CITY COUNCIL REGULAR MEETING
City Hall: 3750 Bridge St NW
Monday, August 04, 2025 at 6:00 PM

AGENDA

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **CONSENT AGENDA**
   - A. City Council Minutes - July 21, 2025
   - B. LMC Grant Navigation Acceptance Resolution
     Resolution 2025-38 Accepting Grant Navigator Funding from the League of Minnesota Cities
   - C. Authorization Not to Waive Statutory Liability Limits
   - D. Application for Exempt Permit - Raffle
   - E. Application for Exempt Permit - Raffle
   - F. Approval of Change Order No. 1 for the 2025 Street Reconstruction Project
   - G. Rental License Approvals
   - H. Payment of Claims
5. **MEETING OPEN TO THE PUBLIC**
6. **SPECIAL BUSINESS**
7. **PUBLIC HEARING**
8. **OLD BUSINESS**
   - A. The Bluffs of Rum River - Second Reading
     Ordinance 301 - approving rezoning 23925 St. Francis Blvd NW from R-3 and B-2 to The Bluffs of Rum River PUD

     Resolution 2025-39 - authorizing the summary publication of ordinance 301

     Resolution 2025-40 - approving a preliminary plat amendment for The Bluffs of Rum River Development
     Resolution 2025-41 - approving a conditional use permit for The Bluffs of Rum River Development for the construction of public roads within the Rum River Management District
9. **NEW BUSINESS**
   - A. Walk-In Cooler Upgrade
   - B. MWOA Operator Award
   - C. Work Session Request
10. **MEETING OPEN TO THE PUBLIC**
11. **REPORTS**
    - A. Public Works Quarterly Report
12. **COUNCIL MEMBER REPORTS**
13. **UPCOMING EVENTS**
    August 05 - National Night Out - 5:00 pm -7:00 pm
    August 13 - Stay Home Safe for Kids - 4:00 pm - 6:00 pm
    August 14 - Parks Commission - 7:00 pm
    August 18 - City Council Meeting - 6:00 pm

August 20 - Planning Commission Meeting - Cancelled
August 21 - Cone with a Cop - 4:00 pm

14. ADJOURNMENT

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
July 21, 2025
6:00 p.m.

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

2. ROLL CALL

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

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Finance Director Darcy Mulvihill

3. APPROVAL OF AGENDA

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

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

4. CONSENT AGENDA

A. City Council Minutes - July 7, 2025
B. Police Department Policy Manual
C. Wellhouse HVAC System Replacement
D. Rivers Edge 6th Addition Initial Acceptance of Public Infrastructure Improvements
   Resolution 2025-36 accepting infrastructure improvements and starting the warranty period
E. Abandoned Property
   Resolution 2025-37 declaring surplus property and authorizing the disposal of said property
F. Application for Exempt Permit - Raffle
G. Application for Off-Site Gambling
H. Payment of Claims

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

DRAFT

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

5. MEETING OPEN TO THE PUBLIC

Representative Bryan Lawrence came forward and introduced himself to the Council and shared that he will be attending the meeting this evening to hear more about what is going on in St. Francis.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS

A. Capital Improvement Plan 2026-2030

Finance Manager Mulvihill reviewed the Staff report in regard to the 2026 to 2030 Capital Improvement Plan.

Mayor Vogel opened the Public Hearing at 6:05 p.m.

Tina Carrol, 23045 Ambassador Boulevard, came forward and asked if they would be voting on the new levies this fall. Mulvihill explained that these levies have already been in place; they are just going up to fund other improvements.

Mayor Vogel closed the Public Hearing at 6:06 p.m.

Faanes asked if they would be voting on this tonight. Mulvihill said it is typically voted on right after the Public Hearing, but it would be up to the Council if they decide to vote this evening. She said it has to be approved by August 15.

Muehlbauer noted that the Capital Improvement Plan can be viewed by residents on the City's website in the agenda packet for this evening.

MOTION BY: UDVIG SECOND: MAYOR VOGEL TO APPROVE THE 2026-2030 CAPITAL IMPROVEMENT PLAN.

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

8. OLD BUSINESS

A. Zoning Code Amendment – Accessory Structure Size – Second Reading
Ordinance 347 modifying section 10-68-04 accessory structure in the city code
Resolution 2025-34 authorizing the summary publication of ordinance 347

Mayor Vogel reviewed the Staff report concerning the second reading of the zoning code amendment request for accessory structure size.

MOTION BY: ROBINSON SECOND: MAYOR VOGEL TO ADOPT ORDINANCE 347 MODIFYING SECTION 10-68-04 ACCESSORY STRUCTURE IN THE CITY

CODE.

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: UDVIG TO ADOPT RESOLUTION 2025-34 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 347.

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

B. Stormwater Pollution Prevention Plan for Large Sites Code Amendment-Second Reading
Ordinance 348 amending the zoning code to modify the off-site treatments from structural BMP standards for the stormwater pollution prevention plan for large sites.
Resolution 2025-35 authorizing summary publication of Ordinance 348

Mayor Vogel reviewed the Staff report in regard to the second reading of the stormwater pollution prevention plan amendment.

MOTION BY: MUEHLBAUER SECOND: UDVIG TO ADOPT ORDINANCE 348 AMENDING THE ZONING CODE TO MODIFY THE OFF-SITE TREATMENTS FROM STRUCTURAL BMP STANDARDS FOR THE STORMWATER POLLUTION PREVENTION PLAN FOR LARGE SITES.

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: MUEHLBAUER SECOND: FAANES TO ADOPT RESOLUTION 2025-35 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 348.

Ayes: Faanes, Muehlbauer, Robinson, Udvig, and Mayor Vogel.
Nays: None

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Motion carries: 5-0

9. NEW BUSINESS

A. Code Enforcement Extension Request

City Administrator Thunstrom reviewed the Staff report concerning a code enforcement extension for 2127 243rd Avenue NW for an additional 30 days.

Robinson asked if these property owners had already been issued an extension. Thunstrom said this is the second extension request; however, the property owners have been working closely with Staff for the whole time. She added that they have been doing inspections throughout the process as well.

Robinson asked if the September 15 date is reasonable and attainable to get the work done. Thunstrom said it is a reasonable timeframe. She noted that it would allow time for the City to move towards an abatement during wintertime if they needed to do so.

Paul Cook, the property owner, said they will likely need into October to get everything cleaned up as they have a tenant on the property that will not be out until the end of September. He said they have gotten rid of a lot of things so far, but they still have cars, boats, trailers, and other large items on the property.

Robinson asked what actions the Council should take if the property owner is telling them that they will not have the property cleaned up by the extension date of September 15. City Attorney Schaps explained that the Council has discretion, and if they would like to give the property owner a longer extension, they can do so.

Mayor Vogel shared that he appreciates the progress the property owner has made to clean up the property; however, he does not want to continue to extend the time Staff is taking to work on this. He said he would be comfortable with an extension to November 1, but he would not want to grant any further extensions after this point.

Robinson asked if they would be able to get everything done by November 1. Mr. Cook said the tenant should be out at the end of September, and this would give them a whole month to keep up the rest of the items on the property.

Robinson asked if Mr. Cook has the ability and legal right to remove these items if the tenant does not. Schaps said this would be a private issue between the property owner and the tenant.

Muehlbauer thanked the property owner for how he has been working with the Staff through this process. He agreed with the extension date of November 1.

MOTION BY: MUEHLBAUER SECOND: ROBINSON TO APPROVE THE CODE ENFORCEMENT EXTENSION REQUEST TO NOVEMBER 1, 2025.

DRAFT

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

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. Police Department - 2nd Quarter Report

Police Chief Schwieger reviewed the second quarter report for the Police Department. He shared that there has been a 6% increase in instances from the first quarter of the year and a 21% increase from this quarter last year. He said there were a total of 2,065 instances throughout the quarter. He noted that officers performed 785 traffic stops and issued 227 citations. He added that officers also participated in numerous Towards Zero Death events during the quarter. He noted that they were very active with training throughout the quarter, completing 148 training hours. He shared that they also participated in a number of community events, including the 5th Annual Citizens' Academy, the 9th Annual Bike Rodeo, and their dog clinic in May. He said they have a number of other events still coming up throughout the year.

Robinson noted he has not been seeing the Friday Police Department updates on Facebook lately. Schwieger explained that he normally takes some of the information from the off-week memos and puts them out on Facebook; however, he has been gone on vacation for a few days lately and was unable to put these out. He said he will be sharing a post this Friday on Facebook.

Robinson asked about the increase in instances from the last quarter and this time last year. Schwieger noted that the increase from last quarter is likely due to more instances occurring in the spring and summer months. He said he is not sure if there are any factors behind the 21% increase from this time last year.

Udvig shared that she loves to see the officers out engaging with the public.

Mayor Vogel noted that St. Francis is building something good with the addition of the K-9 program. He said he does not want other cities to heavily rely on the City for mutual aid and would like to have transparency into how many mutual aid calls they are getting throughout the year by program. Schwieger said they can track this in a similar way to how they track their UAV deployments.

Muehlbauer asked if they should also be tracking how much mutual aid they are receiving from other cities as well. Mayor Vogel said yes.

Schwieger noted that they would likely be supplying mutual aid to the Sheriff's Office.

The Council thanked Schwieger and his Staff for their work.

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B. Fire Department Monthly Report - June

Fire Chief Schmidt reviewed the report for the Fire Department for the month of June. He shared there were 85 calls for service, with an average en route time of four minutes and 56 seconds, and at scene time of nine minutes and 10 seconds. He noted they are projecting a volume increase for the year of 13.28%. He reviewed the times of day and days of the week when all calls came in, with the 3:00 p.m. hour being the busiest hour of the day and Tuesdays being the busiest day of the week. He shared that Mondays were the day of the week when they had the most firefighters responding per call. He noted there were 32 fire events and 53 EMS events, with the average time on scene of 23 minutes and 29 seconds, which was a significant decrease over the previous month. He said there was $500 worth of property loss for the month. He shared that they provided mutual aid four times, two to Nowthen and once to East Bethel, and received no mutual aid.

Mayor Vogel asked if they have a way to track the number of firefighters and hours spent when they respond to mutual aid calls. Schmidt said yes and explained that they have to pull these calls out individually and run a report on them. He stated he can report on this data every quarter.

Robinson noted that the Fire Department did a joint training with Oak Grove for structure fire practice. Schmidt added that they are also doing another joint training with Oak Grove for steep banks along the river.

12. COUNCIL MEMBER REPORTS

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

Faanes shared that she attended the EDA meeting last week, and they had a great discussion around TIF and other ideas for the property behind Subway.

Muehlbauer shared that he has been working with Water and Sewer Supervisor Barten in regard to his water softener and the salt it sends to the water treatment plant. He said he hopes the information and direction this provides to residents will be well received. He noted that if they do not reduce the amount of salt going to the water treatment plant, the other solutions could be very costly.

Mayor Vogel shared that he sat in on the Chamber of Commerce meeting, and it was filled with great ideas and brainstorming around Pioneer Days and other events throughout the City. He noted that they are hoping to have the JPA written between St. Francis and Bethel Fire at their next meeting. He agreed with Faanes that great discussions were had at the EDA meeting; however, he is still not in favor of TIF for financing development. He shared his opinions as well as an article he found online about good and sustainable growth.

13. UPCOMING EVENTS

July 28 - City Council Work Session - 5:30 pm

DRAFT

August 04 - City Council Meeting - 6:00 pm
August 05 - National Night Out - 5:00 pm
August 13 - Stay Home Safe for Kids - 4:00 pm
August 14 - Parks Commission - 7:00 pm
August 18 - City Council Meeting - 6:00 pm
August 20 - Planning Commission Meeting

14. ADJOURNMENT

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

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

There being no further business, Mayor Vogel adjourned the regular City Council at 6:45 p.m.

_____
Jennifer Wida, City Clerk

DRAFT

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Paul Carpenter, Public Works Director

SUBJECT: LMC Grant Navigation Acceptance Resolution

DATE: August 4, 2025

OVERVIEW:

The League of Minnesota Cities Grant Navigator Committee has completed review of the current round of Grant Navigator applications and approved the City of St. Francis' application for $5,000 in funds for grant services.

The grant funds will be used for services needed to complete the DNR Outdoor Recreational Grant for the Warming House/Ice Rink remodel project.

ACTION TO BE CONSIDERED:

Council to authorize the Mayor to sign the Grant Navigation Acceptance Resolution.

BUDGET IMPLICATION:

None

Attachments:

- Resolution 2025-38

RESOLUTION NO. 2025-38

A RESOLUTION ACCEPTING GRANT NAVIGATOR FUNDING

WHEREAS, the League of Minnesota Cities ("LMC") has created a pilot Grants Navigation Program ("Grant") in which LMC provides grants up to $5,000 per city to use with industry partners to ease the process of identifying matching funds to city projects and aid in the grant application projects.

WHEREAS, the City of St. Francis submitted an application for the Grant, a copy of which is attached hereto as Exhibit A ("Application") for support in finding grant funding for Warming House/Ice rink project.

WHEREAS, the City has been notified that it has been awarded $5,000 from the Grant ("Funding") to find additional grant funding for the Project.

WHEREAS, the city council has determined that it is in the best interests of the City to accept the Funding and proceed with hiring a contractor to assist in finding additional grant opportunities for the Project as noted in the Application, subject to the terms and conditions of the Grant.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ST FRANCIS, MINNESOTA AS FOLLOWS:

1. The City accepts the Funding in order to seek additional grant opportunities to complete the Project consistent with the findings in the Application.
2. The City shall use the Funding to enter into an agreement with SEH ("Contractor") to find additional grant funding for the Project in a manner consistent with the terms and conditions of the Grant and the Application.
3. SEH is hereby appointed as the City's Authorizing Agent related to the Grant and the Project.
4. The Authorizing Agent is granted the authority to commit the City to any terms and conditions required to accept the Grant.
5. The Authorizing Agent is granted the authority and directed to execute any documents necessary to accept the Funding.
6. The Authorizing Agent shall serve as the City's official liaison with the entity issuing the Grant.
7. The Authorizing Agent is granted the authority to direct City staff and the Contractor in matters related to accepting the Grant and finding funding for the Project.
8. If a state, federal, foundation, or nonprofit grant match is not found, or is applied to but not awarded, the City will seek feedback on why the project was not eligible and report back to the LMC with these findings consistent with the terms and conditions of the Grant.

9. If a state, federal, foundation, or nonprofit grant is awarded, a project assessment will be submitted to LMC within six months of the application's approval and then periodically until after project completion consistent with the terms and conditions of the Grant.

Passed by the City Council of St. Francis, Minnesota this 4th day of August 2025.

_____
Mayor

Attested:

_____
City Clerk

EXHIBIT A
(Grant Navigator Application)

LMC LEAGUE of MINNESOTA CITIES

Grant Navigator Application Form

Responses are required for each prompt throughout the form. Some information may be unknown or have yet to be determined, so please fill the form out to the best of your ability. The Grant Review Committee will be better able to assess your application when more information is provided.

Applicant Information

Name *

Paul

First Name

Carpenter

Last Name

Title *

Public Works Director

Email Address *

pcarpenter@stfrancismn.gov

Phone *

763.235.2304

Office Address *

4058 St. Francis Blvd. NW

Mailing Address

St. Francis

City

Minnesota

State

55070

ZIP Code

Department *

Public Works

Chief Administrative Officer *

N/A

Project Information

Briefly describe the project *

Through a park system master planning process, the City of St. Francis identified the need for improved sports recreation amenities and options at Community Park, the City's largest programmed park facility. SEH Inc. was engaged to conduct a Park Planning Study to evaluate the existing warming house structure, hockey rink and surrounding site infrastructure. Consideration included potential new programmed multi-use flexible and year-round activities within the existing hockey rink and warming house building. Site improvements around the warming house building and hockey rink were assessed and evaluated, include pedestrian/sidewalk improvements, parking lot layout upgrades, and relevant supporting infrastructure enhancements (entrance aprons/roads, utilities, water, sewer, etc.). The study included creation of concept Fit Test layouts of a potential new building and/or modified warming house and rink to determine best-fit spacing relationships and potential site upgrades. The Fit Tests addressed long-term strategic space and footprint needs, areas for potential growth, parking, and unique amenities a new warming house building.

What is the project's estimated cost? *

$1,060,000 for planning, design and construction

When do you expect to start and complete the project? *

Start June 1, 2026 and complete by November 1, 2026.

