



CITY COUNCIL REGULAR MEETING

City Hall: 3750 Bridge St NW

Monday, September 15, 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 Work Session Minutes - August 25, 2025

[B.](#) City Council Minutes - September 02, 2025

[C.](#) Tasty Pizza Bar & Bowl – Public Dance Permit

[D.](#) Gambling Permit

[E.](#) Approval of Pay Estimate No. 2 for the 2025 Street Reconstruction Project

[F.](#) Payment of Claims

5. MEETING OPEN TO THE PUBLIC

6. SPECIAL BUSINESS

7. PUBLIC HEARING

8. OLD BUSINESS

[A.](#) City Cellular Phone Policy - REVISED

[B.](#) Accept Shared Services Study

[C.](#) Approve Joint Powers Agreement- Shared Fire Protection

9. NEW BUSINESS

[A.](#) Council Appointment to the Fire District Board

[B.](#) Tax Levy/Stormwater Discussion and Setting of Levy including adjustment to debt service levies

Resolution 2025-44 adjusting the tax levy for bonded indebtedness

Resolution 2025-45 providing the preliminary approval of a proposed 2026 tax levy and setting budget public hearing date

[C.](#) Water Sewer Rate Discussion

10. MEETING OPEN TO THE PUBLIC

11. REPORTS

12. COUNCIL MEMBER REPORTS

13. UPCOMING EVENTS

September 17 - Planning Commission Meeting - 7:00 pm

September 20 - St. Francis Recycling Event

September 22 - City Council Special Meeting - 5:30 pm

October 06 - City Council Regular Meeting - 6:00 pm

14. ADJOURNMENT

CITY OF ST. FRANCIS
CITY COUNCIL WORK SESSION AGENDA
St. Francis City Hall Fire Station 3750 Bridge Street NW
August 25, 2025
5:30 p.m.

1. CALL TO ORDER

The City Council Work Session meeting was called to order at 5:30 p.m. by Mayor Mark Vogel.

2. ROLL CALL

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

Also present: City Administrator Kate Thunstrom, Fire Chief Dave Schmidt, Charlie Smith

3. AGENDA ITEMS

A. Joint Powers Agreement – Shared Fire Protection

Fire Chief Dave Schmidt gave an overview on the supplement added for the Joint Powers Agreement that states the how and the why of the process of creating long term sustainability of fire and EMS services with the City of Bethel. Schmidt stated that St. Francis and Bethel have been working under contract for about 2 years and it has worked well. The Joint Powers Agreement (JPA) provides stronger legal authority than a typical mutual aid agreement. It provides efficiency by reducing the duplication of facilities equipment and administration.

Council member Udvig didn't have any questions and stated that the agreement looks good. She stated she is excited to see it move forward.

Council member Muehlbauer stated he was involved in the beginning of this process. He was curious about the indebtedness and taxing authority and if that comes later in the process. Chief Schmidt state that they cannot become a taxing district until St. Francis and Bethel become that entity. That will be down the road.

Mayor Vogel asked about the board members and who that will be. Chief Schmidt stated that two council members from each city and one member at large will make up the board for the JPA. Charlie Smith stated that if you move to a taxing district then all the members of the board should be council members but said that he would double check to make sure that is accurate.

Council member Faanes did not have any questions.

Council member Muehlbauer asked about the person at large as it states that it would be someone who is non-partial. How do we get that person to join the board?

Chief Schmidt said that they reached out to other entities that have the same make up of board members. He stated that they seek out retired Fire Chiefs to serve as that member.

Chief Schmidt stated that they would bring this forward to the September 15th meeting for final approval for the City of St. Francis and Bethel would have final approval on September 18th at their council meeting.

4. ADJOURNMENT

There being no further business, Vogel adjourned the City Council Work Session at 5:41 p.m.

Jennifer Wida, City Clerk

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
September 2, 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 (arrived at 6:05), 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, and Finance Director Darcy Mulvihill.

3. **APPROVAL OF AGENDA**

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

A roll call vote was performed:

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

Motion carried: 4-0

4. **CONSENT AGENDA**

- A. City Council Minutes - August 18, 2025
- B. 2026 Anoka County Recycling Agreement
- C. Accept Resignation of Firefighter Josh Stimpson
- D. Payment of Claims

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

A roll call vote was performed:

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

Motion carried: 4-0

5. MEETING OPEN TO THE PUBLIC

Jacquie Goedel, 23485 Hopi Street, came forward and shared that she is the Vice President and Program Coordinator of the Miss St. Francis Ambassador Program. She and the Ambassadors presented the Council with an award they received at the Minneapolis Aquatennial as the top Community of the Year award for their dedication, friendliness, and commitment to be a welcoming, community-driven program. She said the Ambassadors make a significant impact on everyone that they meet. She invited the Council to the Anoka Day Parade on October 25 at 11:00 a.m., where the Ambassadors will serve soups, grilled cheese sandwiches, desserts, and hot chocolate to the community. She shared that the theme of the parade is Alice in Wonderland. She thanked the Council for supporting the Ambassadors and allowing them to serve the City.

Mayor Vogel thanked the Ambassadors for all that they do for the City.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS - NONE

9. NEW BUSINESS

A. City Cellular Phone Policy

City Administrator Thunstrom reviewed the Staff report regarding a requested update to the cellular phone policy for personnel.

Robinson asked how many cell phones they would need to provide with this change. Thunstrom said there would be 25. She added that they would not allow personal use on the City devices.

Robinson asked if any City emails go through employees' personal cell phones. Thunstrom shared that department heads have several business programs on their personal cell phones. She noted that this new policy would separate this and all City-related business would stay on the City cell phone.

Robinson asked if this would mean that department heads must always keep two phones with them in case they are needed. Thunstrom said yes and noted that most cities have similar policies.

Robinson asked if they could guarantee that all business apps would be taken off employees' personal phones. Thunstrom said they do not have a system that would allow them to check that all apps had been removed; however, if they handed an employee a City cell phone, they imagine they would remove everything

from their personal phone.

Robinson shared that his City phone number rings on his personal cell phone. He asked if this exposes the Council's personal cell phone numbers. Thunstrom said the only way a resident could see the Councilmember's personal cell phone number is when they are being called back, if the call is not being done anonymously.

Muehlbauer noted they can block their phone numbers from being seen when calling a resident back; however, they would still be accessible on the Secretary of State's website. He shared that he supports this new policy for security and cost-saving reasons. Udvig agreed.

Mayor Vogel shared that he thinks they need to put a deadline for converting to this new system. He said he supports this policy for cost savings and safety.

Muehlbauer asked if they will adopt this new policy this evening or need Staff and City Attorney Schaps to review the language. Schaps said they will need to develop the proper language for the policy and recommend that the Council make a motion to continue this item to the next meeting, so Staff and he can work on this language for final adoption.

MOTION BY: MAYOR VOGEL SECOND: FAANES TO CONTINUE THIS ITEM TO THE NEXT 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

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS - NONE

12. CITY ADMINISTRATOR REPORT

Thunstrom reviewed the City Administrator Report with the Council. She shared that they have received four additional applications for the Community Development Director role, and two have qualified for the first round of interviews. She shared that they still have a \$2,000,000 Federal bonding request, but have not gotten any updates.

13. COUNCIL MEMBER REPORTS

The Council shared the meetings and events they attended in the past few weeks and highlighted upcoming events.

Robinson reminded the residents that at the September 15 City Council meeting, they will discuss the tax levy and sewer and water rates.

Mayor Vogel shared that they have had good discussions about the Bridge Street extension. He added that Anoka County denied their request to speak to the Council and ACEIT about elections. He noted that the County said they would rather have this meeting on a small scale, so he, Robinson, and a few members of Staff will be meeting with them in a private meeting.

14. UPCOMING EVENTS

September 15 - City Council Meeting - 6:00 pm
September 17 - Planning Commission Meeting - 7:00 pm
September 20 - St. Francis Recycling Event

15. CLOSED MEETING

Move into closed meeting pursuant to Minn. Stat. 13D.03, Subd. 1(b), for the purposes of considering strategy for labor negotiations, including negotiation strategies or developments, or discussion and review of labor negotiation proposals.

MOTION BY: UDVIG SECOND: FAANES TO MOVE TO CLOSED MEETING AT 6:24 P.M.

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: FAANES TO REOPEN THE MEETING AT 7:19 P.M.

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

16. ADJOURNMENT

MOTION BY: FAANES SECOND: UDVIG 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 7:20 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, Deputy Administrator-City Clerk
SUBJECT: Tasty Pizza Bar & Bowl – Public Dance Permit
DATE: September 15, 2025

OVERVIEW:

Tasty Pizza Bar & Bowl submitted an application for a Public Dance from September 27, 2025. They will have a band playing live music outdoor in a tent.

ACTION TO BE CONSIDERED:

Consideration to approve the Public Dance application for Tasty Pizza Bar & Bowl.

Attachments:

- Application

**PUBLIC DANCE LICENSE
INCLUDES OUTDOOR MUSIC**

Applicant Name : (First, Middle Last) <u>Shellie Marie Gulin</u>	
Home Address: <u>3461 Kings Hwy NW</u>	Date of Birth: <u>6-24-78</u>
Driver's License #: <u>A821-031-422-211</u>	Phone: <u>763-607-5342</u>

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

Tasty Pizza Bar + Bowl 3085
(Name of Establishment) (Address) 3461 Kings Hwy NW
St. Francis, mn 55070

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

On-site Manager: <u>Shellie Gulin</u>	Phone: <u>763-607-5342</u>
Dance Schedule: (days & hours of event) <u>8pm-11pm</u> <u>9-27-25</u>	Size of Dance Floor:

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

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

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

[Redacted Signature]

Signature: <u>[Signature]</u>	Date: <u>9-8-25</u>
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- Certificate of Insurance attached
- Driver's License or State Issued ID attached

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

License Period: January 1 – December 31

**CERTIFICATION OF COMPLIANCE
MINNESOTA WORKERS' COMPENSATION LAW**

Agenda Item # 4C.

Minnesota Statute, Section 176.182 requires every state and local licensing agency to withhold the issuance or renewal of a license or permit to operate a business or engage in an activity in Minnesota until the applicant presents acceptable evidence of compliance with the workers compensation insurance coverage requirement of Chapter 176. The information required is: the name of the insurance company, the policy number, and dates of coverage or the permit to self-insure. This information will be collected by the licensing agency and retained in their files.

This information is required by law, and licenses and permits to operate a business may not be issued or renewed if it is not provided and/or is falsely reported. Furthermore, if this information is not provided or falsely stated, it may result in a \$2,000 penalty assessed against the applicant by the Commissioner of the Department of Labor and Industry.

Insurance Company Name: Illinois Casualty Company
(NOT the insurance agent)

Policy Number: WC20137 Dates of Coverage: 12/29/24 to 12/29/25

(OR)

I am not required to have workers compensation liability coverage because:

- ☐ I have no employees.
- ☐ I am self-insured (include permit to self-insure).
- ☐ I have no employees who are covered by the workers' compensation law (these include: Spouse, Parents, Children and certain farm employees).

I certify that the information provided above is accurate and complete and that a valid workers compensation policy will be kept in effect at all times as required by law.

Name: <u>Shellie Grolin</u>	
Doing Business As: <u>Tasty Pizza Bar + Bowl</u>	
Business Address: <u>3085 Bridge St NW</u>	
City, State, Zip: <u>St Francis, mn 55000</u>	Phone: <u>763-607-5342</u>

Signature: <u>[Signature]</u>	Date: <u>7-8-25</u>
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CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Jenni Wida, City Clerk
SUBJECT: Gambling Permit
DATE: September 15, 2025

OVERVIEW:

The St. Francis Lions Club submitted an application to conduct Excluded Bingo at the American Legion.

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

ACTION TO BE CONSIDERED:

A motion to acknowledge the permit application of the St. Francis Lions Club to duct bingo

Attachments:

- Application

LG240B Application to Conduct Excluded Bingo**No Fee**5/24
Page 1 of 2**ORGANIZATION INFORMATION**

Organization Name: St. Francis Lions Club Previous Gambling Permit Number: XB-02688
 Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: 411622197
 Mailing Address: P.O. Box 173
 City: St Francis State: MN Zip: 55070 County: Anoka
 Name of Chief Executive Officer (CEO): Melissa Schrunk
 CEO Daytime Phone: 763-238-0650 CEO Email: melissashairehair@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)
 Email permit to (if other than the CEO): lpayment48@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of at least 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.)

☒ **Current calendar year Certificate of Good Standing**

Don't have a copy? This certificate must be obtained each year 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

☐ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**

Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.

☐ **Internal Revenue Service-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.

EXCLUDED BINGO ACTIVITYHas your organization held a bingo event in the current calendar year? ☒ Yes ☐ NoIf yes, list the dates when bingo was conducted: 4-5-25

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: 11-15-25**-OR-**☐ conducted on up to 12 consecutive days in connection with a:☐ county fair Dates: _____☐ civic celebration Dates: _____☐ Minnesota State Fair Dates: _____Person in charge of bingo event: Melissa Schrunk Daytime Phone: 763-238-0650Name of premises where bingo will be conducted: American Legion #622Premises street address: PO Box 236City: St Francis If township, township name: _____ County: Anoka

received
 9/9/25 11:11am lms

LG240B Application to Conduct Excluded Bingo

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 On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction. 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 On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction. 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 excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.) Print Township Name: _____ Signature of Township Officer: _____ Title: _____ Date: _____
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: Melissa A. Schunk Date: 9/8/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Melissa A. Schunk

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032 An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years. Questions? Call a Licensing Specialist at 651-539-1900.	Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. A list of licensed distributors is available on the Gambling Control Board's website at www.mn.gov/gcb. This form will be made available in alternative format (i.e. large print, braille) upon request.
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

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

**Office of the Minnesota Secretary of State
Certificate of Good Standing**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name:	St. Francis Lions Club
Date Filed:	12/29/1970
File Number:	I-898
Minnesota Statutes, Chapter:	317A
Home Jurisdiction:	Minnesota

This certificate has been issued on: 09/05/2025



Steve Simon
Secretary of State
State of Minnesota



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Craig Jochum, City Engineer
SUBJECT: Approval of Pay Estimate No. 2 for the 2025 Street Reconstruction Project
DATE: September 15, 2025

OVERVIEW:

Attached is Pay Estimate No. 2 for the 2025 Street Reconstruction Project. This project includes:

- The reconstruction of Woodbine Street from Bridge Street and Rum River Boulevard and 229th Lane from Ambassador Boulevard to Rum River Boulevard.
- The construction of a new 37 stall city owned parking lot off Woodbine Street.
- Street surface improvements on 233rd Avenue from Highway 47 to Ambassador Boulevard and 229th Avenue from Highway 47 to Ambassador Boulevard. These two streets also include construction of two new valves and valve repair of existing valves.
- Improvements to the liquor store parking lot.

This pay estimate includes payment for all of the work items completed to date less a 5 percent retainage. This estimate recommends payment of \$585,523.02. The payment is summarized by funding source below.

ACTION TO BE CONSIDERED:

Consider approval of Pay Estimate No. 2 for the 2025 Street Reconstruction Project.

BUDGET IMPLICATION:

Woodbine Street, 229th Lane, 229th Avenue, and 233rd Avenue are on the City's Municipal State Aid System therefore costs for these streets are eligible for reimbursement from the City's Municipal State Aid account. All costs associated with watermain and parking lot improvements will be financed with local city funds. The funds discussed above are available and appropriate for this project. The cost breakdown per funding source for this pay estimate is as follows:

Description	Funding Source	
	St. Francis State Aid	Local Funding
	Woodbine St., 229 th Lane, 229 th Ave., & 233 rd Ave.	Parking Lots & Watermain Improv.
Work Completed to Date	\$532,641.10	\$306,394.24
Less 5% Retainage	\$26,632.05	\$15,319.71
Less Payment No 1	\$70,524.68	\$141,035.88
Recommended Payment	\$435,484.37	\$150,038.65

Attachment: Pay Estimate No. 2

Contractor's Application for Payment No.

2

To (Owner):	City of St. Francis	Application Period:	Through September 5, 2025	Application Date:	September 8, 2025
Project:	2025 Street Reconstruction Project	From (Contractor):	North Valley, Inc.	Via (Engineer):	Hakanson Anderson

Application For Payment Change Order Summary

Approved Change Orders			1. ORIGINAL CONTRACT PRICE.....	\$	\$1,203,538.50
Number	Additions	Deductions	2. Net change by Change Orders.....	\$	\$18,480.00
1	\$18,480.00		3. Current Contract Price (Line 1 ± 2).....	\$	\$1,222,018.50
			4. TOTAL COMPLETED AND STORED TO DATE	\$	\$839,035.34
			5. RETAINAGE:	\$	
			a. 5% X Work Completed.....	\$	\$41,951.77
			b. 0% X Stored Material.....	\$	\$0.00
			c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$41,951.77
			6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$797,083.57
			7. LESS PREVIOUS PAYMENTS.....	\$	\$211,560.55
			8. AMOUNT DUE THIS APPLICATION.....	\$	\$585,523.02
TOTALS					
	\$18,480.00	\$0.00			
NET CHANGE BY CHANGE ORDERS					\$18,480.00

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;

(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and

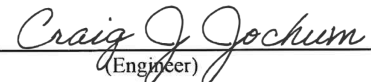
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature

By:  Date: 9/8/25

ENGINEER: HAKANSON ANDERSON

Certification: We recommend payment for work and quantites shown.

 9/8/2025
(Engineer) Date

OWNER: CITY OF ST. FRANCIS

(Owner) Date

PAY ESTIMATE NO. 2
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT

Agenda Item # 4E.

Bid Schedule "A" - S.A.P. 235-101-003 - 233rd Avenue

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
1	2104.503	SAWING CONCRETE PAVEMENT - FULL DEPTH	LIN FT	257	\$ 7.42	\$ 1,906.94	142	\$ 1,053.64
2	2104.503	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	1209	\$ 2.44	\$ 2,949.96	1395	\$ 3,403.80
3	2104.503	REMOVE CONCRETE CURB	LIN FT	953	\$ 5.75	\$ 5,479.75	1167	\$ 6,710.25
4	2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	195	\$ 5.41	\$ 1,054.95	167	\$ 903.47
5	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	358	\$ 3.44	\$ 1,231.52	492	\$ 1,692.48
6	2130.523	WATER	M GALLON	55	\$ 1.08	\$ 59.40		\$ -
7	2211.509	AGGREGATE BASE CLASS 5	TON	252	\$ 22.95	\$ 5,783.40	87	\$ 1,996.65
8	2232.604	MILL BITUMINOUS PAVEMENT (SPECIAL)	SQ YD	1633	\$ 2.12	\$ 3,461.96		\$ -
9	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	369	\$ 3.19	\$ 1,177.11		\$ -
10	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	SQ YD	32	\$ 24.57	\$ 786.24	40	\$ 982.80
11	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	466	\$ 73.15	\$ 34,087.90		\$ -
12	2360.509	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	TON	31	\$ 162.43	\$ 5,035.33		\$ -
13	2504.602	ADJUST GATE VALVE	EACH	10	\$ 162.43	\$ 1,624.30		\$ -
14	2504.602	SALVAGE SPRINKLER HEAD	EACH	5	\$ 54.14	\$ 270.70		\$ -
15	2504.602	INSTALL SPRINKLER HEAD	EACH	5	\$ 54.14	\$ 270.70		\$ -
16	2506.502	ADJUST FRAME AND RING CASTING	EACH	1	\$ 812.14	\$ 812.14	1	\$ 812.14
17	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	7	\$ 384.41	\$ 2,690.87		\$ -
18	2521.518	5" CONCRETE WALK	SQ FT	500	\$ 6.50	\$ 3,250.00		\$ -
19	2521.518	6" CONCRETE WALK	SQ FT	1418	\$ 14.08	\$ 19,965.44	1801	\$ 25,358.08
20	2521.602	DRILL AND GROUT DOWEL BAR (EPOXY COATED)	EACH	84	\$ 27.07	\$ 2,273.88	84	\$ 2,273.88
21	2531.503	CONCRETE CURB AND GUTTER DESIGN SPECIAL	LIN FT	953	\$ 34.65	\$ 33,021.45	1196	\$ 41,441.40
22	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	38	\$ 87.71	\$ 3,332.98	39	\$ 3,420.69
23	2531.618	TRUNCATED DOMES	SQ FT	122	\$ 75.80	\$ 9,247.60	116	\$ 8,792.80
24	2572.503	TEMPORARY FENCE	LIN FT	100	\$ 6.50	\$ 650.00		\$ -
25	2573.502	STORM DRAIN INLET PROTECTION	EACH	7	\$ 200.33	\$ 1,402.31	7	\$ 1,402.31
26	2574.507	COMMON TOPSOIL BORROW	CU YD	81	\$ 45.34	\$ 3,672.54		\$ -
27	2574.508	FERTILIZER TYPE 1	POUND	45	\$ 1.62	\$ 72.90		\$ -
28	2575.505	SEEDING (P)	ACRE	0.15	\$ 649.71	\$ 97.46		\$ -
29	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	525	\$ 2.17	\$ 1,139.25		\$ -
30	2575.508	SEED SOUTHERN BOULEVARD	POUND	48	\$ 5.41	\$ 259.68		\$ -
31	2582.503	4" SOLID LINE MULTI-COMPONENT	LIN FT	497	\$ 0.43	\$ 213.71		\$ -
32	2582.503	6" SOLID LINE MULTI-COMPONENT	LIN FT	1730	\$ 0.65	\$ 1,124.50		\$ -
33	2582.506	4" BROKEN LINE MULTI-COMPONENT	LIN FT	240	\$ 0.43	\$ 103.20		\$ -
34	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	SQ FT	82	\$ 10.83	\$ 888.06		\$ -
35	2582.518	CROSSWALK MULTI-COMPONENT	SQ FT	555	\$ 6.23	\$ 3,457.65		\$ -

Total Bid Schedule "A" - S.A.P. 235-101-003 - 233rd Avenue

\$ 152,855.78

\$ 100,244.39

PAY ESTIMATE NO. 2
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT

Agenda Item # 4E.

Bid Schedule "B" - S.A.P. 235-102-002 - 229th Avenue

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
36	2104.502	REMOVE CASTING	EACH	2	\$ 216.57	\$ 433.14	2	\$ 433.14
37	2104.503	SAWING CONCRETE PAVEMENT - FULL DEPTH	LIN FT	129	\$ 7.42	\$ 957.18	89	\$ 660.38
38	2104.503	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	497	\$ 2.44	\$ 1,212.68	371	\$ 905.24
39	2104.503	REMOVE CONCRETE CURB	LIN FT	386	\$ 5.75	\$ 2,219.50	239	\$ 1,374.25
40	2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	89	\$ 5.41	\$ 481.49	52	\$ 281.32
41	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	193	\$ 3.44	\$ 663.92	166	\$ 571.04
42	2106.602	DEWATERING	EACH	2	\$ 9,204.26	\$ 18,408.52		\$ -
43	2130.523	WATER	M GALLON	26	\$ 1.08	\$ 28.08		\$ -
44	2211.509	AGGREGATE BASE CLASS 5	TON	73	\$ 22.95	\$ 1,675.35	50	\$ 1,147.50
45	2232.604	MILL BITUMINOUS PAVEMENT (SPECIAL)	SQ YD	1679	\$ 2.12	\$ 3,559.48		\$ -
46	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	365	\$ 3.19	\$ 1,164.35		\$ -
47	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	SQ YD	24	\$ 24.57	\$ 589.68		\$ -
48	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	462	\$ 73.15	\$ 33,795.30		\$ -
49	2360.509	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	TON	18	\$ 162.43	\$ 2,923.74		\$ -
50	2504.602	ADJUST GATE VALVE	EACH	1	\$ 162.43	\$ 162.43	1	\$ 162.43
51	2504.602	SALVAGE SPRINKLER HEAD	EACH	5	\$ 54.14	\$ 270.70		\$ -
52	2504.602	INSTALL SPRINKLER HEAD	EACH	5	\$ 54.14	\$ 270.70		\$ -
53	2506.502	CASTING ASSEMBLY	EACH	2	\$ 1,152.69	\$ 2,305.38	2	\$ 2,305.38
54	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	7	\$ 384.41	\$ 2,690.87		\$ -
55	2521.518	5" CONCRETE WALK	SQ FT	396	\$ 6.50	\$ 2,574.00		\$ -
56	2521.518	6" CONCRETE WALK	SQ FT	512	\$ 14.08	\$ 7,208.96	558	\$ 7,856.64
57	2521.518	8" CONCRETE WALK	SQ FT	350	\$ 10.83	\$ 3,790.50		\$ -
58	2521.602	DRILL AND GROUT DOWEL BAR (EPOXY COATED)	EACH	30	\$ 27.07	\$ 812.10	30	\$ 812.10
59	2531.503	CONCRETE CURB AND GUTTER DESIGN SPECIAL	LIN FT	386	\$ 34.65	\$ 13,374.90	239	\$ 8,281.35
60	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	35	\$ 87.71	\$ 3,069.85	31	\$ 2,719.01
61	2531.618	TRUNCATED DOMES	SQ FT	53	\$ 75.80	\$ 4,017.40	53	\$ 4,017.40
62	2572.503	TEMPORARY FENCE	LIN FT	100	\$ 6.50	\$ 650.00		\$ -
63	2573.502	STORM DRAIN INLET PROTECTION	EACH	7	\$ 200.33	\$ 1,402.31	7	\$ 1,402.31
64	2574.507	COMMON TOPSOIL BORROW	CU YD	38	\$ 45.34	\$ 1,722.92		\$ -
65	2574.508	FERTILIZER TYPE 1	POUND	21	\$ 1.62	\$ 34.02		\$ -
66	2575.505	SEEDING (P)	ACRE	0.07	\$ 649.71	\$ 45.48		\$ -
67	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	245	\$ 2.17	\$ 531.65		\$ -
68	2575.508	SEED SOUTHERN BOULEVARD	POUND	22	\$ 5.41	\$ 119.02		\$ -
69	2582.503	4" SOLID LINE MULTI-COMPONENT	LIN FT	298	\$ 0.43	\$ 128.14		\$ -
70	2582.503	6" SOLID LINE MULTI-COMPONENT	LIN FT	2072	\$ 0.65	\$ 1,346.80		\$ -
71	2582.506	4" BROKEN LINE MULTI-COMPONENT	LIN FT	240	\$ 0.43	\$ 103.20		\$ -
72	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	SQ FT	82	\$ 10.83	\$ 888.06		\$ -
73	2582.518	CROSSWALK MULTI-COMPONENT	SQ FT	330	\$ 6.23	\$ 2,055.90		\$ -
Total Bid Schedule "B" - S.A.P. 235-102-002 - 229th Avenue					\$	117,687.70	\$	32,929.49

PAY ESTIMATE NO. 2
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT

Agenda Item # 4E.

Bid Schedule "C" - S.A.P. 235-121-001 - 229th Lane

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
74	2101.505	CLEARING (P)	ACRE	0.2	\$ 27,071.35	\$ 5,414.27	0.23	\$ 6,226.41
75	2101.505	GRUBBING (P)	ACRE	0.2	\$ 5,414.25	\$ 1,082.85	0.2	\$ 1,082.85
76	2104.502	REMOVE CASTING	EACH	1	\$ 216.57	\$ 216.57	1	\$ 216.57
77	2104.502	SALVAGE SIGN	EACH	3	\$ 43.32	\$ 129.96	3	\$ 129.96
78	2104.503	SAWING CONCRETE PAVEMENT - FULL DEPTH	LIN FT	79	\$ 7.42	\$ 586.18	79	\$ 586.18
79	2104.503	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	245	\$ 2.44	\$ 597.80	297	\$ 724.68
80	2104.503	REMOVE PIPE CULVERT	LIN FT	112	\$ 8.66	\$ 969.92	112	\$ 969.92
81	2104.503	REMOVE CONCRETE CURB	LIN FT	82	\$ 5.75	\$ 471.50	82	\$ 471.50
82	2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	55	\$ 5.41	\$ 297.55	55	\$ 297.55
83	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	366	\$ 3.44	\$ 1,259.04	370	\$ 1,272.80
84	2106.507	EXCAVATION - COMMON (P)	CU YD	1340	\$ 21.55	\$ 28,877.00	1456.5	\$ 31,387.58
85	2108.604	SOIL STABILIZATION GEOGRID	SQ YD	1200	\$ 9.92	\$ 11,904.00	810	\$ 8,035.20
86	2112.519	SUBGRADE PREPARATION	ROAD STA	7.3	\$ 220.34	\$ 1,608.48	7.3	\$ 1,608.48
87	2130.523	WATER	M GALLON	106	\$ 1.08	\$ 114.48		\$ -
88	2211.509	AGGREGATE BASE CLASS 5	TON	905	\$ 22.95	\$ 20,769.75	767.2	\$ 17,607.24
89	2215.504	FULL DEPTH RECLAMATION	SQ YD	1600	\$ 2.28	\$ 3,648.00	1576	\$ 3,593.28
90	2215.507	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	200	\$ 17.55	\$ 3,510.00	212	\$ 3,720.60
91	2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	15.3	\$ 14.62	\$ 223.69		\$ -
92	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	110	\$ 3.19	\$ 350.90		\$ -
93	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	SQ YD	164	\$ 24.57	\$ 4,029.48		\$ -
94	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	239	\$ 73.15	\$ 17,482.85		\$ -
95	2360.509	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	TON	9	\$ 162.43	\$ 1,461.87		\$ -
96	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	290	\$ 66.52	\$ 19,290.80		\$ -
97	2501.502	15" RC PIPE APRON	EACH	2	\$ 1,624.28	\$ 3,248.56	2	\$ 3,248.56
98	2501.503	15" RC PIPE CULVERT DESIGN 3006 CLASS V	LIN FT	40	\$ 67.14	\$ 2,685.60	40	\$ 2,685.60
99	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	117	\$ 62.81	\$ 7,348.77	117	\$ 7,348.77
100	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	203	\$ 63.89	\$ 12,969.67	203	\$ 12,969.67
101	2504.602	SALVAGE SPRINKLER HEAD	EACH	4	\$ 54.14	\$ 216.56		\$ -
102	2504.602	INSTALL SPRINKLER HEAD	EACH	4	\$ 54.14	\$ 216.56		\$ -
103	2506.502	CASTING ASSEMBLY	EACH	6	\$ 1,152.69	\$ 6,916.14	6	\$ 6,916.14
104	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	12.3	\$ 709.27	\$ 8,724.02	12.3	\$ 8,724.02
105	2521.518	6" CONCRETE WALK	SQ FT	296	\$ 14.08	\$ 4,167.68	300	\$ 4,224.00
106	2531.503	CONCRETE CURB AND GUTTER DESIGN B418	LIN FT	1230	\$ 20.84	\$ 25,633.20	1280	\$ 26,675.20
107	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	135	\$ 77.97	\$ 10,525.95	189	\$ 14,736.33
108	2531.618	TRUNCATED DOMES	SQ FT	42	\$ 75.80	\$ 3,183.60	38	\$ 2,880.40
109	2564.502	INSTALL SIGN	EACH	3	\$ 308.61	\$ 925.83		\$ -
110	2564.618	SIGN TYPE C	SQ FT	38	\$ 102.87	\$ 3,909.06		\$ -
111	2572.503	TEMPORARY FENCE	LIN FT	200	\$ 6.50	\$ 1,300.00		\$ -
112	2573.502	STORM DRAIN INLET PROTECTION	EACH	6	\$ 200.33	\$ 1,201.98	6	\$ 1,201.98
113	2573.503	SILT FENCE TYPE, MS	LIN FT	100	\$ 4.87	\$ 487.00		\$ -
114	2574.507	COMMON TOPSOIL BORROW	CU YD	156	\$ 45.34	\$ 7,073.04		\$ -
115	2574.508	FERTILIZER TYPE 1	POUND	87	\$ 1.62	\$ 140.94		\$ -

PAY ESTIMATE NO. 2
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT

Agenda Item # 4E.

Bid Schedule "C" - S.A.P. 235-121-001 - 229th Lane (Continued)

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
116	2575.505	SEEDING (P)	ACRE	0.29	\$ 649.71	\$ 188.42		\$ -
117	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	1015	\$ 2.17	\$ 2,202.55		\$ -
118	2575.508	SEED SOUTHERN BOULEVARD	POUND	93	\$ 5.41	\$ 503.13		\$ -
119	2582.518	CROSSWALK MULTI-COMPONENT	SQ FT	96	\$ 6.23	\$ 598.08		\$ -
Total Bid Schedule "C" - S.A.P. 235-121-001 - 229th Lane						\$ 228,663.28		\$ 169,541.47

Bid Schedule "D" - S.A.P. 235-156-001 - Woodbine Street

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
120	2104.502	REMOVE CASTING	EACH	2	\$ 216.57	\$ 433.14	2	\$ 433.14
121	2104.502	REMOVE SIGN	EACH	3	\$ 43.31	\$ 129.93	3	\$ 129.93
122	2104.502	SALVAGE SIGN	EACH	3	\$ 43.32	\$ 129.96	3	\$ 129.96
123	2104.502	REMOVE CATCH BASIN	EACH	1	\$ 492.70	\$ 492.70	1	\$ 492.70
124	2104.503	SAWING CONCRETE PAVEMENT - FULL DEPTH	LIN FT	35	\$ 7.42	\$ 259.70	33	\$ 244.86
125	2104.503	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	319	\$ 2.44	\$ 778.36	319	\$ 778.36
126	2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	8	\$ 13.00	\$ 104.00	8	\$ 104.00
127	2104.503	REMOVE CONCRETE CURB	LIN FT	354	\$ 5.75	\$ 2,035.50	354	\$ 2,035.50
128	2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	84	\$ 5.41	\$ 454.44	86	\$ 465.26
129	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	387	\$ 3.44	\$ 1,331.28	383	\$ 1,317.52
130	2106.507	EXCAVATION - COMMON (P)	CU YD	1805	\$ 21.55	\$ 38,897.75	1805	\$ 38,897.75
131	2112.519	SUBGRADE PREPARATION	ROAD STA	8.6	\$ 220.34	\$ 1,894.92	8.6	\$ 1,894.92
132	2130.523	WATER	M GALLON	121	\$ 1.08	\$ 130.68		\$ -
133	2211.509	AGGREGATE BASE CLASS 5	TON	1113	\$ 22.95	\$ 25,543.35	533	\$ 12,232.35
134	2215.504	FULL DEPTH RECLAMATION	SQ YD	2578	\$ 2.28	\$ 5,877.84	2584	\$ 5,891.52
135	2215.507	HAUL FULL DEPTH RECLAMATION (LV)	CU YD	573	\$ 17.55	\$ 10,056.15	479	\$ 8,406.45
136	2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	30.5	\$ 14.62	\$ 445.91		\$ -
137	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	193	\$ 3.19	\$ 615.67		\$ -
138	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	SQ YD	123	\$ 24.57	\$ 3,022.11		\$ -
139	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	412	\$ 73.15	\$ 30,137.80		\$ -
140	2360.509	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	TON	7	\$ 162.43	\$ 1,137.01		\$ -
141	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	508	\$ 66.52	\$ 33,792.16		\$ -
142	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	42	\$ 62.81	\$ 2,638.02	42	\$ 2,638.02
143	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	8	\$ 63.89	\$ 511.12	8	\$ 511.12
144	2505.503	18" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	216	\$ 70.39	\$ 15,204.24	217	\$ 15,274.63
145	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	3	\$ 584.74	\$ 1,754.22	3	\$ 1,754.22
146	2504.602	SALVAGE SPRINKLER HEAD	EACH	6	\$ 54.14	\$ 324.84		\$ -
147	2504.602	INSTALL SPRINKLER HEAD	EACH	6	\$ 54.14	\$ 324.84		\$ -
148	2506.502	CASTING ASSEMBLY	EACH	6	\$ 1,152.69	\$ 6,916.14	6	\$ 6,916.14
149	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	LIN FT	20.2	\$ 709.27	\$ 14,327.25	20.2	\$ 14,327.25
150	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	2	\$ 384.41	\$ 768.82		\$ -
151	2521.518	5" CONCRETE WALK	SQ FT	999	\$ 6.50	\$ 6,493.50	840	\$ 5,460.00
152	2521.518	6" CONCRETE WALK	SQ FT	477	\$ 14.08	\$ 6,716.16	210	\$ 2,956.80

PAY ESTIMATE NO. 2
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT

Agenda Item # 4E.

Bid Schedule "D" - S.A.P. 235-156-001 - Woodbine Street (Continued)

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
153	2521.518	8" CONCRETE WALK	SQ FT	124	\$ 10.83	\$ 1,342.92	100	\$ 1,083.00
154	2521.602	DRILL AND GROUT DOWEL BAR (EPOXY COATED)	EACH	49	\$ 27.07	\$ 1,326.43	40	\$ 1,082.80
155	2531.503	CONCRETE CURB AND GUTTER DESIGN B418	LIN FT	743	\$ 20.84	\$ 15,484.12	755	\$ 15,734.20
156	2531.503	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	10	\$ 23.82	\$ 238.20		\$ -
157	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	711	\$ 21.12	\$ 15,016.32	699	\$ 14,762.88
158	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	SQ YD	98	\$ 77.97	\$ 7,641.06	108	\$ 8,420.76
159	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	10	\$ 87.71	\$ 877.10		\$ -
160	2531.618	TRUNCATED DOMES	SQ FT	62	\$ 75.80	\$ 4,699.60	34	\$ 2,577.20
161	2564.502	INSTALL SIGN	EACH	3	\$ 308.61	\$ 925.83		\$ -
162	2564.618	SIGN TYPE C	SQ FT	44	\$ 102.87	\$ 4,526.28		\$ -
163	2572.503	TEMPORARY FENCE	LIN FT	300	\$ 6.50	\$ 1,950.00		\$ -
164	2573.502	STORM DRAIN INLET PROTECTION	EACH	8	\$ 200.33	\$ 1,602.64	8	\$ 1,602.64
165	2573.503	SILT FENCE TYPE, MS	LIN FT	180	\$ 4.87	\$ 876.60	138	\$ 672.06
166	2574.507	COMMON TOPSOIL BORROW	CU YD	177	\$ 45.34	\$ 8,025.18		\$ -
167	2574.508	FERTILIZER TYPE 1	POUND	99	\$ 1.62	\$ 160.38		\$ -
168	2575.505	SEEDING (P)	ACRE	0.33	\$ 649.71	\$ 214.40		\$ -
169	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	1155	\$ 2.17	\$ 2,506.35		\$ -
170	2575.508	SEED SOUTHERN BOULEVARD	POUND	106	\$ 5.41	\$ 573.46		\$ -
171	2582.503	6" SOLID LINE MULTI-COMPONENT	LIN FT	850	\$ 0.65	\$ 552.50		\$ -
172	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT	LIN FT	455	\$ 0.87	\$ 395.85		\$ -
173	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	SQ FT	41	\$ 10.83	\$ 444.03		\$ -
174	2582.518	CROSSWALK MULTI-COMPONENT	SQ FT	252	\$ 6.23	\$ 1,569.96		\$ -
Total Bid Schedule "D" - S.A.P. 235-156-001 - Woodbine Street						\$ 284,628.72		\$ 169,227.94

Bid Schedule "E" - Local Funding - Utilities

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
175	2104.502	REMOVE GATE VALVE AND BOX	EACH	5	\$ 817.55	\$ 4,087.75	5	\$ 4,087.75
176	2104.502	REMOVE HYDRANT	EACH	2	\$ 487.29	\$ 974.58	2	\$ 974.58
177	2104.503	REMOVE WATERMAIN	LIN FT	871	\$ 9.75	\$ 8,492.25	882	\$ 8,599.50
178	2503.602	4" PVC CAP	EACH	1	\$ 81.21	\$ 81.21		\$ -
179	2503.602	CONNECT TO EXISTING SANITARY SEWER	EACH	1	\$ 2,707.14	\$ 2,707.14		\$ -
180	2503.603	4" PVC SANITARY SEWER SERVICE PIPE SDR 26	LIN FT	21	\$ 83.38	\$ 1,750.98		\$ -
181	2503.603	SANITARY SEWER SPOT REPAIR	LIN FT	24	\$ 151.60	\$ 3,638.40	12	\$ 1,819.20
182	2504.601	TEMPORARY WATERMAIN SERVICE	LUMP SUM	1	\$ 5,955.69	\$ 5,955.69	1	\$ 5,955.69
183	2504.602	TEMPORARY WATER SERVICE	EACH	7	\$ 1,191.14	\$ 8,337.98	8	\$ 9,529.12
184	2504.602	RECONNECT WATER SERVICE	EACH	7	\$ 600.98	\$ 4,206.86	8	\$ 4,807.84
185	2504.602	CONNECT TO EXISTING WATERMAIN	EACH	8	\$ 1,624.28	\$ 12,994.24	8	\$ 12,994.24
186	2504.602	HYDRANT	EACH	2	\$ 6,063.98	\$ 12,127.96	2	\$ 12,127.96
187	2504.602	1" CORPORATION STOP	EACH	6	\$ 703.86	\$ 4,223.16	6	\$ 4,223.16
188	2504.602	4" GATE VALVE AND BOX	EACH	2	\$ 3,032.00	\$ 6,064.00	2	\$ 6,064.00
189	2504.602	6" GATE VALVE AND BOX	EACH	2	\$ 3,465.13	\$ 6,930.26	2	\$ 6,930.26

**PAY ESTIMATE NO. 2
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT**

Agenda Item # 4E.

Bid Schedule "E" - Local Funding - Utilities (Continued)

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
190	2504.602	8" GATE VALVE AND BOX	EACH	5	\$ 4,872.84	\$ 24,364.20	5	\$ 24,364.20
191	2504.602	1" CURB STOP AND BOX	EACH	6	\$ 817.56	\$ 4,905.36	6	\$ 4,905.36
192	2504.603	1" TYPE PE PIPE	LIN FT	233	\$ 58.47	\$ 13,623.51	239	\$ 13,974.33
193	2504.603	4" WATERMAIN DUCTILE IRON CL 52	LIN FT	47	\$ 71.47	\$ 3,359.09	47	\$ 3,359.09
194	2504.603	6" WATERMAIN DUCTILE IRON CL 52	LIN FT	52	\$ 70.39	\$ 3,660.28	52	\$ 3,660.28
195	2504.603	8" PVC WATERMAIN	LIN FT	858	\$ 59.56	\$ 51,102.48	795	\$ 47,350.20
196	2504.603	10" PVC WATERMAIN	LIN FT	21	\$ 102.87	\$ 2,160.27	20	\$ 2,057.40
197	2504.604	4" POLYSTYRENE INSULATION	SQ YD	10.7	\$ 54.14	\$ 579.30	11	\$ 595.54
198	2504.608	DUCTILE IRON FITTINGS	POUND	809	\$ 12.99	\$ 10,508.91	926	\$ 12,028.74
199	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	EACH	4	\$ 1,299.43	\$ 5,197.72	4	\$ 5,197.72
200	2506.602	CASTING ASSEMBLY SPECIAL	EACH	1	\$ 270.71	\$ 270.71	1	\$ 270.71

Total Bid Schedule "E" - Local Funding - Utilities

\$ 202,304.29

\$ 195,876.87

Bid Schedule "F" - Local Funding - Parking Lot

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
201	2104.502	REMOVE CASTING	EACH	1	\$ 216.57	\$ 216.57		\$ -
202	2104.503	SAWING CONCRETE PAVEMENT - FULL DEPTH	LIN FT	23	\$ 7.42	\$ 170.66	18	\$ 133.56
203	2104.503	SAWING BITUMINOUS PAVEMENT - FULL DEPTH	LIN FT	295	\$ 2.44	\$ 719.80	323	\$ 788.12
204	2104.503	REMOVE CONCRETE CURB	LIN FT	83	\$ 5.75	\$ 477.25	85	\$ 488.75
205	2104.504	REMOVE CONCRETE PAVEMENT	SQ YD	2	\$ 5.41	\$ 10.82	7	\$ 37.87
206	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	141	\$ 3.44	\$ 485.04	140	\$ 481.60
207	2106.507	EXCAVATION - COMMON (P)	CU YD	866	\$ 21.55	\$ 18,662.30	866	\$ 18,662.30
208	2130.523	WATER	M GALLON	99	\$ 1.08	\$ 106.92		\$ -
209	2211.509	AGGREGATE BASE CLASS 5	TON	873	\$ 22.95	\$ 20,035.35	773	\$ 17,740.35
210	2357.506	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	8	\$ 3.19	\$ 25.52		\$ -
211	2360.504	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) 3.0" THICK	SQ YD	14	\$ 24.57	\$ 343.98		\$ -
212	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	180	\$ 73.15	\$ 13,167.00		\$ -
213	2360.509	TYPE SP 12.5 BITUMINOUS MIXTURE FOR PATCHING	TON	30	\$ 162.43	\$ 4,872.90		\$ -
214	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (2,B)	TON	180	\$ 66.52	\$ 11,973.60		\$ -
215	2411.502	CONCRETE FLUME	EACH	1	\$ 676.79	\$ 676.79	1	\$ 676.79
216	2502.602	6" PERF PE PIPE DRAIN	LIN FT	95	\$ 41.15	\$ 3,909.25		\$ -
217	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	LIN FT	13	\$ 62.81	\$ 816.53		\$ -
218	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	1	\$ 584.74	\$ 584.74		\$ -
219	2503.602	CONNECT TO EXISTING DRAINAGE STRUCTURE	EACH	1	\$ 1,624.28	\$ 1,624.28		\$ -
220	2506.502	CASTING ASSEMBLY	EACH	1	\$ 1,152.69	\$ 1,152.69		\$ -
221	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN H	EACH	1	\$ 1,299.43	\$ 1,299.43		\$ -
222	2506.602	GROUT CATCH BASIN OR MANHOLE	EACH	2	\$ 384.41	\$ 768.82		\$ -
223	2511.507	RANDOM RIPRAP CLASS II	CU YD	6	\$ 129.94	\$ 779.64		\$ -
224	2531.503	CONCRETE CURB AND GUTTER DESIGN B612	LIN FT	640	\$ 23.82	\$ 15,244.80	607	\$ 14,458.74
225	2531.503	CONCRETE CURB AND GUTTER DESIGN SPECIAL	LIN FT	37	\$ 34.65	\$ 1,282.05	66	\$ 2,286.90
226	2531.504	8" CONCRETE DRIVEWAY PAVEMENT	SQ YD	4	\$ 87.71	\$ 350.84	5	\$ 438.55

PAY ESTIMATE NO. 2
CITY OF ST FRANCIS
2025 STREET RECONSTRUCTION PROJECT

Agenda Item # 4E.

Bid Schedule "F" - Local Funding - Parking Lot (Continued)

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
227	2573.502	STORM DRAIN INLET PROTECTION	EACH	6	\$ 200.33	\$ 1,201.98		\$ -
228	2573.503	SILT FENCE TYPE, MS	LIN FT	863	\$ 4.87	\$ 4,202.81	546	\$ 2,659.02
229	2574.507	COMMON TOPSOIL BORROW	CU YD	138	\$ 45.34	\$ 6,256.92		\$ -
230	2574.507	FILTER TOPSOIL BORROW	CU YD	50	\$ 59.56	\$ 2,978.00		\$ -
231	2574.508	FERTILIZER TYPE 1	POUND	116	\$ 1.62	\$ 187.92		\$ -
232	2575.505	SEEDING (P)	ACRE	0.27	\$ 649.71	\$ 175.42		\$ -
233	2575.508	HYDRAULIC BONDED FIBER MATRIX	POUND	945	\$ 2.17	\$ 2,050.65		\$ -
234	2575.508	SEED SOUTHERN BOULEVARD	POUND	86	\$ 5.41	\$ 465.26		\$ -
235	2575.508	SEED WET DITCH	POUND	2	\$ 73.64	\$ 147.28		\$ -
236	2582.503	4" SOLID LINE MULTI-COMPONENT	LIN FT	1046	\$ 0.43	\$ 449.78		\$ -
237	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	SQ FT	36	\$ 10.83	\$ 389.88		\$ -
Total Bid Schedule "F" - Local Funding - Parking Lot					\$	118,263.47		\$ 58,852.55

Bid Schedule "G" - Miscellaneous Construction

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
238	2021.501	MOBILIZATION	LUMP SUM	1	\$ 48,077.63	\$ 48,077.63	1	\$ 48,077.63
239	2106.601	DEWATERING	LUMP SUM	1	\$ 5,955.69	\$ 5,955.69		\$ -
240	2563.601	TRAFFIC CONTROL SUPERVISOR	LUMP SUM	1	\$ 13,968.82	\$ 13,968.82	1	\$ 13,968.82
241	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$ 24,905.64	\$ 24,905.64	1	\$ 24,905.64
242	2563.601	ALTERNATE PEDESTRIAN ROUTE	LUMP SUM	1	\$ 5,143.55	\$ 5,143.55		\$ -
243	2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$ 1,082.85	\$ 1,082.85		\$ -
244	2573.501	EROSION CONTROL SUPERVISOR	LUMP SUM	1	\$ 1.08	\$ 1.08	0.5	\$ 0.54
Total Bid Schedule "G" - Miscellaneous Construction					\$	99,135.26		\$ 86,952.63

Bid Schedule "H" - CHANGE ORDER NO. 1

ITEM NO.	Mn/DOT SPEC. NO.	ITEM DESCRIPTION	UNIT	ESTIMATED QUANTITY	CONTRACT UNIT PRICE	CONTRACT AMOUNT	USED TO DATE	EXTENSION
245	2504.602	VALVE REPAIR	EACH	8	\$ 2,310.00	\$ 18,480.00	11	\$ 25,410.00
Total Bid Schedule "H" - Change Order No. 1					\$	18,480.00		\$ 25,410.00

BID SUMMARY

Total Bid Schedule "A" - S.A.P. 235-101-003 - 233rd Avenue	\$	152,855.78	\$	100,244.39
Total Bid Schedule "B" - S.A.P. 235-102-002 - 229th Avenue	\$	117,687.70	\$	32,929.49
Total Bid Schedule "C" - S.A.P. 235-121-001 - 229th Lane	\$	228,663.28	\$	169,541.47
Total Bid Schedule "D" - S.A.P. 235-156-001 - Woodbine Street	\$	284,628.72	\$	169,227.94
Total Bid Schedule "E" - Local Funding - Utilities	\$	202,304.29	\$	195,876.87
Total Bid Schedule "F" - Local Funding - Parking Lot	\$	118,263.47	\$	58,852.55
Total Bid Schedule "G" - Miscellaneous Construction	\$	99,135.26	\$	86,952.63
Total Bid Schedule "H" - Change Order No. 1	\$	18,480.00	\$	25,410.00
TOTAL BID	\$	1,222,018.50	\$	839,035.34



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
Danielle Robertson, Accounting Clerk
SUBJECT: Payment of Claims
DATE: September 15, 2025

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$747,582.34 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:

- 09-15-2025 Packet List-\$747,582.34

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/16/2025 - 09/16/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4F.

