIBER	04/17/2026 DROBERTSON		300.00	300.00	Open	N 05/04/2026
	101-42110-40321	TELEPHONE		50.00		1.00	50.00
	101-42210-40321	TELEPHONE		50.00		1.00	50.00
	101-43100-40321	TELEPHONE		50.00		1.00	50.00
	101-45200-40321	TELEPHONE		50.00		1.00	50.00
	601-49440-40321	TELEPHONE		50.00		1.00	50.00
	602-49490-40321	TELEPHONE		50.00		1.00	50.00
CINV26-009846 00045012	ANOKA COUNTY TREASURY APRIL 2026 CAC FIBER	04/27/2026 DROBERTSON		300.00	300.00	Open	N 05/04/2026
	101-42110-40321	TELEPHONE		50.00		1.00	50.00
	101-42210-40321	TELEPHONE		50.00		1.00	50.00
	101-43100-40321	TELEPHONE		50.00		1.00	50.00
	101-45200-40321	TELEPHONE		50.00		1.00	50.00
	601-49440-40321	TELEPHONE		50.00		1.00	50.00
	602-49490-40321	TELEPHONE		50.00		1.00	50.00
Total Vendor 3811 - ANOKA COUNTY TREASURY				900.00	900.00		
<b>Vendor 6364 - ARTISAN BEER COMPANY</b>							
3849459 00044961	ARTISAN BEER COMPANY THC	04/24/2026 CBUSKEY		1,536.00	1,536.00	Open	N 04/24/2026
	609-49751-40257	THC		1,536.00		1.00	1,536.00
Total Vendor 6364 - ARTISAN BEER COMPANY				1,536.00	1,536.00		
<b>Vendor 2591 - ASPEN MILLS</b>							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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

POSTED AND UNPOSTED OPEN

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Agenda Item # 4G.

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 2591 - ASPEN MILLS</b>							
374316 00044944	ASPEN MILLS UNIFORM-STEMME 101-42110-40437	04/20/2026 DROBERTSON UNIFORMS		175.90	175.90	Open	N 05/04/2026
				175.90		1.00	175.90
374495 00044952	ASPEN MILLS UNIFORM-STEMME 101-42110-40437	04/22/2026 DROBERTSON UNIFORMS		134.95	134.95	Open	N 05/04/2026
				134.95		1.00	134.95
Total Vendor 2591 - ASPEN MILLS				310.85	310.85		
<b>Vendor 53 - BELLBOY CORPORATION BAR SUPPLY</b>							
0211185600 00044986	BELLBOY CORPORATION BAR SUPPLY LIQUOR 609-49751-40206	04/28/2026 CBUSKEY FREIGHT		551.80	551.80	Open	N 04/28/2026
	609-49751-40251	LIQUOR		8.25		1.00	8.25
				543.55		1.00	543.55
0111091200 00044987	BELLBOY CORPORATION BAR SUPPLY MISC/OPERATING 609-49750-40210	04/28/2026 CBUSKEY OPERATING SUPPLIES		383.75	383.75	Open	N 04/28/2026
	609-49751-40206	FREIGHT		259.00		1.00	259.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		7.75		1.00	7.75
				117.00		1.00	117.00
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				935.55	935.55		
<b>Vendor 7244 - BREAKTHRU BEVERAGE</b>							
126700533 00044959	BREAKTHRU BEVERAGE LIQUOR/WINE/MISC 609-49751-40206	04/24/2026 CBUSKEY FREIGHT		4,055.89	4,055.89	Open	N 04/24/2026
	609-49751-40254	MISCELLANEOUS MERCHANDISE		57.27		1.00	57.27
	609-49751-40253	WINE		20.00		1.00	20.00
	609-49751-40251	LIQUOR		504.00		1.00	504.00
				3,474.62		1.00	3,474.62
Total Vendor 7244 - BREAKTHRU BEVERAGE				4,055.89	4,055.89		
<b>Vendor 5498 - BROTHERS FIRE &amp; SECURITY</b>							

**INVOICE REGISTER FOR CITY OF ST. FRANCIS**

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

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Agenda Item # 4G.

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Inventory					Units	Quantity	Unit Price
<b>Vendor 5498 - BROTHERS FIRE &amp; SECURITY</b>							
w49834 00044958	BROTHERS FIRE & SECURITY SPEAKER/AMP SERVICE 602-49490-40401	04/16/2026 DROBERTSON		526.72	526.72	Open	N 05/04/2026
	601-49440-40401	BUILDINGS MAINTENANCE		105.34		1.00	105.34
	101-45200-40401	BUILDINGS MAINTENANCE		105.34		1.00	105.34
	101-43100-40401	BUILDINGS MAINTENANCE		105.34		1.00	105.34
	101-42110-40401	BUILDINGS MAINTENANCE		105.36		1.00	105.36
Total Vendor 5498 - BROTHERS FIRE & SECURITY				<u>526.72</u>	<u>526.72</u>		
<b>Vendor 7779 - CAPITOL BEVERAGE SALES, L.P</b>							
3280282 00044824	CAPITOL BEVERAGE SALES, L.P LIQUOR 609-49751-40251	04/21/2026 CBUSKEY		(33.00)	(33.00)	Open	N 04/21/2026
	LIQUOR			(33.00)		1.00	(33.00)
3280242 00044825	CAPITOL BEVERAGE SALES, L.P LIQUOR 609-49751-40251	04/21/2026 CBUSKEY		1,860.00	1,860.00	Open	N 04/21/2026
	LIQUOR			1,860.00		1.00	1,860.00
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				<u>1,827.00</u>	<u>1,827.00</u>		
<b>Vendor 9937 - CIVICPLUS LLC</b>							
368687 00044980	CIVICPLUS LLC ADA COMPLIANCE FOR WEBSITE 101-41400-40311	04/27/2026 DROBERTSON		3,908.42	3,908.42	Open	N 05/04/2026
	CONTRACT			3,908.42		1.00	3,908.42
Total Vendor 9937 - CIVICPLUS LLC				<u>3,908.42</u>	<u>3,908.42</u>		
<b>Vendor 4854 - CRYSTAL SPRINGS ICE</b>							
02-603984 00044985	CRYSTAL SPRINGS ICE MISC 609-49751-40206	04/28/2026 CBUSKEY		218.72	218.72	Open	N 04/28/2026
	FREIGHT			4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		214.72		1.00	214.72
Total Vendor 4854 - CRYSTAL SPRINGS ICE				<u>218.72</u>	<u>218.72</u>		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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

POSTED AND UNPOSTED OPEN

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Agenda Item # 4G.

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Inventory	GL Distribution				Units	Quantity	Unit Price
<b>Vendor 4854 - CRYSTAL SPRINGS ICE</b>							
<b>Vendor CD-REFUND - CUSTOM REMODELERS LLC</b>							
04/29/2026							
00044991	CUSTOM REMODELERS LLC	04/29/2026	04/29/2026	121.00	121.00	Open	N
	CANCELED PERMIT		DROBERTSON				05/04/2026
	101-00000-20200	Windows/Doors		120.00		1.00	120.00
	101-00000-20200	Surcharge - Flat		1.00		1.00	1.00
Total Vendor CD-REFUND - CUSTOM REMODELERS LLC				121.00	121.00		
<b>Vendor 6974 - D &amp; G RECYCLE</b>							
9634							
00044979	D & G RECYCLE	04/22/2026		841.00	841.00	Open	N
	TIRE RECYCLING		DROBERTSON				05/04/2026
	101-43210-40439	RECYCLING DAYS		841.00		1.00	841.00
Total Vendor 6974 - D & G RECYCLE				841.00	841.00		
<b>Vendor 91 - DAHLHEIMER DIST. CO. INC</b>							
2754406							
00044946	DAHLHEIMER DIST. CO. INC	04/22/2026		(60.09)	(60.09)	Open	N
	BEER		CBUSKEY				04/22/2026
	609-49751-40252	BEER		(60.09)		1.00	(60.09)
2749913							
00044947	DAHLHEIMER DIST. CO. INC	04/22/2026		5,782.85	5,782.85	Open	N
	BEER/LIQUOR/NA		CBUSKEY				04/22/2026
	609-49751-40251	LIQUOR		105.20		1.00	105.20
	609-49751-40255	N/A PRODUCTS		66.70		1.00	66.70
	609-49751-40252	BEER		5,610.95		1.00	5,610.95
2757897							
00045011	DAHLHEIMER DIST. CO. INC	04/29/2026		11,883.05	11,883.05	Open	N
	BEER/NA/MISC/LIQUOR		CBUSKEY				04/29/2026
	609-49751-40255	N/A PRODUCTS		172.00		1.00	172.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		17.00		1.00	17.00
	609-49751-40251	LIQUOR		740.00		1.00	740.00
	609-49751-40252	BEER		10,954.05		1.00	10,954.05
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				17,605.81	17,605.81		
<b>Vendor 1129 - E.H. RENNER</b>							

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
<b>Vendor 1129 - E.H. RENNER</b>							
9330							
00044940	E.H. RENNER	04/15/2026		120.00	120.00	Open	N
	TURBINE OIL		DROBERTSON				05/04/2026
	601-49440-40228		EQUIPMENT MAINTENANCE	120.00		1.00	120.00
Total Vendor 1129 - E.H. RENNER				120.00	120.00		
<b>Vendor 107 - ECM PUBLISHERS, INC</b>							
1096406							
00045004	ECM PUBLISHERS, INC	04/24/2026		66.00	66.00	Open	N
	RESOLUTION FOR DISPOSAL OF EXCESS PROPER DROBERTSON						05/04/2026
1096405							
00045005	ECM PUBLISHERS, INC	04/24/2026		143.00	143.00	Open	N
	ORDINANCE 356 PUBLICATION		DROBERTSON				05/04/2026
1096404							
00045006	ECM PUBLISHERS, INC	04/24/2026		176.00	176.00	Open	N
	ORDINANCE 355 PUBLICATION		DROBERTSON				05/04/2026
1096403							
00045007	ECM PUBLISHERS, INC	04/24/2026		154.00	154.00	Open	N
	ORDINANCE 354 PUBLICATION		DROBERTSON				05/04/2026
1096402							
00045008	ECM PUBLISHERS, INC	04/24/2026		154.00	154.00	Open	N
	ORDINANCE 353 PUBLICATION		DROBERTSON				05/04/2026
Total Vendor 107 - ECM PUBLISHERS, INC				693.00	693.00		
<b>Vendor 3447 - FERGUSON WATERWORKS</b>							
0562846-1							
00044974	FERGUSON WATERWORKS	04/27/2026		594.53	594.53	Open	N
	VB PARTS		DROBERTSON				05/04/2026
	601-49440-40229		PROJECT MAINTENANCE	594.53		1.00	594.53
0564145							
00044975	FERGUSON WATERWORKS	04/27/2026		209.79	209.79	Open	N
	GATE VALVE PARTS		DROBERTSON				05/04/2026
	601-49440-40229		PROJECT MAINTENANCE	209.79		1.00	209.79
Total Vendor 3447 - FERGUSON WATERWORKS				804.32	804.32		
<b>Vendor 10659 - GLOBAL RESERVE DISTRIBUTION</b>							

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
<b>Vendor 10659 - GLOBAL RESERVE DISTRIBUTION</b>							
ORD-25630							
00045010	GLOBAL RESERVE DISTRIBUTION	04/29/2026		1,872.00	1,872.00	Open	N
	THC	CBUSKEY					04/29/2026
	609-49751-40257	THC		1,872.00		1.00	1,872.00
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				1,872.00	1,872.00		
<b>Vendor 4691 - GRANITE CITY JOBBING CO</b>							
520038							
00044827	GRANITE CITY JOBBING CO	04/21/2026		5,007.46	5,007.46	Open	N
	TOBACCO/MISC	CBUSKEY					04/21/2026
	609-49751-40206	FREIGHT		10.00		1.00	10.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		132.33		1.00	132.33
	609-49751-40256	TOBACCO PRODUCTS		4,865.13		1.00	4,865.13
Total Vendor 4691 - GRANITE CITY JOBBING CO				5,007.46	5,007.46		
<b>Vendor 1645 - HAKANSON ANDERSON ASSOC., INC</b>							
56944							
00045013	HAKANSON ANDERSON ASSOC., INC	03/31/2026		1,426.25	1,426.25	Open	N
	SF239-2026 MISC SITE PLAN REVIEWS	DROBERTSON					05/04/2026
56945							
00045014	HAKANSON ANDERSON ASSOC., INC	03/31/2026		2,451.25	2,451.25	Open	N
	SF265 DALTON RIVER VILLAS	DROBERTSON					05/04/2026
56946							
00045015	HAKANSON ANDERSON ASSOC., INC	03/31/2026		420.00	420.00	Open	N
	SF302-2026 MUNICIPAL STATE AID	DROBERTSON					05/04/2026
56947							
00045016	HAKANSON ANDERSON ASSOC., INC	03/31/2026		3,045.00	3,045.00	Open	N
	SF326 WOODBINE EXTENSION	DROBERTSON					05/04/2026
56948							
00045017	HAKANSON ANDERSON ASSOC., INC	03/31/2026		1,090.00	1,090.00	Open	N
	SF328 2026 STREET REHAB PROJECT	DROBERTSON					05/04/2026
56996							
00045018	HAKANSON ANDERSON ASSOC., INC	03/31/2026		1,487.50	1,487.50	Open	N
	SF603 TRUNK HWY 47 UTILITY IMPROVEMENTS	DROBERTSON					05/04/2026
56949							
00045019	HAKANSON ANDERSON ASSOC., INC	03/31/2026		746.25	746.25	Open	N
	SF901-2026 GENERAL ENGINEERING	DROBERTSON					05/04/2026
56950							
00045020	HAKANSON ANDERSON ASSOC., INC	03/31/2026		900.00	900.00	Open	N
	SF905-2026 ROUTINE RETAINER SERVICES	DROBERTSON					05/04/2026

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 1645 - HAKANSON ANDERSON ASSOC., INC</b>							
56951							
00045021	HAKANSON ANDERSON ASSOC., INC SF906-2026 BUILDING PERMIT REVIEWS	03/31/2026 DROBERTSON		585.00	585.00	Open	N 05/04/2026
Total Vendor 1645 - HAKANSON ANDERSON ASSOC., INC				12,151.25	12,151.25		
<b>Vendor 10825 - IUOE LOCAL #49</b>							
.04282026							
00044978	IUOE LOCAL #49 PW UNION DUES MAY 2026 101-00000-21707	04/28/2026 DROBERTSON UNION DUES		385.34 385.34	385.34	Open 1.00	N 05/04/2026 385.34
Total Vendor 10825 - IUOE LOCAL #49				385.34	385.34		
<b>Vendor 154 - JOHNSON BROTHERS</b>							
1037184							
00044960	JOHNSON BROTHERS LIQUOR 609-49751-40206 609-49751-40251	04/24/2026 CBUSKEY FREIGHT LIQUOR		1,972.70 53.20 1,919.50	1,972.70	Open 1.00 1.00	N 04/24/2026 53.20 1,919.50
Total Vendor 154 - JOHNSON BROTHERS				1,972.70	1,972.70		
<b>Vendor 10824 - LAW ENFORCEMENTLABOR SERVICES</b>							
.04282026							
00044976	LAW ENFORCEMENTLABOR SERVICES POLICE DUES MAY 2026 101-00000-21707	04/28/2026 DROBERTSON UNION DUES		657.00 657.00	657.00	Open 1.00	N 05/04/2026 657.00
.042820261							
00044977	LAW ENFORCEMENTLABOR SERVICES SERGEANTS DUES MAY 2026 101-00000-21707	04/28/2026 DROBERTSON UNION DUES		73.00 73.00	73.00	Open 1.00	N 05/04/2026 73.00
Total Vendor 10824 - LAW ENFORCEMENTLABOR SERVICES				730.00	730.00		
<b>Vendor 10706 - LYNN LEMBCKE CONSULTING</b>							

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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
<b>Vendor 10706 - LYNN LEMBCKE CONSULTING</b>							
26-005 00044942	LYNN LEMBCKE CONSULTING	04/20/2026		1,250.00	1,250.00	Open	N
	BODY WORN CAMERA AUDIT DEC 2023-NOV 2025 DROBERTSON						05/04/2026
	101-42110-40441 MISCELLANEOUS			1,250.00		1.00	1,250.00
26-006 00044943	LYNN LEMBCKE CONSULTING	04/20/2026		1,250.00	1,250.00	Open	N
	ALPR AUDIT JULY 2025-NOV 2025 DROBERTSON						05/04/2026
	101-42110-40441 MISCELLANEOUS			1,250.00		1.00	1,250.00
Total Vendor 10706 - LYNN LEMBCKE CONSULTING				2,500.00	2,500.00		
<b>Vendor 202 - MCDONALD DIST CO</b>							
856866 00044828	MCDONALD DIST CO	04/21/2026		815.20	815.20	Open	N
	LIQUOR CBUSKEY						04/21/2026
	609-49751-40251 LIQUOR			815.20		1.00	815.20
856867 00044829	MCDONALD DIST CO	04/21/2026		7,770.75	7,770.75	Open	N
	BEER CBUSKEY						04/21/2026
	609-49751-40252 BEER			7,770.75		1.00	7,770.75
857927 00044982	MCDONALD DIST CO	04/28/2026		14,569.45	14,569.45	Open	N
	BEER/NA/THC CBUSKEY						04/28/2026
	609-49751-40255 N/A PRODUCTS			30.50		1.00	30.50
	609-49751-40257 THC			180.00		1.00	180.00
	609-49751-40206 FREIGHT			7.00		1.00	7.00
	609-49751-40252 BEER			14,351.95		1.00	14,351.95
857940 00044983	MCDONALD DIST CO	04/28/2026		(45.00)	(45.00)	Open	N
	LIQUOR CBUSKEY						04/28/2026
	609-49751-40251 LIQUOR			(45.00)		1.00	(45.00)
857926 00044984	MCDONALD DIST CO	04/28/2026		448.00	448.00	Open	N
	LIQUOR CBUSKEY						04/28/2026
	609-49751-40251 LIQUOR			448.00		1.00	448.00
Total Vendor 202 - MCDONALD DIST CO				23,558.40	23,558.40		

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Inventory	GL Distribution				Units	Quantity	Unit Price
<b>Vendor 4745 - MN NCPERS LIFE INSURANCE</b>							
733400052026							
00044938	MN NCPERS LIFE INSURANCE	05/01/2026		112.00	112.00	Open	N
	MAY 2026 COVERAGE		DROBERTSON				05/04/2026
	101-00000-21713	MN LIFE		112.00		1.00	112.00
Total Vendor 4745 - MN NCPERS LIFE INSURANCE					112.00	112.00	
<b>Vendor 8990 - MORRELL &amp; MORRELL LP</b>							
116802							
00044811	MORRELL & MORRELL LP	04/17/2026		4,295.48	4,295.48	Open	N
	GRAVEL		JSHOOK				05/04/2026
	405-43100-40441	MISCELLANEOUS		4,295.48		1.00	4,295.48
116821							
00044822	MORRELL & MORRELL LP	04/20/2026		1,842.45	1,842.45	Open	N
	GRAVEL		JSHOOK				05/04/2026
	405-43100-40441	MISCELLANEOUS		1,842.45		1.00	1,842.45
116820							
00044823	MORRELL & MORRELL LP	04/20/2026		3,756.60	3,756.60	Open	N
	GRAVEL		JSHOOK				05/04/2026
	405-43100-40441	MISCELLANEOUS		3,756.60		1.00	3,756.60
116948							
00044968	MORRELL & MORRELL LP	04/23/2026		1,300.00	1,300.00	Open	N
	HAULING T PANELS		JSHOOK				05/04/2026
	602-49490-40229	PROJECT MAINTENANCE		1,300.00		1.00	1,300.00
459870							
00044969	MORRELL & MORRELL LP	04/23/2026		3,217.05	3,217.05	Open	N
	CLASS 5		JSHOOK				05/04/2026
	405-43100-40441	MISCELLANEOUS		3,217.05		1.00	3,217.05
Total Vendor 8990 - MORRELL & MORRELL LP					14,411.58	14,411.58	
<b>Vendor 10727 - NELSON SANITATION &amp; RENTAL, INC</b>							
INV/2026/3997							
00044988	NELSON SANITATION & RENTAL, INC	04/28/2026		160.43	160.43	Open	N
	SIWEK PARK HANDICAP UNIT AND WINTER FEE		DROBERTSON				05/04/2026
	101-45200-40311	CONTRACT		160.43		1.00	160.43