At what point in development is the project currently? This includes phases such as concept, feasibility study, preliminary engineering, committed project, etc. *

Park planning study is complete, with detailed design, construction and bidding documents in progress.

Are there any grants you are currently pursuing or are there grants for which you believe your project may be eligible? If so, what is the anticipated request? *

We plan to apply for a Minnesota Department of Natural Resources grant through their Outdoor Recreation Grant Program for up to 50% of the project cost. We also will continue to research and apply to other programs where the project may be eligible.

OPTIONAL QUESTION: In what ways does this project provide a positive environmental impact?

(For example: decreasing pollution, use of recycled materials, increased green space, increased non-motorized vehicle transportation options, energy efficiencies.) Because of funding from private foundations, League member cities can receive a grant award up to $10,000 for one project that demonstrates a positive environmental impact.

Does the City Council support the project?

A city's council must pass a resolution of support for the project to be eligible for a League grant. This ensures the city is ready to move forward with the project if they are awarded a grant. Applications will not be considered until a copy of that resolution has been submitted to the League. You can find a sample copy of a resolution here.

Has the city council approved a resolution of support for the project? *

- [x] **Yes**
- [ ] **No**

Who is working on this project?

Who are the primary city staff involved with the project? Please include names and job titles. *

Paul Carpenter, Public Works Director

Is the city working with consultants on this project? If so, who? *

Yes - SEH Inc. is currently under Contract to the City to develop detailed design refinements identified in the park planning study and to create project Construction Documents for the project.

Have you engaged with an engineer, planning agency, architect, or financial advisor to assess the overall cost of the project, funding options, and the financial impact to the city? If so, who? What stage is the financial planning in? *

Yes, SEH has been assisting the city with providing cost estimates and is helping us to determine funding options.

Who are the consultants you expect to pay using the League grant? Only the primary grant consultants are required. This may be the same consultant as listed above. Cities should have a cost estimate from a consultant for the work to be completed to apply for Grant Navigator funding. *

With the LMC grant, SEH will also help with pursuing grants for the project.

If using a consultant, have you received a quote or cost estimate for these grant services, and how much are these services expected to cost? (This information is needed for the Review Committee to assess the total Grant Navigator award.) *

Yes, $5,000 for assistance with 1-3 grant applications.

'Project Readiness'
Not all sections need to be marked “Yes” for your project to be eligible for a League grant

Feasibility studies are a formal assessment of the practicality of a proposed plan and are recommended to be conducted prior to committing resources and time. Has a feasibility study been conducted for the project? *

- [x] **Yes**
- [ ] **No**

Is there a Capital Investment Plan (CIP) for the project? *

- [x] **Yes**
- [ ] **No**

Has a local funding source been identified for the project (e.g., savings, bond)? If so, please briefly list the source. *

City has local parks funds to use as any required match on this project.

Are there any other regulatory approvals needed (e.g., county, state agency)? *

- ○ **Yes**
- ☒ **No**
- ○ **Unknown**

Optional: You may upload additional content related to your project here.

Choose File No file chosen

Max. file size: 100 MB.

CAPTCHA

I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

Your LMC Resource

Reach out to the Grant Project Team at grants@lmc.org with any questions and concerns.

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Darcy Mulvihill, Finance Director

SUBJECT: Authorization Not to Waive Statutory Liability Limits

DATE: August 4, 2025

OVERVIEW:

Historically, the city has chosen to not waive the statutory liability limits. Waiving the statutory limit would likely increase premiums.

Per the League:

Cities obtaining liability coverage from the League of Minnesota Cities Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

1. *If the city does not waive the statutory tort limits,* an individual claimant would be able to recover no more than $500,000. on any claim to which the statutory tort limits apply. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to $1,500,000. These statutory tort limits would apply regardless of whether or not the city purchases the optional excess liability coverage.
2. *If the member waives the statutory tort limits and does not purchase excess liability coverage,* a single claimant could potentially recover up to $2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is $2 million.) The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to $2,000,000, regardless of the number of claimants.
3. *If the city waives the statutory tort limits and purchases excess liability coverage,* a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total which all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision. This decision must be made by the city council. Cities purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. For further information, contact LMCIT. You may also wish to discuss these issues with your city attorney. Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

ACTION TO BE CONSIDERED:

Motion to Not Waive Statutory liability limits.

BUDGET IMPLICATION:

Insurance premiums are budgeted for each year with the limits not waived.

Attachments:

- Liability Coverage Waiver Form-2025.

LEAGUE of MINNESOTA CITIES

LIABILITY COVERAGE WAIVER FORM

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Email completed form to your city's underwriter, to pstech@lmc.org, or fax to 651.281.1298.

The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than $500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to $1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.

- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to $2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is $2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to $2,000,000, regardless of the number of claimants.

- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

LMCIT Member Name: City of St. Francis

Check one:

☑ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.

☐ The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: 08/04/2025

Signature: _____ Position: Finance Director

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Jenni Wida, Deputy Administrator-City Clerk

SUBJECT: Application for Exempt Permit - Raffle

DATE: August 4, 2025

OVERVIEW:

Sons of the American Legion submitted an exempt permit application to conduct a raffle at St. Francis American Legion on December 14, 2025.

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

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge and approve the exempt permit application from Sons of the American Legion to conduct a raffle at St. Francis American Legion on December 14, 2025.

Attachments:

- Exempt Permit Application

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Sons of the American Legion Saint Francis, MN Post #622

Previous Gambling Permit Number: X- 95525-25-003

Minnesota Tax ID Number, if any:

Federal Employer ID Number (FEIN), if any:

Mailing Address: 3073 Bridge Street NW

City: Saint Francis State: MN Zip: 55070 County: Anoka

Name of Chief Executive Officer (CEO): David Alan Behnke

CEO Daytime Phone: 612-599-1308 CEO Email:

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

Email permit to (if other than the CEO): brentoelkers@hotmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☒ Veterans ☐ Other Nonprofit Organization

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

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

☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

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

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

GAMBLING PREMISES INFORMATION

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

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

Check one:
☒ City: Saint Francis, MN Zip: 55070 County: Anoka
☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): December 14-2025

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

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

LG220 Application for Exempt Permit

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

CITY APPROVAL for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.

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

☐ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title:_____ Date:_____

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

COUNTY APPROVAL for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.

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

☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title:_____ Date:_____

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

Print Township Name: _____

Signature of Township Officer:_____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: David Behnke Date: 7-18-2025

(Signature must be CEO's signature; designee may not sign)

Print Name: David Behnke

REQUIREMENTS

Complete a separate application for:

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

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

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

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

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

Business Record Details »

Minnesota Business Name

Sons of the American Legion/Post 622 Saint Francis

Business Type
Nonprofit Corporation (Domestic)

File Number
1483415800024

Filing Date
7/22/2024

Renewal Due Date
12/31/2025

MN Statute
317A

Home Jurisdiction
Minnesota

Status
Active / In Good Standing

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

Registered Agent(s)
(Optional) Currently No Agent

Filing History

Filing History

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

	Filing Date	Filing	Effective Date
☐	7/22/2024	Original Filing - Nonprofit Corporation (Domestic) (Business Name: Sons of the American Legion/Post 622 Saint Francis)	

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City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Jenni Wida, Deputy Administrator-City Clerk

SUBJECT: Application for Exempt Permit - Raffle

DATE: August 4, 2025

OVERVIEW:

Support the Troops MN submitted an exempt permit application to conduct a raffle at St. Francis American Legion twice a week for the 2026 calendar year.

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

ACTION TO BE CONSIDERED:

A motion would be in order to acknowledge and approve the exempt permit application from Support the Troops MN to conduct a raffle at St. Francis American Legion twice a week for the 2026 calendar year.

Attachments:

- Exempt Permit Application

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Support the Troops MN

Previous Gambling Permit Number: X- 95468-25-003

Minnesota Tax ID Number, if any: 47-1293645

Federal Employer ID Number (FEIN), if any:

Mailing Address: 2717 225th LN NW

City: Oak Grove State: MN Zip: 55005 County: Anoka

Name of Chief Executive Officer (CEO): Nicole Giesie

CEO Daytime Phone: 847-422-3640 CEO Email: info@supportthetroopsmn.com

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

Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☑ Veterans ☐ Other Nonprofit Organization

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

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

☑ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

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

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

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

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

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

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 3073 Bridge St St. Francis, MN 55070

Check one:

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

☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): 2 x week for the 2026 calendar year (Annual Raffle Calend

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

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

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

LG220 Application for Exempt Permit

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

CITY APPROVAL for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.

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

☐ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title: _____ Date: _____

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

COUNTY APPROVAL for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.

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

☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Nicole M. Giesie Date 7/1/25

(Signature must be CEO's signature; designee may not sign)

Print Name: Nicole Giesie

REQUIREMENTS

Complete a separate application for:

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

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

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

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

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

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

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

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

Business Record Details »

Minnesota Business Name
Support The Troops MN

Business Type
Nonprofit Corporation (Domestic)

File Number
714559000027

Filing Date
11/27/2013

Renewal Due Date
12/31/2025

Registered Agent(s)
William Giesie

MN Statute
317A

Home Jurisdiction
Minnesota

Status
Active / In Good Standing

Registered Office Address
2717 225th Lane NW
Oak Grove, MN 55005
USA

President
Paul Faris
PO BOX 671
SAINT FRANCIS, MN 55070-0671
USA

Filing History

Filing History

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

	Filing Date	Filing	Effective Date
☐	11/27/2013	Original Filing - Nonprofit Corporation (Domestic) (Business Name: SUPPORT THE TROOPS GOLF)	

	Filing Date	Filing	Effective Date
☐	11/8/2018	Amendment - Nonprofit Corporation (Domestic) (Business Name: Support The Troops MN)	

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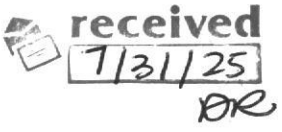
received
7/31/25
DR

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Craig Jochum, City Engineer

SUBJECT: Approval of Change Order No. 1 for the 2025 Street Reconstruction Project

DATE: August 4, 2025

OVERVIEW:

As part of the annual water system maintenance this spring staff reviewed and operated the existing watermain valves on 229th Avenue and 233rd Avenue. A total of eight of the valves had broken valve boxes or were not operational. Staff is recommending the valve box repair and valve maintenance be completed with the 2025 Street Reconstruction Project prior to paving. The cost to repair the eight valves is $18,480.00.

ACTION TO BE CONSIDERED:

Consideration approval of Change Order No. 1 for the 2025 Street Reconstruction Project.

BUDGET IMPLICATION:

The city CIP plan allotted $50,000 for valve construction and repair on 229th Avenue and 233rd Avenue. The current contract price for valve work on 229th Avenue and 233rd Avenue is $18,089.16. Change Order No. 1 is in the amount of $18,480.00 therefore the total cost of valve repair on 229th Avenue and 233rd Avenue would be $36,569.16.

Attachments:

- Change Order No. 1

STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER No. 1

Rev. Febr

SP/SAP(s)		MN Project No.:		Change Order No.	1

Project Location	2025 Street Reconstruction Project		
Local Agency	City of St. Francis	Local Project No.	SF327
Contractor	North Valley, Inc.	Contract No.	
Address/City/State/Zip	20015 Iguana Street NW, Nowthen, MN 55330		
Total Change Order Amount $	$18,480		

(Describe work and justification for change order.)

Estimate Of Cost: *(Include any increases or decreases in contract items, any negotiated or force account items.)*

**Group/ funding Category	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount $
Local	2504.602	Valve Repair	EACH	$2,310.00	8	$18,480.00
					Net Change this Change Order	$18,480.00

***Group/funding category is required for federal aid projects**

Due to this change, the contract time: *(check one)*

(X) Is NOT changed	( ) May be revised as provided in MnDOT Specification 1806
( ) Is Increased by _____ Working Days ( ) Is Decreased by _____ Working Days	( ) Is Increased by _____ Calendar Days ( ) Is Decreased by _____ Calendar Days

Approved by Project Engineer: _____ Date: _____

Print Name: _____ Phone: _____

Approved by Contractor: _____ Date: _____

Print Name: _____ Phone: _____

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for: ___ Federal Funding ___ State Aid Funding X_ Local funds

District State Aid Engineer: _____ Date: _____

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Jodie Steffes, Community Development Specialist

SUBJECT: Rental License Approvals

DATE: August 4, 2025

OVERVIEW:

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

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

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

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

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

ACTION TO BE CONSIDERED:

Approval of Rental Licenses for properties:

23223 AMBASSADOR BLVD NW	ROJAS, AMANDA
22813 DAKOTAH ST NW	JACOBS, LINDA
22920 POPPY ST NW	MEADE, HEIDI

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Darcy Mulvihill, Finance Director
Danielle Robertson, Accounting Clerk

SUBJECT: Payment of Claims

DATE: August 04, 2025

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $168,250.00 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:

- 07-21-2025 Packet List-$168,250.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 08/05/2025 - 08/05/2025
POSTED AND UNPOSTED
OPEN - CHECK TYPE: PAPER CHECK

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
Vendor CD-REFUND - ALLIAN VENTURES IX							
.07242025							
00041473	ALLIAN VENTURES IX	07/24/2025		20,785.55	20,785.55	Open	N
	ESCROW RELEASE	DMULVIHILL					08/04/2025
	803-00000-22191	ALLIANT FINANCE-PLANTINUM LAND		20,785.55	1.00		20,785.55
Total Vendor CD-REFUND - ALLIAN VENTURES IX				20,785.55	20,785.55		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0110077300							
00041437	BELLBOY CORPORATION BAR SUPPLY	07/22/2025		115.52	115.52	Open	N
	MISC	CBUSKEY					07/22/2025
	609-49751-40206	FREIGHT		6.52	1.00		6.52
	609-49751-40254	MISCELLANEOUS MERCHANDISE		109.00	1.00		109.00
0208425400							
00041438	BELLBOY CORPORATION BAR SUPPLY	07/22/2025		693.64	693.64	Open	N
	LIQUOR	CBUSKEY					07/22/2025
	609-49751-40206	FREIGHT		13.74	1.00		13.74
	609-49751-40251	LIQUOR		679.90	1.00		679.90
0110110000							
00041530	BELLBOY CORPORATION BAR SUPPLY	07/29/2025		101.46	101.46	Open	N
	OPERATING	CBUSKEY					07/29/2025
	609-49751-40206	FREIGHT		6.46	1.00		6.46
	609-49750-40210	OPERATING SUPPLIES		95.00	1.00		95.00
0208491300							
00041531	BELLBOY CORPORATION BAR SUPPLY	07/29/2025		2,377.30	2,377.30	Open	N
	LIQUOR	CBUSKEY					07/29/2025
	609-49751-40206	FREIGHT		16.50	1.00		16.50
	609-49751-40251	LIQUOR		2,360.80	1.00		2,360.80
0300168400							
00041532	BELLBOY CORPORATION BAR SUPPLY	07/29/2025		1,474.65	1,474.65	Open	N
	THC	CBUSKEY					07/29/2025
	609-49751-40206	FREIGHT		34.65	1.00		34.65
	609-49751-40257	THC		1,440.00	1.00		1,440.00
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				4,762.57	4,762.57		
Vendor 7244 - BREAKTHRU BEVERAGE							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 08/05/2025 - 08/05/2025
POSTED AND UNPOSTED
OPEN - CHECK TYPE: PAPER CHECK

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due	Status / Quantity	Posted / Post Date / Unit Price
Vendor 7244 - BREAKTHRU BEVERAGE							
122547637							
00041486	BREAKTHRU BEVERAGE	07/25/2025		3,413.82	3,413.82	Open	N
	MISC/LIQUOR	CBUSKEY					07/25/2025
	609-49751-40206	FREIGHT		66.70		1.00	66.70
	609-49751-40254	MISCELLANEOUS MERCHANDISE		291.32		1.00	291.32
	609-49751-40251	LIQUOR		3,055.80		1.00	3,055.80
413542428							
00041541	BREAKTHRU BEVERAGE	07/31/2025		(330.68)	(330.68)	Open	N
	LIQUOR	CBUSKEY					07/31/2025
	609-49751-40206	FREIGHT		(2.90)		1.00	(2.90)
	609-49751-40251	LIQUOR		(327.78)		1.00	(327.78)
Total Vendor 7244 - BREAKTHRU BEVERAGE				3,083.14	3,083.14		
Vendor 10037 - BS&A SOFTWARE							
161900							
00041461	BS&A SOFTWARE	07/17/2025		1,753.00	1,753.00	Open	N
	ANNUAL SERVICE/SUPPORT FEE	DROBERTSON					08/04/2025
	101-42400-40310	COMPUTER CONSULTING FEES		1,753.00		1.00	1,753.00
Total Vendor 10037 - BS&A SOFTWARE				1,753.00	1,753.00		
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
3162642							
00041435	CAPITOL BEVERAGE SALES, L.P	07/22/2025		1,389.05	1,389.05	Open	N
	THC/BEER/LIQUOR/WINE	CBUSKEY					07/22/2025
	609-49751-40252	BEER		60.00		1.00	60.00
	609-49751-40253	WINE		55.05		1.00	55.05
	609-49751-40251	LIQUOR		846.00		1.00	846.00
	609-49751-40257	THC		428.00		1.00	428.00
3162641							
00041436	CAPITOL BEVERAGE SALES, L.P	07/22/2025		(24.50)	(24.50)	Open	N
	LIQUOR	CBUSKEY					07/22/2025
	609-49751-40251	LIQUOR		(24.50)		1.00	(24.50)
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				1,364.55	1,364.55		
Vendor 2628 - CITY OF COON RAPIDS							

Agenda Item # 4H.