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 UB-REFUND - ALICIA HOWARD-FOGG							
.09092025							
00042003	ALICIA HOWARD-FOGG	09/09/2025		89.46	89.46	Open	N
	CREDIT REFUND	DROBERTSON					09/15/2025
	601-49440-40444	REFUND & REIMBURSEMENT		89.46		1.00	89.46
Total Vendor UB-REFUND - ALICIA HOWARD-FOGG				89.46	89.46		
Vendor 3775 - ALL TRAFFIC SOLUTIONS							
SIN046035							
00041940	ALL TRAFFIC SOLUTIONS	08/29/2025		62.24	62.24	Open	N
	SHIELD SOLAR/AC CABINET	DROBERTSON					09/15/2025
	101-42110-40237	SMALL EQUIPMENT		62.24		1.00	62.24
Total Vendor 3775 - ALL TRAFFIC SOLUTIONS				62.24	62.24		
Vendor 17 - ALLIED BACKTOP COMPANY							
13705							
00042033	ALLIED BACKTOP COMPANY	09/09/2025		4,699.08	4,699.08	Open	N
	CRACK SEALING PUBLIC WORKS PARKING LOT	JSHOOK					09/15/2025
	405-43100-40803	SEALCOATING		4,699.08		1.00	4,699.08
13704							
00042034	ALLIED BACKTOP COMPANY	09/09/2025		21,938.58	21,938.58	Open	N
	CRACKSEALING CITY STREETS	JSHOOK					09/15/2025
	405-43100-40803	SEALCOATING		21,938.58		1.00	21,938.58
Total Vendor 17 - ALLIED BACKTOP COMPANY				26,637.66	26,637.66		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0110270600							
00042011	BELLBOY CORPORATION BAR SUPPLY	09/09/2025		45.96	45.96	Open	N
	MISC	CBUSKEY					09/09/2025
	609-49751-40206	FREIGHT		3.71		1.00	3.71
	609-49751-40254	MISCELLANEOUS MERCHANDISE		42.25		1.00	42.25
0208907200							
00042012	BELLBOY CORPORATION BAR SUPPLY	09/09/2025		1,094.75	1,094.75	Open	N
	LIQUOR	CBUSKEY					09/09/2025
	609-49751-40206	FREIGHT		13.50		1.00	13.50
	609-49751-40251	LIQUOR		1,081.25		1.00	1,081.25
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/16/2025 - 09/16/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4F.

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 53 - BELLBOY CORPORATION BAR SUPPLY				1,140.71	1,140.71		
Vendor 7244 - BREAKTHRU BEVERAGE							
123190759							
00041984	BREAKTHRU BEVERAGE	09/05/2025		731.15	731.15	Open	N
	LIQUOR	CBUSKEY					09/05/2025
	609-49751-40206	FREIGHT		10.15		1.00	10.15
	609-49751-40251	LIQUOR		721.00		1.00	721.00
Total Vendor 7244 - BREAKTHRU BEVERAGE				731.15	731.15		
Vendor 4448 - CORPORATE CONNECTION							
67922							
00042024	CORPORATE CONNECTION	09/05/2025		100.59	100.59	Open	N
	UNIFORMS-GULBRANDSON	DMULVIHILL					09/15/2025
	101-43100-40417	UNIFORMS & PPE		25.15		1.00	25.15
	101-45200-40417	UNIFORMS & PPE		25.15		1.00	25.15
	601-49440-40417	UNIFORMS & PPE		25.15		1.00	25.15
	602-49490-40417	UNIFORMS & PPE		25.14		1.00	25.14
Total Vendor 4448 - CORPORATE CONNECTION				100.59	100.59		
Vendor 2218 - CRAWFORDS EQUIPMENT							
01-109322							
00041983	CRAWFORDS EQUIPMENT	09/05/2025		265.00	265.00	Open	N
	STUMP GRINDER	DROBERTSON					09/15/2025
	101-45200-40415	EQUIPMENT RENTALS		265.00		1.00	265.00
01-118912							
00041998	CRAWFORDS EQUIPMENT	04/29/2025		23,626.39	23,626.39	Open	N
	BOBCAT	DMULVIHILL					09/15/2025
	402-43100-40552	TOOLCAT		23,626.39		1.00	23,626.39
Total Vendor 2218 - CRAWFORDS EQUIPMENT				23,891.39	23,891.39		
Vendor 4854 - CRYSTAL SPRINGS ICE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/16/2025 - 09/16/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4F.

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 4854 - CRYSTAL SPRINGS ICE							
04-500856							
00042002	CRYSTAL SPRINGS ICE	09/09/2025		298.24	298.24	Open	N
	MISC	CBUSKEY					09/09/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		294.24		1.00	294.24
Total Vendor 4854 - CRYSTAL SPRINGS ICE				298.24	298.24		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2561513							
00041969	DAHLHEIMER DIST. CO. INC	09/04/2025		10,795.43	10,795.43	Open	N
	BEER/LIQUOR/NA	CBUSKEY					09/04/2025
	609-49751-40251	LIQUOR		585.60		1.00	585.60
	609-49751-40255	N/A PRODUCTS		336.25		1.00	336.25
	609-49751-40252	BEER		9,873.58		1.00	9,873.58
2030-00019							
00041985	DAHLHEIMER DIST. CO. INC	09/05/2025		(30.00)	(30.00)	Open	N
	MISC	CBUSKEY					09/05/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		(30.00)		1.00	(30.00)
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				10,765.43	10,765.43		
Vendor UB-REFUND - DAN STENGER							
.09092025							
00042006	DAN STENGER	09/09/2025		47.83	47.83	Open	N
	CREDIT REFUND	DROBERTSON					09/15/2025
	601-49440-40444	REFUND & REIMBURSEMENT		47.83		1.00	47.83
Total Vendor UB-REFUND - DAN STENGER				47.83	47.83		
Vendor 107 - ECM PUBLISHERS, INC							
1064736							
00042016	ECM PUBLISHERS, INC	09/05/2025		55.00	55.00	Open	N
	SEPTEMBER 17 PH PRELIM PLAT	DROBERTSON					09/15/2025
	101-41400-40351	LEGAL NOTICES PUBLISHING		55.00		1.00	55.00
1064735							
00042017	ECM PUBLISHERS, INC	09/05/2025		60.50	60.50	Open	N
	SEPTEMBER 17 PH COMP PLAN AMENDMENT	DROBERTSON					09/15/2025
	101-41400-40351	LEGAL NOTICES PUBLISHING		60.50		1.00	60.50

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/16/2025 - 09/16/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4F.

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 107 - ECM PUBLISHERS, INC							
Total Vendor 107 - ECM PUBLISHERS, INC				115.50	115.50		
Vendor 3447 - FERGUSON WATERWORKS							
0554393							
00041959	FERGUSON WATERWORKS	09/03/2025		1,338.75	1,338.75	Open	N
	METER ACCOUNT	DROBERTSON					09/15/2025
	601-49440-40259	WATER METERS		1,338.75		1.00	1,338.75
0554394							
00041960	FERGUSON WATERWORKS	09/03/2025		137.81	137.81	Open	N
	STOCK	DROBERTSON					09/15/2025
	601-49440-40259	WATER METERS		137.81		1.00	137.81
Total Vendor 3447 - FERGUSON WATERWORKS				1,476.56	1,476.56		
Vendor 5429 - FIRE SAFETY USA, INC							
205619							
00041988	FIRE SAFETY USA, INC	09/05/2025		1,221.95	1,221.95	Open	N
	TENDER 1 MAINTENANCE	DROBERTSON					09/15/2025
	101-42210-40221	VEHICLE MAINTENANCE		1,221.95		1.00	1,221.95
Total Vendor 5429 - FIRE SAFETY USA, INC				1,221.95	1,221.95		
Vendor CD-REFUND - FLOWSEAL SURFACE MAINTENANCE							
09/04/2025							
00041957	FLOWSEAL SURFACE MAINTENANCE	09/04/2025	09/04/2025	250.00	250.00	Open	N
	Check Request For Escrow: E2025-0021	DMULVIHILL					09/15/2025
	803-00000-20200	E2025-0021 - P2025-00279		250.00		1.00	250.00
Total Vendor CD-REFUND - FLOWSEAL SURFACE MAINTENANCE				250.00	250.00		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-19555							
00041968	GLOBAL RESERVE DISTRIBUTION	09/04/2025		378.00	378.00	open	N
	THC	CBUSKEY					09/04/2025
	609-49751-40257	THC		378.00		1.00	378.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/16/2025 - 09/16/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4F.

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 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-19626							
00041987	GLOBAL RESERVE DISTRIBUTION	09/05/2025		1,360.00	1,360.00	Open	N
	THC	CBUSKEY					09/05/2025
	609-49751-40257	THC		1,360.00		1.00	1,360.00
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				1,738.00	1,738.00		
Vendor 130 - GOPHER STATE ONE-CALL, INC							
5080768							
00041952	GOPHER STATE ONE-CALL, INC	08/31/2025		99.90	99.90	Open	N
	AUGUST 2025 SERVICE	DROBERTSON					09/15/2025
	601-49440-40442	GOPHER STATE		49.95		1.00	49.95
	602-49490-40442	GOPHER STATE		49.95		1.00	49.95
Total Vendor 130 - GOPHER STATE ONE-CALL, INC				99.90	99.90		
Vendor 132 - GRAINGER, INC							
9635398184							
00042029	GRAINGER, INC	09/09/2025		228.89	228.89	Open	N
	STREETS PATCH TOOLS	DROBERTSON					09/15/2025
	101-43100-40217	OTHER OPERATING SUPPLIES		228.89		1.00	228.89
Total Vendor 132 - GRAINGER, INC				228.89	228.89		
Vendor 4691 - GRANITE CITY JOBBING CO							
480308							
00042001	GRANITE CITY JOBBING CO	09/09/2025		5,614.53	5,614.53	Open	N
	TOBACCO/MISC	CBUSKEY					09/09/2025
	609-49751-40206	FREIGHT		10.00		1.00	10.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		233.51		1.00	233.51
	609-49751-40256	TOBACCO PRODUCTS		5,371.02		1.00	5,371.02
Total Vendor 4691 - GRANITE CITY JOBBING CO				5,614.53	5,614.53		
Vendor 7513 - HOISINGTON KOEGLER GROUP, INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/16/2025 - 09/16/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4F.

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 7513 - HOISINGTON KOEGLER GROUP, INC							
018-041 - 84							
00041990	HOISINGTON KOEGLER GROUP, INC	09/05/2025		2,075.75	2,075.75	Open	N
	AUGUST BILLING	DMULVIHILL					09/15/2025
	101-41910-40311	CONTRACT		616.25		1.00	616.25
	803-00000-22032	BLUFFS OF RUM RIVER PRELIMINARY PLAT AMD		909.50		1.00	909.50
	803-00000-22031	DALTON RIVER VILLAS		250.00		1.00	250.00
	803-00000-22036	OPP CHIROPRACTIC 23671 ST. FRANCIS BLVD		300.00		1.00	300.00
Total Vendor 7513 - HOISINGTON KOEGLER GROUP, INC				2,075.75	2,075.75		
Vendor 154 - JOHNSON BROTHERS							
2673291							
00041986	JOHNSON BROTHERS	09/05/2025		2,378.18	2,378.18	Open	N
	LIQUOR	CBUSKEY					09/05/2025
	609-49751-40206	FREIGHT		31.28		1.00	31.28
	609-49751-40251	LIQUOR		2,346.90		1.00	2,346.90
Total Vendor 154 - JOHNSON BROTHERS				2,378.18	2,378.18		
Vendor UB-REFUND - KELSEY GUST OR TRAVIS OLSEED							
.09092025							
00042007	KELSEY GUST OR TRAVIS OLSEED	09/09/2025		306.29	306.29	Open	N
	CREDIT REFUND	DROBERTSON					09/15/2025
	601-49440-40444	REFUND & REIMBURSEMENT		306.29		1.00	306.29
Total Vendor UB-REFUND - KELSEY GUST OR TRAVIS OLSEED				306.29	306.29		
Vendor UB-REFUND - KRISTA OR BRANDON PETERSON							
.09092025							
00042005	KRISTA OR BRANDON PETERSON	09/09/2025		106.34	106.34	Open	N
	CREDIT REFUND	DROBERTSON					09/15/2025
	601-49440-40444	REFUND & REIMBURSEMENT		106.34		1.00	106.34
Total Vendor UB-REFUND - KRISTA OR BRANDON PETERSON				106.34	106.34		
Vendor 165 - LMC INSURANCE TRUST							

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Vendor 165 - LMC INSURANCE TRUST							
.09102025							
00042031	LMC INSURANCE TRUST	09/10/2025		25,625.00	25,625.00	Open	N
	WC PAYMENT	DMULVIHILL					09/15/2025
	101-41400-40160	WORK COMP INSURANCE		332.00		1.00	332.00
	101-41500-40160	WORK COMP INSURANCE		125.00		1.00	125.00
	101-41910-40160	WORK COMP INSURANCE		224.00		1.00	224.00
	101-42110-40160	WORK COMP INSURANCE		14,998.00		1.00	14,998.00
	101-42210-40160	WORK COMP INSURANCE		4,113.00		1.00	4,113.00
	101-42400-40160	WORK COMP INSURANCE		109.00		1.00	109.00
	101-43100-40160	WORK COMP INSURANCE		1,481.00		1.00	1,481.00
	101-43210-40160	WORK COMP INSURANCE		270.00		1.00	270.00
	101-45200-40160	WORK COMP INSURANCE		1,221.00		1.00	1,221.00
	601-49440-40160	WORK COMP INSURANCE		827.00		1.00	827.00
	602-49490-40160	WORK COMP INSURANCE		733.00		1.00	733.00
	609-49750-40160	WORK COMP INSURANCE		879.00		1.00	879.00
	101-41940-40160	WORK COMP INSURANCE		302.00		1.00	302.00
	101-41410-40160	WORK COMP INSURANCE		11.00		1.00	11.00
Total Vendor 165 - LMC INSURANCE TRUST				25,625.00	25,625.00		
Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP							
120868							
00042030	LOCKRIDGE GRINDAL NAUEN PLLP	09/01/2025		3,333.33	3,333.33	Open	N
	SEPTEMBER 2025 SERVICES	DROBERTSON					09/15/2025
	101-41400-40311	CONTRACT		3,333.33		1.00	3,333.33
Total Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP				3,333.33	3,333.33		
Vendor 202 - MCDONALD DIST CO							
824929							
00042013	MCDONALD DIST CO	09/09/2025		2,577.50	2,577.50	Open	N
	LIQUOR	CBUSKEY					09/09/2025
	609-49751-40251	LIQUOR		2,577.50		1.00	2,577.50
825182							
00042014	MCDONALD DIST CO	09/09/2025		(349.80)	(349.80)	Open	N
	LIQUOR	CBUSKEY					09/09/2025
	609-49751-40251	LIQUOR		(349.80)		1.00	(349.80)

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Vendor 202 - MCDONALD DIST CO							
824930							
00042015	MCDONALD DIST CO	09/09/2025		9,889.65	9,889.65	Open	N
	BEER/NA	CBUSKEY					09/09/2025
	609-49751-40255	N/A PRODUCTS		362.25		1.00	362.25
	609-49751-40252	BEER		9,527.40		1.00	9,527.40
Total Vendor 202 - MCDONALD DIST CO				12,117.35	12,117.35		
Vendor 3689 - METRO SALES, INC							
INV2878607							
00041989	METRO SALES, INC	09/05/2025		136.50	136.50	open	N
	COPIES	DMULVIHILL					09/15/2025
	101-43100-40200	OFFICE SUPPLIES		34.12		1.00	34.12
	101-45200-40200	OFFICE SUPPLIES		34.12		1.00	34.12
	601-49440-40200	OFFICE SUPPLIES		34.12		1.00	34.12
	602-49490-40200	OFFICE SUPPLIES		34.14		1.00	34.14
Total Vendor 3689 - METRO SALES, INC				136.50	136.50		
Vendor 10337 - METRO-INET							
2953							
00041956	METRO-INET	09/03/2025		17,685.00	17,685.00	Open	N
	SEPTEMBER IT	DMULVIHILL					09/15/2025
	101-41110-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	101-41400-40310	COMPUTER CONSULTING FEES		2,475.90		1.00	2,475.90
	101-41910-40310	COMPUTER CONSULTING FEES		353.70		1.00	353.70
	101-42110-40310	COMPUTER CONSULTING FEES		8,665.65		1.00	8,665.65
	101-42210-40310	COMPUTER CONSULTING FEES		1,591.65		1.00	1,591.65
	101-42400-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	101-43100-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	101-45200-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	601-49440-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	602-49490-40310	COMPUTER CONSULTING FEES		707.40		1.00	707.40
	609-49750-40310	COMPUTER CONSULTING FEES		353.70		1.00	353.70
Total Vendor 10337 - METRO-INET				17,685.00	17,685.00		

Vendor 3464 - METROPOLITAN AREA MANAGERS

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							Unit Price
Vendor 3464 - METROPOLITAN AREA MANAGERS							
2322							
00041953	METROPOLITAN AREA MANAGERS	08/05/2025		35.00	35.00	Open	N
	AUGUST 28 MEETING	DROBERTSON					09/15/2025
	101-41400-40331	TRAVEL EXPENSES		35.00		1.00	35.00
Total Vendor 3464 - METROPOLITAN AREA MANAGERS				35.00	35.00		
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13332710114931							
00042027	MIDCONTINENT COMMUNICATIONS	09/02/2025		45.38	45.38	Open	N
	AUGUST 2025 BILLING	DROBERTSON					09/15/2025
13334860114931							
00042028	MIDCONTINENT COMMUNICATIONS	09/02/2025		330.78	330.78	Open	N
	AUGUST 2025 BILLING	DROBERTSON					09/15/2025
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS				376.16	376.16		
Vendor 4745 - MN NCPERS LIFE INSURANCE							
733400102025							
00042026	MN NCPERS LIFE INSURANCE	09/01/2025		112.00	112.00	Open	N
	OCTOBER 2025 COVERAGE	DROBERTSON					09/15/2025
	101-00000-21713	MN LIFE		112.00		1.00	112.00
Total Vendor 4745 - MN NCPERS LIFE INSURANCE				112.00	112.00		
Vendor 2389 - NORTH VALLEY, INC							
2-2025 STREETS							
00042032	NORTH VALLEY, INC	09/08/2025		585,523.02	585,523.02	Open	N
	2025 STREET CONSTRUCTION	DMULVIHILL					09/15/2025
	405-43100-40813	2025 STREETS		585,523.02		1.00	585,523.02
Total Vendor 2389 - NORTH VALLEY, INC				585,523.02	585,523.02		
Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH							

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH							
257231							
00041955	NORTHLAND OCCUPATIONAL HEALTH	09/03/2025		200.00	200.00	Open	N
	BERGMAN TESTING	DMULVIHILL					09/15/2025
	101-43100-40441	MISCELLANEOUS		50.00		1.00	50.00
	101-45200-40441	MISCELLANEOUS		50.00		1.00	50.00
	601-49440-40441	MISCELLANEOUS		50.00		1.00	50.00
	602-49490-40441	MISCELLANEOUS		50.00		1.00	50.00
Total Vendor 8558 - NORTHLAND OCCUPATIONAL HEALTH				200.00	200.00		
Vendor 10211 - ON LINE RETRIEVERS							
.09042025							
00041958	ON LINE RETRIEVERS	09/02/2025		334.20	334.20	Open	N
	ANIMAL CONTROL AUGUST 2025	DROBERTSON					09/15/2025
	101-42110-40388	ANIMAL CONTROL		334.20		1.00	334.20
Total Vendor 10211 - ON LINE RETRIEVERS				334.20	334.20		
Vendor 10302 - PATRICIA JOHNSON							
.09032025							
00041939	PATRICIA JOHNSON	09/01/2025		200.00	200.00	Open	N
	FALL 2025 NEWSLETTER	DROBERTSON					09/15/2025
	101-41400-40311	CONTRACT		200.00		1.00	200.00
Total Vendor 10302 - PATRICIA JOHNSON				200.00	200.00		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
5039409							
00041964	PHILLIPS WINE & SPIRITS CO	09/04/2025		6,040.74	6,040.74	Open	N
	LIQUOR	CBUSKEY					09/04/2025
	609-49751-40206	FREIGHT		71.76		1.00	71.76
	609-49751-40251	LIQUOR		5,968.98		1.00	5,968.98
5039411							
00041965	PHILLIPS WINE & SPIRITS CO	09/04/2025		22.08	22.08	Open	N
	FREIGHT	CBUSKEY					09/04/2025
	609-49751-40206	FREIGHT		22.08		1.00	22.08

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Inventory	GL Distribution	Entered By			Units	Quantity	Post Date Unit Price

Vendor 214 - PHILLIPS WINE & SPIRITS CO

5039410							
00041966	PHILLIPS WINE & SPIRITS CO	09/04/2025		259.05	259.05	Open	N
	WINE	CBUSKEY					09/04/2025
	609-49751-40206	FREIGHT		9.20		1.00	9.20
	609-49751-40253	WINE		249.85		1.00	249.85

Total Vendor 214 - PHILLIPS WINE & SPIRITS CO

6,321.87	6,321.87
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Vendor 10732 - QUALITY FLOW SYSTEMS, INC

49567							
00041954	QUALITY FLOW SYSTEMS, INC	08/27/2025		751.58	751.58	Open	N
	REPAIR KITS - PROJECT 36308	DROBERTSON					09/15/2025
	602-49490-40229	PROJECT MAINTENANCE		751.58		1.00	751.58

Total Vendor 10732 - QUALITY FLOW SYSTEMS, INC

751.58	751.58
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Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC

B019359							
00041970	RMB ENVIRONMENTAL LABORATORIES, INC	09/04/2025		175.00	175.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					09/15/2025
	602-49490-40313	SAMPLE TESTING		175.00		1.00	175.00
B019164							
00041979	RMB ENVIRONMENTAL LABORATORIES, INC	09/04/2025		223.00	223.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					09/15/2025
	602-49490-40313	SAMPLE TESTING		223.00		1.00	223.00
B019472							
00042009	RMB ENVIRONMENTAL LABORATORIES, INC	09/08/2025		80.00	80.00	Open	N
	PROJECT 99	DROBERTSON					09/15/2025
	602-49490-40313	SAMPLE TESTING		80.00		1.00	80.00
B019341							
00042010	RMB ENVIRONMENTAL LABORATORIES, INC	09/08/2025		223.00	223.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					09/15/2025
	602-49490-40313	SAMPLE TESTING		223.00		1.00	223.00

Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC

701.00	701.00
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Vendor UB-REFUND - SCOTT OR CATHY MUNDINGER

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor UB-REFUND - SCOTT OR CATHY MUNDINGER							
.09092025							
00042004	SCOTT OR CATHY MUNDINGER	09/09/2025		69.33	69.33	Open	N
	CREDIT REFUND	DROBERTSON					09/15/2025
	601-49440-40444	REFUND & REIMBURSEMENT		69.33		1.00	69.33
Total Vendor UB-REFUND - SCOTT OR CATHY MUNDINGER				69.33	69.33		
Vendor 8827 - SEH, INC							
494591							
00042035	SEH, INC	09/11/2025		3,205.27	3,205.27	Open	N
	WARMING HOUSE	JSHOOK					09/15/2025
	226-45100-40457	WARMING HOUSE IMPROVEMENTS		3,205.27		1.00	3,205.27
Total Vendor 8827 - SEH, INC				3,205.27	3,205.27		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2665588							
00041981	SOUTHERN GLAZERS OF MN	09/04/2025		296.80	296.80	Open	N
	WINE	CBUSKEY					09/04/2025
	609-49751-40206	FREIGHT		5.12		1.00	5.12
	609-49751-40253	WINE		291.68		1.00	291.68
2665587							
00041982	SOUTHERN GLAZERS OF MN	09/04/2025		3,429.66	3,429.66	Open	N
	LIQUOR	CBUSKEY					09/04/2025
	609-49751-40206	FREIGHT		32.75		1.00	32.75
	609-49751-40251	LIQUOR		3,396.91		1.00	3,396.91
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				3,726.46	3,726.46		
Vendor 6958 - SUMMIT FIRE							
3500008							
00041971	SUMMIT FIRE	09/04/2025		124.50	124.50	Open	N
	FIRE EXTINGUISHER INSPECTION - CITY HALL	DROBERTSON					09/15/2025
	101-41940-40401	BUILDINGS MAINTENANCE		124.50		1.00	124.50
3500038							
00041972	SUMMIT FIRE	09/04/2025		906.60	906.60	Open	N
	FIRE EXTINGUISHER INSPECTION - FIRE	DROBERTSON					09/15/2025
	101-42210-40401	BUILDINGS MAINTENANCE		906.60		1.00	906.60

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Vendor 6958 - SUMMIT FIRE							
3500072							
00041973	SUMMIT FIRE	09/04/2025		124.50	124.50	Open	N
	FIRE EXTINGUISHER INSPECTION - WATER PLA DROBERTSON						09/15/2025
	601-49440-40401	BUILDINGS MAINTENANCE		124.50		1.00	124.50
3500099							
00041974	SUMMIT FIRE	09/04/2025		92.25	92.25	Open	N
	FIRE EXTINGUISHER INSPECTION - LIQUOR ST DROBERTSON						09/15/2025
	609-49750-40401	BUILDINGS MAINTENANCE		92.25		1.00	92.25
3500125							
00041975	SUMMIT FIRE	09/04/2025		1,295.25	1,295.25	Open	N
	FIRE EXTINGUISHER INSPECTION - PW VEHICL DROBERTSON						09/15/2025
	101-43100-40401	BUILDINGS MAINTENANCE		323.81		1.00	323.81
	101-45200-40401	BUILDINGS MAINTENANCE		323.81		1.00	323.81
	601-49440-40401	BUILDINGS MAINTENANCE		323.81		1.00	323.81
	602-49490-40401	BUILDINGS MAINTENANCE		323.82		1.00	323.82
3500135							
00041976	SUMMIT FIRE	09/04/2025		167.50	167.50	Open	N
	FIRE EXTINGUISHER - PW MAIN BLDG DROBERTSON						09/15/2025
	101-43100-40401	BUILDINGS MAINTENANCE		167.50		1.00	167.50
3500171							
00041977	SUMMIT FIRE	09/04/2025		409.95	409.95	Open	N
	FIRE EXTINGUISHER - WW DROBERTSON						09/15/2025
	602-49490-40401	BUILDINGS MAINTENANCE		409.95		1.00	409.95
3500210							
00041978	SUMMIT FIRE	09/04/2025		348.26	348.26	Open	N
	FIRE EXTINGUISHER - POLICE DEPT DROBERTSON						09/15/2025
	101-42110-40218	EQUIPMENT MAINTENANCE		348.26		1.00	348.26
Total Vendor 6958 - SUMMIT FIRE				3,468.81	3,468.81		
Vendor 7124 - SUN MECHANICAL INC							
6950							
00041980	SUN MECHANICAL INC	09/03/2025		740.00	740.00	Open	N
	TEST AND RECERTIFY RPZS DMULVIHILL						09/15/2025
	101-41940-40401	BUILDINGS MAINTENANCE		740.00		1.00	740.00
Total Vendor 7124 - SUN MECHANICAL INC				740.00	740.00		

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Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 863 - THE BERNICK COMPANIES							
3434156							
00041961	THE BERNICK COMPANIES	09/04/2025		83.00	83.00	Open	N
	THC	CBUSKEY					09/04/2025
	609-49751-40257	THC		83.00		1.00	83.00
BEER/NA							
00041962	THE BERNICK COMPANIES	09/04/2025		578.15	578.15	Open	N
	LIQUOR	CBUSKEY					09/04/2025
	609-49751-40255	N/A PRODUCTS		30.00		1.00	30.00
	609-49751-40252	BEER		548.15		1.00	548.15
3434158							
00041963	THE BERNICK COMPANIES	09/04/2025		(46.18)	(46.18)	Open	N
	BEER	CBUSKEY					09/04/2025
	609-49751-40252	BEER		(46.18)		1.00	(46.18)
Total Vendor 863 - THE BERNICK COMPANIES				614.97	614.97		
Vendor 4491 - TOM LYNCH ELECTRIC LLC							
9820205							
00041999	TOM LYNCH ELECTRIC LLC	09/08/2025		1,255.00	1,255.00	Open	N
	ELECTRICAL WORK	JSHOOK					09/15/2025
	601-49440-40229	PROJECT MAINTENANCE		580.00		1.00	580.00
	101-42110-40401	BUILDINGS MAINTENANCE		225.00		1.00	225.00
	101-45200-40401	BUILDINGS MAINTENANCE		225.00		1.00	225.00
	101-43100-40401	BUILDINGS MAINTENANCE		225.00		1.00	225.00
972025							
00042000	TOM LYNCH ELECTRIC LLC	09/07/2025		1,245.00	1,245.00	Open	N
	ELECTRICAL WORK	JSHOOK					09/15/2025
	602-49490-40229	PROJECT MAINTENANCE		855.00		1.00	855.00
	101-43210-40401	BUILDINGS MAINTENANCE		390.00		1.00	390.00
Total Vendor 4491 - TOM LYNCH ELECTRIC LLC				2,500.00	2,500.00		
Vendor UB-REFUND - TRINITY LUTHERAN CHURCH							
.09092025							
00042008	TRINITY LUTHERAN CHURCH	09/09/2025		19.26	19.26	Open	N
	CREDIT REFUND	DROBERTSON					09/15/2025
	601-49440-40444	REFUND & REIMBURSEMENT		19.26		1.00	19.26
Total Vendor UB-REFUND - TRINITY LUTHERAN CHURCH				19.26	19.26		

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Agenda Item # 4F.

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 UB-REFUND - TRINITY LUTHERAN CHURCH							
Vendor 10440 - WILLIAM E YOUNG CO							
23003							
00041951	WILLIAM E YOUNG CO	09/03/2025		272.49	272.49	open	N
	MISC PARTS	DROBERTSON					09/15/2025
	602-49490-40229	PROJECT MAINTENANCE		272.49		1.00	272.49
Total Vendor 10440 - WILLIAM E YOUNG CO				272.49	272.49		
Vendor 2926 - WINE MERCHANTS							
7532941							
00041967	WINE MERCHANTS	09/04/2025		137.15	137.15	open	N
	WINE	CBUSKEY					09/04/2025
	609-49751-40206	FREIGHT		2.15		1.00	2.15
	609-49751-40253	WINE		135.00		1.00	135.00
Total Vendor 2926 - WINE MERCHANTS				137.15	137.15		
# of Invoices:	70	# Due: 70	Totals:	748,008.32	748,008.32		
# of Credit Memos:	3	# Due: 3	Totals:	(425.98)	(425.98)		
Net of Invoices and Credit Memos:				747,582.34	747,582.34		
--- TOTALS BY GL BANK ---							
	GNCKG			747,582.34			
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-00000-21713			112.00			
	101-41110-40310			707.40			
	101-41400-40160			332.00			
	101-41400-40310			2,475.90			
	101-41400-40311			3,533.33			
	101-41400-40331			35.00			
	101-41400-40351			115.50			
	101-41410-40160			11.00			
	101-41500-40160			125.00			
	101-41910-40160			224.00			
	101-41910-40310			353.70			
	101-41910-40311			616.25			
	101-41940-40160			302.00			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/16/2025 - 09/16/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4F.

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
	101-41940-40401			864.50			
	101-42110-40160			14,998.00			
	101-42110-40218			348.26			
	101-42110-40237			62.24			
	101-42110-40310			8,665.65			
	101-42110-40388			334.20			
	101-42110-40401			225.00			
	101-42210-40160			4,113.00			
	101-42210-40221			1,221.95			
	101-42210-40310			1,591.65			
	101-42210-40401			906.60			
	101-42400-40160			109.00			
	101-42400-40310			707.40			
	101-43100-40160			1,481.00			
	101-43100-40200			34.12			
	101-43100-40217			228.89			
	101-43100-40310			707.40			
	101-43100-40401			716.31			
	101-43100-40417			25.15			
	101-43100-40441			50.00			
	101-43210-40160			270.00			
	101-43210-40401			390.00			
	101-45200-40160			1,221.00			
	101-45200-40200			34.12			
	101-45200-40310			707.40			
	101-45200-40401			548.81			
	101-45200-40415			265.00			
	101-45200-40417			25.15			
	101-45200-40441			50.00			
	226-45100-40457			3,205.27			
	402-43100-40552			23,626.39			
	405-43100-40803			26,637.66			
	405-43100-40813			585,523.02			
	601-49440-40160			827.00			
	601-49440-40200			34.12			
	601-49440-40229			580.00			
	601-49440-40259			1,476.56			
	601-49440-40310			707.40			
	601-49440-40401			448.31			
	601-49440-40417			25.15			
	601-49440-40441			50.00			
	601-49440-40442			49.95			
	601-49440-40444			638.51			
	602-49490-40160			733.00			
	602-49490-40200			34.14			
	602-49490-40229			1,879.07			
	602-49490-40310			707.40			
	602-49490-40313			701.00			
	602-49490-40401			733.77			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 09/16/2025 - 09/16/2025

POSTED AND UNPOSTED

OPEN - CHECK TYPE: PAPER CHECK

Agenda Item # 4F.

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
	602-49490-40417			25.14			
	602-49490-40441			50.00			
	602-49490-40442			49.95			
	609-49750-40160			879.00			
	609-49750-40310			353.70			
	609-49750-40401			92.25			
	609-49751-40206			215.70			
	609-49751-40251			16,328.34			
	609-49751-40252			19,902.95			
	609-49751-40253			676.53			
	609-49751-40254			540.00			
	609-49751-40255			728.50			
	609-49751-40256			5,371.02			
	609-49751-40257			1,821.00			
	803-00000-20200			250.00			
	803-00000-22031			250.00			
	803-00000-22032			909.50			
	803-00000-22036			300.00			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			49,844.88	49,844.88		
	226 PARK FUND			3,205.27	3,205.27		
	402 CAPITAL EQUIPMENT FUND			23,626.39	23,626.39		
	405 STREET IMPROVEMENT FUND			612,160.68	612,160.68		
	601 WATER FUND			4,837.00	4,837.00		
	602 SEWER FUND			4,913.47	4,913.47		
	609 LIQUOR FUND			46,908.99	46,908.99		
	803 ESCROW			1,709.50	1,709.50		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			1,821.50	1,821.50		
	41110 CITY COUNCIL			707.40	707.40		
	41400 ADMINISTRATION			6,491.73	6,491.73		
	41410 ELECTIONS			11.00	11.00		
	41500 FINANCE			125.00	125.00		
	41910 COMMUNITY DEVELOPMENT			1,193.95	1,193.95		
	41940 BUILDINGS			1,166.50	1,166.50		
	42110 POLICE			24,633.35	24,633.35		
	42210 FIRE			7,833.20	7,833.20		
	42400 BUILDING INSPECTIONS			816.40	816.40		
	43100 STREETS			639,029.94	639,029.94		
	43210 RECYCLING			660.00	660.00		
	45100 RECREATION			3,205.27	3,205.27		
	45200 PARKS			2,851.48	2,851.48		
	49440 WATER DEPT			4,837.00	4,837.00		
	49490 SEWER DEPT			4,913.47	4,913.47		
	49750 LIQUOR STORE			1,324.95	1,324.95		
	49751 MERCHANDISE PURCHASES			45,584.04	45,584.04		



CITY COUNCIL AGENDA REPORT

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: City Cellular Phone Policy - REVISED
DATE: September 15, 2025

OVERVIEW:

Currently, the city offers a Cellular Phone Reimbursement for qualified full-time positions that have requirements to utilize their personal cell phone. Considering the heightened and increasing risks of cyber security, mixing personal and city devices is adding to our risk level. When mixing the uses of our devices it creates opportunities for data leakage, vulnerabilities to phishing and social engineering, unmonitored applications and increases the chance of accidental or malicious data breaches.

Additionally, by making a switch to city issued devices, instead of a stipend, the city will benefit from a reduction in expenses. In the policy today, Staff receive a financial stipend of either, \$75.00 or \$45.00 per month, depending on the position. Updating the policy to a city issued device will reduce this expense for eligible employees to a city cost of \$40.00 per month. Phones can be purchased for a little as \$0.99 and staff will have a selection of phones set by the Administrator. There are no activation fees and is a continuation of the provider that currently works with emergency management and city issued Hot Spots.

Staff is proposing a change to the Personnel policy for eligible positions to change from a stipend process to a city issued cellular device following the proposed language below. An effective date of November 1, 2025, has been put in place to allow time to order phones, get the process in place and remove the stipends from the appropriate staff transferring. Employees that transfer will not receive a stipend beginning in November.

At the September 2nd City Council meeting, the Council requested a change in policy. As it was presented, staff would have an option of either keeping the stipend or obtaining a device. The council requested that the option be removed and that all employees receive a device. The language below reflects the changes that will be made to the personnel policy language moving forward, as revised.

Proposed Personnel Policy language change:

CITY ISSUED CELLULAR DEVICE

To ensure that employees with job duties requiring regular and consistent cellular phone use have access to a reliable device and service plan while maintaining fairness and fiscal responsibility.

1. Provision of Cellular Phones

- a) The city will provide a cellular phone and service plan to employees whose roles require regular use for city business purposes.*
- b) The cellular phone and service plan will be selected, owned, and managed by the City of St. Francis.*

2. Staff, existing and new

- a) Effective November 1, 2025, the city will transition from providing a stipend to providing a city-issued device.*
- b) All employees who currently use their personal cellular device for City business and receive a stipend shall transition to a city provided cellular device.*
- c) Once an employee transitions to a city-provided device, the reimbursement option will no longer be available to them.*

2. Staff Covered by Bargaining Agreements

- a) Employees covered by an existing bargaining agreement may continue to receive a stipend until the current agreement expires.*
- b) Upon implementation of a new agreement, employees will transition to a city-provided device.*

3. Ownership and Use

- a) City-issued cellular phones remain the property of the City and must be returned upon separation of employment if employee wishes to remain in good standing*
- b) Personal use of City-issued phones is permitted if use is directly related to city business but must not interfere with business use or result in additional cost to the city.*
- c) City-issued cellular phones may not be used in place of or replace an employee's personal phone. City issued devices are for city business.*

4. Administration of Devices

- a) Department Heads, Administrator and Supervisors will be issued a city cellular device upon hire.*
- b) Department Heads are responsible for identifying which positions require city cellular devices for business purposes.*
- c) Any exceptions to this policy must be approved by the City Administrator*
- d) This policy will be reviewed periodically for effectiveness and fiscal responsibility.*

ACTION TO BE CONSIDERED:

Council to review and consider approval of the updated Personnel Policy, Cellular Phone Reimbursement language to City Issued Cellular Devices, effective November 1, 2025.



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Accept Shared Services Study
DATE: September 15, 2025

OVERVIEW:

As part of the ongoing effort to establish a Joint Powers Agreement (JPA) with the City of Bethel for fire protection services, the City of St. Francis was awarded a Service Planning Grant in the amount of \$40,000 from the Minnesota State Fire Marshal’s Office.

A key component of this planning process was the completion of a comprehensive Shared Services Study, designed to evaluate the two fire departments individually as well as assess the potential benefits of operating under a Fire District model.

The cities selected Triad Paradigm as the vendor to conduct the study. The scope of this evaluation included:

- Review of city structures and budgets;
- Employee interviews;
- Analysis of fire department operations, equipment, and run volumes;
- Identification of opportunities for growth and collaboration;
- Assessment of risks and benefits associated with creating a Fire District.

The resulting Shared Services Study highlights the benefits, recommendations, and future considerations related to forming a Fire District. It is important to note that these recommendations and considerations are not legally binding. This independent, third-party review is intended solely as a reference and informational resource to guide future decision-making.

ACTION TO BE CONSIDERED:

Motion to Accept the Shared Services Study

BUDGET IMPLICATION:

None

Attachments:

Shared Service Study

SHARED SERVICES STUDY

Cities of St. Francis and Bethel, Minnesota

Final

September 2025

Charles Smith
CEO, Triad Paradigm, LLC
triadparadigm@gmail.com
September 9, 2025

Kate Thunstrom
City Administrator
City of St. Francis
3750 Bridge Street NW
St. Francis, MN 55070

Administrator Thunstrom,

I am pleased to present the attached shared services study for the St. Francis and Bethel Fire Departments. This comprehensive analysis was undertaken with the goal of identifying opportunities for collaboration that can enhance the efficiency and effectiveness of both departments while meeting the evolving needs of the communities.

The study thoroughly examines various aspects of both fire departments, including community demographics, existing collaborations, staffing levels, budgets, capital assets, and calls for service. It provides a detailed analysis based on national standards such as NFPA 1720, NFPA 1710, Insurance Services Office (ISO) Public Protection Classification (PPC) requirements and industry best practices.

Key highlights of the study include:

- Community Information: Demographics and other unique attributes of each community'
- Meetings with Stakeholders: Met with stakeholders in both communities which included City Staff, Elected Officials and Firefighters.
- Past and Current Collaboration: History and status of current services agreement.
- Daily Staffing: Analysis of current daily staffing and recommendations for future needs.
- Calls for Service and Response Times: Analysis of calls for service, related response times and comparison with national standards/best practices.
- Capital Assets: Evaluation of facilities and equipment, with a focus on optimizing joint use and maintenance. Confirmation of current Capital plan and recommendations based on national standards and best practices.
- Insurance Services Offices Public Protection Classification (ISO PPC): Analysis and meaning of ISO PPC rating.
- Funding Formula Options: Many options for elected officials to choose the correct funding formula for the community.
- Fire Taxing District information.

- Joint Powers Agreement Considerations: Information to ensure any JPA meets specific requirements.

This study provides valuable insights into how both communities can work together to improve service delivery, increase cost effectiveness, and enhance overall community safety. The proposed recommendations are created to be actionable and tailored to the specific needs and capabilities of both St. Francis and Bethel.

I encourage you to review the enclosed report and consider the potential benefits of the proposed shared services. I look forward to discussing the findings and exploring the next steps for implementation with you.

Sincerely,



Charles V. Smith IV
Chief Executive Officer
triadparadigm@gmail.com

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I. EXECUTIVE SUMMARY

This study explores potential shared services between the St. Francis and Bethel Fire Departments to enhance efficiency, control costs, and improve service delivery, including consideration of expanding Advanced EMS services. By examining community demographics, current collaborations, staffing levels, budgets, capital assets, and future growth, the study provides recommendations based on National Standards and best practices. The analysis identifies opportunities for cost sharing, improved response times, enhanced EMS capabilities, and better resource utilization while maintaining or improving ISO PPC ratings. Additionally, consideration was given to designing a governance and fee structure which is scalable, providing for a streamlined process to add future members into a executed Joint Powers Agreement.

St. Francis, with 8,531 residents, and Bethel, with 475, have partnered to enhance resource sharing and service delivery despite fiscal disparities. Both departments face challenges such as budget constraints, staffing difficulties, and outdated equipment. St. Francis benefits from modern facilities, while Bethel requires significant investment to update its assets. Ensuring effective response while managing the community's fiscal limitations will be crucial to providing services for Bethel.

Response times and proper staffing are paramount to the successful response and mitigation of any emergency, with NFPA 1720 guidelines providing the benchmark for effective operations. St. Francis operates a volunteer-based model with daytime full-time staff, while Bethel significantly struggles with volunteer availability. Recommendations include adjusting administrative roles, hiring more full-time firefighters, and comprehensive data collection for planning.

Various funding formulas are identified to ensure equitable and sustainable funding, including those based on population, call volume, tax capacity and like combinations. The preferred funding formula is one agreed upon by all parties and simplifies the annual budget processes. In addition, information regarding formation of a Fire Taxing District is highlighted, describing various unique factors of such an agreement. Establishing a Joint Powers Agreement (JPA) with a robust legal framework, inclusive governance, and clear terms will ensure the collaboration is effective and legally sound.

II. COMMUNITY INFORMATION

St. Francis Community Overview

History

St. Francis, Minnesota, was established in the mid-19th century and was named after the original name of the Rum River, which flows through the area. The city has grown from a small rural community into a more suburban area over the years, maintaining its charm while adapting to modern needs.

Population

As of 2024, St. Francis has a population of approximately 8,531. With the city experiencing steady growth, increasing approximately 67.3% since 2000. The population density is around 365.9 people per square mile.

Geography

St. Francis is a City that spans two counties, Anoka and Isanti. The city covers an area of about 23.3 square miles, featuring a mix of residential areas, parks, and natural landscapes, making it a pleasant place to live.

Demographics

The racial composition of St. Francis is White (93.61%), with smaller percentages of residents identifying as two or more races (4.53%), Black or African American (1.26%), and other races. The median age is 34.4 years, with a balanced gender distribution. The City has a high rate of homeownership, with 86.3% of housing units being owner-occupied.

Community Growth

St. Francis has seen significant growth over the past few decades. The city has developed new housing, improved infrastructure, and expanded community services to accommodate its growing population. The city continues to attract new residents due to its blend of suburban living and access to natural amenities.

Income and Povertyⁱ

- Median household income in 2023 was \$101,900.
- Per capita household income in 2023 was \$38.
- Persons living below the poverty level in 2023 was 7.2%.

Bethel Community Overview

History

Bethel, Minnesota, is a small city located in Anoka County and has a rich history dating back to its establishment in the late 19th century. Originally a rural community, Bethel has maintained its small-town charm while gradually developing over the years.

Population

As of 2024, Bethel has a population of approximately 475, with the City seeing moderate growth, with an increase of about 8.4% since 2000. The population density is around 484.6 people per square mile.

Geography

Bethel covers an area of about 1.0 square mile. It is in a rural part of Anoka County, featuring a mix of residential areas and natural landscapes. The city’s small size contributes to its close-knit community feel.

Demographics

The racial composition of Bethel is White (89.79%), with smaller percentages of residents identifying as two or more races (5.11%), Asian (3.83%), and other races. The median age is 41.4 years, with a balanced gender distribution. The city has a high rate of homeownership, with 85.7% of housing units being owner-occupied.

Community Growth

Bethel has grown steadily during the past few decades with the City attracting new residents due to its peaceful environment and strong sense of community. Despite its small size, Bethel offers a quality of life that appeals to families and individuals seeking a quieter lifestyle.

Income and Poverty

- Median household income in 2023 was \$102,500.
- Per capita household income in 2023 was \$39.
- Persons living below the poverty level in 2023 was 3.6%.

III. MEETINGS WITH STAKEHOLDERS

Background and Purpose

Meetings and Participants: During the late spring and summer of 2024, Triad Paradigm engaged in a series of discussions with various stakeholders in Bethel and St. Francis. These included elected officials, groups of firefighters, and city staff. The aim was to gather insights on the current agreement process, identify any challenges, and understand the progress so far. These meetings were crucial in shaping the future direction of the cooperative agreement.

Reason for Agreement: The primary reason for seeking a cooperative agreement was the critical shortage of firefighters in Bethel. At the time of the agreement, Bethel had only three firefighters, with no immediate prospects for increasing this

number. This shortage necessitated a partnership with St. Francis to ensure adequate Fire Protection and EMS services for the community.

Positive Attributes and Challenges

Positive Attributes: The meetings revealed many positive aspects of the current partnership. Participants appreciated the improved resource sharing, enhanced service delivery, and the stronger community ties that were forming. These benefits were crucial for the long-term success of any cooperative agreement.

Challenges: Despite the positives, there were significant challenges. One major concern was the potential loss of local control over the fire department, particularly for Bethel. Fiscal issues were another critical challenge, with questions about the current and future costs of the agreement and its impact on Bethel's smaller community.

Fiscal Issues

Disparity in Fiscal Capacity: A major concern is the economic disparity between St. Francis and Bethel. St. Francis, with its larger economy of scale, could more easily absorb fiscal changes, whereas Bethel's limited tax capacity made it vulnerable to significant financial shifts. This disparity needs careful consideration to ensure a fair and sustainable partnership.