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Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 10727 - NELSON SANITATION &amp; RENTAL, INC</b>							
INV/2026/3996 00044989	NELSON SANITATION & RENTAL, INC SEELEY BROOK HANDICAP UNIT AND WINTER FE DROBERTSON 101-45200-40311	04/28/2026 CONTRACT		160.43	160.43	Open	N 05/04/2026
				160.43		1.00	160.43
INV/2026/3978 00044990	NELSON SANITATION & RENTAL, INC COMM PARK HANDICAP UNIT, MONTHLY PORTABL DROBERTSON 101-45200-40311	04/28/2026 CONTRACT		254.86	254.86	Open	N 05/04/2026
				254.86		1.00	254.86
Total Vendor 10727 - NELSON SANITATION & RENTAL, INC				575.72	575.72		
<b>Vendor 4605 - OPUS 21</b>							
260318 00044941	OPUS 21 MARCH 2026 SERVICES 601-49440-40382 602-49490-40382	04/18/2026 DROBERTSON UTILITY BILLING UTILITY BILLING		3,162.03	3,162.03	Open	N 05/04/2026
				1,581.02		1.00	1,581.02
				1,581.01		1.00	1,581.01
Total Vendor 4605 - OPUS 21				3,162.03	3,162.03		
<b>Vendor 10302 - PATRICIA JOHNSON</b>							
.04272026 00044967	PATRICIA JOHNSON SUMMER 2026 NEWSLETTER	04/26/2026 DROBERTSON		200.00	200.00	open	N 05/04/2026
Total Vendor 10302 - PATRICIA JOHNSON				200.00	200.00		
<b>Vendor 10810 - PDCM/SCSU-RANGE</b>							
337900-12744 00044948	PDCM/SCSU-RANGE EVOC/PIT REFRESHER HYBRID - LARSON 101-42110-40208	04/22/2026 DROBERTSON TRAINING		535.00	535.00	open	N 05/04/2026
				535.00		1.00	535.00
Total Vendor 10810 - PDCM/SCSU-RANGE				535.00	535.00		
<b>Vendor 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							

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					Units	Quantity	Unit Price
<b>Vendor 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							
5162146 00044962	PHILLIPS WINE & SPIRITS CO LIQUOR	04/24/2026 CBUSKEY		2,275.96	2,275.96	Open	N 04/24/2026
	609-49751-40206	FREIGHT		29.45		1.00	29.45
	609-49751-40251	LIQUOR		2,246.51		1.00	2,246.51
5162147 00044963	PHILLIPS WINE & SPIRITS CO WINE	04/24/2026 CBUSKEY		439.95	439.95	Open	N 04/24/2026
	609-49751-40206	FREIGHT		15.20		1.00	15.20
	609-49751-40253	WINE		424.75		1.00	424.75
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				2,715.91	2,715.91		
<b>Vendor 5109 - POLLARDWATER</b>							
0308182 00044939	POLLARDWATER WIRE FLAGS	04/10/2026 DROBERTSON		1,009.25	1,009.25	Open	N 05/04/2026
	601-49440-40229	PROJECT MAINTENANCE		504.62		1.00	504.62
	602-49490-40229	PROJECT MAINTENANCE		504.63		1.00	504.63
Total Vendor 5109 - POLLARDWATER				1,009.25	1,009.25		
<b>Vendor 10838 - READY WATT ELECTRIC</b>							
2218641 00044964	READY WATT ELECTRIC CITY SIREN'S MAINTENANCE	04/22/2026 DROBERTSON		1,905.00	1,905.00	Open	N 05/04/2026
	402-42110-40530	EMERGENCY MANAGEMENT		1,905.00		1.00	1,905.00
Total Vendor 10838 - READY WATT ELECTRIC				1,905.00	1,905.00		
<b>Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC</b>							
B022081 00044945	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1	04/21/2026 DROBERTSON		238.00	238.00	Open	N 05/04/2026
	602-49490-40313	SAMPLE TESTING		238.00		1.00	238.00
B022173 00044951	RMB ENVIRONMENTAL LABORATORIES, INC INFORMAL CHLORIDE TESTING	04/22/2026 DROBERTSON		108.00	108.00	Open	N 05/04/2026
	602-49490-40313	SAMPLE TESTING		108.00		1.00	108.00

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC</b>							
B022126 00044956	RMB ENVIRONMENTAL LABORATORIES, INC ALL WEEKS COOLER 2 602-49490-40313	04/23/2026 DROBERTSON SAMPLE TESTING		242.00 242.00	242.00	Open	N 05/04/2026 242.00
B022127 00044957	RMB ENVIRONMENTAL LABORATORIES, INC INFORMAL CHLORIDE TESTING 602-49490-40313	04/23/2026 DROBERTSON SAMPLE TESTING		54.00 54.00	54.00	Open	N 05/04/2026 54.00
B022232 00044966	RMB ENVIRONMENTAL LABORATORIES, INC INFORMAL CHLORIDE TESTING 601-49440-40313	04/24/2026 DROBERTSON SAMPLE TESTING		27.00 27.00	27.00	Open	N 05/04/2026 27.00
B022171 00044973	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1 602-49490-40313	04/27/2026 DROBERTSON SAMPLE TESTING		238.00 238.00	238.00	Open	N 05/04/2026 238.00
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC					<u>907.00</u>	<u>907.00</u>	
<b>Vendor 170 - SORENSON, MARK</b>							
2026-2 00044981	SORENSON, MARK TRAPPING 101-43100-40311	04/28/2026 JSHOOK CONTRACT		236.00 236.00	236.00	Open	N 05/04/2026 236.00
Total Vendor 170 - SORENSON, MARK					<u>236.00</u>	<u>236.00</u>	
<b>Vendor 7455 - SOUTHERN GLAZERS OF MN</b>							
2749937 00044954	SOUTHERN GLAZERS OF MN LIQUOR 609-49751-40206 609-49751-40251	04/23/2026 CBUSKEY FREIGHT LIQUOR		3,663.89 42.24 3,621.65	3,663.89	Open	N 04/23/2026 42.24 3,621.65
2749938 00044955	SOUTHERN GLAZERS OF MN WINE 609-49751-40206 609-49751-40253	04/23/2026 CBUSKEY FREIGHT WINE		190.97 2.56 188.41	190.97	Open	N 04/23/2026 2.56 188.41

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Inventory		GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 7455 - SOUTHERN GLAZERS OF MN</b>								
Total Vendor 7455 - SOUTHERN GLAZERS OF MN					3,854.86	3,854.86		
<b>Vendor 2983 - ST. FRANCIS AREA CHAMBER</b>								
110084								
00044953		ST. FRANCIS AREA CHAMBER	04/23/2026		500.00		Open	N
		ADVERTISING	CBUSKEY					04/23/2026
		609-49750-40340	ADVERTISING		500.00		1.00	500.00
Total Vendor 2983 - ST. FRANCIS AREA CHAMBER					500.00	500.00		
<b>Vendor 687 - ST. FRANCIS LIONS CLUB</b>								
.04222026								
00044949		ST. FRANCIS LIONS CLUB	04/22/2026		25.00		Open	N
		REIMBURSE APPLICATION FEE FOR PIONEER DA DROBERTSON						05/04/2026
		101-00000-32110	LIQUOR LICENSE		25.00		1.00	25.00
Total Vendor 687 - ST. FRANCIS LIONS CLUB					25.00	25.00		
<b>Vendor 255 - STREICHER'S</b>								
11822921								
00044972		STREICHER'S	04/22/2026		330.59		Open	N
		TRAINING ROUND KIT	DROBERTSON					05/04/2026
		101-42110-40237	SMALL EQUIPMENT		330.59		1.00	330.59
Total Vendor 255 - STREICHER'S					330.59	330.59		
<b>Vendor 10831 - SUNBELT RENTALS, INC.</b>								
182227936-0001								
00044965		SUNBELT RENTALS, INC.	04/24/2026		807.93		Open	N
		AIR HAMMER RENTAL	DROBERTSON					05/04/2026
		601-49440-40229	PROJECT MAINTENANCE		403.97		1.00	403.97
		602-49490-40229	PROJECT MAINTENANCE		403.96		1.00	403.96
Total Vendor 10831 - SUNBELT RENTALS, INC.					807.93	807.93		
<b>Vendor 863 - THE BERNICK COMPANIES</b>								

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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

POSTED AND UNPOSTED OPEN

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

Agenda Item # 4G.

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
<b>Vendor 863 - THE BERNICK COMPANIES</b>							
10482960							
00044950	THE BERNICK COMPANIES	04/23/2026		348.05	348.05	Open	N
	BEER/NA		CBUSKEY				04/23/2026
	609-49751-40255		N/A PRODUCTS	33.80		1.00	33.80
	609-49751-40252		BEER	314.25		1.00	314.25
Total Vendor 863 - THE BERNICK COMPANIES					<u>348.05</u>	<u>348.05</u>	
<b>Vendor 8383 - WSB &amp; ASSOCIATES, INC</b>							
R-031945-000							
00045009	WSB & ASSOCIATES, INC	04/22/2026		241.00	241.00	open	N
	BRIDGE ST-AMBASSADOR BLVD TRAFFIC STUDY DROBERTSON		2025 STREETS	241.00		1.00	05/04/2026
	405-43100-40813						241.00
Total Vendor 8383 - WSB & ASSOCIATES, INC					<u>241.00</u>	<u>241.00</u>	
# of Invoices:	77	# Due: 77	Totals:	114,596.44	114,596.44		
# of Credit Memos:	3	# Due: 3	Totals:	(138.09)	(138.09)		
Net of Invoices and Credit Memos:				114,458.35	114,458.35		
--- TOTALS BY GL BANK ---							
	GNCKG			114,458.35			
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-00000-20200			121.00			
	101-00000-21707			1,115.34			
	101-00000-21713			112.00			
	101-00000-32110			25.00			
	101-41400-40311			3,908.42			
	101-42110-40208			535.00			
	101-42110-40237			330.59			
	101-42110-40321			150.00			
	101-42110-40401			105.36			
	101-42110-40437			310.85			
	101-42110-40441			2,500.00			
	101-42210-40321			150.00			
	101-43100-40311			236.00			
	101-43100-40321			150.00			
	101-43100-40401			105.34			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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

POSTED AND UNPOSTED OPEN

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

Agenda Item # 4G.

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
	101-43210-40439			841.00			
	101-45200-40311			575.72			
	101-45200-40321			150.00			
	101-45200-40401			105.34			
	402-42110-40530			1,905.00			
	405-43100-40441			13,111.58			
	405-43100-40813			241.00			
	601-49440-40228			120.00			
	601-49440-40229			1,712.91			
	601-49440-40313			27.00			
	601-49440-40321			150.00			
	601-49440-40382			1,581.02			
	601-49440-40401			105.34			
	602-49490-40229			2,208.59			
	602-49490-40313			880.00			
	602-49490-40321			150.00			
	602-49490-40382			1,581.01			
	602-49490-40401			105.34			
	609-49750-40210			259.00			
	609-49750-40340			500.00			
	609-49751-40206			236.92			
	609-49751-40251			15,696.23			
	609-49751-40252			38,941.86			
	609-49751-40253			1,117.16			
	609-49751-40254			501.05			
	609-49751-40255			303.00			
	609-49751-40256			4,865.13			
	609-49751-40257			3,588.00			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			11,526.96			11,526.96
	402 CAPITAL EQUIPMENT FUND			1,905.00			1,905.00
	405 STREET IMPROVEMENT FUND			13,352.58			13,352.58
	601 WATER FUND			3,696.27			3,696.27
	602 SEWER FUND			4,924.94			4,924.94
	609 LIQUOR FUND			66,008.35			66,008.35
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 UNASSIGNED			1,373.34			1,373.34
	41400 ADMINISTRATION			3,908.42			3,908.42
	42110 POLICE			5,836.80			5,836.80
	42210 FIRE			150.00			150.00
	43100 STREETS			13,843.92			13,843.92
	43210 RECYCLING			841.00			841.00
	45200 PARKS			831.06			831.06
	49440 WATER DEPT			3,696.27			3,696.27
	49490 SEWER DEPT			4,924.94			4,924.94
	49750 LIQUOR STORE			759.00			759.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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

POSTED AND UNPOSTED OPEN

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

Agenda Item # 4G.

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
	49751 MERCHANDISE PURCHASES			65,249.35	65,249.35		

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 03/01/2026 - 03/31/2026

Agenda Item # 4G.

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

Check Date	Check	Vendor Name	Amount
<b>Bank GNCKG GENERAL CHECKING ACCOUNT</b>			
<b>Check Type: EFT Transfer GNCKG</b>			
03/12/2026	4347(E)	EFTPS	28,123.58
03/12/2026	4348(E)	ICMA	240.00
03/12/2026	4349(E)	PERA	27,368.30
03/12/2026	4350(E)	RHS HEALTHCARE SAVINGS	711.84
03/12/2026	4351(E)	STATE	6,046.22
03/12/2026	4352(E)	VOYA	1,990.00
03/17/2026	4353(E)	EFTPS	373.70
03/17/2026	4354(E)	MN DEPARTMENT OF REVENUE	240.11
03/17/2026	4355(E)	PERA	40.00
03/17/2026	4356(E)	STATE	15.45
03/23/2026	4357(E)	ACE SOLID WASTE, INC	1,962.59
03/23/2026	4358(E)	CAYAN	69.90
03/23/2026	4359(E)	CINTAS	668.23
03/23/2026	4360(E)	CITY HIVE	99.00
03/23/2026	4361(E)	COLONIAL INSURANCE	351.86
03/23/2026	4362(E)	DELTA DENTAL	2,547.00
03/23/2026	4363(E)	HEALTH PARTNERS	43,146.26
03/23/2026	4364(E)	NEW BENEFITS (FRESH BENIES)	495.69
03/23/2026	4365(E)	SPOT ON-LIQUOR CC	4,457.90
03/23/2026	4366(E)	SUN LIFE FINANCIAL	3,089.34
03/23/2026	4367(E)	WEX CARD	4,385.56
03/26/2026	4368(E)	EFTPS	30,115.14
03/26/2026	4369(E)	ICMA	240.00
03/26/2026	4370(E)	PERA	28,638.58
03/26/2026	4371(E)	RHS HEALTHCARE SAVINGS	758.35
03/26/2026	4372(E)	STATE	6,473.52
03/26/2026	4373(E)	VOYA	1,990.00
03/10/2026	4374(E)	US BANK CREDIT CARD	18,272.82
03/30/2026	4377(E)	CENTERPOINT ENERGY	9,742.72
03/30/2026	4378(E)	CONNEXUS ENERGY	23,739.25
03/30/2026	4379(E)	ENTERPRISE FLEET MGMT	5,596.83
03/30/2026	4380(E)	INVOICE CLOUD, INC	1,185.00
03/30/2026	4381(E)	MN DEPT OF REVENUE-SALES TAX	23,318.00
03/30/2026	4382(E)	U S BANK EQUIPMENT FINANCE	1,088.54
03/31/2026	4383(E)	ALERUS	50.00
03/31/2026	4384(E)	MN PAID LEAVE-SUNLIFE	3,101.10
03/31/2026	4385(E)	VILLAGE BANK	197.15
Total EFT Transfer:			280,929.53
<b>GNCKG TOTALS:</b>			
Total of 37 Checks:			280,929.53
Less 0 Void Checks:			0.00
Total of 37 Disbursements:			280,929.53



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** Ordinance Amendment - City Code Chapter 7, Section 5, Subdivisions 3, 7, 9, 10, 14, and 20 adding Small Wireless Facility – Second Reading  
**DATE:** May 4, 2026

**OVERVIEW:**

Small cell technology became a major infrastructure focus leading up to Super Bowl LII in Minneapolis, which served as a "proving ground" for the technology that is still being used today. The city needs an ordinance in place for the reasons listed below:

**1. Aesthetic Control and Neighborhood Character**

Small cells are much denser than traditional towers, requiring a unit every few blocks. An ordinance allows cities to enforce:

- Design and Stealth Standards: Requirements for equipment to be camouflaged, painted to match existing poles, or hidden inside "stealth" structures.
- Historic and Design Districts: More stringent rules for aesthetically sensitive areas, such as historic districts or underground utility zones.
- Preferred Siting: Prioritizing placement on existing infrastructure (like streetlights) over the construction of new poles.

**2. Public Safety and Right-of-Way Management**

Cities have a duty to manage their public rights-of-way (ROW) to ensure they remain safe and functional. An ordinance helps:

- Prevent Physical Obstructions: Ensuring poles do not interfere with sidewalks, traffic signals, or vehicular sightlines.
- Structural Safety: Requiring permits to verify that existing poles can handle the weight of new equipment and comply with safety codes.
- Interference Prevention: Ensuring new wireless signals do not disrupt existing city communications or emergency services.

**3. Compliance with Federal "Shot Clocks"**

The Federal Communications Commission (FCC) imposes strict timelines (often 60 or 90 days) for cities to approve or deny applications.

- An ordinance creates a standardized administrative process, ensuring the city doesn't miss these deadlines, which could result in a "deemed granted" status where the carrier can build without local input.

#### **4. Administrative and Cost Recovery**

Federal law limits how much a city can charge carriers for using the public ROW.

- An ordinance allows a city to set and collect reasonable fees to cover the actual costs of application review, inspections, and ongoing management.

#### **5. Managing Rapid Infrastructure Growth**

With the rollout of 5G, the number of small cell deployments has grown by over 500%. Without a preemptive ordinance the city risks the ability to negotiate placements effectively.

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

Council approves the 2<sup>nd</sup> reading of Ordinance 357 approving the amendment of City Code Chapter 7, Section 5, Subdivisions 3, 7, 9, 10, 14, and 20 adding Small Wireless Facility.

The following timeline will apply:

- April 20<sup>th</sup> – 1<sup>st</sup> Reading
- May 4<sup>th</sup> – 2<sup>nd</sup> Reading
- May 7<sup>th</sup> – Published for comment
- June 7<sup>th</sup> - Effective

#### **BUDGET IMPLICATION:**

None

Attachments:

- Ordinance 357 amending City Code Chapter 7, Section 5, Subdivisions 3, 7, 9, 10, 14, and 20 adding Small Wireless Facility.
- Resolution 2026-15 Summary Publication of Ordinance 357

**ORDINANCE 357**  
**CITY OF ST. FRANCIS**  
**ANOKA COUNTY**

**AN ORDINANCE AMENDING CITY CODE CHAPTER 7, SECTION 5, SUBDIVISIONS 3, 7, 9, 10, 14 AND 20 RELATING TO SMALL CELL WIRELESS FACILITY**

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

Changes in the following sections are denoted with an underline for new text or a ~~strikethrough for deleted language~~. Renumbering and updated references shall occur throughout the Code as needed when sections or subsections are added or deleted.

