



CITY COUNCIL REGULAR MEETING
City Hall: 3750 Bridge St NW
Monday, December 01, 2025 at 6:00 PM

AGENDA

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**
 - [A.](#) City Council Minutes - November 17, 2025
 - [B.](#) Dellwood River Park Habitat Enhancement
 - [C.](#) Park Commission Appointment
 - [D.](#) Facilities Technician – Update Job Description
 - [E.](#) River's Edge 8th Addition Financial Security Reduction
 - [F.](#) Acknowledgement for Raffle Permit
 - [G.](#) 2026 Business License Renewals
Resolution 2025-57 Adopting the License Renewals for 2026
 - [H.](#) Approve Hiring Community Development Specialist – Jackson Matthies
 - [I.](#) Payment of Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
 - [A.](#) 2026 Proposed Budget Presentation
Resolution 2025-58 Certifying taxes payable in 2026
Resolution 2025-59 Adopting a budget for 2026
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
 - [A.](#) 2025 Code Revisions – First Reading
Ordinance 352 - Modifying division 2, 4, 5, 6, 7, 8, and 9 in the zoning code
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
 - A. City Administrator Report
- 12. COUNCIL MEMBER REPORTS**
- 13. UPCOMING EVENTS**
 - December 06 - Bridge Church - Tree Lighting Ceremony - 4:00 pm
 - December 09 - Santa and the Fire Truck - 5:00 pm
 - December 15 - City Council Regular Meeting - 6:00 pm
 - December 17 - Planning Commission Meeting - 7:00 pm
 - December 24 - City Offices Closed
 - December 25 - City Offices Closed
- 14. ADJOURNMENT**

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
November 17, 2025
6:00 p.m.

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

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

2. **ROLL CALL**

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

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

3. **APPROVAL OF AGENDA**

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

A roll call vote was performed:

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

Motion carried: 5-0

4. **CONSENT AGENDA**

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

Mayor Vogel shared that he would like to discuss the Planning Commission appointments. He noted that they are voting on these appointments and asked the

Council if they wanted to see the applicants or be a part of the interviews for Commission appointments in the future.

Robinson shared that Commissioner Hingos has been a part of the Planning Commission for many years and does a great job. He noted that he is not as familiar with the other two applicants. He said that he thinks the Council should be involved in the interview process for these Commissions in the future.

Udvig agreed. She noted that they could have just a few Councilmembers involved in the actual interviews, but the whole Council could review these applications ahead of time, so they are aware of who the applicants are.

Muehlbauer said it would be nice to have two Councilmembers in these interviews if they were to write a policy for this.

Mayor Vogel agreed.

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

A roll call vote was performed:

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

Motion carried: 5-0

5. MEETING OPEN TO THE PUBLIC

No one came forward to address the Council.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS

- A. Ordinance Amendment – Chapter 2-9-1 Fee Schedule, 2nd Reading
Ordinance 351 - Amending Chapter 2 of the city code regarding the fee schedule
Resolution 2025-55 - Authorizing summary publication of Ordinance 351

MOTION BY: ROBINSON SECOND: MUEHLBAUER TO ADOPT ORDINANCE 351 AMENDING CHAPTER 2 OF THE CITY CODE REGARDING THE FEE SCHEDULE.

A roll call vote was performed:

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

Motion carried: 5-0

MOTION BY: UDVIG SECOND: ROBINSON TO ADOPT RESOLUTION 2025-55
AUTHORIZING SUMMARY OF PUBLICATION OF ORDINANCE 351.

A roll call vote was performed:

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

Motion carried: 5-0

B. No Limits, LLC – Rezoning – 2nd Reading

Ordinance 349 - Approving rezoning of 23671 St. Francis Blvd NW from I-1
General Industrial to B-2 General Business

Resolution 2025-56 - Authorizing summary publication of Ordinance 349

MOTION BY: FAANES SECOND: UDVIG TO ADOPT ORDINANCE 349
APPROVING REZONING OF 23671 ST. FRANCIS BOULEVARD NW FROM I-1
GENERAL INDUSTRIAL TO B-2 GENERAL BUSINESS.

A roll call vote was performed:

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

Motion carried: 5-0

MOTION BY: ROBINSON SECOND: MUEHLBAUER TO ADOPT RESOLUTION
2025-56 AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 349.

A roll call vote was performed:

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

Motion carried: 5-0

9. **NEW BUSINESS**

A. MS4 – Annual Opportunity for Public Input

City Engineer Jochum reviewed the Staff report in regard to the annual opportunity for public input on the MS4 program.

Mayor Vogel opened the meeting for public input at 6:09 p.m.

No one came forward for public input.

Mayor Vogel closed the meeting for public input at 6:10 p.m.

Robinson asked if there is a cost associated with this MS4 permit. Mr. Jochum said there is no fee associated with the permit itself; however, there are Staff costs.

Robinson noted that this is a part of an unfunded mandate from the State, which will not be included in the levy.

Muehlbauer shared that the money collected for this MS4 permit does not go directly to the permit; it goes to the work that needs to be done to adhere to the requirements of the permit. He noted that this is a lot of work for the Staff that is required by the State.

Robinson noted that while this is important work, it was pulled out of thin air by the State, and they were told they had to comply.

Mayor Vogel asked how they were addressing stormwater ponds before the MS4 permit process. Jochum said it was being addressed out of the general budget. He noted that it is a requirement of this permit that the ponds have to be inspected every five years, and this was not something that was necessary before the permit.

Monty Oakers came forward and asked how much the City spends a year on this MS4 program. Mayor Vogel said he can contact Public Works Director Carpenter to get these numbers.

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

11. **REPORTS**

A. City Administrator Report

City Administrator Thunstrom reviewed the City Administrator report. She shared that the Staff is monitoring the changes in THC laws at the Federal level and how these changes could affect the Bottle Shop. She noted that they presented to the State legislators last week regarding their utility project along Highway 47. She added that they welcomed the first resident to Vista Prairie, who was not a St.

Francis resident prior to moving to Vista Prairie. She shared that they are continuing to work on several housekeeping items at the Staff level.

Robinson shared his appreciation for how well Thunstrom did at the bond tour.

12. COUNCIL MEMBER REPORTS

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

Robinson asked what would be accepted at the upcoming recycling event. Carpenter said they are accepting all of the general recycling items, such as steel, oil, appliances, and other similar items. He noted that this is the last recycling event for the year.

Robinson asked how the oil depository was going. Carpenter said it is going very well, and it has been very popular.

Robinson asked if they are going to be able to have this depository outside of a gated area so residents can recycle oil waste at any time. Carpenter said they currently allow residents to make appointments to use this depository during business hours.

Robinson shared his appreciation for Finance Director Mulvihill and shared that the City will miss her after she retires in July of 2026.

Mayor Vogel thanked Thunstrom and all of the Staff for the work that they put into preparing for their presentation at the bond tour. He also thanked the lobbyists and their representatives for their support as well.

13. UPCOMING EVENTS

November 18 - URRWMO Meeting - 6:00 pm

November 19 - Planning Commission Meeting - 7:00 pm

November 22 - Recycling Event 8:00 am - 12:00 pm

November 27 - City Offices closed

November 28 - City Offices closed

14. ADJOURNMENT

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

A roll call vote was performed:

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

Motion carried: 5-0

There being no further business, Mayor Vogel adjourned the regular City Council at 6:21 p.m.

Jennifer Wida, City Clerk

DRAFT



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Dellwood River Park Habitat Enhancement
DATE: December 1, 2025

OVERVIEW:

Staff continue to improve the Dellwood Park trail area including the installation of dog waste stations, benches, and mulch trails. One of the concerns brought to staff by residents is the vast poison ivy patches by the trail and if there was some way staff could eradicate it and create another mulch trail like the one in Community Park.

Working with the Anoka Conservation District, the thought of a nature prairie was suggested and would be an excellent solution to eliminate the poison ivy on the trail. Restoring the area back to prairie would also give the city the ability to have controlled burns in the park with an opportunity to educate the public on how important burns can be.

Grant funding, in the amount of \$86,090.00 with a match in the amount of \$4,215.00 is available to restore the native prairie in the area and eliminate all the poison ivy as well as the invasive buckthorn. Stormwater funds can be used for this project as it will improve the quality of water infiltration in the park area.

The Dellwood River Park Habitat Enhancement was discussed at the November 13th Park Commission Meeting, and the project was recommended to be brought forward to Council.

ACTION TO BE CONSIDERED:

Council to authorize the mayor to sign the Natural Resource Grant Agreement for Project Installation, Operation, and Maintenance of Dellwood River Park Habitat Enhancement.

BUDGET IMPLICATION:

The 11.1% match, in the amount of \$8,430.50, will come out of the stormwater fund.

Attachments:

- Natural Resource Improvement Grant Agreement for Project Installation, Operation, and Maintenance of Dellwood River Park Habitat Enhancement.

Natural Resource Improvement Grant Agreement for Project Installation, Operation, and Maintenance of Dellwood River Park Habitat Enhancement

Project Owner and Location:

Name	Address	Phone	Email
City of St. Francis	3750 Bridge St. NW St. Francis, MN 55070	763-753-2630	pcarpenter@stfrancismn.org

Project Location:

Address	Watershed
Dellwood River Park – 22854 Silverod St. NW, St. Francis, MN 55070	Upper Rum River WMO

THIS AGREEMENT is made and entered into by and between City of St. Francis, a Minnesota municipal corporation (“Owner”) and the Anoka Conservation District, a Minnesota Special Purpose Unit of Government with powers set forth in Minnesota Statutes 103C (“ACD”).

WITNESSETH:

WHEREAS, Owner owns real property at 22854 Silverod St. NW, St. Francis, MN 55070, also known as “Dellwood River Park” located in Anoka County, Minnesota (Project Location); and

WHEREAS, Owner and ACD have a mutual interest in natural resources improvement or protection, specifically enhancing habitat in and along the Rum River; and

WHEREAS, ACD has secured Outdoor Heritage Grant Funds from the Clean Water, Land, and Legacy Amendment to enhance habitat in the Rum River Corridor; and

WHEREAS, the ACD Board has approved use of grant funds to enhance habitat in Dellwood River Park (Project); and

WHEREAS, Owner wishes to accept the Natural Resources Improvement Grant, comply with ACD grant policies, install the project, and provide ongoing maintenance;

NOW, THEREFORE, in consideration of mutual covenants herein, Owner and ACD agree as follows:

1. Responsibilities

- 1.1. Responsibilities of the parties are summarized in Exhibit A (Statement of Work), Exhibit B (Maintenance Plan), and Exhibit C (Project Design).

2. Term

- 2.1. This Agreement shall commence when executed by both parties.
- 2.2. ACD may terminate this Agreement with seven days’ notice in the event of insufficient funds, factors that ACD deems compromise the Project’s cost effectiveness toward public benefits, or for other reasons at the ACD’s sole discretion.
- 2.3. The Owner may terminate this Agreement with seven days’ notice. The Owner is responsible for their portion of costs, as described in Exhibit A (Statement of Work), incurred through the date of cancellation and additional costs to complete work started but not completed prior to cancellation.

3. Grant Payments

- 3.1. ACD will issue grant payments for eligible Project expenses as described in Exhibit A (Statement of Work). The manner in which payments will be made is:
 - 3.1.1. **Direct payment:** ACD will directly pay invoices for eligible Project expenses to contractors or vendors.
4. **Owner Payments**
 - 4.1. Owner will issue payments to ACD as follows:
 - 4.1.1. **Construction escrow:** Prior to the start of construction of the Project, the Owner shall pay to the ACD the total Owner's estimated financial responsibility to construct the Project as shown in the Statement of Work or an updated amount based on actual construction bids, whichever is greater.
5. **Project Financial Management**
 - 5.1. Expenses for ACD staff time to perform grant administration, project development, design/engineering, and construction management in excess of those anticipated (Exhibit A) shall be the sole responsibility of ACD.
6. **Project Establishment Period**
 - 6.1. The Project Establishment Period shall be from the date of execution of this agreement through June 30, 2030. Expenses after that date are not eligible for grant payment or as grant match unless approved by ACD.
7. **Project Performance**
 - 7.1. If the Project is installed per the Statement of Work and Project Design and fails to perform as intended under normal operational and environmental conditions, ACD will provide Design modification guidance and seek funding to assist with the installation of a Project repair. Owner(s) agrees to cooperate with ACD throughout this process.
 - 7.2. In no case shall the ACD provide financial assistance for the reapplication of a practice that was removed by the owner without consent of the ACD, for a practice that was not installed per the Design, or that failed due to improper operations and maintenance.
8. **Ownership and Maintenance**
 - 8.1. If Owner fails to maintain the Project according to Exhibit B (Maintenance Plan) after 30 days' written notice to Owner from ACD, ACD or its contractor may complete the maintenance and the Owner shall reimburse ACD for full cost of the work. ACD will notify the Owner by certified mail of the intent to complete maintenance.
 - 8.2. In the event that the Project integrity is compromised due to reasons beyond Owner's control, Owner will immediately notify ACD. Owner(s) is not liable for financial assistance received if the failure was caused by reasons beyond the Owner's control, or if alternative conservation practices are applied at Owner's expense that provide equivalent protection of soil and water resources as determined by ACD.
9. **Prevailing Wages**
 - 9.1. Prevailing wages DO need to be paid for construction of this project. Contracts for state projects or using state funds, including cost share projects, are subject to the prevailing wages as established by the Minnesota Department of Labor and Industry (Minnesota Statutes 177.41 to 177.44 and corresponding Rules 5200.1000 to 5200.1120). Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalty.
 - 9.2. The party that hires the installation contractor (Contracting Authority) for the Project is: ACD
 - 9.3. The Contracting Authority is responsible for ensuring the provisions of the prevailing wage law are met, if applicable. These duties include:

- 9.3.1. Ensure the contract between the Contracting Authority and contractor(s) performing construction and enhancement work specifically states prevailing wage rates, prevailing hours of labor, and hourly basic rates of pay. The Contracting Authority shall incorporate into its proposals and all contracts the applicable wage determinations for the contract along with the contract language provided by the commissioner of labor and industry to notify the contractor and all subcontractors of the applicability of MN Statute sections 177.41 to 177.44. The contract must also provide that the Contracting Authority shall demand, and the contractor or subcontractor shall furnish, copies of any or all payrolls not more than 14 days after the end of each pay period. The payrolls must contain all the data required by MN Statute section 177.30. For complete rules and requirements see MN Statutes 177.41 to 177.44 and corresponding MN Rules 5200.1000 to 5200.1120.
 - 9.3.2. Ensure the ACD receives copies of the assurances, such as payroll records, received from the contractor to prove that the prevailing wage law is met. ACD will not issue future grant payments, and may require return of grant funds already paid, if these documents are not provided or if there is a violation of the prevailing wage law by the contractor.
- 10. Assurances and Liability**
 - 10.1. Owner attests that they have the authority to enter into this agreement and that all other entities with real interest in the Property have provided a written project concurrence to move forward with the Project.
 - 10.2. Ensure the construction contractor is licensed in the state of MN, holds general liability insurance of no less than one million dollars per occurrence, and is bonded in an amount equal to anticipated construction costs.
 - 10.3. Owner agrees to indemnify, defend, and hold harmless the ACD from all present and future claims that may arise from the installation, operations and maintenance of the Project located on the Property.
- 11. Site Access and Signage**
 - 11.1. ACD or its partners or contractors are granted access to the Property and may bring others to the Property, at reasonable times and with prior notice to Owner, for construction, maintenance, or to view the Project. This paragraph does not create any right of public entry onto Owner's property except as coordinated with Owner and accompanied by a representative of ACD or its partners.
 - 11.2. ACD may enter onto the Property to complete routine inspections of the Project at reasonable times without prior notice to or approval from Owner.
 - 11.3. Owner agrees to allow ACD to place and maintain interpretive or accreditation signage at the Project site.
- 12. Publicity and Education**
 - 12.1. Owner(s) acknowledges and agrees that ACD may distribute project information such as, but not limited to, project cost, location, design specifications, benefits, photos, and landowner name for promotional and educational purposes.
- 13. Property**
 - 13.1. If title or easement to this land are transferred to another party or terminated it shall be the responsibility of the Owner to inform ACD of the transfer and facilitate communication between ACD and the new owner with the goal of perpetuating Project operations and maintenance.
- 14. Audit Disclosure and Retention of Record**

- 14.1. Owner agrees to make available to representatives of ACD and of the State of Minnesota, for the purpose of audit examination pursuant to Minn. Stat. § 16C.05, any books, documents, papers, and records of the Owner that are pertinent to the provision of services hereunder. The Owner further agrees to maintain all such required records for the greater of six (6) years after Project Installation date, or the life of the project.