Funding Formulas: To address these concerns, discussions focused on developing funding formulas that would be fair and sustainable for both communities. The goal was to balance cost-effectiveness with the need to provide high-quality fire and EMS services. Various funding models were considered to find the best fit for both communities.

Staffing and EMS Services

Future Staffing Needs: The future staffing model was a key topic of discussion. There was uncertainty about whether to continue with a volunteer model, transition to full-time staff, or adopt a hybrid approach. Each option had implications for service quality and fiscal sustainability with an emphasis on a flexible and scalable staffing model.

EMS Services: Another critical issue was the provision of EMS services. Given the long response times for advanced life support ambulances, there is need to explore whether the St. Francis Fire Department should offer advanced life support services directly. This could involve equipping fire engines with advanced life support capabilities or even providing transport services with the goal of improving response times and service quality.

Cultural Differences and Growth

Cultural Differences: The meetings also highlighted cultural differences between the two communities. Both Bethel and St. Francis have a rural mindset, but they are increasingly facing metro-type problems due to rapid growth. This growth brings new challenges and likely will require a shift in service delivery.

Understanding and addressing these cultural differences is identified as crucial for the success of the partnership.

Growth and Development: St. Francis has significant potential for growth, with plans for new multifamily and single-family homes. This growth will increase the demand for fire and EMS services and change the community's risk profile.

Planning for this growth is essential to ensure that services keep pace with the increasing population.

Reorganization and Future Fire District

Reorganization: Discussions also covered the potential reorganization of fire services and the creation of a future fire district. This would involve developing a scalable and adaptable model that other communities could join over time. The goal is to create a governance and cost sharing structure that will evolve with the needs of the communities.

Plug and Play Formula: The aim is to create a “plug and play” formula that would allow for seamless integration of new communities into the Joint Powers Agreement (JPA). This will enhance cooperative staffing and fiscal efficiency, making it easier for other communities to join and benefit from the partnership.

Fire Prevention and Inspections

Fire Prevention: Improving fire prevention services in Bethel is identified as a critical need. Currently, Bethel lacks regular fire inspections, which are essential for reducing fire risk and maintaining a safe community. Enhancing these services would be a key goal of the collaboration, ensuring that both communities could benefit from improved fire safety measures.

Bethel's Challenges

Budget Constraints: Bethel faces significant budget constraints, with the fire department's budget remaining status quo for many years. There is an operational budget but no long-term annual capital funding, limiting the department's ability to invest in new equipment and infrastructure. Addressing these budget constraints is crucial for the long-term sustainability of the fire department.

Upcoming Developments: Bethel is also anticipating new developments, such as a dispensary, which are predicted to increase the demand for fire department services. Additionally, legacy costs, such as those associated with the sewage treatment plant, pose financial challenges. Planning for these developments and managing the associated costs was essential.

City Hall: The city is planning to build a new City Hall, as the current one operates out of a church. This project requires careful financial planning and coordination to ensure it meets the community's needs.

City Council Relationship: Maintaining a positive relationship with the City Council is crucial for the fire department, ensuring continued support and collaboration. This relationship is seen as key to navigating the challenges and opportunities ahead.

Income Levels: Bethel city staff identified that Bethel is one of only two low to moderate-income communities in Anoka County. This economic reality adds another layer of complexity to the fiscal challenges, as the community has limited resources to address issues. Ensuring that the partnership could accommodate these economic constraints is essential.

Community Development in St. Francis

Expansion: St. Francis is undergoing significant expansion, with major projects such as 110 residential units including memory care and critical care, expected to be operational by 2025. Other residential projects include a 384-unit apartment building and a 100-unit building across from the fire station. Planning for this expansion is crucial to ensure that services keep pace with the growing population.

Scenic Development: Balancing development with the need to preserve the scenic nature of St. Francis is a priority. Approximately one-third of the city consists of water bodies, such as rivers, creeks, and ponds, which add to the community's charm and require careful planning to maintain. Ensuring that development proceeds without compromising the natural beauty of the area is seen as essential.

Firefighter Insights

St. Francis Firefighters: When meeting with the St. Francis firefighters, they highlighted several strengths, including strong leadership, a great relationship with Bethel, open communication, new equipment, and excellent training. They also noted a good working relationship with the police department. However, they

identified weaknesses such as resistance to change, staffing, recruiting challenges, and the limitations of the Bethel Fire Station.

Bethel Firefighters: Bethel firefighters also praised leadership and noted the current relationship has made their department more professional. They appreciated the decentralized authority, allowing company officers to make decisions, and the benefits of closest unit dispatch. However, they identified threats such as response times, territorial attitudes among fire departments, language barriers, and the challenges of recruiting and retaining volunteer firefighters.

IV. PAST AND CURRENT COLLABORATIONS

Previous/Existing Mutual/Automatic Aid Agreements

Overview: The cities of St. Francis and Bethel have long been collaborative in mutual and automatic mutual aid agreements, that mutually benefiting each community. This past relationship has led to the current situation where there is significant consideration for a formal, long-term agreement for sharing services. This would occur in a mutually agreed upon and contractual relationship, combining assets and overall organizational responsibility.

Effectiveness: The St. Francis and Bethel Fire Department collaborate well and provided effective mutual/automatic aid response to each other's communities, mostly for large incidents such as structure fires. Other than emergency response, the Fire Departments collaborated little, until recently, when the current Administrative and Management Services contract was executed.

Current Contract for Administrative and Management Services

Successful Collaboration: The previous collaboration with mutual responses, however limited, was the successful link to the establishment and execution of the current contract for Fire Management and Administrative Services. The City of Bethel recognized, along with the personnel of the Fire Department, they were no longer able to recruit and retain firefighters. This resulted in a staffing level low enough where there may be no response to emergencies. The current collaboration genesis was years ago, primarily starting with a concern for the future of emergency response for the City of Bethel.

The predicament the Bethel Fire Department found themselves in is not an isolated event confined only to Bethel, rather, it is indicative of the situation many fire departments around the State of Minnesota are facing today. If current trend continues, significant shortages of staff will continue to worsen statewide. Collaboration is the key to providing fire department services to areas that are

having difficulty staffing fire departments at all, let alone properly. The City of Bethel's leadership should be commended for identifying the staffing issue and taking difficult steps to ensure critical emergency services continue to be provided to stakeholders.

Early in the relationship, significant obstacles to effective collaboration were identified. These obstacles not only may affect a long-term relationship but also prevent the formation of an effective Joint Powers Agreement altogether. The overwhelming feedback received about the current relationship is extremely positive. The project is mutually beneficial, needed and supported by ALL stakeholders. Based on information from various stakeholder meetings, the collaboration has been successful and is ready for the next step, making the relationship permanent through the execution of a Joint Powers Agreement. While there was significant positive feedback, identification of significant issues was evident.

The top four issues/obstacles needing to be addressed are:

- **Fiscal.** How much will it cost? Will it be cost prohibitive? What will the cost share be?
- **Administrative Control.** If a JPA is executed, who will be the decision maker(s)? Will Bethel retain input into the direction and operation of the Fire Department?
- **Scalable.** Can a JPA be scalable with the streamlined ability to add future members?
- **Staffing.** What will the staffing model be like in the future? Recruitment? Retention? Daytime staffing?

The current collaboration is governed by a three-year contract for Fire Management and Administrative Services, providing the following with a fee for service format to the City of Bethel:

- Management services
- Training management and coordination
- Data collection, compilation, and analysis
- Code enforcement
- Policy development
- Policy implementation
- Policy enforcement
- Personnel Development, management, recruitment, retention
- Asset Management – inventory, maintenance
- Capital Equipment – inventory, maintenance, and planning

- Organizational Strategic Planning
- Emergency Management
- Operations and Maintenance efficiencies
- Staffing increase and responsiveness increase
- Perform Payroll Services, payables
- Overall Department Financial Management Recommendations and Review
- Human Resources consulting and policy, recommendations, implementation
- Investigations, complaint review, disciplinary recommendations, etc.

Under this contract, the leadership and administrative tasks for the Bethel Fire Department are being performed by the St. Francis Fire Department. The current collaboration was born of staffing difficulties for the City of Bethel Fire Department, which had been occurring for years prior to the current service agreement. The City of Bethel's Elected Officials and Bethel Fire Department leadership should be applauded for their efforts identify a critical issue, create solutions and make difficult decisions to mitigate them. This process is to ensure the community has effective emergency response available 24 hours a day, 365 days a year.

After realization and identification of the issues at hand, one of the options left for the City of Bethel was continuing to staff a fire department of their own (not feasible in the current environment) or engage in what is now the collaboration with the City of St. Francis Fire Department. The Fire Management and Administrative Services contract has effectively combined the two fire departments into one under the organizational umbrella of the St. Francis Fire Department. The economy of scale the St. Francis Fire Department possesses, allows for the collaboration to be feasible and highly successful.

V. STAFFING MODEL

Staffing the Fire Service, especially in Minnesota, has become incredibly challenging over the last decade for both volunteer and career departments. This is due to many external and internal organizational factors including generational and demographic changes, lack of long-term fiscal investment and time requirements, which have created significant difficulty in recruiting and retaining qualified firefighters. In fact, recent surveys indicate spending on Fire Departments in Minnesota ranks 48 out of 50 in the United States. The St. Francis and Bethel Fire Departments suffer from these recruiting and retention woes as well.

The most prevalent staffing model in Minnesota includes volunteers who respond at night, on weekends and during the weekday; the model St. Francis and Bethel currently rely on. In addition to the volunteer firefighters, St. Francis can deploy two full-time and one part-time staff during the weekdays: the Fire Chief, an Administrative Captain, and a Captain/Fire Inspector. These positions often have administrative duties, meetings, and out-of-town events which can delay and/or prohibit their expedient response to emergencies. Conversely, dedication to daily responses would restrict their ability to attend meetings, events and other necessary duties related to the management and administration of the Fire Department.

Proper staffing is critical for effective operations and service delivery to the community. The current structure provides adequate service but can become ineffective due to numerous factors. As the communities change and grow, it will be important to scale the chain of command and improve daily staffing to ensure effective emergency response. In the short term, significant consideration should be given to changing the Administrative Captain position to an Assistant Chief or Deputy Chief rank. This change would improve the span of control, preparing for future growth and improving the chain of command. With this change, the Fire Chief would be able to focus more on administrative duties and less on operational matters. The Assistant Chief could manage/lead operations of the two fire stations, with Captains reporting directly to them. Additionally, when collaborating with other agencies, the rank of Assistant/Deputy Chief holds more inferred authority when making collaborative decisions.

Consideration should also be given to making the Captain/Inspector position a full-time position. With the position already budgeted for 16 hours a week, additional hours can be provided by adding duties to the position such as plan reviews, sprinkler system inspections, vacant property inspections as well as Community Risk Reduction public events and fire prevention education. This position would be the third, full-time day position able to respond to emergencies during the weekday, the time of day which is usually the least availability for volunteer/paid-on-call responders.

As the communities evolve, there is also a need for the Fire Department to grow to meet increased risk and calls for service. The cities will need to collaboratively determine the desired deployment model, whether it remains a combination of full-time staff and volunteers or is modified to a different model.

Statistically, one career firefighter is equivalent to 3-5 volunteer/paid-on-call firefighters. With a shift to additional career/full-time staff, the cities of St. Francis/Bethel will ensure consistent service delivery 24 hours a day and 365 days a year and a lower overall response time. Proper staffing with lower response times can significantly reduce fire loss in a community and contribute to more rapid and effective emergency medical care.

One of the popular staffing models with fire departments transitioning in the Metro is to combine two full-time personnel with volunteer/paid-on-call personnel. This staffing model is a duty crew type staffing model on a single piece of apparatus. A good example of this positive and effective transition is the Savage Fire Department. After a critical call for service and no response within the current deployment model, the Fire Chief and elected officials made changes in the operational deployment model of the Fire Department. This was to ensure prompt response to all emergencies regardless of the time or day of the week. Staffing a duty crew with a minimum of two full-time personnel (working 24-hour shifts) per day, augmented by volunteer/paid on call personnel, would be highly effective for the entire Fire District.

Recommendation #1: Consider modifying the job description/pay of Administrative Captain to the Assistant/Deputy Chief level of duties and responsibilities and pay.

Recommendation #2: Consider moving the Captain/Fire Inspector position to full-time, 40-hour week schedule to augment full-time, weekday response. Additional revenue generating options may be available for this position by charging for vacant building inspections/licensing, conducting plan reviews (contract reviews no longer necessary) and other duties.

Recommendation #3: Consider the hiring of additional full-time firefighters (working 24-hour shifts) augmented by the volunteer/paid-on-call staff in a full-time/duty crew staffing model. This will ensure minimum staffing 24 hours a day, 365 days a year.

VI. RESPONSE TIMES AND STAFFING ANALYSIS

National Fire Protection Association (NFPA) 1720 Standard

The primary mission of a fire department is to respond to calls for service, regardless of the deployment model, community risk, or demographics. The goal is to balance effective and efficient emergency response. The NFPA 1720 standard provides guidelines for response times and staffing levels to ensure fire departments can meet the needs of their communities. When setting organizational performance benchmarks, 100% compliance with NFPA response

standards may prove to be exceedingly difficult to achieve. Therefore, the 80% benchmark is provided as a more realistic goal and industry best practice.

Response Times and Staffing

NFPA 1720 is the guiding document for response times and proper staffing when responding to structural fire incidents for non-career fire departments. In addition, like most fire departments, most emergency responses for St. Francis and Bethel Fire Departments are for Emergency Medical Services. However, NFPA 1720 (2020) does not specify response times for EMS, focusing instead on fire-related incidents. Response times for EMS calls are explained later in this document.

Table 4.3.2 Staffing and Response times from NFPA 1720 identifies minimum staffing and response times to specific demand zones within a community. St. Francis and Bethel are a combination of Suburban and Rural which have differing resource requirements.

Table 4.3.2 Staffing and Response Time

Demand Zone ^a	Demographics	Minimum Staff to Respond ^b	Response Time (minutes) ^c	Meets Objective (%)
Urban area	>1000 people/mi ² (2.6 km ²)	15	9	90
Suburban area	500–1000 people/mi ² (2.6 km ²)	10	10	80
Rural area	<500 people/mi ² (2.6 km ²)	6	14	80
Remote area	Travel distance ≥ 8 mi (12.87 km)	4	Directly dependent on travel distance	90
Special risks	Determined by AHJ	Determined by AHJ based on risk	Determined by AHJ	90

^aA jurisdiction can have more than one demand zone.

^bMinimum staffing includes members responding from the AHJ's department and automatic aid

^cResponse time begins upon completion of the dispatch notification and ends at the time interval shown in the table.

Planning Areas (Demand Zone) in St. Francis

Suburban: Defined as an area with a population density of 500-1000 people per square mile. These areas are primarily the commercial and residential areas within the Highway 47 corridor. Structural fires in this areas require a minimum staffing of ten (10) firefighters, with a response time of 10 minutes. Suburban areas typically have a mix of residential and commercial properties, necessitating a balanced approach to staffing and response times.

Rural: Defined as areas with less than five hundred people per square mile. Rural areas, which make up a sizable portion of St. Francis, require a minimum staffing of six firefighters, with a response time of 14 minutes, 80% of the time. The lower population density and larger geographic area of rural zones present unique challenges for fire response which can include long driveways, advanced fire propagation, and lack of a pressurized water supply (hydrants).

Staffing Model

St. Francis and Bethel Fire Departments operate on a volunteer staffing model. Volunteers respond from home, which can create longer response times compared to fire departments who have staffed fire stations. This model relies most heavily on the availability and proximity of volunteers to the fire station.

Daytime responses are often covered by full-time administrative staff, such as the Fire Chief, Captain, and inspection personnel. This approach addresses the common issue of volunteer availability during daytime hours when many volunteers are working at their full-time employment.

Many fire departments in the Metro are already operating within or transitioning to a Duty Crew deployment model. This model has fire stations staffed with volunteers and/or paid on-call personnel for specific shifts, typically 8 to 10 hours, but shifts may also be 12 hours or more. This model ensures that there is a minimum level of staffing immediately available to respond to emergencies. The Duty Crew model can often reduce overall response times 2-3 minutes as compared to a strict volunteer deployment model. In addition, it may allow volunteer firefighters the ability to schedule their required shifts, reducing the negative impact on family and personal life by making the time commitment more defined and manageable.

Response Time Components

Overall response time includes several components. NFPA Standards recommend a maximum of:

- 1 minute for call processing at dispatch
- 1 minute for turnout time (the time it takes for firefighters to get ready and leave the station)
- 7 minutes for travel time to the incident location.
- These components together provide a total system response time of 9 minutes.

Volunteer/Paid-on-Call deployment models can have longer response times due to the time taken for those firefighters to reach the fire station from their homes or places of

employment. This can add 2 to 3 minutes to the overall response time, depending on where the firefighters reside within the community.

New Fire Station

The location of the new fire station in St. Francis contributes to maintaining low response times in the most densely populated areas of the community. Located centrally within the city, the new station will provide quick access to high-risk and high-density areas along the Highway 47 corridor along with acceptable response times to rural areas. The design and location of the new station is crucial for optimizing response times and ensuring that firefighters can reach emergencies promptly.

EMS Response

St. Francis provides Emergency Medical Service response at the Basic Life Support (BLS) level with personnel equipped with Automatic External Defibrillators (AEDs), other lifesaving interventions, and additional equipment. While NFPA 1720 does not specify EMS response times, NFPA 1710 provides guidelines that can be utilized as a performance benchmark. These response times are based on the time it takes for biological death to start occurring in a patient who has no heartbeat and is not breathing, typically 6 minutes.

According to NFPA 1710, EMS response times should be 240 seconds (4 minutes) or less for a unit with a first responder equipped with an AED or higher-level capability. This standard ensures that critical medical interventions can be provided quickly. While it is difficult to provide this level of service with the current deployment model, consideration should be given to EMS response times, especially with EMS calls for service constituting 74% of annual calls for service. Additionally, longer than normal arrival times for Advanced Life Support (ALS) ambulances in the Fire District warrant further study into the SFFD providing ALS services of its own, primarily ALS equipped engines or rescues.

Staffing and Response Times

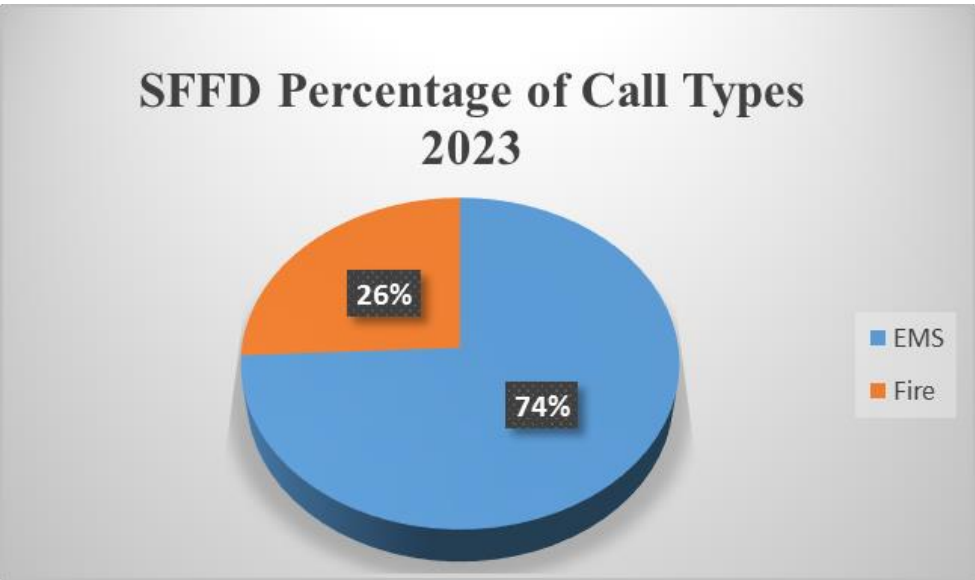
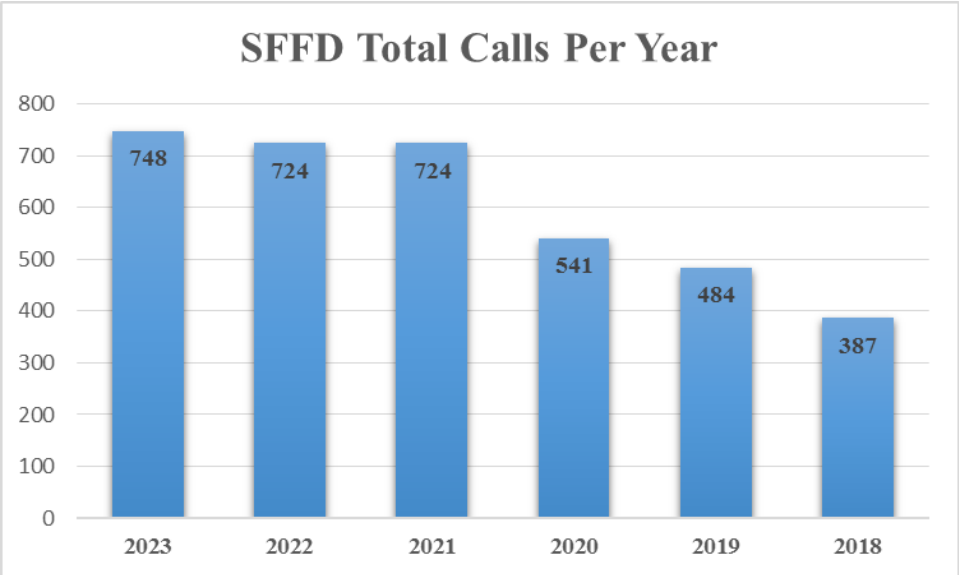
Proper and safe staffing is crucial for effective operations. Expedient response times with low staffing are less effective than longer response times with proper staffing. For example, two firefighters arriving quickly at a fire scene cannot complete all initial critical fire ground tasks, where as an apparatus arriving with four firefighters can. In addition, four firefighters comply with the OSHA 29 CFR 1910.134(g)(4)(i) (two-in-two-out) requirement that four equipped and trained firefighters shall be on scene before interior firefighting operations can commence.

NFPA 1720 specifies minimum staffing levels to ensure that fire departments can effectively and safely manage structural fire incidents. These staffing levels are designed to provide a balance between response time and operational effectiveness.

VII. **CALLS FOR SERVICE**

St. Francis Call Volume and Types

Annual Call Volume: In 2023, the total call volume for the City of St. Francis Fire Department was 748, which is a 93% increase over 2018’s total of 387. The average annual increase in total calls is 15% with a peak increase in 2021 of 34% over 2020. In a 2020 U.S. Fire Administrationⁱⁱ survey of National Fire Incident Reporting System (NFIRS) data, Midwestern fire departments’ average breakdown of annual calls for service was 67.2% EMS and 32.8% Fire. The annual SFFD percentage breakdown of call types puts it within a few percentage points of most Midwestern fire departments.

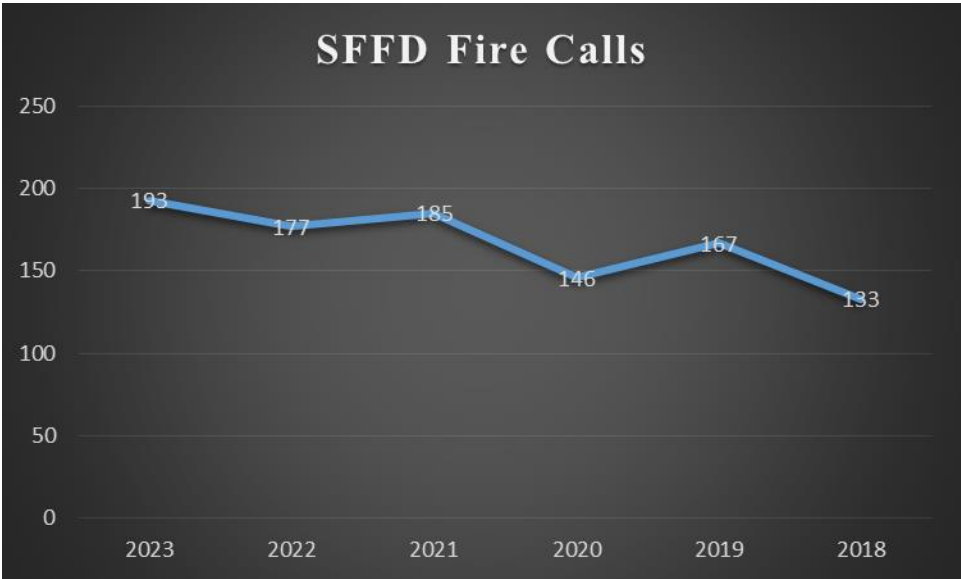


EMS Calls: In 2023, the total EMS calls for service were 557, which is an 119% increase from 2018’s volume of 254 and was 74% of total calls for 2023. The top five EMS call types in 2023 were:

- 1. Breathing Problems
- 2. Lift Assist
- 3. Fall
- 4. Chest Pain/Cardiac
- 5. Pain

The top 5 EMS call types are consistent from 2018 to 2023 with Breathing Problems as the top EMS calls for service every year.

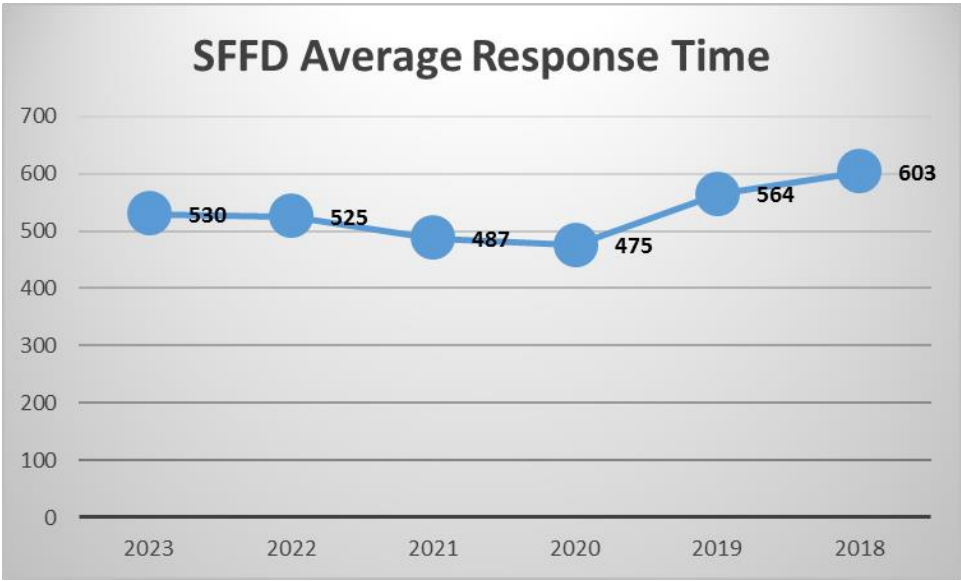
Fire Calls: In 2023, the total fire calls for service were 193, which is a 45% increase from 2018 and includes response to 12 building fires. The fire call statistics encompass all calls not EMS related such as building fires, vehicle fires, grass fires, false alarms, good intent and service calls.



Response Times: Response times reflect an organization's ability to deploy needed resources as rapidly as possible to mitigate an emergency. National standards (NFPA 1720 and 1710) provide benchmarks for this performance. This data is from the time of dispatch to arrival of the first unit on scene. Response times are critical to confining fires to the smallest area possible and providing lifesaving care.

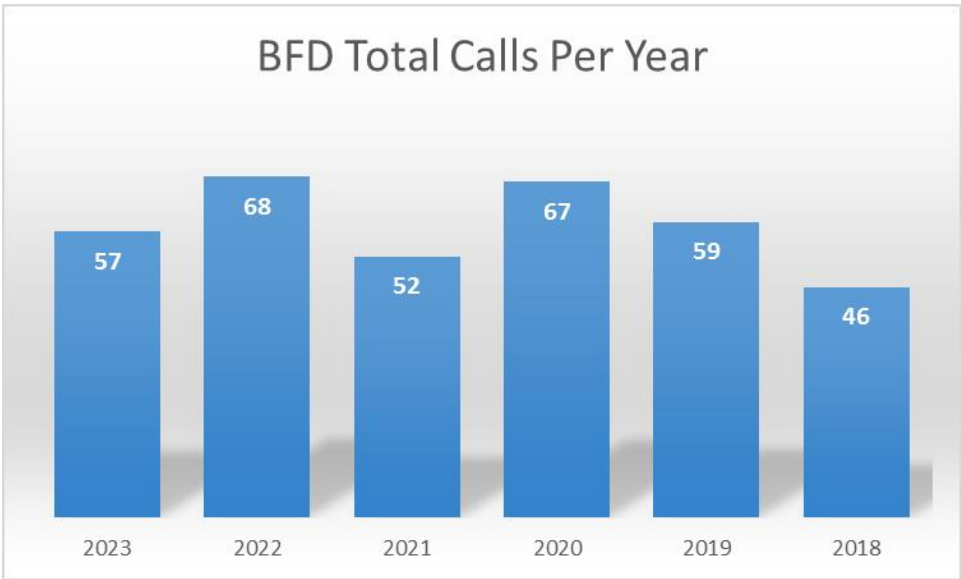
For the SFFD data provided, response time is considered the time it takes from dispatch for the first unit to arrive. For fires, NFPA 1720 recommends 600

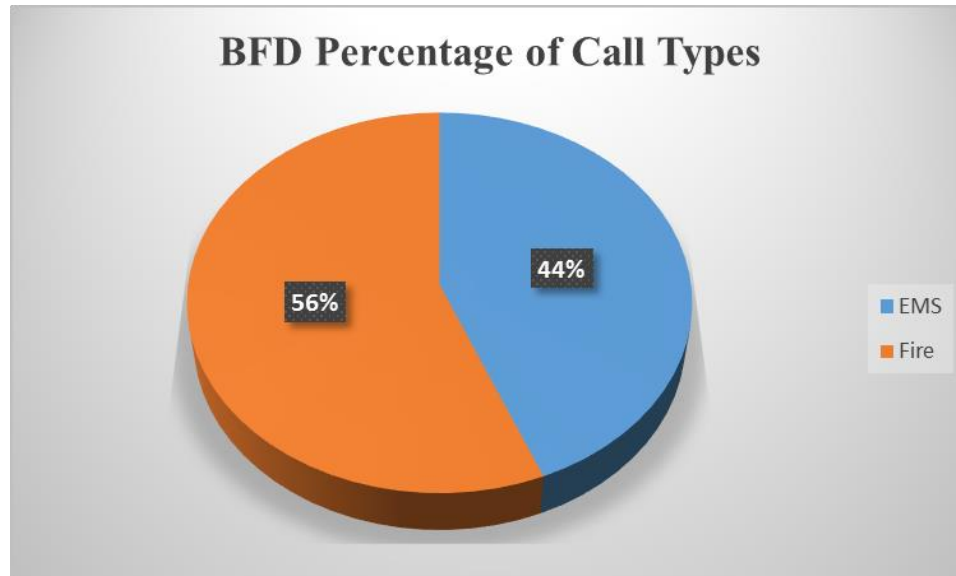
seconds for the total response time, 80% of the time. The data did not allow for a further breakdown of response performance, however, the SFFD average is quicker than the NFPA 1720 recommendation well over 50% of the time. Average response time for all calls within the SFFD response area in 2023 was 530 seconds or 8 minutes and 50 seconds. Of significant note is as SFFD’s calls for service have increased; their response time has decreased.



Bethel Call Volume and Types

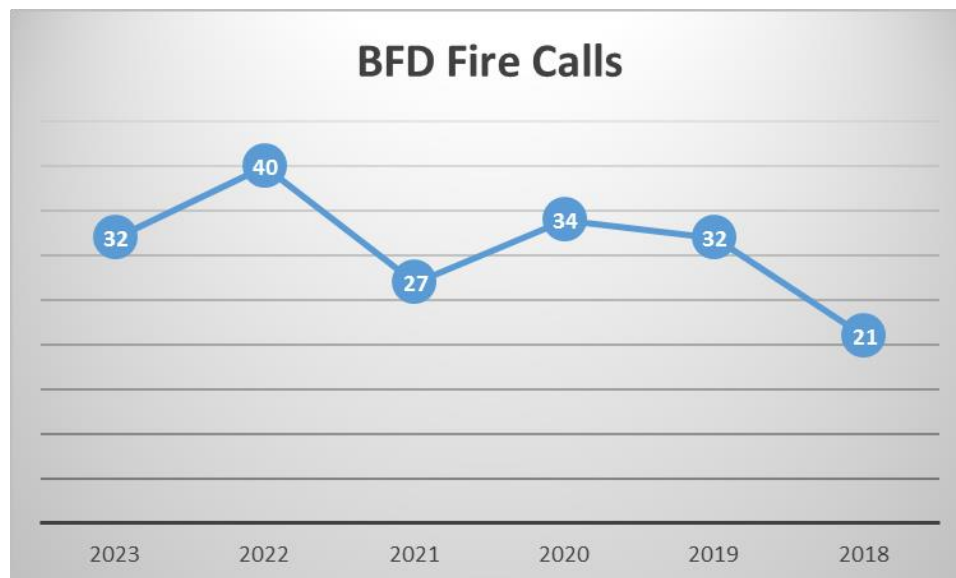
Annual Call Volume: In 2023, the total call volume for the City of Bethel Fire Department was 57, which is a 24% increase over 2018’s total of 46. The average annual increase in total calls is 7% with a peak increase in 2022 of 31% over 2021.





EMS Calls: In 2023, the total EMS calls for service were 25, which is an 0% increase from 2018's volume of 25 and was 44% of total calls for 2023. The top two EMS call types were Assist EMS Crew and Motor Vehicle Accident.

Fire Calls: In 2023, the total fire calls for service were 32, which is a 52% increase from 2018 and includes response to 4 building fires. The fire call statistics encompass all calls not EMS related such as building fires, vehicle fires, grass fires, false alarms, good intent, and service calls.



Response Times: No data was available for Bethel Fire Department response times.

Recommendations

Recommendation #1: To provide better data on fire department performance to be used in planning and reporting, ensure all applicable response data is captured annually including response times, call types, property lost, property saved, staff per call, etc.

VIII. CAPITAL ASSET ANALYSIS

Both fire departments share several capital assets that can be captured within a mutually beneficial Joint Powers Agreement. A common decision to be made when executing a Joint Powers Agreement is how to value capital assets of the fire department that is merging into the larger fire department. In the current climate of the Shared Services discussion, St. Francis will benefit from the human and capital assets of Bethel and Bethel will benefit from the economy of scale St. Francis holds in fiscal capacity, staffing, work capability, administrative functions, etc.

Bethel has the older fire station and apparatus at St. Francis Station 2. The City of Bethel has done splendid work over the years on their asset inventory, especially in the acquisition of a 2008 engine, new SCBAs and new equipment for the engine. A joint value determination must be conducted prior to execution of a JPA and included in such an agreement. In addition, significant consideration will need to be given to how current assets will exist within a new relationship.

The City of Bethel's assets have value whether the agreement specifies a long-term lease of equipment, sale to the JPA, credit for future capital purchases, etc. Older, non-compliant apparatus and equipment taken out of active service and disposed of after a determination is made what assets the JPA will keep.

Major Fire Service equipment normally has a maximum service life identified in various NFPA standards. Some equipment current life spans:

- Apparatusⁱⁱⁱ– 25 years total. 15 years frontline
- Turnout gear including helmets^{iv} – 10 years
- Self-Contained Breathing Apparatus^v – Varies. SCBAs compliant with the 2007 edition of NFPA 1852 or newer editions. SCBAs must be upgraded to provisions contained in the newest standard. For grant writing purposes (FEMA Assistance to Firefighter Grants [AFG]), an SCBA older than 15 years is eligible for replacement.
- Self-Contained Breathing Apparatus Cylinders, Composite (NFPA 1852) - 15 years

Equipment that no longer meets NFPA recommended service life span should be retired and disposed of through a process determined by the owner, most often sale, donation or disposal.

CURRENT MAJOR CAPITAL ASSETS

City of St. Francis

The City of St. Francis Fire Department is in a very strong capital position, with a modern fleet of apparatus, equipment, and a new fire station.

Facilities: Fire station, 3750 Bridge Street NW, St. Francis. New building, constructed in 2025 and shared facility with City Hall.



Major Equipment Inventory:

- 1998 GMC Pumper/Tender
- 2002 Ford F-250 Rescue
- 2024 Ford Expedition Command Vehicle
- 2007 Ford F-350 Brush Truck
- 2022 EONE Typhoon Engine
- 2015 Rosenbauer Pumper/Tanker
- Polaris UTV



Condition Assessment: The City of St. Francis is in a strong capital position. With the construction of a new, modern fire station nearing completion, NFPA compliant fleet, disposal of retired (or soon to be retired) apparatus and equipment and a capital plan in place, the City of St. Francis is doing a fantastic job of upgrading fire department assets, ensuring firefighter safety and high-performance mission capability to the community and neighbors.

City of Bethel

Facilities: Fire Station, 139 Broadway Street NW, Bethel MN. The original building was constructed in 1970 and is a shared facility with Public Works. From a strategic planning standpoint, there is no national standard for fire station service life, however industry standards and best practices recommend a service life of 30-50 years. The City of Bethel has done a respectable job over the years, with limited fiscal capacity, to provide a Fire Station that serves the needs of their community.



While the Bethel Fire Station has faithfully served the community for over fifty years, modern firefighting needs/requirements have exceeded the design capacity of the current structure. Recently published NFPA research^{vi} indicates Fire Stations over the age of forty have significant deficiencies that are difficult to overcome. The difficulty with an older structure is the majority of issues will not be able to be mitigated with remodeling/repair. Some absent critical features that affect station life, firefighter safety/performance and mission capability are:

- Vehicle exhaust removal systems
- Separate facilities for female firefighters
- Backup power system
- Decontamination areas with laundry facilities
- Turnout gear storage areas separated from office/living areas
- Structural limiting factors for the size of modern fire apparatus (door and ceiling height/door width)

Often, a large factor in the calculation of homeowner's fire insurance premiums is the distance to the nearest fire station. Significant consideration should be given to the future disposition of Fire Station 2 and the effect of keeping it operational or removing it from the capital inventory. Elimination of the Station may negatively impact response times and insurance rates of property owners in the community the facility serves.

Major Equipment Inventory:

- 2008 Rosenbauer Engine
- 1992 Freightliner Tanker
- 2007 Ford F-350 brush truck



Condition Assessment: The City of Bethel Fire Department is in a marginal capital position. The City of Bethel Fire Department has newer SCBAs, 2008 Rosenbauer engine and firefighter PPE all within current NFPA recommended service life. However, the Fire Station and the 1992 pumper/tender are at, or have exceeded, their maximum service life and should be retired and/or replaced.

Replacement of these items has significant fiscal requirements. The 2007 brush truck is at or near the end of its service life. If chosen to remain as part of the active apparatus fleet, a plan for replacement should begin, if one is not already underway.

Recommendation 1: Determine a value for Bethel Fire Department assets and how that value plays into the future relationship. Determine future ownership methodology and asset transfer process if needed.

Recommendation 2: The Bethel fire station has strategic importance when providing emergency response compliant with National Standard response times to the City of Bethel and St. Francis. Conduct needs assessment to determine if the fire station would be of long-term value to the needs of the community and if so, develop a capital plan for major remodel/replacement.

Recommendation 3: Retire and dispose of all equipment exceeding NFPA recommended service life span.

Recommendation 4: Ensure a capital replacement plan is in place for all NFPA standard equipment.

IX. INSURANCE SERVICES OFFICES PUBLIC PROTECTION CLASSIFICATION (ISO PPC)

The Insurance Services Office (ISO) Public Protection Classification (PPC) system measures the structural firefighting capability of a fire department in a specific community. The most current rating for St. Francis is a 6/9. This rating is on a scale of one to ten, with ten being a community that has no fire department and one being a community that has a fully staffed career fire department meeting all or most of the parameters for a Class 1 rating. ISO Class 6 is the most common rating for fire departments in Minnesota with 361^{vii} fire departments rated as Class 6.

The ISO Public Protection Classification (PPC) rating evaluates a community's fire suppression capabilities based on several key components. Here are the major components^{viii}:

Emergency Communications: This includes how well the fire department receives and dispatches fire alarms. It covers the emergency reporting system, the communications center, the number of telecommunicators, computer-aided dispatch (CAD) facilities, and the dispatch circuits.

Fire Department: This component assesses the fire department's equipment, staffing, training, geographic distribution of fire companies, and operational

considerations. It also looks at the maintenance and testing of the fire department's equipment.

Water Supply: This evaluates the community's water supply system, including the inspection and flow testing of hydrants, the availability of water for fire suppression beyond daily maximum consumption, and the number of hydrants within 1,000 feet of representative locations.

Community Risk Reduction: This section recognizes efforts in fire prevention, public fire safety education, and fire investigation. It offers additional points for communities that proactively work to reduce fire risks.

The PPC rating is used by some insurance companies to determine the annual insurance rate for residential and commercial properties. For residential fire insurance, ratings below a 5 typically do not affect the insurance rates significantly. However, for commercial properties, the PPC rating can still have a substantial impact depending on the size of the occupancy. A one-point change in the PPC may result in an annual insurance cost variation that could be significant as a reduction or an increase, depending on the direction of the change. Discussions with insurance agents have revealed that such a change could prompt an insured owner to switch insurance companies to reduce costs.

The PPC is an important measure for insurance purposes and serves as a critical indicator of the fire department's effectiveness within a community. Improvements in the ISO rating can lead to reduced insurance costs and typically indicate enhanced structural fire response and extinguishment capabilities within the community. While the PPC is not the sole determinant for fire department deployment, it encompasses various elements such as community water supply, training, apparatus, staffing, and station locations. These factors contribute to the overall rating, making it a comprehensive measure of a community's structural firefighting capabilities.

Recommendation #1: Consider how all changes to the St. Francis and Bethel Fire Departments and related agencies/categories may affect the ISO PPC rating in a negative or positive way.

Recommendation #2: Consider working to improve ISO PPC rating by focusing on areas the fire department may significantly improve on such as staffing, apparatus, community risk reduction programs, training, etc.

X. FUNDING FORMULA OPTIONS

To facilitate equitable sharing of costs and resources, several funding formula options are available to assist the communities in choosing a funding solution which meets their needs. To provide formulas illustrating cost breakdown, the operational budgets for 2023 were used (capital costs would use the same formula):

- **St. Francis Fire Department = \$483,800**
- **Bethel Fire Department = \$36,053**
- **Hypothetical Joint 2023 Fire Department Budget = \$519,853**

It is important to note that funding not only provides for response (call volume), but more so the readiness of fire departments to respond to all calls for service, 24 hours a day. This would include training, community risk reduction activities, maintenance, testing and other critical items.

Proportional Funding Based on Population (also known as Per Capita)

- **Description:** Costs are allocated based on the population served by each department.
 - i. St. Francis 2023 population^{ix} = 8585
 - ii. Bethel 2023 population^x = 484
 - iii. Total district population = 9,069
 - iv. St. Francis percentage population = 94.6%
 - v. Bethel percentage population = 5.4%
- **Pros:** Simple to calculate and align with the level of service required by each community.
- **Cons:** May not account for differences in call volume or service demand between communities.
- **Calculation:** Each community would pay annually the percentage of the budget the community population represents
 - i. *Formula = Total Budget/Total Population = Per Capita Cost x Community Population*
 - ii. *2023 Per Capita cost = \$57.32*
 - iii. *2023 St. Francis cost = \$492,092*
 - iv. *2023 Bethel cost = \$27,743*

Proportional Funding Based on Call Volume:

- **Description:** Costs are shared based on the number of calls each department responds to. A rolling three-year average may be used to reduce outlier effect on calculation.
 - i. St. Francis calls for 2023 = 748
 - ii. Bethel calls for 2023 = 57

- iii. Total calls = 805
- **Pros:** Reflects the actual service demand and resource utilization.
- **Cons:** Requires accurate tracking of call data and may fluctuate with call volume trends. Especially vulnerable to acute surge calls occurring during severe weather events, major incidents, etc. Does not take into account the overall cost of fire department operations. Allows for manipulation of formula by arbitrary reduction in number and type of calls responded to.
- **Formula Calculation:**
 - i. *Total Budget x Percentage of Call Volume*
 - ii. *St. Francis share = 93%*
 - iii. *Bethel share = 7%*
 - iv. *2023 St. Francis Cost = \$483,463*
 - v. *2023 Bethel Cost = \$36,390*

Even Split:

- **Description:** Costs are divided equally between the two departments.
- **Pros:** Simple and straightforward.
- **Cons:** May not accurately reflect the differences in service demand or resource utilization and be cost prohibitive for some communities.
- **Formula/Calculation:**
 - i. *Total Budget/2*
 - ii. *St. Francis share = \$259,926.50*
 - iii. *Bethel Share = \$259,926.50*

Tax Capacity and Call Volume:

- **Description:** Combines elements of rolling three-year tax capacity and call volume-based funding in algebraic formula $A.C. = (F.C. + A.V.) / 2 \times (O.C. - O.R.)$
 - i. AC = Annual Cost
 - ii. FC = The percentage of total number of fire calls to each city for the previous three years divided by the total number of fire calls to both cities.
 - iii. AV = The percentage that the Assessed Valuation (unadjusted tax capacity) of each city to the total Assessed Valuation (unadjusted tax capacity) to both cities
 - iv. OC = Operational cost as approved by the cities
 - v. OR = Budgeted Non-City Revenues to include only other contract funds.
- **Pros:** Balances tax generating capacity with consideration of actual service demand.
- **Cons:** More complex to calculate and requires agreement on the weight of each factor. Large swings in call volume or tax capacity may significantly

alter AC and AV factors each year, however rolling three-year call volume and tax capacity valuation provide some buffer to large swings.

- **Calculation**

- i. *Most simple method is using excel to determine cost share percentages.*
- ii. *St. Francis Formula Percentage = 92.4%*
- iii. *Bethel Formula Percentage = 7.6%*
- iv. *2023 St. Francis Cost = \$480,344*
- v. *2023 Bethel Cost = \$39,509*

Population and Call Volume:

- **Description:** Combines elements of rolling three-year tax capacity and call volume-based funding in algebraic formula $A.C. = (F.C. + A.P.) / 2 \times (O.C. - O.R.)$
 - i. AC = Annual Cost
 - ii. FC = The percentage of total number of fire calls to each city for the previous three years divided by the total number of fire calls to both cities.
 - iii. AP = Annual population
 - iv. OC = Operational cost as approved by the cities
 - v. OR = Budgeted Non-City Revenues to include only other contract funds.
- **Pros:** Balances population with actual service demand.
- **Cons:** More complex to calculate and requires agreement on the weight of each factor. Large swings in call volume or population may significantly alter AC and AP factors each year, however rolling three-year call volume and population provide some buffer to large swings.
- **Calculation**
 - i. *Most simple method is using excel to determine cost share percentages.*
 - ii. *St. Francis Formula Percentage = 92.7%*
 - iii. *Bethel Formula Percentage = 7.3%*
 - iv. *2023 St. Francis Cost = \$481,904*
 - v. *2023 Bethel Cost = \$37,949*

Tax Capacity and Population:

- **Description:** Combines elements of rolling three-year tax capacity and call volume-based funding in algebraic formula $A.C. = (A.P. + A.V.) / 2 \times (O.C. - O.R.)$
 - i. AC = Annual Cost
 - ii. AP = Annual Population

- iii. AV = The percentage that the Assessed Valuation (unadjusted tax capacity) of each city to the total Assessed Valuation (unadjusted tax capacity) to both cities
- iv. OC = Operational cost as approved by the cities
- v. OR = Budgeted Non-City Revenues to include only other contract funds.
- **Pros:** Balances tax generating capacity with consideration of population.
- **Cons:** More complex to calculate and requires agreement on the weight of each factor. Large swings tax capacity may significantly alter AV factors each year, however rolling three-year population and tax capacity valuation provide some buffer to large swings.
- **Calculation**
 - i. *Most simple method is using excel to determine cost share percentages*
 - ii. *St. Francis Formula Percentage = 94.1%*
 - iii. *Bethel Formula Percentage = 5.9%*
 - iv. *2023 St. Francis Cost = \$489,182*
 - v. *2023 Bethel Cost = \$30,671*

Fixed Contribution Based on Percentage of Total Population

- **Description:** Each department contributes a fixed amount, with adjustments based on actual usage or service demand at regular intervals.
- **Pros:** Provides stability with flexibility for changes in demand.
- **Cons:** Requires regular adjustments and tracking.
- **Calculation:**
 - i. *City Population/Total Bethel and St. Francis Population*
 - ii. *St. Francis Percentage = 94.6%*
 - iii. *Bethel Percentage = 5.4%*
 - iv. *St. Francis Share = \$491,780*
 - v. *Bethel Share = \$28,072*

Tax Capacity

- **Description:** Calculates a cost share by using the tax capacity of a community. Tax capacity is often calculated based on property values, income levels, and other economic indicators within the community.
- **Pros:** Ensures that communities with higher tax capacities contribute more, potentially leading to a more equitable distribution of resources. Aligns funding with the economic strength of the community, potentially providing a more stable and predictable source of revenue.
- **Cons:** Funding can be sensitive to economic downturns, potentially leading to budget shortfalls during recessions or property market crashes. Calculating and adjusting funding based on tax capacity can be administratively complex and require regular updates and assessments.