**Section 1.** Chapter 7, Section 5, Subdivision 3 – Definitions, of the St. Francis Code of Ordinances is hereby amended to read as follows:

**7-5-3. Definitions.**

The following definitions apply to this chapter of this code. References hereafter to "sections" are, unless otherwise specified, references to sections in this chapter. Defined terms remain defined terms, whether or not capitalized.

- A. **Abandoned Facility** means a facility no longer in service or physically disconnected from a portion of the operating facility, or from any other facility, that is in use or still carries service.
- B. **Applicant** means any person requesting permission to excavate or obstruct a right-of-way.
- C. **City** means the City of St. Francis, Minnesota. "City" also means its elected officials, officers, employees and agents.
- D. **Commission** means the State Public Utilities Commission.
- E. **Congested Right-of-Way** means a crowded condition in the subsurface of the public right-of-way that occurs when the maximum lateral spacing between existing underground facilities does not allow for construction of new underground facilities without using hand digging to expose the existing lateral facilities in conformance with Minnesota Statutes § 216D.04, subd. 3, over a continuous length in excess of five hundred (500) feet.
- F. **Construction Performance Bond** means any of the following forms of security provided at permittee's option:
  - 1. Individual project bond;
  - 2. Cash deposit;
  - 3. Letter of Credit in a form acceptable to the City;

- 4. A blanket bond for projects within the City, or other form of construction bond, for a time specified and in a form acceptable to the City.
- G. **Degradation** means a decrease in the useful life of the right-of-way caused by excavation in or disturbance of the right-of-way, resulting in the need to reconstruct such right-of-way earlier than would be required if the excavation or disturbance did not occur.
- H. **Degradation Cost subject to Minnesota Rules 7819.1100** means the cost to achieve a level of restoration, as determined by the City at the time the permit is issued, not to exceed the maximum restoration shown in plates 1 to 13, set forth in Minnesota Rules parts 7819.9900 to 7819.9950.
- I. **Degradation Fee** means the estimated fee established at the time of permitting by the City to recover costs associated with the decrease in the useful life of the right-of-way caused by the excavation, and which equals the degradation cost. This fee is in addition to the permittee's obligation to fully restore the right-of-way.
- J. **Department** means the department of public works of the City.
- K. **Department Inspector** means any person authorized by the City to carry out inspections related to the provisions of this chapter.
- L. **Director** means the director of the department of public works of the City, or her or his designee.
- M. **Delay Penalty** is the penalty imposed as a result of unreasonable delays in right-of-way excavation, obstruction, patching, or restoration as established by permit.
- N. **Emergency** means a condition that (1) poses a danger to life or health, or of a significant loss of property; or (2) requires immediate repair or replacement of facilities in order to restore service to a customer.
- O. **Equipment** means any tangible asset used to install, repair or maintain facilities in any right-of-way.
- P. **Excavate** means to dig into, directionally bore, or in any way remove or physically disturb or penetrate any part of a right-of-way.
- Q. **Facility or Facilities** means any tangible asset in the right-of-way required to provide Utility Service.
- R. **Five-year project plan** shows projects adopted by the City for construction within the next five years.
- S. **High Density Corridor** means a designated portion of the public-right-of-way within which telecommunications right-of-way users having multiple and competing facilities may be required to build and install facilities in a common conduit system or other common structure.
- T. **Hole** means an excavation in the pavement, with the excavation having a length less than the width of the pavement.

- U. **Local Representative** means a local person or persons, or designee of such person or persons, authorized by a registrant to accept service and to make decisions for that registrant regarding all matters within the scope of this chapter.
- V. **Management Costs** means the actual costs the City incurs in managing its rights-of-way, including such costs, if incurred, as those associated with registering applicants; issuing, processing, and verifying right-of-way permit applications; inspecting job sites and restoration projects; maintaining, supporting, protecting, or moving user facilities during right-of-way work; determining the adequacy of right-of-way restoration; restoring work inadequately performed after providing notice and the opportunity to correct the work; and revoking right-of-way permits. Management costs do not include payment by a telecommunications right-of-way user for the use of the right-of-way, the fees and costs of litigation relating to the interpretation of Minnesota Session Laws 1997, Chapter 123; Minnesota Statutes Sections 237.162 or 237.163; or any ordinance enacted under those sections, or the City fees and costs related to appeals taken pursuant to this chapter.
- W. **Obstruct** means to place any tangible object in a right-of-way so as to hinder free and open passage over that or any part of the right-of-way.
- X. **Patch or Patching** means a method of pavement replacement that is temporary in nature. A patch consists of (1) the compaction of the sub-base and aggregate base, and (2) the replacement, in kind, of the existing pavement for a minimum of two feet beyond the edges of the excavation in all directions.
- Y. **Pavement** means any type of improved surface that is within the public right-of-way and that is paved or otherwise constructed with bituminous, concrete, aggregate, or gravel.
- Z. **Permit** has the meaning given "right-of-way permit" in Minnesota Statutes Section 237.162.
- AA. **Permittee** means any person to whom a permit to excavate or obstruct a right-of-way has been granted by the City under this chapter.
- BB. **Person** means an individual or entity subject to the laws and rules of this state, however organized, whether public or private, whether domestic or foreign, whether for profit or nonprofit, and whether natural, corporate or political.
- CC. **Probation** means the status of a person that has not complied with the conditions of this chapter. (Note: This paragraph is included as an option for your City.)
- DD. **Probationary Period** means one year from the date that a person has been notified in writing that they have been put on probation. (Note: This paragraph is included as an option for your City.)
- EE. **Public Right-of-Way** means the area on, below, or above a public roadway, highway, street, cartway, bicycle lane or public sidewalk in which the City has an interest, including other dedicated rights-of-way for travel purposes and utility easements of the City. A right-of-way does not include the airwaves above a right-of-way with regard to cellular or other non-wire telecommunications or broadcast service. Public right-of-way includes outlots, parks and drainage and utility easements.

- FF. **Registrant** means any person who (1) has or seeks to have its equipment or facilities located in any right-of-way, or (2) in any way occupies, or uses, or seeks to occupy or use, the right-of-way or place its facilities or equipment in the right-of-way.
- GG. **Restore** or **Restoration** means the process by which an excavated right-of-way and surrounding area, including pavement, foundation, sidewalk and trail is returned to the same condition and life expectancy that existed before excavation.
- HH. **Restoration Cost** means the amount of money paid to the City by a permittee to achieve the level of restoration according to plates 1 to 13 of Minnesota Public Utilities Commission rules.
- II. **Right-of-Way User** means (1) a telecommunications right-of-way user as defined by Minnesota Statutes, section 237.162, subd. 4; or (2) a person owning or controlling a facility in the right-of-way that is used or intended to be used for providing utility service, and who has a right under law, franchise, or ordinance to use the public right-of-way.
- JJ. **Service** or **Utility Service** includes (1) those services provided by a public utility as defined in Minn. Stat. 21613.02, subd. 4 and 6; (2) services of a telecommunications right-of-way user, including transporting of voice or data information; (3) services of a cable communications systems as defined in Minn. Stat. Chapter. 238; (4) natural gas or electric energy or telecommunications services provided by the City; (5) services provided by a cooperative electric association organized under Minn. Stat., Chapter 308A; and (6) water, and sewer, including service laterals, steam, cooling or heating services.
- KK. **Service Lateral** means an underground facility that is used to transmit, distribute, or furnish gas, electricity, communications, or water from a common source to an end-use customer. A service lateral is also an underground facility that is used in the removal of wastewater from a customer's premises.
- LL. **Small Wireless Facility**.
  - i. A wireless facility that meets both of the following qualifications:
    - a. Each antenna is located inside an enclosure of no more than 6 cubic feet in volume or could fit within such an enclosure; and
    - b. All other wireless equipment associated with the small wireless facility provided such equipment is, in aggregate, no more than 28 cubic feet in volume. This equipment does not include electric meters, concealment elements, telecommunications demarcation boxes, battery backup power systems, grounding equipment, power transfer switches, cutoff switches, cable, conduit, vertical cable runs for the connection of power and other services, and equipment concealed from public view within or behind an existing structure or concealment.; or
  - ii. A micro wireless facility
    - a. “Wireless facility” means equipment at a fixed location that enables the provision of wireless services between user equipment and a wireless service network, including:

- i. Equipment associated with wireless service;
  - ii. A radio transceiver, antenna, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration; and
- b. A small wireless facility.
- 1. “Wireless facility” does not include:
    - a. Wireless support structures;
    - b. Wirelines backhaul facilities; or
    - c. Coaxial or fiber-optic cables
      - i. Between utility poles or wireless support structures, or
      - ii. That are not otherwise immediately adjacent to or directly associated with a specific antenna.
- c. Micro wireless facility.
- i. “Micro wireless facility” means a small wireless facility that is no longer than 24 inches long, 15 inches wide, and 12 inches high, and whose exterior antenna, if any, is no longer than 11 inches.

MM.. **Supplementary Application** means an application made to excavate or obstruct more of the right-of-way than allowed in, or to extend, a permit that had already been issued.

NN. **Temporary Surface** means the compaction of sub-base and aggregate base and replacement, in kind, of the existing pavement only to the edges of the excavation.

OO. **Trench** means an excavation in the pavement, with the excavation having a length equal to or greater than the width of the pavement.

PP. **Telecommunication right-of-way user** means a person owning or controlling a facility in the right-of-way, or seeking to own or control a Facility in the right-of-way, that is used or is intended to be used for transporting telecommunication or other voice or data information. For purposes of this chapter, a cable communication system defined and regulated under Minn. Stat. Chap. 238, and telecommunication activities related to providing natural gas or electric energy services whether provided by a public utility as defined in Minn. Stat. Sec. 21613.02, a municipality, a municipal gas or power agency organized under Minn. Stat. Chaps. 453 and 453A, or a cooperative electric association organized under Minn. Stat. Chap. 308A, are not telecommunications right-of-way users for purposes of this chapter.

**Section 2.** Chapter 7, Section 5, Subdivision 7 – Permits requirement, of the St. Francis Code of Ordinances is hereby amended to read as follows:

**7-5-7. Permit requirement.**

- A. *Permit Required.* Except as otherwise provided in this code, no person may obstruct or excavate any right-of-way without first having obtained the appropriate right-of-way permit from the City to do so.
  - 1. *Permit.* A permit is required by a registrant to excavate or directionally bore that part of the right-of-way described in such permit and to hinder free and open passage over the specified portion of the right-of-way by placing facilities described therein, to the extent and for the duration specified therein.
  - 2. *Small Wireless Facility Permit.* A small wireless facility permit is required by a registrant to erect or install a wireless support structure, to collocate a small wireless facility, or to otherwise install a small wireless facility in the specified portion of the right-of-way, to the extent specified therein, provided that such permit shall remain in effect for the length of time the facility is in use, unless lawfully revoked.
- B. *Permit Extensions.* No person may excavate or obstruct the right-of-way beyond the date or dates specified in the permit unless (i) such person makes a supplementary application for another right-of-way permit before the expiration of the initial permit, and (ii) a new permit or permit extension is granted.
- C. *Delay Penalty.* In accordance with Minnesota Rule 7819.1000 subd. 3 and notwithstanding Chapter 7, Section 2 of this Code, the City shall establish and impose a delay penalty for unreasonable delays in right-of-way excavation, obstruction, patching, or restoration. The delay penalty shall be established from time to time by City Council resolution.
- D. *Permit Display.* Permits issued under this chapter shall be conspicuously displayed or otherwise available at all times at the indicated work site and shall be available for inspection by the City.

**Section 3.** Chapter 7, Section 5, Subdivision 9 – Issuance of permit and conditions, of the St. Francis Code of Ordinances is hereby amended to read as follows:

**7-5-9. Issuance of permit and conditions.**

- A. *Permit Issuance.* If the applicant has satisfied the requirements of this chapter, the City shall issue a permit.
- B. *Conditions.* The City may impose reasonable conditions upon the issuance of the permit and the performance of the applicant there under to protect the health, safety and welfare or when necessary to protect the right-of-way and its current use.
- C. *Small Wireless Facility Conditions.* The erection or installation of a wireless support structure, the collocation of a small wireless facility, or other installation of a small wireless facility in the right-of-way, shall be subject to the following conditions:
  - 1. A small wireless facility shall only be collocated on the particular wireless support structure, under those attachment specifications, and at the height

- indicated in the applicable permit application.
2. No new wireless support structure installed within the right-of-way shall exceed 50 feet in height without the city's written authorization, provided that the city may impose a lower height limit in the applicable permit to protect the public health, safety and welfare or to protect the right-of-way and its current use, and further provided that a registrant may replace an existing wireless support structure exceeding 50 feet in height with a structure of the same height subject to such conditions or requirements as may be imposed in the applicable permit.
  3. No wireless facility may extend more than 10 feet above its wireless support structure.
  4. Where an applicant proposes to install a new wireless support structure in the right-of-way, the city may impose separation requirements as set in the design and review guidelines between such structure and any existing wireless support structure or other facilities in and around the right-of-way.
  5. Where an applicant proposes collocation on a decorative wireless support structure, sign or other structure not intended to support small wireless facilities, such equipment shall be consistent with the City's aesthetic standards regarding wireless equipment as adopted by the City Engineer. Such standards shall ensure that wireless equipment is installed with a stealth design and that equipment does not detract from the character of the area in which it is installed. In addition, the City Engineer shall adopt standards that ensure city assets can continue to effectively perform their intended function. Standards shall be made available with the application required for a small cell permit.
  6. Where an applicant proposes to replace a wireless support structure, the city may impose reasonable restocking, replacement, or relocation requirements on the replacement of such structure.
  7. A permit will be deemed void if the approved equipment is not installed within one year of issuance of the permit.

**D. *Small Wireless Facility Agreement.*** A small wireless facility shall only be collocated on a small wireless support structure owned or controlled by the city, or any other city asset in the right-of-way, after the applicant has executed a standard small wireless facility collocation agreement with the city. The standard collocation agreement may require payment of the following:

1. Up to \$150 per year for rent to collocate on the city structure.
2. \$25 per year for maintenance associated with the collocation;
  - a. A monthly fee for electrical service as follows;
  - b. \$73 per radio node less than or equal to 100 maximum watts;
  - c. \$182 per radio node over 100 maximum watts; or
  - d. The actual costs of electricity, if the actual cost exceed the foregoing.
    1. The standard collocation agreement shall be in addition to, and not in lieu of, the required small wireless facility permit, provided that the applicant shall not be additionally required to obtain a license or franchise in order to collocate.

Issuance of a small wireless facility permit does not supersede, alter or affect any then-existing agreement between the city and applicant,

**E. Action on Small Wireless Facility Permit Applications.**

1. **Deadline for Action.** The city shall approve or deny a small wireless facility permit application within 90 days after filing of such application or within any timeline established by state law. The small wireless facility permit, and any associated building permit application, shall be deemed approved if the city fails to approve or deny the application within the review periods established in this section.

2. **Consolidated Applications.** An application may file a consolidated small wireless facility permit application addressing the proposed collocation of up to 15 small wireless facilities, or a greater number if agreed to by a local government unit, provided that all small wireless facilities in the application:

- a. are located within a two-mile radius.
- b. consist of substantially similar equipment; and
- c. are to be placed on similar types of wireless support structures.

In rendering a decision on a consolidated permit application, the city may approve some small wireless facilities and deny others, but may not use denial of one or more permits as a basis to deny all small wireless facilities in the application.

3. **Extension of Deadline.** The 90-day deadline for action on a small wireless facility permit application may be extended if:

- a. The city receives applications from one or more applicants seeking approval of permits for more than 30 small wireless facilities within a seven-day period. In such case, the city may extend the deadline for all such applications by 30 days by informing the affected applicants in writing of such extension.
- b. The applicant fails to submit all required documents or information, and the city provides written notice of incompleteness to the applicant within 30 days of receipt of the application. Upon submission of additional documents or information and the city shall have ten days to notify the applicant in writing of any still-missing information.

c. The city and a small wireless facility applicant agree in writing to extend the review period.

**Section 4.** Chapter 7, Section 5, Subdivision 10 – Permit Fees, of the St. Francis Code of Ordinances is hereby amended to read as follows:

**7-5-10. Permit fees.**

A. **Permit Fee.** The City shall establish a Permit fee in an amount sufficient to recover the following costs:

- 1. The City management costs;

- 2. Degradation costs, if applicable;
- 3. City labor and engineering costs.
- B. Small Cell Wireless Facility Permit Fee: The city shall impose a small wireless facility permit fee in and around sufficient to recover:
  - 1. Management costs, and:
  - 2. City engineering, make-ready, and construction costs associated with collocation of small wireless facilities.
- B. *Payment of Permit Fees.* No permit shall be issued without full payment of the permit fees.
- C. *Non Refundable.* Permit fees that were paid for a permit that the City has revoked for a breach as stated in Section 7-5-20 of this Code are not refundable.
- D. *Application to Franchises.* Unless otherwise agreed to in a franchise, management costs may be charged separately from and in addition to the franchise fees imposed on a right-of-way user in the franchise.

**Section 5.** Chapter 7, Section 5, Subdivision 14 – Other obligations, of the St. Francis Code of Ordinances is hereby amended to read as follows:

**7-5-14. Other obligations.**

- A. *Compliance With Other Laws.* Obtaining a right of way or small cell wireless permit does not relieve permittee of its duty to obtain all other necessary permits, licenses, and authority and to pay all fees required by the City or other applicable rule, law or regulation. A permittee shall comply with all requirements of local, state and federal laws, including but not limited to Minnesota Statutes, Section 216D.01-.09 (Gopher One Call Excavation Notice System) and Minnesota Rules Chapter 7560. A permittee shall perform all work in conformance with all applicable codes and established rules and regulations, and is responsible for all work done in the right-of-way pursuant to its permit, regardless of who does the work.
- B. *Prohibited Work.* Except in an emergency, and with the approval of the City, no right-of-way obstruction or excavation may be done when seasonally prohibited or when conditions are unreasonable for such work.
- C. *Interference with Right-of-way.* A permittee shall not so obstruct a right-of-way that the natural free and clear passage of water through the gutters or other waterways shall be interfered with. Private vehicles of those doing work in the right-of-way may not be parked within or next to a permit area, unless parked in conformance with City parking regulations. The loading or unloading of trucks must be done solely within the defined permit area unless specifically authorized by the permit.

- D. *Trenchless Excavation.* As a condition of all applicable permits, permittees employing trenchless excavation methods, including but not limited to Horizontal Directional Drilling, shall follow all requirements set forth in Minnesota Statutes, Chapter 216D and Minnesota Rules Chapter 7560, and shall require potholing or open cutting over existing underground utilities before excavating, as determined by the director.