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution		Invoice Date / Due Date / Entered By	Invoice Amount	Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
Vendor 2628 - CITY OF COON RAPIDS							
AR-0000014768							
00041520	CITY OF COON RAPIDS		07/22/2025	116.00	116.00	Open	N
	SEALCOATING/LEGAL COSTS 2025		DROBERTSON				08/04/2025
Total Vendor 2628 - CITY OF COON RAPIDS				116.00	116.00		
Vendor 4854 - CRYSTAL SPRINGS ICE							
04-500557							
00041485	CRYSTAL SPRINGS ICE		07/25/2025	204.88	204.88	Open	N
	MISC		CBUSKEY				07/25/2025
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		200.88		1.00	200.88
Total Vendor 4854 - CRYSTAL SPRINGS ICE				204.88	204.88		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2524752							
00041466	DAHLHEIMER DIST. CO. INC		07/24/2025	28,927.11	28,927.11	Open	N
	BEER/MISC/NA/THC/LIQUOR		CBUSKEY				07/24/2025
	609-49751-40257	THC		1,918.00		1.00	1,918.00
	609-49751-40255	N/A PRODUCTS		524.50		1.00	524.50
	609-49751-40254	MISCELLANEOUS MERCHANDISE		1,105.00		1.00	1,105.00
	609-49751-40251	LIQUOR		738.75		1.00	738.75
	609-49751-40252	BEER		24,640.86		1.00	24,640.86
2530304							
00041467	DAHLHEIMER DIST. CO. INC		07/24/2025	150.90	150.90	Open	N
	BEER		CBUSKEY				07/24/2025
	609-49751-40252	BEER		150.90		1.00	150.90
2529515							
00041475	DAHLHEIMER DIST. CO. INC		07/24/2025	(72.00)	(72.00)	Open	N
	BEER		CBUSKEY				07/24/2025
	609-49751-40252	BEER		(72.00)		1.00	(72.00)
2534211							
00041538	DAHLHEIMER DIST. CO. INC		07/30/2025	(26.40)	(26.40)	Open	N
	BEER		CBUSKEY				07/30/2025
	609-49751-40252	BEER		(26.40)		1.00	(26.40)

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Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2530723							
00041539	DAHLHEIMER DIST. CO. INC	07/30/2025		6,280.48	6,280.48	Open	N
	BEER/LIQUOR/MISC	CBUSKEY					07/30/2025
	609-49751-40251	LIQUOR		141.00		1.00	141.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		17.00		1.00	17.00
	609-49751-40252	BEER		6,122.48		1.00	6,122.48
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				35,260.09	35,260.09		
Vendor 107 - ECM PUBLISHERS, INC							
1058314							
00041432	ECM PUBLISHERS, INC	07/18/2025		99.00	99.00	Open	N
	ORDINANCE NO 346	DROBERTSON					08/04/2025
	101-41400-40352	GENERAL PUBLISHING		99.00		1.00	99.00
1059070							
00041521	ECM PUBLISHERS, INC	07/25/2025		66.00	66.00	Open	N
	RES NO. 2025-37	DROBERTSON					08/04/2025
	101-41400-40352	GENERAL PUBLISHING		66.00		1.00	66.00
1059069							
00041522	ECM PUBLISHERS, INC	07/25/2025		88.00	88.00	Open	N
	RES NO. 2025-35	DROBERTSON					08/04/2025
	101-41400-40352	GENERAL PUBLISHING		88.00		1.00	88.00
1059068							
00041523	ECM PUBLISHERS, INC	07/25/2025		88.00	88.00	Open	N
	RES NO. 2025-34	DROBERTSON					08/04/2025
	101-41400-40352	GENERAL PUBLISHING		88.00		1.00	88.00
Total Vendor 107 - ECM PUBLISHERS, INC				341.00	341.00		
Vendor 9542 - EQUIPMENT MANAGEMENT COMPANY							
65655							
00041433	EQUIPMENT MANAGEMENT COMPANY	06/30/2025		1,570.00	1,570.00	Open	N
	TANKER 1, ENGINE 1, AND SQUAD MAINTENANC	DROBERTSON					08/04/2025
	101-42210-40218	EQUIPMENT MAINTENANCE		1,570.00		1.00	1,570.00
Total Vendor 9542 - EQUIPMENT MANAGEMENT COMPANY				1,570.00	1,570.00		
Vendor 10644 - ESS BROTHERS AND SONS, INC							

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Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
Vendor 10644 - ESS BROTHERS AND SONS, INC							
FF4823							
00041454	ESS BROTHERS AND SONS, INC	07/15/2025		412.00	412.00	Open	N
	301 X 1.5 ADJ. RING	DROBERTSON					08/04/2025
	602-49490-40229	PROJECT MAINTENANCE		412.00		1.00	412.00
Total Vendor 10644 - ESS BROTHERS AND SONS, INC				412.00	412.00		
Vendor 2843 - F.I.R.E.							
7618							
00041458	F.I.R.E.	07/23/2025		1,000.00	1,000.00	Open	N
	ROPES & KNOTS CLASS	DROBERTSON					08/04/2025
	101-42210-40208	TRAINING		1,000.00		1.00	1,000.00
Total Vendor 2843 - F.I.R.E.				1,000.00	1,000.00		
Vendor 3447 - FERGUSON WATERWORKS							
0546554							
00041537	FERGUSON WATERWORKS	05/06/2025		4,490.00	4,490.00	Open	N
	HYD BUDDY	DMULVIHILL					08/04/2025
Total Vendor 3447 - FERGUSON WATERWORKS				4,490.00	4,490.00		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
ORD-18473							
00041445	GLOBAL RESERVE DISTRIBUTION	07/22/2025		2,512.00	2,512.00	Open	N
	THC	CBUSKEY					07/22/2025
	609-49751-40257	THC		2,512.00		1.00	2,512.00
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				2,512.00	2,512.00		
Vendor 132 - GRAINGER, INC							
9579132003							
00041431	GRAINGER, INC	07/21/2025		15.18	15.18	Open	N
	FINE SCREEN REPAIR	DROBERTSON					08/04/2025
	602-49490-40229	PROJECT MAINTENANCE		15.18		1.00	15.18
Total Vendor 132 - GRAINGER, INC				15.18	15.18		
Vendor 7512 - GREAT LAKES COCA-COLA							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 08/05/2025 - 08/05/2025
POSTED AND UNPOSTED
OPEN - CHECK TYPE: PAPER CHECK

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due	Status / Quantity	Posted / Post Date / Unit Price
Vendor 7512 - GREAT LAKES COCA-COLA							
48098606015							
00041484	GREAT LAKES COCA-COLA	07/25/2025		2,306.24	2,306.24	Open	N
	MISC	CBUSKEY					07/25/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		2,306.24		1.00	2,306.24
Total Vendor 7512 - GREAT LAKES COCA-COLA				2,306.24	2,306.24		
Vendor 10476 - IUOE LOCAL #49							
.07292025							
00041528	IUOE LOCAL #49	07/29/2025		255.00	255.00	Open	N
	PW UNION DUES AUGUST 2025	DROBERTSON					08/04/2025
	101-00000-21707	UNION DUES		255.00		1.00	255.00
Total Vendor 10476 - IUOE LOCAL #49				255.00	255.00		
Vendor CD-REFUND - JAMES DICKSON							
.07242025							
00041471	JAMES DICKSON	07/24/2025		2,380.00	2,380.00	Open	N
	ESCROW RELEASE	DMULVIHILL					08/04/2025
	803-00000-22183	DICKENSON-VARIANCE/SUBDIVISION		2,380.00		1.00	2,380.00
Total Vendor CD-REFUND - JAMES DICKSON				2,380.00	2,380.00		
Vendor 154 - JOHNSON BROTHERS							
2841012							
00041480	JOHNSON BROTHERS	07/24/2025		938.59	938.59	Open	N
	THC	CBUSKEY					07/24/2025
	609-49751-40257	THC		938.59		1.00	938.59
2841011							
00041481	JOHNSON BROTHERS	07/24/2025		390.24	390.24	Open	N
	MISC	CBUSKEY					07/24/2025
	609-49751-40206	FREIGHT		20.24		1.00	20.24
	609-49751-40254	MISCELLANEOUS MERCHANDISE		370.00		1.00	370.00
2841009							
00041482	JOHNSON BROTHERS	07/24/2025		903.18	903.18	Open	N
	LIQUOR	CBUSKEY					07/24/2025
	609-49751-40206	FREIGHT		12.88		1.00	12.88
	609-49751-40251	LIQUOR		890.30		1.00	890.30

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Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Due Date / Entered By	Invoice Amount / Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
Vendor 154 - JOHNSON BROTHERS					
2841010					
00041483	JOHNSON BROTHERS	07/24/2025	7,139.04	Open	N
	WINE	CBUSKEY	7,139.04		07/24/2025
	609-49751-40206	FREIGHT	139.84	1.00	139.84
	609-49751-40253	WINE	6,999.20	1.00	6,999.20
Total Vendor 154 - JOHNSON BROTHERS			9,371.05		9,371.05
Vendor CD-REFUND - JOSHUA MARKUM					
.07242025					
00041470	JOSHUA MARKUM	07/24/2025	849.75	Open	N
	ESCROW REFUND	DMULVIHILL	849.75		08/04/2025
	803-00000-22177	JOSHUA MARKUM SUBDIVISION	849.75	1.00	849.75
Total Vendor CD-REFUND - JOSHUA MARKUM			849.75		849.75
Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.					
.07292025					
00041526	LAW ENFORCEMENT LABOR SVCS.	07/29/2025	657.00	Open	N
	POLICE DUES AUGUST 2025	DROBERTSON	657.00		08/04/2025
	101-00000-21707	UNION DUES	657.00	1.00	657.00
.072920251					
00041527	LAW ENFORCEMENT LABOR SVCS.	07/29/2025	73.00	Open	N
	SERGEANTS DUES AUGUST 2025	DROBERTSON	73.00		08/04/2025
	101-00000-21707	UNION DUES	73.00	1.00	73.00
Total Vendor 3135 - LAW ENFORCEMENT LABOR SVCS.			730.00		730.00
Vendor 10783 - LAW ENFORCEMENT TRAINING SERVICES, LLC					
.07232025					
00041459	LAW ENFORCEMENT TRAINING SERVICES,	07/23/2025	350.00	Open	N
	RESPONSE TO CIVIL & FAMILY DISPUTES - CH	DROBERTSON	350.00		08/04/2025
	101-42110-40208	TRAINING	350.00	1.00	350.00
Total Vendor 10783 - LAW ENFORCEMENT TRAINING SERVICES, LLC			350.00		350.00
Vendor 202 - MCDONALD DIST CO					

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Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
Vendor 202 - MCDONALD DIST CO							
817351							
00041439	MCDONALD DIST CO	07/22/2025		448.00	448.00	Open	N
	LIQUOR	CBUSKEY					07/22/2025
	609-49751-40251	LIQUOR		448.00	1.00		448.00
817350							
00041440	MCDONALD DIST CO	07/22/2025		(79.80)	(79.80)	Open	N
	BEER	CBUSKEY					07/22/2025
	609-49751-40252	BEER		(79.80)	1.00		(79.80)
817552							
00041441	MCDONALD DIST CO	07/22/2025		500.00	500.00	Open	N
	LIQUOR	CBUSKEY					07/22/2025
	609-49751-40251	LIQUOR		500.00	1.00		500.00
817352							
00041442	MCDONALD DIST CO	07/22/2025		11,531.60	11,531.60	Open	N
	BEER/THC/NA/WINE	CBUSKEY					07/22/2025
	609-49751-40257	THC		198.00	1.00		198.00
	609-49751-40255	N/A PRODUCTS		318.00	1.00		318.00
	609-49751-40253	WINE		616.40	1.00		616.40
	609-49751-40252	BEER		10,399.20	1.00		10,399.20
818424							
00041525	MCDONALD DIST CO	07/29/2025		17,442.15	17,442.15	Open	N
	BEER/NA	CBUSKEY					07/29/2025
	609-49751-40255	N/A PRODUCTS		67.05	1.00		67.05
	609-49751-40252	BEER		17,375.10	1.00		17,375.10
Total Vendor 202 - MCDONALD DIST CO				29,841.95	29,841.95		
Vendor 3689 - METRO SALES, INC							
INV2848220							
00041534	METRO SALES, INC	07/30/2025		371.75	371.75	Open	N
	INK	DMULVIHILL					08/04/2025
	101-41400-40200	OFFICE SUPPLIES		371.75	1.00		371.75
Total Vendor 3689 - METRO SALES, INC				371.75	371.75		
Vendor 181 - METRO WEST INSPECTIONS SERVICE							

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Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due	Status / Quantity	Posted / Post Date / Unit Price
Vendor 181 - METRO WEST INSPECTIONS SERVICE							
4661							
00041529	METRO WEST INSPECTIONS SERVICE	07/28/2025		767.16	767.16	Open	N
	FINALIZED PERMITS JULY 2025	DROBERTSON					08/04/2025
	101-42400-40311	CONTRACT		767.16		1.00	767.16
Total Vendor 181 - METRO WEST INSPECTIONS SERVICE				767.16	767.16		
Vendor CD-REFUND - MINNETONKA GAME & FISH CLUB							
.07242025							
00041472	MINNETONKA GAME & FISH CLUB	07/24/2025		911.00	911.00	Open	N
	ESCROW RELEASE	DMULVIHILL					07/24/2025
	803-00000-22174	MINNETONKA GAME WETLANDS DELIN		911.00		1.00	911.00
Total Vendor CD-REFUND - MINNETONKA GAME & FISH CLUB				911.00	911.00		
Vendor 4745 - MN NCPERS LIFE INSURANCE							
733400082025							
00041434	MN NCPERS LIFE INSURANCE	07/01/2025		112.00	112.00	Open	N
	AUGUST 2025 COVERAGE	DROBERTSON					08/04/2025
	101-00000-21713	MN LIFE		112.00		1.00	112.00
Total Vendor 4745 - MN NCPERS LIFE INSURANCE				112.00	112.00		
Vendor 10727 - NELSON SANITATION & RENTAL, INC							
INV/2025/9992							
00041495	NELSON SANITATION & RENTAL, INC	07/22/2025		145.00	145.00	Open	N
	HANDICAP UNIT 6/24-7/21	DROBERTSON					08/04/2025
	101-45200-40402	JANITORIAL SERVICE		145.00		1.00	145.00
INV/2025/9991							
00041496	NELSON SANITATION & RENTAL, INC	07/22/2025		80.00	80.00	Open	N
	MONTHLY PORTABLE RESTROOM 6/24-7/21	DROBERTSON					08/04/2025
	101-45200-40402	JANITORIAL SERVICE		80.00		1.00	80.00
INV/2025/9985							
00041497	NELSON SANITATION & RENTAL, INC	07/22/2025		145.00	145.00	Open	N
	HANDICAP UNIT 6/24-7/21	DROBERTSON					08/04/2025
	101-45200-40402	JANITORIAL SERVICE		145.00		1.00	145.00