○ **Calculation:**

- i. *St. Francis Cost Share = City of St. Francis Tax Capacity/ (St. Francis's Tax Capacity + Bethel's Tax Capacity)*
- ii. *St. Francis Percentage 93.9%*
- iii. *St. Francis Cost = \$488,142*
- iv. *Bethel Cost Share = City of Bethel Tax Capacity/ (City of Bethel Tax Capacity + City of St. Francis Tax Capacity)*
- v. *Bethel Percentage 6.1%*
- vi. *Bethel Cost = \$31,711*

The best funding formula is one that begins with all parties in agreement on the specifics of the formula. No funding formula is the same and may be unique to each community. The simpler the process, the easier it will be for various governing bodies to reach an agreement each fiscal year during the budget development process.

XI. FIRE PROTECTION TAXING DISTRICT

During the 2024 Minnesota Legislative session, the Legislature passed, and the Governor signed 144F.01 into law. This Statute provides general requirements in forming a fire protection taxing district and allows for two or more political subdivisions who may establish the taxing district. The Statute defines the following:

- Authority to Establish
- Board of Governance
- Property Tax Levy Authority
- Use of Levy Proceeds
- Debt Issuance
- Powers
- Additions and Withdrawals
- Dissolution

This organizational option should be a strong consideration for the future for a many of reasons. St. Francis and Bethel enter into a Joint Powers Agreement, the substantial portion of the work to form a taxing district will already have been done. In addition, it will remove the cost of the Fire Department from the municipal budget, provide for direct accountability to the taxpayers and streamline oversight of the Fire Department to only the Board of Directors, especially in the case of addition of multiple municipalities into the agreement. While many the factors in forming a taxing district are positive, there are some disadvantages. One of the major disadvantages is that the taxing district would now be responsible for all facets of governance such as human resources, finance, building maintenance, apparatus maintenance, etc. This would require more full-time administrative employees and/or contractual relations to perform the required tasks.

XII. JPA CONSIDERATIONS

When executing a Joint Powers Agreement (JPA) for the administration and management of a fire department, several key factors be considered to ensure its success. Primarily, it is essential to establish a solid legal framework that complies with Minnesota Statute Section 471.59. This statute allows two or more governmental units to exercise any power common jointly or cooperatively to the contracting parties. Clearly defining the purpose and scope of the JPA is crucial, as it outlines the specific administrative and operational responsibilities of each participating entity.

A recommended governance structure for a fire department Joint Powers Agreement (JPA) typically involves the creation of a joint powers board. This board is crucial for overseeing the administration and management of the fire department and ensuring that all participating entities have a voice in decision-making. The joint powers board should be representative of all parties involved in the JPA. This means including members from each participating entity, such as cities, counties, or townships.

The agreement should also specify its duration and the conditions under which it can be terminated or renewed, providing clarity on its lifecycle. Finally, having the JPA reviewed by legal counsel is vital to ensure it meets all legal requirements and adequately protects the interests of all parties involved. By addressing these considerations, the JPA can be comprehensive, legally sound, and effective in achieving its intended goals. Many JPAs have agreement lengths of 5-10 years. Appendix D provides a draft JPA for St. Francis and Bethel.

If an entity wants to join the existing Joint Powers Agreement (JPA), several steps need to consider ensuring a smooth and legally compliant integration:

- **Initial Inquiry and Discussion:** The interested entity should first express its interest to the existing JPA members. This involves initial discussions to understand the benefits, responsibilities, and expectations associated with joining the JPA.
- **Review of Existing Agreement:** The interested entity should thoroughly review the current JPA document to understand its terms, governance structure, financial obligations, and operational procedures. This helps in assessing compatibility and identifying any necessary amendments.
- **Proposal Submission:** The entity should formally submit a proposal to the JPA board or governing body, outlining its intent to join, the benefits it brings, and how it plans to contribute to the JPA's goals.
- **Negotiation and Agreement:** Engage in negotiations with the existing JPA members to address any concerns and agree on the terms of the entity's inclusion. This may involve amending the original JPA to incorporate the new members' roles, responsibilities, and financial contributions.

- **Approval by Governing Bodies:** The governing bodies of both the existing JPA and the new entity must approve the amended JPA. This typically involves formal resolutions or ordinances passed by the respective councils or boards.
- **Legal Review:** Have the amended JPA reviewed by legal counsel to ensure it complies with all relevant laws and adequately protects the interests of all parties involved.
- **Formal Execution:** Once approved, the amended JPA should be formally executed by the authorized representatives of all participating entities. This may include signing ceremonies or official meetings.
- **Filing and Notification:** File the amended JPA with the appropriate state or local authorities, if required. Notify all relevant stakeholders, including employees, contractors, and the public, about the new entity's inclusion in the JPA.
- **Integration and Orientation:** Integrate the new entity into the JPA's operations. This includes orienting the new members to the JPA's procedures, governance structure, and operational protocols.
- **Ongoing Collaboration:** Establish regular communication and collaboration mechanisms to ensure the new entity is fully integrated and actively participates in the JPA's activities.

XIII. **SUMMARY**

Throughout the completion of the shared services study for the fire departments of St. Francis and Bethel, it is evident that both communities have experienced significant growth and development. St. Francis, with a population of approximately 8,531 as of 2024, has transformed from a small rural community into a more suburban area. Bethel, although smaller with a population of 475, has maintained its small-town charm while gradually redeveloping. Past collaboration between the two fire departments has led to improved resource sharing, enhanced service delivery, and consolidation, despite challenges such as fiscal disparities and potential loss of local control.

The fire departments in both St. Francis and Bethel have faced substantial challenges, including budget constraints, staffing difficulties, and the need for updated equipment and facilities. St. Francis is in a strong capital position with modern facilities and equipment, while Bethel's fire department has some assets that require replacement or retirement. The shared resources between the two communities could be beneficial, but Bethel's older fire station and apparatus necessitate careful planning and investment for future sustainability. Enhancing fire prevention services and addressing budget constraints are critical for any joint venture's long-term viability.

Response times and staffing are crucial issues for fire departments and Bethel and St. Francis are no different. Complying with NFPA 1720 guidelines, which provide benchmarks for response times and staffing levels, is essential for effective operations.

St. Francis operates a volunteer-based model with daytime coverage by full-time administrative staff and supplemented volunteers with Bethel personnel becoming St. Francis firefighters. Recommendations include modifying administrative positions, hiring additional full-time firefighters, and ensuring comprehensive data collection for planning and reporting purposes.

To ensure fair and sustainable funding for joint fire department operations, several funding formula options have been offered, including proportional funding based on population, call volume, or tax capacity. The most effective funding formula is one that all parties agree upon, aiming for simplicity to facilitate annual budget agreements. Establishing a Joint Powers Agreement (JPA) involves creating a solid legal framework, a representative governance structure, and clear terms for duration and termination. This approach ensures that the collaboration is comprehensive, legally sound, and effective in achieving its goals.

ⁱ Met Council Community Profiles. <https://stats.metc.state.mn.us/profile/>

ⁱⁱ US Fire Administration Fire Department Overall Run Profile, 2020 chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/<https://www.usfa.fema.gov/downloads/pdf/statistics/v22i1-fire-department-run-profile.pdf>

ⁱⁱⁱ

NFPA 1901, Standard for Automotive Fire Apparatus

^{iv} NFPA 1851, Standard on Selection, Care, and Maintenance of Protective Ensembles for Structural Fire Fighting and Proximity Fire Fighting

^v NFPA 1852, Standard on Selection, Care, and Maintenance of Open-Circuit Self- Contained Breathing Apparatus (SCBA)

^{vi} Renovation Needs of the Fire Service, NFPA, May 2024

^{vii} ISO Mitigation <https://www.isomitigation.com/ppc/program-works/facts-and-figures-about-ppc-codes-around-the-country/>

^{viii} ISO Mitigation <https://www.isomitigation.com/>

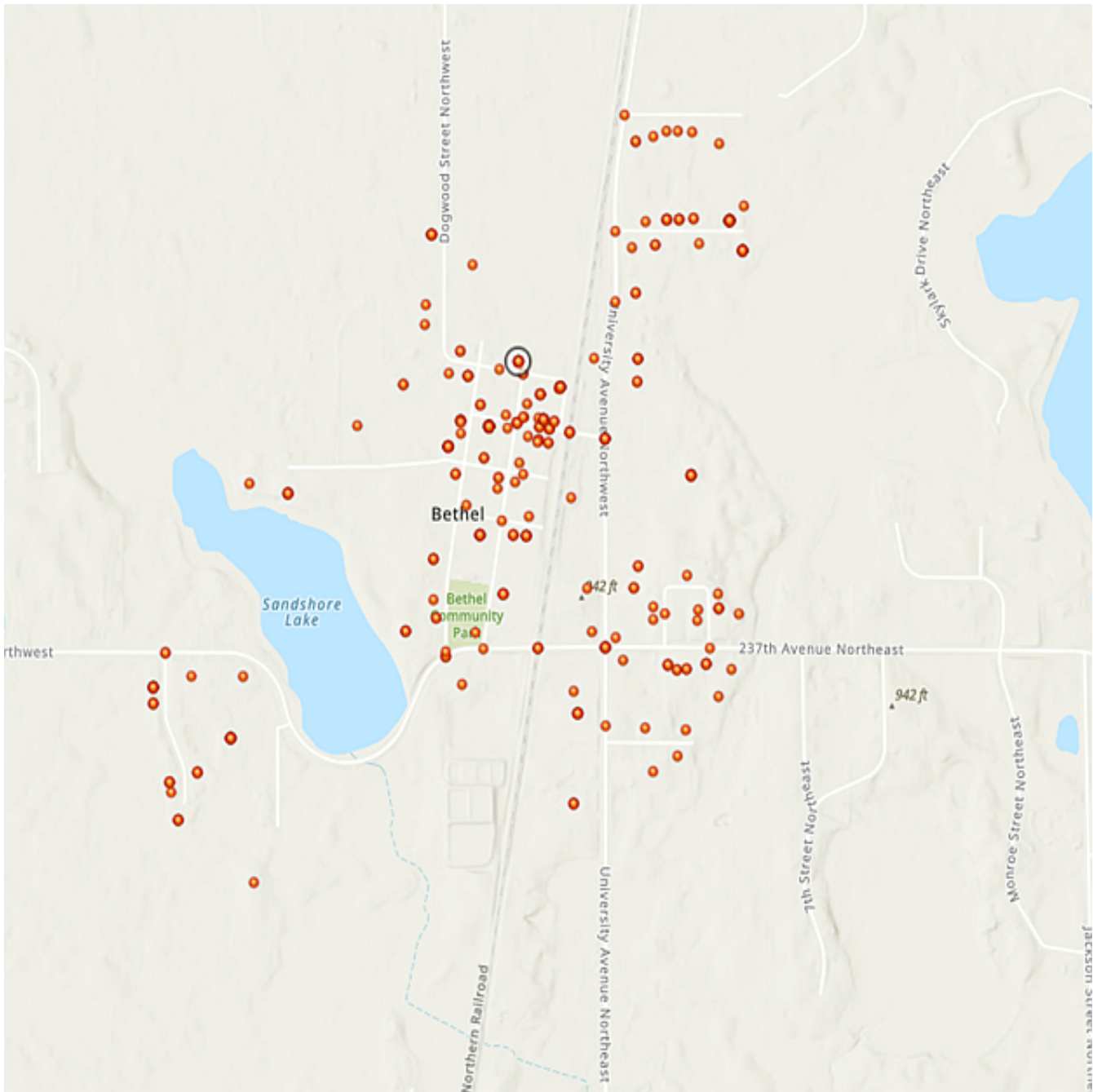
^{ix} Met Council Community Profiles <https://stats.metc.state.mn.us/profile/detail.aspx?c=02394156>

^x Met Council Community Profiles. <https://stats.metc.state.mn.us/profile/detail.aspx?c=02394156>

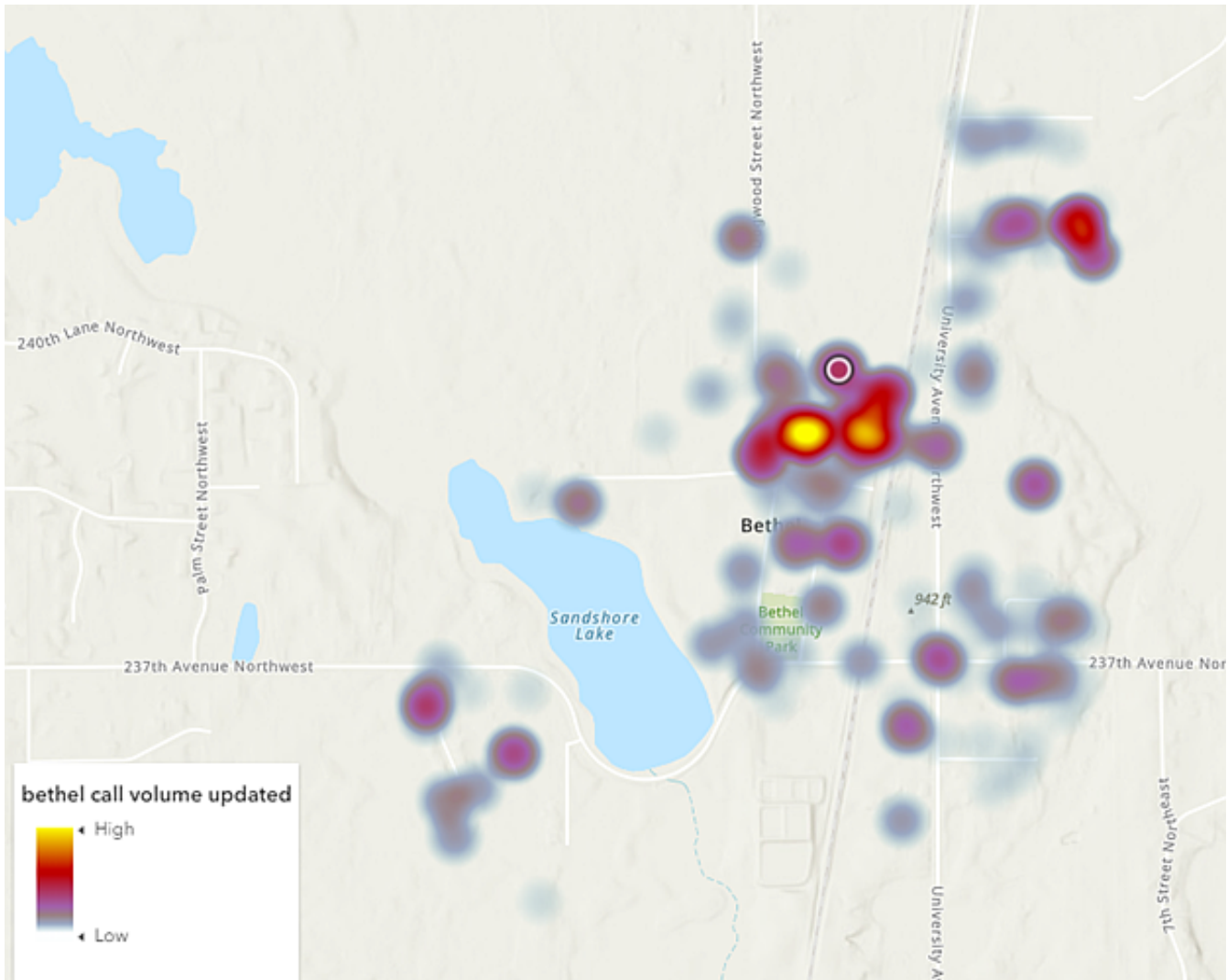
APPENDIX A

RESPONSE TIME MAPS

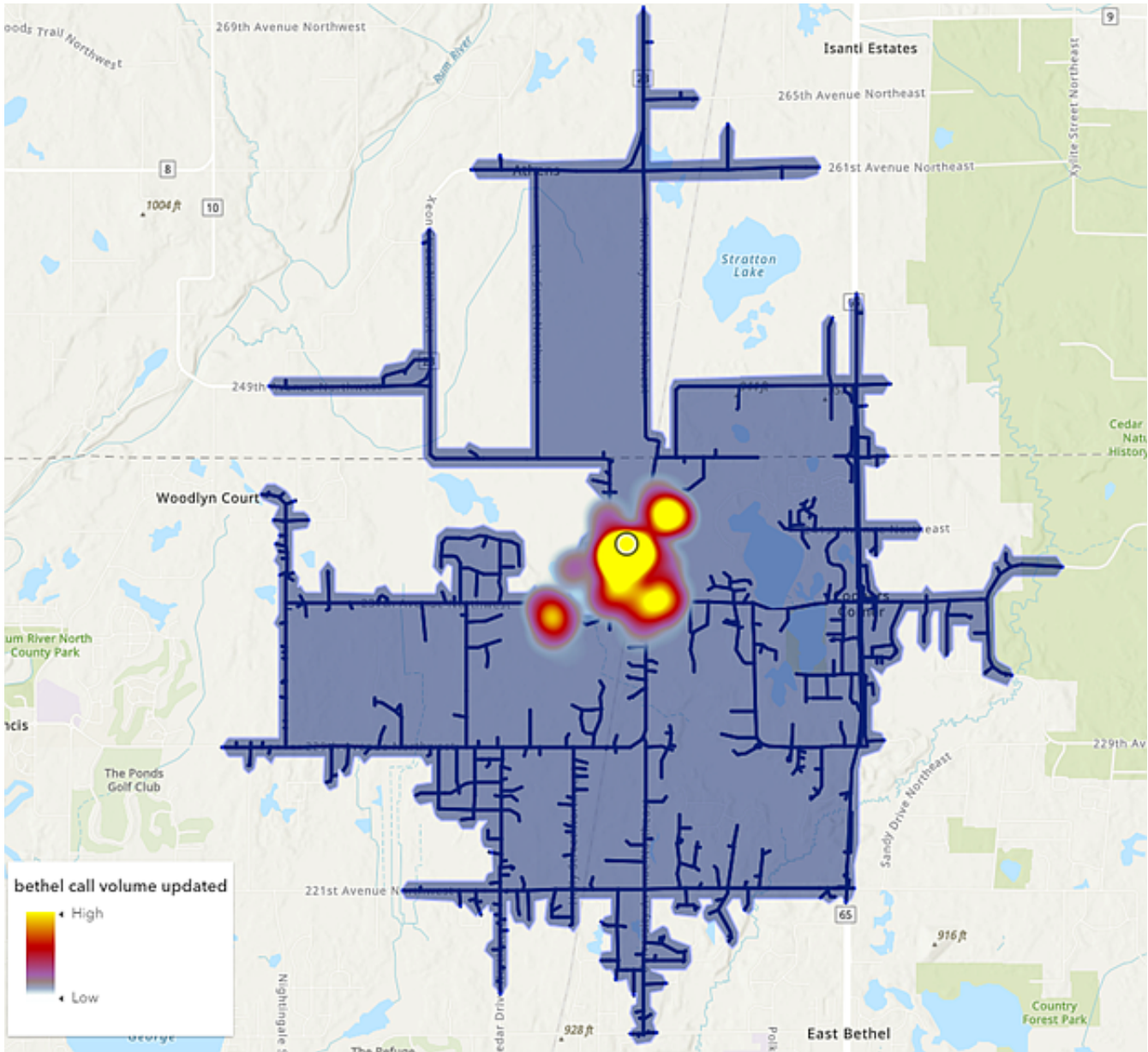
Bethel Incidents, 2018–2023



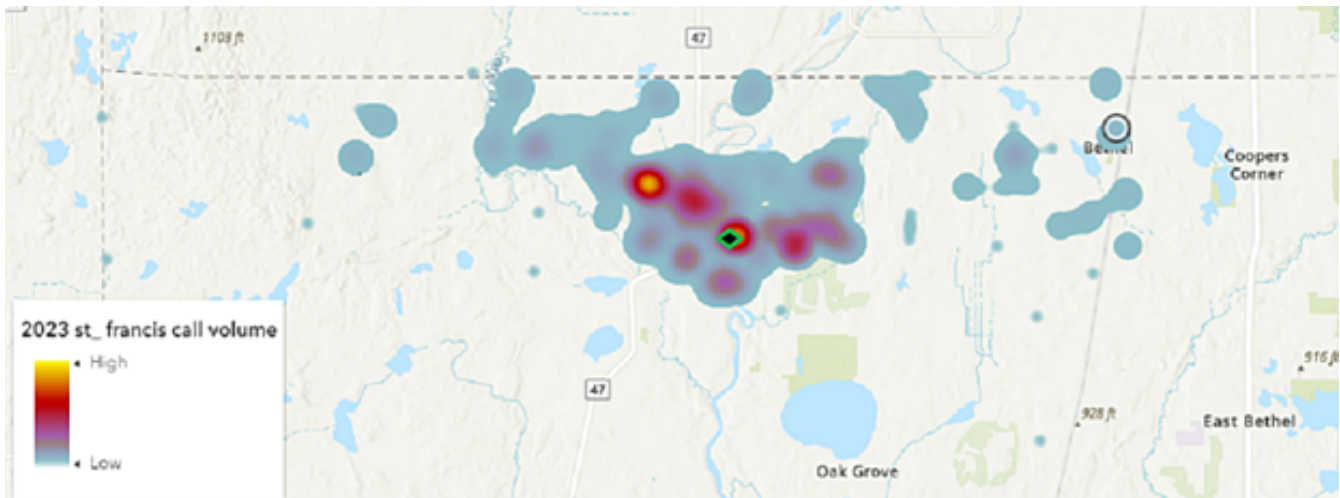
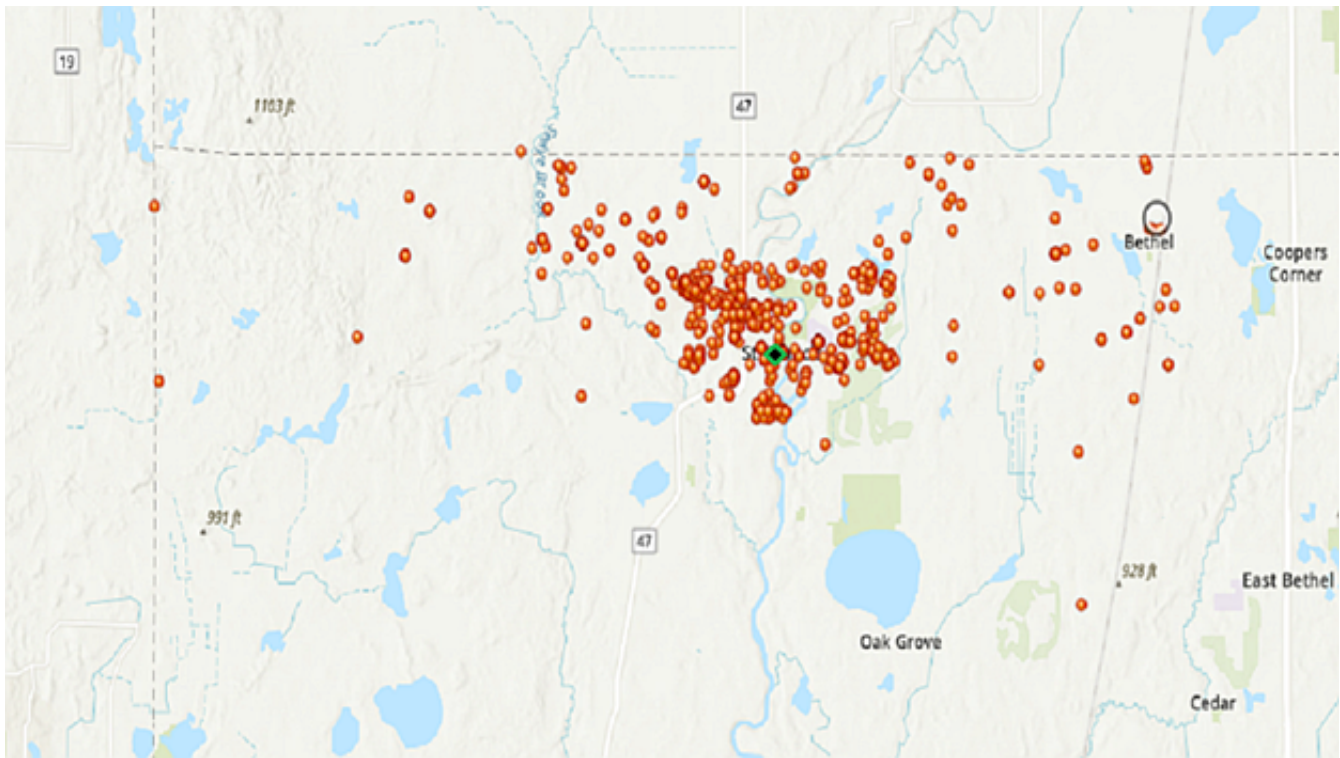
Bethel Incidents Heat Map 2018–2023



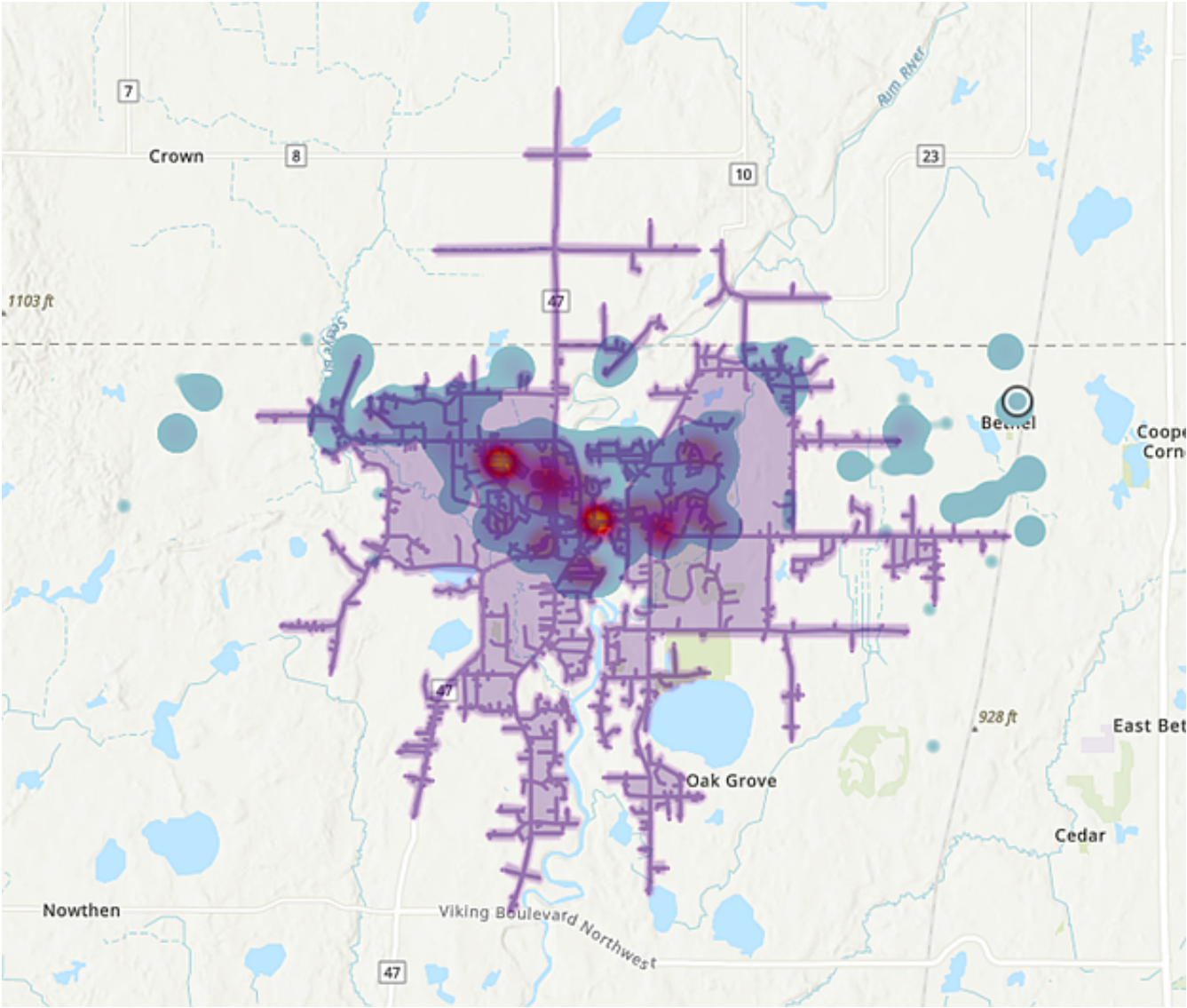
Bethel Incidents 2018–2023 Heat Map and 6 Minute Travel Time



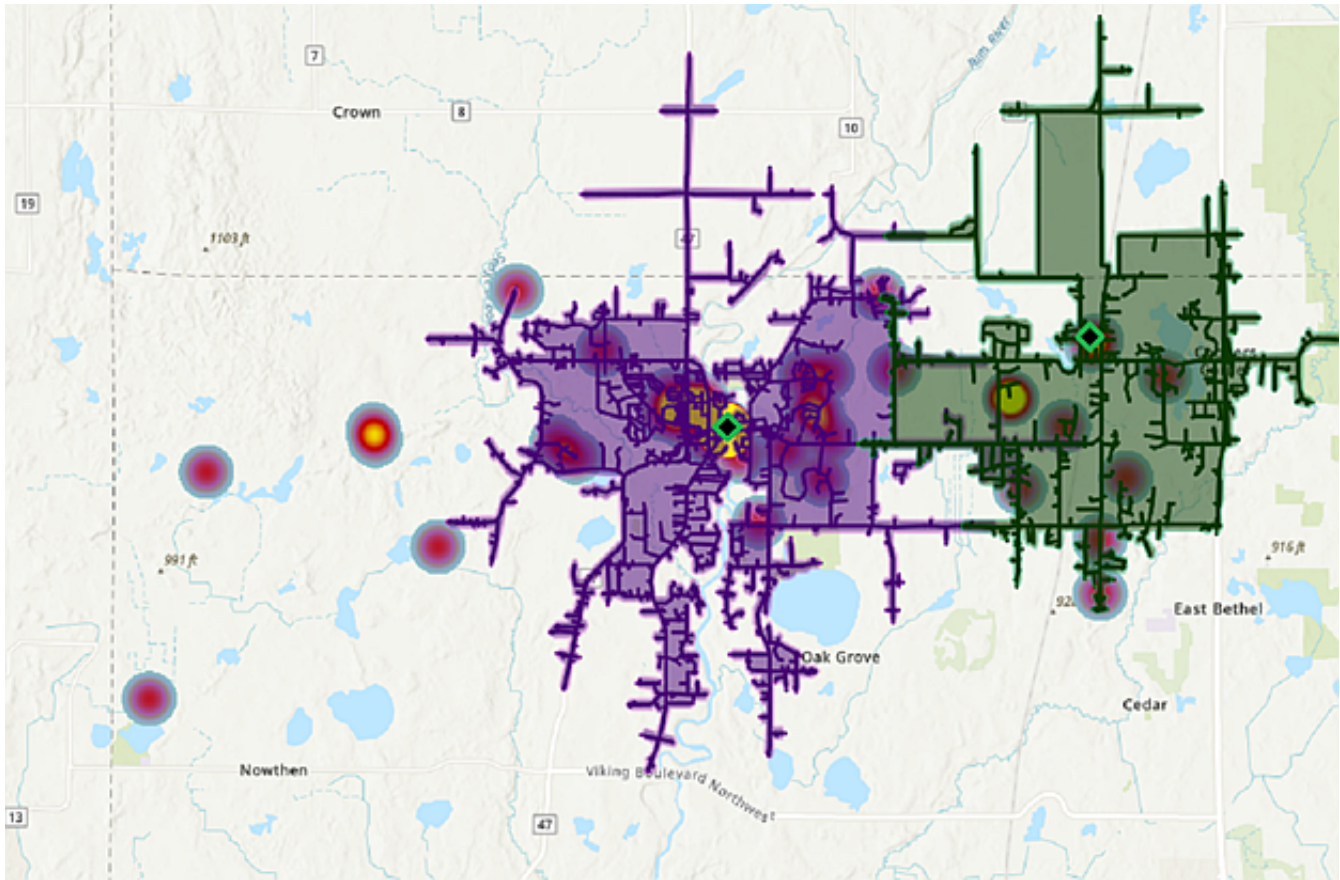
St Francis Incidents 2023 and Heat Map



St Francis Incidents 2023, Heat Map and 6 Minute Travel Time



**Combined Structure Fires 2018–2023, Heat Map and
6 Minute Travel Time**



APPENDIX B

COMMUNITY SURVEY

Responses Overview Active

Responses

149

Average Time

06:20

Duration

371 Days

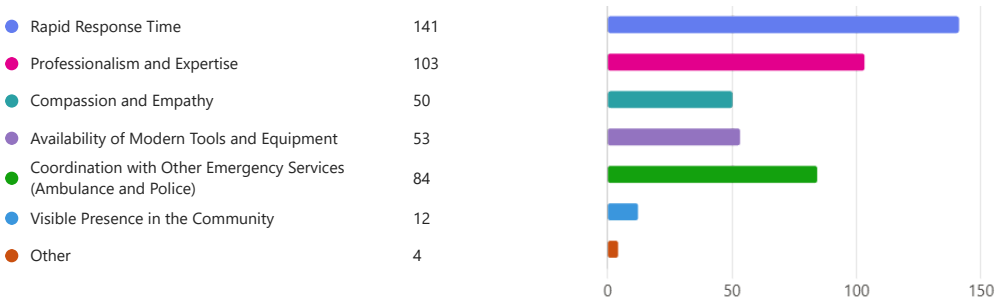
1. What area of the Community do you live in?



2. How do you feel about the proposed merger of the St. Francis and Bethel fire departments?



3. When calling 911 for a fire or medical emergency, what characteristics do you expect from the fire department? Please select up to three key characteristics



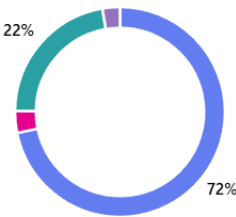
4. How important is response time to you when utilizing 911 services for a fire or medical emergency?

Very Important	142
Moderately Important	4
Important	3
Not Important	0



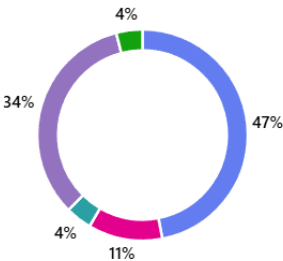
5. Should the way we decide how much money each city pays for fire protection be simple and easy to understand? For example, using a formula based on how many people live in each city to figure out how much each one should pay?

Yes	107
No	5
Undecided	33
Not Important	4



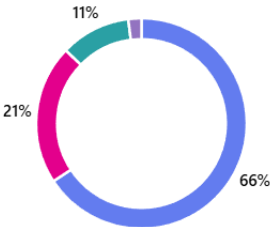
6. How important is it to you that **each** city continues to maintain an operational fire station?

Very Important	70
Important	17
Undecided	6
Only if it proves to be more efficient or effective at providing services	50
Not Important	6



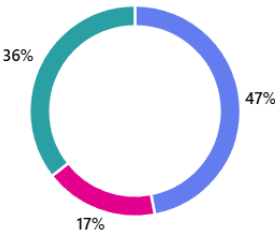
7. If you or a member of your family was experiencing a life threatening medical emergency or you experience a fire in your home, business, or property; how quickly should the fire department to arrive? (NFPA Standard Recommends 4 minutes)

5 minutes or less	98
6 to 8 minutes	32
9 to 10 minutes	16
11 to 13 minutes	3
Greater than 13 minutes	0



8. If it were necessary to otherwise improve the fire or emergency medical service delivery system to meet your expectations, would you be willing to pay more in taxes?

Yes	70
No	26
Maybe	53



9. How much would you be willing to invest annually (per year) to ensure adequate fire protection and safety for our communities, knowing that this contribution could significantly enhance emergency response and provide long-term benefits for everyone?

During Fiscal Year 2023, the average annual cost of Fire and EMS services for both communities is:

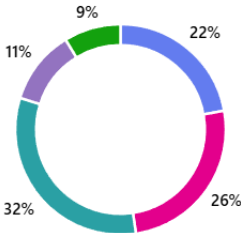
Bethel

- 2023 Fire Department Cost = \$36,052
- 2023 Cost Per Person (484)= \$74
- 2023 Cost Per Household (190) = \$189

St. Francis

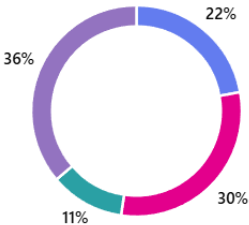
- 2023 Fire Department Cost = \$483,800
- 2023 Cost Per Person (8585) = \$56
- 2023 Cost Per Household (3041) = \$159

\$0 - \$25, Minor improvement/status quo in Fire and EMS services delivered	33
\$26 - \$50, Small improvement in Fire and EMS services delivered	38
\$51 - \$100, Significant improvement in Fire and EMS services delivered	48
\$101 - \$200, Major improvement in Fire and EMS services delivered	17
Other	13

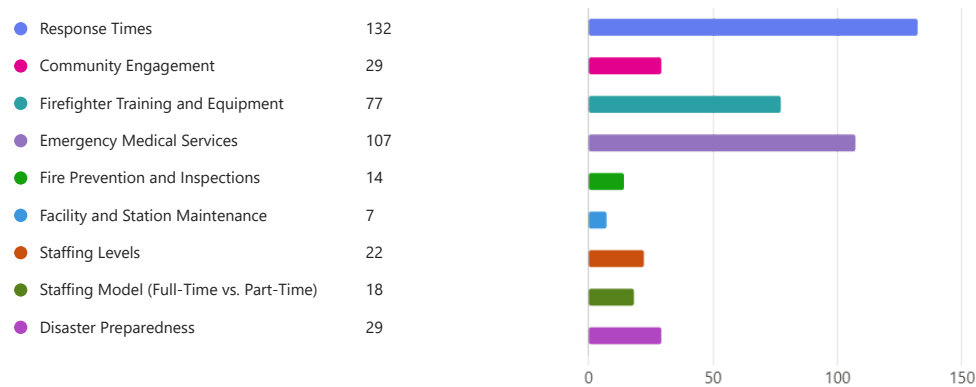


10. What would be the best way to advise you of the progress of the current project?

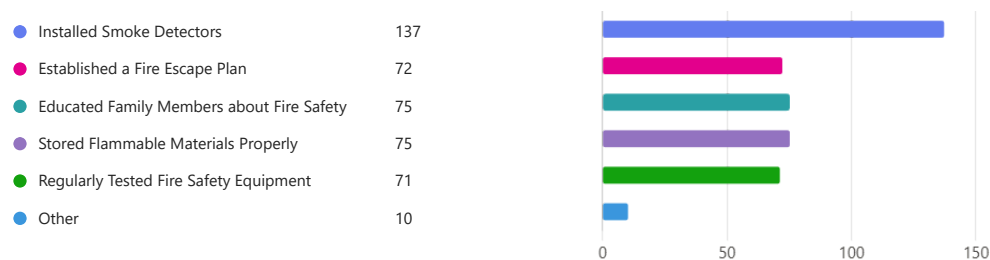
Text	33
Website Post	45
Public Forum	17
Newsletter	54



11. What aspects of the fire department's services do you value most? Choose up to 3



12. What measures have you taken to enhance fire safety in your home? (Select all that apply)



13. In the past five years, has the fire department rendered aid to you?



14. If the two Fire department's merge permanently, should the Fire Departments be renamed or stay the same?



APPENDIX C

DRAFT JPA

JOINT POWERS AGREEMENT TO PROVIDE FIRE SERVICES

THIS AGREEMENT (the “Agreement”) is initially made and entered into this ____ day of _____, 20____ by and between the City of St. Francis, a municipal corporation under the laws of the State of Minnesota (“St. Francis”), and the City of Bethel, a municipal corporation under the laws of the State of Minnesota (“Bethel”); (collectively hereinafter referred to as the “Parties”).

WHEREAS, the Parties hereto are each authorized by Minnesota Statutes, Section 412.221, Subdivision 17, to provide fire protection services to their residents; and

WHEREAS, the Parties have determined that it is mutually beneficial for them to join together to improve the efficiency and effectiveness of fire and emergency services to the public within the geographic service area of the Parties, and specifically, the joint fire District to be created hereby will cooperatively address the Parties’ long-term needs for those fire services as defined herein below or as otherwise authorized by this Agreement; and

WHEREAS, the Parties have previously participated in mutual aid agreements that were successful in encouraging cooperation among the group, but said mutual aid agreements did not provide sufficient legal authority for the group to meet upcoming needs and desires; and

WHEREAS, St. Francis and Bethel respectively own firefighting/rescue equipment listed in Exhibit A, which is attached hereto and incorporated herein by reference; and

WHEREAS, St. Francis owns a fire station located at 3750 Bridge Street NW, St. Francis, MN (the “St. Francis Fire Station”), as well as the real property upon which the St. Francis Fire Station sits; and

WHEREAS, Bethel owns a fire station located at 139 Broadway Street NW, Bethel (the “Bethel Fire Station”), as well as the real property upon which the Bethel Fire Station sits; and

WHEREAS, St. Francis presently operates the St. Francis Fire Department with a staff of a fire chief, other fire officers and paid on call firefighters; and

WHEREAS, Bethel presently owns the Bethel Fire Department with a fire station and apparatus

WHEREAS, the creation of a joint power's agreement will meet the legal needs for the Parties to accomplish the purposes as set forth herein, including but not limited to interaction with the area fire services, Anoka County Sheriff’s Office and other private and public entities; and

WHEREAS, the Parties have determined that they are jointly able to provide better and more efficient fire services than individually, and that their powers under Minnesota Statutes may best be exercised jointly; and

WHEREAS, the Parties hereto desire to reach an agreement for joint administration, operation, ownership, and control of a joint fire District for the purposes contained herein; and

WHEREAS, Minnesota Statutes, Section 471.59 authorizes the Parties by agreement of their governing bodies to jointly exercise any power common to them.

NOW THEREFORE, in consideration of the mutual promises and benefits that each Party shall derive from this Agreement, and other good and valuable consideration, the Parties agree as follows:

ARTICLE I
NAME OF ORGANIZATION

The Parties do hereby establish a joint fire District to be called “TBD” (hereinafter the “District”).

ARTICLE II
DEFINITIONS OF TERMS

For purposes of this Agreement, the terms in this Section shall have the meanings given them.

- A. “Fire Chief” means the individual selected by the Joint Powers Fire Board to act as administrator of the District and with the powers specified in this Agreement or as otherwise established by the Board.
- B. “Joint Powers Fire Board” or “Board” means the governing joint powers board established under this Agreement pursuant to Minnesota Statutes, Section 471.59 to operate and manage the District.
- C. “Board Member” means a member of the Joint Powers Fire Board appointed and serving pursuant to this Agreement.
- D. “City Council” means the governing body of the Governmental Unit that is a Party to this Agreement.
- E. “Governmental Unit” means a City or other entity as defined by Minnesota Statutes, Section 471.59, subd. 1.
- F. “Original Parties” means the City of St. Francis and the City of Bethel as the Governmental Units that have approved this Agreement at a duly noticed meeting of their City Councils and authorized and directed their respective authorized representatives to execute this Agreement thereby creating the District.
- G. “Later Party” means a Governmental Unit that subsequently approves this Agreement, or such other amended Agreement as required by the Board and authorized by the Original

Parties, at a duly noticed meeting of its governing body. and authorized and directed representatives thereof to execute the same thereby becoming Party to the Agreement at some time after the District was created by the Original Parties.

- H. “Party” means a Governmental Unit, which enters into this Agreement or such other amended Agreement as required by the Board and authorized by the Original Parties. Parties means more than one Governmental Unit to this Agreement.

- I. “Fire Services” means those services provided by the District, including but not limited to the following: fire code enforcement, fire suppression, fire protection, fire prevention, fire-fighting and emergency equipment, fire records data systems, fire-fighter and EMS training, fire investigation, fire and life safety public education, ALS/BLS ambulance, first responder rescue, hazardous materials response, emergency medical services (EMS), technical rescue and other fire and emergency related duties and functions customarily desired of a Fire District or as otherwise directed by the Board for the Parties within the fire services areas established herein.

- J. “Day” means a calendar day.

**ARTICLE III
MEMBERSHIP**

Any other Governmental Unit adjacent to any of the Original Parties may become a Later Party to this Agreement or such other amended Agreement as required by the Board and authorized by the Original Parties upon consent of the Parties to this Agreement and in accordance with the process provided herein below.

**ARTICLE IV
PURPOSE**

The general purpose of this Agreement is to create a joint powers organization governed by a joint powers board pursuant to Minnesota Statutes, Section 471.59, which shall provide Fire Services for the Parties within the fire services areas established herein.

**ARTICLE V
EFFECTIVE DATE, FIRE SERVICES COMMENCEMENT DATE, AND TERM**

The effective date of this Agreement (the “Effective Date”) shall be the date of the first meeting of the Board, which shall be 1 s r ___ day, ___ November ___ 2026__, except that Fire Services by the District shall not commence until 1 s t ___ day, January_____, 2027 (the “Fire Services Commencement Date”). The period from the Effective Date (_____, 20__) until the Fire Services Commencement Date (December 31_____, 2026__) shall serve as a transition period for the Board to, among other matters set up its organizational structure, adopt policies and procedures, and ensure any other appropriate administrative items are established or implemented. The above timeframe shall apply notwithstanding the dates of approval and execution of this Agreement by the Original Parties. This Agreement shall continue in full force and effect until it is terminated in a manner provided herein. Except as provided herein, the Fire Services Commencement Date is the date that

provisions of this Agreement shall be implemented in full transferring all Fire Services operations to the District, provided however, that the Original Parties hereto have adopted a resolution approving this Agreement and authorizing its execution, and the Agreement has been fully executed by the authorized representatives of the Original Parties.

ARTICLE VI ORGANIZATION AND GOVERNANCE

A Joint Powers Fire Board (hereinafter referred to as the "Board") is hereby created for the governance of the District and to facilitate the performance of this Agreement throughout its term. Such Board shall have the powers specifically given herein and shall have the power to make recommendations to the Parties to improve cooperation and efficiency in carrying out the intent of this Agreement and to make recommendations for amendments and supplements to this Agreement.

Subdivision 1. The Board shall consist of five members:

- a. Two members of the Board shall be appointed by the city council of each Original Party from its city council membership to serve on the Board until replaced by the respective city council of that Original Party. In order to stagger the term ending dates, in the first year of this Agreement, one member of each Original Party's city council shall be appointed to a one (1) year term; and one member of each city council shall be appointed to a two (2) year term. Thereafter, Board Member terms shall be two (2) years in duration, except that the term must coincide with the Board Member's term on the respective city council. The City Administrators of the Original Parties shall serve as ex-officio, non-voting members of the Board. Board members appointed under this clause a. must reside within the area served by the District. No employee, former employee or immediate relative of a current or former employee, full or part-time, of the District shall serve as a member of the Board.
- b. There shall also be One (1) At Large Board Member selected as follows:
 - i. The term for the At Large Board Member shall be two (2) years, except that the At Large Board Member may serve successive terms if reappointed by the Board.
 - ii. The At Large Board Member shall be one who is not a resident of, or employed by, any city that is a Party to this Agreement.
 - iii. The At Large Board Member shall not reside in the primary fire service area of the District.
 - iv. Applications to be the At Large Board Member will be requested by the Board at least one month prior to the end of the term of the current At Large Board Member. The current At Large Board Member may re-apply to serve successive terms on the Board. Advertisements for applications to be the At Large Board Member shall be made by the Board in the manner prescribed by the Board.
 - v. From the applications received, the Board shall compile a list of applicants to interview, which list shall not exceed five individuals. Interviews shall be thereafter conducted by the Board with the At Large Board Member chosen by a majority vote of the other existing Board Members. The outgoing At Large Board Member may participate and vote on the new At Large Board Member, unless the outgoing

At Large Board Member is seeking to serve a successive term.

- vi. In the event of a tie in the vote of the Board Members such that they do not appoint an At Large Board Member by majority vote, the appointment of the At Large Board Member shall be as follows:
 - i. The two Board Members from each respective Original Party city will appoint one other individual who is not an elected official of either city, an appointed member of any commission or employed by either City.
 - ii. The selection of these two additional individuals shall occur within 15 days of the Board's vote on the matter, which resulted in a tie vote.
 - iii. The two individuals so appointed shall thereafter be charged with selecting the At Large Board Member from the list of finalists interviewed by the Board.
 - iv. The selection process by the additional two individuals shall occur within 30 days following the date the second individual was selected.
 - v. The individual At Large Board Member applicant selected by this process will be appointed as the At Large Board Member without further action by the Board and shall commence duties as the At Large Board Member at the next duly noticed meeting of the Board.
- vii. In the event that the two selected individuals are unable or unwilling to agree on the appointment of the At Large Board Member pursuant to the above process within the time specified herein, the Board shall, within 10 days thereof, make a written request to the Chief Judge of the District Court that the Chief Judge appoint the At Large Board Member from the list of finalists interviewed.

Subdivision 2. Board Members must attend a minimum of 75% of the Board meetings. Failure to maintain this attendance requirement will require the appropriate City Council to make another appointment to the Board or another appointment of the At Large Board Member in accordance with the above process. If desired by the appropriate City Council, the same individual may be reappointed, and the At Large Board Member may serve successive terms as provided herein above.