**Section 6.** Chapter 7, Section 5, Subdivision 20 – Revocation of permits, of the St. Francis Code of Ordinances is hereby amended to read as follows:

**7-5-20. Revocation of permits.**

- A. *Substantial Breach.* The City reserves its right, as provided herein, to revoke any right of way or small cell wireless permit without a fee refund, if there is a substantial breach of the terms and conditions of any statute, ordinance, rule or regulation, or any material condition of the permit. A substantial breach by permittee shall include, but shall not be limited to, the following:
  - 1. The violation of any material provision of the right-of-way permit;
  - 2. An evasion or attempt to evade any material provision of the right-of-way permit, or the perpetration or attempt to perpetrate any fraud or deceit upon the City or its citizens;
  - 3. Any material misrepresentation of fact in the application for a right-of-way permit;
  - 4. The failure to complete the work in a timely manner, unless a permit extension is obtained or unless the failure to complete work is due to reasons beyond the permittee's control; or
  - 5. The failure to correct, in a timely manner, work that does not conform to a condition indicated on an order issued by the City.
- B. *Written Notice of Breach.* If the City determines that the permittee has committed a substantial breach of a term or condition of any statute, ordinance, rule, regulation or any condition of the permit, the City shall make a written demand upon the permittee to remedy such violation. The demand shall state that continued violations may be cause for revocation of the permit. A substantial breach, as stated above, will allow the City, at its discretion, to place additional or revised conditions on the permit to mitigate and remedy the breach.
- C. *Response to Notice of Breach.* Within twenty-four (24) hours of receiving notification of the breach, permittee shall provide the City with a plan, acceptable to the City, that will cure the breach. Permittee's failure to so contact the City, or permittee's failure to timely submit an acceptable plan, or permittee's failure to reasonably implement the approved plan, shall be cause for immediate revocation of the permit. Further, permittee's failure to so contact the City, or permittee's failure to submit an acceptable plan, or permittee's failure to reasonably implement the approved plan, shall automatically place the permittee on probation for one (1) full year.

1. *Cause for Probation.* From time to time, the City may establish a list of conditions of the permit, which if breached will automatically place the permittee on probation for one full year, such as, but not limited to, working out of the allotted time period or working on right-of-way grossly outside of the permit authorization.
2. *Automatic Revocation.* If a permittee, while on probation, commits a breach as outlined above, permittee's permit will automatically be revoked and permittee will not be allowed further permits for one full year, except for emergency repairs.
3. *Reimbursement of City costs.* If a permit is revoked, the permittee shall also reimburse the City for the City's reasonable costs, including restoration costs and the costs of collection and reasonable attorneys' fees incurred in connection with such revocation.

**Section 7.** This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 4<sup>TH</sup> DAY OF MAY, 2026.

APPROVED:

\_\_\_\_\_  
Mark Vogel, Mayor

ATTEST:

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

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

**RESOLUTION 2026-15**

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE  
357, SECOND SERIES AMENDING CHAPTER 2 SECTION 5, SUBDIVISIONS 3,7,9,  
10,14 AND 20 ADDING SMALL CELL WIRELESS FACILITY**

**WHEREAS**, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 357, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

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

**NOW THEREFORE, BE IT RESOLVED** that the following summary of Ordinance 357 Second Series is approved for publication:

**CITY OF ST. FRANCIS, MINNESOTA  
ORDINANCE 357, SECOND SERIES**

Section 1. Ordinance 35, as adopted, amends the City Zoning Code as follows:

- 1. Amending city code to add regulations for small cell wireless facilities

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS <sup>th</sup> DAY OF MAY, 2026.

APPROVED:

\_\_\_\_\_  
Mark Vogel, Mayor

Attest:

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



**CITY COUNCIL  
AGENDA REPORT**

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance Director  
**SUBJECT:** Gambling Funds - Continued  
**DATE:** May 4, 2026

**OVERVIEW:**

Attached please find the packet from the first discussion on March 16<sup>th</sup>. At that time Council continued the discussion for further considerations of these dollars.

Staff requests that our legal Council provide an update on the topic in regard to the City's ability to manage funds.

Currently, Staff is looking for clarification on the following:

- 1. Existing gambling fund balance.
  - a. Does Council wish to use these funds in any manner?
  - b. Does Council wish to use a portion of funds to refund group?
- 2. Ongoing collection
  - a. Does Council wish to change the collection from 10% to 0%?
    - i. If yes, Staff proposes it begins January 1, 2027
    - ii. An ordinance amendment is required

**ACTION ITEM:**

Council to further their discussion and provide Staff guidance on Gambling funds

Attachments:

- March 15, Council agenda item



# CITY COUNCIL AGENDA REPORT

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Darcy Mulvihill, Finance  
**SUBJECT:** Gambling Funds  
**DATE:** February 23, 2026

**OVERVIEW:**

The city has been collecting a 10% gambling tax on all sites since October 2012. City Code 6-5-3 B provides “Ten percent (10%) of the net profits from lawful gambling within the City by the organization must be paid on a monthly basis to a fund administered and regulated by the City. Net profits are defined in Minn. Stat. Sec. 349.213, Subd. 1(e).”

The city annually must submit a report to the MN Gambling Control Board the LG510 City Annual Report-10% Lawful Gambling Contribution.

The following is a list of the approved uses of the funds received:

- A1 - To a 501(c)(3) organization or a 501(c)(4) festival organization.
- A2 - To relieve effects of poverty, homelessness, or disability.
- A3 - Program for education, prevention, or treatment of problem gambling.
- A4 - To a public or private nonprofit school.
- A5 - To a scholarship fund.
- A6 - For recognition of military service or to support active military personnel and their immediate family members in need.
- A7 - Activities and facilities intended primarily for youth.
- A10 - Expenditures for police, fire, and other emergency or public safety-related services, equipment, and training. Pension fund contributions are not allowed.
- A11 - To a church.
- A12 - With Minnesota Pollution Control Agency (PCA) approval, citizen monitoring of surface water quality by individuals.
- A13 - With DNR approval, wildlife management projects/activities benefitting the public-at-large; maintaining snowmobile or ATV trails, or other trails open the public; materials for DNR-coordinated safety training programs.
- A14 - For nutritional programs, food shelves, and congregate dining programs for persons age 62 or older or disabled.
- A15 - For community arts organizations, or sponsorship of community arts programs.
- A19 - For humanitarian service, recognizing volunteerism or philanthropy.

**To date**, the city has used funds only for public safety expenses (A10) supporting tools and equipment to the Fire Department.

**Current expenditure and cash balance since 2012:**

	Received	Interest	Expenditures	Cash Balance	Purchases
2012	\$ 2,373.09	\$ 0.05		\$ 2,373.14	
2013	\$ 11,559.00	\$ 55.67		\$ 13,987.81	
2014	\$ 13,733.23	\$ 185.06		\$ 27,906.10	
2015	\$ 14,716.96	\$ 260.69	\$ 9,438.97	\$ 33,444.78	Fire-MES-Midam
2016	\$ 13,712.56	\$ 274.09		\$ 47,431.43	
2017	\$ 15,049.56	\$ 561.59	\$ 4,000.00	\$ 59,042.58	Fire Purchase Squad Car
2018	\$ 20,838.18	\$ 1,131.24		\$ 81,012.00	
2019	\$ 16,179.68	\$ 1,451.79	\$ 20,284.32	\$ 78,359.15	Fire Equipment Spreader and Cutter
2020	\$ 30,669.31	\$ 975.96	\$ 20,241.85	\$ 89,762.57	Fire-Dodge Journey
2021	\$ 43,089.24	\$ 1,063.92	\$ 5,498.16	\$ 128,417.57	Outfit Fire Vehicle
2022	\$ 36,699.39	\$ 3,350.70	\$ -	\$ 168,467.66	
2023	\$ 24,037.20	\$ 4,684.34	\$ -	\$ 197,189.20	
2024	\$ 37,881.63	\$ 12,246.01	\$ 10,550.00	\$ 236,766.84	Washer/extractor for fire station
2025	\$ 45,260.08	\$ 10,052.65	\$ 45,612.80	\$ 246,466.77	Compressor for fire Station

The city has received requests for donations from these funds by a couple of organizations. See the attached email for the most recent request.

**ACTION TO BE CONSIDERED:**

Council to decide how to proceed with requested

- Does Council want to consider and provide donations from these funds?
- If Yes**, Council needs to consider if they are placing parameters to the donation process.
  - What guidelines will be put in place for determining a donation?
    - Maximum and minimum donation levels?
    - Set a maximum donation level per year?
  - Staff recommends Council to consider setting a minimum account balance that the fund cannot fall below. The amounts received vary from year to year, so setting a minimum account balance would allow donations flexibility as long as funds are available.

**BUDGET IMPLICATION:**

Currently, this money is dedicated to Police expenditures so if donations to other organizations are done, it will leave less for the city to spend on Police expenditures.

Attachments:

- Email from St. Francis Basketball Association



# CITY COUNCIL AGENDA REPORT

**TO:** St. Francis Planning Commission

**FROM:** Beth Richmond and Ryan Kadet, Planners

**SUBJECT:** St. Francis Area Schools Field Lighting CUP

**DATE:** 04-29-2026 for 05-04-2026 meeting

**APPLICANT:** St. Francis Area Schools (Chris Lindquist)

**LOCATION:** 23397 Rum River Blvd NW

**COMP PLAN:** Institutional

**ZONING:** R-1 Urban Low Density Detached Residential District

**OVERVIEW:**

The St. Francis Area Public School District has requested a Conditional Use Permit (CUP) to replace an existing field lighting system and install a new one on light poles that exceed the maximum allowable height at the athletic fields near the High School on Rum River Boulevard NW and 235<sup>th</sup> Avenue NW. The site currently contains four athletic fields and is used today by the school district and local organizations for youth sports programming. The existing lighting system is made up of six 70' poles and serves only the two north fields.

This project proposes the following changes:

- Replace the existing metal halide lighting system with a new LED system on the north two fields.
- Install six new 70' poles and an LED lighting system to serve the south two fields and extend the hours of operation.

The zoning code limits exterior lighting sources to a maximum height of 25' and allows exceptions by CUP, provided that all other requirements of the exterior lighting performance standards (Code Section 10-71-04) are met. The zoning code also allows extended hours for exterior lighting serving outdoor recreational uses. A CUP for both of these conditions may be granted based on a project's consistency with the St. Francis comprehensive plan, compatibility with present and future land uses, conformity with performance standards, ability to accommodate existing public services, and confirmation that it will not overwhelm the capacity of streets serving the property.

The Planning Commission held a public hearing and reviewed the request at their meeting on April 15, 2026, and unanimously recommended approval of the CUP. No members of the

public attended the meeting to speak for or against the application. Prior to the meeting, Staff received one call from a member of the public who raised concerns about the safety impacts of additional traffic accessing Rum River Blvd from the parking lot on the subject site. He suggested additional lighting or other measures to improve safety along the corridor.

**ACTION TO BE CONSIDERED:**

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

***Suggested Motion:***

1. Move to approve Resolution 2026-13 approving the Conditional Use Permit for St. Francis High School with conditions and findings of fact as presented by Staff.

**ATTACHMENTS**

- Draft Approval Documents
  - Resolution 2026-13
  - Conditional Use Permit
- Planning Commission Memo dated April 8, 2026

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

**RESOLUTION 2026-13**

**A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE ST. FRANCIS HIGH SCHOOL FIELD LIGHTING**

**WHEREAS**, the applicant, Chris Lindquist, of St. Francis Area Schools, has requested a conditional use permit for the 21.7-acre between Rum River Blvd NW and 235<sup>th</sup> Ave NW with PIN 33-34-24-23-0053; and

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

**WHEREAS**, the property is zoned R-1 Urban Low Density Detached Residential District; and

**WHEREAS**, St. Francis Area Schools seeks to replace an existing field lighting system on six existing 70-foot light poles and install a new system on six new 70-foot light poles at the athletic fields, exceeding the maximum allowable lighting height limit; and

**WHEREAS**, on April 15, 2026, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

**WHEREAS**, on April 15, 2026, the Planning Commission unanimously recommended approval of the requested Conditional Use Permit; and

**WHEREAS**, the City Council of the City of St. Francis, on May 4, 2026, considered the requested Conditional Use Permit and how it might affect public health, safety, or welfare and found that with the noted conditions the project will not negatively impact the public health, safety, or welfare.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of St. Francis hereby approves the requested Conditional Use Permit for the school athletic field lights at the 21.7-acre property between Rum River Blvd NW and 235<sup>th</sup> Ave NW (PIN 33-34-24-23-0053) based on the following findings of fact:

1. The proposed CUP is consistent with the City’s 2040 Comprehensive Plan and the proposed use is compatible with present and future land uses of the area.
2. The proposed use conforms with all performance standards contained in the City’s Zoning Ordinance.
3. The project proposes to light existing fields. The proposed lighting systems will not result in an increase in use which would overburden the streets or parking areas serving the site.

**BE IT FURTHER RESOLVED** that approval of the Conditional Use Permit amendment for the school athletic field lights at the 21.7-acre property between Rum River Blvd NW and 235<sup>th</sup> Ave NW (PIN 33-34-24-23-0053) shall be subject to the following conditions:

1. Hours of operation of the exterior lighting systems shall be limited to those specified in the City Code for outdoor recreation uses.
2. All fees and financial obligations shall be received by the City prior to the releasing of the approval documents for recording.

Approved and adopted by the City Council of the City of St. Francis on the 4<sup>th</sup> day of May, 2026.

\_\_\_\_\_  
Mark Vogel, Mayor

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

**This Instrument Drafted By:**  
HKGi  
800 Washington Ave N, Suite 207  
Minneapolis, MN 55401  
(612) 338-0800

**EXHIBIT A**

**Legal Description**

That part of Outlot 27, Village of St. Francis, according to the recorded plat thereof, described as follows: Beginning at the northeast corner of said Outlot 27; thence South 0 degrees 01 minutes 28 seconds, West, assumed bearing, along the east line of said Outlot 27, a distance of 429 feet to the southeast corner thereof; thence North 89 degrees 36 minutes 50 seconds West, along the south line of said Outlot 27, a distance of 480.52 feet; thence North 43 degrees 46 minutes 40 seconds East a distance of 590.35 feet to the north line of said Outlot 27; thence South 89 degrees 36 minutes 50 seconds East, along the north line of said Outlot 27 a distance of 72.25 feet to the point of beginning.

Anoka County, Minnesota.

Abstract Property.

AND

The West Half of the Southwest Quarter of the Northwest Quarter, Section 33, Township 34, Range 24, according to the United States Government Survey thereof.

(Reserved for Recording Data)

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CITY OF ST. FRANCIS  
ANOKA COUNTY, MINNESOTA

**CONDITIONAL USE PERMIT AT THE 21.7-ACRE PROPERTY BETWEEN RUM RIVER BLVD NW AND 235TH AVE NW (PIN 33-34-24-23-0053)**

1. **PERMIT.** Subject to the terms and conditions set forth herein, the CITY OF ST. FRANCIS hereby grants a Conditional Use Permit to allow the following use: outdoor lighting system in excess of the maximum height requirement.
2. **PROPERTY.** This Conditional Use Permit is for the property legally described in Exhibit A.
3. **CONDITIONS.** This Conditional Use Permit is issued subject to construction in accordance with the approved plans submitted with the application and the following conditions:
  1. Hours of operation of the exterior lighting systems shall be limited to those specified in the City Code for outdoor recreation uses.
4. **TERMINATION OF PERMIT.** The City may revoke the permit following a public hearing for violation of the terms of this permit.
5. **LAPSE.** If within one (1) year of the issuance of this Conditional Use Permit the allowed construction has not been completed and the CUP recorded, this permit shall lapse.
6. **CRIMINAL PENALTY.** Both the owner and any occupant of the subject property are responsible for compliance with this Conditional Use Permit. Violation of the terms of this Conditional Use Permit is a criminal misdemeanor.
7. **RECORDING.** This Conditional Use Permit shall be recorded by the City against the title to the Property.

**Dated: May 4, 2026**

**CITY OF ST. FRANCIS**

BY: \_\_\_\_\_

Mark Vogel, Mayor

(SEAL)

AND \_\_\_\_\_

Kate Thunstrom, City Administrator

STATE OF MINNESOTA )

: ss

COUNTY OF ANOKA )

The foregoing instrument was acknowledged before me this 4<sup>th</sup> day of May, 2026, by **Mark Vogel**, Mayor, and by **Kate Thunstrom**, City Administrator, of the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

\_\_\_\_\_

Notary Public

[Notary Seal]

**This Instrument Drafted By:**  
Hoisington Koegler Group, Inc.  
800 N Washington Ave, Suite 207  
Minneapolis, MN 55401  
(612) 338-0800

**EXHIBIT A**

**Legal Description**

That part of Outlot 27, Village of St. Francis, according to the recorded plat thereof, described as follows: Beginning at the northeast corner of said Outlot 27; thence South 0 degrees 01 minutes 28 seconds, West, assumed bearing, along the east line of said Outlot 27, a distance of 429 feet to the southeast corner thereof; thence North 89 degrees 36 minutes 50 seconds West, along the south line of said Outlot 27, a distance of 480.52 feet; thence North 43 degrees 46 minutes 40 seconds East a distance of 590.35 feet to the north line of said Outlot 27; thence South 89 degrees 36 minutes 50 seconds East, along the north line of said Outlot 27 a distance of 72.25 feet to the point of beginning.

Anoka County, Minnesota.

Abstract Property.

AND

The West Half of the Southwest Quarter of the Northwest Quarter, Section 33, Township 34, Range 24, according to the United States Government Survey thereof.



**PLANNING COMMISSION  
AGENDA REPORT**

<b>TO:</b>	St. Francis Planning Commission
<b>FROM:</b>	Beth Richmond and Ryan Kadet, Planners
<b>SUBJECT:</b>	St. Francis Area Schools Field Lighting CUP
<b>DATE:</b>	04-08-2026 for 04-15-2026 meeting
<b>APPLICANT:</b>	St. Francis Area Schools (Chris Lindquist)
<b>LOCATION:</b>	23397 Rum River Blvd NW
<b>COMP PLAN:</b>	Institutional
<b>ZONING:</b>	R-1 Urban Low Density Detached Residential District

**OVERVIEW:**

The St. Francis Area Public School District has requested a Conditional Use Permit (CUP) to replace an existing field lighting system and install a new one on light poles that exceed the maximum allowable height at the athletic fields near the High School on Rum River Boulevard NW and 235<sup>th</sup> Avenue NW. The site currently contains four athletic fields and is used today by the school district and local organizations for youth sports programming. The existing lighting system is made up of six 70' poles and serves only the two north fields.

This project proposes the following changes:

- Replace the existing metal halide lighting system with a new LED system on the north two fields.
- Install six new 70' poles and an LED lighting system to serve the south two fields and extend the hours of operation.

The zoning code limits exterior lighting sources to a maximum height of 25' and allows exceptions by CUP, provided that all other requirements of the exterior lighting performance standards (Code Section 10-71-04) are met. The zoning code also allows extended hours for exterior lighting serving outdoor recreational uses. A CUP for both of these conditions may be granted based on a project's consistency with the St. Francis comprehensive plan, compatibility with present and future land uses, conformity with performance standards, ability to accommodate existing public services, and confirmation that it will not overwhelm the capacity of streets serving the property.



**REVIEW PROCEDURE:**

***60-Day Land Use Application Review Process***

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the land use request is May 18, 2026.

***Public Hearing***

City Code Section 10-31-03 requires that a public hearing for review of the land use requests be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on **March 31, 2026** and posted on the City Hall bulletin board on **March**

31, 2026. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property on March 31, 2026.

**Anoka County**

The application was shared with the Anoka County Transportation Division who reviewed the application and responded that they had no comments.

**CONDITIONAL USE PERMIT REVIEW**

The site contains four practice and game fields for football and soccer, one baseball field, and a parking lot accessed primarily via Rum River Boulevard NW. The site is adjacent to the St. Francis High School complex to the southwest and a low-density residential neighborhood to the east. The proposed project is intended to provide better lighting uniformity, keep light levels consistent, reduce energy costs, significantly reduce unwanted spill and glare on adjacent properties, provide better control over lighting output, provide the proper lighting angle for player safety, and extend the usable hours of the two southern fields.