15. Dispute Resolution

- 15.1. Any and all disputes arising under, pertaining to or touching upon this Agreement, or the statutory rights or obligations of either party hereto, shall, if not settled by negotiation, be subject to non-binding mediation before an independent mediator. Notwithstanding the foregoing, any party may seek preliminary injunctive or other judicial relief if such action is necessary to avoid irreparable damage during the pendency of the proceedings described in this Section.
- 15.2. Any demand for mediation shall be made in writing and served upon the other party to the dispute, by certified mail, return receipt requested, or by personal service. The demand shall set forth with reasonable specificity the basis of the dispute and the relief sought.
- 15.3. The mediation hearing will occur at a time and place convenient to the parties in Anoka County, Minnesota, within thirty (30) days of the date of selection or appointment of the mediator. Mediation or the waiver of mediation by both parties shall be a condition precedent to arbitration, the filing/serving of any lawsuit, or any other legal action. Mediation shall be conducted by a qualified neutral mediator selected by mutual agreement of the parties. If the parties cannot mutually agree upon a mediator within 14 days of notice under this section, the parties will promptly select a mutually acceptable mediation provider entity, which entity shall designate a mediator who is a licensed attorney with general knowledge of contract law and who has no ongoing relationship with either party.
- 15.4. Each party shall bear its own costs in the mediation. The parties shall share equally the fees and expenses of the mediator.
- 15.5. The law of the State of Minnesota shall govern all questions as to the validity, performance and enforcement of this Agreement. This Agreement shall be interpreted according to the laws of the State of Minnesota. All proceedings regarding this Agreement and project will be venued in the State of Minnesota's 10th Judicial District, Anoka County District Court.

16. Counterparts

- 16.1. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all such counterparts together shall constitute one and the same instrument.

17. Entire Agreement

- 17.1. This agreement includes the following, which are incorporated by reference.
- 17.1.1. Exhibit A (Statement of Work),
 - 17.1.2. Exhibit B (Maintenance Plan).
 - 17.1.3. Exhibit C (Project Design), and
- 17.2. Any modification or cancellation of this agreement shall be in writing and signed by both parties.
- 17.3. Any written notice provided under this Agreement will be sent to the following recipients:

OWNER:

City of St. Francis
3750 Bridge St. NW
St. Francis, MN 55070
Attn: Public Works Director

ACD:

Anoka Conservation District
1318 McKay Drive NE, Suite 300
Ham Lake, MN 55304

Project ID: Dellwood River Park Habitat Enhancement

IN WITNESS WHEREOF, this Agreement is executed by the parties hereto.

OWNER

ANOKA CONSERVATION DISTRICT

Signature

Signature

Title

Title

Date

Date

EXHIBIT A
STATEMENT OF WORK
Dellwood River Park Habitat Enhancement
TO THE AGREEMENT BETWEEN
City of St. Francis and the Anoka Conservation District

This Statement of Work describes work that the Owner and ACD will perform pursuant to the Agreement. All activities specified and detailed herein shall be performed in accordance with the Agreement, ACD Policy, and applicable federal and state laws and regulations and local ordinances.

SCOPE OF ACTIVITY

- A. Summary of Work:** This project will enhance native habitat in Dellwood River Park by restoring open grass areas to a native plant community and removing invasive buckthorn from wooded areas. Work must be completed in a manner consistent with the Project Agreement.
- B. Activity Timeline:** Establishment work must occur between Agreement execution and 06/30/20230.
- C. Eligible Expenses:** Materials and labor consistent with the Design.
- D. Ineligible Expenses:** Expenses incurred prior to grant approval are ineligible. Examples include; expenses not consistent with the Design, aesthetic components without natural resource benefits, structures to allow water access, others per ACD policy.
- E. Project Responsibilities**

Task	Stipulation	Responsibility	
		Owner	ACD
Sign project agreement	Construction shall not begin until this agreement is executed.	X	X
Secure all permits	No permits anticipated		X
Secure construction quotes	Public bid required over \$175,000. Not anticipated for this project.		X
Secure and pay installation contractor(s) and materials			X
Verify contractor licensing and insurance	Ensure construction contractor is licensed in the State of MN and holds general liability insurance of no less than one million dollars per occurrence.		X
Install the project			X
Oversee and approve installation			X
Pay for labor, materials, and other construction expenses	Owner to provide construction escrow: see project cost responsibilities table below.		X

Document expenses	Labor invoices must list the vendor, project site, materials/labor/equipment provided, and date(s) of work. Volunteer labor is valued at \$25/hr and must be documented with a volunteer time sheet signed by the volunteer or work supervisor.		X
Project closeout	Signed record plan, prevailing wage documentation, IC134, lien waivers		X
Follow maintenance guidelines		X	
Complete routine project inspections and provide maintenance guidance.			X
Comply with ACD Cost Share Policy		X	X

F. Estimated Project Cost Responsibilities

ELEMENT	EST COST (\$)		PARTNER %	
	OWNERS	ACD	OWNERS	ACD
Administration/ Project Development/ Contractor Management		\$6,000		100
Construction/Establishment	\$4,215	\$80,090	5	95
TOTAL	\$4,215	\$86,090		

Exhibit B –Maintenance Plan

Maintenance Plan

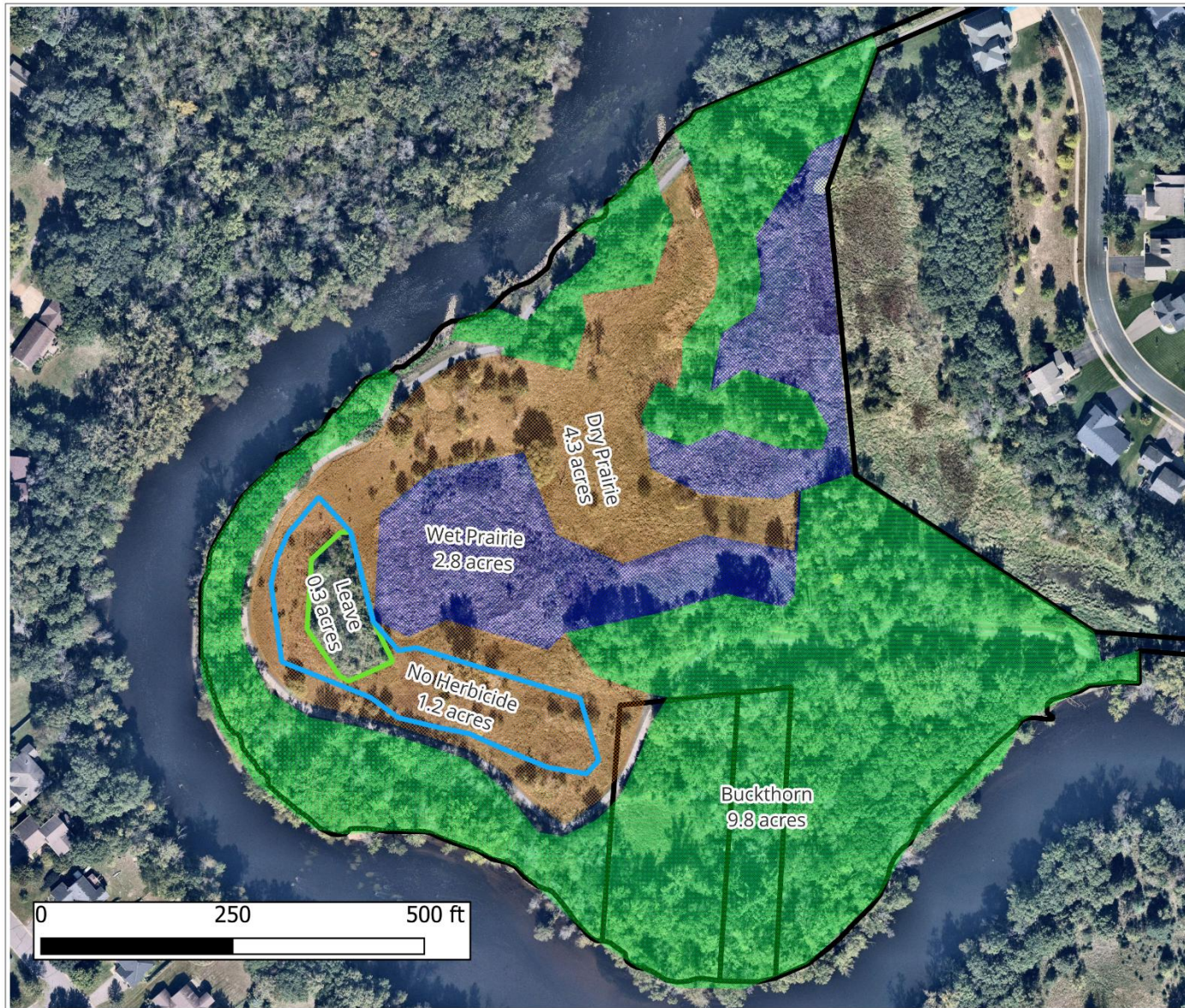
for Habitat Enhancement

This document describes important tasks that should occur after the establishment period to ensure the success of a habitat enhancement project. Neglected maintenance leads to more severe problems that are difficult to correct.

Task	Frequency	Equipment
<u>Consult ACD for maintenance guidance or work</u> ACD can provide guidance on maintenance needs and best practices. We can also help with actual maintenance tasks at cost.	Annually – Discuss site conditions, findings of inspections, and plans for maintenance activities with ACD staff. ACD will work collaboratively with the City to maintain the Project into the future.	
<u>Inspect and spot treat for invasive species</u> Inspect the project area for regrowth of existing invasive species, or presence of new ones. Spot treat to rid them before they spread.	Annually – Weed whip or mow weeds before seed set. Follow best practices for mowing and herbicide treatments.	Weed whip, pruners/loppers, mower, chainsaw, herbicide applicator
<u>Prescribed Fire</u> Facilitate prescribed burns of the site periodically to suppress weeds and woody encroachment and to encourage native diversity	Every three to five years – Plan spring or fall burns based on need. Spring burns suppress cool season weedy grasses and woody encroachment. Fall burns can promote forbs and diversity.	Prescribed burn crew

If you have any other questions, concerns, or identify problems, contact the Anoka Conservation District at 763-434-2030

Exhibit C – Project Design



1318 McKay Dr. NE, Suite 300
Ham Lake, MN 55304
763-434-2030
www.AnokaSWCD.org

PROJECT:
Dellwood River Park
Habitat Enhancement

LOCATION:
22854 Silverod St. NW
St. Francis, MN 55070

CLIENT:
City of St. Francis

DRAWN BY:
Jared Wagner

DATE:
November 6, 2025

SCALE:
1 inch = 250 feet



NOTES:

SHEET: 1/1



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Paul Carpenter, Public Works Director
SUBJECT: Park Commission Appointment
DATE: December 1, 2025

OVERVIEW:

City code 2-4-3 identifies the establishment and composition of the Park Commission. The Commission was reinstated on March 27, 2023. This group of individuals maintains a comprehensive plan for the city park system and makes recommendations for the development and maintenance of these areas and facilities. The responsibility of the Commission is to make recommendations to Council on issues brought forward.

The Park Commission consists of five voting members who are appointed by the City Council. The three individuals listed have served one term of two years and may serve two more terms if they wish, according to the city code.

The Park Commission meets quarterly in February, May, August, and November.

The applicants to be considered are current commissioners applying for re-appointment. No new applications were received.

Applicants to be considered

- Barb Anderson
- Greg Zutz
- Daria Shiffer

ACTION TO BE CONSIDERED:

Council is requested to appoint three individuals to the Park Commission.



CITY COUNCIL
AGENDA REPORT

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Facilities Technician – Update Job Description
DATE: December 1, 2025

OVERVIEW:

When the City created the position for Facilities Technician in the fall of 2024, we were also working through a full compensation study. The Technician job description was not included in the review, and the city made no adjustments to the scale when the study was finalized. These decisions were made as this was a newly created position, and we knew the job description would change as the employee further understood what buildings and responsibilities they were to be undertaking.

With a full year of that position existing and all buildings in place, staff created a better-defined job description and requested that Abdo review the scoring that was originally put in place. Based on the updated job description, it was identified that the position was working out of class. The following changes were recommended:

Move position from Grade 2 to Grade 4 on the salary scale.

The employee in that position is currently scheduled to move to Grade 2 – Step 4 and the updated compensation would adjust them to Grade 4 – Step 3 to follow the corrective action that was taken for other positions.

ACTION TO BE CONSIDERED:

Council requested to review and adopt the updated job description and authorize the compensation correction.

Attachments:

- Updated Job Description

City of
ST. FRANCIS

POSITION PROFILE

<u>Effective Date:</u>	September 2024		
<u>Position Title:</u>	Facilities Technician	<u>Status:</u>	Non-Exempt
<u>Department:</u>	Administration	<u>Approved:</u>	_____
<u>Accountable to:</u>	City Administrator	<u>Grade:</u>	<u>43</u>

Primary Objectives

The primary role is to coordinate and execute general cleaning services at assigned city owned buildings.

Performs custodial, janitorial work as well as light building maintenance and minor repairs, including carpentry, patching and painting walls, replacing ceiling tiles and light bulbs, unclogging drains, assemble, move and repair furniture and other similar duties. Monitors general condition of buildings, facilities and equipment and notifies supervisor of items needing repair or replacement.

Performs general duties such as snow removal, shoveling, and salting entrances and sidewalks at City Hall/Fire Station facility.

Perform preventative and routine maintenance of equipment and property, such as, but not limited to equipment and light electrical. Makes minor repairs and or takes corrective action as necessary.

Ordering of kitchen, cleaning and toiletry supplies when needed.

Supervision Received

Works under the general and/or technical supervision of the Deputy Administrators-City Clerk and Deputy Administrator Public Works Director

Supervision Exercised

None.

MAJOR AREAS OF ACCOUNTABILITY

1. Schedules and performs~~Participates in the cleaning and~~ general janitorial~~cleaning~~ services within all city buildings. Performs such duties as dusting, cleaning floors, sinks, drinking fountains, locker rooms, widows and glass, pick up and remove trash, clean and sanitizedisinfect restrooms, scrubbing toilets and adding paper products and soap to dispensers, sweeping.

mopping, vacuums carpets and mats, clean and disinfects spills and stains, carpet shampooing, etc.-

2. Performs general and routine duties ~~as directed related, maintenance and upkeep of city facilities~~ such as: toilet and sink plumbing repairs, changing lightbulbs, replacing drinking fountain and refrigerator filters, lubricating overhead door wheels, changing locks, hanging items on walls, furniture assembly, drywall patching and painting, etc.
3. Orders and stocks all City consumables and paper products.
4. Performs weekly, monthly, and annual safety inspections at all city-owned buildings, including City Hall/Fire Station, Police/Public Works, 4020 Storage Building, Unfluent Building, Pre-treat building, Tertiary Building, Wastewater Operations Building, Water Treatment Plant, Well House, Warming House, Concession Stand, and Bottle Shop. Inspections include: emergency eye-wash stations, fire extinguishers, AEDs. Safety signage and emergency lighting. GFCI outlets, ladders, and first aid kits. Replaces expired products in first aid kits as needed.
5. Performs daily boiler checks and completes logs
6. Completes requested work orders and documents work performed.
7. Keeps detailed records including expenses, schedules, Safety Data Sheets for cleaning chemicals, etc.
- 3.8. Troubleshoots problems with building systems and their components.
- 4.9. Reports unsafe conditions to Public Works Director and works to correct conditions as reasonably able.
- 5.10. Assists with minor repairs and maintenance. (e.g. changing light bulbs, blinds, shelves, assembling furniture, etc.)
- 6.11. Assists in monitoring the security of the building to ensure building remains secure and attends monthly safety committee meetings.
- 7.12. Assists with events as needed, including the coordination of set up and tear down with furniture, movement of equipment/furniture or placement of structures.
- 8.13. Snow and Ice removal on sidewalks around City Hall and Fire Station to assist in safety of employees and visitors. Assist other city owned facilities as needed.
- 9.14. Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Maintain working relationships with all departments
- Maintain logbooks or records of upkeeping, annual tasks
- Coordinate and monitor work orders, schedules and facility needs
- Work with minimal direct supervision in a safe and efficient manner
- Ability to properly and safely use hand and power tools, analytical equipment, painting equipment, sewer cleaning equipment and snow removal equipment
- Knowledge of city properties and the maintenance needs of each
- Ability to respond to emergency calls within 45 minutes
- Must wear safety equipment when required and follow established safety practices and procedures
- Using a variety of cleaning techniques, appropriate chemicals and cleaning equipment
- Ability to perform basic plumbing repairs
- Basic understanding of building HVAC systems, components, and operation
- Knowledge of OSHA safety standards

MINIMUM QUALIFICATIONS

- Minimum of two years relevant employment experience, or one-year education or training in repairs of mechanical systems in residential or commercial building
- Able to meet standard background check, including fingerprinting
- Possesses a valid and unrestricted Driver’s License and a satisfactory driving record
- Ability to lift up to 75 pounds, with or without special accommodations
- Ability to work both inside and outside in all weather conditions



CITY COUNCIL AGENDA
REPORT

TO: Jodie Steffes, Community Development Director
FROM: Craig Jochum, City Engineer
SUBJECT: River’s Edge 8th Addition Financial Security Reduction
DATE: December 1, 2025

OVERVIEW:

The City has previously approved the Rivers Edge 8th Addition development, and it is currently under construction. As a provision of the Development Agreement, the City requires that the Developer establish a financial security to guaranty the performance of the work.