Subdivision 3. Board Members shall be compensated in a fixed amount determined during the annual budgeting process

Subdivision 4. Each Board Member may serve a maximum of three terms with the ability to be appointed to a fourth term with a 75% majority vote of current Board Members.

ARTICLE VII

EXECUTION OF AGREEMENT, MEETINGS, AND ELECTION OF OFFICERS

Subdivision 1. Each Party shall execute this Agreement through its proper officials by authority conferred by the respective City Council following a duly noticed meeting thereof. The City Administrator of each Party shall file an executed copy of this Agreement and a certified copy of the respective City Council authorization with each of the other Parties.

Subdivision 2. The Board shall hold regular meetings at least once in each month for the first year of its existence with the time and place of the regular meetings of the Board to be determined by the Board. After the first year, the Board will meet at least quarterly in each calendar year as determined by the Board. The Board shall establish a list of regular meeting dates and times each year for approval at the first meeting of the Board each calendar year. The purpose of the regular meetings of the Board shall be to approve expenditures, review services and exercise the powers and duties enumerated in this Agreement. Each Board Member shall have one vote. Proxy voting by Board Members is not permitted. Special meetings shall be held at the call of any Board member, the Fire Chief, or the Board's designated administrative representative, upon three days' notice to all Board Members, except in the case of an emergency meeting, which shall be noticed as provided in applicable law. All meetings of the Board are subject to the notice requirements contained in the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D. A quorum for the purposes of conducting Board business at a noticed meeting shall consist of one Board Member from each Original Party and any one other Board Member. Procedures of the Board shall be governed by Robert's Rules of Order, and the Board may adopt other rules of procedure and bylaws not inconsistent with this Agreement or applicable law.

Subdivision 3. The officers of the Board shall consist of a Chairperson, Vice-Chairperson, and Secretary chosen by the Board Members. The Chairperson shall act as the presiding officer at all Board meetings and the Vice-Chair shall act in the absence of the Chairperson. During the first year covered by this Agreement, the positions of Chairperson and Vice-Chairperson shall be held by Board Members representing each of the Original Parties. Said officers shall alternate between representatives of each city in each succeeding year.

Subdivision 4. For the first year of this Agreement the position of Chairperson shall be held by one of the Board Members appointed by the City of St. Francis and the position of Vice-Chairperson shall be held by one of the Board Members appointed by the City of Bethel.

Subdivision 5. There shall be a joint meeting of the City Councils of the Original Parties to this Agreement held once per year for the remainder of this Agreement.

ARTICLE VIII **POWERS AND DUTIES OF THE BOARD**

Subdivision 1. The powers and duties of the Board shall include the powers set forth in this Section and all incidental powers reasonably necessary to carry out the purposes of this Agreement.

Subdivision 2. The Board shall have, and is hereby given, all powers, duties and functions enumerated in this Agreement and provided by law, and all such further powers necessary to carry

out the intent and purposes of the District as set out in this Agreement, including but not limited to, all the following:

- a. To direct the administration of the affairs of the District;
- b. To make recommendations to the governing bodies of the Parties relating to the District;
- c. To submit a proposed annual District budget to the governing body of each Party before June 30 in each year;
- d. To approve an administrative/organization structure;
- e. To establish and execute operating and capital improvement budgets;
- f. To receive and disburse funds, purchase and sell equipment, and fund all operations of the District;
- g. To enter into fire service contracts and mutual aid agreements with neighboring governmental units as necessary to carry out the functions and operations of the District;
- h. To comply with all public laws applicable to the Parties individually, including but not limited to, the Minnesota Open Meeting Law, Minnesota Government Data Practices Act, and the Minnesota Uniform Municipal Contracting Law;
- i. To contract with consultants, including but not limited to, accountants, auditors, fiscal agents, engineers, architects, and legal counsel or other services professionals as it determines is necessary and convenient;
- j. To manage, own, lease and operate equipment, vehicles and facilities and buildings;
- k. To perform those functions necessary for protection of the public as authorized by law;
- l. To allocate costs to service recipients and make all operational and Fire Services decisions;
- m. To approve policies and procedures and safety regulations for operations and Fire Services;
- n. To insure and indemnify the District, the Parties, the Board and employees;
- o. To cause reports, plans, studies, and recommendations to be prepared;
- p. To consider applications from additional local units of government for membership in the District and to become a Party to this Agreement or such other amended Agreement as required by the Board and authorized by the Original Parties;
- q. To adopt bylaws, rules, employee policies, guidelines, and regulations for employees and the operation of the District and its vehicles, equipment, facilities and buildings;
- r. To annually establish and update a capital improvement program/finance plan (including an equipment replacement schedule of not less than ten (10) years' duration);
- s. To purchase or lease land and fire trucks/fire apparatus, and to cause the construction of buildings to implement the purposes of the District, except that any purchase or lease of land, fire trucks/fire apparatus having a cumulative cost in excess \$50,000, or construction or major renovations with a cumulative cost in excess of \$50,000 of a building or facility must be approved by all of the Parties respective governing bodies. The authority herein shall be subject to the terms and conditions of any leases for buildings, equipment or fire vehicles/apparatus between the District and the Original Parties;

- t. To lease or purchase equipment (including capital equipment) and supplies necessary for the proper operation, care, maintenance, and preservation of the District. The authority herein shall be subject to the terms and conditions of an leases for buildings, equipment or fire vehicles/apparatus between the District and the Original Parties;
- u. To incur debt, as allowed by law, and approve financial obligations of the District, subject to prior approval thereof by all of the Parties respective governing bodies;
- v. To acquire, operate, maintain, replace, and dispose of District vehicles, equipment, and supplies as may be deemed expedient in carrying out the purposes of this Agreement and providing Fire Services. The authority herein shall be subject to the terms and conditions of an leases for buildings, equipment or fire vehicles/apparatus between the District and the Original Parties;
- w. To provide a firefighters' pension benefit through the voluntary statewide volunteer firefighter retirement fund under Minnesota Statutes, Chapter 353G for eligible employees of the District and to make such contributions to the fund as required by law;
- x. To exercise such other powers of the District as are necessary to carryout, and that are consistent with, the purposes of this Agreement and applicable law;
- y. To establish qualifications and duties for the position of Fire Chief and all other District employees in consultation with the Fire Chief;
- z. To provide office space, equipment and supplies necessary to accomplish the duties and responsibilities of Fire Services and emergency management within the boundaries of the Parties;
- aa. To enforce the ordinances of the Parties and laws of the State of Minnesota and to provide for emergency management within the boundaries of the Parties;
- bb. To make a financial accounting and report to the Parties at least quarterly each year;
- cc. To make available to the Parties all of its books, reports, and records for examination by the Parties at all reasonable times;
- dd. To accumulate reasonable reserve funds for the purposes as herein provided and to invest funds not currently needed for its operations in a manner consistent with the laws of the state of Minnesota applicable to the respective Parties;
- ee. To collect monies from Parties subject to this Agreement and manage and account for the same;
- ff. To recommend changes in this Agreement to the Parties, which shall be effective only upon Agreement of all the governing bodies of the Parties;
- gg. To exercise general supervision over Fire Services and emergency management for the Parties;
- ii. To obtain property, workers compensation, errors and omissions, and other liability insurance policies on behalf of itself and all Parties consistent with Minnesota law and sufficient to cover claims arising from the operation of the District, its vehicles and equipment, and the actions of the Board Members and all employees within the scope of their employment; and
- jj. To be responsible for the management of all funds designated in the annual operating budget for the District and the funds designated as contingency funds.

ARTICLE IX FINANCIAL MATTERS

Subdivision 1. Except as otherwise provided herein, District funds may be expended by the Board in accordance with procedures established by law for the expenditure of funds by Minnesota cities. Orders, checks and drafts shall be signed by at least two authorized persons, who shall be designated by resolution of the Board. Other legal instruments of the Board shall be executed by the Chairperson and the Secretary as designated by the Board.

Subdivision 2. As Original Parties, the City of St. Francis shall contribute and the City of Bethel shall contribute \$_____ to a fire fund managed by the Board (the “fire fund”) for payment of the cost of Fire Services in the budget year of 20__.

Subdivision 3. Beginning in 20__, the percentage of contribution of each Party to the fire fund for purposes of funding the annual District budget for Fire Services shall be based on percentage funding formula contained in Exhibit B. The percentage of contribution may be revised only if all Parties agree to said changes, but such percentage of contribution shall be reviewed each year in setting the annual budget and shall be adjusted based on the most current population numbers for the Parties from the State Demographer.

Subdivision 4. The District shall follow all current MN State Statutes applicable to the purchasing process including, but not limited to, the ability to purchase items from various joint purchasing agreements. The Cities may issue bonds to provide funding for Capital items

ARTICLE X BUDGET AND JOINT FIRE FUND

Subdivision 1. Prior to June 30 in each year, the governing body of each Party shall act to approve or disapprove the District budget submitted by the Board for the next calendar year. If either of the two governing bodies of the Original Parties do not approve the Board’s recommended budget, then the Parties shall forthwith convene a meeting of the two city councils to consider the matter. Until the new budget is approved by both Original Parties, continuing District expenditures shall be in accord with the last approved budget plus 5%.

Subdivision 2. On the first business day of January, April, July, and October of each year, each Party shall pay to a joint fire fund an amount equal to one quarter of that Party’s share of the annual District budget. The fund shall be administered by the Board or by the Fiscal Agent as designated by the Board. Funds paid therefrom shall be approved by the Board as provided in this Agreement.

Subdivision 3. Interest accruing to the fire fund shall become part of the fire fund and be used towards the District annual budget. Funds on hand at year end shall be reserved and separately accounted for and dedicated for future fire equipment and capital replacement or purchases.

Subdivision 4. The Board shall prepare and submit to the City Administrator/Mayor of each Party a written quarterly financial report of the Board’s revenues and expenditures for the prior quarter and current fiscal year.

Subdivision 5. Fees and payments from all fire contracts and other services rendered shall be deposited into the fire fund upon receipt. Fees and payments for fire contracts and other services rendered shall be estimated for the following budget year before the annual assessment for each governmental unit is computed.

Subdivision 6. Annual Audit. The Board shall cause to be made an annual, independent, financial audit of the books and records of the District, consistent with the requirements of the State Auditor and in accordance with Generally Accepted Accounting Principles (GAAP), and shall submit such annual audit report to the Parties within four (4) months after the end of each fiscal year (January 1-December 31). The audit shall be conducted by a qualified, independent CPA firm and shall include a review of the District internal and financial control environment as required by current professional auditing standards.

Subdivision 7. Annual Report. The Board will submit an annual fire District/fire services report by July 1 to the governing bodies of the Parties. The report shall include, at minimum, the following:

- a. Budget and actual for the current year of all revenues and expenditures for all operations;
- b. Budget projections for the following 2 years;
- c. Income statement and balance sheet for the current year and the previous 2 years;
- d. Description of fire services provided;
- e. Description of present vehicles and facilities and potential needs;
- f. Fire calls by type;
- g. Response times;
- h. Organization chart;
- i. List of employees and number of employees;
- j. Number of firefighters responding;
- k. Summary of Insurance Services Organization (ISO) scoring and rating; and
- l. Such other information as deemed necessary or relevant to District operations.

Subdivision 8. Fiscal Agent. The City of St. Francis shall be designated as the Fiscal Agent (the "Fiscal Agent") to provide budgeting, recordkeeping, and accounting services necessary or convenient for the operations of the District. The Fiscal Agent shall provide services including, but not limited to, the following:

- a. Management of all District funds, including Party contributions and grant monies;
- b. Assist in preparation of budgets and audits; and
- c. Keep and maintain all financial records.

Subdivision 9. It is agreed that continuity of fire protection services constitutes a top priority for the allocation of the Cities' financial resources. In the event of any annual revenue shortfall in one or more of the Cities, it is agreed that the District operating budget may be reduced on the same basis as budgets for other services involved in exercise of the safety services of the Cities; provided that (i) the District's basic financial needs will be met by the Cities and (ii) the application of any operating budget reductions will be determined by the District

ARTICLE XI

ORIGINAL PARTY INVENTORY OF EXISTING REAL PROPERTY, EQUIPMENT AND PERSONAL PROPERTY

Subdivision 1. Any real property, equipment, fire apparatus, fire vehicles, or other items

of personal property purchased or in the possession of a Party prior to the Fire Services Commencement Date, shall be donated to the district. An inventory of the property owned by each Party is attached hereto and incorporated herein by reference as Exhibit A.

Subdivision 2. After the Fire Services Commencement Date, all equipment or capital items purchased by the Board with fire funds designated for the District shall be the property of the District.

Subdivision 3. On the Fire Services Commencement Date, the equipment, fire apparatus/vehicles, personal property and other items listed in Exhibit A shall be donated to the District for use in District operations. Termination or withdrawal shall be as otherwise provided in this Agreement with respect to division/disposition of assets.

ARTICLE XII OWNERSHIP OF JOINT EQUIPMENT

The Original Parties shall acquire an undivided interest in any equipment jointly purchased by the Board after the Fire Services Commencement Date in proportion to the amount that each Party has contributed to the cost. A master District inventory of all newly purchased items will be maintained by the District. The inventory will indicate a description of the item, identification or serial numbers, fire District inventory number, the year of purchase, and the total cost of the item. When jointly purchased equipment is traded or sold, the trade-in value or sale price will be credited back to the fire fund for use in equipment purchases. In case of dissolution, the division of assets shall be as provided in this Agreement. Title to equipment and vehicles purchased by the District with fire funds shall be held by the District.

ARTICLE XIII REAL ESTATE (LAND AND BUILDINGS)

Subdivision 1. St. Francis owns a fire station and land upon which it sits located at 3750 Bridge Street NW, St. Francis (the “St. Francis Fire Station”), which prior to the establishment of the District was used by the City of St. Francis Fire Department.

Subdivision 2. Bethel owns a fire station and land upon which it sits located at 139 Broadway Street NW, Bethel (the “Bethel Fire Station”), which prior to the establishment of the District was used by the City of Bethel Fire Department.

Subdivision 3. St. Francis shall donate the use of the St. Francis Fire Station and the real property upon which it is located (the “St. Francis Station”) to the District, effective as of the Fire Services Commencement Date, for the purpose of supporting the operations and services of the District. The District shall be responsible for the financial costs and management of any maintenance, alterations, or improvements

Subdivision 4. Bethel shall donate the use of the Bethel Fire Station and the real property upon which it is located (the “Bethel Station”) to the District, effective as of the Fire Services Commencement Date, for the purpose of supporting the operations and services of the District. The District shall be responsible for the financial costs and management of any maintenance, alterations, or improvements to the Bethel Station

Subdivision 5. All new joint buildings and land may be owned and to the extent permitted by law, financed by the District, unless the Parties determine otherwise. The cost of new or

upgraded facilities must be approved by all the Parties to this Agreement. The District shall be responsible for managing and overseeing the construction of any new joint buildings, including compliance with the requirements of the Uniform Municipal Contracting Law for competitive bidding, as applicable.

ARTICLE XIV USE OF EQUIPMENT

Subdivision 1. District equipment shall be used as follows:

- a. Within the jurisdiction of the Parties.
- b. In areas adjacent to the jurisdiction of the Parties where a fire may spread into them.
- c. In areas served by a Fire Services contract between the /District and another governmental unit.
- d. To assist neighboring fire Districts as may be agreed upon a reciprocal agreement mutual aid agreement between the District and another governmental unit.
- e. To assist with an emergency to areas outside the Parties jurisdictions of Fire Services contract areas pursuant to Minnesota Statutes, Chapter 12 or when, in the opinion of the Fire Chief, or his or her designated representative, such assistance is necessary for the immediate public safety or for humanitarian reasons. Such assistance must be requested by the governmental body affected or by the fire District of the affected governmental unit.

ARTICLE XV TERMINATION, WITHDRAWAL AND DISSOLUTION

Subdivision 1. Termination. This Agreement shall terminate and the District thereby dissolved upon the occurrence of any one of the following events, whichever occurs first:

- a. When the Parties, by written agreement approved by the governing bodies of each Party, or when the Parties constituting a majority of the Parties hereto if the number of Parties is greater than two, agree to dissolve the District and terminate this Agreement. A termination of this Agreement under this mechanism shall not be effective for at least 60 months from its approval by the Parties, unless an earlier termination date is approved by the Parties.
- b. In the event there are only two Parties to this Agreement, when one Party files a written notice of withdrawal with the other Party. A termination of this Agreement under this mechanism shall not be effective for at least 60 months from the date of notice from the withdrawing Party, unless an earlier termination date is approved by the Parties.
- c. When necessitated by the operation of law or as a result of a decision by a court of competent jurisdiction.
- d. When necessitated based upon the failure to obtain the necessary funding from the Parties or grant funding from the State of Minnesota and/or the United States federal government.

Subdivision 2. Effect of Termination/Dissolution of District. Upon termination of this Agreement, the District shall be dissolved, and the Board shall provide for the distribution of all of the District's funds and assets in the following manner:

- a. The Board may decide to sell and liquidate all non-monetary District assets prior to distribution that are not otherwise owned by a Party individually. Upon dissolution, the Parties will have 120 days to agree upon a division of the assets of the District among themselves. The remaining property jointly acquired by the District shall be sold for a reasonable price on competitive bids and the proceeds divided among the owners in

proportion to their contribution to the purchase. The Parties may be bidders at any such sale.

- b. Any and all personal property used by the District and owned by a Party shall be returned to that Party upon dissolution.
- c. Any remaining funds and assets shall be divided and distributed to the Parties in proportion to the percentage of annual contribution of funds by the Party to the District at the time of dissolution.

Subdivision 3. Termination shall not act to discharge any liability incurred by the District or the Parties during the term of this Agreement. Such liability shall continue until discharged by law, this Agreement or any other agreement.

Subdivision 4. If the Parties do not agree on the fair market value of a non-liquid asset, the District may submit the item to a professional appraiser, whose written opinion of the fair market value shall be conclusive.

Subdivision 5. Withdrawal of a Party. A Party may withdraw from this Agreement by providing at least sixty 60 months prior written notice of its intent to withdraw to the other Parties. Withdrawal shall not act to discharge any liability incurred by the Party prior to withdrawal. Such liability shall continue until discharged by law or agreement of the remaining Parties. If a Party withdraws from the District, and the remaining Parties decide to continue the operations of the District under the terms of this Agreement, including any amendment(s) thereto to change the allocation formula, the withdrawing Party shall be entitled to distribution under this and the remaining Parties shall pay the withdrawing Party for its interest in the District's assets and funds in proportion to the percentage of annual contribution of funds by the Party to the District at the time of withdrawal. If the Parties do not agree on the fair market value of a non-liquid asset, the District may submit the item to a professional appraiser, whose written opinion of the fair market value shall be conclusive. The distribution to the withdrawing Party shall be reduced by the amount of unfunded liabilities or unpaid expenses as of the end of said fiscal year, unless the withdrawing Party assumes responsibility to pay such unfunded liabilities or unpaid expenses. If the withdrawing Party wishes to sell its share, the remaining Party or Parties shall have the right to purchase said share at its current value before it is offered to any other potential purchaser and in any case shall have a right of first refusal at a price equal to that offered by the selling Party by any third party.

Subdivision 6. Any party desiring to withdraw from the district shall pay all legal fees for the withdrawing party and the District. A legal fee escrow amount of \$10,000 shall be paid by the withdrawing party at the start of the withdrawal process. These funds shall be held by the fiscal agent and identified as such.

Subdivision 7. Withdrawals may be accomplished by the Party filing notice with the Secretary of the Board.

Subdivision 8. Term and Renewability. This contract shall replace all previous fire protection service contracts between the respective Cities. The term of this contract shall be for ten (10) years from _____ to _____. The contract shall be effective upon execution and shall be automatically renewed for successive 10-year periods on the same terms and conditions

contained herein unless either party gives a six-month written notice to terminate this contract or renegotiate any portion thereof within the last year of any 10-year increment of this contract. In the event the term of this contract expires prior to the execution of a subsequent contract and during the time in which negotiations between the parties are proceeding there shall be a 90-day grace period commencing on the date of such expiration during which this contract shall continue in full force and effect.

ARTICLE XVI

EMPLOYEES AND OTHER DUTIES, OBLIGATIONS AND AUTHORITY

Subdivision 1. The Board shall ensure the continuance of a strong District and fire service.

Subdivision 2. On the Fire Services Commencement Date, all employees of the City of St. Francis Fire Department as of _____, 20 shall become employees of the District, except for employees that either stated that they are voluntarily resigning from employment with the City of St. Francis Fire Department on such date or do not take the normal and reasonable steps to effectuate their employment with the District as specified by the Board.

The Board shall act on or after the Effective Date, but prior to the Fire Services Commencement Date, to effectuate appointment of said employees to the District in order that the same are employees of the District upon the Fire Services Commencement Date. The District shall be solely responsible for all aspects of appointing individuals upon the Effective Date and for all aspects related to employment of such individuals upon the Fire Services Commencement Date, including but not limited to compensation, benefits and collective bargaining.

Subdivision 3. Rules, Policies and Procedures. The Board must, in a reasonable time following the Effective Date, but prior to the Fire Services Commencement Date, adopt rules, policies, procedures, bylaws and regulations governing operation, management, District structure, personnel administration and all other like matters related to the District and its employees and operations.

Subdivision 4. It shall be the duty and responsibility of the Fire Chief, unless otherwise designated by the Board, to communicate directly with the respective City Councils of the Parties. If a Party deems it necessary to receive direction on any matter, the Fire Chief, unless otherwise designated by the Board, shall attend, or direct a District employee to attend, one City Council meeting per quarter.

Subdivision 5. The District shall enforce and shall be provided authority to enforce state and federal laws and the ordinances of the Parties to this Agreement in the provision of the Fire Services through proper action of the City Council of said Parties, as applicable.

Subdivision 6. The Board shall manage the District and Fire Services contemplated by this Agreement for the District. Upon the Fire Services Commencement Date, the Board shall assume and be responsible for workers' compensation, P.E.R.A., withholding tax, insurance, fringe benefits, social security and all other employer obligations for District employees as may be applicable. The City of Bethel and the City of St. Francis each waive their respective rights to make a claim against the other or District arising out of workers compensation issues involving District employees upon the Fire Services Commencement Date.

Subdivision 7. The method of operation shall be determined by the District including, but not limited to, (i) apparatus response appropriate to each type of incident or condition; (ii) emergency or routine response; (iii) manning strength per station; (iv) location of apparatus; (v) fire dispatching procedures and protocols; (vi) membership in various fire-related associations; (vii) fire fighter training procedures; and (viii) all other activities usually associated with a Fire District.

Subdivision 8. The District shall enter into an employment agreement with the City of St. Francis. Additional TBD.

ARTICLE XVII
ALLOCATION OF RESOURCES

The Parties recognize that occasions will arise on which demand for fire services outlined in this Agreement will exceed the resources available for provision of such fire services. In such circumstances, the District shall use its best judgment to prioritize the delivery of fire services. The District shall have complete discretion in prioritizing the delivery of fire services pursuant to this Agreement.

ARTICLE XVIII
LIABILITY AND INDEMNIFICATION

Subdivision 1. The District is a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The District shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to all of the protections of Minnesota Statutes, Chapter 466.

Subdivision 2. The District shall hold harmless, defend and indemnify the Parties, and their officers, employees, agents, and volunteers, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of the acts or omissions of the District in carrying out the terms of this Agreement. The District's duty to indemnify will be limited to its applicable insurance coverage and does not constitute, or shall be construed as, a waiver by either the District or any or all Parties of any exemptions, immunities, or limitations on liability provided by law or of being treated as a single governmental unit as provided in Minnesota Statutes, section 471.59, subdivision 1a. The District's obligation under this section shall survive the termination of this Agreement.

Subdivision 3. Under no circumstances shall a Party be required to pay on behalf of itself and other Parties any amounts more than the limits on liability established in Minnesota Statutes, Chapter 466, applicable to any other Party. The limits of liability for some or all the Parties may not be added together to determine the maximum amount of liability for any Party. Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any Party for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

Subdivision 4. To the fullest extent permitted by law, this Agreement and all actions and activities carried out hereunder are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they, together with the District, shall be deemed a "single

governmental unit” for the purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, subd. 1a, provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of another Party. The Parties to this Agreement are not liable for the acts or omissions of another Party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other Parties. In addition to the foregoing, nothing herein shall be construed to waive or limit any exemption or immunity from, or limitation on, liability available to the Parties, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

Subdivision 5. In the event that it is determined, by Court Order or by agreement of all Parties, that an excess or uninsured liability is the responsibility of all Parties, such excess or uninsured liability shall be borne by the Parties in proportion to their population. This does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith. If a Party has procured or extended insurance coverage pursuant to Minn. Stat. §§ 466.06 or 471.981 more than the limits on governmental liability under section 466.04, subdivision 1, covering participation in this Agreement, the procurement of that insurance constitutes a waiver of the limits of governmental liability for that governmental unit only to the extent that valid and collectable insurance or self-insurance, including, where applicable, proceeds from the Minnesota Guarantee Fund, exceeds those limits and covers that Party’s liability for the claim, if any.

ARTICLE XIX
INSURANCE

Subdivision 1. The District shall obtain and maintain at all times during the term of this Agreement commercial general liability (CGL), directors and officers, public officials errors and omissions, property insurance for contents and mobile and miscellaneous equipment, property, and auto insurance and such other insurance as it or the Parties deem necessary for the District to fully indemnify the District, the Board, and the Parties for actions or omissions of the District, the Board, and the Parties arising out of this Agreement as well as for employees, vehicles, personal property, facilities and buildings, except as otherwise provide in this Agreement.

Subdivision 2. The level of insurance maintained for each identified category provided herein shall include insurance coverage equal to or greater than the maximum municipal liability limit contained in the Minnesota Tort Claims Act, Minnesota Statutes, section 466.04. The CGL policy shall contain a general aggregate limit not less than \$4,000,000 or the maximum municipal liability limit contained in the Minnesota Tort Claims Act, Minnesota Statutes, section 466.04, whichever is greater. Additionally, the Organization shall maintain workers’ compensation coverage for its employees equal to the statutory limits. Each Member shall be named as an additional insured on the Organization’s insurance.

ARTICLE XX
NEW MEMBERS

Subdivision 1. Another governmental unit may be added to this Agreement upon the unanimous approval of all the governing bodies of the Parties and any such amendments to this Agreement as the Parties determine necessary. If approved, the rights and obligations of the new party shall be set forth in a writing amending this Agreement and the new Party shall be fully obligated and bound by the terms of this Agreement as amended. The new party shall pay an

upfront fee in escrow of \$5,000 to cover all reasonable legal fees for developing and executing the new agreement. Any funds remaining in the escrow account after execution of the agreement will be applied to the next annual budget cycle as a credit. If a new party removes itself from the agreement process at any time, the escrow amount expended shall not be refunded. The new Party, based upon a duly adopted resolution of its governing body, shall execute the amended Agreement and file it with the District. A new Party shall not be compensated for any equipment donated to the District. A new Party shall not have an interest in any assets upon withdrawal or dissolution until the new Party has been a member of the District for a period of ten (10) continuous years.

Subdivision 2. A new Party shall donate equipment, vehicles, real property, facilities, or other assets to the District upon joining. All donations shall be transferred by the new Party to the District free and clear of all liens and encumbrances and must be accompanied by all necessary documentation of ownership and transfer, including deeds, titles, or bills of sale. The District shall not provide financial compensation, reimbursement, or credit for any donated assets, and such donations shall become the sole property of the District.

A new Party shall not acquire an interest in the assets of the District upon joining. No ownership rights, equity interest, or right to proceeds upon withdrawal or dissolution shall vest in the new Party unless and until the new Party has remained a member in good standing of the District for a period of ten (10) continuous years following the effective date of its membership.

Subdivision 3. If a new party desires to join the District and the new party has no assets, the Board has the discretion to evaluate the new party and determine required fees/costs to enter into the JPA. Generally, the buy in for a new entity will be three times the annual budget amount as determined by the annual formula with the new entity calculated into the formula. The buy in amount will be deposited into the Capital Fund.

ARTICLE XXI
VOLUNTARY STATEWIDE VOLUNTEER FIREFIGHTER RETIREMENT FUND

Subdivision 1. Both St. Francis and Bethel prior to the Effective Date hereof participated in the voluntary statewide volunteer firefighter retirement fund under Minnesota Statutes, Chapter 353G. The District on the Fire Services Commencement Date shall continue to participate in the same and shall be responsible for supporting and funding the same, including any underfunded amount in accordance with applicable law. The District shall contact PERA regarding this organizational change immediately following the Effective Date for implementation upon Fire Services' Commencement Date and take all actions necessary to make such a change to allow existing and new employees of the District to be eligible for participation.

Subdivision 2. The Parties agree to contribute to the voluntary statewide volunteer firefighter retirement fund annually through the District's budget and Party contribution process. The amount paid by each Party for the voluntary statewide volunteer firefighter retirement fund shall be in proportion to each Party's annual contribution to the District. The voluntary statewide volunteer firefighter retirement fund is a separate and independent organization apart from the District. It is up to the voluntary statewide volunteer firefighter retirement fund to manage its accounts and allow pension benefit changes as appropriate under governing law.

ARTICLE XXII
DISPUTE RESOLUTION AND MEDIATION

Subdivision 1. Good Faith Negotiation. In the event a dispute arises between the Parties or between a Party and the District concerning the interpretation, application, or performance of any provision of this Agreement, the Parties shall first make a good faith effort to resolve the dispute through direct negotiation between designated representatives of the Parties and/or the District. Such negotiation shall occur within thirty (30) days after written notice of the dispute is delivered to the non-notifying Party or the District, as applicable.

Subdivision 2. Mediation Requirement. If the dispute is not resolved through direct negotiation within sixty (60) days of the initial written notice, the Parties agree to submit the matter to non-binding mediation before an independent, neutral third-party mediator mutually selected by the Parties. If the Parties cannot agree on a mediator, a mediator shall be appointed by the Chief Judge of the Tenth Judicial District of Minnesota upon application by any Party.

Subdivision 3. Cost of Mediation. The cost of mediation shall be shared equally among the Parties participating in the mediation unless otherwise agreed. Each Party shall bear its own costs for legal representation, expert witnesses, and other associated costs.

Subdivision 4. Preservation of Rights. Participation in mediation shall not be construed as a waiver of any legal rights or remedies available to the Parties. If mediation is unsuccessful, the Parties may pursue all available legal remedies.

Subdivision 5. Exceptions. Nothing in this section shall prevent a Party from seeking injunctive or other equitable relief in a court of competent jurisdiction if such relief is necessary to prevent irreparable harm pending the outcome of the mediation process.

ARTICLE XXIII
AMENDMENTS TO AGREEMENT

Subdivision 1. Amendment Authority. This Agreement may be amended only upon written agreement executed by all Parties through duly authorized action of their respective governing bodies, as provided in Article XXII.

Subdivision 2. Subject Matter Limitation. Each amendment shall address only the specific subject matter proposed for modification. No amendment shall be construed to revise, affect, or alter any other provision, section, or article of this Agreement beyond the clearly identified and stated scope of the amendment. Unrelated provisions or multiple subject matters shall not be combined within a single amendment.

Subdivision 3. Notice and Review. The proposing Party or the Board shall provide written notice of any proposed amendment to all Parties and the Board at least thirty (30) calendar days prior to any vote or formal action. The notice must clearly identify the specific section(s) to be amended and the full text of the proposed changes. The Board shall issue a report and recommendation regarding the proposed amendment within sixty (60) calendar days of receipt of notice.

Subdivision 4. No Implied Amendments. No action, inaction, or agreement by any Party or the Board shall be deemed to constitute an amendment to this Agreement unless expressly adopted in writing as an amendment in accordance with this Article.

ARTICLE XXIV
GENERAL TERMS

The following general terms shall apply to this Agreement:

- a. Voluntary and Knowing Action. The Parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
- b. Authorized Signatories. The Parties each represent and warrant to the others that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the others harmless against any breach of the foregoing representation and warranty.
- c. Notices. The Party’s representatives for notification for all purposes are:

To City of St. Francis:
City Administrator
City of St. Francis
3750 Bridge Street
NW
St. Francis MN 55792

To City of Bethel: City
Mayor
City of Bethel
PO Box 64
Bethel, MN 55005

- d. Assignment. This Agreement may not be assigned by a Party without the written consent of the others.
- e. Modifications/Amendment. Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by authorized representatives of all of the Parties hereto. The Board or any Party may propose amendments to this Agreement. The Party seeking to amend shall present the proposed amendment to the other Parties and the Board, as applicable. The Board shall issue a report on all proposed amendments and its recommendation regarding the proposed amendment. Parties shall act to approve, modify or deny a proposed amendment within ninety (90) days after the Board issues its report concerning the proposed amendment.

- f. Records—Availability and Retention. Pursuant to Minn. Stat. § 16C.05, subd. 5, the Parties agree that any Party, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the District and involve transactions relating to this Agreement.
- g. Governing Law. This Agreement shall be deemed to have been made and accepted in Anoka County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.
- h. Compliance with Laws. The District shall be responsible for compliance with all Federal and State regulations, standards and requirements. The District shall at all times be in compliance with such equipment, employees and training standards as may be required by law.
- i. Dispute Resolution. The Parties agree to engage in good faith to attempt to resolve any disputes that may arise over the establishment, operation, or maintenance of the District.
- j. Data Practices. The Parties acknowledge that this Agreement is subject to the requirements of Minnesota’s Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*
- k. No Waiver. Any Party’s failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party’s right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving Party.
- l. Entire Agreement. These terms and conditions constitute the entire Agreement between the Parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this
- m. Agreement. Headings and Captions. Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.
- n. Survivability. All covenants, indemnities, guarantees, releases, representations and warranties by any Party or Parties, and any undischarged obligations of the Parties arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.
- o. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

- p. Duration of Agreement. This Agreement shall remain in effect for a term of ten (10) years, auto renewing at the end of each ten (10) year period.

[Remainder of page left intentionally blank]

IN WITNESS WHEREOF, the undersigned governmental units, by action of their respective governing bodies, have caused this Agreement to be executed in accordance with the authority of Minnesota Statutes § 471.59.

CITY OF BETHEL

BY: _____ Date _____
 , Its Mayor

BY: _____ Date _____
 , Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____, respectively the Mayor and City Clerk of the City of Bethel, a Minnesota municipal corporation, on behalf of the municipal corporation and pursuant to the authority granted by its City Council.

Notary Public _____

CITY OF ST. FRANCIS

BY: _____ Date_____

 , Its Mayor

BY: _____ Date__ , Its City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF Anoka)

 The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____, respectively the Mayor and City Administrator of the City of St. Francis, a Minnesota municipal corporation, on behalf of the municipal corporation and pursuant to the authority granted by its City Council.

Notary Public

EXHIBIT A

Inventory of Equipment, Fire Apparatus/Vehicles and Personal Property

TBD

EXHIBIT B

FUNDING FORMULA

Tax Capacity and Population

Combines elements of rolling three-year tax capacity and call volume-based funding in algebraic formula $A.C. = (A.P. + A.V.) / 2 \times (O.C. - O.R.)$

- AC = Annual Cost
- AP = Annual Population (Met Council Population for Prior Year)
- AV = The percentage that the Assessed Valuation (unadjusted tax capacity) of each city to the total Assessed Valuation (unadjusted tax capacity) to both cities Anoka County Tax Capacity for Prior Year
- OC = Operational cost as approved by the cities
- OR = Budgeted Non-City Revenues to include only other contract funds.



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Approve Joint Powers Agreement- Shared Fire Protection
DATE: September 15, 2025

OVERVIEW:

Over the past three years, the Cities of St. Francis and Bethel have worked collaboratively to identify a long-term solution for providing fire protection services to their communities. The shared goals of this effort have been to ensure that fire services are delivered in an efficient and effective manner while also creating organizational stability for the future.

A working group was established to guide this process and has met regularly throughout this time. The group has included representatives from city leadership, fire department personnel, elected officials, the Minnesota State Fire Marshal’s Office, and a professional consultant from Triad Paradigm. Together, the group developed a framework for a sustainable partnership model.

The product of this collaborative effort is the proposed Joint Powers Agreement (JPA). The JPA establishes the structure for forming a fire district, which will provide a unified approach to delivering fire protection services for both communities. By creating this district, St. Francis and Bethel will be better positioned to meet the needs of residents, support the fire service, and plan responsibly for the future.

ACTION TO BE CONSIDERED:

Approve Joint Powers Agreement for Fire Protection with the City of Bethel, Subject to Attorney Approval to Form.

BUDGET IMPLICATION:

None

Attachments:
Joint Powers Agreement

JOINT POWERS AGREEMENT TO PROVIDE FIRE SERVICES

THIS AGREEMENT (the “Agreement”) is initially made and entered into this ____ day of _____, 20____ by and between the City of St. Francis, a municipal corporation under the laws of the State of Minnesota (“St. Francis”), and the City of Bethel, a municipal corporation under the laws of the State of Minnesota (“Bethel”); (collectively hereinafter referred to as the “Parties”).

WHEREAS, the Parties hereto are each authorized by Minnesota Statutes, Section 412.221, Subdivision 17, to provide fire protection services to their residents; and

WHEREAS, the Parties have determined that it is mutually beneficial for them to join together to improve the efficiency and effectiveness of fire and emergency services to the public within the geographic service area of the Parties, and specifically, the joint fire District to be created hereby will cooperatively address the Parties’ long-term needs for those fire services as defined herein below or as otherwise authorized by this Agreement; and

WHEREAS, the Parties have previously participated in mutual aid agreements that were successful in encouraging cooperation among the group, but said mutual aid agreements did not provide sufficient legal authority for the group to meet upcoming needs and desires; and

WHEREAS, St. Francis and Bethel respectively own firefighting/rescue equipment listed in Exhibit A, which is attached hereto and incorporated herein by reference; and

WHEREAS, St. Francis owns a fire station located at 3750 Bridge Street NW, St. Francis, MN (the “St. Francis Fire Station”), as well as the real property upon which the St. Francis Fire Station sits; and

WHEREAS, Bethel owns a fire station located at 139 Broadway Street NW, Bethel (the “Bethel Fire Station”), as well as the real property upon which the Bethel Fire Station sits; and

WHEREAS, St. Francis presently operates the St. Francis Fire Department with a staff of a fire chief, other fire officers and paid on call firefighters; and

WHEREAS, Bethel presently owns the Bethel Fire Department with a fire station and apparatus

WHEREAS, the creation of a joint power's agreement will meet the legal needs for the Parties to accomplish the purposes as set forth herein, including but not limited to interaction with the area fire services, Anoka County Sheriff’s Office and other private and public entities; and

WHEREAS, the Parties have determined that they are jointly able to provide better and more efficient fire services than individually, and that their powers under Minnesota Statutes may best be exercised jointly; and

WHEREAS, the Parties hereto desire to reach an agreement for joint administration, operation, ownership, and control of a joint fire District for the purposes contained herein; and

WHEREAS, Minnesota Statutes, Section 471.59 authorizes the Parties by agreement of their governing bodies to jointly exercise any power common to them.

NOW THEREFORE, in consideration of the mutual promises and benefits that each Party shall derive from this Agreement, and other good and valuable consideration, the Parties agree as follows:

ARTICLE I
NAME OF ORGANIZATION

The Parties do hereby establish a joint fire District to be called “TBD” (hereinafter the “District”).

ARTICLE II
DEFINITIONS OF TERMS

For purposes of this Agreement, the terms in this Section shall have the meanings given them.

- A. “Fire Chief” means the individual selected by the Joint Powers Fire Board to act as administrator of the District and with the powers specified in this Agreement or as otherwise established by the Board.
- B. “Joint Powers Fire Board” or “Board” means the governing joint powers board established under this Agreement pursuant to Minnesota Statutes, Section 471.59 to operate and manage the District.
- C. “Board Member” means a member of the Joint Powers Fire Board appointed and serving pursuant to this Agreement.
- D. “City Council” means the governing body of the Governmental Unit that is a Party to this Agreement.
- E. “Governmental Unit” means a City or other entity as defined by Minnesota Statutes, Section 471.59, subd. 1.
- F. “Original Parties” means the City of St. Francis and the City of Bethel as the Governmental Units that have approved this Agreement at a duly noticed meeting of their City Councils and authorized and directed their respective authorized representatives to execute this Agreement thereby creating the District.
- G. “Later Party” means a Governmental Unit that subsequently approves this Agreement, or such other amended Agreement as required by the Board and authorized by the Original

Parties, at a duly noticed meeting of its governing body. and authorized and directed representatives thereof to execute the same thereby becoming Party to the Agreement at some time after the District was created by the Original Parties.

- H. “Party” means a Governmental Unit, which enters into this Agreement or such other amended Agreement as required by the Board and authorized by the Original Parties. Parties means more than one Governmental Unit to this Agreement.

- I. “Fire Services” means those services provided by the District, including but not limited to the following: fire code enforcement, fire suppression, fire protection, fire prevention, fire-fighting and emergency equipment, fire records data systems, fire-fighter and EMS training, fire investigation, fire and life safety public education, ALS/BLS ambulance, first responder rescue, hazardous materials response, emergency medical services (EMS), technical rescue and other fire and emergency related duties and functions customarily desired of a Fire District or as otherwise directed by the Board for the Parties within the fire services areas established herein.

- J. “Day” means a calendar day.

**ARTICLE III
MEMBERSHIP**

Any other Governmental Unit adjacent to any of the Original Parties may become a Later Party to this Agreement or such other amended Agreement as required by the Board and authorized by the Original Parties upon consent of the Parties to this Agreement and in accordance with the process provided herein below.

**ARTICLE IV
PURPOSE**

The general purpose of this Agreement is to create a joint powers organization governed by a joint powers board pursuant to Minnesota Statutes, Section 471.59, which shall provide Fire Services for the Parties within the fire services areas established herein.

**ARTICLE V
EFFECTIVE DATE, FIRE SERVICES COMMENCEMENT DATE, AND TERM**

The effective date of this Agreement (the “Effective Date”) shall be the date of the first meeting of the Board, which shall be 1 s r ____ day, ____ November ____ 2026__, except that Fire Services by the District shall not commence until 1 s t ____ day, January____, 2027 (the “Fire Services Commencement Date”). The period from the Effective Date (____, 20__) until the Fire Services Commencement Date (December 31____, 2026__) shall serve as a transition period for the Board to, among other matters set up its organizational structure, adopt policies and procedures, and ensure any other appropriate administrative items are established or implemented. The above timeframe shall apply notwithstanding the dates of approval and execution of this Agreement by the Original Parties. This Agreement shall continue in full force and effect until it is terminated in a manner provided herein. Except as provided herein, the Fire Services Commencement Date is the date that

provisions of this Agreement shall be implemented in full transferring all Fire Services operations to the District, provided however, that the Original Parties hereto have adopted a resolution approving this Agreement and authorizing its execution, and the Agreement has been fully executed by the authorized representatives of the Original Parties.

ARTICLE VI ORGANIZATION AND GOVERNANCE

A Joint Powers Fire Board (hereinafter referred to as the "Board") is hereby created for the governance of the District and to facilitate the performance of this Agreement throughout its term. Such Board shall have the powers specifically given herein and shall have the power to make recommendations to the Parties to improve cooperation and efficiency in carrying out the intent of this Agreement and to make recommendations for amendments and supplements to this Agreement.

Subdivision 1. The Board shall consist of five members:

- a. Two members of the Board shall be appointed by the city council of each Original Party from its city council membership to serve on the Board until replaced by the respective city council of that Original Party. In order to stagger the term ending dates, in the first year of this Agreement, one member of each Original Party's city council shall be appointed to a one (1) year term; and one member of each city council shall be appointed to a two (2) year term. Thereafter, Board Member terms shall be two (2) years in duration, except that the term must coincide with the Board Member's term on the respective city council. The City Administrators of the City of St. Francis and the City Clerk (or their designee) of the City of Bethel, shall serve as ex-officio, non-voting members of the Board. Board members appointed under this clause a. must reside within the area served by the District. No employee, former employee or immediate relative of a current or former employee, full or part-time, of the District shall serve as a member of the Board.
- b. There shall also be One (1) At Large Board Member selected as follows:
 - i. The term for the At Large Board Member shall be two (2) years, except that the At Large Board Member may serve successive terms if reappointed by the Board.
 - ii. The At Large Board Member shall be one who is not a resident of, or employed by, any city that is a Party to this Agreement.
 - iii. The At Large Board Member shall not reside in the primary fire service area of the District.
 - iv. Applications to be the At Large Board Member will be requested by the Board at least one month prior to the end of the term of the current At Large Board Member. The current At Large Board Member may re-apply to serve successive terms on the Board. Advertisements for applications to be the At Large Board Member shall be made by the Board in the manner prescribed by the Board.
 - v. From the applications received, the Board shall compile a list of applicants to interview, which list shall not exceed five individuals. Interviews shall be thereafter conducted by the Board with the At Large Board Member chosen by a majority vote of the other existing Board Members. The outgoing At Large Board Member

- may participate and vote on the new At Large Board Member, unless the outgoing At Large Board Member is seeking to serve a successive term.
- vi. In the event of a tie in the vote of the Board Members such that they do not appoint an At Large Board Member by majority vote, the appointment of the At Large Board Member shall be as follows:
 - i. The two Board Members from each respective Original Party city will appoint one other individual who is not an elected official of either city, an appointed member of any commission or employed by either City.
 - ii. The selection of these two additional individuals shall occur within 15 days of the Board's vote on the matter, which resulted in a tie vote.
 - iii. The two individuals so appointed shall thereafter be charged with selecting the At Large Board Member from the list of finalists interviewed by the Board.
 - iv. The selection process by the additional two individuals shall occur within 30 days following the date the second individual was selected.
 - v. The individual At Large Board Member applicant selected by this process will be appointed as the At Large Board Member without further action by the Board and shall commence duties as the At Large Board Member at the next duly noticed meeting of the Board.
 - vii. In the event that the two selected individuals are unable or unwilling to agree on the appointment of the At Large Board Member pursuant to the above process within the time specified herein, the Board shall, within 10 days thereof, make a written request to the Chief Judge of the District Court that the Chief Judge appoint the At Large Board Member from the list of finalists interviewed.

Subdivision 2. Board Members must attend a minimum of 75% of the Board meetings. Failure to maintain this attendance requirement will require the appropriate City Council to make another appointment to the Board or another appointment of the At Large Board Member in accordance with the above process. If desired by the appropriate City Council, the same individual may be reappointed, and the At Large Board Member may serve successive terms as provided herein above.

Subdivision 3. Board Members shall be compensated in a fixed amount determined during the annual budgeting process

Subdivision 4. Each Board Member may serve a maximum of three terms with the ability to be appointed to a fourth term with a 75% majority vote of current Board Members.

ARTICLE VII

EXECUTION OF AGREEMENT, MEETINGS, AND ELECTION OF OFFICERS

Subdivision 1. Each Party shall execute this Agreement through its proper officials by authority conferred by the respective City Council following a duly noticed meeting thereof. The City Administrator, City Clerk (or their designee) of each Party shall file an executed copy of this Agreement and a certified copy of the respective City Council authorization with each of the other Parties.

Subdivision 2. The Board shall hold regular meetings at least once each month for the first year of its existence with the time and place of the regular meetings of the Board to be determined by the Board. After the first year, the Board will meet at least quarterly in each calendar year as determined by the Board. The Board shall establish a list of regular meeting dates and times each year for approval at the first meeting of the Board each calendar year. The purpose of the regular meetings of the Board shall be to approve expenditures, review services and exercise the powers and duties enumerated in this Agreement. Each Board Member shall have one vote. Proxy voting by Board Members is not permitted. Special meetings shall be held at the call of any Board member, the Fire Chief, or the Board’s designated administrative representative, upon three days’ notice to all Board Members, except in the case of an emergency meeting, which shall be noticed as provided in applicable law. All meetings of the Board are subject to the notice requirements contained in the Minnesota Open Meeting Law, Minnesota Statutes, Chapter 13D. A quorum for the purposes of conducting Board business at a noticed meeting shall consist of one Board Member from each Original Party and any one other Board Member. Procedures of the Board shall be governed by Robert’s Rules of Order, and the Board may adopt other rules of procedure and bylaws not inconsistent with this Agreement or applicable law.

Subdivision 3. The officers of the Board shall consist of the Chairperson, Vice-Chairperson, and Secretary chosen by the Board Members. The Chairperson shall act as the presiding officer at all Board meetings, and the Vice-Chair shall act in the absence of the Chairperson. During the first year covered by this Agreement, the positions of Chairperson and Vice-Chairperson shall be held by Board Members representing each of the Original Parties. Said officers shall alternate between representatives of each city in each succeeding year.

Subdivision 4. For the first year of this Agreement the position of Chairperson shall be held by one of the Board Members appointed by the City of St. Francis and the position of Vice-Chairperson shall be held by one of the Board Members appointed by the City of Bethel.

Subdivision 5. There shall be a joint meeting of the City Councils of the Original Parties to this Agreement held once per year for the remainder of this Agreement.

ARTICLE VIII
POWERS AND DUTIES OF THE BOARD

Subdivision 1. The powers and duties of the Board shall include the powers set forth in this Section and all incidental powers reasonably necessary to carry out the purposes of this Agreement.