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Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status / Unit Price	Posted / Post Date
Vendor 10727 - NELSON SANITATION & RENTAL, INC							
INV/2025/9979							
00041498	NELSON SANITATION & RENTAL, INC	07/22/2025		225.00	225.00	Open	N
	HANDICAP UNIT & MONTHLY PORTABLE RESTROO	DROBERTSON					08/04/2025
	101-45200-40402 JANITORIAL SERVICE			225.00	1.00		225.00
INV/2025/10017							
00041499	NELSON SANITATION & RENTAL, INC	07/22/2025		145.00	145.00	Open	N
	HANDICAP UNIT 6/24-7/21	DROBERTSON					08/04/2025
	101-45200-40402 JANITORIAL SERVICE			145.00	1.00		145.00
INV/2025/10016							
00041500	NELSON SANITATION & RENTAL, INC	07/22/2025		145.00	145.00	Open	N
	HANDICAP UNIT 6/24-7/21	DROBERTSON					08/04/2025
	101-45200-40402 JANITORIAL SERVICE			145.00	1.00		145.00
INV/2025/8048							
00041501	NELSON SANITATION & RENTAL, INC	06/24/2025		145.00	145.00	Open	N
	HANDICAP UNIT 5/27-6/23	DROBERTSON					08/04/2025
	101-45200-40402 JANITORIAL SERVICE			145.00	1.00		145.00
INV/2025/8046							
00041502	NELSON SANITATION & RENTAL, INC	06/24/2025		145.00	145.00	Open	N
	HANDICAP UNIT 5/27-6/23	DROBERTSON					08/04/2025
	101-45200-40402 JANITORIAL SERVICE			145.00	1.00		145.00
INV/2025/8021							
00041503	NELSON SANITATION & RENTAL, INC	06/24/2025		145.00	145.00	Open	N
	HANDICAP UNIT 5/27-6/23	DROBERTSON					08/04/2025
	101-45200-40402 JANITORIAL SERVICE			145.00	1.00		145.00
INV/2025/8020							
00041504	NELSON SANITATION & RENTAL, INC	06/24/2025		80.00	80.00	Open	N
	MONTHLY PORTABLE RESTROOM 5/27-6/23	DROBERTSON					08/04/2025
	101-45200-40402 JANITORIAL SERVICE			80.00	1.00		80.00
INV/2025/8014							
00041505	NELSON SANITATION & RENTAL, INC	06/24/2025		145.00	145.00	Open	N
	HANDICAP UNIT 5/27-6/23	DROBERTSON					08/04/2025
	101-45200-40402 JANITORIAL SERVICE			145.00	1.00		145.00
INV/2025/8008							
00041506	NELSON SANITATION & RENTAL, INC	06/24/2025		225.00	225.00	Open	N
	HANDICAP UNIT & MONTHLY PORTABLE RESTROO	DROBERTSON					08/04/2025
	101-45200-40402 JANITORIAL SERVICE			225.00	1.00		225.00

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Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
Vendor 10727 - NELSON SANITATION & RENTAL, INC							
INV/2025/6401							
00041507	NELSON SANITATION & RENTAL, INC	06/03/2025		3,225.00	3,225.00	Open	N
	PIONEER DAYS RESTROOMS, WASH STATION, AN	DROBERTSON					08/04/2025
	101-45230-40217	OTHER OPERATING SUPPLIES		3,225.00	1.00		3,225.00
INV/2025/5933							
00041509	NELSON SANITATION & RENTAL, INC	05/27/2025		145.00	145.00	Open	N
	HANDICAP UNIT 4/29-5/26	DROBERTSON					08/04/2025
	101-45200-40402	JANITORIAL SERVICE		145.00	1.00		145.00
INV/2025/5912							
00041510	NELSON SANITATION & RENTAL, INC	05/27/2025		145.00	145.00	Open	N
	HANDICAP UNIT 4/29-5/26	DROBERTSON					08/04/2025
	101-45200-40402	JANITORIAL SERVICE		145.00	1.00		145.00
INV/2025/5911							
00041511	NELSON SANITATION & RENTAL, INC	05/27/2025		80.00	80.00	Open	N
	MONTHLY PORTABLE RESTROOM 4/29-5/26	DROBERTSON					08/04/2025
	101-45200-40402	JANITORIAL SERVICE		80.00	1.00		80.00
INV/2025/5905							
00041512	NELSON SANITATION & RENTAL, INC	05/27/2025		145.00	145.00	Open	N
	HANDICAP UNIT 4/29-5/26	DROBERTSON					08/04/2025
	101-45200-40402	JANITORIAL SERVICE		145.00	1.00		145.00
INV/2025/5899							
00041513	NELSON SANITATION & RENTAL, INC	05/27/2025		225.00	225.00	Open	N
	HANDICAP UNIT & MONTLY PORTABLE RESTROOM	DROBERTSON					08/04/2025
	101-45200-40402	JANITORIAL SERVICE		225.00	1.00		225.00
INV/2025/4333							
00041514	NELSON SANITATION & RENTAL, INC	04/29/2025		145.00	145.00	Open	N
	HANDICAP UNIT 4/01-4/28	DROBERTSON					08/04/2025
	101-45200-40402	JANITORIAL SERVICE		145.00	1.00		145.00
INV/2025/4332							
00041515	NELSON SANITATION & RENTAL, INC	04/29/2025		145.00	145.00	Open	N
	HANDICAP UNIT 4/01-4/28	DROBERTSON					08/04/2025
	101-45200-40402	JANITORIAL SERVICE		145.00	1.00		145.00
INV/2025/4319							
00041516	NELSON SANITATION & RENTAL, INC	04/29/2025		145.00	145.00	Open	N
	HANDICAP UNIT 4/01-4/28	DROBERTSON					08/04/2025
	101-45200-40402	JANITORIAL SERVICE		145.00	1.00		145.00

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Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due	Status / Quantity	Posted / Post Date / Unit Price
Vendor 10727 - NELSON SANITATION & RENTAL, INC							
INV/2025/4318							
00041517	NELSON SANITATION & RENTAL, INC	04/29/2025		80.00	80.00	Open	N
	MONTHLY PORTABLE RESTROOM 4/01-4/28	DROBERTSON					08/04/2025
	101-45200-40402 JANITORIAL SERVICE			80.00		1.00	80.00
INV/2025/4313							
00041518	NELSON SANITATION & RENTAL, INC	04/29/2025		145.00	145.00	Open	N
	HANDICAP UNIT 4/01-4/28	DROBERTSON					08/04/2025
	101-45200-40402 JANITORIAL SERVICE			145.00		1.00	145.00
INV/2025/4310							
00041519	NELSON SANITATION & RENTAL, INC	04/29/2025		225.00	225.00	Open	N
	HANDICAP UNIT & MONTHLY PORTABLE RESTROO	DROBERTSON					08/04/2025
	101-45200-40402 JANITORIAL SERVICE			225.00		1.00	225.00
INV/2025/5934							
00041533	NELSON SANITATION & RENTAL, INC	05/27/2025		145.00	145.00	Open	N
	SIWEK PARK 04-29-2025 TO 05-26-2025	DMULVIHILL					08/04/2025
Total Vendor 10727 - NELSON SANITATION & RENTAL, INC				6,765.00	6,765.00		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
545914							
00041443	PHILLIPS WINE & SPIRITS CO	07/22/2025		(73.34)	(73.34)	Open	N
	WINE	CBUSKEY					07/22/2025
	609-49751-40253 WINE			(73.34)		1.00	(73.34)
555189							
00041462	PHILLIPS WINE & SPIRITS CO	07/24/2025		(45.85)	(45.85)	Open	N
	LIQUOR	CBUSKEY					07/24/2025
	609-49751-40251 LIQUOR			(45.85)		1.00	(45.85)
5016735							
00041476	PHILLIPS WINE & SPIRITS CO	07/24/2025		448.00	448.00	Open	N
	THC	CBUSKEY					07/24/2025
	609-49751-40257 THC			448.00		1.00	448.00
5016733							
00041477	PHILLIPS WINE & SPIRITS CO	07/24/2025		745.40	745.40	Open	N
	WINE	CBUSKEY					07/24/2025
	609-49751-40206 FREIGHT			18.40		1.00	18.40
	609-49751-40253 WINE			727.00		1.00	727.00

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Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
5016732							
00041478	PHILLIPS WINE & SPIRITS CO	07/24/2025		1,850.51	1,850.51	Open	N
	LIQUOR	CBUSKEY					07/24/2025
	609-49751-40206	FREIGHT		31.28		1.00	31.28
	609-49751-40251	LIQUOR		1,819.23		1.00	1,819.23
5016734							
00041479	PHILLIPS WINE & SPIRITS CO	07/24/2025		325.18	325.18	Open	N
	MISC	CBUSKEY					07/24/2025
	609-49751-40206	FREIGHT		12.88		1.00	12.88
	609-49751-40254	MISCELLANEOUS MERCHANDISE		312.30		1.00	312.30
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				3,249.90	3,249.90		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B018444							
00041444	RMB ENVIRONMENTAL LABORATORIES, INC	07/22/2025		223.00	223.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					08/04/2025
	602-49490-40313	SAMPLE TESTING		223.00		1.00	223.00
B018524							
00041457	RMB ENVIRONMENTAL LABORATORIES, INC	07/23/2025		175.00	175.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					08/04/2025
	602-49490-40313	SAMPLE TESTING		175.00		1.00	175.00
B018592							
00041536	RMB ENVIRONMENTAL LABORATORIES, INC	07/30/2025		223.00	223.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					08/04/2025
B018704							
00041540	RMB ENVIRONMENTAL LABORATORIES, INC	07/30/2025		175.00	175.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					08/04/2025
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				796.00	796.00		
Vendor 10710 - ROCK RIVER ARMS, INC.							
964410							
00041460	ROCK RIVER ARMS, INC.	07/22/2025		801.00	801.00	Open	N
	SFPD WEAPON	DROBERTSON					08/04/2025
	103-42110-40237	SMALL EQUIPMENT		801.00		1.00	801.00
Total Vendor 10710 - ROCK RIVER ARMS, INC.				801.00	801.00		
Vendor CD-REFUND - SCOTT ZACHARY J & CHARISSA J							

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Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status / Unit Price	Posted / Post Date
Vendor CD-REFUND - SCOTT ZACHARY J & CHARISSA J							
07/28/2025							
00041487	SCOTT ZACHARY J & CHARISSA J	07/28/2025	07/28/2025	163.00	163.00	Open	N
	Check Request For Escrow: E2023-0004	DMULVIHILL					08/04/2025
	803-00000-22006	23157 BRIDGESTONE DELINEATION		163.00	1.00		163.00
Total Vendor CD-REFUND - SCOTT ZACHARY J & CHARISSA J				163.00	163.00		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2650126							
00041468	SOUTHERN GLAZERS OF MN	07/24/2025		789.52	789.52	Open	N
	LIQUOR	CBUSKEY					07/24/2025
	609-49751-40206	FREIGHT		2.77	1.00		2.77
	609-49751-40251	LIQUOR		786.75	1.00		786.75
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				789.52	789.52		
Vendor 1944 - ST. FRANCIS COLLISION & GLASS							
5E0ADF60							
00041542	ST. FRANCIS COLLISION & GLASS	07/31/2025		14,253.10	14,253.10	Open	N
	2019 CHARGER FIX	DMULVIHILL					08/04/2025
	101-42110-40222	INSURANCE REPAIRS		14,253.10	1.00		14,253.10
Total Vendor 1944 - ST. FRANCIS COLLISION & GLASS				14,253.10	14,253.10		
Vendor CD-REFUND - ST. FRANCIS DENTAL							
.0724/2025							
00041469	ST. FRANCIS DENTAL	07/24/2025		419.45	419.45	Open	N
	RELEASE ESCROW	DMULVIHILL					08/04/2025
	803-00000-22198	ST. FRANCIS DENTAL CLINIC		419.45	1.00		419.45
Total Vendor CD-REFUND - ST. FRANCIS DENTAL				419.45	419.45		
Vendor 4705 - STERLING TROPHY							
35478							
00041488	STERLING TROPHY	07/01/2025		93.60	93.60	Open	N
	AWARDS ENGRAVING	DROBERTSON					08/04/2025
Total Vendor 4705 - STERLING TROPHY				93.60	93.60		
Vendor 255 - STREICHER'S							

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Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
Vendor 255 - STREICHER'S							
I1774458							
00041508	STREICHER'S	07/24/2025		502.00	502.00	Open	N
	SCOPE FOR RIFLE	DROBERTSON					08/04/2025
	103-42110-40237	SMALL EQUIPMENT		502.00	1.00		502.00
Total Vendor 255 - STREICHER'S				502.00	502.00		
Vendor 863 - THE BERNICK COMPANIES							
10382637							
00041463	THE BERNICK COMPANIES	07/24/2025		1,197.95	1,197.95	Open	N
	BEER/NA	CBUSKEY					07/24/2025
	609-49751-40255	N/A PRODUCTS		76.80	1.00		76.80
	609-49751-40252	BEER		1,121.15	1.00		1,121.15
10382638							
00041464	THE BERNICK COMPANIES	07/24/2025		100.80	100.80	Open	N
	MISC	CBUSKEY					07/24/2025
	609-49751-40254	MISCELLANEOUS MERCHANDISE		100.80	1.00		100.80
10382636							
00041465	THE BERNICK COMPANIES	07/24/2025		79.80	79.80	Open	N
	THC	CBUSKEY					07/24/2025
	609-49751-40257	THC		79.80	1.00		79.80
Total Vendor 863 - THE BERNICK COMPANIES				1,378.55	1,378.55		
Vendor 4867 - VESSCO, INC							
098263							
00041456	VESSCO, INC	07/23/2025		926.22	926.22	Open	N
	PARTS	DROBERTSON					08/04/2025
	602-49490-40229	PROJECT MAINTENANCE		926.22	1.00		926.22
Total Vendor 4867 - VESSCO, INC				926.22	926.22		
Vendor 10726 - WORKMAN'S RELIEF							
41348							
00041524	WORKMAN'S RELIEF	07/29/2025		53.52	53.52	Open	N
	THC	CBUSKEY					07/29/2025
	609-49751-40206	FREIGHT		17.61	1.00		17.61
	609-49751-40257	THC		35.91	1.00		35.91
Total Vendor 10726 - WORKMAN'S RELIEF							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 08/05/2025 - 08/05/2025
POSTED AND UNPOSTED
OPEN - CHECK TYPE: PAPER CHECK

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution		Invoice Date / Entered By	Due Date	Invoice Amount / Units	Amount Due / Quantity	Status	Posted / Post Date / Unit Price
Vendor 10726 - WORKMAN'S RELIEF								
					53.52	53.52		
Vendor 8383 - WSB & ASSOCIATES, INC								
R-028272-000 -								
00041455	WSB & ASSOCIATES, INC		07/22/2025		7,323.89	7,323.89	Open	N
	HWY 47 PRELIMINARY DESIGN		DROBERTSON					08/04/2025
	405-43100-40810	HWY 47			7,323.89	1.00		7,323.89
Total Vendor 8383 - WSB & ASSOCIATES, INC					7,323.89	7,323.89		
Vendor 3742 - YALE MECHANICAL								
271692								
00041535	YALE MECHANICAL		07/29/2025		4,819.39	4,819.39	Open	N
	REPAIRS FOUND ON MAINTENANCE		DROBERTSON					08/04/2025
Total Vendor 3742 - YALE MECHANICAL					4,819.39	4,819.39		

# of Invoices: 90	# Due: 90	Totals:	168,902.57 / 168,902.57
# of Credit Memos: 7	# Due: 7	Totals:	(652.57) / (652.57)
Net of Invoices and Credit Memos:			168,250.00 / 168,250.00

--- TOTALS BY GL BANK ---

GNCKG	168,250.00

--- TOTALS BY GL DISTRIBUTIONS ---

101-00000-21707	985.00
101-00000-21713	112.00
101-41400-40200	371.75
101-41400-40352	341.00
101-42110-40208	350.00
101-42110-40222	14,253.10
101-42210-40208	1,000.00
101-42210-40218	1,570.00
101-42400-40310	1,753.00
101-42400-40311	767.16
101-45200-40402	3,395.00
101-45230-40217	3,225.00
103-42110-40237	1,303.00
405-43100-40810	7,323.89
602-49490-40229	1,353.40

Agenda Item # 4H.