***Land Use***

The site is guided for Institutional use by the 2040 Comprehensive Plan and is zoned R-1 Urban Low Density Detached Residential District. As a youth education and recreation/athletics campus, the use is consistent with this land use designation. Within the R-1 District, schools and recreational facilities are allowed as permitted uses.

***Proposed Site Changes***

**South Fields Lighting Installation**

Six new 70' light poles will be installed around the two south fields with an LED lighting system. This will require bases to be drilled (typically 30" x 12').

**North Fields Lighting Replacement**

The current lighting system around the two north fields will be removed and replaced with an LED system. The existing six 70' tall light poles will be reused which will not alter any surfaces.

***Exterior Lighting Performance Standards***

Code Section 10-71-04 regulates exterior lighting for the purpose of reducing light pollution, promoting energy conservation, and increasing night-time safety, utility, security and productivity. The proposed project seeks an exception from the 25' height limitation by CUP to allow for a lighting pole height of 70'. Exceptions to the height standard may be approved provided that all other requirements of the Exterior lighting section are met.

The applicant has demonstrated that the lighting intensity from the proposed lighting systems is below the maximum allowable footcandles (fc) thresholds measured from the centerline of the nearest adjacent public street (1 fc) and adjacent property lines (0.4 fc). The proposed system design includes the required measures for controlling direction and glare in residential districts in order to reduce the impacts on the existing residential neighborhood to the east.

Outdoor recreational uses are allowed to be lit until 11:00pm with approval of a CUP. The hours of operation for the lights on all four fields are anticipated to be May through October from early dusk until roughly 9:30pm, similar to the hours of operation for the northern fields today.

**STAFF RECOMMENDATIONS:**

Staff recommends that the Planning Commission recommend approval of the CUP to allow for an exception to the exterior lighting maximum height requirement and the extension of the hours of operation as an outdoor recreation use.

***Suggested CUP Findings of Fact***

1. The proposed CUP is consistent with the City’s 2040 Comprehensive Plan and the proposed use is compatible with present and future land uses of the area.
2. The proposed use conforms with all performance standards contained in the City’s Zoning Ordinance. The proposed lighting systems will meet the
3. The project proposes to light existing fields. The proposed lighting systems will not result in an increase in use which would overburden the streets or parking areas serving the site.

***Suggested CUP Conditions of Approval***

1. Hours of operation of the exterior lighting systems shall be limited to those specified in the City Code for outdoor recreation uses.
2. All fees and financial obligations shall be received by the City prior to the releasing of the approval documents for recording.
3. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

**PLANNING COMMISSION ACTIONS**

The Planning Commission is requested to hold the public hearing for the CUP request. After the public hearing and discussion, the Planning Commission could take one of the following actions:

1. Recommend approval with the conditions and findings of fact as presented by Staff:
  - a. Suggested motion:
    - i. Recommend approval of the Conditional Use Permit for the St. Francis Area High School Lighting Installation with conditions and findings of fact as presented by Staff.
2. Recommend denial with Planning Commissioners’ findings of fact.
3. Table the request to the next Planning Commission meeting and provide direction to Staff and the applicant as to the additional information needed.

**ATTACHMENTS**

- Application & Narrative
- Pole and Fixture Information
- Footcandle Light Scans



CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council
FROM: Beth Richmond and Ryan Kadet, Planners
SUBJECT: Willow Ridge Business Center Site Plan
DATE: 04-29-2026 for 05-04-2026 meeting
APPLICANT: Garrett Carlson (Envision Construction Co LLC)
LOCATION: Between Cree St NW and St. Francis Blvd NW (PIN 06-33-24-11-0102)
COMP PLAN: Commercial
ZONING: B-2 General Business

OVERVIEW:

The City has received a development application for the construction of a commercial office building in the northern portion of the parcel east of Cree Street NW and west of St. Francis Boulevard NW (PIN 06-33-24-11-0102).

The applicant seeks to develop the northern 1.6 acres of the currently undeveloped 8.5-acre parcel. The proposed development would include a single-story 6,400 square-foot building with a parking area and access drive on Cree Street NW and an infiltration basin. The development meets the requirements of the B-2 General Business zoning district. The project site is within the City's urban service area. Site plan review is required for any new construction of commercial principal buildings.

PLANNING COMMISSION REVIEW

The Planning Commission reviewed the site plan at their meeting on April 15, 2026 and unanimously recommended approval of the site plan with conditions for the Willow Ridge Business Center site plan.

ACTION TO BE CONSIDERED:

Based on the Planning Commission's recommendation of approval for the Willow Ridge Business Center site plan, a draft approval resolution has been prepared and is attached for your consideration.

Suggested Motion

- 1. Move to approve Resolution 2026-14 approving the site plan for the Willow Ridge Business Center site plan with conditions and findings of fact as presented by Staff.

**ATTACHMENTS:**

- Draft Approval Documents
  - Resolution 2026-14 – Site Plan
- Planning Commission Memo dated April 8, 2026

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

**RESOLUTION 2026-14**

**A RESOLUTION APPROVING A SITE PLAN FOR WILLOW RIDGE BUSINESS CENTER**

**WHEREAS**, the applicant, Garrett Carlson of Envision Construction Co LLC., has requested site plan approval for the construction of a new commercial office building; and

**WHEREAS**, the property is legally described as Lot 2, Block 1, Meadows of St. Francis 4<sup>th</sup> Addition, Anoka County, Minnesota;

**WHEREAS**, the property is zoned B-2 General Business; and

**WHEREAS**, office buildings are permitted in the B-2 General Business District; and

**WHEREAS**, on April 15, 2026, the Planning Commission unanimously recommended approval of the requested site plan; and

**WHEREAS**, on May 4, 2026, the City Council of the City of St. Francis considered the submitted site plan and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of St. Francis hereby approves the requested site plan based on the following findings of fact:

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

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

1. A site improvement performance agreement (SIPA) shall be approved by the City and signed by the applicant.
2. The front building façade (SE side) shall be revised to ensure that 100% of the façade is made up of high-quality materials as listed in Code Section 10-71-08 Building Type and Construction.
3. Applicant shall specify the surface material of the parking lot on the plans.
4. Prior to the installation of any fence, the applicant shall apply for and receive a fence permit for all proposed fences in accordance with zoning Code Section 10-73-02.

5. Applicant shall provide additional detail demonstrating compliance with waste, refuse, junk, and recyclable material location and screening standards in accordance with Code Sections 10-71-03(E)(3) and 10-73-05.
6. Applicant shall provide a revised landscaping plan prepared by a landscape architect in accordance with Code Section 10-73-04.
7. Applicant shall address all comments from the City Engineer in the memo dated April 2, 2026.
8. Applicant shall address all comments from MnDOT in the memo dated March 17, 2026.

Approved and adopted by the City Council of the City of St. Francis on the 4<sup>th</sup> day of May, 2026.

\_\_\_\_\_  
Mark Vogel, Mayor

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

\_\_\_\_\_  
Dated

DRAFTED BY:  
**Hoisington Koegler Group, Inc.**  
800 Washington Ave N, Suite 207  
Minneapolis, MN 55401



# PLANNING COMMISSION AGENDA REPORT

**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond and Ryan Kadet, Planners  
**SUBJECT:** Willow Ridge Business Center Site Plan  
**DATE:** 4-8-2026 for 4-15-2026 meeting  
**APPLICANT:** Envision Construction Co, LLC (Garrett Carlson)  
**LOCATION:** Between Cree St NW and St. Francis Blvd NW (PIN 06-33-24-11-0102)  
**COMP PLAN:** Commercial  
**ZONING:** B-2 General Business

### **OVERVIEW:**

The City has received a development application for the construction of a commercial office building in the northern portion of the parcel east of Cree Street NW and west of St. Francis Boulevard NW (PIN #06-33-24-11-0102).

The applicant seeks to develop the northern 1.6 acres of the currently undeveloped 8.5-acre parcel. The proposed development would include a single-story 6,400 square-foot building with a parking area and access drive on Cree Street NW, and infiltration basin. The project site is within the City’s urban service area. Site plan review is required for any new construction of commercial principal buildings.



### **REVIEW PROCEDURE**

#### ***60-Day Land Use Application Review Process***

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the land use request is May 24, 2026.

### **SITE PLAN REVIEW**

Site plan review for development applications is regulated under St. Francis Zoning Code Section 10-32-00. The proposed site plan includes a 6,400 SF commercial office building located at the north end of the 8.5-acre site. In the future, the site could be further subdivided to accommodate additional commercial uses.

**Land Use**

The site is currently undeveloped and zoned B-2 General Business District. It is guided for future commercial use by the 2040 Comprehensive Plan. The applicant is proposing a 6,400 square-foot, single-story commercial office building which is consistent with the comprehensive plan and B-2 zoning district.

The site abuts a commercial property to the north, Community Park across St. Francis Boulevard NW to the east, and a townhome development to the west.

**Dimensional Requirements**

The proposed site plan meets all setbacks, height, and impervious surface requirements for the B-2 district.

**Building Type and Construction**

The applicant is proposing to utilize wood framing, Hardie siding, and glass to make up the exterior facades of the building. Code requires that 100% of the front wall (SE side of the building) must consist of materials comparable in grade and quality to brick, stone, glass, stucco, or concrete block, while the remaining sides of the building may consist of wood, horizontal siding, or other architectural metal siding. Revisions to the front façade are necessary to meet the architectural material requirements.

The building design meets the requirement for changes in façade articulation through the use of windows.

**Site Access and Parking**

Access to the site will be provided from Cree St NW.

City Code requires parking to be provided at a rate of 1 space per 400 SF of office space, or 16 spaces for the proposed building. The applicant is proposing a parking area with 27 stalls located south of the building. The proposed parking area exceeds the minimum requirements for stall number and size, drive aisle width, and setbacks. The applicant should update the plans to confirm that the proposed surface of the parking area will consist of concrete, bituminous, or pavers.

**Exterior Lighting**

The applicant is proposing the installation of four lighting fixtures to light the parking area. The plans submitted demonstrate that this exterior lighting limits lighting intensity on the adjacent public right-of-way below the required thresholds. The proposed light poles will be 25 feet tall, meeting the maximum height requirements for lighting.

**Screening & Landscaping**

The site plan includes a fenced patio at the north side of the building and a screened dumpster area at the east end of the parking area. Additional detail has not been provided on the proposed fence at this time. The applicant must obtain a fence permit prior to installation of the fence.

Trash enclosures must be screened in accordance with Code Section 10-71-03 Waste, Refuse, Junk, and Recyclable Materials. Additional detail is needed to ensure that the screening height, opacity, and material are consistent with the Code. Because of the enclosure’s visibility from St. Francis Blvd NW, Staff recommends that the applicant consider vegetation in addition to fencing to screen the enclosure and enhance visual appeal from the roadway.

The applicant has submitted a landscaping plan which shows 12 trees to be planted around the perimeter of the parking lot. Landscaping plans must be prepared by a licensed landscape architect or other similar professional in accordance with the standards in Code Section 10-73-04. Revisions to the landscape plan are needed to comply with these standards.

**Stormwater, Wetlands, and Utilities**

The site plan proposes an infiltration basin and overflow weir on the northeast side of the site separating the proposed development from the adjacent wetland. Runoff from the proposed parking area will be directed to the east into the proposed infiltration basin.

The applicant is proposing ground disturbing activity greater than one acre and has submitted the required grading, drainage, and erosion control plan and stormwater pollution prevention plan for large sites. The site also contains a wetland area which requires the addition of a wetland management plan. These plans have been reviewed by the City Engineer who has provided comments (see attachments).

**ACTION TO BE CONSIDERED:**

The Planning Commission should review the site plan and provide a recommendation to the City Council. Staff supports a recommendation of approval of the site plan with the following suggested findings of fact and conditions of approval:

***Findings of Fact***

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

***Conditions of Approval***

1. The front building façade (SE side) shall be revised to ensure that 100% of the façade is made up of high-quality materials as listed in Code Section 10-71-08 Building Type and Construction.
2. Applicant shall specify the surface material of the parking lot on the plans.
3. Prior to the installation of any fence, the applicant shall apply for and receive a fence permit for all proposed fences in accordance with zoning Code Section 10-73-02.
4. Applicant shall provide additional detail demonstrating compliance with waste, refuse, junk, and recyclable material location and screening standards in accordance with Code Sections 10-71-03(E)(3) and 10-73-05.
5. Applicant shall provide a revised landscaping plan prepared by a landscape architect in accordance with Code Section 10-73-04.
6. Applicant shall address all comments from the City Engineer in the memo dated April 2, 2026.
7. Applicant shall address all comments from MnDOT in the memo dated March 17, 2026.
8. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

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

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

***Suggested Motion:***

Move to recommend approval of the Willow Ridge Business Center site plan with conditions and findings as presented by Staff.

**ATTACHMENTS:**

- Applicant Submittals
- City Engineer memo dated April 2, 2026
- MnDOT review memo dated March 17, 2026



**CITY COUNCIL  
AGENDA REPORT**

**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jodie Steffes, Community Development Director  
**SUBJECT:** Code Enforcement Extension Request  
**DATE:** May 4, 2026

**OVERVIEW**

When code enforcement actions begin, staff issues an Administrative Notice, not to exceed 20 days. Rules further establish the ability for staff to grant an extension of no more than 30 additional days. Extensions granted must be requested by the property owner in writing. If an extension is granted a new compliance deadline is established. If the code offense is not corrected or abated, as outlined within the prescribed time, staff would then issue a citation.

The property owner has come forward requesting an extension beyond the 30 days as set by City Code.

**Property: 23386 Salish Street NW**

*Noticed for:*

- *Illegal outdoor storage, junk/refuse*

Property owner is requesting an extension to address the issues by: July 15, 2026.

**History:**

The property most recently came to the attention of staff in March 2026 after receiving a complaint of illegal outdoor storage, junk/refuse, and manure piles creating a public nuisance. The property is 5.93 acres and is located in the Rural Residential (RR) zoning district.

A notice was sent to the property owner on March 31, 2026 and a citation was issued on April 14, 2026. The owner of the property came forward quickly to request a 30-day extension. They have cooperated with staff by performing some general clean-up of the property. Given the size of the property, the amount of cleanup, and other family-related circumstances, they are requesting another extension to clean up the property and remove a large storage container from the property.

During a meeting with the property owner, staff created an action plan to determine when areas of the property will be cleaned, and each inspection will take place. The action plan can be found in the attachments. The first checkpoint inspection would be scheduled for May 30, 2026 and the second and final checkpoint inspection would be July 15, 2026. The property owner understands that the cleanup must be completed in this order, and each checkpoint to compliance must be met. If these checkpoints are not met and/or previously cleaned areas have returned to storage areas, then a citation will be issued, and abatement proceedings may commence.

As can be seen in the photos in the attachments, the property has a fair amount of outdoor cleanup, and the removal of the large storage container will be quite an undertaking. The July 15, 2026 extension seems reasonable to Staff given the work that needs to be completed.

**ACTION TO BE CONSIDERED**

Move to approve the extension request for code compliance until July 15, 2026.

**ATTACHMENTS:**

- 1. Extension Requests
- 2. Proposed Clean Up Schedule
- 3. Administrative Notice and Citation
- 4. Code Sections Highlighted for Reference
- 5. Photos of Existing Property

### The Administrative Enforcement Program

The Administrative Enforcement Program was authorized by the St. Francis City Council to encourage property owners to address violations of City Code at their properties. An *Administrative Notice* informs the property owner of a violation and allows them to correct the violation(s) without penalty as long as it is corrected by the compliance date. *Administrative Citations* may be issued if the situation is not resolved or an extension granted. An *Administrative Citation* is not a criminal citation and you should not go to the courthouse to contest it.

### Typical procedure

- An inspection of the property is made in response to a concern from a citizen, Councilmember, or city staff.
- If a violation exists, an *Administrative Notice* is issued which will outline the violation, required action and deadline for compliance.
- Immediately following the compliance date, a staff member will re-inspect the property to verify that the necessary corrections have been made.
- If the violations are not corrected and an extension has not been approved, a *Citation* may be issued.
- Repeat Offenders. If the same owner or person commits a subsequent violation within twelve (12) months of after an administrative notice or citation has been issued for the same or similar offense, no compliance letter or administrative notice shall be required for the new violation.

### How to request an extension

If you need additional time beyond the compliance date listed on the *Administrative Notice* to correct the violation(s), you may request an extension. To be granted an extension you must submit a written plan stating the action you will take to achieve compliance, and the expected date of compliance. Also, the extension must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 3750 Bridge Street NW St. Francis, MN 55070. Upon determination by the City Official issuing the *Administrative Notice* that the plan is adequate to remedy the violation, an extension may be granted. A request for an extension must be submitted on or before the compliance date on the *Administrative Notice*. No extension greater than 30 days will be granted. Please refer to City Code Section 2-11-3 for more information.

### How to appeal an Administrative Citation

If you disagree with the City Official's findings and/or interpretation of the City Code, you may appeal an *Administrative Citation* or parts thereof. The appeal must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 3750 Bridge Street NW St. Francis, MN 55070. The appeal must be filed within 10 calendar days after the *Administrative Citation* has been mailed. Once an appeal is received, penalties and compliance will be suspended until the appeal is heard by a neutral, third-party Hearing Officer. There is an administrative hearing fee of \$750.00 should your appeal be denied. If the appeal is successful, both the penalty and hearing fee may be waived. Penalties and any hearing fees must be paid within 14 days of the date of decision. Please refer to City Code Section 2-11-4 for more information.

## NOTICE OF EXTENSION/ Agenda Item # 9C.

*Fill out this form and submit it to City Hall on or before the compliance date if you wish to extension. Appeal requests must be received within 10 days of a citation.*

Administrative Citation Number (if applicable)

Property Address: 23386 Solish St NW

- Appeal  
 Extension request  
(Only check one)

Reason for extension/appeal: Rainy

Weather as well as

my skid steer was

Broken.

would like ~~30 days~~

60-90 Days

Attach additional pages if needed.

Please attach your written plan of action if an extension is requested.

I certify that I am the owner of the property and the information contained herein is correct to the best of my knowledge.

Signature: Brent Black

Print Name: Brent Black

Phone Number: 952-254-2724 Date: 4-12

Mailing Address: 23386 Solish St NW  
St. Francis, MN 55070

### The Administrative Enforcement Program

The Administrative Enforcement Program was authorized by the St. Francis City Council to encourage property owners to address violations of City Code at their properties. An *Administrative Notice* informs the property owner of a violation and allows them to correct the violation(s) without penalty as long as it is corrected by the compliance date. *Administrative Citations* may be issued if the situation is not resolved or an extension granted. An *Administrative Citation* is not a criminal citation and you should not go to the courthouse to contest it.

### Typical procedure

- An inspection of the property is made in response to a concern from a citizen, Councilmember, or city staff.
- If a violation exists, an *Administrative Notice* is issued which will outline the violation, required action and deadline for compliance.
- Immediately following the compliance date, a staff member will re-inspect the property to verify that the necessary corrections have been made.
- If the violations are not corrected and an extension has not been approved, a *Citation* may be issued.
- Repeat Offenders. If the same owner or person commits a subsequent violation within twelve (12) months of after an administrative notice or citation has been issued for the same or similar offense, no compliance letter or administrative notice shall be required for the new violation.