Subdivision 2. The Board shall have, and is hereby given, all powers, duties and functions enumerated in this Agreement and provided by law, and all such further powers necessary to carry

out the intent and purposes of the District as set out in this Agreement, including but not limited to, all the following:

- a. To direct the administration of the affairs of the District;
- b. To make recommendations to the governing bodies of the Parties relating to the District;
- c. To submit a proposed annual District budget to the governing body of each Party before June 30 in each year;
- d. To approve an administrative/organization structure;
- e. To establish and execute operating and capital improvement budgets;
- f. To receive and disburse funds, purchase and sell equipment, and fund all operations of the District;
- g. To enter into fire service contracts and mutual aid agreements with neighboring governmental units as necessary to carry out the functions and operations of the District;
- h. To comply with all public laws applicable to the Parties individually, including but not limited to, the Minnesota Open Meeting Law, Minnesota Government Data Practices Act, and the Minnesota Uniform Municipal Contracting Law;
- i. To contract with consultants, including but not limited to, accountants, auditors, fiscal agents, engineers, architects, and legal counsel or other services professionals as it determines is necessary and convenient;
- j. To manage, own, lease and operate equipment, vehicles and facilities and buildings;
- k. To perform those functions necessary for protection of the public as authorized by law;
- l. To allocate costs to service recipients and make all operational and Fire Services decisions;
- m. To approve policies and procedures and safety regulations for operations and Fire Services;
- n. To insure and indemnify the District, the Parties, the Board and employees;
- o. To cause reports, plans, studies, and recommendations to be prepared;
- p. To consider applications from additional local units of government for membership in the District and to become a Party to this Agreement or such other amended Agreement as required by the Board and authorized by the Original Parties;
- q. To adopt bylaws, rules, employee policies, guidelines, and regulations for employees and the operation of the District and its vehicles, equipment, facilities and buildings;
- r. To annually establish and update a capital improvement program/finance plan (including an equipment replacement schedule of not less than ten (10) years' duration);
- s. To purchase or lease land and fire trucks/fire apparatus, and to cause the construction of buildings to implement the purposes of the District, except that any purchase or lease of land, fire trucks/fire apparatus having a cumulative cost in excess \$50,000, or construction or major renovations with a cumulative cost in excess of \$50,000 of a building or facility must be approved by all of the Parties respective governing bodies. The authority herein shall be subject to the terms and conditions of any leases for buildings, equipment or fire vehicles/apparatus between the District and the Original Parties;

- t. To lease or purchase equipment (including capital equipment) and supplies necessary for the proper operation, care, maintenance, and preservation of the District. The authority herein shall be subject to the terms and conditions of any leases for buildings, equipment or fire vehicles/apparatus between the District and the Original Parties;
- u. To incur debt, as allowed by law, and approve financial obligations of the District, subject to prior approval thereof by all the Parties respective governing bodies;
- v. To acquire, operate, maintain, replace, and dispose of District vehicles, equipment, and supplies as may be deemed expedient in carrying out the purposes of this Agreement and providing Fire Services. The authority herein shall be subject to the terms and conditions of leases for buildings, equipment or fire vehicles/apparatus between the District and the Original Parties;
- w. To provide a firefighters' pension benefit through the voluntary statewide volunteer firefighter retirement fund under Minnesota Statutes, Chapter 353G for eligible employees of the District and to make such contributions to the fund as required by law;
- x. To exercise such other powers of the District as is necessary to carryout, and that are consistent with, the purposes of this Agreement and applicable law;
- y. To establish qualifications and duties for the position of Fire Chief and all other District employees in consultation with the Fire Chief;
- z. To provide office space, equipment and supplies necessary to accomplish the duties and responsibilities of Fire Services and emergency management within the boundaries of the Parties;
- aa. To enforce the ordinances of the Parties and laws of the State of Minnesota and to provide for emergency management within the boundaries of the Parties;
- bb. To make a financial accounting and report to the Parties at least quarterly each year;
- cc. To make available to the Parties all of its books, reports, and records for examination by the Parties at all reasonable times;
- dd. To accumulate reasonable reserve funds for the purposes as herein provided and to invest funds not currently needed for its operations in a manner consistent with the laws of the state of Minnesota applicable to the respective Parties;
- ee. To collect monies from Parties subject to this Agreement and manage and account for the same;
- ff. To recommend changes in this Agreement to the Parties, which shall be effective only upon Agreement of all the governing bodies of the Parties;
- gg. To exercise general supervision over Fire Services and emergency management for the Parties;
- ii. To obtain property, workers compensation, errors and omissions, and other liability insurance policies on behalf of itself and all Parties consistent with Minnesota law and sufficient to cover claims arising from the operation of the District, its vehicles and equipment, and the actions of the Board Members and all employees within the scope of their employment; and
- jj. To be responsible for the management of all funds designated in the annual operating budget for the District and the funds designated as contingency funds.

ARTICLE IX
FINANCIAL MATTERS

Subdivision 1. Except as otherwise provided herein, District funds may be expended by the Board in accordance with procedures established by law for the expenditure of funds by Minnesota cities. Orders, checks and drafts shall be signed by at least two authorized persons, who shall be designated by resolution of the Board. Other legal instruments of the Board shall be executed by the Chairperson and the Secretary as designated by the Board.

Subdivision 2. As Original Parties, the City of St. Francis shall contribute and the City of Bethel shall contribute \$ _____ to a fire fund managed by the Board (the “fire fund”) for payment of the cost of Fire Services in the budget year of 20__.

Subdivision 3. Beginning in 20__, the percentage of contribution of each Party to the fire fund for purposes of funding the annual District budget for Fire Services shall be based on percentage funding formula contained in Exhibit B. The percentage of contribution may be revised only if all Parties agree to said changes, but such percentage of contribution shall be reviewed each year in setting the annual budget and shall be adjusted based on the most current population numbers for the Parties from the State Demographer.

Subdivision 4. The District shall follow all current MN State Statutes applicable to the purchasing process including, but not limited to, the ability to purchase items from various joint purchasing agreements. The Cities may issue bonds to provide funding for Capital items

ARTICLE X
BUDGET AND JOINT FIRE FUND

Subdivision 1. Prior to June 30 in each year, the governing body of each Party shall act to approve or disapprove the District budget submitted by the Board for the next calendar year. If either of the two governing bodies of the Original Parties do not approve the Board’s recommended budget, then the Parties shall forthwith convene a meeting of the two city councils to consider the matter. Until the new budget is approved by both Original Parties, continuing District expenditures shall be in accord with the last approved budget plus 5%.

Subdivision 2. On the first business day of January, April, July, and October of each year, each Party shall pay to a joint fire fund an amount equal to one quarter of that Party’s share of the annual District budget. The fund shall be administered by the Board or by the Fiscal Agent as designated by the Board. Funds paid therefrom shall be approved by the Board as provided in this Agreement.

Subdivision 3. Interest accruing to the fire fund shall become part of the fire fund and be used towards the District annual budget. Funds on hand at year end shall be reserved and separately accounted for and dedicated for future fire equipment and capital replacement or purchases.

Subdivision 4. The Board shall prepare and submit to the City Administrator/Mayor/City Clerk (or their designee) of each Party a written quarterly financial report of the Board’s revenues and expenditures for the prior quarter and current fiscal year.

Subdivision 5. Fees and payments from all fire contracts and other services rendered shall be deposited into the fire fund upon receipt. Fees and payments for fire contracts and other services rendered shall be estimated for the following budget year before the annual assessment for each governmental unit is computed.

Subdivision 6. Annual Audit. The Board shall cause to be made an annual, independent, financial audit of the books and records of the District, consistent with the requirements of the State Auditor and in accordance with Generally Accepted Accounting Principles (GAAP), and shall submit such annual audit report to the Parties within four (4) months after the end of each fiscal year (January 1-December 31). The audit shall be conducted by a qualified, independent CPA firm and shall include a review of the District internal and financial control environment as required by current professional auditing standards.

Subdivision 7. Annual Report. The Board will submit an annual fire District/fire services report by July 1 to the governing bodies of the Parties. The report shall include, at minimum, the following:

- a. Budget and actual for the current year of all revenues and expenditures for all operations;
- b. Budget projections for the following 2 years;
- c. Income statement and balance sheet for the current year and the previous 2 years;
- d. Description of fire services provided;
- e. Description of present vehicles and facilities and potential needs;
- f. Fire calls by type;
- g. Response times;
- h. Organization chart;
- i. List of employees and number of employees;
- j. Number of firefighters responding;
- k. Summary of Insurance Services Organization (ISO) scoring and rating; and
- l. Such other information as deemed necessary or relevant to District operations.

Subdivision 8. Fiscal Agent. The City of St. Francis shall be designated as the Fiscal Agent (the "Fiscal Agent") to provide budgeting, recordkeeping, and accounting services necessary or convenient for the operations of the District. The Fiscal Agent shall provide services including, but not limited to, the following:

- a. Management of all District funds, including Party contributions and grant monies;
- b. Assist in preparation of budgets and audits; and
- c. Keep and maintain all financial records.

Subdivision 9. It is agreed that continuity of fire protection services constitutes a top priority for the allocation of the Cities' financial resources. In the event of any annual revenue shortfall in one or more of the Cities, it is agreed that the District operating budget may be reduced on the same basis as budgets for other services involved in exercise of the safety services of the Cities; provided that (i) the District's basic financial needs will be met by the Cities and (ii) the application of any operating budget reductions will be determined by the District

ARTICLE XI

ORIGINAL PARTY INVENTORY OF EXISTING REAL PROPERTY, EQUIPMENT AND PERSONAL PROPERTY

Subdivision 1. Any real property, equipment, fire apparatus, fire vehicles, or other items of personal property purchased or in the possession of a Party prior to the Fire Services Commencement Date, shall be donated to the district. An inventory of the property owned by each Party is attached hereto and incorporated herein by reference as Exhibit A.

Subdivision 2. After the Fire Services Commencement Date, all equipment or capital items purchased by the Board with fire funds designated for the District shall be the property of the District.

Subdivision 3. On the Fire Services Commencement Date, the equipment, fire apparatus/vehicles, personal property and other items listed in Exhibit A shall be donated to the District for use in District operations. Termination or withdrawal shall be as otherwise provided in this Agreement with respect to division/disposition of assets.

ARTICLE XII
OWNERSHIP OF JOINT EQUIPMENT

The Original Parties shall acquire an undivided interest in any equipment jointly purchased by the Board after the Fire Services Commencement Date in proportion to the amount that each Party has contributed to the cost. A master District inventory of all newly purchased items will be maintained by the District. The inventory will indicate a description of the item, identification or serial numbers, fire District inventory number, the year of purchase, and the total cost of the item. When jointly purchased equipment is traded or sold, the trade-in value or sale price will be credited back to the fire fund for use in equipment purchases. In case of dissolution, the division of assets shall be as provided in this Agreement. Title to equipment and vehicles purchased by the District with fire funds shall be held by the District.

ARTICLE XIII
REAL ESTATE (LAND AND BUILDINGS)

Subdivision 1. St. Francis owns a fire station and land upon which it sits located at 3750 Bridge Street NW, St. Francis (the “St. Francis Fire Station”), which prior to the establishment of the District was used by the City of St. Francis Fire Department.

Subdivision 2. Bethel owns a fire station and land upon which it sits located at 139 Broadway Street NW, Bethel (the “Bethel Fire Station”), which prior to the establishment of the District was used by the City of Bethel Fire Department.

Subdivision 3. St. Francis shall donate the use of the St. Francis Fire Station and the real property upon which it is located (the “St. Francis Station”) to the District, effective as of the Fire Services Commencement Date, for the purpose of supporting the operations and services of the District. The joint facility will be subject to a lease agreement from the City of St. Francis to the District. The District shall be responsible for the financial costs and management of any maintenance, alterations, or improvements

Subdivision 4. Bethel shall donate the use of the Bethel Fire Station and the real property upon which it is located (the “Bethel Station”) to the District, effective as of the Fire Services Commencement Date, for the purpose of supporting the operations and services of the District. The District shall be responsible for the financial costs and management of any maintenance, alterations, or improvements to the Bethel Station

Subdivision 5. All new joint buildings and land may be owned and to the extent permitted by law, financed by the District, unless the Parties determine otherwise. The cost of new or upgraded facilities must be approved by all the Parties to this Agreement. The District shall be responsible for managing and overseeing the construction of any new joint buildings, including compliance with the requirements of the Uniform Municipal Contracting Law for competitive bidding, as applicable.

ARTICLE XIV
USE OF EQUIPMENT

Subdivision 1. District equipment shall be used as follows:

- a. Within the jurisdiction of the Parties.
- b. In areas adjacent to the jurisdiction of the Parties where a fire may spread into them.
- c. In areas served by a Fire Services contract between the /District and another governmental unit.
- d. To assist neighboring fire Districts as may be agreed upon a reciprocal agreement mutual aid agreement between the District and another governmental unit.
- e. To assist with an emergency to areas outside the Parties jurisdictions of Fire Services contract areas pursuant to Minnesota Statutes, Chapter 12 or when, in the opinion of the Fire Chief, or his or her designated representative, such assistance is necessary for the immediate public safety or for humanitarian reasons. Such assistance must be requested by the governmental body affected or by the fire District of the affected governmental unit.

ARTICLE XV
TERMINATION, WITHDRAWAL AND DISSOLUTION

Subdivision 1. Termination. This Agreement shall terminate and the District thereby dissolved upon the occurrence of any one of the following events, whichever occurs first:

- a. When the Parties, by written agreement approved by the governing bodies of each Party, or when the Parties constituting a majority of the Parties hereto if the number of Parties is greater than two, agree to dissolve the District and terminate this Agreement. A termination of this Agreement under this mechanism shall not be effective for at least 60 months from its approval by the Parties, unless an earlier termination date is approved by the Parties.
- b. In the event there are only two Parties to this Agreement, when one Party files a written notice of withdrawal with the other Party. A termination of this Agreement under this mechanism shall not be effective for at least 60 months from the date of notice from the withdrawing Party, unless an earlier termination date is approved by the Parties.
- c. When necessitated by the operation of law or as a result of a decision by a court of competent jurisdiction.
- d. When necessitated based upon the failure to obtain the necessary funding from the Parties or grant funding from the State of Minnesota and/or the United States federal government.

Subdivision 2. Effect of Termination/Dissolution of District. Upon termination of this Agreement, the District shall be dissolved, and the Board shall provide for the distribution of all of the District’s funds and assets in the following manner:

- a. The Board may decide to sell and liquidate all non-monetary District assets prior to distribution that are not otherwise owned by a Party individually. Upon dissolution, the Parties will have 120 days to agree upon a division of the assets of the District among

themselves. The remaining property jointly acquired by the District shall be sold for a reasonable price on competitive bids and the proceeds divided among the owners in proportion to their contribution to the purchase. The Parties may be bidders at any such sale.

- b. Any and all personal property used by the District and owned by a Party shall be returned to that Party upon dissolution.
- c. Any remaining funds and assets shall be divided and distributed to the Parties in proportion to the percentage of annual contribution of funds by the Party to the District at the time of dissolution.

Subdivision 3. Termination shall not act to discharge any liability incurred by the District or the Parties during the term of this Agreement. Such liability shall continue until discharged by law, this Agreement or any other agreement.

Subdivision 4. If the Parties do not agree on the fair market value of a non-liquid asset, the District may submit the item to a professional appraiser, whose written opinion of the fair market value shall be conclusive.

Subdivision 5. Withdrawal of a Party. A Party may withdraw from this Agreement by providing at least sixty 60 months prior written notice of its intent to withdraw to the other Parties. Withdrawal shall not act to discharge any liability incurred by the Party prior to withdrawal. Such liability shall continue until discharged by law or agreement of the remaining Parties. If a Party withdraws from the District, and the remaining Parties decide to continue the operations of the District under the terms of this Agreement, including any amendment(s) thereto to change the allocation formula, the withdrawing Party shall be entitled to distribution under this and the remaining Parties shall pay the withdrawing Party for its interest in the District's assets and funds in proportion to the percentage of annual contribution of funds by the Party to the District at the time of withdrawal. If the Parties do not agree on the fair market value of a non-liquid asset, the District may submit the item to a professional appraiser, whose written opinion of the fair market value shall be conclusive. The distribution to the withdrawing Party shall be reduced by the amount of unfunded liabilities or unpaid expenses as of the end of said fiscal year, unless the withdrawing Party assumes responsibility to pay such unfunded liabilities or unpaid expenses. If the withdrawing Party wishes to sell its share, the remaining Party or Parties shall have the right to purchase said share at its current value before it is offered to any other potential purchaser and in any case shall have a right of first refusal at a price equal to that offered by the selling Party by any third party.

Subdivision 6. Any party desiring to withdraw from the district shall pay all legal fees for the withdrawing party and the District. A legal fee escrow amount of \$10,000 shall be paid by the withdrawing party at the start of the withdrawal process. These funds shall be held by the fiscal agent and identified as such.

Subdivision 7. Withdrawals may be accomplished by the Party filing notice with the Secretary of the Board.

Subdivision 8. Term and Renewability. This contract shall replace all previous fire protection service contracts between the respective Cities. The term of this contract shall be for ten

(10) years from _____ to _____. The contract shall be effective upon execution and shall be automatically renewed for successive 10-year periods on the same terms and conditions contained herein unless either party gives a six-month written notice to terminate this contract or renegotiate any portion thereof within the last year of any 10-year increment of this contract. In the event the term of this contract expires prior to the execution of a subsequent contract and during the time in which negotiations between the parties are proceeding there shall be a 90-day grace period commencing on the date of such expiration during which this contract shall continue in full force and effect.

ARTICLE XVI
EMPLOYEES AND OTHER DUTIES, OBLIGATIONS AND AUTHORITY
Subdivision 1. The Board shall ensure the continuance of a strong District and fire service.

Subdivision 2. On the Fire Services Commencement Date, all employees of the City of St. Francis Fire Department as of _____, 20__ shall become employees of the District, except for employees that either stated that they are voluntarily resigning from employment with the City of St. Francis Fire Department on such date or do not take the normal and reasonable steps to effectuate their employment with the District as specified by the Board.

The Board shall act on or after the Effective Date, but prior to the Fire Services Commencement Date, to effectuate appointment of said employees to the District in order that the same are employees of the District upon the Fire Services Commencement Date. The District shall be solely responsible for all aspects of appointing individuals upon the Effective Date and for all aspects related to employment of such individuals upon the Fire Services Commencement Date, including but not limited to compensation, benefits and collective bargaining.

Subdivision 3. Rules, Policies and Procedures. The Board must, in a reasonable time following the Effective Date, but prior to the Fire Services Commencement Date, adopt rules, policies, procedures, bylaws and regulations governing operation, management, District structure, personnel administration and all other like matters related to the District and its employees and operations.

Subdivision 4. It shall be the duty and responsibility of the Fire Chief, unless otherwise designated by the Board, to communicate directly with the respective City Councils of the Parties. If a Party deems it necessary to receive direction on any matter, the Fire Chief, unless otherwise designated by the Board, shall attend, or direct a District employee to attend, one City Council meeting per quarter.

Subdivision 5. The District shall enforce and shall be provided authority to enforce state and federal laws and the ordinances of the Parties to this Agreement in the provision of the Fire Services through proper action of the City Council of said Parties, as applicable.

Subdivision 6. The Board shall manage the District and Fire Services contemplated by this Agreement for the District. Upon the Fire Services Commencement Date, the Board shall assume and be responsible for workers' compensation, P.E.R.A., withholding tax, insurance, fringe benefits, social security and all other employer obligations for District employees as may be applicable. The City of Bethel and the City of St. Francis each waive their respective rights to

make a claim against the other or District arising out of workers compensation issues involving District employees upon the Fire Services Commencement Date.

Subdivision 7. The method of operation shall be determined by the District including, but not limited to, (i) apparatus response appropriate to each type of incident or condition; (ii) emergency or routine response; (iii) manning strength per station; (iv) location of apparatus; (v) fire dispatching procedures and protocols; (vi) membership in various fire-related associations; (vii) fire fighter training procedures; and (viii) all other activities usually associated with a Fire District.

Subdivision 8. The District shall enter into an employment agreement with the City of St. Francis. Additional TBD.

ARTICLE XVII
ALLOCATION OF RESOURCES

The Parties recognize that occasions will arise on which demand for fire services outlined in this Agreement will exceed the resources available for provision of such fire services. In such circumstances, the District shall use its best judgment to prioritize the delivery of fire services. The District shall have complete discretion in prioritizing the delivery of fire services pursuant to this Agreement.

ARTICLE XVIII
LIABILITY AND INDEMNIFICATION

Subdivision 1. The District is a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The District shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to all of the protections of Minnesota Statutes, Chapter 466.

Subdivision 2. The District shall hold harmless, defend and indemnify the Parties, and their officers, employees, agents, and volunteers, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of the acts or omissions of the District in carrying out the terms of this Agreement. The District's duty to indemnify will be limited to its applicable insurance coverage and does not constitute, or shall be construed as, a waiver by either the District or any or all Parties of any exemptions, immunities, or limitations on liability provided by law or of being treated as a single governmental unit as provided in Minnesota Statutes, section 471.59, subdivision 1a. The District's obligation under this section shall survive the termination of this Agreement.

Subdivision 3. Under no circumstances shall a Party be required to pay on behalf of itself and other Parties any amounts more than the limits on liability established in Minnesota Statutes, Chapter 466, applicable to any other Party. The limits of liability for some or all the Parties may not be added together to determine the maximum amount of liability for any Party. Nothing herein shall be construed to provide insurance coverage or indemnification to an officer, employee, or volunteer of any Party for any act or omission for which the officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

Subdivision 4. To the fullest extent permitted by law, this Agreement and all actions and

activities carried out hereunder are intended to be and shall be construed as a “cooperative activity” and it is the intent of the Parties that they, together with the District, shall be deemed a “single governmental unit” for the purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, subd. 1a, provided further that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of another Party. The Parties to this Agreement are not liable for the acts or omissions of another Party to this Agreement except to the extent they have agreed in writing to be responsible for the acts or omissions of the other Parties. In addition to the foregoing, nothing herein shall be construed to waive or limit any exemption or immunity from, or limitation on, liability available to the Parties, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

Subdivision 5. In the event that it is determined, by Court Order or by agreement of all Parties, that an excess or uninsured liability is the responsibility of all Parties, such excess or uninsured liability shall be borne by the Parties in proportion to their population. This does not include the liability of any individual officer, employee, or volunteer which arises from his or her own malfeasance, willful neglect of duty, or bad faith. If a Party has procured or extended insurance coverage pursuant to Minn. Stat. §§ 466.06 or 471.981 more than the limits on governmental liability under section 466.04, subdivision 1, covering participation in this Agreement, the procurement of that insurance constitutes a waiver of the limits of governmental liability for that governmental unit only to the extent that valid and collectable insurance or self-insurance, including, where applicable, proceeds from the Minnesota Guarantee Fund, exceeds those limits and covers that Party’s liability for the claim, if any.

ARTICLE XIX
INSURANCE

Subdivision 1. The District shall obtain and maintain at all times during the term of this Agreement commercial general liability (CGL), directors and officers, public officials errors and omissions, property insurance for contents and mobile and miscellaneous equipment, property, and auto insurance and such other insurance as it or the Parties deem necessary for the District to fully indemnify the District, the Board, and the Parties for actions or omissions of the District, the Board, and the Parties arising out of this Agreement as well as for employees, vehicles, personal property, facilities and buildings, except as otherwise provide in this Agreement.

Subdivision 2. The level of insurance maintained for each identified category provided herein shall include insurance coverage equal to or greater than the maximum municipal liability limit contained in the Minnesota Tort Claims Act, Minnesota Statutes, section 466.04. The CGL policy shall contain a general aggregate limit not less than \$4,000,000 or the maximum municipal liability limit contained in the Minnesota Tort Claims Act, Minnesota Statutes, section 466.04, whichever is greater. Additionally, the Organization shall maintain workers’ compensation coverage for its employees equal to the statutory limits. Each Member shall be named as an additional insured on the Organization’s insurance.

ARTICLE XX
NEW MEMBERS

Subdivision 1. Another governmental unit may be added to this Agreement upon the unanimous approval of all the governing bodies of the Parties and any such amendments to this Agreement as the Parties determine necessary. If approved, the rights and obligations of the new

party shall be set forth in a writing amending this Agreement and the new Party shall be fully obligated and bound by the terms of this Agreement as amended. The new party shall pay an upfront fee in escrow of \$5,000 to cover all reasonable legal fees for developing and executing the new agreement. Any funds remaining in the escrow account after execution of the agreement will be applied to the next annual budget cycle as a credit. If a new party removes itself from the agreement process at any time, the escrow amount expended shall not be refunded. The new Party, based upon a duly adopted resolution of its governing body, shall execute the amended Agreement and file it with the District. A new Party shall not be compensated for any equipment donated to the District. A new Party shall not have an interest in any assets upon withdrawal or dissolution until the new Party has been a member of the District for a period of ten (10) continuous years.

Subdivision 2. A new Party shall donate equipment, vehicles, real property, facilities, or other assets to the District upon joining. All donations shall be transferred by the new Party to the District free and clear of all liens and encumbrances and must be accompanied by all necessary documentation of ownership and transfer, including deeds, titles, or bills of sale. The District shall not provide financial compensation, reimbursement, or credit for any donated assets, and such donations shall become the sole property of the District.

A new Party shall not acquire an interest in the assets of the District upon joining. No ownership rights, equity interest, or right to proceeds upon withdrawal or dissolution shall vest in the new Party unless and until the new Party has remained a member in good standing of the District for a period of ten (10) continuous years following the effective date of its membership.

Subdivision 3. If a new party desires to join the District and the new party has no or inadequate assets, the Board has the discretion to evaluate the new party and determine required fees/costs to enter into the JPA. Generally, the buy in for a new entity will be three times the annual budget amount as determined by the annual formula with the new entity calculated into the formula. The buy in amount will be deposited into the Capital Fund.

ARTICLE XXI
VOLUNTARY STATEWIDE VOLUNTEER FIREFIGHTER RETIREMENT FUND

Subdivision 1. Both St. Francis and prior to the Effective Date hereof participated in the voluntary statewide volunteer firefighter retirement fund under Minnesota Statutes, Chapter 353G. The District on the Fire Services Commencement Date shall continue to participate in the same and shall be responsible for supporting and funding the same, including any underfunded amount in accordance with applicable law. The District shall contact PERA regarding this organizational change immediately following the Effective Date for implementation upon Fire Services' Commencement Date and take all actions necessary to make such a change to allow existing and new employees of the District to be eligible for participation.

Subdivision 2. The Parties agree to contribute to the voluntary statewide volunteer firefighter retirement fund annually through the District's budget and Party contribution process. The amount paid by each Party for the voluntary statewide volunteer firefighter retirement fund shall be in proportion to each Party's annual contribution to the District. The voluntary statewide volunteer firefighter retirement fund is a separate and independent organization apart from the District. It is up to the voluntary statewide volunteer firefighter retirement fund to manage its accounts and allow

pension benefit changes as appropriate under governing law.

ARTICLE XXII
DISPUTE RESOLUTION AND MEDIATION

Subdivision 1. Good Faith Negotiation. In the event a dispute arises between the Parties or between a Party and the District concerning the interpretation, application, or performance of any provision of this Agreement, the Parties shall first make a good faith effort to resolve the dispute through direct negotiation between designated representatives of the Parties and/or the District. Such negotiation shall occur within thirty (30) days after written notice of the dispute is delivered to the non-notifying Party or the District, as applicable.

Subdivision 2. Mediation Requirement. If the dispute is not resolved through direct negotiation within sixty (60) days of the initial written notice, the Parties agree to submit the matter to non-binding mediation before an independent, neutral third-party mediator mutually selected by the Parties. If the Parties cannot agree on a mediator, a mediator shall be appointed by the Chief Judge of the Tenth Judicial District of Minnesota upon application by any Party.

Subdivision 3. Cost of Mediation. The cost of mediation shall be shared equally among the Parties participating in the mediation unless otherwise agreed. Each Party shall bear its own costs for legal representation, expert witnesses, and other associated costs.

Subdivision 4. Preservation of Rights. Participation in mediation shall not be construed as a waiver of any legal rights or remedies available to the Parties. If mediation is unsuccessful, the Parties may pursue all available legal remedies.

Subdivision 5. Exceptions. Nothing in this section shall prevent a Party from seeking injunctive or other equitable relief in a court of competent jurisdiction if such relief is necessary to prevent irreparable harm pending the outcome of the mediation process.

ARTICLE XXIII
AMENDMENTS TO AGREEMENT

Subdivision 1. Amendment Authority. This Agreement may be amended only upon written agreement executed by all Parties through duly authorized action of their respective governing bodies, as provided in Article XXII.

Subdivision 2. Subject Matter Limitation. Each amendment shall address only the specific subject matter proposed for modification. No amendment shall be construed to revise, affect, or alter any other provision, section, or article of this Agreement beyond the clearly identified and stated scope of the amendment. Unrelated provisions or multiple subject matters shall not be combined within a single amendment.

Subdivision 3. Notice and Review. The proposing Party or the Board shall provide written notice of any proposed amendment to all Parties and the Board at least thirty (30) calendar days prior to any vote or formal action. The notice must clearly identify the specific section(s) to be amended and the full text of the proposed changes. The Board shall issue a report and recommendation regarding the proposed amendment within sixty (60) calendar days of receipt of notice.

Subdivision 4. No Implied Amendments. No action, inaction, or agreement by any Party or the Board shall be deemed to constitute an amendment to this Agreement unless expressly adopted in writing as an amendment in accordance with this Article.

ARTICLE XXIV
GENERAL TERMS

The following general terms shall apply to this Agreement:

- a. Voluntary and Knowing Action. The Parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
- b. Authorized Signatories. The Parties each represent and warrant to the others that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the others harmless against any breach of the foregoing representation and warranty.
- c. Notices. The Party’s representatives for notification for all purposes are:

To City of St. Francis:
City Administrator
City of St. Francis
3750 Bridge Street
NW
St. Francis MN 55792

To City of Bethel: City
Mayor
City of Bethel
PO Box 64
Bethel, MN 55005

- d. Assignment. This Agreement may not be assigned by a Party without the written consent of the others.
- e. Modifications/Amendment. Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by authorized representatives of all of the Parties hereto. The Board or any Party may propose amendments to this Agreement. The Party seeking to amend shall present the proposed amendment to the other Parties and the Board, as applicable. The Board shall issue a report on all proposed amendments and its recommendation regarding the proposed amendment. Parties shall act to approve, modify or deny a proposed amendment within ninety (90) days after the Board issues its report concerning the proposed amendment.

- f. Records—Availability and Retention. Pursuant to Minn. Stat. § 16C.05, subd. 5, the Parties agree that any Party, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the District and involve transactions relating to this Agreement.
- g. Governing Law. This Agreement shall be deemed to have been made and accepted in Anoka County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.
- h. Compliance with Laws. The District shall be responsible for compliance with all Federal and State regulations, standards and requirements. The District shall at all times be in compliance with such equipment, employees and training standards as may be required by law.
- i. Dispute Resolution. The Parties agree to engage in good faith to attempt to resolve any disputes that may arise over the establishment, operation, or maintenance of the District.
- j. Data Practices. The Parties acknowledge that this Agreement is subject to the requirements of Minnesota’s Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*
- k. No Waiver. Any Party’s failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party’s right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving Party.
- l. Entire Agreement. These terms and conditions constitute the entire Agreement between the Parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this
- m. Agreement. Headings and Captions. Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.
- n. Survivability. All covenants, indemnities, guarantees, releases, representations and warranties by any Party or Parties, and any undischarged obligations of the Parties arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.
- o. Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original, and all of which shall constitute but one and the same instrument.

- p. Duration of Agreement. This Agreement shall remain in effect for a term of ten (10) years, auto renewing at the end of each ten (10) year period.

[Remainder of page left intentionally blank]

IN WITNESS WHEREOF, the undersigned governmental units, by action of their respective governing bodies, have caused this Agreement to be executed in accordance with the authority of Minnesota Statutes § 471.59.

CITY OF BETHEL

BY: _____ Date _____
 , Its Mayor

BY: _____ Date _____
 , Its City Clerk

STATE OF MINNESOTA)
) ss.
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____, respectively the Mayor and City Clerk of the City of Bethel, a Minnesota municipal corporation, on behalf of the municipal corporation and pursuant to the authority granted by its City Council.

Notary Public _____

CITY OF ST. FRANCIS

BY: _____ Date _____
 , Its Mayor

BY: _____ Date__ , Its City Administrator

STATE OF MINNESOTA)
) ss.
COUNTY OF Anoka)

 The foregoing instrument was acknowledged before me this ____ day of _____, 20__, by _____, respectively the Mayor and City Administrator of the City of St. Francis, a Minnesota municipal corporation, on behalf of the municipal corporation and pursuant to the authority granted by its City Council.

Notary Public

EXHIBIT A

Inventory of Equipment, Fire Apparatus/Vehicles and Personal Property

TBD

EXHIBIT B

FUNDING FORMULA

Tax Capacity and Population

Combines elements of rolling three-year tax capacity and call volume-based funding in algebraic formula $A.C. = (A.P. + A.V.) / 2 \times (O.C. - O.R.)$

- AC = Annual Cost
- AP = Annual Population (Met Council Population for Prior Year)
- AV = The percentage that the Assessed Valuation (unadjusted tax capacity) of each city to the total Assessed Valuation (unadjusted tax capacity) to both cities Anoka County Tax Capacity for Prior Year
- OC = Operational cost as approved by the cities
- OR = Budgeted Non-City Revenues to include only other contract funds.

Summary, St. Francis–Bethel Joint Powers Agreement (JPA) for Fire Services

Introduction

This expanded white paper provides a detailed breakdown of the draft Joint Powers Agreement (JPA) between the City of St. Francis and the City of Bethel. The JPA establishes a unified fire district to improve efficiency, reduce duplication, and ensure long-term sustainability of fire and emergency services. The following sections summarize the key provisions, with expanded details on governance, financial obligations, operations, and legal protections.

Preamble & Recitals

The preamble cites Minnesota Statutes §§ 412.221 and 471.59 as the legal authority. It establishes that both cities currently provide their own fire protection services but recognize that a joint district will provide better efficiency and effectiveness. Both cities bring assets: fire stations, apparatus, and equipment. The JPA creates the legal framework for joint ownership, administration, and coordination with outside agencies.

Article I – Name of Organization

Creates a joint fire district (name TBD). The district becomes the recognized public entity responsible for fire services, separate from the individual cities. This allows the district to own property, manage employees, and enter into contracts in its own name.

Article II – Definitions

Defines critical terms to avoid ambiguity. For example, the 'Board' is the governing body, the 'Fire Chief' is appointed by the Board, and 'Fire Services' includes suppression, prevention, EMS, hazardous materials, and technical rescue. It also distinguishes between 'Original Parties' (St. Francis and Bethel) and 'Later Parties' that may join in the future.

Article III – Membership

Allows other governmental units adjacent to the Original Parties to join as members. Admission requires approval by the existing members and compliance with procedures. This ensures future scalability and regional cooperation.

Article IV – Purpose

Establishes that the JPA exists to create a joint powers organization governed by a Board, charged with providing Fire and EMS services within the service area. It ensures consistent delivery of services across both cities under a single administrative structure.

Article V – Effective Date, Commencement & Term

Sets November 1, 2025, as the Effective Date (when the Board first meets) and January 1, 2026, as the date fire services begin. The period in between is a transition phase for organizing policies, procedures, and structures. The agreement remains in force until terminated according to later provisions.

Article VI – Organization & Governance

Creates a five-member Board: two city council members from each city plus one independent At-Large member. Board members must reside within the district, and city employees (former or current) or their relatives cannot serve. The At-Large member provides an outside perspective and is selected through an application and interview process, with a fallback process if tied votes occur. Board members must attend 75% of meetings, are compensated, and may serve up to three terms (extendable to four with a supermajority vote).

Article VII – Execution, Meetings & Officers

Each city must formally authorize the agreement. The Board meets monthly in year one, then at least quarterly. Special and emergency meetings are also allowed. Officers include Chair, Vice-Chair, and Secretary, alternating between cities annually. Both city councils will meet jointly once per year to maintain accountability.

Article VIII – Powers & Duties of the Board

The Board has broad authority: adopt budgets, manage employees, purchase/lease equipment, contract for services, approve policies, enforce safety regulations, oversee pensions, and manage finances. Major capital purchases or facility projects over \$50,000 require approval by both cities. The Board must comply with all Minnesota laws such as Open Meeting Law, Data Practices Act, and Municipal Contracting Law.

Article IX – Financial Matters

Each city contributes to a shared fire fund based on a formula tied to population and tax capacity. The Board manages expenditures and ensures dual signatures for checks. Purchases must comply with state procurement law, and cities may issue bonds for capital projects. This ensures financial transparency and fairness.

Article X – Budget & Fire Fund

The Board submits an annual budget by June 30. Both city councils must approve. If not, both councils must meet to resolve. Payments are made quarterly into the fire fund, which

is managed by the Board or a Fiscal Agent (St. Francis). Surplus funds are reserved for future capital replacements. Quarterly financial reports and annual CPA audits are required. An annual services report includes budget, projections, call statistics, ISO scores, staffing, and equipment inventories.

Article XI – Existing Property

All fire apparatus, vehicles, and equipment currently owned by the cities will be donated to the district on commencement. These become district property for operations. Future purchases are owned directly by the district.

Article XII – Joint Equipment Ownership

Equipment purchased after commencement is owned by the District. Records must be maintained including serial numbers, year, cost, and disposition. If sold, proceeds are credited back to the fire fund.

Article XIII – Real Estate

Each city donates the use of its fire station and land to the District, which then assumes costs for maintenance and improvements. Future facilities may be owned by the District outright, subject to city approval and competitive bidding requirements.

Article XIV – Equipment Use

District equipment may be used within member jurisdictions, contract areas, mutual aid, and emergencies. The Fire Chief has discretion to deploy resources outside the district when necessary for public safety or humanitarian reasons.

Article XV – Termination, Withdrawal & Dissolution

The agreement may terminate by mutual agreement, withdrawal, law, or other reasons. A withdrawing party must give 60 months’ notice, pay legal fees, and settle liabilities. Appraisers may be used to resolve disputes. The JPA replaces all prior contracts and automatically renews in 10-year increments.

Article XVI – Employees & Authority

St. Francis firefighters transition to District employment. The District becomes sole employer, handling payroll, benefits, pensions, and workers’ compensation. The Board establishes policies and procedures. The Fire Chief or designee shall attend city council meetings quarterly to ensure communication. The District sets operational parameters including, but not limited to response standards, training, apparatus deployment, and dispatching protocols.

Article XVII – Allocation of Resources

The District has discretion to allocate resources when demand exceeds capacity, ensuring decisions are made in the best interest of public safety.

Article XVIII – Liability & Indemnification

The District is a separate legal entity, protecting member cities from direct liability. It indemnifies the cities and complies with Minnesota liability statutes. Liability is limited to statutory caps, and no city assumes responsibility for another’s actions.

Article XIX – Insurance

The District must maintain comprehensive insurance coverage, including general liability, auto, property, workers’ comp, and errors and omissions. Coverage must exceed statutory municipal liability minimums, with members listed as additional insureds.

Article XX – New Members

New governmental units may join with unanimous approval and must donate assets. They do not gain rights to district assets until after 10 continuous years of membership. A standard buy-in fee of three times the estimated annual budget contribution applies if a new member has no assets.

Article XXI – Volunteer Firefighter Retirement Fund

The District continues participation in the statewide retirement fund under MN Stat. 353G. The District funds contributions annually based on each party’s proportional share of the budget.

Article XXII – Dispute Resolution

Disputes must first be addressed through good-faith negotiation, then non-binding mediation if unresolved. Legal remedies remain available afterward. Emergency injunctive relief is permitted to prevent irreparable harm.

Article XXIII – Amendments

Amendments require unanimous approval by governing bodies, must address only one subject matter at a time, and require at least 30 days’ notice.

Article XXIV – General Terms

Includes provisions on governing law (Minnesota), data practices compliance, record retention, dispute resolution, authorized signatures, and survivability of obligations. Duration is 10 years with automatic renewal unless notice is given. This section consolidates legal housekeeping provisions.

Overall Purpose & Benefits of the JPA

The St. Francis–Bethel Fire Services JPA provides a comprehensive legal, financial, and operational structure for delivering modern fire services. By consolidating resources and creating a shared governance model, the JPA ensures higher service levels, long-term

cost savings, and enhanced accountability. It provides flexibility for future growth and protects member cities from liability exposure.

Executive Summary: St. Francis–Bethel Fire Joint Powers Agreement (JPA)

The City of St. Francis and the City of Bethel are considering entering into a Joint Powers Agreement (JPA) to form a unified fire district. This partnership consolidates fire services, shares costs fairly, and provides a stronger, more sustainable framework for protecting both communities.

Why a Joint Powers Agreement?

- Ensures long-term sustainability of fire/EMS services.
- Provides stronger legal authority than mutual aid agreements.
- Improves efficiency by reducing duplication of facilities, equipment, and administration.
- Enhances service quality through unified staffing, training, and resource deployment.
- Protects cities from liability by creating a separate legal entity.

Key Features of the JPA

- **Effective Dates:** Transition begins November 2026; full operations commence January 2027.
- **Governance:** A five-member Joint Powers Fire Board (two council members from each city, plus one At-Large member for outside perspective).
- **Funding Formula:** Costs shared using population and tax capacity to ensure fairness (see Exhibit B).
- **Facilities & Equipment:** Each city donates its fire station and equipment to the District for joint use and management.
- **Employees:** St. Francis firefighters become District employees January 2027; the District becomes the sole employer for fire staff.
- **Accountability:** Annual budgets approved by both city councils, quarterly financial reports, independent annual audits, and yearly service reports.
- **Legal & Insurance Protections:** The District carries full insurance, indemnifies the cities, and operates under Minnesota liability statutes.

Benefits to the Community

- **Improved Response and Reliability:** Unified staffing and training improve service delivery.

- Financial Fairness: Equitable cost-sharing ensures each city pays its fair share.
- Expanded Capability: Shared resources provide stronger capacity for large incidents, mutual aid, and regional growth.
- Future Growth: Additional cities can join, creating opportunities for regionalization.
- Transparency: Built-in governance checks, reporting, and public accountability.

The St. Francis–Bethel JPA is a forward-looking approach to ensure efficient, reliable, and accountable fire and emergency services for residents today and into the future.



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom- City Administrator
FROM: Dave Schmidt- Fire Chief
SUBJECT: Council Appointment to the Fire District Board
DATE: September 15, 2025

OVERVIEW:

In order for the Fire District to operate, the Joint Powers Agreement requires that two Councilmembers from each city be appointed to the Fire Board. The Fire Board will serve as the governing body providing oversight to the Fire District.

As the Fire District prepares for a successful transition effective January 1, 2026, several logistical and administrative actions will need Fire Board approval to move forward.

It is recommended that Mayor Vogel and Councilmember Robinson be appointed as the first elected officials from St. Francis to serve on the Fire Board, as both have been actively involved in the process to date.

ACTION TO BE CONSIDERED:

Appoint Mayor Vogel and Councilmember Robinson as the St. Francis Elected Officials to the Fire District Board.

BUDGET IMPLICATION:

None

Attachments:



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Tax Levy/Stormwater Discussion and Setting of Levy including adjustment to debt service levies
DATE: September 15, 2025

OVERVIEW:

Council will be presented with a power point discussion on the Tax Levy for 2026 and Stormwater presentation.

After that presentation Council will need to act on two resolutions:

1. Attached is a resolution to adjust the tax levy for bonded indebtedness for 2026. The city has two bonds outstanding that have debt service tax levies authorized at this time. The 2017A GO Capital Improvement Bonds and the 2023A GO Capital Improvement Bonds. The city has averaged the levy stream out over the life of the bonds so that the levy stays consistent. The city also contributes some funds from the Water and Sewer Funds to help with the repayments on the 2017A Bonds. The attached resolution adjusts levied amount to what we need to pay back the bond issues.
2. State law requires the city to certify its preliminary 2026 levy to the county by September 30, 2025. This levy **cannot be increased** when the final levy is adopted in December. The council also needs to set the date that the budget and levy will be discussed in December, which allows for public input. This resolution also sets the date for the Public Hearing on the 2026 Levy and Budget for Monday December 1, 2025, at 6:00 pm as part of the regular city council meeting.

Please refer to the attached slide presentation for the breakdown of the levy.

ACTIONS TO BE CONSIDERED:

Approve the attached resolution adjusting the debt service levy for 2026.

Approve the attached resolution setting the preliminary levy.

BUDGET IMPLICATION:

The levy that is set will determine the level of the proposed expenditures for 2026.

Attachments:

1. Taxes and Stormwater Presentation
2. Estimated Tax Receipt-2026
3. Resolution Adjusting the Tax Levy for Bonded Indebtedness.
4. Resolution Providing the Preliminary Approval of a Proposed 2026 Tax Levy and Setting Budget Public Hearing Date.

City of St. Francis
2026 Preliminary Tax Levy
Stormwater Changes
Water and Sewer Rates

City Funds-2025

Governmental Funds

General Fund

Debt Service

- Police/Public Works Building
- City Hall/Fire Station

Special Revenue

- Police Forfeiture

Capital Improvement

- Building
- Capital Equipment
- Streets
- Parks
- Gambling

Enterprise Funds

Water

Sewer

Liquor

Stormwater

Other Funds

EDA

Escrow

City Funds-2026

Governmental Funds

General Fund

Debt Service

- Police/Public Works Building
- City Hall/Fire Station

Special Revenue

- Police Forfeiture

Capital Improvement

- Building
- Capital Equipment
- Streets
- Parks
- Gambling
- **Stormwater**

Enterprise Funds

Water

Sewer

Liquor

Other Funds

EDA

Escrow

City Funds-Property Tax Levy Revenues

Governmental Funds

General Fund

Debt Service

- Police/Public Works Building
- City Hall/Fire Station

Special Revenue

- Police Forfeiture

Capital Improvement

- Building
- Capital Equipment
- Streets
- Parks
- Gambling
- Stormwater

Enterprise Funds

Water

Sewer

Liquor

Other Funds

EDA

Eserow

General Fund

\$4,300,000 proposed levy

City Council, Administration, Police,
Fire, Public Works, Community
Development and more

\$50,000 tax levy for Vista Prairie
Tax Abatement

Debt Service Funds

Police/Public Works Building

- 2026 Levy of \$310,000
- Final Levy in 2035 with final payment in 2036

City Hall/Fire Station

- 2026 Levy of \$790,000
- Final Levy in 2052 with final payment in 2053

Capital Improvement Funds

Building
Improvements

- Proposed Levy of \$50,000

Capital
Equipment

- Proposed Levy of \$410,000

Street
Improvements

- Proposed Levy of \$720,000

Park
Improvements

- Proposed Levy of \$250,000

Stormwater

- Proposed Levy of \$300,000

Property Tax Levy by Purpose	2025	2026 Proposed
General Levy		
General Operating (101)	\$ 3,900,000	\$ 4,300,000
Tax Abatement (Vista Prairie)	-	50,000
Capital Equipment (402)	360,000	410,000
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%





Calculating the City's 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-\$10,511,533
- Less adjustments (FD Contributions, etc)\$483,897
- Equals Adjusted Tax Capacity-\$10,055,412

2026 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-\$10,511,533
- Less adjustments (FD Contributions, etc)\$483,897
- Equals Adjusted Tax Capacity-\$10,055,412

2026 Tax
Rate

- Spreadable levy-\$6,010,690
- Divide by adjusted tax capacity-\$10,055,412
- 2026 Tax Rate=56.776%



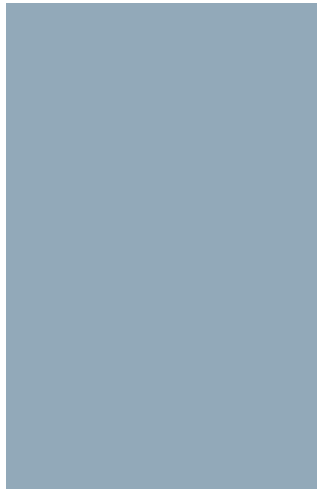
MS4 - Stormwater

Information, Projects & Activities

■ Stormwater Definition:

Is water that originates during any precipitation event and snow/ice melt. Stormwater can soak into the soil (infiltrate), be held on the surface and evaporate, or runoff and end up in nearby streams, rivers, or other water bodies (surface water).





THE DIFFERENCES BETWEEN STORM SEWER AND SANITARY SEWER

- Storm Sewer (precipitation from weather related events, including snow/ice melt):
 - Concrete, Corrugated Steel Culverts, Plastic
 - The system is open to the environment
- Sanitary Sewer:
 - Concrete and PVC Pipe
 - Closed system containing wastewater from sink/bath/laundry

STORMWATER PROGRAM

- Stormwater fees are implemented to each parcel of land in St. Francis help pay for the management and services of all these entities:
 - Stormwater Ponds – 983
 - Storm Catch Basins – 589
 - Storm Culverts – 528
 - Storm Manholes – 150
 - Storm Sewer Conduit – 15.7 Miles
 - Box Culverts, Ditches, Creeks, Natural, Other
 - Ditch Management/Restoration – clean them out of sediment/debris. If need be, we can also reroute or redirect the flow of stormwater to ensure that the field/land drainage is working properly.