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
	602-49490-40313			398.00			
	609-49750-40210			95.00			
	609-49751-40206			401.57			
	609-49751-40251			11,868.40			
	609-49751-40252			59,691.49			
	609-49751-40253			8,324.31			
	609-49751-40254			4,812.54			
	609-49751-40255			986.35			
	609-49751-40257			7,998.30			
	803-00000-22006			163.00			
	803-00000-22174			911.00			
	803-00000-22177			849.75			
	803-00000-22183			2,380.00			
	803-00000-22191			20,785.55			
	803-00000-22198			419.45			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			28,123.01	28,123.01		
	103 PUBLIC SAFETY FUNDS			1,303.00	1,303.00		
	405 STREET IMPROVEMENT FUND			7,323.89	7,323.89		
	602 SEWER FUND			1,751.40	1,751.40		
	609 LIQUOR FUND			94,177.96	94,177.96		
	803 ESCROW			25,508.75	25,508.75		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			26,605.75	26,605.75		
	41400 ADMINISTRATION			712.75	712.75		
	42110 POLICE			15,906.10	15,906.10		
	42210 FIRE			2,570.00	2,570.00		
	42400 BUILDING INSPECTIONS			2,520.16	2,520.16		
	43100 STREETS			7,323.89	7,323.89		
	45200 PARKS			3,395.00	3,395.00		
	45230 PIONEER DAYS			3,225.00	3,225.00		
	49490 SEWER DEPT			1,751.40	1,751.40		
	49750 LIQUOR STORE			95.00	95.00		
	49751 MERCHANDISE PURCHASES			94,082.96	94,082.96		

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: St. Francis City Council

FROM: Beth Richmond, Planner

SUBJECT: The Bluffs of Rum River

DATE: August 4, 2025

APPLICANT: The Bluffs of Rum River LLC (Todd Christenson)

LOCATION: 23925 St Francis Blvd NW

COMP PLAN: Commercial, Medium Density Residential (MDR), Open Space

ZONING: B-3 General Business, R-3 High Density Residential

OVERVIEW:

The City has received applications for an amendment to an approved preliminary plat and an associated Conditional Use Permit (CUP) for the creation of a public road in the Urban Rum River Management overlay district for "The Bluffs of Rum River" development. A preliminary plat, CUP, and the first reading of a PUD ordinance were approved for this site on October 3, 2022. The approved development includes a 3-acre commercial site and 302 total housing units, comprised of detached single-unit homes, detached townhouses/villas, attached rowhouses, and an apartment building.

The amended preliminary plat proposes a layout similar to that of the original preliminary plat. The development is proposed to be phased, beginning with the southernmost residential lots. The main differences between the original plat and the amended plat include:

- Lots with access to the western street (Public Street N-S) are proposed to be detached villas instead of attached rowhouses
- Additional detached villa lots are proposed along Public Street A and 241st Avenue NW, resulting in a smaller average lot size and reduced separation between buildings
- Western street (Public Street N-S) will now be public instead of private, resulting in the need for a CUP

The land use and subdivision requests to be considered on August 4, 2025 include the 2nd reading of the Bluffs PUD ordinance (Ordinance 301), amended preliminary plat, and a Conditional Use Permit (CUP) for a public road within the Rum River Management Overlay District.

The changes to the preliminary plat due to the proposed amendment necessitate several updates to the PUD ordinance (Ordinance 301). The 1st reading of this ordinance was approved in 2022. A marked up copy of Ordinance 301 is attached to clearly show the changes proposed. A clean draft is also attached.

PLANNING COMMISSION REVIEW

The Planning Commission reviewed these requests and held a public hearing at the July 16, 2025 Planning Commission meeting. Several residents were in attendance at the meeting. Questions were raised and discussed by the Planning Commission regarding the following:

- **Traffic.** A traffic study for this development was completed with the original preliminary plat request in September 2022.
- **The involvement of MnDOT and MnDNR in application review.** MnDOT, MnDNR, and Anoka County all reviewed the application and provided comments during its first approval in 2022. These comments were included as conditions of approval of the plat. The project was conditionally approved by the MnDNR on November 22, 2022. The City sent the amended plans to these entities for review on July 10, 2025. So far, Staff has only received comments from Anoka County.
- **The alignment of 241st Ave NW at the 241st Ave NW/Hwy 47 intersection.** Staff confirmed that the planned realignment of 241st Ave was discussed during the 2022 review and that no additional changes are proposed with the preliminary plat amendment. The realignment of the western leg of the 241st Ave NW/Hwy 47 intersection would occur within existing right-of-way and is not anticipated to be constructed in the near future.

In addition to the above topics, the Planning Commission also recommended a change to the location of the proposed guest parking for rowhouses so that private parking stalls are not located within the public right-of-way. After discussion, the Planning Commission unanimously recommended approval of the preliminary plat amendment and CUP.

PLAN UPDATES

The Planning Commission recommended conditional approval of the requests in July. Following that meeting, Staff reached out to the applicant to clarify a number of items related to the project, including:

- The overall unit count has been adjusted as follows to eliminate the need for an Environmental Assessment Worksheet (EAW) for the project. Staff will recalculate the need for an EAW with each phase of the project to ensure Statute is followed.

Housing Type	**# of Units shown in Proposed Plan**	**# of Units Revised**
Single unit detached	40	40
Detached townhome/villa	115	115
Attached rowhouse	26	26
Apartment	120	110
Total	**301**	**291**

- The separation between detached townhouses/villas was originally approved to be 15' between living areas and 10' between garages. With the revised layout, buildings are located closer together than previously and individual drives are proposed instead of shared drives. Therefore, the separation between buildings is proposed to decrease. Staff recommends reducing the separation requirement to 12', which matches the requirement for the attached rowhouses in the development and the City Code requirement for buildings within PUDs.
- As mentioned above, guest parking for attached rowhomes needs to be adjusted to eliminate private parking stalls within public right-of-way. Staff has requested an exhibit from the applicant demonstrating that at least 13 spaces (the minimum number required by Code based on a calculation of 0.5 guest spaces per attached unit) can be accommodated by on-street parking along 241st Ave NW near Blocks 8 and 9.

ACTION TO BE CONSIDERED:

Given Planning Commission and Staff recommendation of approval for the land use and subdivision requests related to The Bluffs of Rum River development, draft approval documents have been prepared and are attached for your consideration. Council action is requested on these applications.

Suggested Motions

1. Move to approve the 2nd Reading of Ordinance 301 approving a rezoning request for 23925 St Francis Blvd NW from R-3 and B-2 to The Bluffs PUD with findings as presented by Staff.
2. Move to approve Resolution 2025-39 authorizing publication of Ordinance 301 by summary.
3. Move to approve Resolution 2025-40 approving the preliminary plat amendment for The Bluffs of Rum River development with conditions and findings as presented by Staff.
4. Move to approve Resolution 2025-41 approving a Conditional Use Permit for the construction of public roads associated with The Bluffs of Rum River development with conditions and findings as presented by Staff.

ATTACHMENTS:

- Draft Approval Documents
  - Ordinance 301 – 2nd Reading – Marked Up
  - Ordinance 301 – 2nd Reading - Clean
  - Summary Resolution 2025-39
  - Resolution 2025-40 – Preliminary Plat Amendment
  - Resolution 2025-41 – CUP for Public Roads
- Applicant Submittals
  - Existing Conditions
  - Preliminary Plat
- City Engineering Memo dated July 8, 2025
- July 16, 2025 Planning Commission Memo

ORDINANCE NO. 301, SECOND SERIES

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE APPROVING REZONING 23925 ST FRANCIS BLVD NW FROM R-3 AND B-2 TO THE BLUFFS OF RUM RIVER PUD – 2ND READING

WHEREAS, the applicant, The Bluffs of Rum River, LLC, applied for a preliminary plat amendment on June 20, 2025 for the property legally described in Exhibit A; and

WHEREAS, on August 17, 2022, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on August 17, 2022, at an official public hearing, the Planning Commission considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, on October 3, 2022 and August 4, 2025, the City Council has considered the proposed project and found that the project will not negatively impact the public health, safety, or welfare; and

WHEREAS, the rezoning to the Bluffs PUD is consistent with the Comprehensive Plan designation for the site; and

WHEREAS, the applicant is proposing a mix of uses on the site, including single-unit residential, attached rowhomes, apartment, and commercial; and

WHEREAS, the proposed development provides a clear and identified public benefit to the City in the form of the preservation of natural features and open space along the Rum River and the creation of housing types that have been identified as a need in the community by the 2040 Comprehensive Plan.

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

Section 1. The property legally described in Exhibit A is hereby rezoned from the R-3 High Density Residential District and the B-2 General Business District to The Bluffs of Rum River Planned Unit Development dated _____, 2025~~September 13, 2022~~ and included in Exhibit B.

Section 2. The following conditions shall apply to property rezoned to The Bluffs of Rum River PUD by this Ordinance:

1. The following uses are permitted within The Bluffs of Rum River PUD:

a. Single-unit residential in Blocks 1, 4, and 5 ~~and 2~~
b. Detached townhomes/villas in Blocks 2, 3, 6, and 7
c. Attached rowhomes in Blocks 8 and 9~~4-6~~
d. Apartment building in Block 10~~7~~
e. Commercial uses as permitted in the B-2 zoning district in Block 11~~8~~
f. Accessory uses
    i. For Blocks 1-~~73~~, accessory uses as listed in the R-2 district are permitted.
    ii. For Blocks ~~4-~~7-10, accessory uses as listed in the R-3 district are permitted.

2. The outlots within The Bluffs of Rum River shall be used as follows:
    a. Outlot A shall be used for City utilities.
    b. Outlots B and C are considered undevelopable. All development is restricted and must comply with the provisions of the Rum River Management district
    c. Outlot D shall be used for private open space.

3. Minimum dimensional requirements for single-unit residential lots shall be as follows:
    a. Average minimum lot size for all single-unit lots in Blocks 1, 4, and 5 ~~and 2~~ shall exceed 20,000 square feet. Minimum lot size for a single-unit lot shall be 14,864 square feet.
    b. A minimum lot width of 90 feet as measured at the building setback line.
    c. A minimum building setback from the public street right-of-way of 30 feet. ~~Lots 7-9 Block 1 shall have a minimum building setback from the public street of 25 feet.~~
    d. A minimum side yard setback of 5 feet for the garage side and 10 feet for the living side.
    e. A minimum rear yard setback of 75 feet from the Ordinary High Water Level (OHW).
    f. A maximum building height of 35 feet.
    g. A maximum impervious surface coverage per lot of 30%.

4. Minimum dimensional requirements for detached townhome/villa units shall be as follows:
    a. Average minimum area shall be 8,6469~~,628~~ square feet per unit.
    b. A minimum building separation of 12 feet.~~15 feet between living quarters and 10 feet between garages.~~
    c. A minimum building setback from the public street right-of-way ~~curb of the public and private streets~~ of 25 feet.
    d. A minimum setback from Hwy 47 of 50 feet.
    ~~d.~~e. A maximum building height of 35 feet.
    ~~e.~~f. ~~Shared driveways shall not exceed 24 feet in width at the street and shall be maintained by an HOA.~~

5. Minimum dimensional requirements for attached rowhome units shall be as follows:
    a. Average minimum area shall be 7,6589~~,119~~ square feet per unit.
    b. A minimum unit width of 24 feet.

c. A minimum building separation of 12 feet.
d. A minimum setback from the public street right-of-way~~curb of the private street~~ of 30~~25~~ feet.
e. ~~A minimum setback from Hwy 47 of 50 feet.~~
f. A maximum of 6 units per building.
g. One building in Block 8~~6~~ is allowed to have two units per building (Lots 1~~3~~ and ~~1~~42).
h. No garage shall extend the full width of any individual unit.
i. A maximum building height of 35 feet.
~~i.~~j. On-street parking may be used to meet guest parking requirements.

6. Minimum dimensional requirements for the apartment use shall be as follows:
   a. Requirements for the apartment use shall follow the lot and site requirements listed for the R-3 and uRRM districts.

7. Minimum dimensional requirements for the commercial lot shall be as follows:
   a. Requirements for the commercial site shall follow the lot and site requirements for the B-2 and uRRM districts.

8. Blocks 2, 3, and 6-9~~3-6~~ shall each be limited to a maximum aggregate coverage of 30% impervious surface.
9. ~~28-foot wide private streets shall be established to serve the attached townhome units in Block 4 and shall be privately maintained by an HOA. On-street parking shall be prohibited on private streets.~~
10. Multiple principal structures shall be permitted on one lot in accordance with the site plan.
11. All general zoning standards in the St. Francis City Code, to the extent not inconsistent with the terms of this ordinance, shall apply.

Section 3. The Zoning Map of the City of St. Francis referred to and described in Section 10-14-03 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 4. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council this 4th day of August, 2025.

BY: _____
Mark Vogel, Mayor

SEAL

_____
Attest: Jenni Wida, City Clerk

Published in the Anoka County Union Herald _____2025.

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

EXHIBIT A

Legal Descriptions

Parcel A:
The West half of the Southwest Quarter (W 1/2 of SW 1/4), Section 29, Township 34, Range 24; the East half of the Southwest Quarter (E 1/2 of the SW 1/4) of Section 29, Township 34, Range 24, except that part described as follows:

That part of the E 1/2 of the SW 1/4 described as follows:
Commencing at the Southeast corner of the East half of the Southwest Quarter (E 1/2 of SW 1/4) and proceeding thence North on the East line of the East half of the Southwest Quarter (E 1/2 of SW 1/4); to the center line of the Rum River, a natural waterway; and proceeding thence Southwesterly along the center line of the Rum River to the West line of the East half of the Southwest Quarter E 1/2 of SW 1/4) and proceeding thence South on the West line to the Southwest corner of the East half of the Southwest (E 1/2 of SW 1/4); thence East on the South line of the East half of the Southwest Quarter (E 1/2 of SW 1/4) to the point of commencement.

EXCEPT Parcel 30 of minnesota Department of Transportation Right-ofWay Plat No. 02-27.

Parcel B:
The North 4 acres of that part of the Northwest Quarter of the Southeast Quarter (NW 1/4 of SE 1/4), Section 29, Township 34, Range 24, Anoka County, Minnesota, that lies West of the Rum River.

Parcel C:
That part of the Southeast Quarter of Section 29,Township 34, Range 24, lying West of the Rum River, except the North 4 acres, Anoka County, Minnesota.

EXHIBIT B

<To be inserted>

ORDINANCE NO. 301, SECOND SERIES

CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE APPROVING REZONING 23925 ST FRANCIS BLVD NW FROM R-3 AND B-2 TO THE BLUFFS OF RUM RIVER PUD – 2ND READING

WHEREAS, the applicant, The Bluffs of Rum River, LLC, applied for a preliminary plat amendment on June 20, 2025 for the property legally described in Exhibit A; and

WHEREAS, on August 17, 2022, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on August 17, 2022, at an official public hearing, the Planning Commission considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, on October 3, 2022 and August 4, 2025, the City Council has considered the proposed project and found that the project will not negatively impact the public health, safety, or welfare; and

WHEREAS, the rezoning to the Bluffs PUD is consistent with the Comprehensive Plan designation for the site; and

WHEREAS, the applicant is proposing a mix of uses on the site, including single-unit residential, attached rowhomes, apartment, and commercial; and

WHEREAS, the proposed development provides a clear and identified public benefit to the City in the form of the preservation of natural features and open space along the Rum River and the creation of housing types that have been identified as a need in the community by the 2040 Comprehensive Plan.

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

Section 1. The property legally described in Exhibit A is hereby rezoned from the R-3 High Density Residential District and the B-2 General Business District to The Bluffs of Rum River Planned Unit Development dated _____, 2025 and included in Exhibit B.

Section 2. The following conditions shall apply to property rezoned to The Bluffs of Rum River PUD by this Ordinance:

1. The following uses are permitted within The Bluffs of Rum River PUD:

a. Single-unit residential in Blocks 1, 4, and 5
b. Detached townhomes/villas in Blocks 2, 3, 6, and 7
c. Attached rowhomes in Blocks 8 and 9
d. Apartment building in Block 10
e. Commercial uses as permitted in the B-2 zoning district in Block 11
f. Accessory uses
    i. For Blocks 1-7, accessory uses as listed in the R-2 district are permitted.
    ii. For Blocks 7-10, accessory uses as listed in the R-3 district are permitted.