### How to request an extension

If you need additional time beyond the compliance date listed on the *Administrative Notice* to correct the violation(s), you may request an extension. To be granted an extension you must submit a written plan stating the action you will take to achieve compliance, and the expected date of compliance. Also, the extension must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 3750 Bridge Street NW St. Francis, MN 55070. Upon determination by the City Official issuing the *Administrative Notice* that the plan is adequate to remedy the violation, an extension may be granted. A request for an extension must be submitted on or before the compliance date on the *Administrative Notice*. No extension greater than 30 days will be granted. Please refer to City Code Section 2-11-3 for more information.

### How to appeal an Administrative Citation

If you disagree with the City Official's findings and/or interpretation of the City Code, you may appeal an *Administrative Citation* or parts thereof. The appeal must be filed on the Notice of Appeal/Extension form to the right and submitted to the City Clerk at City Hall, 3750 Bridge Street NW St. Francis, MN 55070. The appeal must be filed within 10 calendar days after the *Administrative Citation* has been mailed. Once an appeal is received, penalties and compliance will be suspended until the appeal is heard by a neutral, third-party Hearing Officer. There is an administrative hearing fee of \$750.00 should your appeal be denied. If the appeal is successful, both the penalty and hearing fee may be waived. Penalties and any hearing fees must be paid within 14 days of the date of decision. Please refer to City Code Section 2-11-4 for more information.

## NOTICE OF EXTENSION Agenda Item # 9C.

*Fill out this form and submit it to City Hall on or before the compliance date if you wish to extension. Appeal requests must be received within 10 days of a citation.*

Administrative Citation Number (if applicable) \_\_\_\_\_

Property Address: 23386 Sglish st NW

- Appeal  
 Extension request  
(Only check one)

Reason for extension/appeal: \_\_\_\_\_

Cost to Remove

Container is \$1500

and I can't get

a scheduled time

till middle of May

asking for 90 days.

Attach additional pages if needed.  
Please attach your written plan of action if an extension is requested.

I certify that I am the owner of the property and the information contained herein is correct to the best of my knowledge.

Signature: Brent Black

Print Name: Brent Black

Phone Number: 952-254-2724 Date: 4/20/26

Mailing Address: \_\_\_\_\_

23386 Sglish st NW

st. Francis, MN 55070



SALISH ST NW



**ADMINISTRATIVE NOTICE**

March 31, 2026

OPEN IMMEDIATELY  
BLACK, BRENT  
23386 SALISH ST NW  
ST. FRANCIS, MN 55070

Regarding Address: 23386 Salish Street NW  
St. Francis, MN 55070

This is an **Administrative Notice** issued under St. Francis City Code Chapter 2-11. If you correct the conditions leading to this Notice before the compliance date, there will be no further action. If the conditions are not corrected as of the compliance date, an **Administrative Citation** may be issued.

On 3/30/2026, the following violation(s) of St. Francis City Code was documented:

Keeping of Animals or Foul 10-68-12. Animal and fowl manure and other waste shall not be allowed to accumulate to create offensive odors. Accumulations of manure and other waste shall be removed at such periods as will insure that no objectionable aroma exists and the premises shall not be allowed to become unsightly or harbor rodents, flies, or insects.

Junk Storage 8-2-1 It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises. Junk means and includes all: Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; Used lumber or waste demolition; or Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

**Action Required: Remove large quantities of manure from yard. Remove junk / debris from yard or store in an enclosed building.**

**Compliance Date: April 12th, 2026**

**Potential Initial Fine: \$100**

1st Offense: \$100  
2nd Offense: \$200  
3rd Offense: \$500  
4th Offense: \$1500  
5th Offense & Beyond: \$2000

Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary. You can view the full city code online at: [www.stfrancismn.gov](http://www.stfrancismn.gov) or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall location at 3750 Bridge Street NW, St. Francis, MN 55070.

**ADMINISTRATIVE NOTICE**

Please note that if your property is not brought into compliance by the date listed above, the City may issue an **Administrative Citation** and /or access your property to abate or remedy the situation. If the City abates the violation, the penalty and all additional costs are immediately due. If unpaid, the penalty and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Contact the Community Development Department with questions at (763) 753-2630.

**ADMINISTRATIVE CITATION**

April 14, 2026

Enforcement No. CE2026-0017

**IMMEDIATE RESPONSE REQUIRED**

BLACK, BRENT  
23386 SALISH ST NW  
ST. FRANCIS, MN 55070

Regarding Address: 23386 Salish Street NW  
St. Francis, MN 55070

This is an **Administrative Citation** issued under St. Francis City Code Chapter 2-11. On March 31, 2026 you were issued an Administrative Notice due to the violation(s) present on your property. This **Citation** is being given because you failed to remedy the conditions leading to the Administrative Notice.

On 4/13/2026 the following violation(s) of St. Francis City Code was documented to continue to exist:

Junk Storage 8-2-1 It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises. Junk means and includes all: Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof; Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds; Used lumber or waste demolition; or Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.

Action Required: Remove junk / refuse from the yard and store in an enclosed building or remove from property.

Compliance Date: May 12, 2026

Fine Due: \$100.00

**Payment Due: \$100.00**

**Payable to: City of St. Francis**

Please refer to the enclosed Administrative Citation Program brochure for more information on how to appeal this citation. You can view the full city code online at: [www.stfrancismn.gov](http://www.stfrancismn.gov) or you can obtain a copy of the City Code Chapter 2-11 at St. Francis City Hall location at 3750 Bridge Street NW, St. Francis, MN 55070.

Please note that payment does not satisfy the above required actions. If your property is not brought into compliance, subsequent citations can be issued. The City may access your property to abate the conditions leading to the violation. If unpaid, penalties and abatement costs will be charged to your property taxes in the form of a Special Assessment.

## ADMINISTRATIVE CITATION

Fee Schedule:

1st Offense:	\$100
2nd Offense:	\$200
3rd Offense:	\$500
4th Offense:	\$1500
5th Offense & Beyond:	\$2000

We encourage you to contact us to discuss any questions, timelines, or possible solutions.

Contact the Community Development Department with questions at (763) 753-2630.

**ADMINISTRATIVE NOTICE**

April 14, 2026

**OPEN IMMEDIATELY**BLACK, BRENT  
23386 SALISH ST NW  
ST. FRANCIS, MN 55070Regarding Address: 23386 Salish Street NW  
St. Francis, MN 55070

The City recently received a complaint regarding a potential property maintenance concern at your address. As part of our standard process, we are sharing this notice for your review.

Please note that the City does not actively monitor or seek out code enforcement issues without cause; this matter was brought to our attention through a submitted complaint.

Our goal is to work collaboratively with residents to address concerns and maintain the quality and safety of our community.

We understand that there may be circumstances or questions related to this notice, and we are here to help. We encourage you to contact us 763-753-2630 to discuss any questions, timelines, or possible solutions.

This **Administrative Notice** is issued under St. Francis City Code Chapter 2-11. If you correct the conditions leading to this Notice before the compliance date, there will be no further action. If the conditions are not corrected as of the compliance date, an Administrative Citation may be issued.

On 4/13/2026, the following violation(s) of St. Francis City Code was documented:

Prohibited Accessory Structure Semi-trailers, truck boxes, rail boxes, box cars, and similar are prohibited.

**Action Required: Remove large storage container from property.**

**Compliance Date: May 1, 2026**

**Potential Initial Fine: \$100**

1st Offense: \$100  
2nd Offense: \$200  
3rd Offense: \$500  
4th Offense: \$1500  
5th Offense & Beyond: \$2000

Please refer to the enclosed Administrative Citation Program brochure for more information regarding this notice. Also, refer to this brochure for instructions on applying for an extension of the compliance date if necessary. You can view the full city code online at: [www.stfrancismn.gov](http://www.stfrancismn.gov) or you can obtain a copy of the

## ADMINISTRATIVE NOTICE

Code Chapter 2-11 at St. Francis City Hall location at 3750 Bridge Street NW, St. Francis, MN 55070.

Please note that if your property is not brought into compliance by the date listed above, the City may issue an **Administrative Citation** and /or access your property to abate or remedy the situation. If the City abates the violation, the penalty and all additional costs are immediately due. If unpaid, the penalty and abatement costs will be charged to your property taxes in the form of a Special Assessment.

Contact the Community Development Department with questions at (763) 753-2630.

Thank you for your time and cooperation.

Code -  
CHAPTER 8. - PUBLIC PROTECTION  
SECTION 2. REFUSE, JUNK AND NUISANCES

**SECTION 2. REFUSE, JUNK AND NUISANCES**

**8-2-1. General provisions.**

A. *Findings.* The Council finds that unregulated deposit and storage of junk and unregulated storage and non-mandatory collection of refuse are not only a potential, but immediate, habitat for rodents, the spread of noxious weeds and other hazardous conditions of decay which are unsanitary, unhealthy, and ecological blight. The Council further finds that such hazardous conditions must not only be halted in the future but also corrected for the present. The Council recognizes that the regulations, prohibitions and remedies provided for herein are bold steps but absolutely essential to the health of the residents and ecology of the community.

B. *Definitions.* The following term, as used in this Section, shall have the meanings stated:

1. **Refuse** means and includes all organic and inorganic:
  - (1) Material resulting from the manufacture, preparation of serving of food or food products;
  - (2) Spoiled, decayed or waste food from any source;
  - (3) Bottles, cans, glassware, paper or paper products, crockery, ashes, rags and discarded clothing;
  - (4) Tree, lawn or bush clippings and weeds;
  - (5) Furniture, household furnishings or appliances, or parts or components thereof; or
  - (6) Human or household waste of all kinds not included in any other portion of this definition.
2. **Junk** means and includes all:
  - (1) Unregistered, unlicensed or inoperable (including, but not limited to, the lack of component parts) motor vehicles, motorized vehicles or equipment, bicycles, boats, outboard motors, or trailers, or parts or components thereof;
  - (2) Inoperable (including, but not limited to, the lack of component parts) agricultural implements or parts or components thereof, machines and mechanical equipment of all kinds or parts of components thereof, and by-products or waste from manufacturing operations of all kinds;
  - (3) Used lumber or waste demolition; or
  - (4) Felled trees and tree branches that are not immediately processed into lumber, wood for fuel, fence components, or other such ultimate use.
3. **Nuisance** means and includes (1) maintaining or permitting a condition which unreasonably annoys, injures or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; (2) interfering with obstructing or rendering dangerous for passage, any street, public right-of-way or waters used by the public; or (3) any other act or omission declared by law to be a public nuisance.
4. **Residential premises** means any building consisting of any number of dwelling units, each with individual kitchen facilities, and in the case of multiple dwelling units in such building, each unit shall be considered "residential premises".

- 5. **Commercial premises** shall consist of two types: (1) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is prepared or served from a central kitchen, including restaurants, clubs, churches, schools and health care facilities; or, (2) any premises where a commercial, industrial or governmental enterprise of any kind is carried on where food is not prepared or served.
- C. **Refuse Storage.**
  - 1. It is unlawful for any person to store refuse on residential or commercial premises, type (2), for a continuous period in excess of seven (7) days.
  - 2. It is unlawful for any person to store refuse on commercial premises, type (1), for a continuous period in excess of ninety-six (96) hours.
  - 3. It is unlawful to store organic refuse unless it is drained, wrapped (in paper or plastic) and placed in an impervious and leak-proof container with a tight-fitting cover.
- D. **Mandatory Collection of Refuse.**
  - 1. It is unlawful for each occupant of residential or commercial (of either type) premises to fail or refuse to subscribe for, receive and pay for (at going rates for the class of service) the refuse collection services of a garbage and refuse hauler licensed by the City.
  - 2. It is unlawful for any person to obstruct a licensed garbage and refuse hauler in the performance of its duties.
  - 3. If any person fails or refuses to comply with Section 8-2-1.E.1 of this Code, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls of the County, and as an additional and not alternate to any other remedy provided herein, subscribe and pay for the services of such hauler and certify all costs to the County Auditor to be spread upon the tax rolls as a special assessment on the subject premises.
- E. **Junk Storage.**
  - 1. It is unlawful to park or store junk on any premises unless it is housed within a completely enclosed building or on duly licensed junk dealer premises.
  - 2. If any person fails or refuses to comply with Subparagraph A of this Subdivision, the City may, upon fifteen (15) days' notice in writing mailed to the owner of such premises at the address appearing on the tax rolls, and as an additional and not alternate to any other remedy provided herein, physically remove the junk, dispose of it as valueless, and certify all costs thereof to the County Auditor to be spread upon the tax rolls as a special assessment on the subject property.
- F. **Nuisance. It is unlawful for any person to permit or maintain a nuisance upon any premises.**
- G. **Additional Unlawful Acts.**
  - 1. It is unlawful for any person to deposit offal or the body of a dead animal in any place other than a sanitary landfill or other facilities approved by statute of the City Code.
  - 2. It is unlawful for any person to store, deposit or dispose of any refuse which is in flames or heated to the point of danger of fire.

(Ord. 89, SS, 3-21-2005; Ord. No. 341, SS, § 1, 1-21-2025)

**10-68-04. Accessory structure.**

- A. *Application.* Any accessory structure which requires a building permit or which is 30 inches or more in height shall be subject to setback, floor area and other requirements of this Section.
- B. *Time of construction.* No detached accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building to which it is accessory.
- C. *Building permits.*
  - 1. Detached accessory buildings not exceeding 200 square feet in floor area shall be allowed without issuance of a building permit, but shall obtain a zoning permit and comply with all other provisions of this Ordinance.
  - 2. Detached accessory buildings 200 square feet or greater in floor area shall require a building permit. The Building Official shall review the site plan and construction drawings to determine compliance with the Building Code and other applicable ordinances, laws, and regulations.
  - 3. In conjunction with the issuance of a building permit for a detached accessory structure in the Rural Service Area, the property owner shall execute a home occupation awareness form. Said form shall certify that the detached accessory structure and the premises on which it is located, will not be used for the purposes of a Home Occupation without first obtaining the required approvals.
- D. Schools in any district shall follow the standards listed in this Section for accessory structures, except for the following:
  - 1. Exterior building standards in provision E below; and
  - 2. Area, number, and height limitations listed in provision F.1 and 2 below.
- E. *Exterior building standards.* Architectural details of accessory buildings are to be the same or similar to the principal building based upon (but not limited to) the following criteria:
  - 1. Scale and detailing.
  - 2. Roof pitch orientation and slope.
  - 3. Overhang depth and details.
  - 4. Window and exterior door proportion and types.
  - 5. Building material. Detached accessory structures in the Rural Service Area may, however, be finished with baked enamel siding.
  - 6. Exterior color.
- F. *Area, number and height limitations.* Accessory structures shall comply with the following area, number and height limitations:
  - 1. Rural Service Area.
    - a. Attached accessory structures shall not exceed 840 square feet in size, except that the maximum square footage can be increased, provided that the accessory structure size does not exceed 80 percent of the above-ground square footage of the principal structure.
    - b. All new and relocated residential homes shall be constructed with an accessory structure or garage meeting the minimum standards required in Section 10-72-09 Parking Supply Requirements. Said accessory structure shall have a minimum floor area of at least 440 square feet.

c. Detached accessory structures shall be limited as follows:

Lot Size	Accessory Structure Limits	
Less than 1 acre	Total detached square footage	600 SF
	Maximum number of detached buildings	1
	NO POLE BUILDINGS ALLOWED	
	Maximum sidewall height	10 feet
1 acre but less than 2½ acres	Total detached square footage	1,200 SF
	Maximum number of detached buildings	1
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	12 feet
2½ but less than 5 acres	Total detached square footage	2,500 SF
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	14 feet
5 acres but less than 10 acres	Total detached square footage	4,000 SF
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	16 feet
10 acres and larger	Total detached square footage	5,000 SF
	Maximum number of detached buildings	2
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	18 feet

2. *Urban Service Area.*

- a. Attached and detached private residential garages shall not exceed 840 square feet in size, except that the minimum square footage can be increased to 1,200 square feet, provided that the accessory structure does not exceed 80 percent of the above-ground square footage of the principal structure.
- b. All new and relocated residential homes shall be constructed with an accessory structure or garage meeting the minimum standards required in Section 10-72-09 Parking Supply Requirements. For one- and two-unit dwelling units, said accessory structure shall have a minimum floor area of at least 440 square feet.
- c. Residential properties within the Urban Service Area may have one (1) detached accessory structure in addition to a private residential garage. The structure shall not to exceed 250 square feet in size. On properties that have no less than one half (½) acre of buildable land, the detached accessory structure, may be up to 500 square feet in size. This second detached accessory building shall not exceed 16 feet in height.
- d. Residential properties with detached accessory structures that subsequently construct an attached accessory structure, shall deduct the square footage of the detached structure from the allowable square footage.
- e. No accessory buildings shall be allowed on non-residential property in the urban service area.
- f. Unless otherwise permitted, all detached accessory buildings shall not exceed 20 feet in height or the height of the principal structure, whichever is less.

3. **General Standards and Conditions, All Districts.**

- a. PUD Districts in rural areas: Total accessory structure square footage shall not exceed 1,200 square feet per lot or as otherwise identified in the Development Agreement.
- b. Temporary, hoop, carport, tarpaulin or similar types of non-permanent structures are not permitted.
- c. Semi-trailers, truck boxes, rail boxes, box cars, and similar are prohibited.
- d. Moving storage containers, Portable on demand storage (PODS) units or similar type units may be allowed with city approval for up to 30 days within an 18-month period.
- e. No structures shall be located within a drainage, utility or any other publicly owned easement.

G. **Setbacks.**

- 1. **Attached Buildings/Garages.** An attached garage or accessory structure shall be considered an integral part of the principal building and shall conform to district setback requirements.
- 2. **Detached Buildings:**
  - a. Any detached accessory building shall be set back at least 10 feet from any principal structure or other detached accessory buildings on the same parcel.
  - b. **Rural Service Area:**
    - i. Lots Less Than One (1) Acre. Twenty-five (25) feet from the side and rear property lines.
    - ii. Lots One (1) Acre and Larger. Twenty-five (25) feet from the side and rear property lines.
    - iii. All detached accessory structures in the Rural Service Area shall be placed no closer to the front property line than the principal structure, except when the principal structure has a front yard setback of at least 150 feet. In that case, the detached accessory structure may be located closer to the front property line than the principal structure, but shall maintain at least a 75 foot front yard setback off a City street and a 100 foot front yard setback off of a County or State road.
  - c. **Urban Service Area:**
    - i. All Lots. No accessory building shall be located in front of the principal structure. Accessory buildings must maintain setbacks of five (5) feet from the side property line and 10 feet from the rear property line.
    - ii. Street Side Yard. Detached accessory structures shall be located no closer than 20 feet from a street side yard on corner lots, provided the structure does not have access to the public right-of-way on the side yard.