Stormwater Projects & Activities

Stormwater Projects = anything that has been paid for by the Stormwater Budget

• **Stormwater Projects - Completed**

- 2022 – Poppy Street Road Project/Reconstruction - \$111,000
- 2022 – 233rd/Nacre Ditch Cleaning - \$9,500
- 2021 – Bi-Annual Street Sweeping - \$26,567.88
- 2022 – Bi-Annual Street Sweeping - \$23,932.75
- 2023 – Dellwood Project- Riverbank Stabilization (Anoka Co. Collaboration)
- 2023 – SFHS Roadside Swale – Added Check Dams (Anoka Co. Collaboration)
- 4 Culvert Replacements (245th Ave & 238th Ave)
- 2023 Storm Pond Clean-out/Maintenance
- 2023 – Bi-Annual Street Sweeping - \$18,315
- 2024 – Rain Garden (225th LN Neighborhood, Anoka Co. Collaboration)
- 2024 – Rum River Woods, Rum River Stabilization Project (Anoka Co. Collaboration)
- 2024 – Storm Pond Clean-out/Maintenance
- 2024 – Bi-Annual Street Sweeping - \$24,480

▪ **Stormwater Projects – Current 2025**

- 2025 – 241st Culvert Replacement \$9,800
- 2025 – Woodbine Street Stormwater Construction Project - \$100,000
- 2025 – Cobalt Street Project - \$5500
- 2025 – Bi-Annual Street Sweeping - \$11,115 (Fall to come)

IN THE
FUTURE, THIS
IS WHAT THE
BUDGET
(STORMWATER
FEES) COULD
POTENTIALLY
PAY FOR:



Road Projects/Reconstruction (Depending on the District or Road)



Ditch work (clean up, redirection of the flow of water, etc.)



Storm Drain/Catch Basin/Storm-captor Maintenance/Clean-out



Storm Pond Maintenance/Clean-out



Bi-Annual Street Sweeping



2022 – NACRE DITCH CLEANING - \$9,500

■Nacre Street was continually washing out every spring or a heavy rainfall as the brush, trees and foliage made it impossible for the water to run down the ditch properly. Cleaning out the ditch allowed the water to run where it is supposed to go and stop washing out the road.

DELLWOOD PROJECT - 2023

Dellwood Trail
Riverbank
Stabilization Project
(Collaboration with
Anoka Co.)

Added Rock,
Rootwads, Riprap and
put in a cedar tree
revetment to protect
the riverbanks from
erosion.



2025 – 238TH CULVERT REPLACEMENT PROJECT

- Culvert was 50+ years old and was deteriorating to the point of road failure. (washouts, every spring)



2025 - 241st Culvert Replacement Project

THIS CULVERT WAS 50+ YEARS OLD AND WAS DETERIORATING, ULTIMATELY CAUSING FAILURE OF THE ROAD.

Setting the Preliminary Levy and Beyond

September 15th

- Council sets Preliminary Levy and Hearing Dates

By September 30th

- Preliminary Levy sent to County

November

- County mails out notices of Proposed Property Taxes

December 1st

- Public hearing on the Proposed levy and budget
- Council sets Final Levy (this cannot be higher than the preliminary levy)

By the end of December

- Final levy is Certified to the County
- Also sent to the State to certify date of hearing and amounts

Estimated Tax Bill

City of St. Francis	
2026 Estimated Tax Bill	
Estimated Market Value	\$ 260,000
Amount Excluded	\$ 23,150
Taxable Value	\$ 236,850
Tax Capacity Value (1%)	\$ 2,369
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,416.09
General Fund	
General Government	
City Council	\$ 7.08
Administration	\$ 93.89
Elections	\$ 3.97
Finance	\$ 44.61
Auditing	\$ 4.25
Assessing	\$ 5.66
Legal	\$ 24.64
Building Maintenance	\$ 17.56
Community Development	
Community Development	\$ 44.32
Building Inspections	\$ -
Public Safety	
Police	\$ 344.96
Fire	\$ 89.64
Public Works	
Street Maintenance	\$ 51.97
Snow Removal	\$ 45.60
Recycling	\$ 6.66
Culture & Recreation	
Parks	\$ 63.16
Community Center	\$ 1.27
Pioneer Days	\$ 1.56
Miscellaneous	
Unallocated	\$ 7.36
Capital Improvement Funds	
Capital Equipment	\$ 80.86
Parks-Capital Improvements	\$ 49.28
Building Improvements	\$ 9.91
Stormwater-Capital Improvements	\$ 59.19
Street Improvements	\$ 142.03
Debt Service Funds	
Public Works/Police Debt Service	\$ 61.18
City Hall/Fire Station Debt Service	\$ 155.48
Total 2026 City Taxes	\$ 1,416.09

Resolutions to Approve:

Resolution to Adjust the
Tax Levy

Resolution to Approve
the Preliminary Levy
and Set the Hearing
Date

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2025-

A RESOLUTION ADJUSTING THE TAX LEVY
FOR BONDED INDEBTEDNESS

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Capital Improvement, Series 2017A; and

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Capital Improvement, Series 2023A; and

WHEREAS, the City may adjust the amount of taxes levied for collection in order to average the levy stream out over the life of the Bonds; and

WHEREAS, the City will make transfers of equal amounts from the Water and Sewer Funds to help pay for the 2017A Capital Improvement bonds; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota that the tax levy for bonded indebtedness for fiscal (collection) year 2026 be adjusted as follows:

<u>Bond description</u>	<u>Scheduled Levy</u>	<u>Adopted Levy</u>
G.O. Capital Improvement-2017	\$488,860.32	\$310,000.00
G.O. Capital Improvement-2023	\$826,225.32	\$790,000.00

BE IT FURTHER RESOLVED that the County Auditor of Anoka County is hereby requested and directed adjust the scheduled levy for collection in 2026.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15th DAY OF SEPTEMBER, 2025.

APPROVED:

Mark Vogel, Mayor of St. Francis

ATTEST:

Jenni Wida, City Clerk

Resolution to Adjust the Tax Levy

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2025-

A RESOLUTION PROVIDING THE PRELIMINARY
APPROVAL OF A PROPOSED 2026 TAX LEVY And
SETTING BUDGET PUBLIC HEARING DATE

WHEREAS, State law requires that the City Council give preliminary approval of a proposed tax levy for 2026 by September 30, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA THAT:

1. To adopt the preliminary maximum tax levy payable in 2026 against taxable property in the City of St. Francis at:

General Operating Levy	
General Fund (includes tax abatement)	<u>\$ 4,350,000</u>
Capital Equipment Fund	410,000
Building	50,000
Parks	250,000
Stormwater	300,000
Street Improvements	720,000
Total General Operating Levy	<u><u>6,080,000</u></u>
Debt Service Levy	
2017A Debt Service	310,000
2023A Debt Service	790,000
Total Debt Service Levy	<u><u>\$ 1,100,000</u></u>
Total Levy	<u><u>\$ 7,180,000</u></u>

2. To set the date for consideration of the final levy and consideration of the 2026 Budget shall be Monday, December 1, 2025 at 6:00 pm at CITY HALL AT 3750 BRIDGE STREET NW, ST. FRANCIS, MN

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15TH
DAY OF SEPTEMBER, 2025.

ATTEST:

Mark Vogel, Mayor

Jenni Wida, City Clerk

Resolution to Approve the Preliminary Tax Levy and Set the Public Hearing Date

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 200,000
Amount Excluded	\$ 28,550
Taxable Value	\$ 171,450
Tax Capacity Value (1%)	\$ 1,715
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,025.16

General Fund

General Government	
City Council	\$ 5.13
Administration	\$ 67.97
Elections	\$ 2.87
Finance	\$ 32.29
Auditing	\$ 3.08
Assessing	\$ 4.10
Legal	\$ 17.84
Building Maintenance	\$ 12.71
Community Development	
Community Development	\$ 32.09
Building Inspections	\$ -
Public Safety	
Police	\$ 249.73
Fire	\$ 64.89
Public Works	
Street Maintenance	\$ 37.62
Snow Removal	\$ 33.01
Recycling	\$ 4.82
Culture & Recreation	
Parks	\$ 45.72
Community Center	\$ 0.92
Pioneer Days	\$ 1.13
Miscellaneous	
Unallocated	\$ 5.33

Capital Improvement Funds

Capital Equipment	\$ 58.54
Parks-Capital Improvements	\$ 35.68
Building Improvements	\$ 7.18
Stormwater-Capital Improvements	\$ 42.85
Street Improvements	\$ 102.82

Debt Service Funds

Public Works/Police Debt Service	\$ 44.29
City Hall/Fire Station Debt Service	\$ 112.55

Total 2026 City Taxes	\$ 1,025.16
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 210,000
Amount Excluded	\$ 27,650
Taxable Value	\$ 182,350
Tax Capacity Value (1%)	\$ 1,824
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,090.31

General Fund

General Government	
City Council	\$ 5.45
Administration	\$ 72.29
Elections	\$ 3.05
Finance	\$ 34.34
Auditing	\$ 3.27
Assessing	\$ 4.36
Legal	\$ 18.97
Building Maintenance	\$ 13.52
Community Development	
Community Development	\$ 34.13
Building Inspections	\$ -
Public Safety	
Police	\$ 265.60
Fire	\$ 69.02
Public Works	
Street Maintenance	\$ 40.01
Snow Removal	\$ 35.11
Recycling	\$ 5.12
Culture & Recreation	
Parks	\$ 48.63
Community Center	\$ 0.98
Pioneer Days	\$ 1.20
Miscellaneous	
Unallocated	\$ 5.67

Capital Improvement Funds

Capital Equipment	\$ 62.26
Parks-Capital Improvements	\$ 37.94
Building Improvements	\$ 7.63
Stormwater-Capital Improvements	\$ 45.57
Street Improvements	\$ 109.36

Debt Service Funds

Public Works/Police Debt Service	\$ 47.10
City Hall/Fire Station Debt Service	\$ 119.73

Total 2026 City Taxes	\$ 1,090.31
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 220,000
Amount Excluded	\$ 26,750
Taxable Value	\$ 193,250
Tax Capacity Value (1%)	\$ 1,933
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,155.47

General Fund

General Government	
City Council	\$ 5.78
Administration	\$ 76.61
Elections	\$ 3.24
Finance	\$ 36.40
Auditing	\$ 3.47
Assessing	\$ 4.62
Legal	\$ 20.11
Building Maintenance	\$ 14.33
Community Development	
Community Development	\$ 36.17
Building Inspections	\$ -
Public Safety	
Police	\$ 281.47
Fire	\$ 73.14
Public Works	
Street Maintenance	\$ 42.41
Snow Removal	\$ 37.21
Recycling	\$ 5.43
Culture & Recreation	
Parks	\$ 51.53
Community Center	\$ 1.04
Pioneer Days	\$ 1.27
Miscellaneous	
Unallocated	\$ 6.01

Capital Improvement Funds

Capital Equipment	\$ 65.98
Parks-Capital Improvements	\$ 40.21
Building Improvements	\$ 8.09
Stormwater-Capital Improvements	\$ 48.30
Street Improvements	\$ 115.89

Debt Service Funds

Public Works/Police Debt Service	\$ 49.92
City Hall/Fire Station Debt Service	\$ 126.84

Total 2026 City Taxes

\$ 1,155.47

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 230,000
Amount Excluded	\$ 25,850
Taxable Value	\$ 204,150
Tax Capacity Value (1%)	\$ 2,042
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,220.63

General Fund

General Government	
City Council	\$ 6.10
Administration	\$ 80.93
Elections	\$ 3.42
Finance	\$ 38.45
Auditing	\$ 3.66
Assessing	\$ 4.88
Legal	\$ 21.24
Building Maintenance	\$ 15.14
Community Development	
Community Development	\$ 38.21
Building Inspections	\$ -
Public Safety	
Police	\$ 297.35
Fire	\$ 77.27
Public Works	
Street Maintenance	\$ 44.80
Snow Removal	\$ 39.30
Recycling	\$ 5.74
Culture & Recreation	
Parks	\$ 54.44
Community Center	\$ 1.10
Pioneer Days	\$ 1.34
Miscellaneous	
Unallocated	\$ 6.35

Capital Improvement Funds

Capital Equipment	\$ 69.70
Parks-Capital Improvements	\$ 42.48
Building Improvements	\$ 8.54
Stormwater-Capital Improvements	\$ 51.02
Street Improvements	\$ 122.43

Debt Service Funds

Public Works/Police Debt Service	\$ 52.73
City Hall/Fire Station Debt Service	\$ 134.01

Total 2026 City Taxes

\$ 1,220.63

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 240,000
Amount Excluded	\$ 24,950
Taxable Value	\$ 215,050
Tax Capacity Value (1%)	\$ 2,151
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,285.78

General Fund

General Government	
City Council	\$ 6.43
Administration	\$ 85.25
Elections	\$ 3.60
Finance	\$ 40.50
Auditing	\$ 3.86
Assessing	\$ 5.14
Legal	\$ 22.37
Building Maintenance	\$ 15.94
Community Development	
Community Development	\$ 40.24
Building Inspections	\$ -
Public Safety	
Police	\$ 313.22
Fire	\$ 81.39
Public Works	
Street Maintenance	\$ 47.19
Snow Removal	\$ 41.40
Recycling	\$ 6.04
Culture & Recreation	
Parks	\$ 57.35
Community Center	\$ 1.16
Pioneer Days	\$ 1.41
Miscellaneous	
Unallocated	\$ 6.69

Capital Improvement Funds

Capital Equipment	\$ 73.42
Parks-Capital Improvements	\$ 44.75
Building Improvements	\$ 9.00
Stormwater-Capital Improvements	\$ 53.75
Street Improvements	\$ 128.96

Debt Service Funds

Public Works/Police Debt Service	\$ 55.55
City Hall/Fire Station Debt Service	\$ 141.17

Total 2026 City Taxes

\$ 1,285.78

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 250,000
Amount Excluded	\$ 24,050
Taxable Value	\$ 225,950
Tax Capacity Value (1%)	\$ 2,260
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,350.94

General Fund

General Government	
City Council	\$ 6.75
Administration	\$ 89.57
Elections	\$ 3.78
Finance	\$ 42.55
Auditing	\$ 4.05
Assessing	\$ 5.40
Legal	\$ 23.51
Building Maintenance	\$ 16.75
Community Development	
Community Development	\$ 42.28
Building Inspections	\$ -
Public Safety	
Police	\$ 329.09
Fire	\$ 85.51
Public Works	
Street Maintenance	\$ 49.58
Snow Removal	\$ 43.50
Recycling	\$ 6.35
Culture & Recreation	
Parks	\$ 60.25
Community Center	\$ 1.22
Pioneer Days	\$ 1.49
Miscellaneous	
Unallocated	\$ 7.02

Capital Improvement Funds

Capital Equipment	\$ 77.14
Parks-Capital Improvements	\$ 47.01
Building Improvements	\$ 9.46
Stormwater-Capital Improvements	\$ 56.47
Street Improvements	\$ 135.50

Debt Service Funds

Public Works/Police Debt Service	\$ 58.36
City Hall/Fire Station Debt Service	\$ 148.35

Total 2026 City Taxes	<u>\$ 1,350.94</u>
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 260,000
Amount Excluded	\$ 23,150
Taxable Value	\$ 236,850
Tax Capacity Value (1%)	\$ 2,369
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,416.09

General Fund

General Government	
City Council	\$ 7.08
Administration	\$ 93.89
Elections	\$ 3.97
Finance	\$ 44.61
Auditing	\$ 4.25
Assessing	\$ 5.66
Legal	\$ 24.64
Building Maintenance	\$ 17.56
Community Development	
Community Development	\$ 44.32
Building Inspections	\$ -
Public Safety	
Police	\$ 344.96
Fire	\$ 89.64
Public Works	
Street Maintenance	\$ 51.97
Snow Removal	\$ 45.60
Recycling	\$ 6.66
Culture & Recreation	
Parks	\$ 63.16
Community Center	\$ 1.27
Pioneer Days	\$ 1.56
Miscellaneous	
Unallocated	\$ 7.36

Capital Improvement Funds

Capital Equipment	\$ 80.86
Parks-Capital Improvements	\$ 49.28
Building Improvements	\$ 9.91
Stormwater-Capital Improvements	\$ 59.19
Street Improvements	\$ 142.03

Debt Service Funds

Public Works/Police Debt Service	\$ 61.18
City Hall/Fire Station Debt Service	\$ 155.48

Total 2026 City Taxes

\$ 1,416.09

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 270,000
Amount Excluded	\$ 22,250
Taxable Value	\$ 247,750
Tax Capacity Value (1%)	\$ 2,478
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,481.25

General Fund

General Government	
City Council	\$ 7.41
Administration	\$ 98.21
Elections	\$ 4.15
Finance	\$ 46.66
Auditing	\$ 4.44
Assessing	\$ 5.93
Legal	\$ 25.77
Building Maintenance	\$ 18.37
Community Development	
Community Development	\$ 46.36
Building Inspections	\$ -
Public Safety	
Police	\$ 360.83
Fire	\$ 93.76
Public Works	
Street Maintenance	\$ 54.36
Snow Removal	\$ 47.70
Recycling	\$ 6.96
Culture & Recreation	
Parks	\$ 66.06
Community Center	\$ 1.33
Pioneer Days	\$ 1.63
Miscellaneous	
Unallocated	\$ 7.70

Capital Improvement Funds

Capital Equipment	\$ 84.58
Parks-Capital Improvements	\$ 51.55
Building Improvements	\$ 10.37
Stormwater-Capital Improvements	\$ 61.92
Street Improvements	\$ 148.57

Debt Service Funds

Public Works/Police Debt Service	\$ 63.99
City Hall/Fire Station Debt Service	\$ 162.64

Total 2026 City Taxes	\$ 1,481.25
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 280,000
Amount Excluded	\$ 21,350
Taxable Value	\$ 258,650
Tax Capacity Value (1%)	\$ 2,587
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,546.41

General Fund

General Government	
City Council	\$ 7.73
Administration	\$ 102.53
Elections	\$ 4.33
Finance	\$ 48.71
Auditing	\$ 4.64
Assessing	\$ 6.19
Legal	\$ 26.91
Building Maintenance	\$ 19.18
Community Development	
Community Development	\$ 48.40
Building Inspections	\$ -
Public Safety	
Police	\$ 376.71
Fire	\$ 97.89
Public Works	
Street Maintenance	\$ 56.75
Snow Removal	\$ 49.79
Recycling	\$ 7.27
Culture & Recreation	
Parks	\$ 68.97
Community Center	\$ 1.39
Pioneer Days	\$ 1.70
Miscellaneous	
Unallocated	\$ 8.04

Capital Improvement Funds

Capital Equipment	\$ 88.30
Parks-Capital Improvements	\$ 53.82
Building Improvements	\$ 10.82
Stormwater-Capital Improvements	\$ 64.64
Street Improvements	\$ 155.10

Debt Service Funds

Public Works/Police Debt Service	\$ 66.80
City Hall/Fire Station Debt Service	\$ 169.80

Total 2026 City Taxes

\$ 1,546.41

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 290,000
Amount Excluded	\$ 20,450
Taxable Value	\$ 269,550
Tax Capacity Value (1%)	\$ 2,696
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,611.56

General Fund

General Government	
City Council	\$ 8.06
Administration	\$ 106.85
Elections	\$ 4.51
Finance	\$ 50.76
Auditing	\$ 4.83
Assessing	\$ 6.45
Legal	\$ 28.04
Building Maintenance	\$ 19.98
Community Development	
Community Development	\$ 50.44
Building Inspections	\$ -
Public Safety	
Police	\$ 392.58
Fire	\$ 102.01
Public Works	
Street Maintenance	\$ 59.14
Snow Removal	\$ 51.89
Recycling	\$ 7.57
Culture & Recreation	
Parks	\$ 71.88
Community Center	\$ 1.45
Pioneer Days	\$ 1.77
Miscellaneous	
Unallocated	\$ 8.38

Capital Improvement Funds

Capital Equipment	\$ 92.02
Parks-Capital Improvements	\$ 56.08
Building Improvements	\$ 11.28
Stormwater-Capital Improvements	\$ 67.36
Street Improvements	\$ 161.64

Debt Service Funds

Public Works/Police Debt Service	\$ 69.62
City Hall/Fire Station Debt Service	\$ 176.97

Total 2026 City Taxes	\$ 1,611.56
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 300,000
Amount Excluded	\$ 19,550
Taxable Value	\$ 280,450
Tax Capacity Value (1%)	\$ 2,805
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,676.72

General Fund

General Government	
City Council	\$ 8.38
Administration	\$ 111.17
Elections	\$ 4.69
Finance	\$ 52.82
Auditing	\$ 5.03
Assessing	\$ 6.71
Legal	\$ 29.17
Building Maintenance	\$ 20.79
Community Development	
Community Development	\$ 52.48
Building Inspections	\$ -
Public Safety	
Police	\$ 408.45
Fire	\$ 106.14
Public Works	
Street Maintenance	\$ 61.54
Snow Removal	\$ 53.99
Recycling	\$ 7.88
Culture & Recreation	
Parks	\$ 74.78
Community Center	\$ 1.51
Pioneer Days	\$ 1.84
Miscellaneous	
Unallocated	\$ 8.72

Capital Improvement Funds

Capital Equipment	\$ 95.74
Parks-Capital Improvements	\$ 58.35
Building Improvements	\$ 11.74
Stormwater-Capital Improvements	\$ 70.09
Street Improvements	\$ 168.18

Debt Service Funds

Public Works/Police Debt Service	\$ 72.43
City Hall/Fire Station Debt Service	\$ 184.10

Total 2026 City Taxes	<u>\$ 1,676.72</u>
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 310,000
Amount Excluded	\$ 18,650
Taxable Value	\$ 291,350
Tax Capacity Value (1%)	\$ 2,914
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,741.87

General Fund

General Government	
City Council	\$ 8.71
Administration	\$ 115.49
Elections	\$ 4.88
Finance	\$ 54.87
Auditing	\$ 5.23
Assessing	\$ 6.97
Legal	\$ 30.31
Building Maintenance	\$ 21.60
Community Development	
Community Development	\$ 54.52
Building Inspections	\$ -
Public Safety	
Police	\$ 424.32
Fire	\$ 110.26
Public Works	
Street Maintenance	\$ 63.93
Snow Removal	\$ 56.09
Recycling	\$ 8.19
Culture & Recreation	
Parks	\$ 77.69
Community Center	\$ 1.57
Pioneer Days	\$ 1.92
Miscellaneous	
Unallocated	\$ 9.06

Capital Improvement Funds

Capital Equipment	\$ 99.46
Parks-Capital Improvements	\$ 60.62
Building Improvements	\$ 12.19
Stormwater-Capital Improvements	\$ 72.81
Street Improvements	\$ 174.71

Debt Service Funds

Public Works/Police Debt Service	\$ 75.25
City Hall/Fire Station Debt Service	\$ 191.22

Total 2026 City Taxes

\$ 1,741.87

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 320,000
Amount Excluded	\$ 17,750
Taxable Value	\$ 302,250
Tax Capacity Value (1%)	\$ 3,023
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,807.03

General Fund

General Government	
City Council	\$ 9.04
Administration	\$ 119.81
Elections	\$ 5.06
Finance	\$ 56.92
Auditing	\$ 5.42
Assessing	\$ 7.23
Legal	\$ 31.44
Building Maintenance	\$ 22.41
Community Development	
Community Development	\$ 56.56
Building Inspections	\$ -
Public Safety	
Police	\$ 440.19
Fire	\$ 114.38
Public Works	
Street Maintenance	\$ 66.32
Snow Removal	\$ 58.19
Recycling	\$ 8.49
Culture & Recreation	
Parks	\$ 80.59
Community Center	\$ 1.63
Pioneer Days	\$ 1.99
Miscellaneous	
Unallocated	\$ 9.40

Capital Improvement Funds

Capital Equipment	\$ 103.18
Parks-Capital Improvements	\$ 62.88
Building Improvements	\$ 12.65
Stormwater-Capital Improvements	\$ 75.53
Street Improvements	\$ 181.25

Debt Service Funds

Public Works/Police Debt Service	\$ 78.06
City Hall/Fire Station Debt Service	\$ 198.41

Total 2026 City Taxes

\$ 1,807.03

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 330,000
Amount Excluded	\$ 16,850
Taxable Value	\$ 313,150
Tax Capacity Value (1%)	\$ 3,132
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,872.18

General Fund

General Government	
City Council	\$ 9.36
Administration	\$ 124.13
Elections	\$ 5.24
Finance	\$ 58.97
Auditing	\$ 5.62
Assessing	\$ 7.49
Legal	\$ 32.58
Building Maintenance	\$ 23.22
Community Development	
Community Development	\$ 58.60
Building Inspections	\$ -
Public Safety	
Police	\$ 456.06
Fire	\$ 118.51
Public Works	
Street Maintenance	\$ 68.71
Snow Removal	\$ 60.28
Recycling	\$ 8.80
Culture & Recreation	
Parks	\$ 83.50
Community Center	\$ 1.68
Pioneer Days	\$ 2.06
Miscellaneous	
Unallocated	\$ 9.74

Capital Improvement Funds

Capital Equipment	\$ 106.90
Parks-Capital Improvements	\$ 65.15
Building Improvements	\$ 13.11
Stormwater-Capital Improvements	\$ 78.26
Street Improvements	\$ 187.78

Debt Service Funds

Public Works/Police Debt Service	\$ 80.88
City Hall/Fire Station Debt Service	\$ 205.55

Total 2026 City Taxes	\$ 1,872.18
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 340,000
Amount Excluded	\$ 15,950
Taxable Value	\$ 324,050
Tax Capacity Value (1%)	\$ 3,241
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 1,937.34

General Fund

General Government	
City Council	\$ 9.69
Administration	\$ 128.45
Elections	\$ 5.42
Finance	\$ 61.03
Auditing	\$ 5.81
Assessing	\$ 7.75
Legal	\$ 33.71
Building Maintenance	\$ 24.02
Community Development	
Community Development	\$ 60.64
Building Inspections	\$ -
Public Safety	
Police	\$ 471.94
Fire	\$ 122.63
Public Works	
Street Maintenance	\$ 71.10
Snow Removal	\$ 62.38
Recycling	\$ 9.11
Culture & Recreation	
Parks	\$ 86.41
Community Center	\$ 1.74
Pioneer Days	\$ 2.13
Miscellaneous	
Unallocated	\$ 10.07

Capital Improvement Funds

Capital Equipment	\$ 110.62
Parks-Capital Improvements	\$ 67.42
Building Improvements	\$ 13.56
Stormwater-Capital Improvements	\$ 80.98
Street Improvements	\$ 194.32

Debt Service Funds

Public Works/Police Debt Service	\$ 83.69
City Hall/Fire Station Debt Service	\$ 212.72

Total 2026 City Taxes

\$ 1,937.34

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 350,000
Amount Excluded	\$ 15,050
Taxable Value	\$ 334,950
Tax Capacity Value (1%)	\$ 3,350
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,002.50

General Fund

General Government	
City Council	\$ 10.01
Administration	\$ 132.77
Elections	\$ 5.61
Finance	\$ 63.08
Auditing	\$ 6.01
Assessing	\$ 8.01
Legal	\$ 34.84
Building Maintenance	\$ 24.83
Community Development	
Community Development	\$ 62.68
Building Inspections	\$ -
Public Safety	
Police	\$ 487.81
Fire	\$ 126.76
Public Works	
Street Maintenance	\$ 73.49
Snow Removal	\$ 64.48
Recycling	\$ 9.41
Culture & Recreation	
Parks	\$ 89.31
Community Center	\$ 1.80
Pioneer Days	\$ 2.20
Miscellaneous	
Unallocated	\$ 10.41

Capital Improvement Funds

Capital Equipment	\$ 114.34
Parks-Capital Improvements	\$ 69.69
Building Improvements	\$ 14.02
Stormwater-Capital Improvements	\$ 83.70
Street Improvements	\$ 200.85

Debt Service Funds

Public Works/Police Debt Service	\$ 86.51
City Hall/Fire Station Debt Service	\$ 219.88

Total 2026 City Taxes

\$ 2,002.50

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 360,000
Amount Excluded	\$ 14,150
Taxable Value	\$ 345,850
Tax Capacity Value (1%)	\$ 3,459
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,067.65

General Fund

General Government	
City Council	\$ 10.34
Administration	\$ 137.09
Elections	\$ 5.79
Finance	\$ 65.13
Auditing	\$ 6.20
Assessing	\$ 8.27
Legal	\$ 35.98
Building Maintenance	\$ 25.64
Community Development	
Community Development	\$ 64.72
Building Inspections	\$ -
Public Safety	
Police	\$ 503.68
Fire	\$ 130.88
Public Works	
Street Maintenance	\$ 75.88
Snow Removal	\$ 66.58
Recycling	\$ 9.72
Culture & Recreation	
Parks	\$ 92.22
Community Center	\$ 1.86
Pioneer Days	\$ 2.27
Miscellaneous	
Unallocated	\$ 10.75

Capital Improvement Funds

Capital Equipment	\$ 118.06
Parks-Capital Improvements	\$ 71.95
Building Improvements	\$ 14.47
Stormwater-Capital Improvements	\$ 86.43
Street Improvements	\$ 207.39

Debt Service Funds

Public Works/Police Debt Service	\$ 89.32
City Hall/Fire Station Debt Service	\$ 227.03

Total 2026 City Taxes

\$ 2,067.65

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 370,000
Amount Excluded	\$ 13,250
Taxable Value	\$ 356,750
Tax Capacity Value (1%)	\$ 3,568
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,132.81

General Fund

General Government	
City Council	\$ 10.66
Administration	\$ 141.41
Elections	\$ 5.97
Finance	\$ 67.18
Auditing	\$ 6.40
Assessing	\$ 8.53
Legal	\$ 37.11
Building Maintenance	\$ 26.45
Community Development	
Community Development	\$ 66.76
Building Inspections	\$ -
Public Safety	
Police	\$ 519.55
Fire	\$ 135.01
Public Works	
Street Maintenance	\$ 78.27
Snow Removal	\$ 68.68
Recycling	\$ 10.02
Culture & Recreation	
Parks	\$ 95.12
Community Center	\$ 1.92
Pioneer Days	\$ 2.35
Miscellaneous	
Unallocated	\$ 11.09

Capital Improvement Funds

Capital Equipment	\$ 121.78
Parks-Capital Improvements	\$ 74.22
Building Improvements	\$ 14.93
Stormwater-Capital Improvements	\$ 89.15
Street Improvements	\$ 213.92

Debt Service Funds

Public Works/Police Debt Service	\$ 92.14
City Hall/Fire Station Debt Service	\$ 234.19

Total 2026 City Taxes

\$ 2,132.81

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 380,000
Amount Excluded	\$ 12,350
Taxable Value	\$ 367,650
Tax Capacity Value (1%)	\$ 3,677
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,197.96

General Fund

General Government	
City Council	\$ 10.99
Administration	\$ 145.72
Elections	\$ 6.15
Finance	\$ 69.24
Auditing	\$ 6.59
Assessing	\$ 8.79
Legal	\$ 38.24
Building Maintenance	\$ 27.25
Community Development	
Community Development	\$ 68.80
Building Inspections	\$ -
Public Safety	
Police	\$ 535.42
Fire	\$ 139.13
Public Works	
Street Maintenance	\$ 80.67
Snow Removal	\$ 70.77
Recycling	\$ 10.33
Culture & Recreation	
Parks	\$ 98.03
Community Center	\$ 1.98
Pioneer Days	\$ 2.42
Miscellaneous	
Unallocated	\$ 11.43

Capital Improvement Funds

Capital Equipment	\$ 125.50
Parks-Capital Improvements	\$ 76.49
Building Improvements	\$ 15.39
Stormwater-Capital Improvements	\$ 91.87
Street Improvements	\$ 220.46

Debt Service Funds

Public Works/Police Debt Service	\$ 94.95
City Hall/Fire Station Debt Service	\$ 241.35

Total 2026 City Taxes

\$ 2,197.96

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 390,000
Amount Excluded	\$ 11,450
Taxable Value	\$ 378,550
Tax Capacity Value (1%)	\$ 3,786
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,263.12

General Fund

General Government	
City Council	\$ 11.32
Administration	\$ 150.04
Elections	\$ 6.34
Finance	\$ 71.29
Auditing	\$ 6.79
Assessing	\$ 9.05
Legal	\$ 39.38
Building Maintenance	\$ 28.06
Community Development	
Community Development	\$ 70.84
Building Inspections	\$ -
Public Safety	
Police	\$ 551.30
Fire	\$ 143.26
Public Works	
Street Maintenance	\$ 83.06
Snow Removal	\$ 72.87
Recycling	\$ 10.64
Culture & Recreation	
Parks	\$ 100.94
Community Center	\$ 2.04
Pioneer Days	\$ 2.49
Miscellaneous	
Unallocated	\$ 11.77

Capital Improvement Funds

Capital Equipment	\$ 129.22
Parks-Capital Improvements	\$ 78.76
Building Improvements	\$ 15.84
Stormwater-Capital Improvements	\$ 94.60
Street Improvements	\$ 226.99

Debt Service Funds

Public Works/Police Debt Service	\$ 97.77
City Hall/Fire Station Debt Service	\$ 248.46

Total 2026 City Taxes	\$ 2,263.12
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 400,000
Amount Excluded	\$ 10,550
Taxable Value	\$ 389,450
Tax Capacity Value (1%)	\$ 3,895
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,328.28

General Fund

General Government	
City Council	\$ 11.64
Administration	\$ 154.36
Elections	\$ 6.52
Finance	\$ 73.34
Auditing	\$ 6.98
Assessing	\$ 9.31
Legal	\$ 40.51
Building Maintenance	\$ 28.87
Community Development	
Community Development	\$ 72.88
Building Inspections	\$ -
Public Safety	
Police	\$ 567.17
Fire	\$ 147.38
Public Works	
Street Maintenance	\$ 85.45
Snow Removal	\$ 74.97
Recycling	\$ 10.94
Culture & Recreation	
Parks	\$ 103.84
Community Center	\$ 2.10
Pioneer Days	\$ 2.56
Miscellaneous	
Unallocated	\$ 12.11

Capital Improvement Funds

Capital Equipment	\$ 132.94
Parks-Capital Improvements	\$ 81.02
Building Improvements	\$ 16.30
Stormwater-Capital Improvements	\$ 97.32
Street Improvements	\$ 233.53

Debt Service Funds

Public Works/Police Debt Service	\$ 100.58
City Hall/Fire Station Debt Service	\$ 255.66

Total 2026 City Taxes	\$ 2,328.28
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 410,000
Amount Excluded	\$ 9,650
Taxable Value	\$ 400,350
Tax Capacity Value (1%)	\$ 4,004
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,393.43

General Fund

General Government	
City Council	\$ 11.97
Administration	\$ 158.68
Elections	\$ 6.70
Finance	\$ 75.39
Auditing	\$ 7.18
Assessing	\$ 9.57
Legal	\$ 41.65
Building Maintenance	\$ 29.68
Community Development	
Community Development	\$ 74.91
Building Inspections	\$ -
Public Safety	
Police	\$ 583.04
Fire	\$ 151.50
Public Works	
Street Maintenance	\$ 87.84
Snow Removal	\$ 77.07
Recycling	\$ 11.25
Culture & Recreation	
Parks	\$ 106.75
Community Center	\$ 2.15
Pioneer Days	\$ 2.63
Miscellaneous	
Unallocated	\$ 12.45

Capital Improvement Funds

Capital Equipment	\$ 136.66
Parks-Capital Improvements	\$ 83.29
Building Improvements	\$ 16.75
Stormwater-Capital Improvements	\$ 100.05
Street Improvements	\$ 240.06

Debt Service Funds

Public Works/Police Debt Service	\$ 103.40
City Hall/Fire Station Debt Service	\$ 262.81

Total 2026 City Taxes

\$ 2,393.43

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 420,000
Amount Excluded	\$ 8,750
Taxable Value	\$ 411,250
Tax Capacity Value (1%)	\$ 4,113
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,458.59

General Fund

General Government	
City Council	\$ 12.29
Administration	\$ 163.00
Elections	\$ 6.88
Finance	\$ 77.45
Auditing	\$ 7.38
Assessing	\$ 9.83
Legal	\$ 42.78
Building Maintenance	\$ 30.49
Community Development	
Community Development	\$ 76.95
Building Inspections	\$ -
Public Safety	
Police	\$ 598.91
Fire	\$ 155.63
Public Works	
Street Maintenance	\$ 90.23
Snow Removal	\$ 79.17
Recycling	\$ 11.56
Culture & Recreation	
Parks	\$ 109.65
Community Center	\$ 2.21
Pioneer Days	\$ 2.70
Miscellaneous	
Unallocated	\$ 12.78

Capital Improvement Funds

Capital Equipment	\$ 140.39
Parks-Capital Improvements	\$ 85.56
Building Improvements	\$ 17.21
Stormwater-Capital Improvements	\$ 102.77
Street Improvements	\$ 246.60

Debt Service Funds

Public Works/Police Debt Service	\$ 106.21
City Hall/Fire Station Debt Service	\$ 269.96

Total 2026 City Taxes	\$ 2,458.59
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 430,000
Amount Excluded	\$ 7,850
Taxable Value	\$ 422,150
Tax Capacity Value (1%)	\$ 4,222
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,523.74

General Fund

General Government	
City Council	\$ 12.62
Administration	\$ 167.32
Elections	\$ 7.07
Finance	\$ 79.50
Auditing	\$ 7.57
Assessing	\$ 10.09
Legal	\$ 43.91
Building Maintenance	\$ 31.29
Community Development	
Community Development	\$ 78.99
Building Inspections	\$ -
Public Safety	
Police	\$ 614.78
Fire	\$ 159.75
Public Works	
Street Maintenance	\$ 92.62
Snow Removal	\$ 81.26
Recycling	\$ 11.86
Culture & Recreation	
Parks	\$ 112.56
Community Center	\$ 2.27
Pioneer Days	\$ 2.78
Miscellaneous	
Unallocated	\$ 13.12

Capital Improvement Funds

Capital Equipment	\$ 144.11
Parks-Capital Improvements	\$ 87.83
Building Improvements	\$ 17.67
Stormwater-Capital Improvements	\$ 105.49
Street Improvements	\$ 253.13

Debt Service Funds

Public Works/Police Debt Service	\$ 109.03
City Hall/Fire Station Debt Service	\$ 277.12

Total 2026 City Taxes	\$ 2,523.74
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 440,000
Amount Excluded	\$ 6,950
Taxable Value	\$ 433,050
Tax Capacity Value (1%)	\$ 4,331
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,588.90

General Fund

General Government	
City Council	\$ 12.94
Administration	\$ 171.64
Elections	\$ 7.25
Finance	\$ 81.55
Auditing	\$ 7.77
Assessing	\$ 10.36
Legal	\$ 45.05
Building Maintenance	\$ 32.10
Community Development	
Community Development	\$ 81.03
Building Inspections	\$ -
Public Safety	
Police	\$ 630.66
Fire	\$ 163.88
Public Works	
Street Maintenance	\$ 95.01
Snow Removal	\$ 83.36
Recycling	\$ 12.17
Culture & Recreation	
Parks	\$ 115.46
Community Center	\$ 2.33
Pioneer Days	\$ 2.85
Miscellaneous	
Unallocated	\$ 13.46

Capital Improvement Funds

Capital Equipment	\$ 147.83
Parks-Capital Improvements	\$ 90.09
Building Improvements	\$ 18.12
Stormwater-Capital Improvements	\$ 108.22
Street Improvements	\$ 259.67

Debt Service Funds

Public Works/Police Debt Service	\$ 111.84
City Hall/Fire Station Debt Service	\$ 284.26

Total 2026 City Taxes	\$ 2,588.90
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 450,000
Amount Excluded	\$ 6,050
Taxable Value	\$ 443,950
Tax Capacity Value (1%)	\$ 4,440
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,654.05

General Fund

General Government	
City Council	\$ 13.27
Administration	\$ 175.96
Elections	\$ 7.43
Finance	\$ 83.60
Auditing	\$ 7.96
Assessing	\$ 10.62
Legal	\$ 46.18
Building Maintenance	\$ 32.91
Community Development	
Community Development	\$ 83.07
Building Inspections	\$ -
Public Safety	
Police	\$ 646.53
Fire	\$ 168.00
Public Works	
Street Maintenance	\$ 97.40
Snow Removal	\$ 85.46
Recycling	\$ 12.47
Culture & Recreation	
Parks	\$ 118.37
Community Center	\$ 2.39
Pioneer Days	\$ 2.92
Miscellaneous	
Unallocated	\$ 13.80

Capital Improvement Funds

Capital Equipment	\$ 151.55
Parks-Capital Improvements	\$ 92.36
Building Improvements	\$ 18.58
Stormwater-Capital Improvements	\$ 110.94
Street Improvements	\$ 266.20

Debt Service Funds

Public Works/Police Debt Service	\$ 114.65
City Hall/Fire Station Debt Service	\$ 291.43

Total 2026 City Taxes	\$ 2,654.05
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 460,000
Amount Excluded	\$ 5,150
Taxable Value	\$ 454,850
Tax Capacity Value (1%)	\$ 4,549
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,719.21

General Fund

General Government	
City Council	\$ 13.60
Administration	\$ 180.28
Elections	\$ 7.61
Finance	\$ 85.66
Auditing	\$ 8.16
Assessing	\$ 10.88
Legal	\$ 47.31
Building Maintenance	\$ 33.72
Community Development	
Community Development	\$ 85.11
Building Inspections	\$ -
Public Safety	
Police	\$ 662.40
Fire	\$ 172.13
Public Works	
Street Maintenance	\$ 99.80
Snow Removal	\$ 87.56
Recycling	\$ 12.78
Culture & Recreation	
Parks	\$ 121.28
Community Center	\$ 2.45
Pioneer Days	\$ 2.99
Miscellaneous	
Unallocated	\$ 14.14

Capital Improvement Funds

Capital Equipment	\$ 155.27
Parks-Capital Improvements	\$ 94.63
Building Improvements	\$ 19.03
Stormwater-Capital Improvements	\$ 113.66
Street Improvements	\$ 272.74

Debt Service Funds

Public Works/Police Debt Service	\$ 117.47
City Hall/Fire Station Debt Service	\$ 298.55

Total 2026 City Taxes

\$ 2,719.21

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 470,000
Amount Excluded	\$ 4,250
Taxable Value	\$ 465,750
Tax Capacity Value (1%)	\$ 4,658
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,784.37

General Fund

General Government	
City Council	\$ 13.92
Administration	\$ 184.60
Elections	\$ 7.80
Finance	\$ 87.71
Auditing	\$ 8.35
Assessing	\$ 11.14
Legal	\$ 48.45
Building Maintenance	\$ 34.53
Community Development	
Community Development	\$ 87.15
Building Inspections	\$ -
Public Safety	
Police	\$ 678.27
Fire	\$ 176.25
Public Works	
Street Maintenance	\$ 102.19
Snow Removal	\$ 89.66
Recycling	\$ 13.09
Culture & Recreation	
Parks	\$ 124.18
Community Center	\$ 2.51
Pioneer Days	\$ 3.06
Miscellaneous	
Unallocated	\$ 14.48

Capital Improvement Funds

Capital Equipment	\$ 158.99
Parks-Capital Improvements	\$ 96.90
Building Improvements	\$ 19.49
Stormwater-Capital Improvements	\$ 116.39
Street Improvements	\$ 279.27

Debt Service Funds

Public Works/Police Debt Service	\$ 120.28
City Hall/Fire Station Debt Service	\$ 305.71

Total 2026 City Taxes	\$ 2,784.37
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 480,000
Amount Excluded	\$ 3,350
Taxable Value	\$ 476,650
Tax Capacity Value (1%)	\$ 4,767
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,849.52

General Fund

General Government	
City Council	\$ 14.25
Administration	\$ 188.92
Elections	\$ 7.98
Finance	\$ 89.76
Auditing	\$ 8.55
Assessing	\$ 11.40
Legal	\$ 49.58
Building Maintenance	\$ 35.33
Community Development	
Community Development	\$ 89.19
Building Inspections	\$ -
Public Safety	
Police	\$ 694.14
Fire	\$ 180.37
Public Works	
Street Maintenance	\$ 104.58
Snow Removal	\$ 91.75
Recycling	\$ 13.39
Culture & Recreation	
Parks	\$ 127.09
Community Center	\$ 2.56
Pioneer Days	\$ 3.13
Miscellaneous	
Unallocated	\$ 14.82

Capital Improvement Funds

Capital Equipment	\$ 162.71
Parks-Capital Improvements	\$ 99.16
Building Improvements	\$ 19.95
Stormwater-Capital Improvements	\$ 119.11
Street Improvements	\$ 285.81

Debt Service Funds

Public Works/Police Debt Service	\$ 123.10
City Hall/Fire Station Debt Service	\$ 312.89

Total 2026 City Taxes	\$ 2,849.52
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 490,000
Amount Excluded	\$ 2,450
Taxable Value	\$ 487,550
Tax Capacity Value (1%)	\$ 4,876
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,914.68

General Fund

General Government	
City Council	\$ 14.57
Administration	\$ 193.24
Elections	\$ 8.16
Finance	\$ 91.81
Auditing	\$ 8.74
Assessing	\$ 11.66
Legal	\$ 50.72
Building Maintenance	\$ 36.14
Community Development	
Community Development	\$ 91.23
Building Inspections	\$ -
Public Safety	
Police	\$ 710.02
Fire	\$ 184.50
Public Works	
Street Maintenance	\$ 106.97
Snow Removal	\$ 93.85
Recycling	\$ 13.70
Culture & Recreation	
Parks	\$ 129.99
Community Center	\$ 2.62
Pioneer Days	\$ 3.21
Miscellaneous	
Unallocated	\$ 15.16

Capital Improvement Funds

Capital Equipment	\$ 166.43
Parks-Capital Improvements	\$ 101.43
Building Improvements	\$ 20.40
Stormwater-Capital Improvements	\$ 121.83
Street Improvements	\$ 292.34

Debt Service Funds

Public Works/Police Debt Service	\$ 125.91
City Hall/Fire Station Debt Service	\$ 320.05

Total 2026 City Taxes	\$ 2,914.68
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City of St. Francis 2026 Estimated Tax Bill

Estimated Market Value	\$ 500,000
Amount Excluded	\$ 1,550
Taxable Value	\$ 498,450
Tax Capacity Value (1%)	\$ 4,985
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 2,979.83

General Fund

General Government	
City Council	\$ 14.90
Administration	\$ 197.56
Elections	\$ 8.34
Finance	\$ 93.86
Auditing	\$ 8.94
Assessing	\$ 11.92
Legal	\$ 51.85
Building Maintenance	\$ 36.95
Community Development	
Community Development	\$ 93.27
Building Inspections	\$ -
Public Safety	
Police	\$ 725.89
Fire	\$ 188.62
Public Works	
Street Maintenance	\$ 109.36
Snow Removal	\$ 95.95
Recycling	\$ 14.01
Culture & Recreation	
Parks	\$ 132.90
Community Center	\$ 2.68
Pioneer Days	\$ 3.28
Miscellaneous	
Unallocated	\$ 15.50

Capital Improvement Funds

Capital Equipment	\$ 170.15
Parks-Capital Improvements	\$ 103.70
Building Improvements	\$ 20.86
Stormwater-Capital Improvements	\$ 124.56
Street Improvements	\$ 298.88

Debt Service Funds

Public Works/Police Debt Service	\$ 128.73
City Hall/Fire Station Debt Service	\$ 327.17

Total 2026 City Taxes **\$ 2,979.83**

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 510,000
Amount Excluded	\$ 650
Taxable Value	\$ 509,350
Tax Capacity Value (1%)	\$ 5,094
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 3,044.99

General Fund

General Government	
City Council	\$ 15.22
Administration	\$ 201.88
Elections	\$ 8.53
Finance	\$ 95.92
Auditing	\$ 9.13
Assessing	\$ 12.18
Legal	\$ 52.98
Building Maintenance	\$ 37.76
Community Development	
Community Development	\$ 95.31
Building Inspections	\$ -
Public Safety	
Police	\$ 741.76
Fire	\$ 192.75
Public Works	
Street Maintenance	\$ 111.75
Snow Removal	\$ 98.05
Recycling	\$ 14.31
Culture & Recreation	
Parks	\$ 135.81
Community Center	\$ 2.74
Pioneer Days	\$ 3.35
Miscellaneous	
Unallocated	\$ 15.83

Capital Improvement Funds

Capital Equipment	\$ 173.87
Parks-Capital Improvements	\$ 105.97
Building Improvements	\$ 21.31
Stormwater-Capital Improvements	\$ 127.28
Street Improvements	\$ 305.41

Debt Service Funds

Public Works/Police Debt Service	\$ 131.54
City Hall/Fire Station Debt Service	\$ 334.35

Total 2026 City Taxes	\$ 3,044.99
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 520,000
Amount Excluded	\$ -
Taxable Value	\$ 520,000
Tax Capacity Value (1%)	\$ 5,200
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 3,108.35