The Development 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 Development 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 may be reduced at this time.

ACTION TO BE CONSIDERED:

City Council approval of the financial security reduction to \$170,500 based on work completed to date.

BUDGET IMPLICATION:

None. All development costs are borne by the Developer.

Attachments:

- Rivers Edge 8th Addition Financial Security Reduction Recommendation Letter

November 24, 2025

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

RE: Rivers Edge 8th Addition
Financial Security Reduction

Dear Ms. Steffes:

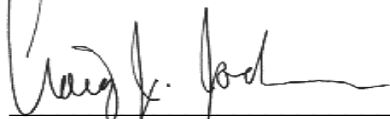
We have reviewed the status of the Rivers Edge 8th Addition project. At this time, the project has not been accepted by the City. We would summarize the project as follows:

1. The sanitary sewer has been constructed and is substantially complete.
2. The watermain has been installed and is substantially complete.
3. The storm sewer has been constructed and is substantially complete.
4. The aggregate base, concrete curb and gutter and the non-wearing course of bituminous have been constructed.
5. The sidewalk remains to be completed.
6. We have not received the as-built utility plans or grading plans.
7. We have not received certification that all iron monuments (lot corners) have been placed.

Based on the status of the project as summarized above, the estimated construction cost to complete the remaining improvements is \$136,400. We therefore recommend that the Financial Security may be reduced to \$170,500 at this time, which is 125% of the estimated cost of the remaining improvements.

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

Sincerely,
Hakanson Anderson



Craig Jochum, P.E., City Engineer

Ms. Jodie Steffes, Community Development

November 24, 2025

Page 2

cc: Kate Thunstrom, City Administrator
Darcy Mulvihill, Finance Director
Paul Carpenter, Public Works Director
Shane Nelson, P.E., Assistant City Engineer
Ethan Tramp, JPB Land LLC
Marty Campion, Developer's Engineer



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Acknowledgement for Raffle Permit
DATE: December 1, 2025

OVERVIEW:

Minnesota Deer Association – Rum River Chapter submitted an application to conduct a raffle on January 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 and accept the permit application submitted by Minnesota Deer Association – Rum River Chapter to conduct a raffle at St. Francis American Legion Post #622 January 10, 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: Minnesota Deer Association - Rum River Chapter Previous Gambling Permit Number: X-30002-25-023

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 41-1390958

Mailing Address: 211 121st Ave NW

City: Coon Rapids State: MN Zip: 55448 County: Anoka

Name of Chief Executive Officer (CEO): Robert Lohse

CEO Daytime Phone: 763-458-8634 CEO Email: rllohse77@yahoo.com

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): jackie.lohse@dristeem.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

651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**

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

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): St Francis American Legion Post #622

Physical Address (do not use P.O. box): 3073 Bridge St NW

Check one:

☒ City: St. Francis Zip: 55070 County: Anoka

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): January 10, 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 and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit**LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)****CITY APPROVAL
for a gambling premises
located within city limits**

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

Print City Name: _____

Signature of City Personnel: _____

Title: _____ Date: _____

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

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

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

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Robert Lohse Date: 11/13/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Robert Lohse**REQUIREMENTS****Complete a separate application for:**

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

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS**Mail application with:**

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

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

Questions?

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

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

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

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

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

An equal opportunity employer



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, Deputy Administrator-City Clerk
SUBJECT: 2026 Business License Renewals
DATE: December 1, 2025

OVERVIEW:

Renewal applications and supporting documents were mailed to businesses in November. The City Council receives a resolution listing all the license renewals for the following year.

Payments that have been received with the applications will be processed. If payment has not been received the license application will be denied. The amounts are subject to change on Exhibit A. Liquor license's along with their certificate of liability insurance will be submitted to the State of MN after council approval.

ACTION TO BE CONSIDERED:

Adopt the attached Resolution 2025-57 listing the 2026 License Renewals

BUDGET IMPLICATION:

The City does budget potential revenue of the licenses; however, they can fluctuate from year to year slightly.

Attachments:

- Resolution 2025-57

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

RESOLUTION 2025-57

A RESOLUTION ADOPTING THE
LICENSE RENEWALS FOR 2026

(See Attached Exhibit A)

The motion for the adoption of the foregoing resolution was made by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1st
DAY OF DECEMBER, 2025.

APPROVED:

Mark Vogel
Mayor of St. Francis

ATTEST:

Jennifer Wida
City Clerk

Exhibit A **LICENSE RENEWALS FOR 2026**

<u>LIQUOR LICENSES:</u>	<u>REGULAR</u>	<u>SUNDAY</u>
(1) Beef O'Bradys	\$ 4,000.00	\$ 200.00
(2) Tasty Bar & Bowl	4,000.00	200.00
(3) St. Francis American Legion	4,000.00	200.00
(4) The Ponds Golf Course	4,000.00	200.00
(5) Chester's Small Town Tavern and Eatery	4,000.00	200.00

<u>WINE/BEER LICENSES:</u>		
(1) Mansetti's	\$200.00	\$ 200.00

3.2% LICENSES – Off Sale:

(1) Kwik Trip	\$50.00
(2) Holiday – River Country Co-operative	\$50.00

TOBACCO LICENSES:

(1) Casey's General Store #1769	\$150.00
(2) Dollar General #15702	150.00
(3) Dollar General #23780	150.00
(4) King's County Market	150.00
(5) Kwik Trip #943	150.00
(6) St. Francis Bottle Shop	150.00
(7) Holiday - River Country Coop	150.00
(8) Downtown Smoke Shop	150.00
(9) Golf Cigar and Smoke Shop	150.00

<u>AMUSEMENT MACHINES</u>	<u># OF MACHINES</u>	<u>TOTAL</u>
(1) Beef O'Brady's	7	\$ 120.00
(2) Mansetti's Pizza & Pasta	1	15.00
(3) St. Francis American Legion	1	15.00
(4) Tasty Pizza Bar & Bowl	5	90.00

<u>REFUSE HAULERS:</u>	<u># OF TRUCKS</u>	
(1) Ace Solid Waste/Waste Connections	7	\$550.00
(2) Republic Services	6	550.00
(3) LePage & Sons	7	550.00
(4) Waste Management of Cambridge	5	450.00
(5) Curbside Waste	2	300.00

TOWING LICENSE:

(1) Twin Cities Transport and Recovery	\$150.00
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CITY COUNCIL
AGENDA REPORT

TO: Mayor and Council
FROM: Jodie Steffes, Community Development Director
SUBJECT: Approve Hiring Community Development Specialist – Jackson Matthies
DATE: December 1, 2025

OVERVIEW:

After completing interviews, Staff recommends to hire Jackson Matthies to the position of Community Development Specialist.

Jackson will start at Pay Grade 5, Step 1 in pay and vacation, and he will begin the position on December 16, 2025.

RECOMMENDED MOTION:

Motion to approve the hiring of Jackson Matthies as Community Development Specialist.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: December 01, 2025

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$350,911.29 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Direct Transfers – N/A

Manual Checks- N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

- 12-01-2025 Packet List-\$350,911.29

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date Unit Price
Vendor 10799 - 75F INC							
99900781							
00043016	75F INC	11/20/2025		1,024.00	1,024.00	Open	N
	HVAC CONTROL SOFTWARE-CITY HALL	DMULVIHILL					12/01/2025
	101-41940-40401	BUILDINGS MAINTENANCE		1,024.00		1.00	1,024.00
Total Vendor 10799 - 75F INC				1,024.00	1,024.00		
Vendor 15 - AIRGAS NORTH CENTRAL							
5520086378							
00042998	AIRGAS NORTH CENTRAL	10/31/2025		132.77	132.77	Open	N
	CYLINDER RENTAL	DROBERTSON					12/01/2025
	101-43100-40217	OTHER OPERATING SUPPLIES		26.55		1.00	26.55
	101-43210-40217	OTHER OPERATING SUPPLIES		26.55		1.00	26.55
	101-45200-40217	OTHER OPERATING SUPPLIES		26.55		1.00	26.55
	601-49440-40217	OTHER OPERATING SUPPLIES		26.55		1.00	26.55
	602-49490-40217	OTHER OPERATING SUPPLIES		26.57		1.00	26.57
Total Vendor 15 - AIRGAS NORTH CENTRAL				132.77	132.77		
Vendor 17 - ALLIED BACKTOP COMPANY							
14184							
00042844	ALLIED BACKTOP COMPANY	11/17/2025		9,945.00	9,945.00	Open	N
	FALL STREET SWEEPING	JSHOOK					12/01/2025
	603-49500-40311	CONTRACT		9,945.00		1.00	9,945.00
Total Vendor 17 - ALLIED BACKTOP COMPANY				9,945.00	9,945.00		
Vendor 10801 - AM CRAFT SPIRITS							
21701							
00043073	AM CRAFT SPIRITS	11/21/2025		227.00	227.00	Open	N
	LIQUOR	DROBERTSON					12/01/2025
	609-49751-40254	MISC		224.00		1.00	224.00
	609-49751-40206	FREIGHT		3.00		1.00	3.00
Total Vendor 10801 - AM CRAFT SPIRITS				227.00	227.00		
Vendor 3811 - ANOKA COUNTY TREASURY							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 41.

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
Vendor 3811 - ANOKA COUNTY TREASURY							
B251112P							
00043000	ANOKA COUNTY TREASURY	11/12/2025		225.00	225.00	Open	N
	NOVEMBER 2025 CAC FIBER	DROBERTSON					12/01/2025
	101-42110-40321	TELEPHONE		37.50		1.00	37.50
	101-42210-40321	TELEPHONE		37.50		1.00	37.50
	101-43100-40321	TELEPHONE		37.50		1.00	37.50
	101-45200-40321	TELEPHONE		37.50		1.00	37.50
	601-49440-40321	TELEPHONE		37.50		1.00	37.50
	602-49490-40321	TELEPHONE		37.50		1.00	37.50

Total Vendor 3811 - ANOKA COUNTY TREASURY

225.00	225.00
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Vendor 2591 - ASPEN MILLS

365697							
00043039	ASPEN MILLS	11/24/2025		461.39	461.39	Open	N
	UNIFORM - BOLTE	DROBERTSON					12/01/2025
	101-42110-40437	UNIFORMS		461.39		1.00	461.39

Total Vendor 2591 - ASPEN MILLS

461.39	461.39
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Vendor 42 - BARNA, GUZY & STEFFEN

303382							
00043001	BARNA, GUZY & STEFFEN	10/31/2025		2,015.00	2,015.00	Open	N
	MUNICIPAL	DROBERTSON					12/01/2025
	101-41600-40304	CIVIL LEGAL FEES		2,015.00		1.00	2,015.00
303216							
00043002	BARNA, GUZY & STEFFEN	10/31/2025		4,328.50	4,328.50	Open	N
	PROSECUTION/RETAINER FILE	DROBERTSON					12/01/2025
	101-41600-40312	CRIMINAL LEGAL FEES		4,328.50		1.00	4,328.50
303384							
00043003	BARNA, GUZY & STEFFEN	10/31/2025		938.00	938.00	Open	N
	MUNICIPAL MISC - DANGEROUS DOG	MICHELLE DROBERTSON					12/01/2025
	101-41600-40304	CIVIL LEGAL FEES		938.00		1.00	938.00
303383							
00043004	BARNA, GUZY & STEFFEN	10/31/2025		924.00	924.00	Open	N
	GENERAL LABOR	DROBERTSON					12/01/2025
	101-41600-40304	CIVIL LEGAL FEES		924.00		1.00	924.00

Total Vendor 42 - BARNA, GUZY & STEFFEN

8,205.50	8,205.50
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INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 42 - BARNA, GUZY & STEFFEN							
Vendor 6591 - BAYCOM, INC							
EQUIPINV_059207							
00043078	BAYCOM, INC	11/26/2025		4,148.00	4,148.00	Open	N
	TOUGHBOOK AND VEHICLE ACCESORIES	DROBERTSON					12/01/2025
Total Vendor 6591 - BAYCOM, INC				4,148.00	4,148.00		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0300499600							
00043041	BELLBOY CORPORATION BAR SUPPLY	11/25/2025		371.55	371.55	Open	N
	THC	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		11.55		1.00	11.55
	609-49751-40257	THC		360.00		1.00	360.00
0300493900							
00043042	BELLBOY CORPORATION BAR SUPPLY	11/25/2025		84.00	84.00	Open	N
	THC	CBUSKEY					11/25/2025
	609-49751-40257	THC		84.00		1.00	84.00
0110559700							
00043045	BELLBOY CORPORATION BAR SUPPLY	11/25/2025		469.65	469.65	Open	N
	MISC/OPERATING	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		8.15		1.00	8.15
	609-49750-40210	OPERATING SUPPLIES		157.00		1.00	157.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		304.50		1.00	304.50
0209710600							
00043046	BELLBOY CORPORATION BAR SUPPLY	11/25/2025		1,969.85	1,969.85	Open	N
	LIQUOR	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		26.40		1.00	26.40
	609-49751-40251	LIQUOR		1,943.45		1.00	1,943.45
0110568700							
00043047	BELLBOY CORPORATION BAR SUPPLY	11/25/2025		(6.00)	(6.00)	Open	N
	MISC	CBUSKEY					11/25/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		(6.00)		1.00	(6.00)
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				2,889.05	2,889.05		
Vendor 7244 - BREAKTHRU BEVERAGE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date Unit Price
Vendor 7244 - BREAKTHRU BEVERAGE							
124407964							
00043035	BREAKTHRU BEVERAGE	11/25/2025		315.59	315.59	Open	N
	LIQUOR	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		1.32		1.00	1.32
	609-49751-40251	LIQUOR		314.27		1.00	314.27
Total Vendor 7244 - BREAKTHRU BEVERAGE				315.59	315.59		
Vendor 9937 - CIVICPLUS LLC							
351810							
00042373	CIVICPLUS LLC	12/01/2025		1,505.70	1,505.70	Open	N
	ONLINE CODE HOSTING SUBSCRIPTION	DROBERTSON					12/01/2025
	101-41400-40311	CONTRACT		1,505.70		1.00	1,505.70
Total Vendor 9937 - CIVICPLUS LLC				1,505.70	1,505.70		
Vendor 2218 - CRAWFORDS EQUIPMENT							
01-112317							
00043006	CRAWFORDS EQUIPMENT	11/19/2025		200.00	200.00	Open	N
	72" SOIL CONDITIONER	DROBERTSON					12/01/2025
	101-45200-40411	TRAIL MAINTENANCE		200.00		1.00	200.00
Total Vendor 2218 - CRAWFORDS EQUIPMENT				200.00	200.00		
Vendor 4854 - CRYSTAL SPRINGS ICE							
02-503235							
00043058	CRYSTAL SPRINGS ICE	11/25/2025		136.96	136.96	Open	N
	MISC	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		132.96		1.00	132.96
Total Vendor 4854 - CRYSTAL SPRINGS ICE				136.96	136.96		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2629247							
00043007	DAHLHEIMER DIST. CO. INC	11/19/2025		(169.65)	(169.65)	Open	N
	BEER	CBUSKEY					11/19/2025
	609-49751-40252	BEER		(169.65)		1.00	(169.65)