(Ord. 291, SS, 1-18-2022; Ord. 306, SS, §§ 3, 6, 2-21-2023; Ord. No. 342, SS, § 3, 1-6-2025; Ord. No. 347, § 1, 7-21-2025)

**10-68-12. Keeping of animals or fowl.**

- A. Farms as defined in the City Code are exempt from the provisions of this Section.
- B. It is unlawful for any person to keep, stable, board, or harbor horses, colts, ponies, mules, goats, sheep, cattle, pigs, and other farm-type animals, mink, ducks, pigeons, geese, and other fowl, whether owned or not, unless the person has sufficient contiguous real estate to house and enclose said animals or fowl.
- C. All points of housing and fence enclosures in which animals or fowl are kept must be at least 100 feet from any residential structure used for human habitation or well for supplying potable water.
- D. A sturdy wood, metal or electrical fence must keep the animals and/or fowl confined.
- E. No animals or fowl mentioned in Item B above may be kept on a parcel of real estate smaller in area than five (5) acres, except for the keeping of pigeons and doves as specified in Item F below. In determining such real estate parcel size and number of animals or fowl, one (1) acre thereof shall be considered as being used for residence, lawns, etc., and shall be excluded. The area used for the on-site sewage treatment system, including the alternate drain field location, shall not be used to keep animals. In addition to the above minimum area requirements, at least one (1) acre of pasture must be available for one (1) animal other than fowl and at least one (1) acre for each additional animal other than fowl kept on the premises.
- F. No more than 20 fowl of any type may be kept on such five (5) acre parcels with one (1) acre additional required for each additional ten fowl. The keeping of racing and fancy pigeons/doves shall be permitted on parcels of land as small as two and one-half (2½) acres in size in the rural service area of the City. The keeping of pigeons and doves for competitive racing and sporting purposes shall be limited to a maximum of one hundred fifty (150) birds.
- G. Pasture fences or animal or fowl enclosures must be at least ten (10) feet inside the property lines unless fences on the line are agreed to in writing by adjoining property owner or owners. Such line fence agreement must be renewed in writing when a new adjoining owner takes over.
- H. Animal and fowl manure and other waste shall not be allowed to accumulate to create offensive odors. Accumulations of manure and other waste shall be removed at such periods as will insure that no objectionable aroma exists and the premises shall not be allowed to become unsightly or harbor rodents, flies, or insects.
- I. Properties that do not conform with this Section shall be considered as non-conforming uses. Non-conforming uses shall be brought into compliance with this Section within five (5) years from the effective date of this and the above Subdivisions; however, this provision shall only apply to real estate area, and number of animals, and location of fences and enclosures, and shall in no way allow any change or any increase in such prior use, and upon death or disposition of any animals or fowl so held under prior use, same shall not be replaced; and any discontinuance of such prior use for a period of one month longer shall be deemed a cessation of such use and a use thereafter shall be completely controlled by all of the provisions of this Section.
- J. It is unlawful for any person to treat any animal as herein defined, or any other animal, in a cruel or inhumane manner.
- K. It is unlawful for any person to keep any animal in any structure infested by rodents, vermin, flies or insects.
- L. It is unlawful for any person to allow any animal, as herein defined, or any other animal under his control, to run at large.

(Ord. 291, SS, 1-18-2022; Ord. 306, SS, § 3, 2-21-2023)









# 2026 1st Quarter Report



● It's been an active year already for the police department including getting our new canine program off the ground after nearly 18 months of planning and preparation. Canine Viktor and his handler Officer Barck have been doing extensive training since March and hope to be on duty by mid-June.

The first few months of a new year also brings planning in many areas including community engagement. Department staff and community members began the year planning for all the community events the department will host or participate in throughout the year. The events have become a vital component of establishing and maintaining a positive working relationship with the public and police department staff looks forward to a full schedule of events throughout the year.

Officers were busy during the quarter generating 1,648 incident offenses. This included 35 Group A offenses which includes incidents such as (assaults, burglary, narcotics, fraud, theft, damage to property reports etc.), and 31 Group B offenses which includes incidents such as (DWI's, disorderly conduct, trespassing offenses etc.).

All other call types are categorized under "All other Offenses" which includes incidents such as (medicals, vehicle accidents, animal complaints, noise complaints, welfare checks etc.). There were 972 "All other Offenses" during the quarter. Officers also performed 610 traffic stops, issued 79 citations, and 37 cases were referred to investigations.

Officers and staff completed 107 hours of training during the quarter which included EVOC (or Emergency Vehicle Operators Course), Active Shooter, Officer Wellness, and Use of Force to name a few.

All members of the St. Francis Police Department continue to work hard and dedicate themselves to this department and community and as always want to thank the City Council for their continued support.

# First Quarter Stats

## January 1st 2026—March 31st 2026

**Calls for Service – 1648**  
(includes traffic stops)

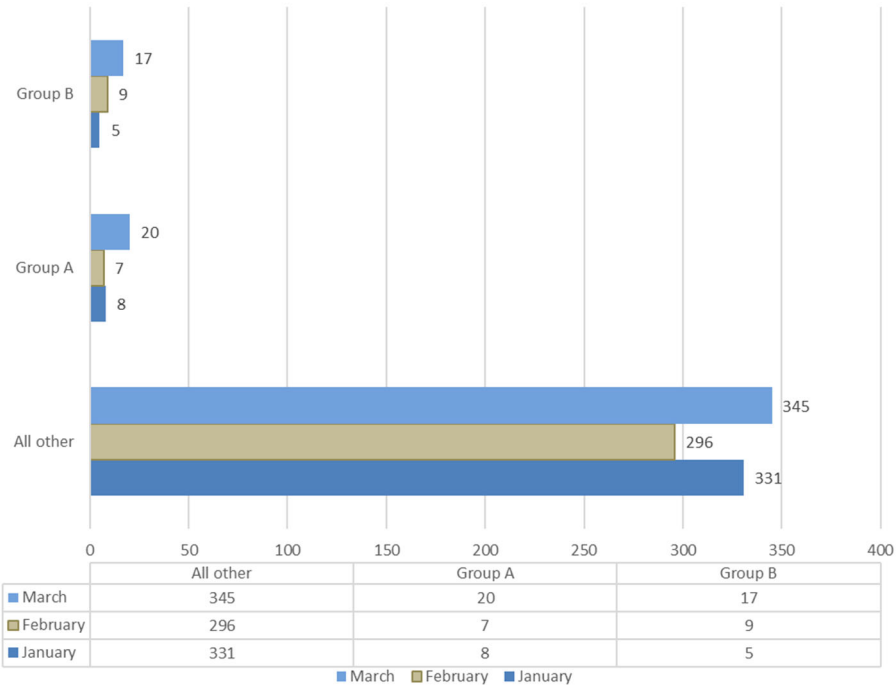
January - 500

February – 587

March - 561



First Quarter Incidents





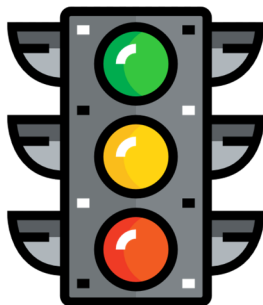
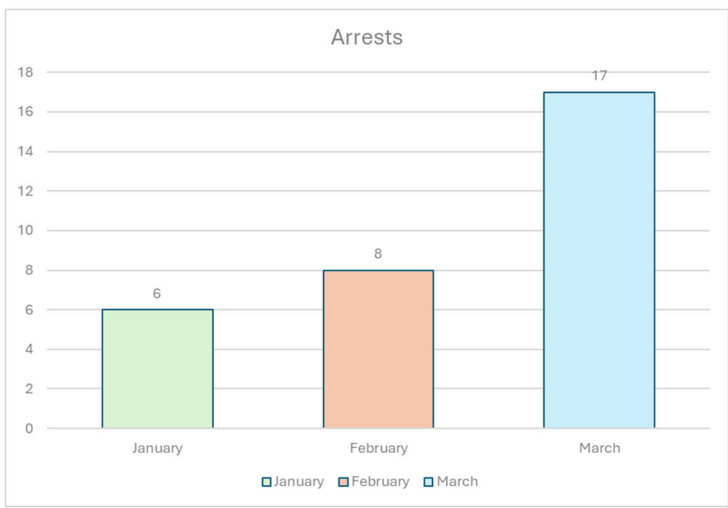
### First Quarter Arrests

January—6

February-8

March- 17

**Total- 31**



—Total of 610 Traffic Stops

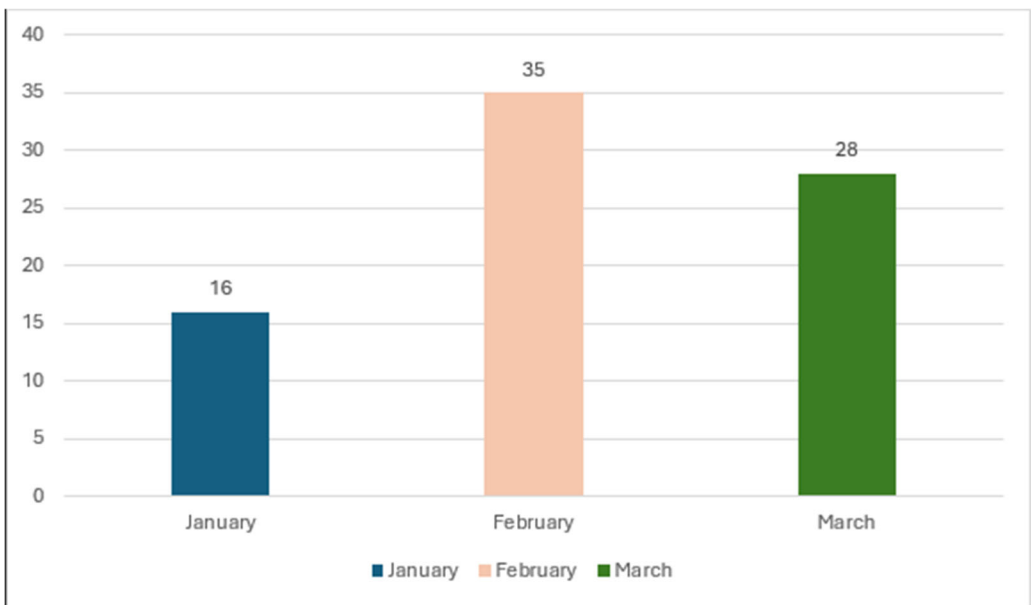
### First Quarter Citations

January—16

February—35

March -28

**Total—79**



TOTAL CRIMES INVESTIGATED

37



Theft



Burglary



Damage to Property



Child Protection Intake

## Welcome K9 Viktor!

Viktor recently traveled from Germany to join our department and has started training with Officer Barck. Once training is complete, you can expect to see Viktor out on patrol this summer, helping keep our community safe.



## See our new Pink Patch Badge!

We have recently ordered a new Pink Patch badge showing off Viktor!

We continue to sell Pink Patch merchandise throughout the year to donate to the Susan G. Komen Foundation for breast cancer research.



These patches will be available for sale in just a few short weeks.

**Badge**—\$10 each

**Koozies** (variety of designs)—\$4 each

**Bracelets** (variety of designs) - \$2 each

**Pens**—\$3 each

**Buttons**—\$1 each

# Winning with Cops

Our Winning with Cops event was a fantastic success, bringing smiles, laughter, and meaningful connections to everyone involved. Participants of all abilities had a great time hitting the lanes alongside our officers, sharing high-fives, friendly competition, and lots of encouragement. The joy and excitement throughout the event showed just how impactful these moments can be. It was truly a fun and memorable experience for our special needs community, and we're grateful to have had the opportunity to connect, support, and celebrate together.





# DOG CLINIC

SATURDAY MAY 2ND, 2026

@ ST. FRANCIS POLICE DEPARTMENT

9:00 am until 12:00 pm

FIRST COME, FIRST SERVE!



**Rabies Vaccine- \$22**

**Distemper- \$22**

**Bordetella (for kennel cough)- \$20**

**Lyme- \$35**

**Leptospirosis-\$20**

**Heartworm only Test- \$25**

**Microchip Placement & Registration on site-\$45**

**\*Bring vaccine records, if possible**

**\*Limited number of heartworm, flea and tick products will be for sale**

Services provided by St. Francis Vet Clinic

# Public Works Quarterly Report - 2026



*1st Quarterly Report - 2026*



235th Pond



Pederson Dr. Curve

Over the winter staff has been going around cleaning trees and brush from a few of our storm ponds this is an important part of our stormwater management to insure they are not overgrown and have proper filtration and flow. Staff also has been doing some road side brush cutting in the right a way for better visibility.

Stormwater -

- 15 Plan Reviews
- 12 New Construction, 3 Accessory Building
- Catch Basin Clean outs - Ongoing
- Storm Pond Management - Ongoing

15 - ROW Permits



82

Stormwater Hours



362

Miles of Plowing



97.2

Miles of Trail Plowing



9

Work Orders



110 Hrs

Building Maintenance



182 Hrs

Equipment Repair



120 Hrs

Equipment Maintenance



\$86,090

Grant Work



14

Call Ins



This winter the city partnered up with Anoka Conservation District in a grant to remove more ash trees and buck thorn in Dellwood Park. The mulched up chips will be used for a new trail and a burning will take place to return the area back to a more native prairie setting. This was funded by a grant partnership with ACD.

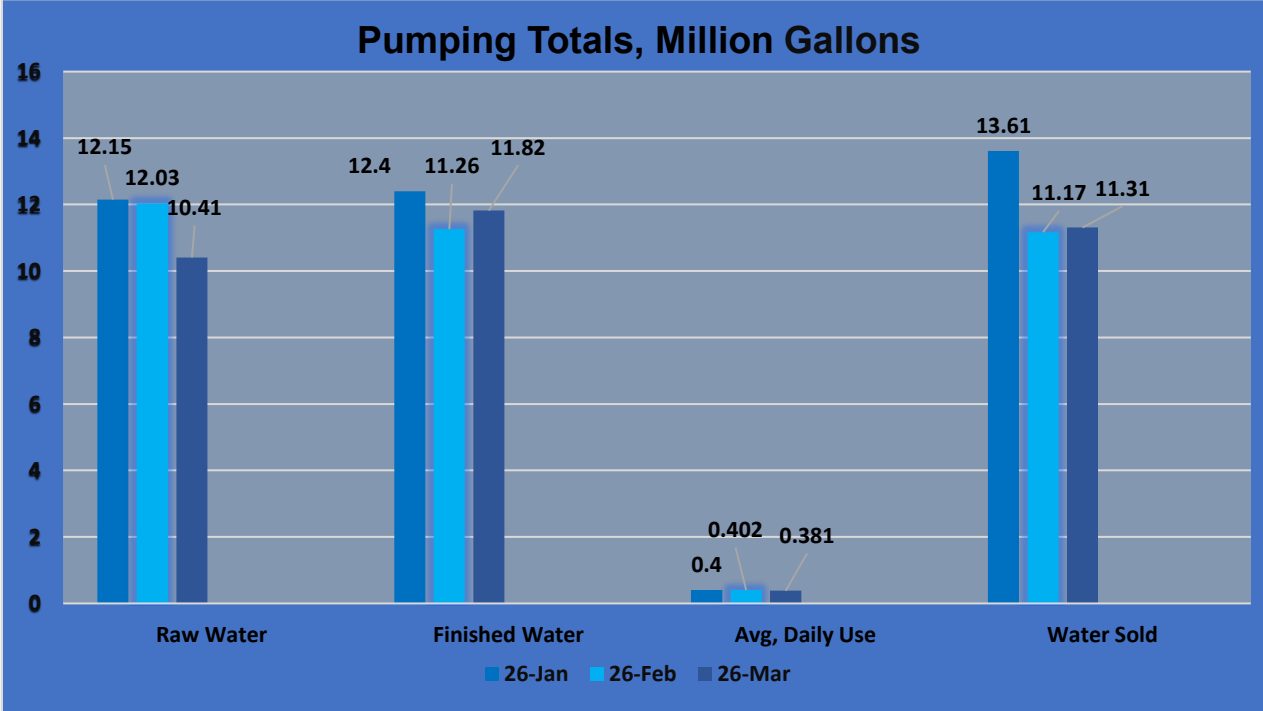


Over the winter staff built 2 speed trailers for the police. They used our speed signs there were permanently mounted to post. These are now equipped with bigger batteries for longer use and are now movable. The quote for one of these trailers was roughly \$20,000 dollars and with building them the cost was about \$2500 dollars.



**Water and Wastewater 1<sup>st</sup> Quarter Report**  
**Winter-Spring 2026**  
**To: City Council**

**Water Treatment Facility:** The first quarter daily and monthly water usage.

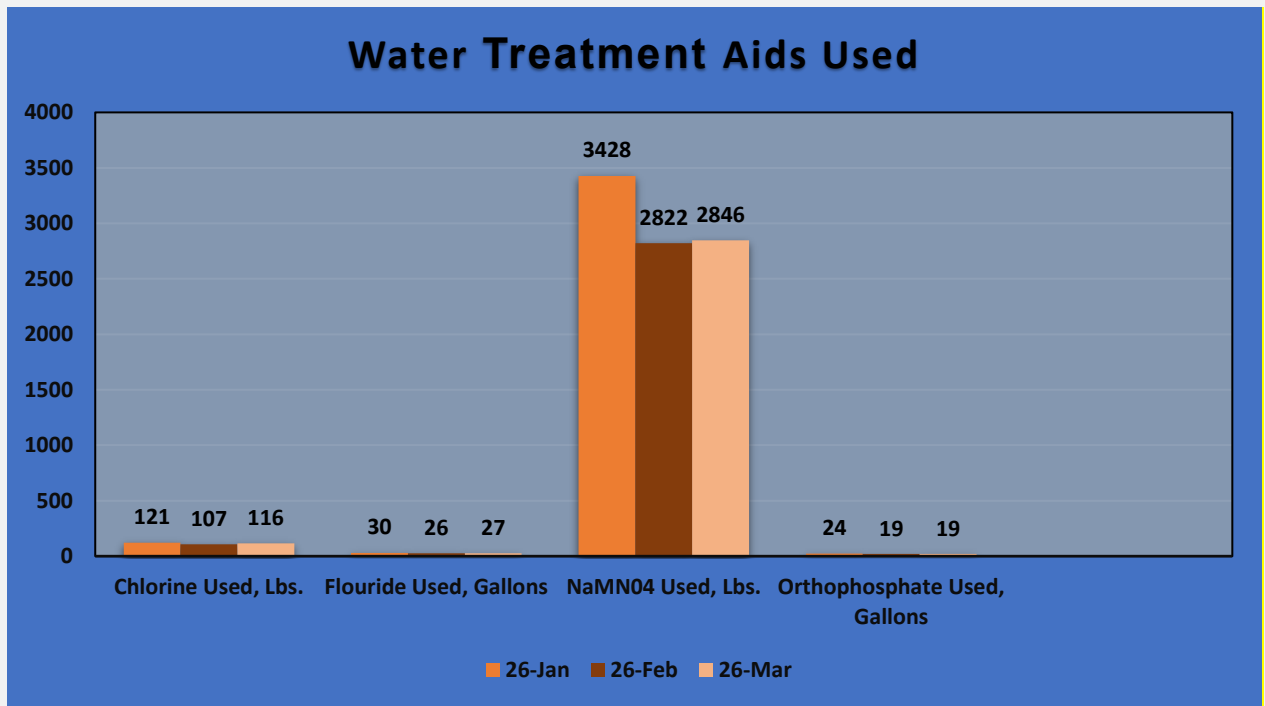


**Neptune 360:**

The values above are normal for this time of year. Staff were busy this winter utilizing Neptune 360; This metering software allows us to track for unsuspected leaks throughout the month. The residents have been very receptive and appreciative for this service.