2. The outlots within The Bluffs of Rum River shall be used as follows:
    a. Outlot A shall be used for City utilities.
    b. Outlots B and C are considered undevelopable. All development is restricted and must comply with the provisions of the Rum River Management district
    c. Outlot D shall be used for private open space.

3. Minimum dimensional requirements for single-unit residential lots shall be as follows:
    a. Average minimum lot size for all single-unit lots in Blocks 1, 4, and 5 shall exceed 20,000 square feet. Minimum lot size for a single-unit lot shall be 14,864 square feet.
    b. A minimum lot width of 90 feet as measured at the building setback line.
    c. A minimum building setback from the public street right-of-way of 30 feet.
    d. A minimum side yard setback of 5 feet for the garage side and 10 feet for the living side.
    e. A minimum rear yard setback of 75 feet from the Ordinary High Water Level (OHW).
    f. A maximum building height of 35 feet.
    g. A maximum impervious surface coverage per lot of 30%.

4. Minimum dimensional requirements for detached townhome/villa units shall be as follows:
    a. Average minimum area shall be 8,646 square feet per unit.
    b. A minimum building separation of 12 feet.
    c. A minimum building setback from the public street right-of-way of 25 feet.
    d. A minimum setback from Hwy 47 of 50 feet.
    e. A maximum building height of 35 feet.

5. Minimum dimensional requirements for attached rowhome units shall be as follows:
    a. Average minimum area shall be 7,658 square feet per unit.
    b. A minimum unit width of 24 feet.
    c. A minimum building separation of 12 feet.
    d. A minimum setback from the public street right-of-way of 30 feet.
    e. A maximum of 6 units per building.
    f. One building in Block 8 is allowed to have two units per building (Lots 1 and 2).
    g. No garage shall extend the full width of any individual unit.
    h. A maximum building height of 35 feet.
    i. On-street parking may be used to meet guest parking requirements.

6. Minimum dimensional requirements for the apartment use shall be as follows:
    a. Requirements for the apartment use shall follow the lot and site requirements listed for the R-3 and uRRM districts.

7. Minimum dimensional requirements for the commercial lot shall be as follows:
    a. Requirements for the commercial site shall follow the lot and site requirements for the B-2 and uRRM districts.

8. Blocks 2, 3, and 6-9 shall each be limited to a maximum aggregate coverage of 30% impervious surface.
9.
10. Multiple principal structures shall be permitted on one lot in accordance with the site plan.
11. All general zoning standards in the St. Francis City Code, to the extent not inconsistent with the terms of this ordinance, shall apply.

Section 3. The Zoning Map of the City of St. Francis referred to and described in Section 10-14-03 of the St. Francis City Code shall not be republished to show the aforesaid rezoning, but the Zoning Administrator or designee shall appropriately mark the Zoning Map on file in the City Clerk's office for the purpose of indicating the rezoning provided for in this ordinance and all of the notations, references, and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

Section 4. This Ordinance shall take effect and be enforced from and after its passage and publication according to law.

Approved and adopted by the City Council this 4th day of August, 2025.

BY: _____
Mark Vogel, Mayor

SEAL

_____
Attest: Jenni Wida, City Clerk

Published in the Anoka County Union Herald _____2025.

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

EXHIBIT A

Legal Descriptions

Parcel A:
The West half of the Southwest Quarter (W 1/2 of SW 1/4), Section 29, Township 34, Range 24; the East half of the Southwest Quarter (E 1/2 of the SW 1/4) of Section 29, Township 34, Range 24, except that part described as follows:

That part of the E 1/2 of the SW 1/4 described as follows:
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EXCEPT Parcel 30 of minnesota Department of Transportation Right-ofWay Plat No. 02-27.

Parcel B:
The North 4 acres of that part of the Northwest Quarter of the Southeast Quarter (NW 1/4 of SE 1/4), Section 29, Township 34, Range 24, Anoka County, Minnesota, that lies West of the Rum River.

Parcel C:
That part of the Southeast Quarter of Section 29,Township 34, Range 24, lying West of the Rum River, except the North 4 acres, Anoka County, Minnesota.

EXHIBIT B

<To be inserted>

CITY OF ST. FRANCIS
ST. FRANCIS
ANOKA COUNTY

RESOLUTION 2025-39

A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 301, SECOND SERIES REZONING 23925 ST FRANCIS BLVD NW FROM R-3 AND B-2 TO THE BLUFFS OF RUM RIVER PUD – 2ND READING

WHEREAS, as authorized by Minnesota Statutes, Section 412.191, subd.4, the City Council has determined that publication of the title and summary of Ordinance 301, Second Series, will clearly inform the public of the intent and effect of the Ordinance; and

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

NOW THEREFORE, BE IT RESOLVED that the following summary of Ordinance 301 Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA
ORDINANCE 301, SECOND SERIES

Section 1. Ordinance 301, as adopted, rezones the property known as 23925 St. Francis Blvd NW from R-3 and B-2 to The Bluffs of Rum River PUD.

Section 2. The full ordinance will be in effect 30 days from this summary publication.

Section 3. The full ordinance is available for review during regular office hours in the office of the City Clerk and online on the City's website.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 4TH DAY OF AUGUST, 2025.

APPROVED:

_____
Mark Vogel, Mayor

Attest:

_____
Jenni Wida, City Clerk

Published in the Anoka County Union Herald the ___day of August, 2025.

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

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

RESOLUTION 2025-40

A RESOLUTION APPROVING A PRELIMINARY PLAT AMENDMENT FOR THE BLUFFS OF RUM RIVER DEVELOPMENT

WHEREAS, the applicant, The Bluffs of Rum River, LLC, applied for a preliminary plat amendment on June 20, 2025 for the property legally described in Exhibit A; and

WHEREAS, the Planning Commission on July 16, 2025, opened and closed a duly noticed public hearing and considered the applicant's submission, the contents of the staff report, public testimony, and other evidence available to the Commission; and made recommendations for consideration by the City Council; and

WHEREAS, on July 16, 2025, the Planning Commission recommended approval of the requested preliminary plat amendment; and

WHEREAS, the City Council on August 4, 2025, has considered the recommendations of Staff and the Planning Commission, the Applicant's submissions, staff reports, public testimony, and other evidence available to the Council.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the preliminary plat amendment and associated documents for The Bluffs of Rum River development based on the following findings of fact:

1. The proposed rezoning is consistent with the City's 2040 Comprehensive Plan as amended and is compatible with present and future land uses of the area.
2. Excluding the exceptions granted by the PUD, the development is consistent with the City's Zoning Ordinance with noted conditions.
3. The development is designed to preserve existing natural features on the site and provides additional opportunities for the creation of multiple types of housing in the City.
4. City services have adequate capacity to serve the proposed development.

BE IT FURTHER RESOLVED that approval of the preliminary PUD plan and preliminary plat for The Bluffs of Rum River development shall be subject to the following conditions:

1. Approval of this request is subject to the concurrent approval of the related land use requests pertaining to The Bluffs of Rum River project.
2. The project was conditionally approved by the MnDNR on November 22, 2022. Approvals granted by the City Council for this project are conditioned upon the MnDNR's full approval of the project.

3. Applicant shall work with MnDOT to finalize the northern access point and intersection that incorporates phasing and the completed traffic study. Applicant shall address all comments relating to the project provided by MnDOT.
4. Applicant shall work with Anoka County to finalize an intersection layout for the public street/Ambassador Blvd intersection that incorporates phasing and the traffic study. Applicant shall address all comments relating to the project provided by Anoka County in their July 29, 2022 memo.
5. Applicant shall address the comments included in the Engineering Review Memo dated July 8, 2025 to the City Engineer's satisfaction.
6. Applicant shall dedicate land below the OHW of the Rum River as public.
7. The project shall be completed as a phased development. Applicant shall provide an updated Phasing Plan.
8. As proposed, the project requires an EAW which must be completed prior to final plat approval. The applicant may choose to modify the unit counts shown on the preliminary plat such that the project falls below the thresholds for a mandatory EAW as specified in Minnesota Statutes 4410.4300 subd. 19. In this case, an EAW would not be required.
9. For each subsequent phase of the project, City Staff shall review Minnesota Statutes 4410.4300 to determine if an EAW is required.
10. Applicant shall modify the preliminary plat to meet the building separation requirements established in Ordinance 301.
11. Adequate provisions for an off-street trail along Ambassador Blvd shall be made at the time that the commercial lot (Block 11 Lot 1) is final platted.
12. Applicant shall provide guest parking meeting City Code standards for the attached rowhouses. If possible, guest parking should be located near Blocks 8 and 9.
13. Landscaping
    a. Applicant should identify the size and type of existing trees which are planned to be removed or preserved. Additional revisions to the landscaping plan may be required depending on the size and type of trees removed.
    b. Future landscaping plans for the apartment and commercial lots shall provide landscaping and vegetation which complements the landscaping established for the residential units in this plat.
    c. Applicant shall revise the landscaping plan to ensure that there is one front yard tree for each housing unit in Block 8.
    d. Trees of the same genus shall make up no more than 25% of the total amount of required trees. Applicant shall revise the proposed tree mix for evergreen trees to meet this requirement.
    e. Ornamental trees must be at least 2 inches in diameter measured at DBH. Planting size shall be specified on the landscaping plan.
14. Park dedication shall be satisfied at the time of final plat.

15. Applicant shall be responsible for all fees associated with these land use and subdivision applications. All fees and financial obligations shall be received by the City prior to the releasing of the approval documents related to this project for recording.

Approved and adopted by the City Council of the City of St. Francis on the 4th day of August, 2025.

_____
Mark Vogel, Mayor

_____ _____
Attest: Jenni Wida, City Clerk Dated

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

EXHIBIT A

Legal Descriptions

Parcel A:
The West half of the Southwest Quarter (W 1/2 of SW 1/4), Section 29, Township 34, Range 24; the East half of the Southwest Quarter (E 1/2 of the SW 1/4) of Section 29, Township 34, Range 24, except that part described as follows:

That part of the E 1/2 of the SW 1/4 described as follows:
Commencing at the Southeast corner of the East half of the Southwest Quarter (E 1/2 of SW 1/4) and proceeding thence North on the East line of the East half of the Southwest Quarter (E 1/2 of SW 1/4); to the center line of the Rum River, a natural waterway; and proceeding thence Southwesterly along the center line of the Rum River to the West line of the East half of the Southwest Quarter E 1/2 of SW 1/4) and proceeding thence South on the West line to the Southwest corner of the East half of the Southwest (E 1/2 of SW 1/4); thence East on the South line of the East half of the Southwest Quarter (E 1/2 of SW 1/4) to the point of commencement.

EXCEPT Parcel 30 of minnesota Department of Transportation Right-ofWay Plat No. 02-27.

Parcel B:
The North 4 acres of that part of the Northwest Quarter of the Southeast Quarter (NW 1/4 of SE 1/4), Section 29, Township 34, Range 24, Anoka County, Minnesota, that lies West of the Rum River.

Parcel C:
That part of the Southeast Quarter of Section 29,Township 34, Range 24, lying West of the Rum River, except the North 4 acres, Anoka County, Minnesota.

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

RESOLUTION 2025-41

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR THE BLUFFS OF RUM RIVER DEVELOPMENT FOR THE CONSTRUCTION OF PUBLIC ROADS WITHIN THE RUM RIVER MANAGEMENT DISTRICT

WHEREAS, the applicant, The Bluffs of Rum River, LLC, applied for approval of a preliminary plat amendment on June 20, 2025 for the property legally described in Exhibit A; and

WHEREAS, the amended plat includes the creation of two additional public roads, listed as Public Street N-S and Public Street E-W on the plat; and

WHEREAS, the site is located in the Urban Rum River Management district; and

WHEREAS, City Code 10-82-5B and MN Statute consider public roads to be special uses and require a CUP for their construction; and

WHEREAS, on July 16, 2025, after published and mailed notice in accordance with Minnesota Statutes and the City Code, the Planning Commission held a public hearing, at which time all persons desiring to be heard concerning this application were given the opportunity to speak thereon; and

WHEREAS, on July 16, 2025, the Planning Commission unanimously recommended approval of the requested Conditional Use Permit; and

WHEREAS, the City Council of the City of St. Francis on August 4, 2025, considered the requested Conditional Use Permit and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of St. Francis hereby approves the requested Conditional Use Permit for the construction of public roads within the Rum River Management District based on the following findings of fact:

1. The proposed development is consistent with the City's Comprehensive Plan. The applicant is proposing to use this land primarily for residential development. The proposed public roads provide access to the proposed lots.
2. The proposed public roads meet the environmental criteria for a CUP as established in Minnesota Rules 6105.0200.
3. The proposed public road has been designed to minimize the streets' impact on the surrounding area, including avoiding steep slopes, existing vegetation, and soils with high erosion potential to the maximum extent possible.
4. The proposed streets have been designed to meet City standards.

5. The proposed streets will meet the needs of the traffic generated by The Bluffs of Rum River development.

BE IT FURTHER RESOLVED that approval of the Conditional Use Permit for the construction of public roads in the Rum River Management District shall be subject to the following conditions:

1. Approval of this request is subject to the concurrent approval of the related land use and subdivision requests pertaining to The Bluffs of Rum River project.
2. The granting of this approval is conditioned upon the MnDNR's approval of the project.
3. All items pertaining to public roads listed in the City Engineer's The Bluffs of Rum River Preliminary Plat memo dated July 8, 2025 shall be addressed to the satisfaction of the City Engineer prior to recording of the CUP.
4. Applicant shall adhere to all vegetative requirements listed in the City's Rum River Management District and MN State Rules Chapter 6105.
5. Applicant shall adhere to the road construction methods listed in MN State Rules 6105.0200 subp. 4.
6. All necessary permits as may be applicable must be provided to the City before activity begins and/or before building permits are issued for individual lots.
7. The applicant shall be responsible for all costs associated with the Conditional Use Permit application.
8. All fees and financial obligations shall be received by the City prior to the releasing of the Conditional Use Permit for recording.
9. The applicant shall record the Conditional Use Permit with the County Recorder in accordance with Section 10-31-03 of the City Code.

Approved and adopted by the City Council of the City of St. Francis on the 4th day of August, 2025.

_____
Mark Vogel, Mayor

_____ _____
Attest: Jenni Wida, City Clerk Dated

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

EXHIBIT A

Legal Descriptions

Parcel A:
The West half of the Southwest Quarter (W 1/2 of SW 1/4), Section 29, Township 34, Range 24; the East half of the Southwest Quarter (E 1/2 of the SW 1/4) of Section 29, Township 34, Range 24, except that part described as follows:

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EXCEPT Parcel 30 of minnesota Department of Transportation Right-ofWay Plat No. 02-27.

Parcel B:
The North 4 acres of that part of the Northwest Quarter of the Southeast Quarter (NW 1/4 of SE 1/4), Section 29, Township 34, Range 24, Anoka County, Minnesota, that lies West of the Rum River.

Parcel C:
That part of the Southeast Quarter of Section 29,Township 34, Range 24, lying West of the Rum River, except the North 4 acres, Anoka County, Minnesota.

(Reserved for Recording Data)

CONDITIONAL USE PERMIT FOR THE BLUFFS OF RUM RIVER

1. **PERMIT.** Subject to the terms and conditions set forth herein, the CITY OF ST. FRANCIS hereby grants a Conditional Use Permit to allow the construction of public roads within the Rum River Management District.

2. **PROPERTY.** This Conditional Use Permit is for the following property legally described in Exhibit A.

3. **CONDITIONS.** This Conditional Use Permit is issued subject to construction in accordance with the approved plans submitted with the application and the following conditions:

   A. Applicant shall adhere to all vegetative requirements listed in the City's Rum River Management District and MN State Rules Chapter 6105.
   B. Applicant shall adhere to the road construction methods listed in MN State Rules 6105.0200 subp. 4.

4. **TERMINATION OF PERMIT.** The City may revoke the permit following a public hearing for violation for the terms of this permit.

5. **LAPSE.** If within one (1) year of the issuance of this Conditional Use Permit the applicant fails to implement such approvals and fulfill each and every condition attached thereto, this permit shall be null and void.

6. **CRIMINAL PENALTY.** Both the owner and any occupant of the subject property are responsible for compliance with this Conditional Use Permit. Violation of the terms of this Conditional Use Permit is a criminal misdemeanor.

7. **RECORDING.** This Conditional Use Permit shall be recorded by the City against the title to the Property.