General Fund

General Government	
City Council	\$ 15.54
Administration	\$ 206.08
Elections	\$ 8.70
Finance	\$ 97.91
Auditing	\$ 9.33
Assessing	\$ 12.43
Legal	\$ 54.09
Building Maintenance	\$ 38.54
Community Development	
Community Development	\$ 97.29
Building Inspections	\$ -
Public Safety	
Police	\$ 757.19
Fire	\$ 196.76
Public Works	
Street Maintenance	\$ 114.08
Snow Removal	\$ 100.09
Recycling	\$ 14.61
Culture & Recreation	
Parks	\$ 138.63
Community Center	\$ 2.80
Pioneer Days	\$ 3.42
Miscellaneous	
Unallocated	\$ 16.16

Capital Improvement Funds

Capital Equipment	\$ 177.49
Parks-Capital Improvements	\$ 108.17
Building Improvements	\$ 21.76
Stormwater-Capital Improvements	\$ 129.93
Street Improvements	\$ 311.77

Debt Service Funds

Public Works/Police Debt Service	\$ 134.28
City Hall/Fire Station Debt Service	\$ 341.30

Total 2026 City Taxes	\$ 3,108.35
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 530,000
Amount Excluded	\$ -
Taxable Value	\$ 530,000
Tax Capacity Value (1%)	\$ 5,300
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 3,168.13

General Fund

General Government	
City Council	\$ 15.84
Administration	\$ 210.05
Elections	\$ 8.87
Finance	\$ 99.80
Auditing	\$ 9.50
Assessing	\$ 12.67
Legal	\$ 55.13
Building Maintenance	\$ 39.28
Community Development	
Community Development	\$ 99.16
Building Inspections	\$ -
Public Safety	
Police	\$ 771.76
Fire	\$ 200.54
Public Works	
Street Maintenance	\$ 116.27
Snow Removal	\$ 102.01
Recycling	\$ 14.89
Culture & Recreation	
Parks	\$ 141.30
Community Center	\$ 2.85
Pioneer Days	\$ 3.48
Miscellaneous	
Unallocated	\$ 16.47

Capital Improvement Funds

Capital Equipment	\$ 180.90
Parks-Capital Improvements	\$ 110.25
Building Improvements	\$ 22.18
Stormwater-Capital Improvements	\$ 132.43
Street Improvements	\$ 317.76

Debt Service Funds

Public Works/Police Debt Service	\$ 136.86
City Hall/Fire Station Debt Service	\$ 347.88

Total 2026 City Taxes

\$ 3,168.13

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 540,000
Amount Excluded	\$ -
Taxable Value	\$ 540,000
Tax Capacity Value (1%)	\$ 5,400
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 3,227.90

General Fund

General Government	
City Council	\$ 16.14
Administration	\$ 214.01
Elections	\$ 9.04
Finance	\$ 101.68
Auditing	\$ 9.68
Assessing	\$ 12.91
Legal	\$ 56.17
Building Maintenance	\$ 40.03
Community Development	
Community Development	\$ 101.03
Building Inspections	\$ -
Public Safety	
Police	\$ 786.32
Fire	\$ 204.33
Public Works	
Street Maintenance	\$ 118.46
Snow Removal	\$ 103.94
Recycling	\$ 15.17
Culture & Recreation	
Parks	\$ 143.96
Community Center	\$ 2.91
Pioneer Days	\$ 3.55
Miscellaneous	
Unallocated	\$ 16.79

Capital Improvement Funds

Capital Equipment	\$ 184.31
Parks-Capital Improvements	\$ 112.33
Building Improvements	\$ 22.60
Stormwater-Capital Improvements	\$ 134.93
Street Improvements	\$ 323.76

Debt Service Funds

Public Works/Police Debt Service	\$ 139.45
City Hall/Fire Station Debt Service	\$ 354.40

Total 2026 City Taxes	\$ 3,227.90
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 550,000
Amount Excluded	\$ -
Taxable Value	\$ 550,000
Tax Capacity Value (1%)	\$ 5,500
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 3,287.68

General Fund

General Government	
City Council	\$ 16.44
Administration	\$ 217.97
Elections	\$ 9.21
Finance	\$ 103.56
Auditing	\$ 9.86
Assessing	\$ 13.15
Legal	\$ 57.21
Building Maintenance	\$ 40.77
Community Development	
Community Development	\$ 102.90
Building Inspections	\$ -
Public Safety	
Police	\$ 800.88
Fire	\$ 208.11
Public Works	
Street Maintenance	\$ 120.66
Snow Removal	\$ 105.86
Recycling	\$ 15.45
Culture & Recreation	
Parks	\$ 146.63
Community Center	\$ 2.96
Pioneer Days	\$ 3.62
Miscellaneous	
Unallocated	\$ 17.10

Capital Improvement Funds

Capital Equipment	\$ 187.73
Parks-Capital Improvements	\$ 114.41
Building Improvements	\$ 23.01
Stormwater-Capital Improvements	\$ 137.43
Street Improvements	\$ 329.75

Debt Service Funds

Public Works/Police Debt Service	\$ 142.03
City Hall/Fire Station Debt Service	\$ 360.98

Total 2026 City Taxes	\$ 3,287.68
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 560,000
Amount Excluded	\$ -
Taxable Value	\$ 560,000
Tax Capacity Value (1%)	\$ 5,600
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 3,347.46

General Fund

General Government	
City Council	\$ 16.74
Administration	\$ 221.94
Elections	\$ 9.37
Finance	\$ 105.44
Auditing	\$ 10.04
Assessing	\$ 13.39
Legal	\$ 58.25
Building Maintenance	\$ 41.51
Community Development	
Community Development	\$ 104.78
Building Inspections	\$ -
Public Safety	
Police	\$ 815.44
Fire	\$ 211.89
Public Works	
Street Maintenance	\$ 122.85
Snow Removal	\$ 107.79
Recycling	\$ 15.73
Culture & Recreation	
Parks	\$ 149.30
Community Center	\$ 3.01
Pioneer Days	\$ 3.68
Miscellaneous	
Unallocated	\$ 17.41

Capital Improvement Funds

Capital Equipment	\$ 191.14
Parks-Capital Improvements	\$ 116.49
Building Improvements	\$ 23.43
Stormwater-Capital Improvements	\$ 139.92
Street Improvements	\$ 335.75

Debt Service Funds

Public Works/Police Debt Service	\$ 144.61
City Hall/Fire Station Debt Service	\$ 367.56

Total 2026 City Taxes

\$ 3,347.46

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 570,000
Amount Excluded	\$ -
Taxable Value	\$ 570,000
Tax Capacity Value (1%)	\$ 5,700
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 3,407.23

General Fund

General Government	
City Council	\$ 17.04
Administration	\$ 225.90
Elections	\$ 9.54
Finance	\$ 107.33
Auditing	\$ 10.22
Assessing	\$ 13.63
Legal	\$ 59.29
Building Maintenance	\$ 42.25
Community Development	
Community Development	\$ 106.65
Building Inspections	\$ -
Public Safety	
Police	\$ 830.00
Fire	\$ 215.68
Public Works	
Street Maintenance	\$ 125.05
Snow Removal	\$ 109.71
Recycling	\$ 16.01
Culture & Recreation	
Parks	\$ 151.96
Community Center	\$ 3.07
Pioneer Days	\$ 3.75
Miscellaneous	
Unallocated	\$ 17.72

Capital Improvement Funds

Capital Equipment	\$ 194.55
Parks-Capital Improvements	\$ 118.57
Building Improvements	\$ 23.85
Stormwater-Capital Improvements	\$ 142.42
Street Improvements	\$ 341.75

Debt Service Funds

Public Works/Police Debt Service	\$ 147.19
City Hall/Fire Station Debt Service	\$ 374.10

Total 2026 City Taxes	\$ 3,407.23
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 580,000
Amount Excluded	\$ -
Taxable Value	\$ 580,000
Tax Capacity Value (1%)	\$ 5,800
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 3,467.01

General Fund

General Government	
City Council	\$ 17.34
Administration	\$ 229.86
Elections	\$ 9.71
Finance	\$ 109.21
Auditing	\$ 10.40
Assessing	\$ 13.87
Legal	\$ 60.33
Building Maintenance	\$ 42.99
Community Development	
Community Development	\$ 108.52
Building Inspections	\$ -
Public Safety	
Police	\$ 844.56
Fire	\$ 219.46
Public Works	
Street Maintenance	\$ 127.24
Snow Removal	\$ 111.64
Recycling	\$ 16.29
Culture & Recreation	
Parks	\$ 154.63
Community Center	\$ 3.12
Pioneer Days	\$ 3.81
Miscellaneous	
Unallocated	\$ 18.03

Capital Improvement Funds

Capital Equipment	\$ 197.97
Parks-Capital Improvements	\$ 120.65
Building Improvements	\$ 24.27
Stormwater-Capital Improvements	\$ 144.92
Street Improvements	\$ 347.74

Debt Service Funds

Public Works/Police Debt Service	\$ 149.77
City Hall/Fire Station Debt Service	\$ 380.68

Total 2026 City Taxes	\$ 3,467.01
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City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 590,000
Amount Excluded	\$ -
Taxable Value	\$ 590,000
Tax Capacity Value (1%)	\$ 5,900
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 3,526.78

General Fund

General Government	
City Council	\$ 17.63
Administration	\$ 233.83
Elections	\$ 9.87
Finance	\$ 111.09
Auditing	\$ 10.58
Assessing	\$ 14.11
Legal	\$ 61.37
Building Maintenance	\$ 43.73
Community Development	
Community Development	\$ 110.39
Building Inspections	\$ -
Public Safety	
Police	\$ 859.12
Fire	\$ 223.25
Public Works	
Street Maintenance	\$ 129.43
Snow Removal	\$ 113.56
Recycling	\$ 16.58
Culture & Recreation	
Parks	\$ 157.29
Community Center	\$ 3.17
Pioneer Days	\$ 3.88
Miscellaneous	
Unallocated	\$ 18.34

Capital Improvement Funds

Capital Equipment	\$ 201.38
Parks-Capital Improvements	\$ 122.73
Building Improvements	\$ 24.69
Stormwater-Capital Improvements	\$ 147.42
Street Improvements	\$ 353.74

Debt Service Funds

Public Works/Police Debt Service	\$ 152.36
City Hall/Fire Station Debt Service	\$ 387.24

Total 2026 City Taxes

\$ 3,526.78

City of St. Francis

2026 Estimated Tax Bill

Estimated Market Value	\$ 600,000
Amount Excluded	\$ -
Taxable Value	\$ 600,000
Tax Capacity Value (1%)	\$ 6,000
Tax Rate (Estimated)	59.776%
City Taxes-2026	\$ 3,586.56

General Fund

General Government	
City Council	\$ 17.93
Administration	\$ 237.79
Elections	\$ 10.04
Finance	\$ 112.98
Auditing	\$ 10.76
Assessing	\$ 14.35
Legal	\$ 62.41
Building Maintenance	\$ 44.47
Community Development	
Community Development	\$ 112.26
Building Inspections	\$ -
Public Safety	
Police	\$ 873.69
Fire	\$ 227.03
Public Works	
Street Maintenance	\$ 131.63
Snow Removal	\$ 115.49
Recycling	\$ 16.86
Culture & Recreation	
Parks	\$ 159.96
Community Center	\$ 3.23
Pioneer Days	\$ 3.95
Miscellaneous	
Unallocated	\$ 18.65

Capital Improvement Funds

Capital Equipment	\$ 204.79
Parks-Capital Improvements	\$ 124.81
Building Improvements	\$ 25.11
Stormwater-Capital Improvements	\$ 149.92
Street Improvements	\$ 359.73

Debt Service Funds

Public Works/Police Debt Service	\$ 154.94
City Hall/Fire Station Debt Service	\$ 393.78

Total 2026 City Taxes	\$ 3,586.56
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CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2025-44

A RESOLUTION ADJUSTING THE TAX LEVY
FOR BONDED INDEBTEDNESS

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Capital Improvement, Series 2017A; and

WHEREAS, the City of St. Francis sold bonds referred to as General Obligation Capital Improvement, Series 2023A; and

WHEREAS, the City may adjust the amount of taxes levied for collection in order to average the levy stream out over the life of the Bonds; and

WHEREAS, the City will make transfers of equal amounts from the Water and Sewer Funds to help pay for the 2017A Capital Improvement bonds; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota that the tax levy for bonded indebtedness for fiscal (collection) year 2026 be adjusted as follows:

<u>Bond description</u>	<u>Scheduled Levy</u>	<u>Adopted Levy</u>
G.O. Capital Improvement-2017	\$488,860.32	\$310,000.00
G.O. Capital Improvement-2023	\$826,225.32	\$790,000.00

BE IT FURTHER RESOLVED that the County Auditor of Anoka County is hereby requested and directed adjust the scheduled levy for collection in 2026.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15th DAY OF SEPTEMBER, 2025.

APPROVED:

Mark Vogel, Mayor of St. Francis

ATTEST:

Jenni Wida, City Clerk

CITY OF ST. FRANCIS
ST. FRANCIS, MN

RESOLUTION 2025-45

A RESOLUTION PROVIDING THE PRELIMINARY
APPROVAL OF A PROPOSED 2026 TAX LEVY And
SETTING BUDGET PUBLIC HEARING DATE

WHEREAS, State law requires that the City Council give preliminary approval of a proposed tax levy for 2026 by September 30, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, MINNESOTA THAT:

1. To adopt the preliminary maximum tax levy payable in 2026 against taxable property in the City of St. Francis at:

General Operating Levy	
General Fund (includes tax abatement)	\$ 4,350,000
Capital Equipment Fund	410,000
Building	50,000
Parks	250,000
Stormwater	300,000
Street Improvements	720,000
Total General Operating Levy	<u><u>6,080,000</u></u>
Debt Service Levy	
2017A Debt Service	310,000
2023A Debt Service	790,000
Total Debt Service Levy	<u><u>\$ 1,100,000</u></u>
Total Levy	<u><u>\$ 7,180,000</u></u>

2. To set the date for consideration of the final levy and consideration of the 2026 Budget shall be Monday, December 1, 2025 at 6:00 pm at CITY HALL AT 3750 BRIDGE STREET NW, ST. FRANCIS, MN

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 15TH DAY OF SEPTEMBER, 2025.

ATTEST:

Mark Vogel, Mayor

Jenni Wida, City Clerk



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Water Sewer Rate Discussion
DATE: September 15, 2025

OVERVIEW:

Council will be presented with a power point discussion on Water and Sewer Rates.

Please refer to the attached slide presentation for the overview and rate analysis.

ACTIONS TO BE CONSIDERED:

No action. This will be part of the fee schedule changes this fall.

BUDGET IMPLICATION:

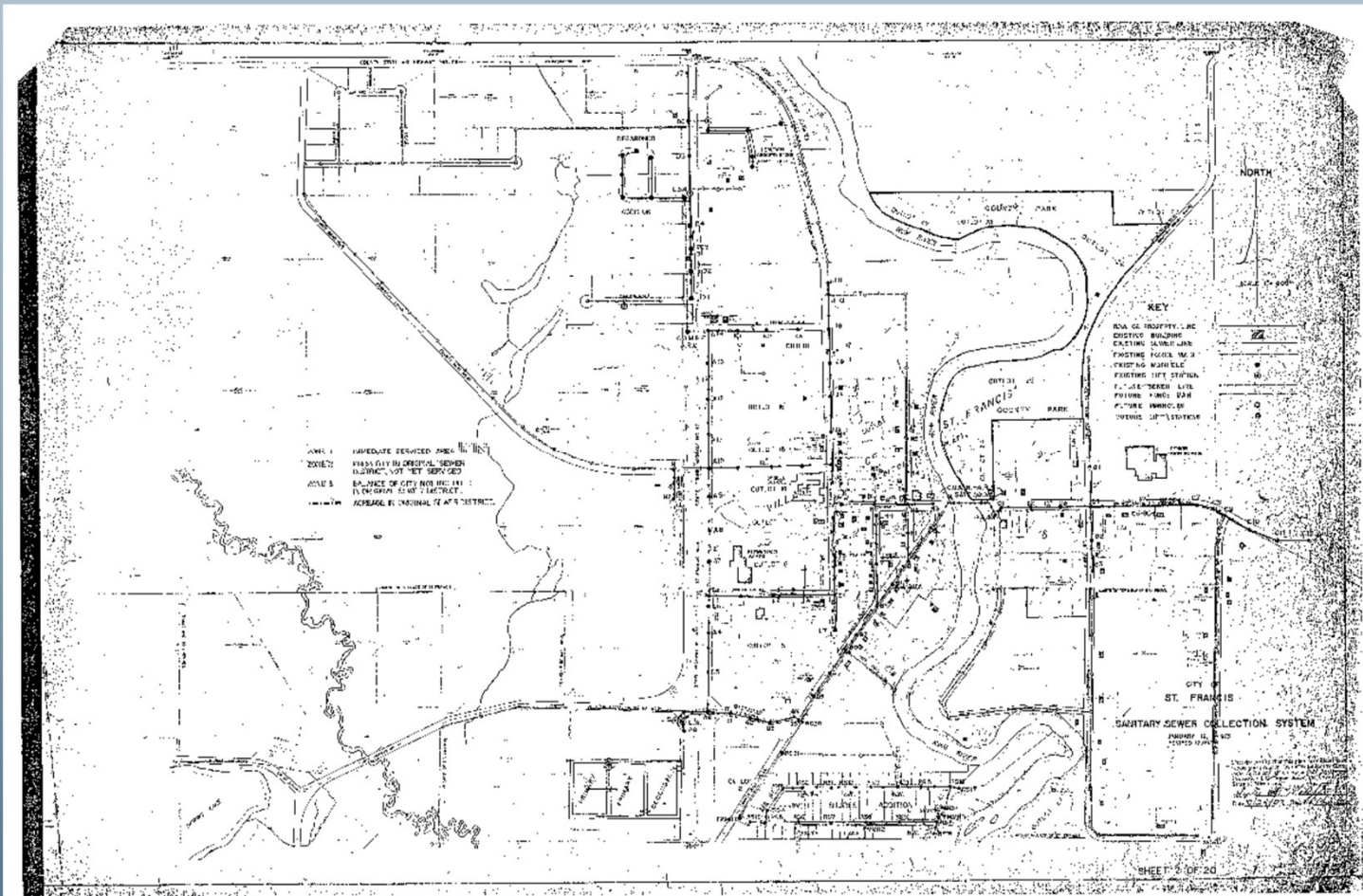
This will provide revenues for the water and sewer funds

Attachments:

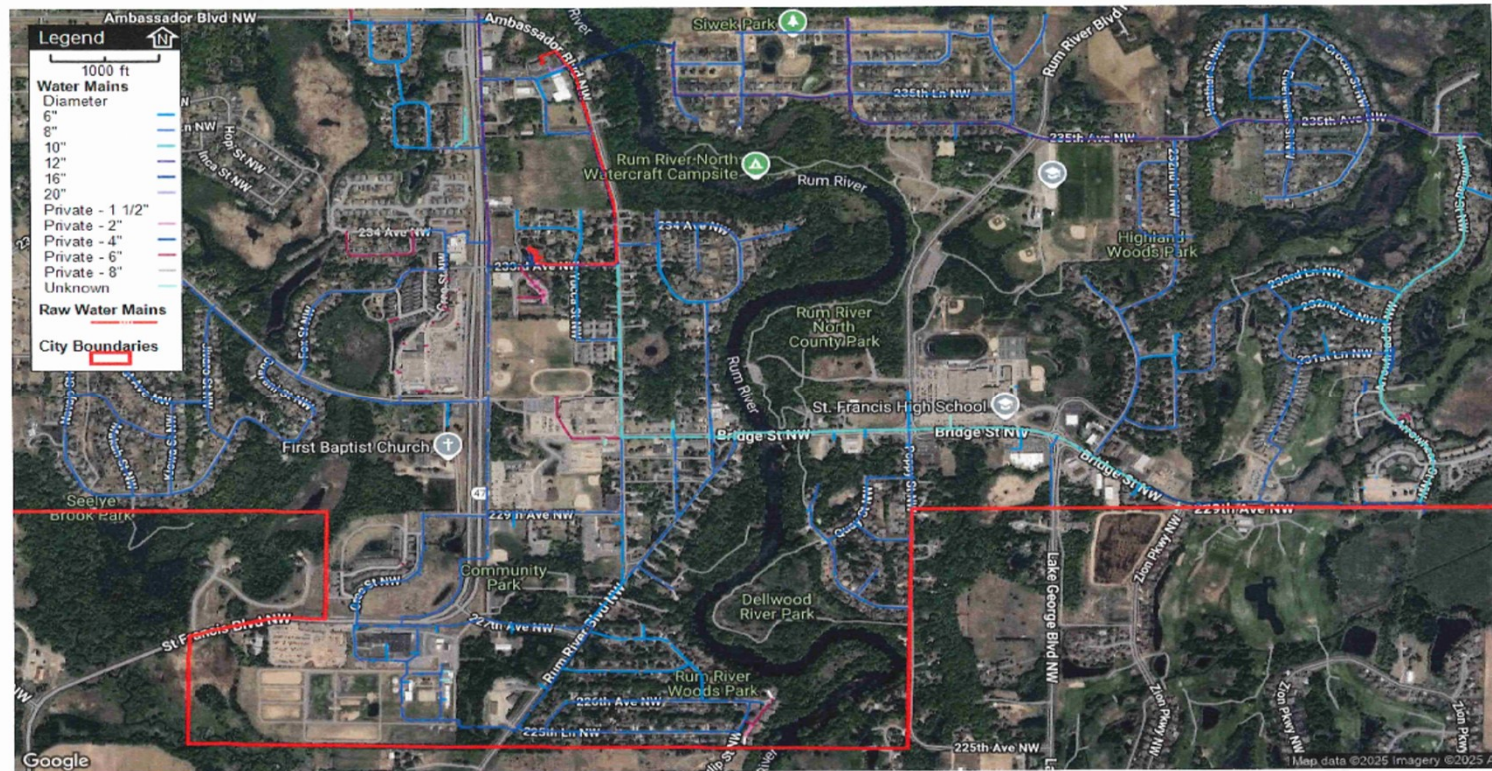
1. Water-Wastewater Presentation

Water and Wastewater

- Over 50 years ago, the original water and wastewater utilities only serviced an area between Hwy 47 and east towards the river to include Bridge St., terminating at the high school.



- Today, water and sewer extend 2.5 miles east and west and 1.5 miles north and south or roughly four-square miles.



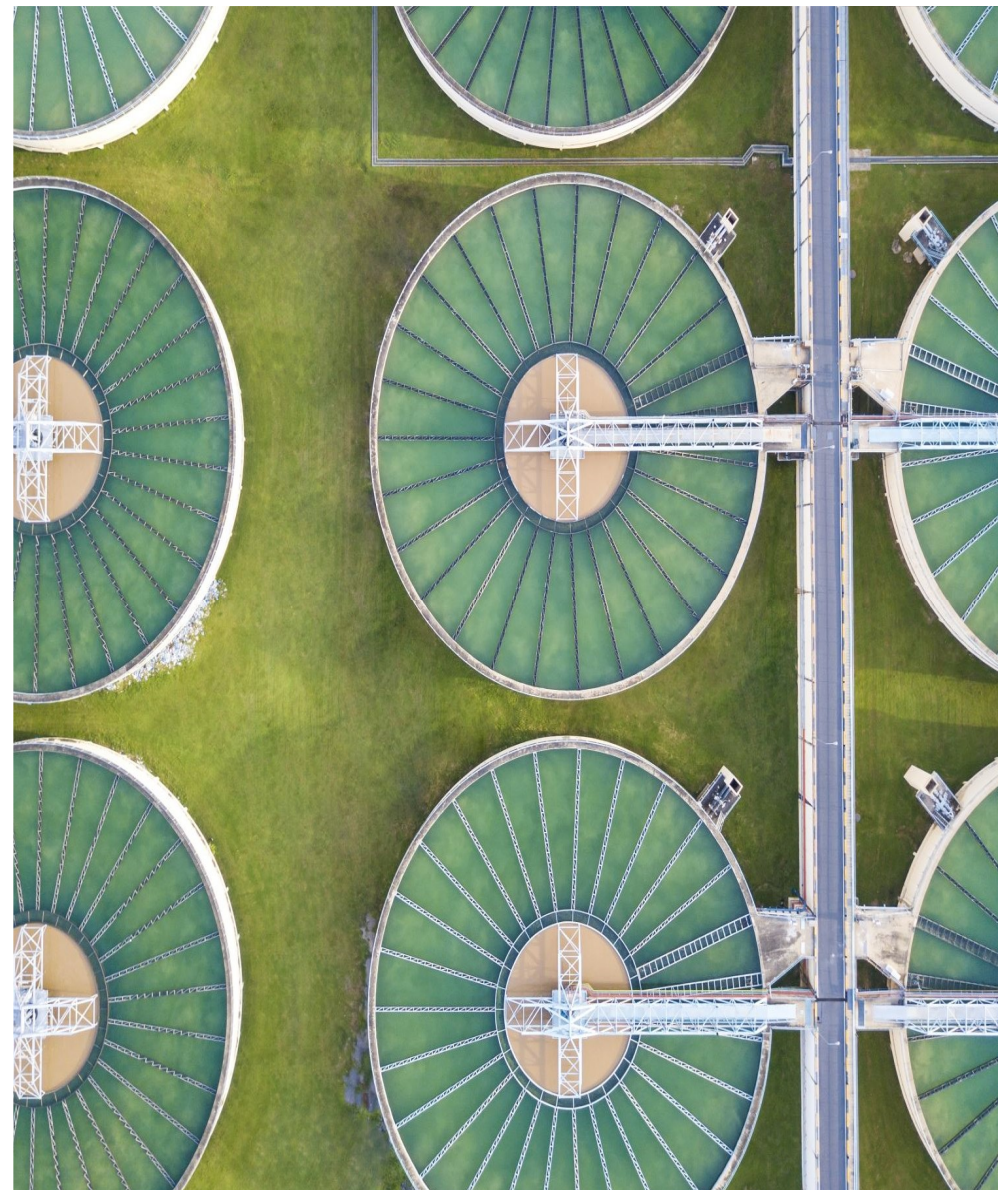
St. Francis Utility Infrastructure

Water treatment and distribution system facts

- 4.3 MGD water treatment facility-iron and manganese removal
- 750,000-gallon water tower.
- 1,200,000-gallon Clearwell.
- Over 650 gate valves.
- 410 fire hydrants.
- 30 miles of water main. 6"-16"

Wastewater treatment and collection system facts

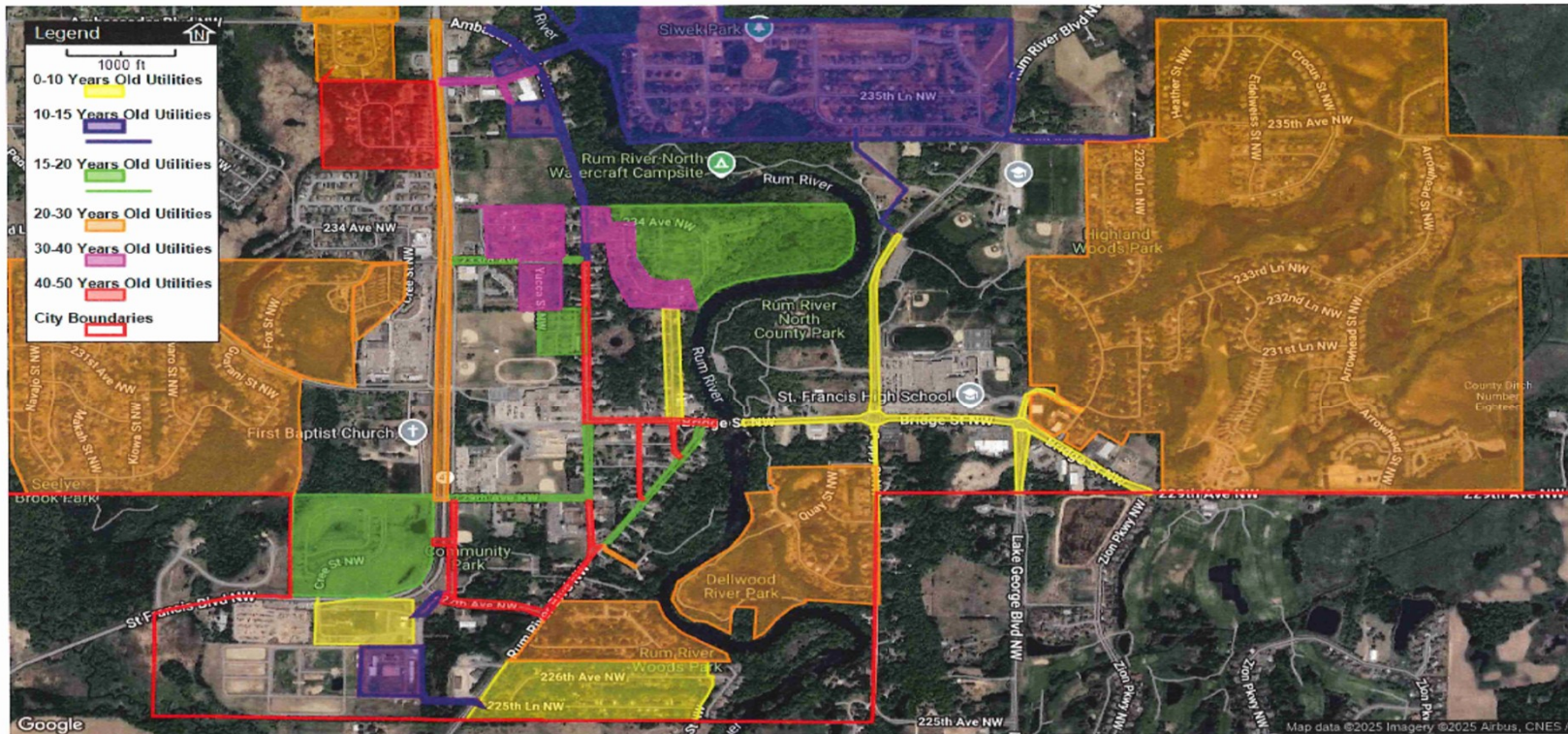
- Extended aeration –activated sludge
- .647 MGD flow capacity
- 8 lift stations
- 20 lift station pumps: 5hp-50hp
- 689 manholes
- 24 miles of sanitary main: 6"-18"



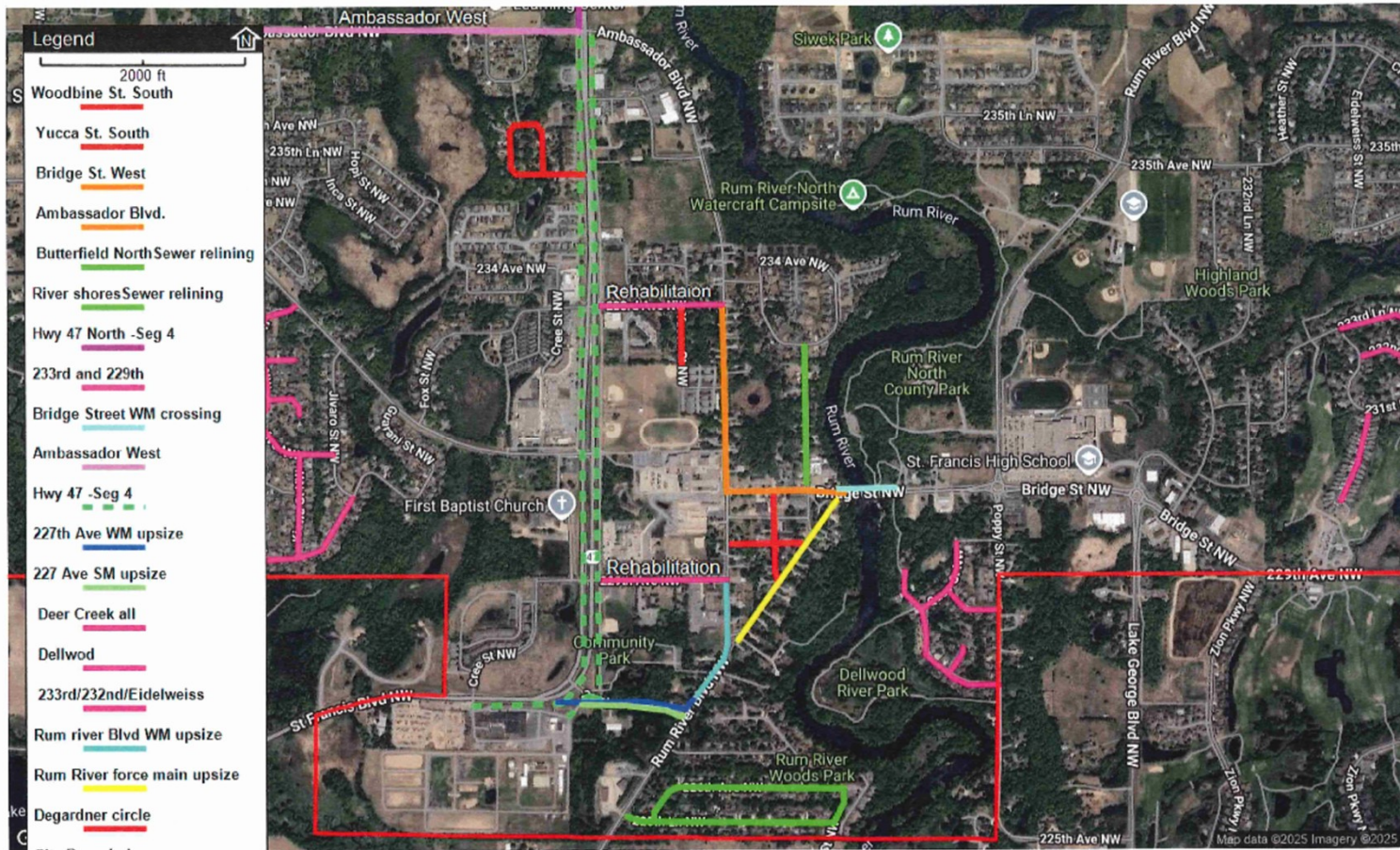
- **Age-** How old is the existing utility? Example would be Woodbine watermain that was 52 years old.
- **Size-** Does it meet adequate flow demand standards for today's users? River shores Development and Woodbine increased from 6" up to 8".
- **Timing-** Is another project happening concurrently? Is it possible that we can work in conjunction collectively with County or State on a specific project.
- **Pipe Material-** Does it meet today's standards in durability and thickness? Most of the 1973 PVC pipe is thin wall.
- The Public works Director, streets and parks supervisor and myself discuss upcoming projects. Does water and sewer need to be addressed? What is the scope?
- Public works meets with HAA on a quarterly basis to discuss current and upcoming projects.
- Can it last for another 15-20 years before rotation?
- If the water main is from 1973, then it will probably be a reconstruction project because of size and age. Example would be Woodbine St.
- If the water main is from the 1990's and newer, then it will probably be a rehabilitation project, that will potentially include valve and hydrant work. Example would be 233rd Avenue.
- Sanitary sewer mains can be rehabilitated through a process called Relining. No excavation is required in turn, saving the city money. The lining process typically comes with a 50-year life expectancy.
- **Growth-** When potential development dictates the need for extending existing water and sewer services.

Enterprise Projects- Factors in determining water and sewer main projects

City Developments & Water and Sewer Infrastructure Age



2026-2031 Proposed capital improvement road and utility projects. This five-year plan includes both rehabilitation and Reconstruction projects.



Water Treatment Facility & Distribution



Water Distribution & Water Treatment Facility Facts

Water Treatment Facility	4,300,000-gallon a/day capacity	Facility removes iron, manganese and radium	Does not remove hardness.	550,000-gallon daily average.
Summertime daily output can reach 1,800,000 gallons	Regulated by the Minnesota Department of Health	1,200,000-gallon, semi-underground storage	Three high service pumps, each capable of pumping 1300gpm water to the distribution system and tower. Each high service pump is pulled from service every 10 years for maintenance at a cost of \$30,000 each .	Treatment aids cost approximately \$30,000.
In 2028, The 20-year-old roof is schedule for replacement. It is a ballast-membrane roof and cost is estimated to be \$180,000	Wells	Water is supplied by three wells ranging in depth from 217 feet, to 412 feet deep.	Per AWWA and MDH guidelines, each well is pulled from service every ten years for maintenance. The cost for this can vary depending on wear of the components, but last estimate was \$48,000 for each well.	Tower
The water tower was constructed in 2001 and has a capacity of 750,000 gallons. St. Francis has a service contract that includes maintenance such as exterior and interior painting and annual tank cleaning and inspections. This ongoing asset management cost \$47,000 a year.				

Water Treatment Facility Filters

THE FACILITY HAS FOUR FILTERS. EACH FILTER IS 360 SQ FEET
FOR A TOTAL OF 1440 SQ FT.



Water treatment facility filters continued...

- The filters are the main Treatment of our potable water.
- The filters are comprised of two primary media types. Anthracite and Greensand.
- Both media, have a service life of 15-20 years.
- After time media will lose surface size which decreases removal efficiencies.
- Greensand media will lose its charge (think magnet), which removes the iron and manganese.
- Media replacement will require each filter being out of service for 1-3 days, depending on conditions found. This work will be done primarily by vac equipment.
- The media is manufactured in Wisconsin and the cost of the media and shipping is approximately \$206,000. This does not include labor or additional equipment to install.
- Staff is working with SEH on this project estimating what the total project cost would be. The total cost of \$ 800,000 covers the media, removal, installation, disposal and corrective measures for unknowns, i.e., broken air lines etc.

Wastewater Collection & Wastewater Treatment

Wastewater Collection & Wastewater Treatment Facts

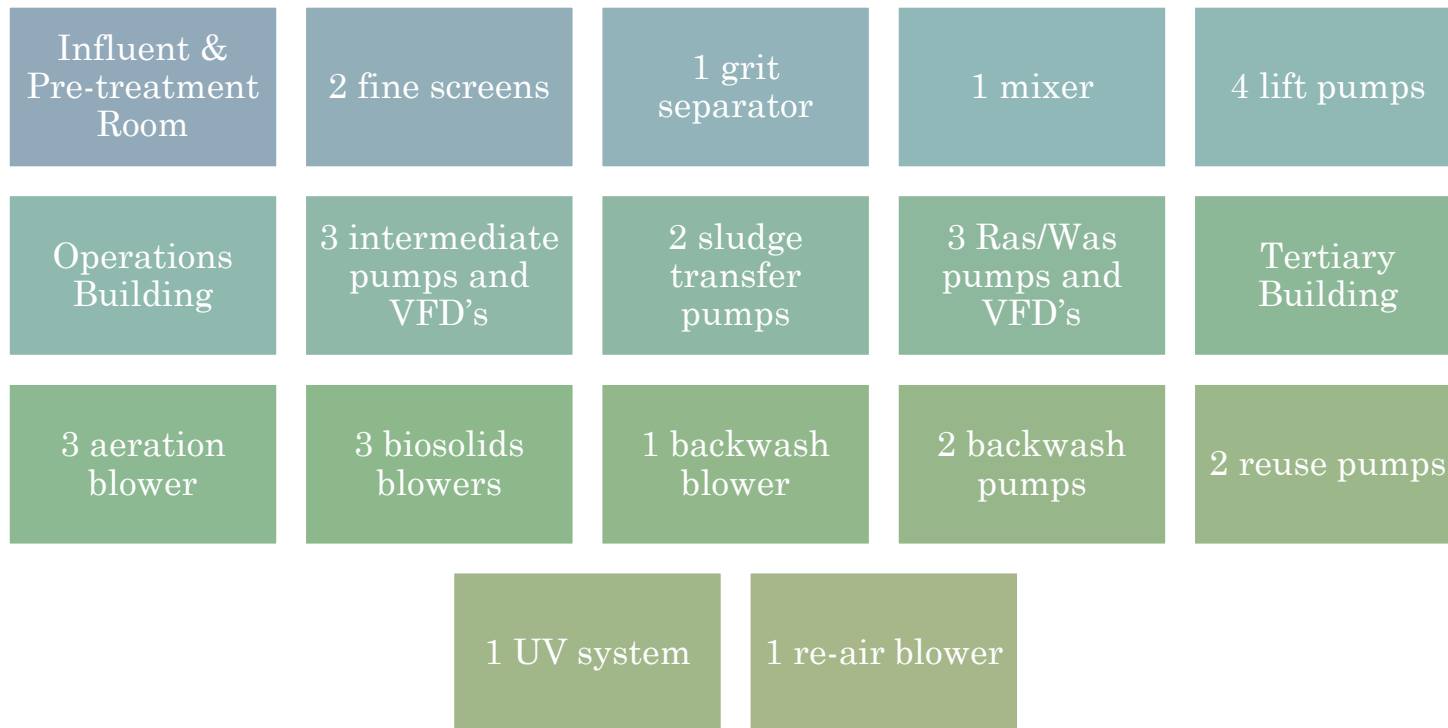
Collection System

- Roughly 24 miles in length that encompasses 5 asset districts.
- Maintenance is on a revolving 10-year plan. Years 1-5, jetting only. Years 6-10 jetting and televising.
- Collection system has 8 lift stations that are maintained bi-annually.
- Lift stations panels are showing their age and are too small to accommodate newer equipment. Staff is proposing a five-year plan to replace and upgrade each of them at a cost of \$ 60,000 each. This cost includes electrician, the panel, new panel equipment, the vac truck if needed, and installation cost.
- Rivers edge pumps-\$75,000

Wastewater Treatment facility

- Regulated by the Minnesota Pollution Control Agency (MPCA)
- We operate and maintain in accordance with our NPDES permit that is issued every five years.
- Class A minor facility.
- .647 MGD ADW capacity
- Over 40 pieces of equipment and VFD's ensure operational treatment.
- Operates 24/7- due to the plant's automation, staff is typically present for about 6-8 hours a day and on-call 24 hours/day.
- Designed as a 20-year facility.

Wastewater treatment equipment not including HVAC.



- Aeration diffuser replacement every 5 years-\$45,000
- 120 UV bulbs-\$67,000 (every 5 years)
- 60 Ballasts-\$76,000 (every 5 years)
- Backwash pumps, ten-year rehabilitation maintenance -\$60,000
- 4-HVAC boiler rehab- \$ 35,000 (per unit)
- Central Processing Units (CPU)- \$65,000
- Biosolids course diffuser replacement-\$65,000
- Biosolids processing-\$120,000/year O&M

Chemical addition

- Ferric chloride-\$ 90,000/year O&M

Anticipated Five-year Asset Replacement and Chemical Cost

Chloride Discussion

The chloride issue that we face is mostly from water softeners. City staff is aware of this issue and the challenge it brings. What do we do about it?

Option 1

In 2025, city staff proposed, and council approved a water softener rebate program that would go in effect in 2026. This program would be used to offer a rebate for a new water softener for businesses and residents on city water. Certain requirements would apply, but the city would offer rebates that would be used to remove the older, time-based softeners for more efficient on-demand softeners. Hopefully, that would maintain or lower the chloride level to acceptable levels.

The program does have a drawback. A water softener only has peak efficiency for about ten years.

Option 2

A less expensive approach would be for the residents to optimize their softener by lowering the hardness set point to 10 grains per gallon, which would not remove all hardness and is typically acceptable with little to no difference to the user.

The benefit of this option is that you would potentially use less salt, and some hardness is actually a good thing as it provides a protective coating on plumbing, i.e., copper, galvanized.

Chloride Discussion Continued...

Option 3

The city has proactively started to plan for a permanent solution if chloride levels rise and we exceed limits. There are a few treatment options available one being lime softening and the other being reverse osmosis. Staff has met with SEH engineers on a corrective action to this issue and it was determined that a Reverse osmosis facility would solve this issue.

How would this help with Chlorides? A reverse osmosis facility would remove the hardness compounds calcium and magnesium, thus eliminating the need for a water softener. Eliminating the water softener would eliminate the chloride being discharged into the wastewater.

This is the most expensive option. Cost estimates are projected to be between \$10-20 million for adding this treatment at the current water treatment facility site. There would also be additional yearly cost for reverse osmosis cartridges that remove the hardness.

Rising Costs -



Keeping up with Rising Infrastructure Costs –



The dilemma that city staff face are the rising costs of materials, goods, and labor.



In 2017, the cost to replace the water treatment plant and the water treatment plant flat roofs were estimated at \$664,000. Today, those same roofs cost 1.1 million dollars. That is an increase of over \$500,000.



Utility Equipment – In 2015 a fire hydrant cost \$3,000. In 2026, they are over \$6,000.



In 2019, a water meter cost was \$300. In 2026, a water meter cost is \$465, which is a 36% increase.

Water and Sewer Rates

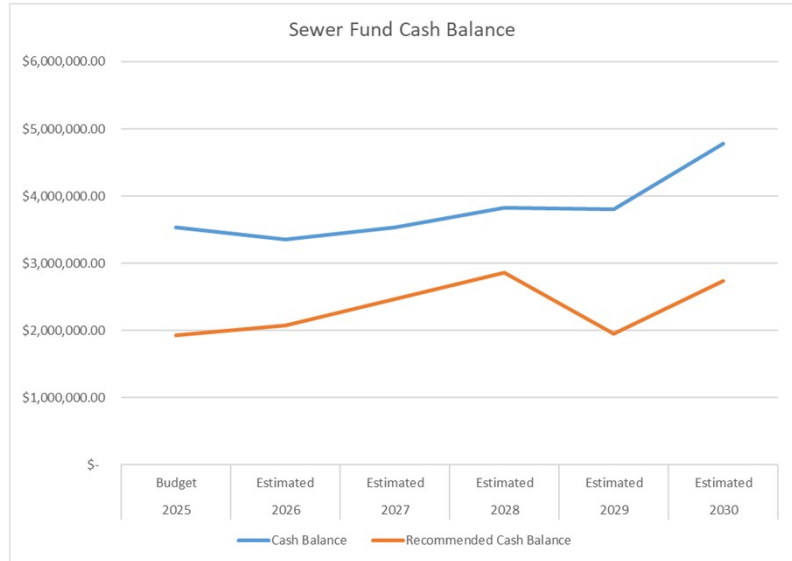
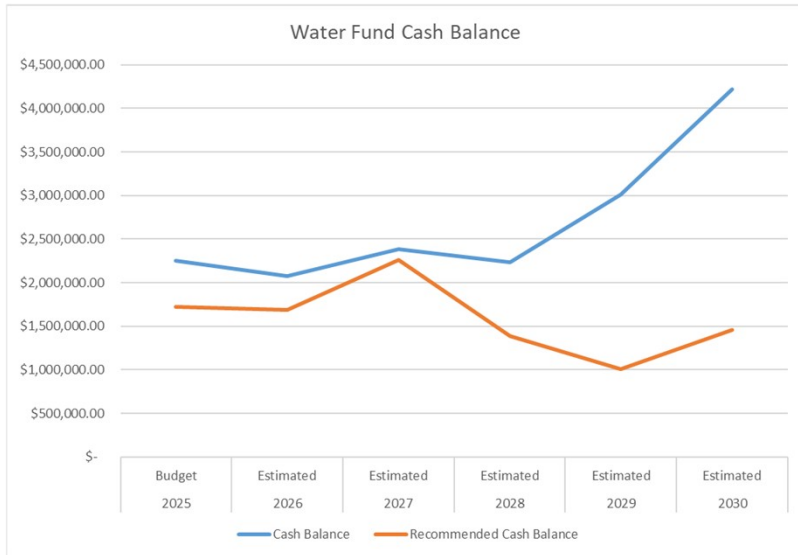


			Water Rates-2026		Water Rates-2027	
			Water Base Change	25%	Water Base Change	15%
			Water Usage Change	25%	Water Usage Change	15%
			Sewer Base Change	5%	Sewer Base Change	20%
			Sewer Usage Change	5%	Sewer Usage Change	20%
			WAC Change	0%	WAC Change	0%
			SAC Change	0%	SAC Change	0%
		Current Rates		2026 Rates		2027 Rates
Water Base		\$ 16.04		\$ 20.05		\$ 23.06
Usage Fee						
0-14,999		\$ 4.97	0-4999	\$ 6.21	0-14,999	\$ 7.14
15,000-29,999		\$ 5.21	5000-14,999	\$ 6.51	15,000-29,999	\$ 7.49
30,000-44,999		\$ 6.10	15000-29999	\$ 7.63	30,000-44,999	\$ 8.77
45,000 +		\$ 7.18	30000 +	\$ 8.98	45,000 +	\$ 10.33
Sewer						
Base		\$ 21.66		\$ 22.74		\$ 27.29
Usage		\$ 8.49		\$ 8.91		\$ 10.69
Oak Grove Base	1/2 of base	\$ 8.02		\$ 10.03		\$ 11.53
Usage	100.00%	\$ 5.07		\$ 6.21		\$ 7.14
WAC		\$ 3,060.00		\$ 3,060.00		\$ 3,060.00
SAC		\$ 4,284.00		\$ 4,284.00		\$ 4,284.00

Rate Increases 2026-2027

Monthly billing

Bill Summary		Monthly Billing					
		Current		2026 Proposed		2027 Proposed	
1000	\$	51.97	1000	\$ 58.72	13%	\$ 68.99	17%
2000	\$	65.43	2000	\$ 73.84	13%	\$ 86.82	18%
3000	\$	78.89	3000	\$ 88.96	13%	\$ 104.65	18%
4000	\$	92.35	4000	\$ 104.08	13%	\$ 122.48	18%
5000	\$	105.81	5000	\$ 119.20	13%	\$ 140.31	18%
6000	\$	119.27	6000	\$ 134.32	13%	\$ 158.14	18%



Cash Balances-Recommended VS Estimated



Questions?