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2624487							
00043008	DAHLHEIMER DIST. CO. INC	11/19/2025		37,575.55	37,575.55	Open	N
	BEER/NA/LIQUOR/THC	CBUSKEY					11/19/2025
	609-49751-40255	N/A PRODUCTS		242.65		1.00	242.65
	609-49751-40257	THC		670.00		1.00	670.00
	609-49751-40251	LIQUOR		11,423.00		1.00	11,423.00
	609-49751-40252	BEER		25,239.90		1.00	25,239.90
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				37,405.90	37,405.90		
Vendor 10786 - DOORCO INC.							
4212425							
00042865	DOORCO INC.	11/04/2025		262.50	262.50	Open	N
	APPARATUS BAY GARAGE SERVICE	DROBERTSON					12/01/2025
	101-42210-40401	BUILDINGS MAINTENANCE		262.50		1.00	262.50
Total Vendor 10786 - DOORCO INC.				262.50	262.50		
Vendor 107 - ECM PUBLISHERS, INC							
1074809							
00043018	ECM PUBLISHERS, INC	11/21/2025		82.50	82.50	Open	N
	RESOLUTION 2025-56	DROBERTSON					12/01/2025
1074810							
00043019	ECM PUBLISHERS, INC	11/21/2025		82.50	82.50	Open	N
	RESOLUTION 2025-55	DROBERTSON					12/01/2025
Total Vendor 107 - ECM PUBLISHERS, INC				165.00	165.00		
Vendor 8132 - ERIK SKOGQUIST							
.12012025							
00043014	ERIK SKOGQUIST	12/01/2025		4,844.18	4,844.18	Open	N
	4TH QUARTER ASSESSING	DMULVIHILL					12/01/2025
	101-41550-40311	CONTRACT		4,844.18		1.00	4,844.18
Total Vendor 8132 - ERIK SKOGQUIST				4,844.18	4,844.18		
Vendor 10800 - FALCON MECHANICAL							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 10800 - FALCON MECHANICAL							
4597							
00043036	FALCON MECHANICAL	11/21/2025		1,075.00	1,075.00	Open	N
	NEW WATER PRESSURE SWITCH INSTALLATION - DROBERTSON						12/01/2025
	101-41940-40401	BUILDINGS MAINTENANCE		1,075.00		1.00	1,075.00
Total Vendor 10800 - FALCON MECHANICAL				1,075.00	1,075.00		
Vendor 7798 - FERGUS POWER PUMP, INC							
56641							
00043044	FERGUS POWER PUMP, INC	11/20/2025		26,775.00	26,775.00	Open	N
	BELT PRESS DEWATERING	DROBERTSON					12/01/2025
	602-49490-40311	CONTRACT		26,775.00		1.00	26,775.00
Total Vendor 7798 - FERGUS POWER PUMP, INC				26,775.00	26,775.00		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-21475							
00043048	GLOBAL RESERVE DISTRIBUTION	11/25/2025		1,328.00	1,328.00	Open	N
	THC	CBUSKEY					11/25/2025
	609-49751-40257	THC		1,328.00		1.00	1,328.00
ORD-21657							
00043077	GLOBAL RESERVE DISTRIBUTION	11/25/2025		250.00	250.00	Open	N
	THC	CBUSKEY					11/26/2025
	609-49751-40257	THC		250.00		1.00	250.00
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				1,578.00	1,578.00		
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
56171							
00043020	HAKANSON ANDERSON ASSOC., INC	11/19/2025		510.00	510.00	Open	N
	SF239-2025 MISC SITE PLAN REVIEW	DROBERTSON					12/01/2025
56172							
00043021	HAKANSON ANDERSON ASSOC., INC	11/19/2025		520.00	520.00	Open	N
	SF258 THE BLUFFS OF RUM RIVER	DROBERTSON					12/01/2025
56173							
00043022	HAKANSON ANDERSON ASSOC., INC	11/19/2025		7,752.10	7,752.10	Open	N
	SF264 RIVERS EDGE 8TH ADDITION	DROBERTSON					12/01/2025
56174							
00043023	HAKANSON ANDERSON ASSOC., INC	11/19/2025		1,105.00	1,105.00	Open	N
	SF265 DALTON RIVER VILLAS	DROBERTSON					12/01/2025

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 1645 - HAKANSON ANDERSON ASSOC., INC							
56175							
00043024	HAKANSON ANDERSON ASSOC., INC	11/19/2025		12,356.00	12,356.00	Open	N
	SF327 2025 STREET RECON PROJECT	DROBERTSON					12/01/2025
56176							
00043025	HAKANSON ANDERSON ASSOC., INC	11/19/2025		125.00	125.00	Open	N
	SF403-2025 MS4 PERMIT	DROBERTSON					12/01/2025
56177							
00043026	HAKANSON ANDERSON ASSOC., INC	11/19/2025		935.00	935.00	Open	N
	SF901-2025 GENERAL ENGINEERING	DROBERTSON					12/01/2025
56178							
00043027	HAKANSON ANDERSON ASSOC., INC	11/19/2025		1,600.00	1,600.00	Open	N
	SF905-2025 ROUTINE RETAINER SERVICES	DROBERTSON					12/01/2025
56179							
00043028	HAKANSON ANDERSON ASSOC., INC	11/19/2025		120.00	120.00	Open	N
	SF906-2025 BUILDING PERMIT REVIEWS	DROBERTSON					12/01/2025
Total Vendor 1645 - HAKANSON ANDERSON ASSOC., INC				25,023.10	25,023.10		
Vendor 10750 - HAMMERHEART LLC							
1723							
00042866	HAMMERHEART LLC	11/18/2025		138.00	138.00	Open	N
	BEER	CBUSKEY					11/18/2025
	609-49751-40252	BEER		138.00		1.00	138.00
Total Vendor 10750 - HAMMERHEART LLC				138.00	138.00		
Vendor 1175 - HAWKINS, INC							
7261046							
00043010	HAWKINS, INC	11/10/2025		7,162.61	7,162.61	Open	N
	CHLORINE CYLINDERS AND CHEMICALS	DROBERTSON					12/01/2025
	601-49440-40216	CHEMICALS		7,162.61		1.00	7,162.61
7261045							
00043011	HAWKINS, INC	11/10/2025		9,345.06	9,345.06	Open	N
	FERRIC CHLORIDE	DROBERTSON					12/01/2025
	602-49490-40216	CHEMICALS		9,345.06		1.00	9,345.06
Total Vendor 1175 - HAWKINS, INC				16,507.67	16,507.67		

Vendor 10476 - IUOE LOCAL #49

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 41.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 10476 - IUOE LOCAL #49							
.11252025							
00043062	IUOE LOCAL #49	11/25/2025		255.00	255.00	Open	N
	PW UNION DUES DECEMBER 2025	DROBERTSON					12/01/2025
	101-00000-21707	UNION DUES		255.00		1.00	255.00
Total Vendor 10476 - IUOE LOCAL #49				255.00	255.00		
Vendor 154 - JOHNSON BROTHERS							
2934114							
00043029	JOHNSON BROTHERS	11/25/2025		952.60	952.60	Open	N
	LIQUOR	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		9.20		1.00	9.20
	609-49751-40251	LIQUOR		943.40		1.00	943.40
2934115							
00043030	JOHNSON BROTHERS	11/25/2025		49.84	49.84	Open	N
	WINE	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		1.84		1.00	1.84
	609-49751-40253	WINE		48.00		1.00	48.00
2929940							
00043031	JOHNSON BROTHERS	11/25/2025		9,847.00	9,847.00	Open	N
	LIQUOR	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		138.15		1.00	138.15
	609-49751-40251	LIQUOR		9,708.85		1.00	9,708.85
2929939							
00043032	JOHNSON BROTHERS	11/25/2025		1,085.76	1,085.76	Open	N
	WINE	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		25.76		1.00	25.76
	609-49751-40253	WINE		1,060.00		1.00	1,060.00
2929938							
00043033	JOHNSON BROTHERS	11/25/2025		1,252.38	1,252.38	Open	N
	LIQUOR	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		22.08		1.00	22.08
	609-49751-40251	LIQUOR		1,230.30		1.00	1,230.30
5085553							
00043054	JOHNSON BROTHERS	11/25/2025		121.84	121.84	Open	N
	LIQUOR	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		1.84		1.00	1.84
	609-49751-40251	LIQUOR		120.00		1.00	120.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 154 - JOHNSON BROTHERS							
158808							
00043068	JOHNSON BROTHERS	11/14/2025		(24.88)	(24.88)	Open	N
	LIQUOR CREDIT	DROBERTSON					12/01/2025
	609-49751-40251	LIQUOR		(24.88)		1.00	(24.88)
Total Vendor 154 - JOHNSON BROTHERS				13,284.54	13,284.54		
Vendor 7527 - KODIAK POWER SYSTEMS, INC							
21156317							
00043015	KODIAK POWER SYSTEMS, INC	09/11/2025		2,206.56	2,206.56	Open	N
	HEATER AND COOLANT	DROBERTSON					12/01/2025
	601-49440-40229	PROJECT MAINTENANCE		2,206.56		1.00	2,206.56
Total Vendor 7527 - KODIAK POWER SYSTEMS, INC				2,206.56	2,206.56		
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.							
.11252025							
00043060	LAW ENFORCEMENT LABOR SVCS.	11/25/2025		73.00	73.00	Open	N
	SERGEANTS DUES DECEMBER 2025	DROBERTSON					12/01/2025
	101-00000-21707	UNION DUES		73.00		1.00	73.00
.112520251							
00043061	LAW ENFORCEMENT LABOR SVCS.	11/25/2025		657.00	657.00	Open	N
	POLICE DUES DECEMBER 2025	DROBERTSON					12/01/2025
	101-00000-21707	UNION DUES		657.00		1.00	657.00
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.				730.00	730.00		
Vendor 9246 - MACQUEEN EMERGENCY							
P58276							
00043009	MACQUEEN EMERGENCY	11/19/2025		625.99	625.99	Open	N
	BOOTS	DROBERTSON					12/01/2025
Total Vendor 9246 - MACQUEEN EMERGENCY				625.99	625.99		
Vendor 8133 - MARY WELLS							
.12012025							
00043013	MARY WELLS	12/01/2025		4,844.18	4,844.18	Open	N
	4TH QUARTER ASSESSING	DMULVIHILL					12/01/2025
	101-41550-40311	CONTRACT		4,844.18		1.00	4,844.18

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 8133 - MARY WELLS							
Total Vendor 8133 - MARY WELLS				4,844.18	4,844.18		
Vendor 202 - MCDONALD DIST CO							
835471							
00042868	MCDONALD DIST CO	11/18/2025		537.60	537.60	Open	N
	LIQUOR	CBUSKEY					11/18/2025
	609-49751-40251	LIQUOR		537.60		1.00	537.60
835473							
00042869	MCDONALD DIST CO	11/18/2025		6,291.50	6,291.50	Open	N
	BEER	CBUSKEY					11/18/2025
	609-49751-40252	BEER		6,291.50		1.00	6,291.50
836897							
00043069	MCDONALD DIST CO	11/25/2025		(170.00)	(170.00)	Open	N
	BEER/THC	CBUSKEY					11/25/2025
	609-49751-40252	BEER		(20.00)		1.00	(20.00)
	609-49751-40257	THC		(150.00)		1.00	(150.00)
836878							
00043070	MCDONALD DIST CO	11/25/2025		(784.00)	(784.00)	Open	N
	BEER	CBUSKEY					11/25/2025
	609-49751-40252	BEER		(784.00)		1.00	(784.00)
836628							
00043071	MCDONALD DIST CO	11/25/2025		480.90	480.90	Open	N
	LIQUOR	CBUSKEY					11/25/2025
	609-49751-40251	LIQUOR		480.90		1.00	480.90
836629							
00043072	MCDONALD DIST CO	11/25/2025		7,509.50	7,509.50	Open	N
	BEER	CBUSKEY					11/25/2025
	609-49751-40252	BEER		7,509.50		1.00	7,509.50
Total Vendor 202 - MCDONALD DIST CO				13,865.50	13,865.50		
Vendor 181 - METRO WEST INSPECTIONS SERVICE							
4815							
00043017	METRO WEST INSPECTIONS SERVICE	11/23/2025		131,624.02	131,624.02	Open	N
	FINALIZED PERMITS NOVEMBER 2025	DROBERTSON					12/01/2025
	101-42400-40311	CONTRACT		131,624.02		1.00	131,624.02
Total Vendor 181 - METRO WEST INSPECTIONS SERVICE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 181 - METRO WEST INSPECTIONS SERVICE				131,624.02	131,624.02		
Vendor 195 - MN DEPARTMENT OF HEALTH							
.11252025							
00043059	MN DEPARTMENT OF HEALTH	11/25/2025		4,363.00	4,363.00	Open	N
	4TH QUARTER WATER TEST FEE (\$227.00 REDU DMULVIHILL						12/01/2025
	601-49440-40434	PERMIT FEES		4,363.00		1.00	4,363.00
Total Vendor 195 - MN DEPARTMENT OF HEALTH				4,363.00	4,363.00		
Vendor 445 - MN FIRE CERTIFICATION BOARD							
14874							
00042997	MN FIRE CERTIFICATION BOARD	11/05/2025		75.00	75.00	Open	N
	FIRE INVESTIGATOR WRITTEN EXAM - HENNES DROBERTSON						12/01/2025
Total Vendor 445 - MN FIRE CERTIFICATION BOARD				75.00	75.00		
Vendor 4745 - MN NCPERS LIFE INSURANCE							
733400122025							
00042999	MN NCPERS LIFE INSURANCE	11/01/2025		112.00	112.00	Open	N
	DECEMBER 2025 COVERAGE	DROBERTSON					12/01/2025
	101-00000-21713	MN LIFE		112.00		1.00	112.00
Total Vendor 4745 - MN NCPERS LIFE INSURANCE				112.00	112.00		
Vendor 10727 - NELSON SANITATION & RENTAL, INC							
INV/2025/18466							
00043040	NELSON SANITATION & RENTAL, INC	11/21/2025		165.00	165.00	Open	N
	HANDICAP UNIT & WINTER FEE - WARMING HOU DROBERTSON						12/01/2025
	101-45200-40402	JANITORIAL SERVICE		165.00		1.00	165.00
Total Vendor 10727 - NELSON SANITATION & RENTAL, INC				165.00	165.00		
Vendor 3753 - PAUSTIS WINE COMPANY							
279938							
00042867	PAUSTIS WINE COMPANY	11/18/2025		145.50	145.50	Open	N
	WINE	CBUSKEY					11/18/2025
	609-49751-40206	FREIGHT		1.50		1.00	1.50
	609-49751-40253	WINE		144.00		1.00	144.00
Total Vendor 3753 - PAUSTIS WINE COMPANY							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 3753 - PAUSTIS WINE COMPANY							
				145.50	145.50		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
5085555							
00043051	PHILLIPS WINE & SPIRITS CO	11/25/2025		91.44	91.44	Open	N
	MISC	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		1.84		1.00	1.84
	609-49751-40254	MISCELLANEOUS MERCHANDISE		89.60		1.00	89.60
5082402							
00043052	PHILLIPS WINE & SPIRITS CO	11/25/2025		81.84	81.84	Open	N
	NA	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		1.84		1.00	1.84
	609-49751-40255	N/A PRODUCTS		80.00		1.00	80.00
5082403							
00043053	PHILLIPS WINE & SPIRITS CO	11/25/2025		1,400.00	1,400.00	Open	N
	THC	CBUSKEY					11/25/2025
	609-49751-40257	THC		1,400.00		1.00	1,400.00
5085554							
00043055	PHILLIPS WINE & SPIRITS CO	11/25/2025		133.58	133.58	Open	N
	WINE	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		3.68		1.00	3.68
	609-49751-40253	WINE		129.90		1.00	129.90
5082401							
00043056	PHILLIPS WINE & SPIRITS CO	11/25/2025		1,360.90	1,360.90	Open	N
	LIQUOR	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		14.72		1.00	14.72
	609-49751-40251	LIQUOR		1,346.18		1.00	1,346.18
565118							
00043063	PHILLIPS WINE & SPIRITS CO	11/14/2025		(8.96)	(8.96)	Open	N
	LIQUOR REFUND	DROBERTSON					12/01/2025
	609-49751-40253	WINE		(8.96)		1.00	(8.96)
565117							
00043064	PHILLIPS WINE & SPIRITS CO	11/14/2025		(5.48)	(5.48)	Open	N
	LIQUOR REFUND	DROBERTSON					12/01/2025
	609-49751-40251	LIQUOR		(5.48)		1.00	(5.48)