### Water Treatment Facility Task:

TASK	DESCRIPTION	QUANTITY	UNITS
Inspect Facility Daily	Facility Inspection	63	Inspections
Operational Hours	Hours spent at facility.	126	Hours
Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments
Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	325	Labs
Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	91	Inspections
Bacteria Samples	Take set of monthly MDH bacteria samples.	20	Samples Per Set



**Water Treatment Facility Lab Results:**

Disinfectant	Average Chlorine	.76	Mg/l
Before Treatment	Average Raw Iron	.99	Mg/l
Before Treatment	Average Raw Manganese	.075	Mg/l
Dental	Average Fluoride	.72	Mg/l
Facility Removal Rate	Iron Removal	99	%
Facility Removal Rate	Manganese Removal	86	%

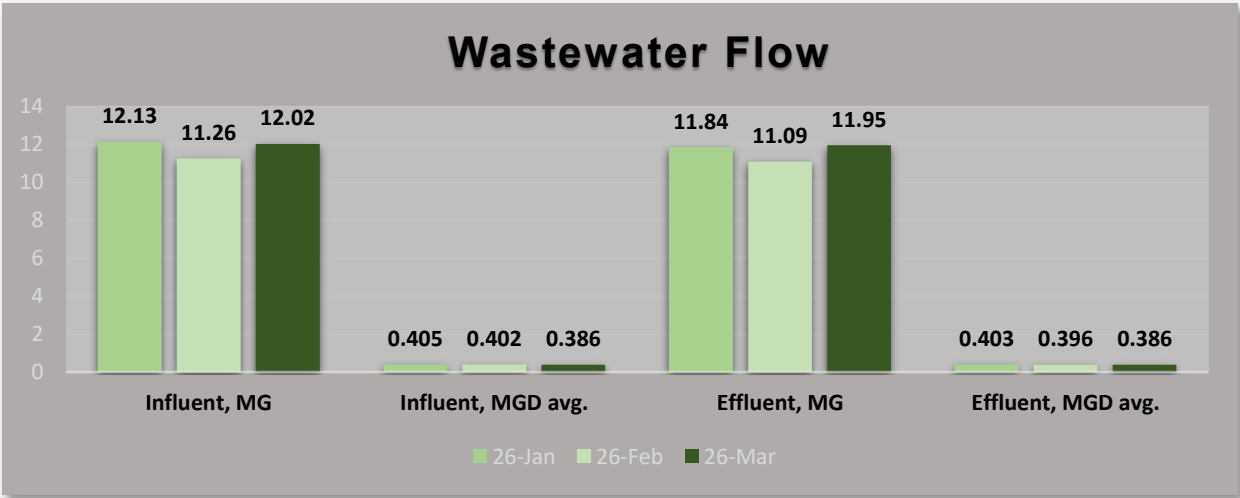
**Water Treatment 1<sup>st</sup> Quarter Summary:**

**Lead and Copper Sampling Locations:** John Maki led this project and was assisted by Wyatt Huberty and Mike Harris. Staff went door to door locating 40 willing customers that would participate in sampling. These sampling sites have been submitted to MDH and were approved for sampling locations. In July, staff will sample 20 sites, with the remaining 20 sites acting as extra and/or future sites should someone move.

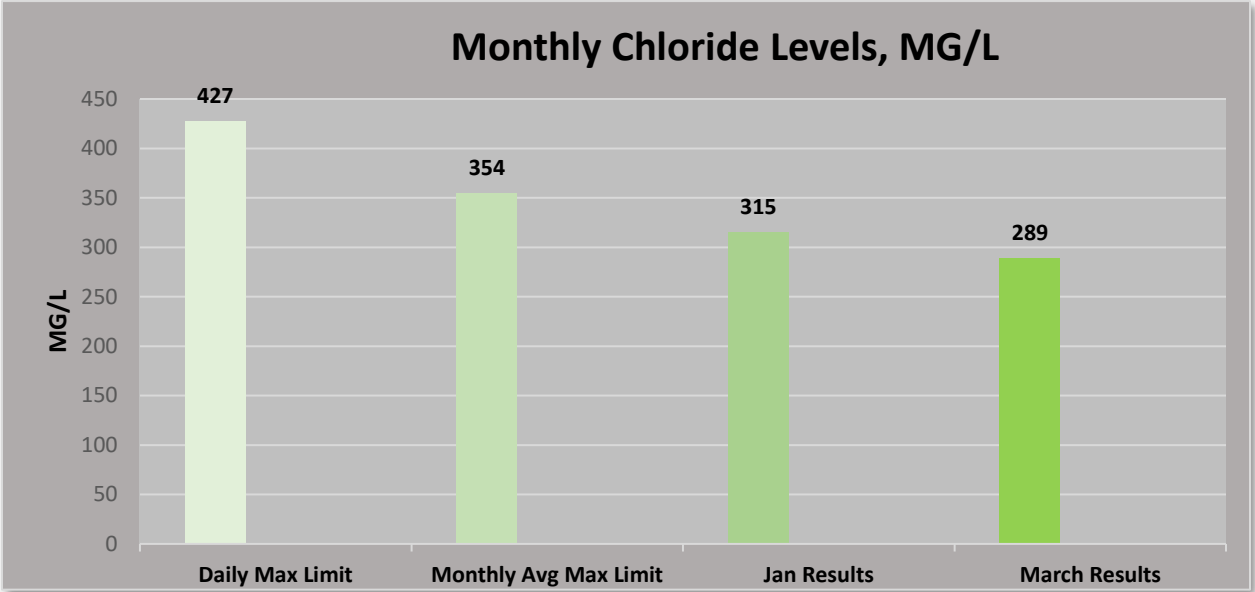
**HVAC:** Yale replaced a unit heater upstairs. Upon inspecting the other nine units, it appears they will also need replacement soon. The exhaust, heater coils and electronics are beginning to fail. Staff will be discussing this equipment replacement, more in depth during budget discussions.

**Air Compressor Maintenance:** John Henry Foster was here and performed oil change, pressure test and other inspections on the compressor. This unit supplies air to all the pneumatic valves.

**Wastewater Treatment Facility Report:** Our monthly flow totals for the first three months of 2026.



**Chloride:** Below are the average chloride sampling results for January and March. I would like to point out that the 315 result was more than likely influenced by carwash and road salt. Staff have ongoing discussions with the MPCA. There is nothing that can be done to prevent road salt from entering the sanitary system from a carwash, so if we exceed our limit in the winter months, that should not be counted towards a violation.



Task	Description	Quantity	Units
Monthly Sampling	Perform required monthly sampling: 8 Influent 29 Constituents); 8 Effluent (50 Constituents:	220	Constituents
Operational Hours	Hours spent at facility.	440	Hours
Inspect Operations Building	Daily inspection of building.	63	Inspections
Inspect Pre-treatment Building	Daily inspection of building.	63	Inspections
Inspect Tertiary Building	Daily inspection of building.	63	Inspections
D.O Readings	Take Required D.O Readings.	90	D.O Readings
pH Readings	Take Required pH Readings.	90	pH Readings
Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	496	Lift Station Inspections
Daily Lab	Process Control Test	216	Tests

**Facility Report: Wastewater Treatment Facility Lab Results**

	Influent TSS	242	Mg/l
<i>Limit: (15 mg/l)</i>	Effluent TSS	0	Mg/l
<i>Limit: (85 %)</i>	TSS % Removal	100	% Removal
	Influent CBOD	221	Mg/l
<i>Limit: (15 mg/l)</i>	Effluent CBOD	0	Mg/l
<i>Limit: (85 %)</i>	CBOD % Removal	100	% Removal
	Influent Phosphorus	5.3	Mg/l
<i>Limit: (1 mg/l)</i>	Effluent Phosphorus	0	Mg/l
	Phosphorus % Removal	100	% Removal
	Influent Ammonia Nitrogen	27.4	Mg/l
<i>Limit: (Seasonal) 1.4 mg/l</i>	Effluent Ammonia Nitrogen	0	Mg/l
	Ammonia Nitrogen % Removal	100	% Removal

**Summary:** The wastewater treatment facility met all MPCA assigned limits this quarter.

**Daily Tasks:**

Locates	Process Locate Requests	15	Utility Locate Requests
Water/Sewer Connections	Inspect Water and Sewer	3	Inspections
Water Miscellaneous	Work Orders:	5	Work Orders

**Wastewater Treatment 1<sup>st</sup> Quarter Summary:**

**Aeration Blower Maintenance:** Staff completed yearly maintenance on the three blowers. This includes oil changes, belt inspections, greasing, and filter changes.

**Biosolids Blower Maintenance:** Staff completed yearly maintenance on the three blowers. This includes oil changes, belt inspections, greasing, and filter changes.

**Rapid Mixer Maintenance:** Staff completed maintenance on the rapid mixer. This includes oil changes and greasing.

**Pre-treatment Room:** Both fine screens and grit pump maintenance is complete. This includes oil changes and greasing.

**Clarifier Maintenance:** Staff completed maintenance on the clarifier. This includes greasing and oil changes.

**UV System:** The UV system is up and running for the next eight months. This is used for disinfection of the wastewater.

**Diamond Maps and RTK:** Work is complete on storm water infrastructure.

**Wastewater Treatment Facility:** Wyatt completed our laboratory Operations Manual. This will insure uniformity during lab analysis between all operators.

**Capacity Review Update:** In the year-end report, we included a remaining capacity review of the wastewater treatment facility. Vista Prairie’s information was not included in that review. Staff had SEH recalculate using information from their sanitary sewer extension permit and the values did change a bit. The values given to SEH were engineering estimated values so the values below could be higher or lower by the end of 2026.

<i>Criteria</i>	<i>2025 DMR Values</i>	<i>Basis of Design (2035)</i>	<i>2025 Capacity Utilized %</i>	<i>Capacity Remaining (# of REUs)</i>
<i>ADW</i>	<i>.411</i>	<i>.647</i>	<i>63</i>	<i>1171</i>
<i>AWW</i>	<i>.434</i>	<i>.814</i>	<i>53</i>	<i>1907</i>
<i>CBOD Lb./day</i>	<i>797</i>	<i>1380</i>	<i>58</i>	<i>1651</i>
<i>TSS Lb./day</i>	<i>1069</i>	<i>1966</i>	<i>54</i>	<i>1856</i>
<i>Phos Lb./day</i>	<i>19</i>	<i>40.7</i>	<i>48</i>	<i>2470</i>

**Water Softener Optimization:** In November of 2025, staff sent out a softener optimization informational letter to all of the residents that are on water and sewer. It contained information on our treated water characteristics as far as hardness, what causes it and what a softener should be set at to remove that hardness.

Public works also offered assist with the optimization. What we found is that some softeners were set to “manufacture suggested” set points and no test was ever completed to determine what the true hardness level is.

One home softener was set to 30 grains per gallon. Our water is about 13 grains per gallon. This resident should be happy because they will use less salt and less water moving forward.

**City-wide Chloride Sampling:** Beginning in April, staff will be sampling chloride through out the town using two portable samplers. Each sampler will be at a lift station for week, gathering three samples. We will provide a more detailed summary In the 2<sup>nd</sup> quarter report.

**Happening Soon:**

**Dalton River Villas:** Water and sewer installation. This work should only take a week or two to complete. Site grading is currently be done.

**The Fiber Installation:** Fiber installation to the water treatment facility should begin in late May or June.

Thank you,

Parish Barten

# March 2025 Rum River Fire District Report

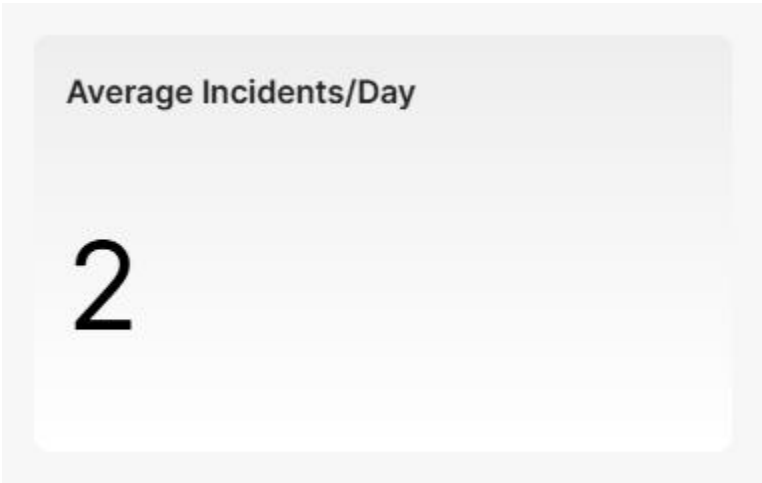
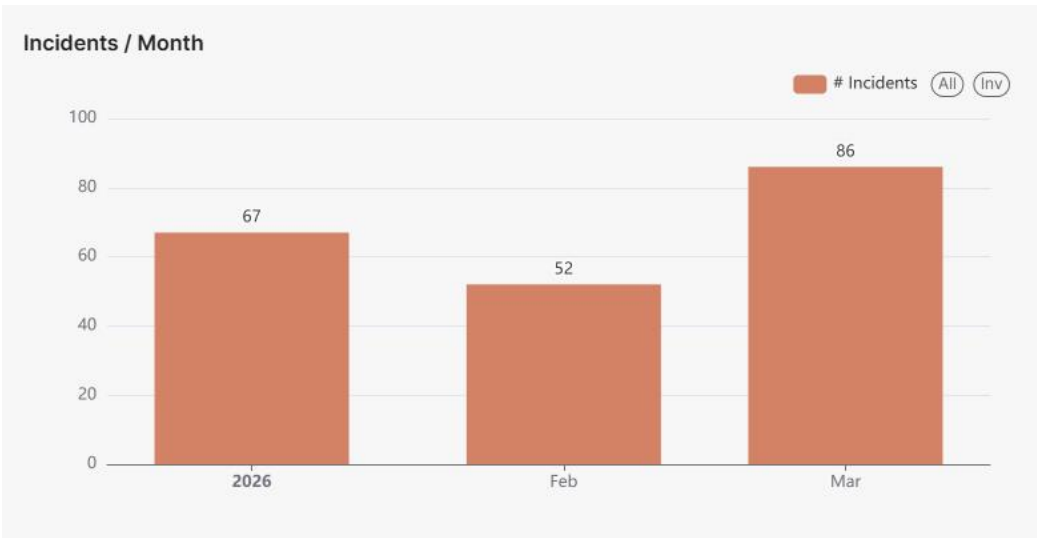
Total Incident Count	Dispatch to Enroute (Mean)	Dispatch to At Scene (Mean)
205	5m 13s	9m 21s

## Incident Volume by Recorded Shift

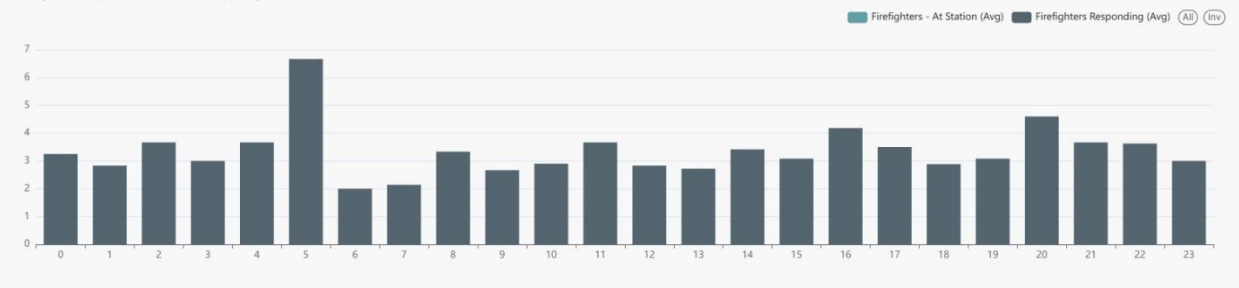
Search  
4 records...

Recorded Shift	# Incidents
STATION 1	148
ALL CALL	31
DUTY OFFICER	14
STATION 2	12
<b>Totals</b>	<b>205</b>

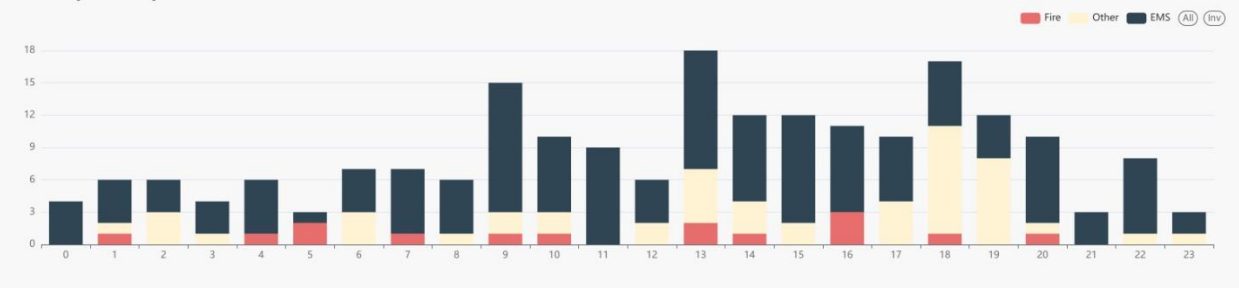
Fire Dispatch Code Description	# Incidents
Medical	29
Med - Breathing-Difficult	22
Med - Fall	18
Med - Heart	14
LIFTASSIST	14
MEDICAL	12
Med - Uncon	11
Med - Seizure	11
STRUCTURE FIRE	9
Suicide Attempt In Prog	8
Illegal Burn	7
Personal Inj Accident	5
Carbon Mono No Ill	5
Abdominal Pain	4
Structure Fire	4
MED STROKE	3
Fire Alarm No Smoke	3
GRASS FIRE	3
Med - Bleed-Severe	3
Med - Breathing-NOT	3
Med - Assault	2
Phone Call Request	1
ELECTRICAL SMELL	1
Grass Fire	1
Slumper	1
Explosion	1
Gas Odor Inside	1
Broken bones, compound fracture	1
Med - Choking	1
MEDICAL ALARM	1
Med - Allergic	1
Blood Pressure	1
Fluid Clean Up	1
Lift Assist	1
Med - Misc Priority Medical	1
Assist	1



Firefighter Response by Hour of Day (Avg)



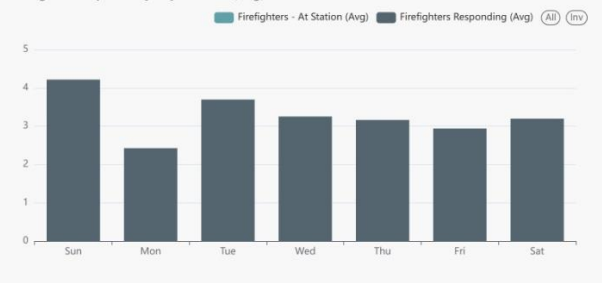
Incidents by Hour of Day



Incidents by Day of Week



Firefighter Response by day of Week (Avg)



Fire Incident Count

44

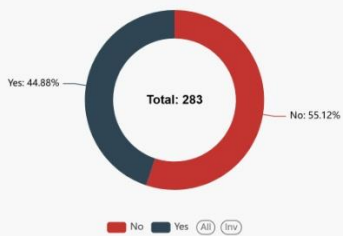
EMS Incident Count

150

Dispatch to Clear (Mean)

32m 35s

Turn Out Goal Met? (90 seconds)



Time to Arrival Goal Met? (5:00)



### Losses

Contents:  
Property:  
Total: \$0

Mutual Aid Given Recipients

Gave Mutual Aid	Metric	Mutual Aid Given - All Incidents		Total (Sum)
	Fire Or EMS	EMS	Fire	
Nowthen Fire Department			2	6
East Bethel Fire Department				4
Andover Fire Department				2
Oak Grove Fire Department				1
		Total (Sum)	2	13

Incident Volume Projection

	LAST YEAR	THIS YEAR
SO FAR	<b>296</b>	<b>267</b> -9.80%
	TOTAL	PROJECTED TOTAL
TOTAL	<b>860</b>	<b>826</b> -3.95%