Dated: _____

CITY OF ST. FRANCIS

BY: _____
Mark Vogel, Mayor

(SEAL)

AND _____
Jenni Wida, City Clerk

STATE OF MINNESOTA)
: ss
COUNTY OF ANOKA)

The foregoing instrument was acknowledged before me this 4th day of August, 2025, by **Mark Vogel**, Mayor, and by **Jenni Wida**, City Clerk, of the **CITY OF ST. FRANCIS**, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

_____
Notary Public

[Notary Seal]

EXHIBIT A

Legal Descriptions

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EXCEPT Parcel 30 of minnesota Department of Transportation Right-ofWay Plat No. 02-27.

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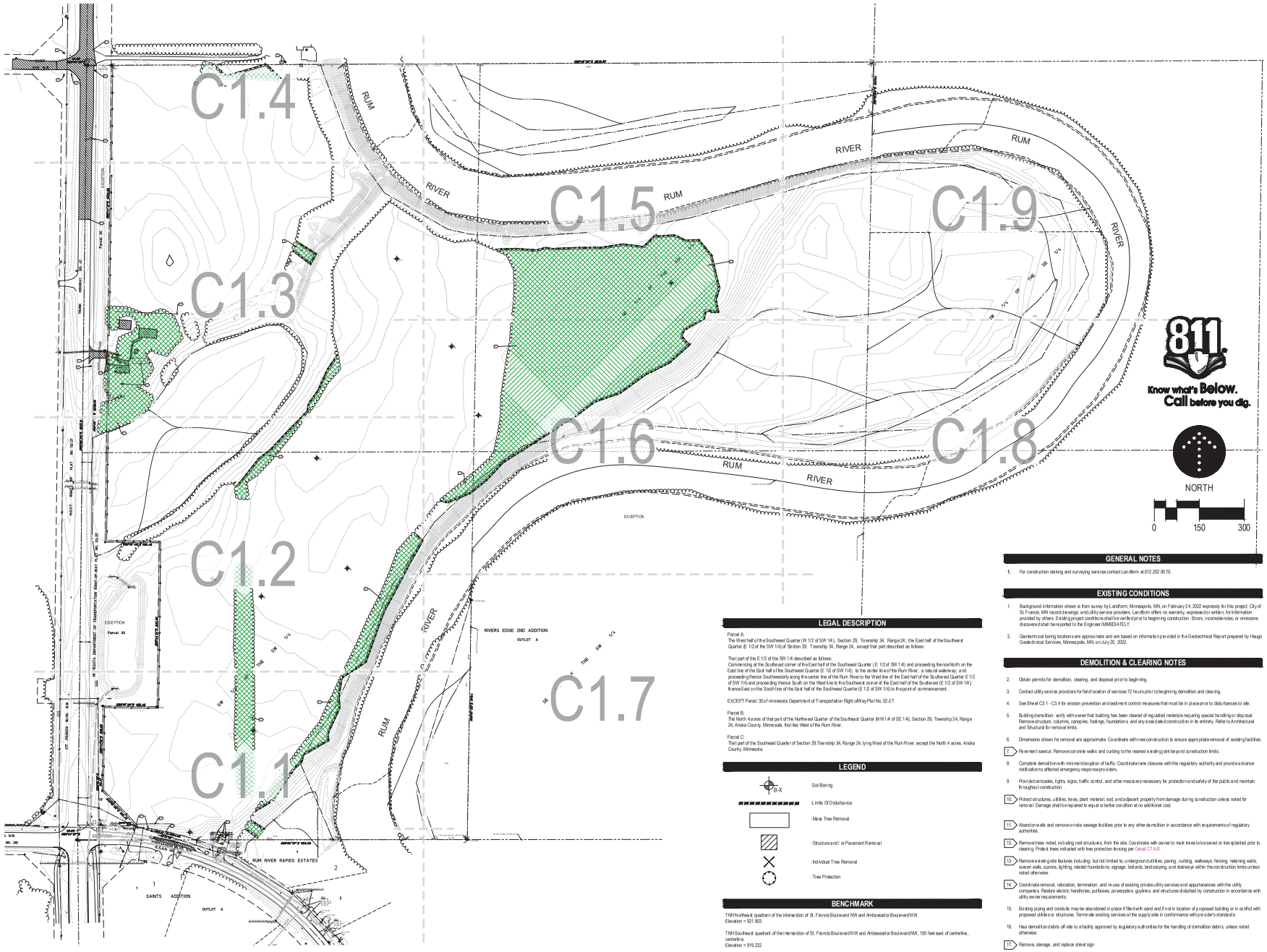
That part of the Southeast Quarter of Section 29,Township 34, Range 24, lying West of the Rum River, except the North 4 acres, Anoka County, Minnesota.



LEGAL DESCRIPTION

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EXCEPT Parcel 30 of minnesota Department of Transportation Right-of-Way Plat No. 02-27.

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Parcel C:
That part of the Southeast Quarter of Section 29, Township 34, Range 24, lying West of the Rum River, except the North 4 acres, Anoka County, Minnesota.

LEGEND

- B-X : Soil Boring
- : Limits Of Disturbance
- : Mass Tree Removal
- : Structure and / or Pavement Removal
- : Individual Tree Removal
- : Tree Protection

BENCHMARK

TNH Northeast quadrant of the intersection of St. Francis Boulevard NW and Ambassador Boulevard NW.
Elevation = 921.803

TNH Southeast quadrant of the intersection of St. Francis Boulevard NW and Ambassador Boulevard NW, 150 feet east of centerline, centerline.
Elevation = 919.222

GENERAL NOTES

1. For construction staking and surveying services contact Landform at 612.252.9070.

EXISTING CONDITIONS

1. Background information shown is from survey by Landform, Minneapolis, MN, on February 24, 2022 expressly for this project; City of St. Francis, MN record drawings; and utility service providers. Landform offers no warranty, expressed or written, for information provided by others. Existing project conditions shall be verified prior to beginning construction. Errors, inconsistencies, or omissions discovered shall be reported to the Engineer IMMEDIATELY.
2. Geotechnical boring locations are approximate and are based on information provided in the Geotechnical Report prepared by Haugo Geotechnical Services, Minneapolis, MN, on July 20, 2022.

DEMOLITION & CLEARING NOTES

2. Obtain permits for demolition, clearing, and disposal prior to beginning.
3. Contact utility service providers for field location of services 72 hours prior to beginning demolition and clearing.
4. See Sheet C3.1 - C3.4 for erosion prevention and sediment control measures that must be in place prior to disturbances to site.
5. Building demolition: verify with owner that building has been cleared of regulated materials requiring special handling or disposal. Remove structure, columns, canopies, footings, foundations, and any associate construction in its entirety. Refer to Architectural and Structural for removal limits.
6. Dimensions shown for removal are approximate. Coordinate with new construction to ensure appropriate removal of existing facilities.
7. Pavement sawcut. Remove concrete walks and curbing to the nearest existing joint beyond construction limits.
8. Complete demolition with minimal disruption of traffic. Coordinate lane closures with the regulatory authority and provide advance notification to affected emergency response providers.
9. Provide barricades, lights, signs, traffic control, and other measures necessary for protection and safety of the public and maintain throughout construction.
10. Protect structures, utilities, trees, plant material, sod, and adjacent property from damage during construction unless noted for removal. Damage shall be repaired to equal or better condition at no additional cost.
11. Abandon wells and remove on site sewage facilities prior to any other demolition in accordance with requirements of regulatory authorities.
12. Remove trees noted, including root structures, from the site. Coordinate with owner to mark trees to be saved or transplanted prior to clearing. Protect trees indicated with tree protection fencing per Detail C7.XX.
13. Remove existing site features including, but not limited to, underground utilities, paving, curbing, walkways, fencing, retaining walls, screen walls, aprons, lighting, related foundations, signage, bollards, landscaping, and stairways within the construction limits unless noted otherwise.
14. Coordinate removal, relocation, termination, and re-use of existing private utility services and appurtenances with the utility companies. Restore electric handholes, pullboxes, powerpoles, guylines, and structures disturbed by construction in accordance with utility owner requirements.
15. Existing piping and conduits may be abandoned in-place if filled with sand and if not in location of proposed building or in conflict with proposed utilities or structures. Terminate existing services at the supply side in conformance with provider's standards.
16. Haul demolition debris off-site to a facility approved by regulatory authorities for the handling of demolition debris, unless noted otherwise.
17. Remove, salvage, and replace street sign

DEVELOPER/OWNER/CLIENT

MC LAND HOLDINGS, LLC

6150 220ND STREET
FOREST LAKE, MN 55025
TEL: 763-268-9442

MUNICIPALITY/CITY

City of St. Francis

PROJECT

THE BLUFFS OF RUM RIVER

ST. FRANCIS, MINNESOTA

ISSUE / REVISION HISTORY

CONTACT ENGINEER FOR ANY PRIOR HISTORY

DATE	ISSUE / REVISION	REVIEW
03 MAR 2025		BTL
20 JUNE 2025	PRELIMINARY PLAT SUBMITTAL	BTL

CERTIFICATION

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

Eric T. Luth, PE
License No. 53621 Date: 20 JUNE 2025

Signature above is not required on plans not signed by Landform Professional Engineer or Licensed Landscape Architect

PRELIMINARY NOT FOR CONSTRUCTION

IF THE SIGNATURE, SEAL OR FOUR LINES DIRECTLY ABOVE ARE NOT VISIBLE, THIS SHEET HAS BEEN REPRODUCED/OBTAINED WITH NEEDED READABILITY AND IS NO LONGER A VALID DOCUMENT. PLEASE CONTACT THE ENGINEER TO REQUEST ADDITIONAL DOCUMENTS.

PRELIMINARY PLAT SUBMITTAL
JUNE 20, 2025

LANDFORM
From Site to Finish

105 South Fifth Avenue
Suite 513
Minneapolis, MN 55401

Tel: 612-252-9070
Fax: 612-252-9077
www.landform.net

FILE NAME ...003.DWG
PROJECT NO. ...LM21003

EXISTING CONDITIONS INDEX ... C ... TION

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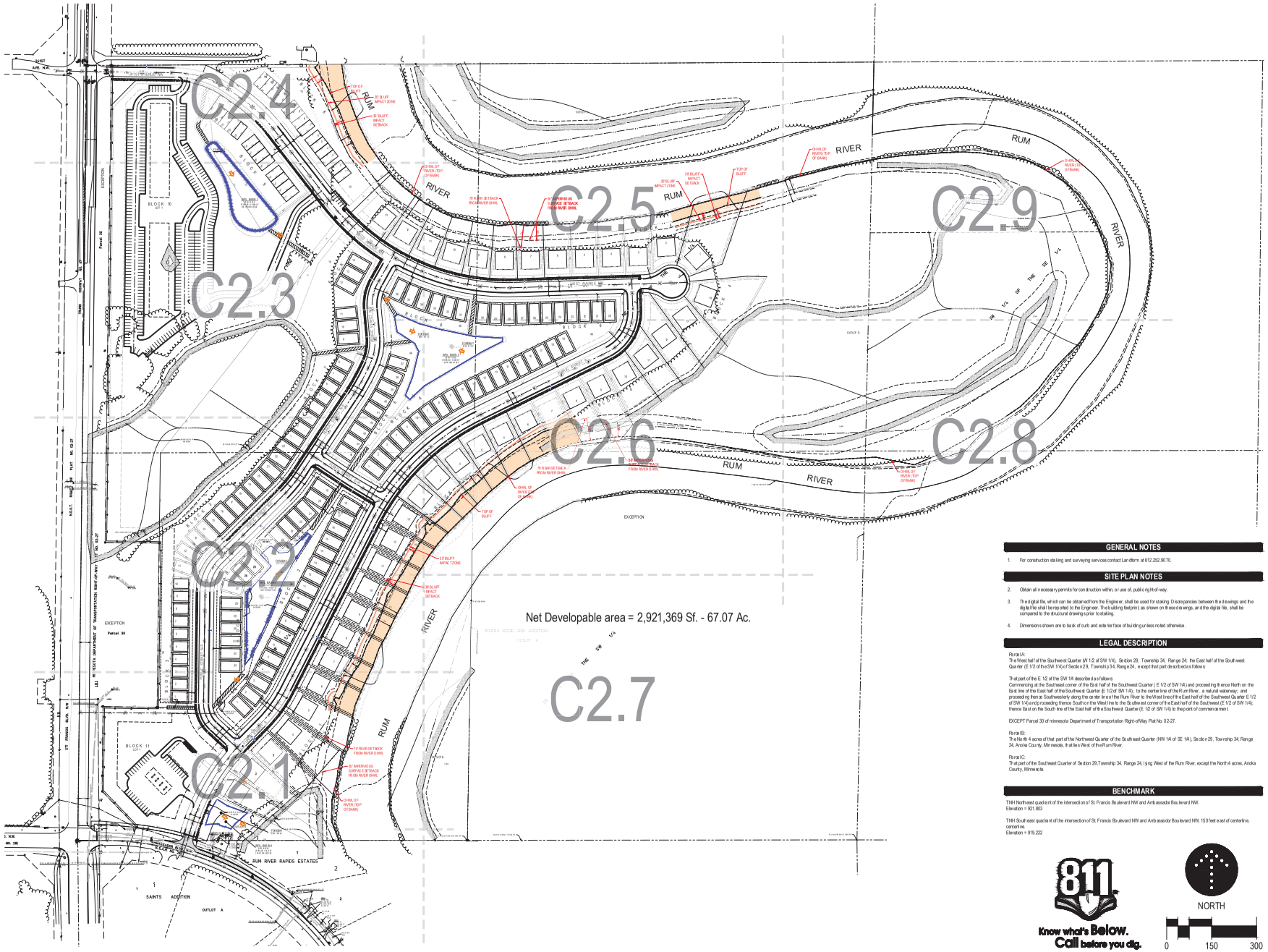
Agenda Item # 8A.



GENERAL NOTES

1. For construction staking and surveying services contact Landform at 612.252.9070.

SITE PLAN NOTES

2. Obtain all necessary permits for construction within, or use of, public right-of-way.
3. The digital file, which can be obtained from the Engineer, shall be used for staking. Discrepancies between the drawings and the digital file shall be reported to the Engineer. The building footprint, as shown on these drawings, and the digital file, shall be compared to the structural drawings prior to staking.
4. Dimension shown are to back of curb and exterior face of building unless noted otherwise.

LEGAL DESCRIPTION

Parcel A:
The West half of the Southwest Quarter (W 1/2 of SW 1/4), Section 29, Township 34, Range 24, the East half of the Southwest Quarter (E 1/2 of the SW 1/4) of Section 29, Township 34, Range 24, except that part described as follows:

That part of the E 1/2 of the SW 1/4 described as follows:
Commencing at the Southeast corner of the East half of the Southwest Quarter (E 1/2 of SW 1/4) and proceeding thence North on the East line of the East half of the Southwest Quarter (E 1/2of SW 1/4), to the center line of the Rum River, a natural waterway; and proceeding thence Southeasterly along the center line of the Rum River to the West line of the East half of the Southwest Quarter (E 1/2 of SW 1/4) and proceeding thence South on the West line to the Southwest corner of the East half of the Southwest (E 1/2 of SW 1/4); thence East on the South line of the East half of the Southwest Quarter (E 1/2 of SW 1/4) to the point of commencement.

EXCEPT Parcel 30 of minnesota Department of Transportation Right-of-Way Plat No. 02-27.

Parcel B:
The North 4 acres of that part of the Northwest Quarter of the Southeast Quarter (NW 1/4 of SE 1/4), Section 29, Township 34, Range 24, Anoka County, Minnesota, that lies West of the Rum River.

Parcel C:
That part of the Southeast Quarter of Section 29, Township 34, Range 24, lying West of the Rum River, except the North 4 acres, Anoka County, Minnesota.

BENCHMARK

TNH Northeast quadrant of the intersection of St. Francis Boulevard NW and Ambassador Boulevard NW.
Elevation = 921.803

TNH Southeast quadrant of the intersection of St. Francis Boulevard NW and Ambassador Boulevard NW, 150 feet east of centerline, centerline.
Elevation = 919.222

Know what's Below. Call before you dig.