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
565116							
00043065	PHILLIPS WINE & SPIRITS CO	11/14/2025		(3.33)	(3.33)	Open	N
	LIQUOR REFUND	DROBERTSON					12/01/2025
	609-49751-40253	WINE		(3.33)		1.00	(3.33)
565115							
00043066	PHILLIPS WINE & SPIRITS CO	11/14/2025		(18.04)	(18.04)	Open	N
	LIQUOR CREDIT	DROBERTSON					12/01/2025
	609-49751-40251	LIQUOR		(18.04)		1.00	(18.04)
565114							
00043067	PHILLIPS WINE & SPIRITS CO	11/14/2025		(2.27)	(2.27)	Open	N
	LIQUOR CREDIT	DROBERTSON					12/01/2025
	609-49751-40251	LIQUOR		(2.27)		1.00	(2.27)
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				3,029.68	3,029.68		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B020473							
00042864	RMB ENVIRONMENTAL LABORATORIES, INC	11/17/2025		238.00	238.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					12/01/2025
	601-49440-40313	SAMPLE TESTING		238.00		1.00	238.00
B020551							
00043012	RMB ENVIRONMENTAL LABORATORIES, INC	11/20/2025		130.00	130.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					12/01/2025
	602-49490-40313	SAMPLE TESTING		130.00		1.00	130.00
B020591							
00043037	RMB ENVIRONMENTAL LABORATORIES, INC	11/24/2025		198.00	198.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					12/01/2025
	602-49490-40313	SAMPLE TESTING		198.00		1.00	198.00
B020641							
00043038	RMB ENVIRONMENTAL LABORATORIES, INC	11/24/2025		100.00	100.00	Open	N
	PROJECT 99	DROBERTSON					12/01/2025
	602-49490-40313	SAMPLE TESTING		100.00		1.00	100.00
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				666.00	666.00		

Vendor 8827 - SEH, INC

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 8827 - SEH, INC							
498289							
00042838	SEH, INC	11/12/2025		9,792.22	9,792.22	Open	N
	WARMING HOUSE	JSHOOK					12/01/2025
	226-45100-40457	WARMING HOUSE IMPROVEMENTS		9,792.22		1.00	9,792.22
Total Vendor 8827 - SEH, INC				9,792.22	9,792.22		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2694742							
00043049	SOUTHERN GLAZERS OF MN	11/25/2025		958.08	958.08	Open	N
	WINE	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		19.20		1.00	19.20
	609-49751-40253	WINE		938.88		1.00	938.88
2694741							
00043050	SOUTHERN GLAZERS OF MN	11/25/2025		5,839.21	5,839.21	Open	N
	LIQUOR	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		55.09		1.00	55.09
	609-49751-40251	LIQUOR		5,784.12		1.00	5,784.12
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				6,797.29	6,797.29		
Vendor 10358 - SYMBOLARTS, LLC							
0549707							
00043043	SYMBOLARTS, LLC	11/21/2025		1,399.50	1,399.50	Open	N
	BADGES	DROBERTSON					12/01/2025
	101-42110-40237	SMALL EQUIPMENT		1,399.50		1.00	1,399.50
Total Vendor 10358 - SYMBOLARTS, LLC				1,399.50	1,399.50		
Vendor 863 - THE BERNICK COMPANIES							
10427633							
00043034	THE BERNICK COMPANIES	11/25/2025		824.85	824.85	Open	N
	BEER/NA	CBUSKEY					11/25/2025
	609-49751-40255	N/A PRODUCTS		58.00		1.00	58.00
	609-49751-40252	BEER		766.85		1.00	766.85
Total Vendor 863 - THE BERNICK COMPANIES				824.85	824.85		
Vendor 10749 - T-MOBILE USA, INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4I.

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 10749 - T-MOBILE USA, INC							
L2511130133							
00043074	T-MOBILE USA, INC	11/13/2025		50.00	50.00	Open	N
	GPS MAPPING FOR 2ND DEGREE BURGLARY (ICR DROBERTSON						12/01/2025
	101-42110-40441	MISCELLANEOUS		50.00		1.00	50.00
Total Vendor 10749 - T-MOBILE USA, INC				50.00	50.00		
Vendor 4482 - TOTAL CONTROL SYSTEMS, INC							
11913							
00043005	TOTAL CONTROL SYSTEMS, INC	11/19/2025		8,466.00	8,466.00	Open	N
	WTP HSP #3 VFD REPLACEMENT	DROBERTSON					12/01/2025
	601-49440-40233	WATER PLANT MAINT		4,233.00		1.00	4,233.00
	601-49440-40229	PROJECT MAINTENANCE		4,233.00		1.00	4,233.00
Total Vendor 4482 - TOTAL CONTROL SYSTEMS, INC				8,466.00	8,466.00		
Vendor 2926 - WINE MERCHANTS							
7543120							
00043057	WINE MERCHANTS	11/25/2025		137.15	137.15	Open	N
	WINE	CBUSKEY					11/25/2025
	609-49751-40206	FREIGHT		2.15		1.00	2.15
	609-49751-40253	WINE		135.00		1.00	135.00
Total Vendor 2926 - WINE MERCHANTS				137.15	137.15		
Vendor 8383 - WSB & ASSOCIATES, INC							
R-031945-000 -							
00043076	WSB & ASSOCIATES, INC	11/20/2025		4,262.00	4,262.00	Open	N
	BRIDGE ST-AMBASSADOR BLVD TRAFFIC STUDY	DROBERTSON					12/01/2025
	405-43100-40813	2025 STREETS		4,262.00		1.00	4,262.00
Total Vendor 8383 - WSB & ASSOCIATES, INC				4,262.00	4,262.00		

of Invoices: 80 # Due: 80
 # of Credit Memos: 10 # Due: 10
 Net of Invoices and Credit Memos:

Totals: 352,103.90 352,103.90
 Totals: (1,192.61) (1,192.61)
 350,911.29 350,911.29

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 41.

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
--- TOTALS BY GL BANK ---							
	GNCKG			350,911.29			
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-00000-21707			985.00			
	101-00000-21713			112.00			
	101-41400-40311			1,505.70			
	101-41550-40311			9,688.36			
	101-41600-40304			3,877.00			
	101-41600-40312			4,328.50			
	101-41940-40401			2,099.00			
	101-42110-40237			1,399.50			
	101-42110-40321			37.50			
	101-42110-40437			461.39			
	101-42110-40441			50.00			
	101-42210-40321			37.50			
	101-42210-40401			262.50			
	101-42400-40311			131,624.02			
	101-43100-40217			26.55			
	101-43100-40321			37.50			
	101-43210-40217			26.55			
	101-45200-40217			26.55			
	101-45200-40321			37.50			
	101-45200-40402			165.00			
	101-45200-40411			200.00			
	226-45100-40457			9,792.22			
	405-43100-40813			4,262.00			
	601-49440-40216			7,162.61			
	601-49440-40217			26.55			
	601-49440-40229			6,439.56			
	601-49440-40233			4,233.00			
	601-49440-40313			238.00			
	601-49440-40321			37.50			
	601-49440-40434			4,363.00			
	602-49490-40216			9,345.06			
	602-49490-40217			26.57			
	602-49490-40311			26,775.00			
	602-49490-40313			428.00			
	602-49490-40321			37.50			
	603-49500-40311			9,945.00			
	609-49750-40210			157.00			
	609-49751-40206			353.31			
	609-49751-40251			33,781.40			
	609-49751-40252			38,972.10			
	609-49751-40253			2,443.49			
	609-49751-40254			745.06			
	609-49751-40255			380.65			
	609-49751-40257			3,942.00			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 12/02/2025 - 12/02/2025

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Agenda Item # 4I.

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
--- TOTALS BY FUND ---							
	101 GENERAL FUND			156,987.62	156,987.62		
	226 PARK FUND			9,792.22	9,792.22		
	405 STREET IMPROVEMENT FUND			4,262.00	4,262.00		
	601 WATER FUND			22,500.22	22,500.22		
	602 SEWER FUND			36,612.13	36,612.13		
	603 STORM WATER FUND			9,945.00	9,945.00		
	609 LIQUOR FUND			80,775.01	80,775.01		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			1,097.00	1,097.00		
	41400 ADMINISTRATION			1,505.70	1,505.70		
	41550 ASSESSING			9,688.36	9,688.36		
	41600 LEGAL			8,205.50	8,205.50		
	41940 BUILDINGS			2,099.00	2,099.00		
	42110 POLICE			1,948.39	1,948.39		
	42210 FIRE			300.00	300.00		
	42400 BUILDING INSPECTIONS			131,624.02	131,624.02		
	43100 STREETS			4,326.05	4,326.05		
	43210 RECYCLING			26.55	26.55		
	45100 RECREATION			9,792.22	9,792.22		
	45200 PARKS			429.05	429.05		
	49440 WATER DEPT			22,500.22	22,500.22		
	49490 SEWER DEPT			36,612.13	36,612.13		
	49500 STORM WATER DEPT			9,945.00	9,945.00		
	49750 LIQUOR STORE			157.00	157.00		
	49751 MERCHANDISE PURCHASES			80,618.01	80,618.01		



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: 2026 Proposed Budget Presentation
DATE: December 1, 2025

OVERVIEW:

The City is required to discuss the budget and allow public input at a council meeting. The 2026 proposed budget and levy will be presented at the city council meeting on December 1st, 2025. Council had set a maximum levy of \$7,180,000 in September. The preliminary tax rate is 59.263% which is an increase from 2025 tax rate of 53.899%. The General Fund budget is balanced at \$6,568,250 on the revenue side and the expenditure side. The fund balance estimated be at 60.3% of revenues with the estimated 2025 balance. This is above the State Auditor’s recommended guidelines of 35% to 50%. Please note that a Preliminary Budget Book is available on the city’s website under the finance department. The final budget book will be compiled and distributed in February. Please note that the Taxpayer Receipt examples are also available on-line under finance department also and there will be printed copies at the council meeting.

ACTION TO BE CONSIDERED:

After the presentation, the mayor needs to allow public input on the budget. After public comments are completed, Council can act on the resolutions provided 1) Set the Overall Levy for 2026 and 2) Adopt the 2026 Budget.

BUDGET IMPLICATION:

Setting the 2026 Budget and Levy

Attachments:

- Budget Presentation
- Resolution Certifying Taxes Payable for 2026
- Resolution Adopting a Budget for 2026

City of St. Francis

2026 Budget Hearing



Tonight's Agenda



PRESENT THE BUDGET
AND TAX LEVY



ALLOW FOR PUBLIC
COMMENT



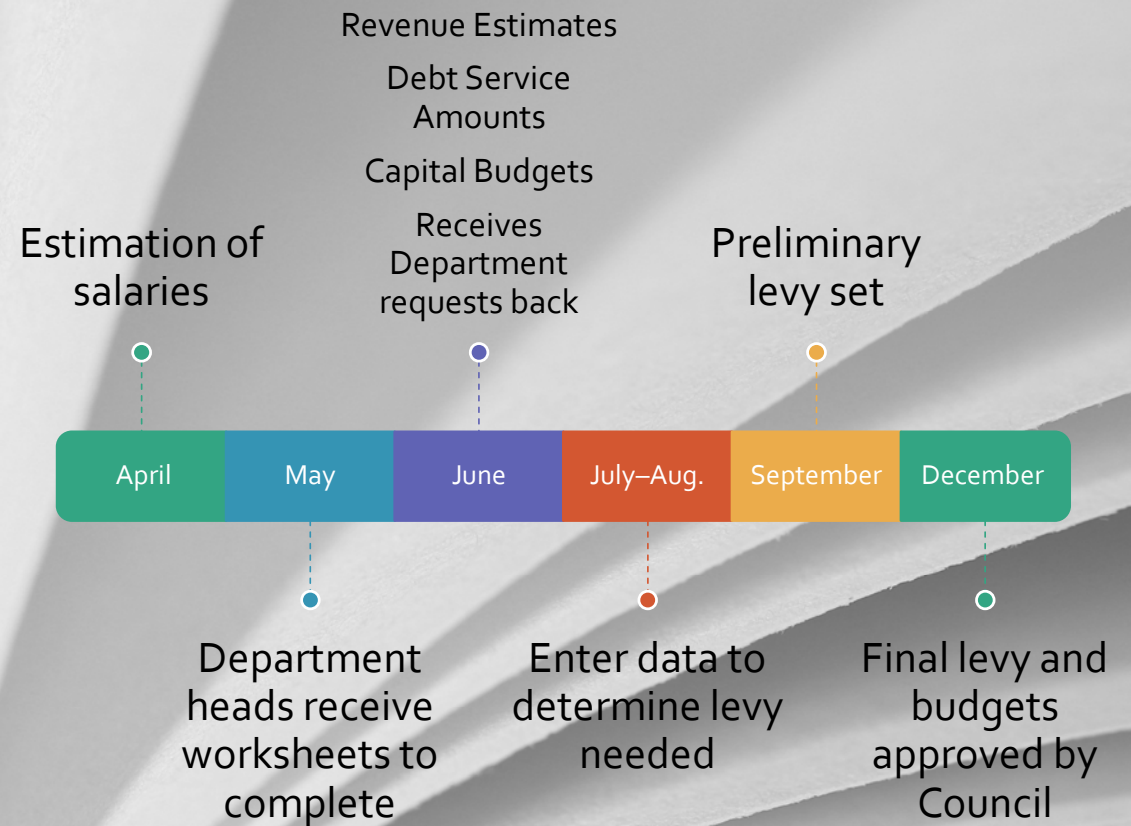
SET BUDGETS AND TAX
LEVY

Budget Goals

- Maintain high quality and cost-effective public services
- Address priorities set by City Council
- Maintain a strong fiscal position



Budget Process



How are property taxes calculated?

Market Value Changes

- Notices sent in the spring for the next year's value

Levies Set by Governing Boards

- September Preliminary
- December Final

Fiscal Disparities

- City contributes
- City Receives

Calculating the Tax Rate

2026 Levy

- Preliminary Levy-\$7,180,000
- Less Fiscal Disparities received-\$1,169,310 (Removed from levy)
- Equals Spreadable Levy-\$6,010,690

2025 Market Values

- Tax Capacity Value-\$10,595,593
- Less adjustments (FD Contributions, etc)\$486,715
- Equals Adjusted Tax Capacity-\$10,142,316

2026 Tax Rate

- Spreadable levy-\$6,010,690
- Divide by adjusted tax capacity-\$10,142,316
- 2026 Tax Rate=59.263%

Proposed Tax Notice

Anoka County
Property Records and Taxation
2100 3rd Avenue
Anoka, MN 55003
(763) 323-6400
www.anoka-county-mn.gov

TAXPAYER(S):

Property Information
Property ID: Property
Address:
ST. FRANCIS MN 55070

Property Description:

TCA: 43015-
Owner(s):

Proposed Property Tax

Contact Information		Proposed Taxes 2026	
STATE GENERAL TAX	NO MEETING REQUIRED	THIS IS NOT A BILL. DO NOT PAY.	
COUNTY OF ANOKA	NO MEETING REQUIRED	VALUES AND CLASSIFICATION	
2100 3RD AVE	NO MEETING REQUIRED	Taxes Payable Year:	2025 2026
ANOKA, MN 55303	NO MEETING REQUIRED	Estimated Market Value	\$273,900 \$266,500
WWW.ANOKACOUNTYMN.GOV	NO MEETING REQUIRED	Homestead Exclusion	\$21,899 \$22,565
763-323-5400	NO MEETING REQUIRED	Other Exclusion/Deferrals	\$0 \$0
GENERAL COUNTY LEVY	\$762.18 \$777.30	Taxable Market Value	\$252,001 \$243,935
REGIONAL RAIL AUTHORITY	\$0.00 \$0.00	Class	RESIDENT RESIDENT
COUNTY/MUNICIPAL PUBLIC SAFETY SYSTEM	\$0.00 \$2.20		
CITY OF ST. FRANCIS	3750 BRIDGE STREET NW ST. FRANCIS		
3750 BRIDGE STREET NW	DECEMBER 1, 2025 - 6:00PM		
ST. FRANCIS, MN 55070	(DISCUSS CITY PORTION)		
WWW.STFRANCISMN.GOV			
763-753-2630			
ST. FRANCIS SCHOOL DISTRICT #15	SCHOOLS DISTRICT OFFICE		
4115 AMBASSADOR BLVD NW	DECEMBER 8, 2025 - 6:30PM -		
ST. FRANCIS, MN 55070	VIRTUAL OPTION AVAILABLE		
WWW.ISD15.ORG	(DISCUSS SD PORTION)		
763-753-7040			
VOTER APPROVED LEVIES			
OTHER LEVIES			
METROPOLITAN SPECIAL TAX DIST	COUNCIL CHAMBERS		
390 ROBERT ST N	390 ROBERT ST N ST. PAUL, MN 55101		
SAINT PAUL, MN 55101	DECEMBER 3, 2025 - 6:00PM		
WWW.METROCOUNCIL.ORG/BUDGET	(DISCUSS METRO PORTION)		
651-402-1738			
OTHER SPECIAL TAX DISTRICTS	NO MEETING REQUIRED		
TAX INCREMENT	NO MEETING REQUIRED		
FISCAL DISPARITY	NO MEETING REQUIRED		
TOTAL EXCLUDING ANY SPECIAL ASSESSMENTS		\$2,762.06 \$2,978.06	7.82 %

Supplemental Budget Page-2026

What Else Should You Know?

Your local units of government have proposed the amounts they will need to levy in 2026.

The following circumstances could change these amounts:

- Upcoming referenda
- Legal judgments
- Natural disasters
- Voter-approved levy limit increase, or
- Special assessments

Your county commissioners, school board, city council (if your property is located in a city with a population over 500), and metropolitan special taxing district will soon be holding meetings to discuss the 2026 budgets and proposed 2026 property taxes. (The school board will discuss the 2025 budget.) You are invited to attend these meetings to express your opinion.

Supplemental Budget Information - Proposed 2026 Taxes

CITY	2025 Levy	2026 Proposed Levy	% Change	SCHOOLS	2025 Levy	2026 Proposed Levy	% Change
COUNTY OF ANOKA	\$183,102,136	\$201,729,247	10.17%	ANOKA-HENNEPIN SCHOOL DIST #11	\$138,286,962	\$135,556,610	-1.97%
CITY OF ANDOVER	\$20,404,084	\$21,250,914	4.15%	CENTENNIAL SCHOOL DISTRICT #12	\$28,642,833	\$29,661,968	3.56%
CITY OF ANOKA	\$11,178,783	\$12,137,912	8.58%	COLUMBIA HEIGHTS SCHOOL DIST #13	\$14,661,728	\$15,741,892	7.37%
CITY OF BETHEL	\$293,195	\$294,227	0.35%	ELK RIVER SCHOOL DISTRICT #728	\$74,511,151	\$77,265,779	3.74%
CITY OF BLAINE	\$49,336,000	\$54,230,000	9.92%	FOREST LAKE SCHOOL DISTRICT #831	\$35,275,224	\$36,133,808	2.43%
CITY OF CENTERVILLE	\$3,265,071	\$3,527,728	8.04%	FRIDLEY SCHOOL DISTRICT #14	\$14,741,046	\$16,212,605	9.98%
CITY OF CIRCLE PINES	\$3,233,670	\$3,547,392	9.70%	SPRING LAKE PARK SCHOOL DIST #16	\$25,725,373	\$26,069,247	1.34%
CITY OF COLUMBIA HEIGHTS	\$18,829,000	\$20,568,000	9.24%	ST. FRANCIS SCHOOL DISTRICT #15	\$12,997,058	\$14,599,028	12.32%
CITY OF COLUMBUS	\$4,231,505	\$4,373,747	3.36%	WHITE BEAR LAKE SCHOOL DIST #624	\$70,477,861	\$73,775,872	4.68%
CITY OF COON RAPIDS	\$38,373,082	\$41,295,381	7.62%	METROPOLITAN SPECIAL TAX DIST	\$8,229,443	\$8,430,852	2.45%
CITY OF EAST BETHEL	\$6,392,500	\$6,638,600	3.85%				
CITY OF FRIDLEY	\$21,677,595	\$23,040,200	6.29%				
CITY OF HAM LAKE	\$6,684,188	\$6,927,556	3.64%				
CITY OF HILLTOP	\$1,295,060	\$1,313,250	1.00%				
CITY OF LEXINGTON	\$1,578,880	\$1,650,380	4.66%				
CITY OF LINO LAKES	\$15,591,090	\$18,120,207	16.22%				
CITY OF NORTHELYN	\$2,129,366	\$2,341,432	9.96%				
CITY OF OAK GROVE	\$4,463,234	\$4,683,242	4.95%				
CITY OF RAMSEY	\$21,950,694	\$23,376,916	6.50%				
CITY OF SPRING LAKE PARK	\$4,721,272	\$5,030,260	6.54%				
CITY OF ST. FRANCIS	\$6,185,000	\$7,180,000	16.09%				
LINWOOD TOWNSHIP	\$2,076,750	\$2,120,231	2.09%				

Market Value Vs. Tax Capacity Value

	Tax Capacity		2025 Actual	2026 Proposed
Total Market Value	2025	2026	Yearly City Taxes	
<u>Residential Property:</u>				
\$150,000	1,170	1,170	\$630.62	\$693.38
\$200,000	1,715	1,715	\$924.37	\$1,016.36
\$321,300	3,037	3,037	\$1,636.91	\$1,799.82
\$350,000	3,350	3,350	\$1,805.62	\$1,985.31
\$450,000	4,440	4,440	\$2,393.12	\$2,631.28
\$550,000	5,500	5,500	\$2,964.45	\$3,259.47
			Increase to Taxes	
<u>Residential Property:</u>				
\$150,000				\$62.76
\$200,000				\$91.99
\$321,300				\$162.91
\$350,000				\$179.69
\$450,000				\$238.16
\$550,000				\$295.02

Comparison of 2025 Levy and the 2026 Levy

Property Tax Levy by Purpose	2025	2026 Proposed
General Levy		
General Operating (101)	\$ 3,900,000	\$ 4,535,000
Tax Abatement (Vista Prairie)	\$ -	50,000
Capital Equipment (402)	360,000	175,000
Parks (226)	200,000	250,000
Building Improvement(404)	25,000	50,000
Stormwater (603)	-	300,000
Street Improvement (405)	600,000	720,000
Total General Levy	\$ 5,085,000	\$ 6,080,000
Debt Service Levies		
2017 Capital Improvement (#330)	310,000	310,000
2023 Capital Improvement (#335)	790,000	790,000
Total Debt Service Levies	\$ 1,100,000	\$ 1,100,000
Total Levy	\$ 6,185,000	\$ 7,180,000
Tax Levy Increase	\$ 586,805	\$ 995,000
% increase	10.48%	16.09%

Tax rate calculation 2025 & 2026

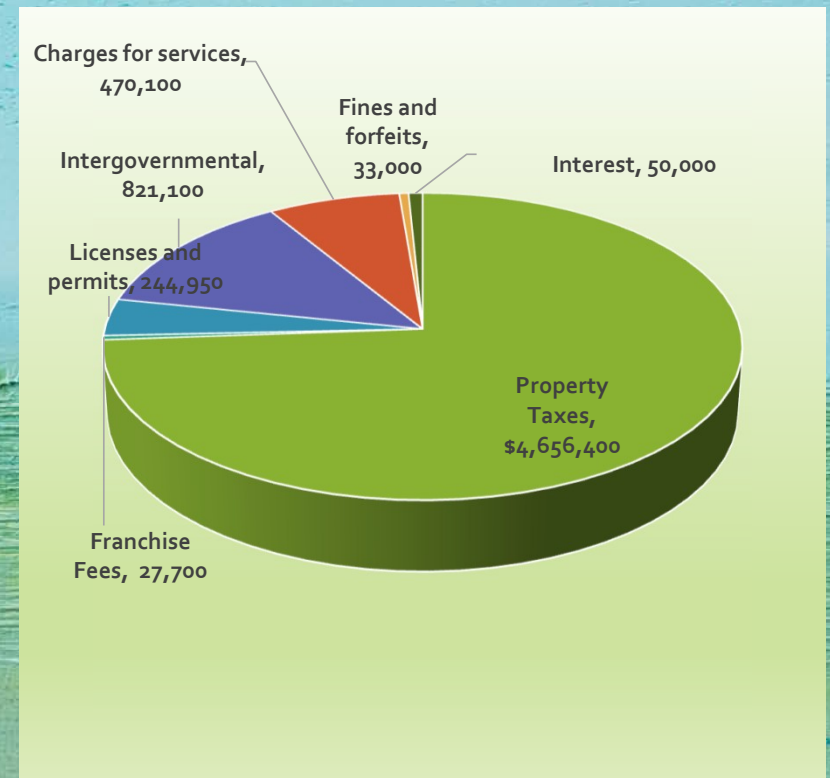
	2025 Proposed	2026 Proposed
Total Levy	\$ 6,185,000	\$ 7,180,000
Less Fiscal Disparities	\$ 1,097,015	\$ 1,169,310
Spreadable Levy	\$ 5,087,985	\$ 6,010,690
Tax Capacity	\$ 9,828,072	\$ 10,595,593
<i>Changes to Tax Capacity</i>		
TIF	\$ -	\$ -
Contributions To	\$ 403,311	\$ 469,996
Joint value (Addition)	\$ 15,081	\$ 16,719
Net Tax Capacity	\$ 9,439,842	\$ 10,142,316
Tax Rate	53.899%	59.263%

Total Levy History

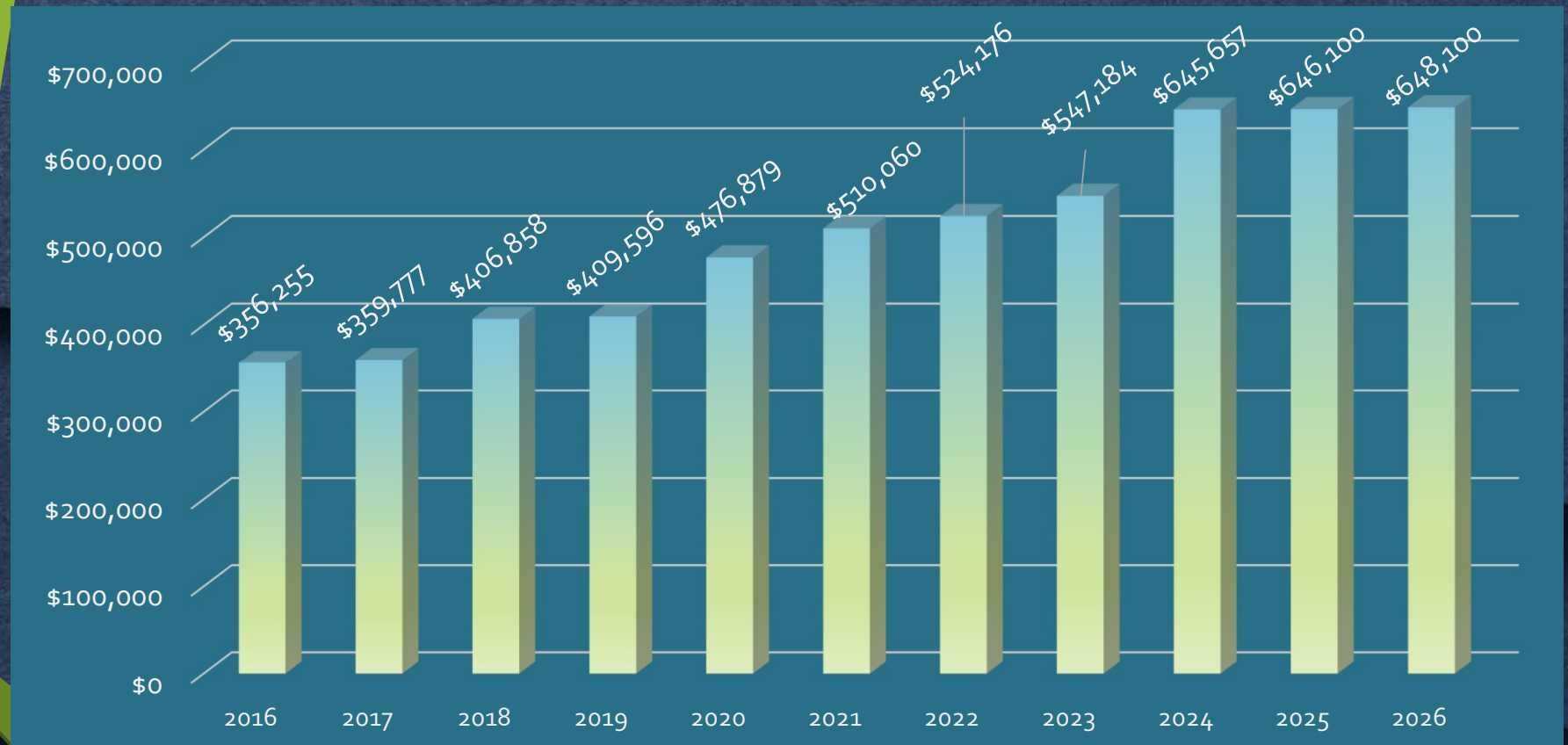


General Fund Revenues

	2025	2026
	Budget	Budget
Revenues		
Property Taxes	\$3,891,400	\$4,656,400
Franchise Fees	27,700	27,700
Licenses and permits	236,100	244,950
Intergovernmental	832,200	821,100
Charges for services	419,300	470,100
Fines and forfeits	33,300	33,000
Interest	50,000	50,000
Miscellaneous	196,000	195,000
Total revenues	5,686,000	6,498,250

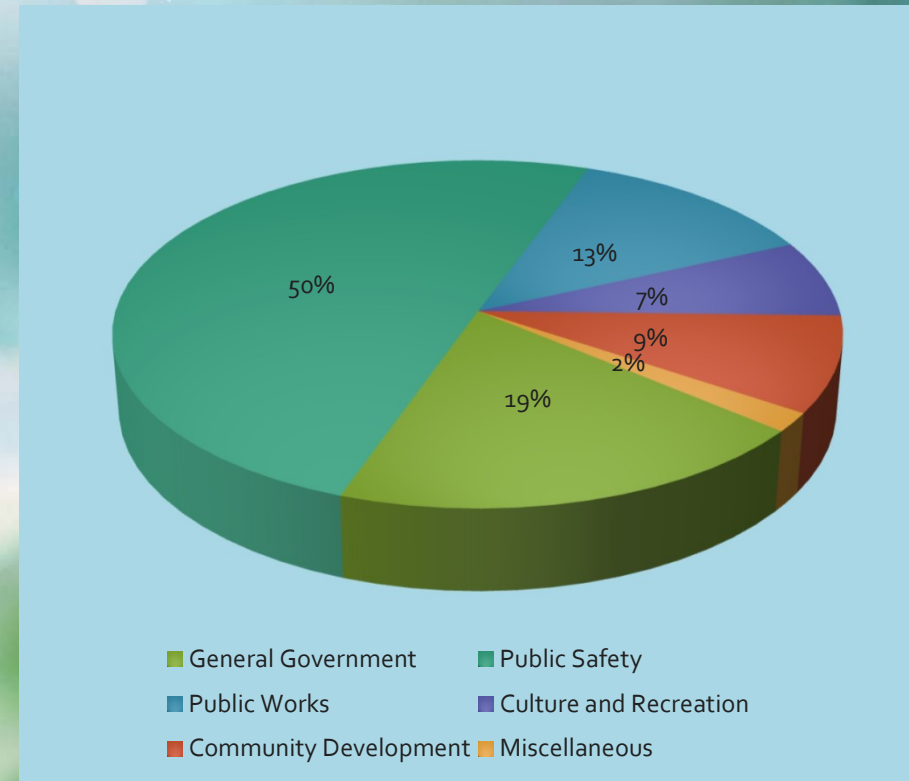


Local Government Aid



General Fund Expenditures-by Category

	2026 Budget
General Government	1,354,800
Public Safety	3,381,400
Public Works	738,900
Culture and Recreation	458,100
Community Development	583,840
Miscellaneous	51,210
Transfers	0
Total expenditures	\$6,568,250



- Departments Include: Council, Charter Commission, Administration, Elections, Finance, Auditing, Assessing, Legal, & Buildings.
- Manage a \$10+ million budget
- Manage and Enforce City Code, which regulates utilities; building permits; alcoholic beverages, licensing; business licensing; right-of-ways, traffic and parking; public protections; zoning; subdivisions; and annexations of city owned land.
- Coordinate functions of the City Council; Economic Development Authority; Planning Commission and Charter Commission.
- Coordinate election functions.

General Government

Public Safety

24/7 police and fire
response in town.

Respond to calls for
service, such as medicals,
thefts, property crimes
and crimes against a
person.

Other services such as
vehicle lockouts, home
security checks & drug
drop off

Education opportunities
such as Eddy the Eagle,
and Anti Bullying
Campaign.

Street/Recycling

- Snow and ice control
- Street lighting
- Tree trimming
- Recycle day & promotion of recycling
- Street maintenance

Parks/Trails

Playground equipment

Ball field maintenance

Maintenance of parks

Skating rinks

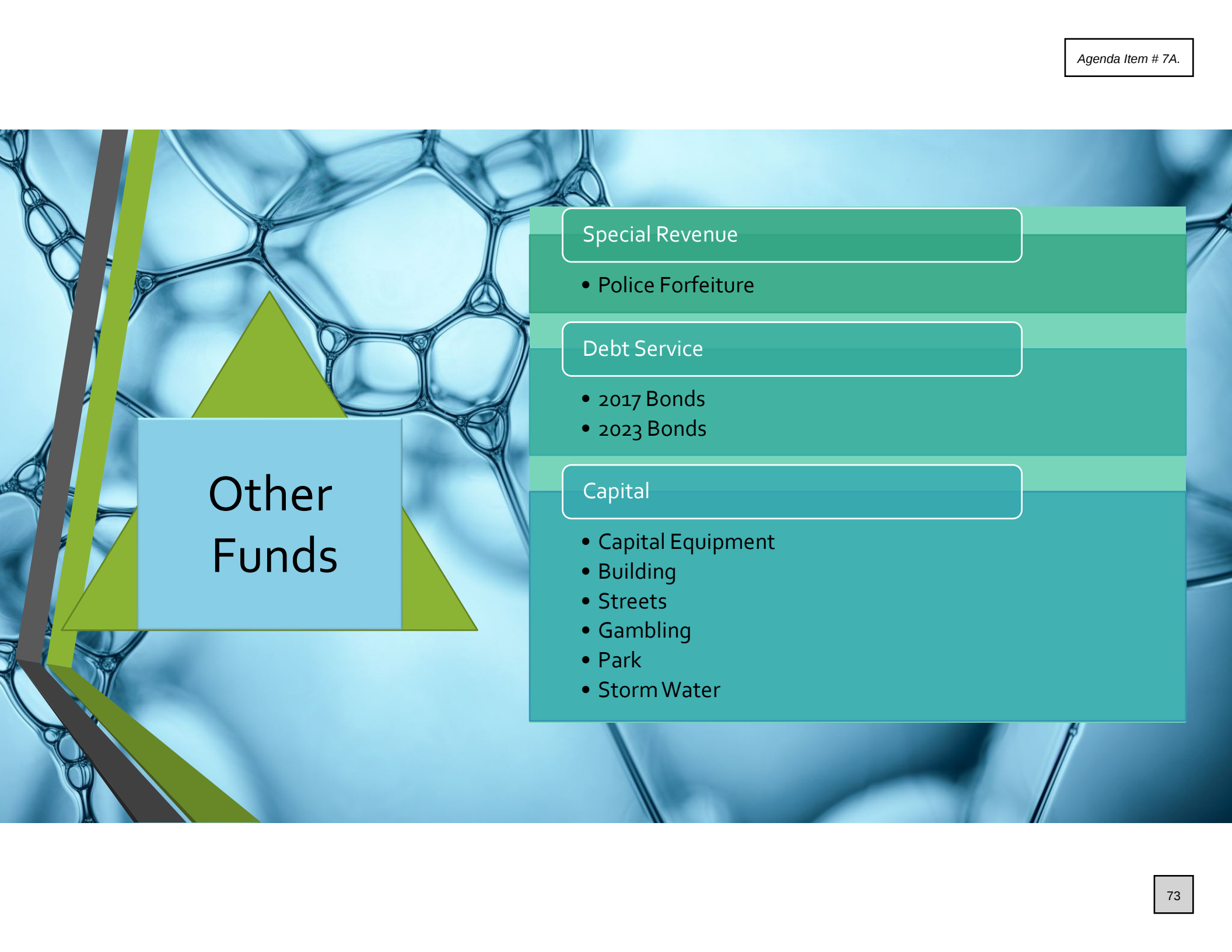
Trail maintenance

Community Development

- Building permits/inspections
- Economic development to support the city growth
- Rental license program
- Vacant building registrations
- Work on citizen concerns around the city

Debt Service, Capital, & Miscellaneous-

- Capital Equipment purchases.
- New Fire Station/City Hall Construction
- Park Development
- Debt Service



Other Funds

Special Revenue

- Police Forfeiture

Debt Service

- 2017 Bonds
- 2023 Bonds

Capital

- Capital Equipment
- Building
- Streets
- Gambling
- Park
- Storm Water

Enterprise Funds

Water Fund

Wastewater Fund

Liquor Fund

Questions/ Public Input



CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2025-58

RESOLUTION CERTIFYING TAXES PAYABLE IN 2026

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS,
MINNESOTA that:

1. The following sums of money be levied for the current year, collectible in 2026,
upon the taxable property in said City of St. Francis, for the following purposes:
2.

General Operating Levy	
General Fund	\$ 4,585,000
Capital Equipment Fund	175,000
Building Improvements	50,000
Parks	250,000
Stormwater	300,000
Street Improvements	720,000
Total General Operating Levy	<u>\$ 6,080,000</u>
 Debt Service Levy	
2017A Debt Service	310,000
2023A Debt Service	790,000
Total Debt Service Levy	<u>\$ 1,100,000</u>
 Total Levy	 <u>\$ 7,180,000</u>

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1st DAY OF
DECEMBER, 2025.

APPROVED:

Mark Vogel, Mayor

ATTEST:

Jennifer Wida, City Clerk

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2025-59

RESOLUTION ADOPTING A BUDGET FOR 2026

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA that a budget for 2026 is hereby adopted as outlined in the following summary:

Fund	Revenues	Expenditures	Transfers in	Transfers out	Net
General	\$ 6,498,250	\$ 6,568,250	\$ 70,000	\$ -	\$ -
Police Forfeiture	\$ -	\$ -	\$ -	\$ -	\$ -
EDA	\$ 2,000	\$ -	\$ -	\$ -	\$ 2,000
Park	\$ 251,000	\$ -	\$ -	\$ -	\$ 251,000
Debt-#327	\$ -	\$ 30,925	\$ -	\$ (30,906)	\$ (61,831)
Debt-#330	\$ 311,000	\$ 461,082	\$ 165,000	\$ -	\$ 14,918
Debt-#335	\$ 791,000	\$ 783,482	\$ -	\$ -	\$ 7,518
Gambling	\$ 35,000	\$ -	\$ -	\$ -	\$ 35,000
Capital Equipment	\$ 195,000	\$ 624,406	\$ 40,000	\$ -	\$ (389,406)
Building	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
Street	\$ 894,000	\$ 163,300	\$ 30,906	\$ -	\$ 761,606
Water	\$ 1,994,800	\$ 1,298,043	\$ 37,100	\$ (102,500)	\$ 631,357
Sewer	\$ 2,242,180	\$ 2,192,668	\$ -	\$ (139,600)	\$ (90,088)
Stormwater	\$ 310,000	\$ 280,900	\$ -	\$ -	\$ 29,100
Liquor	\$ 3,365,500	\$ 3,259,400	\$ -	\$ (70,000)	\$ 36,100
Total	\$ 16,949,730	\$ 15,662,456	\$ 343,006	\$ (343,006)	\$ 1,287,274

BE IT FURTHER RESOLVED that the Finance Director shall establish a budget for each public improvement project when the Council orders the project and that the budget amounts shall be recorded at amounts specified in the feasibility study for the project.

BE IT FURTHER RESOLVED that the above budgets for Governmental Funds are hereby adopted for financial reporting and management control.

BE IT FURTHER RESOLVED that the above budgets for all other funds are hereby adopted for management purposes only.

BE IT FURTHER RESOLVED that the above budgets includes a 3 percent COLA increase for non-union employees as discussed on the April 28, 2025 meeting.

BE IT FURTHER RESOLVED that the transfer of appropriations among the various accounts, within a fund, shall only require the approval of the City Administrator or his designee. However, City Council approval is required for transfers from contingency accounts.

BE IT FURTHER RESOLVED that all appropriations which are not encumbered or expended at the end of the fiscal year shall lapse and shall become part of the

unencumbered fund balance which may be appropriated for the next fiscal year except appropriations for capital improvement projects which shall not lapse until the project is completed or canceled by the City Council.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 1st DAY OF DECEMBER, 2025.

APPROVED:

Mark Vogel, Mayor

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA
REPORT

TO: St. Francis City Council
FROM: Beth Richmond, Planner
SUBJECT: 2025 Code Revisions – First Reading
DATE: December 1, 2025

OVERVIEW:

The City adopted an updated zoning code in April 2021. Following this update, Staff’s practice has been to make necessary housekeeping revisions on an annual basis. These revisions typically reflect current concerns, state legislative directives, changes to modern or best practices, or issues and/or clarifications that Staff has identified as needed over the past year. This year, Staff is proposing several revisions the Zoning Code (Chapter 10 of the City Code). Each requested revision is explained in more detail in the attached Planning Commission memo.

PLANNING COMMISSION RECOMMENDATION

The Planning Commission reviewed the proposed Zoning Code amendments at their meeting on November 19, 2025 and held a public hearing. No members of the public spoke for or against the proposed amendments. Following the public hearing, Commissioners unanimously recommended approval of the Zoning Code amendments as presented by Staff.

ACTION TO BE CONSIDERED:

Given the Planning Commission’s recommendation for approval, draft approval documents have been prepared for your consideration.

Suggested Motion:

1. Move to approve the 1st reading of Ordinance 352 approving housekeeping amendments to Divisions 2, 4, 5, 6, 7, 8, and 9 of the Zoning Code.

ATTACHMENTS:

- Draft Ordinance 352 (1st Reading) – Chapter 10 Zoning
- Planning Commission Memo for November 19, 2025 Meeting

ORDINANCE NO. 352

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE MODIFYING DIVISIONS 2, 4, 5, 6, 7, 8, AND 9 IN THE ZONING
CODE – 1ST READING

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

Changes in the following sections are denoted with an underline for new text or a ~~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. Section 10-22-14 P. of the St. Francis Code of Ordinances is hereby amended to read as follows:

Property line: A boundary line of any lot held in single or separate ownership except that where any portion of the lot extends into the abutting street or alley, the lot line shall be deemed to be the street or alley right-of-way.

Property line, front: The property line which is along an existing or dedicated street. In the case of a corner lot, the front lot line shall be the shortest dimension along a public street or as designated by the Zoning Administrator based on the practical front yard of the property as determined by such factors as the existing or proposed building configuration of the property and taking into consideration the characteristics of surrounding properties. ~~separating a lot from the street right-of-way along the lot frontage.~~

Property line, rear: The property line opposite and most distant from the front property line. ~~lot frontage which connects the side property lines. If the rear property line is less than 10 feet in length or if the lot forms a point at the rear, the rear property line shall be deemed to be a line 10 feet in length within the lot, parallel to and at the maximum distance from the front property line.~~

Property line, side: Any boundary of a lot which is not a front or rear property line. ~~Property lines extending away from the lot frontage, which connects the front and rear property lines.~~

Section 2. Section 10-22-16 S. of the St. Francis Code of Ordinances is hereby amended to read as follows:

Setback: The required minimum horizontal distance between a structure and property~~lot~~ line, ordinary high-water mark, top of bluff, street, or right-of-way easement. Distances

are to be measured from the most outwardly extended portion of the structure at ground level, except as provided hereinafter.



~~**Setback, bluff:** The minimum horizontal distance between a structure and the top of bluff line.~~

~~**Setback, front:** The minimum horizontal distance between a structure and the front property line.~~

~~**Setback, ordinary high water level (OHW):** The minimum horizontal distance between a structure and the Ordinary High Water mark.~~

Setback, perimeter: The minimum horizontal distance between structure(s) and the most exterior property lines of a PUD or similarly planned development regardless of the existence of lot divisions within the development itself.

~~**Setback, rear:** The minimum horizontal distance between a structure and the rear property line.~~

~~**Setback, side:** The minimum horizontal distance between a structure and the side property line.~~

Section 3. Section 10-22-21 Y. of the St. Francis Code of Ordinances is hereby amended to read as follows:

Yard: An open space at grade between a building and the adjoining lot lines, unoccupied and unobstructed by any portion of a structure from the ground upward, except as otherwise provided herein. In measuring a yard for the purpose of determining the width

of a side yard, the depth of a front yard, or the depth of the rear yard, the minimum horizontal distance between the lot line and the main building shall be used.

Yard, front: The area extending along the full ~~width~~length of the lot lying between the front property line and the nearest line of the principal building. ~~a front lot line between side lot lines and to the depth required in the yard regulations for the district in which it is located. In the case of a corner lot abutting one or more streets, both yards shall be considered front yards.~~

Yard, rear: A yard extending across the full width of the lot lying between the rear ~~property~~lot line of the lot and the nearest line of the principal building.

Yard, required: That distance specified in the yard requirements pertaining to setbacks. Setbacks and required yards are used interchangeably.

Yard, side: A yard between the side ~~property~~ line ~~of the lot~~ and the nearest line of the principal building and extending from the front yard to the rear yard.

Section 4. Section 10-23-11 L. of the St. Francis Code of Ordinances is hereby amended to read as follows:

Lower potency hemp edible wholesale: A business licensed to purchase and sell lower-potency hemp edible products to and from other licensed cannabis and hemp businesses. These businesses may also import and export lower-potency hemp edibles.

Section 5. Section 10-44-02 Uses of the St. Francis Code of Ordinances is hereby amended to read as follows:

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

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
Industrial					
Brewery, winery, or distillery	PS	PS	PS	PS	
Cannabis delivery				P	
Cannabis and hemp manufacturing			P	P	
Cannabis transportation				P	
Cannabis wholesale			P	P	
Construction contractor yard				P	
<u>Lower potency hemp edible wholesale</u>			<u>P</u>	<u>P</u>	
Makespace or studio			PS		
Manufacturing, heavy				PS	
Manufacturing, light			P	P	
Manufacturing, storage, and testing of explosives and component parts of instruments used therewith, along					P

Use Type	Zoning District				
	B-1	B-2	BPK	I-1	I-2
with the installation and use of all equipment and buildings necessary therefore, all subject to state and federal regulations pertaining thereto					
Mining, sand, and gravel extraction					I
Open or outdoor service, sale, or rental				C	
Open and outdoor storage				C	
Scrap or salvage yard				C	
Self-storage facility				C	
Storage and sale of machinery and equipment			C	P	
Storage, utilization, or manufacture of materials or products which could decompose by demolition; refuse and garbage disposal; crude oil; bulk fuel; gasoline, or other liquid storage				C	
Warehouse facility			P	P	
Wholesale establishment			P	P	

Section 6. Section 10-53-08 Landscape Alterations of the St. Francis Code of Ordinances is hereby amended to read as follows:

B. Landscape Alterations. The landscape alteration provisions established in Minnesota Rules, Pt. 6105.0150 and in this Section shall apply to the following lands:

1. Lands in the rural Rum River Management District located within 150 feet of the normal high water mark and ~~lands~~ 30 feet landward of the bluffline ~~shall follow the landscape alterations provisions in Minnesota Rules, Pt. 6105.0150.~~
2. Lands in the urban Rum River Management District located within the required setbacks for the Urban Overlay District established in Section 10-53-06 Land Use District Provisions.

Section 7. Section 10-63-03 Cannabis Retail of the St. Francis Code of Ordinances is hereby amended to read as follows:

C. Minimum distance requirements.

1. The City of St. Francis shall prohibit the operation of a cannabis retail business within a door-to-door span of:
 - a. 1,000 feet of a K-12 school
 - b. 500 feet of a ~~day care~~ child care center
 - c. 500 feet of a residential treatment facility
 - d. 500 feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.
2. Pursuant to Minn. Stat. § 462.367 subd. 14, nothing in provision A.1 above shall prohibit an active cannabis retail business or a cannabis retail business seeking registration from continuing operation at the same site if a school, daycare,

residential treatment facility, or attraction within a public park that is regularly used by minors moves within the minimum buffer zone.

- D. Hours of operation. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products between the hours of 8:00 a.m. and 10:00 p.m. Monday through Saturday and 10:00 a.m. to 9:00 p.m. on Sunday.

Section 8. Section 10-68-04 Accessory Structure of the St. Francis Code of Ordinances is hereby amended to read as follows:

10-68-04 Accessory ~~Structure~~ Building

- 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~~ building in the Rural Service Area, the property owner shall execute a home occupation awareness form. Said form shall certify that the detached accessory ~~structure~~ building 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~~ buildings, 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~~ buildings shall comply with the following area, number and height limitations:

1. Rural Service Area.

- a. Attached accessory ~~structures~~ buildings 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~~ building.
- b. All new and relocated residential homes shall be constructed with an accessory ~~building~~ structure or garage meeting the minimum standards required in Section 10-72-09 Parking Supply Requirements. Said accessory ~~structure~~ building shall have a minimum floor area of at least 440 square feet.
- c. Detached accessory ~~structures~~ buildings shall be limited as follows:

Lot Size	Accessory Building <u>Structure</u> 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 2.5 acres	Total detached square footage	1,200 SF
	Maximum number of detached buildings	1
	POLE BUILDINGS ALLOWED	
	Maximum sidewall height	12 feet
2.5 acres 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 ~~garage~~structure does not exceed 80 percent of the above-ground square footage of the principal ~~structure~~building.
 - b. All new and relocated residential homes shall be constructed with an accessory ~~structure~~building 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~~building 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 ~~building~~structure in addition to a private residential garage. The ~~building~~structure shall not ~~to~~ exceed 250 square feet in size. On properties that have ~~no less than~~at least one half (½) acre of buildable land, the detached accessory ~~building~~structure, may be up to 500 square feet in size and 16 feet in height. ~~This second detached accessory building shall not exceed 16 feet in height.~~
 - d. Residential properties with detached accessory ~~structures~~buildings that subsequently construct an attached accessory ~~structure~~building, shall deduct the square footage of the detached ~~structure~~building 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 ~~building~~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 ~~building~~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 ~~buildings~~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~~building 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 ~~buildings~~structures in the Rural Service Area shall be placed no closer to the front property line than the principal ~~building~~structure, except when the principal ~~building~~structure has a front yard setback of at least 150 feet. In that case, the detached accessory ~~building~~structure may be located closer to the front property line than the principal ~~building~~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~~building. 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 ~~buildings~~structures shall be located no closer than 20 feet from a street side yard on corner lots, provided the ~~building~~structure does not have access to the public right-of-way on the side yard.

Section 9. Section 10-72-02 Application of Off-Street Parking Regulations of the St. Francis Code of Ordinances is hereby amended to read as follows:

The regulations and requirements set forth in this Ordinance shall apply to the required and non-required off-street parking facilities in all use districts.

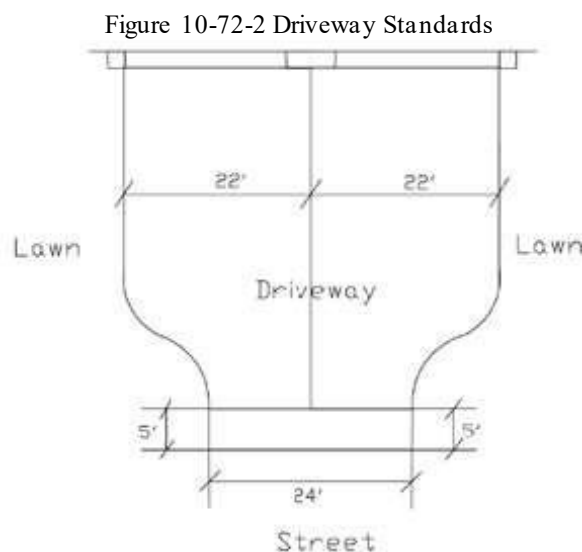
- A. Truck Parking. It is unlawful to park a truck (other than a truck of 12,000 gross vehicle rated weight or less), a truck tractor, semi-trailer, bus, construction equipment, construction trailers, or manufactured home within residential districts (RR, R1, R2, and R3) of the City that are zoned and/or used for residential purposes, except for the purpose of loading or unloading the same, and then only during such time as is reasonably necessary for such activity.
- B. Parking in Residential Districts. It is unlawful to park a vehicle in the yard of any property in the RR, R~~1~~4, R2, and R3 Districts except on parking surface adjacent to a driveway. In the RR district, an approved parking surface is required. In the R~~1~~4, R2, or R3 districts, the parking surface shall be constructed of bituminous, concrete, or pavers. Such parking pads shall be considered an expansion of a driveway and require the

issuance of a driveway permit pursuant to Section 10-72-11. Properties in the RR district may receive a waiver from the surfacing requirements as stated in Section 10-72-11.

Section 10. Section 10-72-11 Residential Driveway Performance Standards of the St. Francis Code of Ordinances is hereby amended to read as follows:

- A. All lots or parcels shall have direct adequate physical access for emergency vehicles along the frontage of the lot or parcel from either an existing dedicated public roadway, or an existing private roadway approved by the City.
- B. Permit Required. All proposed driveway and private drive connections to a City street shall require a permit.
- ~~B.C.~~ C. Driveways that access roads that have a paved surface shall be surfaced with bituminous, concrete pavement, concrete pavers, or other similar material as approved by the Zoning Administrator and shall extend from the existing paved surface to the principal structure in the urban service area, or a minimum of fifty (50) feet in the rural service district, unless a longer length is needed to control erosion.
- ~~C.D.~~ D. Controlling Erosion. All driveways shall be constructed in a matter which controls erosion. Driveways with moderate slopes (greater than 4%) which drain towards a paved street shall extend the bituminous, concrete pavement, concrete pavers or other similar hard surface to the crest of the hill. Drainage swales shall be utilized adjacent to the driving surface to control stormwater runoff.
- ~~D.E.~~ E. Driveways that access roads that have a gravel surface shall meet the rural driveway standard set forth herein. Driveways shall be constructed to minimize erosion by utilizing drainage swales adjacent to the driving surface to control stormwater runoff.
- ~~E.F.~~ F. No residential driveway shall be less than ten (10) feet in width or exceed twenty-four (24) feet in width at the point where it adjoins the street. The driveway shall not exceed a width of twenty-four (24) feet for a distance of at least five (5) feet behind the street, at which point the driveway may exceed twenty-four (24) feet in width.
- ~~F.G.~~ G. Number allowed. Residential lots within the urban service district shall be limited to one driveway access to a public street. Residential lots within the rural service area may have two driveway accesses, provided that the driveways have at least one hundred (100) foot separation and the secondary driveway is intended to serve an accessory structure.
- ~~G.H.~~ H. Secondary driveways which access paved roads shall be surfaced with bituminous, concrete, or pavers from the edge of the constructed public roadway to the property line, at minimum. All other rural driveway standards shall be met.
- ~~H.I.~~ I. Driveways of any type surface shall maintain at least a three-foot side yard adjacent property lines in residential districts.
- ~~I.J.~~ J. Two single family residences may share a driveway provided both parcels have adequate frontage, easements are recorded, both property owners agree to maintenance and dissolution agreements, and the driveway meets the minimum fire and safety standards. No more than two single family residences may share a driveway. For the purposes of setbacks, the two parcels shall be counted as one, while the agreement is in effect.

- ~~J.K.~~_____ No residential driveway access shall be allowed onto a designated collector or arterial street, unless the Planning and Zoning Commission finds that no other practical alternative exists and the Council approves said access.
- ~~K.L.~~_____ No driveway shall obstruct drainage utility access, or impair public safety. When necessary, the lot owner shall install a culvert of adequate size and type, as determined by the City Engineer.
- ~~L.M.~~_____ Driveways shall not have a slope of greater than ten (10) percent.
- ~~M.N.~~_____ Rural Driveway Standard. Driveways shall be of a design that will provide reasonable access for emergency service vehicles and meet all fire and public safety standards. At a minimum, the driveway shall have at least a 10 foot wide driving surface with a driveway base that is suitable to support the City's largest piece of firefighting apparatus. Gravel driveways in the rural service district shall have a minimum class 5 aggregate thickness of eight (8) inches compacted. Obstructions adjacent to and directly over the driveway, including, but not limited to; tree branches, shrubs, landscaping materials, etc. shall be removed to provide a fourteen (14) feet clear height.
- ~~N.O.~~_____ The property owner shall be responsible for the maintenance in safe condition of all driveways leading to his or her property, including the portions of sidewalks used as part of said driveways.
- ~~O.P.~~_____ In lieu of two separate townhome driveways, one shared driveway may be utilized subject to the following conditions:
1. The shared driveway shall not exceed twenty-four (24) feet in width at the point it adjoins the street.
 2. Townhome driveways shall be required and maintained by a property owner association.



- ~~P.Q.~~_____ Town homes and multi-family dwellings under the ownership and/or control of a property owner association shall be maintained, repaired, and replaced under the cost of property owner association. Said association shall maintain a capital improvement program for the driveways under its ownership.

~~E.R.~~ Financial Surety. Driveways that will exceed 600 feet in length and are not combined with another permit (i.e., principal structure) will require a financial surety in the amount 150% of the estimated construction cost in the form of a cash escrow or Irrevocable Letter of Credit in a form as approved by the City Attorney.

Section 11. Section 10-82-09 Securities of the St. Francis Code of Ordinances is hereby amended to read as follows:

The applicant shall provide security for the performance of the work described and delineated on the approved grading plan involving the Stormwater Pollution Prevention Plan related remedial work as listed in the City's fee schedule. This security must be available prior to commencing the project. The form of the securities must be;

- A. Currency. The ~~first \$10,000 (in U.S. currency) or 15 percent, whichever is greater, of this financial security must be by cash deposit to the City~~ financial security shall be provided as a letter of credit in a form approved by the City Attorney.

Section 12. Section 10-91-05 District Regulations of the St. Francis Code of Ordinances is hereby amended to read as follows:

H. B-1 District:

1. All signs not requiring permits as set forth in this Division.
2. One (1) monument sign per development, not to exceed 32 square feet in sign area and six (6) feet in height shall be permitted. The monument sign shall not be placed outside the applicable subdivision or development.
3. One (1) freestanding sign per lot is permitted. The total area of the freestanding sign shall not exceed 64 square feet for lots with a lot width of 100 feet or more and 36 square feet for lots with a lot width of less than 100 feet. The maximum height of a freestanding sign shall be 20 feet.
4. For legally established institutional uses, one (1) freestanding sign per street frontage shall be permitted. The freestanding sign shall not exceed 60 square feet in sign area and 10 feet in height.
5. One (1) wall sign per street frontage shall be permitted according to the following: The total area of all wall signs on any wall of a building shall not exceed 15 percent of the wall area of that wall when said wall area does not exceed 500 square feet. When said surface area exceeds 500 square feet, then the total area of such wall sign shall not exceed 75 square feet plus five (5) percent of the wall area in excess of 500 square feet, provided that the maximum sign area for any wall sign shall be 300 square feet. Wall area shall be computed individually for each tenant in a multi-tenant building based on the exterior wall area of the space that tenant occupies.
6. One (1) sign displaying electronic, scrolling text-based messages provided that the electronic message board component of any sign is no greater than 40 square feet in area.

7. One (1) window sign per window provided each sign does not occupy more than 75 percent of the window area.

Section 13. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council of the City of St. Francis this 1st day of December, 2025.

SEAL

CITY OF ST. FRANCIS

By: _____
Mark Vogel, Mayor

Attest: Jennifer Wida, City Clerk

DRAFTED BY:
HKGi
800 Washington Ave. N., Suite 207
Minneapolis, MN 55401



PLANNING COMMISSION AGENDA REPORT

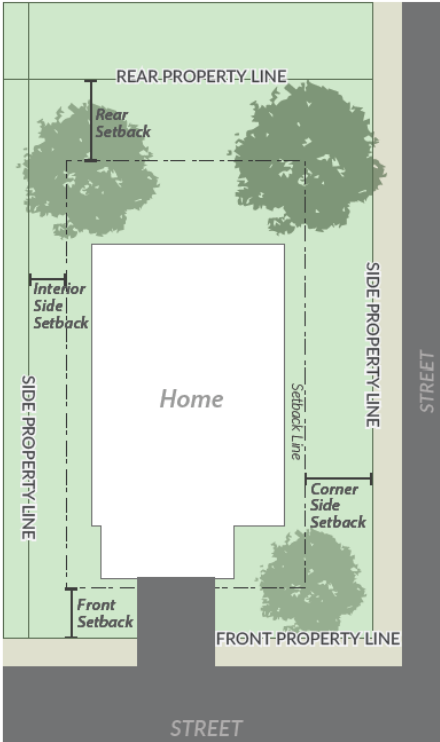
TO: St. Francis Planning Commission
FROM: Beth Richmond, Planner
SUBJECT: 2025 Code Revisions
DATE: 11-12-2025 for 11-19-2025 meeting

OVERVIEW

The City completed a full zoning code update in April 2021. Following that update, Staff has worked to make necessary housekeeping revisions on an annual basis. These revisions typically reflect current concerns, state legislative directives, changes to modern or best practices, or issues and/or clarifications that Staff has identified as needed over the past year. This year, Staff is proposing several housekeeping revisions for Planning Commission and City Council consideration. These revisions include changes to most of the divisions within Chapter 10 Zoning. Each requested revision is summarized below, and the proposed redlines are attached.

ZONING CODE REVISIONS

- **Definitions: Property Line, Setback, Yard** – Staff is proposing to update the definitions of property line, setback, and yard to clarify when each applies. A graphic is proposed to clarify typical lot setbacks and how they are applied, including front, interior side, corner side, and rear setbacks. The proposed definitions for property line, setback, and yard are as follows:
 - **Property line:** A boundary line of any lot held in single or separate ownership except that where any portion of the lot extends into the abutting street or alley, the lot line shall be deemed to be the street or alley right-of-way.
 - **Setback:** The required minimum horizontal distance between a structure and property line, ordinary high-water mark, top of bluff, street, or right-of-way easement. Distances are to be measured from the most outwardly extended portion of the structure at ground level, except as provided hereinafter.
 - **Yard:** An open space at grade between a building and the adjoining lot lines, unoccupied and unobstructed by any portion of a structure from the ground upward, except as



otherwise provided herein. In measuring a yard for the purpose of determining the width of a side yard, the depth of a front yard, or the depth of the rear yard, the minimum horizontal distance between the lot line and the main building shall be used.

- **Cannabis** – Several minor changes are proposed to the City’s cannabis language to reflect changes made during the 2025 legislative session. A new use, lower potency hemp edible wholesale, is being introduced as a permitted use in the BPK and I-1 districts. This was a new use established during the 2025 legislative session. Staff is proposing to allow this use consistent with how wholesale establishments and cannabis manufacturing uses are allowed in the City today. Staff is also proposing to clarify that the 500-foot buffer between day cares and a cannabis retail business specifically applies to child care centers, rather than in-home day cares.
- **Landscape Alterations** –MN Rules 6105.1440 specifies that, for land within the urban Rum River Management Overlay District, restrictions on landscape alterations apply only within the building setback areas identified in City Code. Currently, City Code requires landscape alteration restrictions on land within 150 feet of the Rum River, which is larger than the building setbacks for the urban district. Staff is proposing to update the landscape alterations language in Section 10-53-08 to adhere to this Rule in order to eliminate current conflicts between identified building setbacks and areas where landscape alteration is restricted.
- **Accessory Building** – Staff is proposing to change the terminology in this section from “accessory structure” to “accessory building” in order to clarify that the requirements apply to buildings, rather than structures (i.e. detached decks, fences, etc.). Staff is also proposing to remove the requirement for a zoning permit for accessory buildings less than 200 square feet in area.
- **Parking in Residential Districts** – Staff is proposing to correct two typos in Section 10-72-02 to clarify that the R1 District should be treated the same as the R2 and R3 districts when it comes to parking vehicles on private property.
- **Residential Driveway Performance Standards** – Staff is proposing to add language to Section 10-72-11 that will specify that permits are required for all driveways. This language already exists in Section 10-72-03, however, Staff has found that many residential property owners only check Section 10-72-11 when constructing a driveway and therefore miss the requirement for a permit until the driveway is already under construction or has already been completed.
- **Securities** – Staff is proposing to update this language to reflect current City practice. The City currently allows a security in the form of a letter of credit, rather than requiring the first \$10,000 of 15%, whichever is greater, to be supplied in cash.
- **Wall Signs in B-1 District:** Staff is proposing to update the area requirements for wall signs in the B-1 District to match those of the B-2 and BPK Districts. This includes

incorporating a cap on the maximum square footage for wall signs on large walls of 75 square feet, plus 5% of the wall area in excess of 500 square feet.

ACTION TO BE CONSIDERED

Staff is requesting that the Planning Commission hold a public hearing and review the proposed changes to the Zoning Code. Staff recommends that the Planning Commission act to recommend approval of the changes to the City Council.

Suggested Motion:

1. Move to recommend approval of the revisions to the City's Zoning Code as presented by Staff.

ATTACHMENTS

- Draft Code Language