NORTH

0 150 300

DEVELOPER/OWNER/CLIENT

MC LAND HOLDINGS, LLC

6150 202ND STREET
FOREST LAKE, MN 55025
TEL: 763-268-9442

MUNICIPALITY/CITY

City of St. Francis

PROJECT

THE BLUFFS OF RUM RIVER

ST. FRANCIS, MINNESOTA

ISSUE / REVISION HISTORY

CONTACT ENGINEER FOR ANY PRIOR HISTORY

DATE	ISSUE / REVISION	REVIEW
6 MAR 2025	ISSUED FOR PRELIMINARY PLAT SUBMITTAL	ETL
20 JUNE 2025		ETL

CERTIFICATION

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

Eric T. Luth, PE
License No. 53021 Date: 20 JUNE 2025

Signature above is for Preliminary Plat Submittal only. Signature on Landform Professional Services, PLLC Mylar only.

PRELIMINARY NOT FOR CONSTRUCTION

IF THE SIGNATURE, SEAL OR FOUR LINES DIRECTLY ABOVE ARE NOT VISIBLE, THIS SHEET HAS BEEN REPRODUCED/ALTERED AND INTENDED / READABILITY AND IS NO LONGER A VALID DOCUMENT. PLEASE CONTACT THE ENGINEER TO REQUEST ADDITIONAL DOCUMENTS.

PRELIMINARY PLAT SUBMITTAL
JUNE 20, 2025

LANDFORM
From Site to Finish

105 South Fifth Avenue Tel: 612-252-9070
Suite 513 Fax: 612-252-9077
Minneapolis, MN 55401 www.landform.net

FILE NAME 003.DWG
PROJECT NO. LM21003

PRELIMINARY PLA... & ... INDEX

C...

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Agenda Item # 8A.

Hakanson Anderson

ENGINEERING REVIEW for the City of St. Francis by Hakanson Anderson

Submitted to:	**City of St. Francis**
cc:	**Kate Thunstrom, City Administrator** **Paul Carpenter, Public Works Director** **Craig Jochum, City Engineer** **Beth Richmond, City Planner** **David Schaps, City Attorney**
Reviewed by:	**Shane Nelson, Assistant City Engineer**
Date:	**July 8, 2025**
Proposed Project:	**The Bluffs of Rum River**
Street Location:	**23925 Saint Francis Blvd NW**
Applicant:	**MC Land Holdings LLC**
Owners of Record:	**SBD Properties, LLP**
Jurisdictional Agencies: (but not limited to)	**City of St. Francis, Anoka County, MnDNR, BWSR, Army Corps of Engineers, MPCA, MDH, URRWMO, MnDOT**
Permits Required: (but not limited to)	**City Approval, NPDES Construction Permit, Anoka County Access Permit, MnDOT Access Permit, MPCA Sanitary Sewer Permit, MDH Watermain Permit**

INFORMATION AVAILABLE

Preliminary Plat of The Bluffs of Rum River, dated 6/20/2025, prepared by Landform

Preliminary of The Bluffs of Rum River, dated 6/20/2025, prepared by Landform

Stormwater Management Plan, dated 4/8/2025, prepared by Landform

Wetland Delineation Report, dated 7/8/22, prepared by Kjolhaug Excavating

Soil Boring Logs, dated 7/18/2022, prepared by Haugo Geotechnical

Traffic Analysis Memo, dated 9/16/2022, prepared by S^2 Traffic Solutions

Geotechnical Exploration Report, dated 7/20/2022, prepared by Haugo Geotechnical Services

SITE ACCESS / VEHICULAR TRAFFIC

1. The project is proposed to receive access from Ambassador Blvd (CSAH 28). Ambassador Blvd (CSAH 28) is a County Highway and is under the jurisdiction of the Anoka County Highway Department. The new street access must meet all design and safety criteria as per the Anoka County Highway Department requirements. The Applicant shall be responsible for providing a design that meets Anoka County Highway Department standards and shall be solely responsible for all costs associated with the construction of the new access and associated turn lanes, including right-of-way acquisition if necessary.

2. The project is proposed to receive access from Saint Francis Blvd NW (HWY 47). Saint Francis Blvd NW (HWY 47) is a State Highway and is under the jurisdiction of the Minnesota Department of Transportation (MnDOT). The new street access must meet all design and safety criteria as per MnDOT requirements. The Applicant shall be responsible for providing a design that meets MnDOT standards and shall be solely responsible for all costs associated with the construction of the new access and associated turn lanes, including right-of-way acquisition if necessary.

3. The project is proposed to be served with two new north-south streets, one new east-west street that terminates in a cul-de-sac due to the proximity of the Rum River, and one short connecting east-west street. All streets are proposed to be public streets. The street layout as provided appears to be conducive with the property and provides adequate access to the proposed lots.

4. Six parking stalls are proposed on the north side of 241st Avenue, which is proposed as a public street. At this time, it is unclear if these parking spaces are proposed to be publicly owned and maintained or privately owned and maintained. Further clarification is necessary.

PRELIMINARY PLAT

1. The Preliminary Plat shall be revised to depict a drainage and utility easement 60 feet in width on Lot 1, Block 11 from the west plat line to the public street n-s and centered on the proposed trunk sewer line.

GRADING, DRAINAGE AND EROSION CONTROL

1. Please adjust the proposed grading in Infiltration Basin 3 such that the 24" RCP will have minimum 1' of cover.

2. This project will disturb more than 1 acre of land, therefore, an NPDES Construction Permit from the MPCA will be necessary.

STORMWATER MANAGEMENT

1. Stormwater is proposed to be managed with curb and gutter, catch basins and storm sewer. The storm sewer will route rainfall from the proposed roadways and lots and be directed into four infiltration basins located within the plat. All stormwater is ultimately discharged into the Rum River located on the eastern boundary of the proposed plat.

2. Final Stormwater Management Calculations shall be in accordance with City ordinances, Upper Rum River Watershed Rules, and the City of St Francis Private Development Standards.

WETLANDS

1. The Wetland Delineation Report has been received. A Notice of Decision approving the wetland boundaries and types was issued on September 9, 2022. The decision is valid for 5 years.

2. A wetland management plan is required for this development consistent with Section 10-83-04 of the City Code. Please submit the wetland management plan with the final plans.

3. The Wetland Delineation Report indicates that there is a wetland (W3) located on proposed Outlot E. Impacts to this wetland are contingent upon an approved WCA Replacement Plan.

UTILITIES

1. This project proposes to connect to the sanitary sewer at Ambassador Blvd (near the existing City owned lift station) which is acceptable. The size of the existing sanitary sewer stub is 24 inch at the connection point at Ambassador Blvd. The trunk 24" sewer line will be extended to the first manhole. Thereafter, a trunk sewer line will be extended through the subject property north approximately 600 feet, then will be extended west to the TH 47 right of way. The proposed extension of the trunk sewer line is in general conformance with the City's Comprehensive Sanitary Sewer Plan.

2. The lateral sanitary sewer that is proposed on the north end of Street A and along 241st Avenue is proposed to flow to the west and ultimately make a connection to the future trunk sanitary sewer on the west side of TH 47. At this time, the future trunk sanitary sewer is not included in the City's Capital Improvement Plan and therefore the construction year is unknown. The Developer shall assume all risk in regards to timing.

3. This project proposes to connect to the City Water system at Ambassador Blvd, near Highway 47, to an existing 8 inch watermain. There is another watermain, located approximately 600' east of the proposed entrance, on the south side of Ambassador Blvd which is 16 inch diameter. We would recommend that the 16 inch watermain be extended to the Highway 47 8 inch watermain to provide a looped connection as a City project. The watermain connection for this project could then be provided via the new 16" watermain.

4. We understand that this will be a phased development, with potentially 302 units which will be served by single watermain connection point. Further, we understand that the proposed apartment building, which is potentially 120 units, will be constructed with a future phase. Prior to preparation of final plans, the Applicant shall analyze the proposed watermain sizing and layout to ensure it will adequately serve the units and/or revise to adequately serve the units.

OTHER

1. Zoning review to be completed by City Planner.

2. The final construction plans must be in accordance with City standards and include all applicable City standard details, which can be found here: https://www.stfrancismn.org/commdev/page/private-development-standards .

SUMMARY AND/OR RECOMMENDATIONS

We recommend approval of the Preliminary Plat subject to the comments as contained herein.

City of St. Francis

PLANNING COMMISSION AGENDA REPORT

TO: St. Francis Planning Commission

FROM: Beth Richmond, Planner

SUBJECT: The Bluffs of Rum River

DATE: 7-9-2025 for 7-16-2025 meeting

APPLICANT: The Bluffs of Rum River LLC (Todd Christenson)

LOCATION: 23925 St Francis Blvd NW

COMP PLAN: Commercial, Medium Density Residential (MDR), Open Space

ZONING: B-2 General Business, R-3 High Density Residential

OVERVIEW:

The City has received applications for an amendment to an existing preliminary plat and an associated Conditional Use Permit for the creation of a public road in the Urban Rum River Management overlay district for "The Bluffs of Rum River" development.

A preliminary plat for a multi-phase, mixed use development on this site was approved on October 3, 2022 (Resolution 2022-51). The 2022 preliminary plat included a 3-acre commercial site and 302 total housing units. For context, the Planning Commission memo from the original preliminary plat approval is attached. A final plat for this area has not yet been submitted to the City. The deadline to submit a final plat for this area is October 3, 2025.

The amended preliminary plat proposes a layout similar to that of the original preliminary plat. The development is still proposed to be phased, beginning with the southernmost residential lots. The main differences between the original plat and the amended plat include:

- Lots with access to the western street (Public Street N-S) are proposed to be detached villas instead of attached rowhouses
- Additional detached villa lots are proposed along Public Street A and 241st Avenue NW, resulting in a reduced average lot size
- Western street (Public Street N-S) will now be public instead of private, resulting in the need for a CUP
- 6 parking stalls along 241st Ave NW to serve the attached rowhouses in Blocks 8 and 9

These changes result in a shift in the composition of housing types proposed as shown in the table below:

Housing Types	2022 Preliminary Plat	2025 Preliminary Plat Amendment
Single-unit	40 units	40 units (Blocks 1, 4, 5)
Detached townhome/villa	40 units	115 units (Blocks 2, 3, 6, 7)
Attached rowhouse	102 units	26 units (Blocks 8, 9)
Apartment	120 units	120 units (Block 10)
Total	**302 units**	**301 units**

The residential portions of this site are guided for Medium Density Residential (3-7 units per net acre) use by the Comprehensive Plan. The proposed density for the amended preliminary plat is within this range (4.5 units per net acre).

The unit count proposed in the amended preliminary plat meets the threshold for a required Environmental Assessment Worksheet (EAW) per Minnesota Statutes 4410.4300 subd. 19. Staff has discussed this with the applicant. The applicant has indicated a preference to adjust the unit counts slightly to eliminate the need for an EAW. A condition of approval is suggested that the unit counts be adjusted in the plans. A second condition clarifies that Staff will re-calculate the need for an EAW with each phase of the project to ensure Statute is followed.

In order for this project to move forward, the following approvals are needed:

- Preliminary Plat Amendment (public hearing on 7/16)
- Conditional Use Permit for creation of public road in uRRM District (public hearing on 7/16)
- PUD Ordinance – 2nd Reading
- Final Plat(s)

REVIEW PROCEDURE

60-Day Land Use Application Review Process

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the CUP request is August 19, 2025.

120-Day Subdivision Review Process

Pursuant to Minnesota State Statutes Section 462.358, local government agencies are required to approve or deny subdivision requests, such as the preliminary plat, within 120 days. The 120-day timeline for the review of the preliminary plat expires on October 18, 2025.

Public Hearing

City Code requires that a public hearing for review of the land use and subdivision requests be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald on July 04, 2025 and posted on the City Hall bulletin board on July 03, 2025. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property on July 03, 2025.

RECOMMENDATION

Action to be Considered:

The Planning Commission is requested to hold the public hearing for the preliminary plat amendment and CUP. Following the public hearing, Commissioners are requested to take action on the requests and provide a recommendation to Council.

Suggested Motions:

1. Move to recommend approval of the preliminary plat amendment for The Bluffs of Rum River project with conditions and findings of fact as presented by Staff.

2. Move to recommend approval of the public road CUP for The Bluffs of Rum River project with conditions and findings as presented by Staff.

Findings of Fact – Preliminary Plat Amendment

1. The proposed preliminary plat is consistent with the City's 2040 Comprehensive Plan as amended and is compatible with present and future land uses of the area.
2. Excluding the exceptions granted by the PUD, the development is consistent with the City's Zoning Ordinance with noted conditions.
3. The development is designed to preserve existing natural features on the site and provides additional opportunities for the creation of multiple different types of housing in the City.
4. City services have adequate capacity to serve the proposed development.

Conditions – Preliminary Plat Amendment

1. Approval of this request is subject to the concurrent approval of the related land use requests pertaining to The Bluffs project.
2. The project was conditionally approved by the DNR on November 22, 2022. Approvals granted by the City Council for this project are conditioned upon the MnDNR's full approval of the project.
3. Applicant shall work with MnDOT to finalize the northern access point and intersection that incorporates phasing and the completed traffic study. Applicant shall address all comments relating to the project provided by MnDOT.
4. Applicant shall work with Anoka County to finalize an intersection layout for the public street/Ambassador Blvd intersection that incorporates phasing and the traffic study. Applicant shall address all comments relating to the project provided by Anoka County in their July 29, 2022 memo.
5. Applicant shall address the comments included in the Engineering Review Memo dated July 8, 2025 to the City Engineer's satisfaction.
6. Applicant shall dedicate land below the OHW of the Rum River as public.
7. The project shall be completed as a phased development. Applicant shall provide an updated Phasing Plan.
8. As proposed, the project requires an EAW which must be completed prior to final plat approval. The applicant may choose to modify the preliminary plat such that the project falls below the thresholds for a mandatory EAW as specified in Minnesota Statutes 4410.4300 subd. 19. In this case, an EAW would not be required.
9. For each subsequent phase of the project, City Staff shall review Minnesota Statutes 4410.4300 to determine if an EAW is required.
10. Adequate provisions for an off-street trail along Ambassador Blvd shall be made at the time that the commercial lot (Block 11 Lot 1) is final platted.
11. Applicant shall provide off-street guest parking meeting City Code standards for the attached rowhouses. If possible, guest parking should be located near Blocks 8 and 9.
12. Landscaping
    a. Applicant should identify the size and type of existing trees which are planned to be removed or preserved. Additional revisions to the landscaping plan may be required depending on the size and type of trees removed.
    b. Future landscaping plans for the apartment and commercial lots shall provide landscaping and vegetation which complements the landscaping established for the residential units in this plat.
    c. Applicant shall revise the landscaping plan to ensure that there is one front yard tree for each housing unit in Block 8.

   d. Trees of the same genus shall make up no more than 25% of the total amount of required trees. Applicant shall revise the proposed tree mix for evergreen trees to meet this requirement.
   e. Ornamental trees must be at least 2 inches in diameter measured at DBH. Planting size shall be specified on the landscaping plan.
13. Park dedication shall be satisfied at the time of final plat.
14. Applicant shall be responsible for all fees associated with these land use and subdivision applications. All fees and financial obligations shall be received by the City prior to the releasing of the approval documents related to this project for recording.
15. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Findings of Fact – Conditional Use Permit

1. The proposed public road meets the environmental criteria for a CUP as established in Minnesota Rules 6105.0200.
2. The proposed public road has been designed to minimize the street's impact on the surrounding area, including avoiding steep slopes, existing vegetation, and soils with high erosion potential to the maximum extent possible.

Conditions – Conditional Use Permit

1. Approval of this request is subject to the concurrent approval of the related subdivision and land use requests pertaining to The Bluffs project.
2. Applicant shall adhere to all vegetative requirements listed in the City's Urban Rum River Management District and MN State Rules Chapter 6105.
3. Applicant shall adhere to the road construction methods listed in MN State Rules 6105.0200 subp. 4.
4. All fees and financial obligations shall be received by the City prior to the releasing of the approval document for recording.
5. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

Attachments:

1. City Engineer's Memo dated July 8, 2025
2. Applicant Submittals
3. August 17, 2022 PZ Packet – The Bluffs of Rum River Preliminary Plat, CUP, and Rezoning

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Joe Pfeifer, Liquor Store Manager

SUBJECT: Walk-In Cooler Upgrade

DATE: August 4, 2025

OVERVIEW:

The new walk-in cooler would replace the smaller older rail cooler on the right side of the store. It would be approximately 21' x 19'6" and the same 8' height. All cases (24pk or larger) would move into the walk-in cooler and everything from the old rail cooler would be consolidated into the cooler on the left side of the store. This would be less confusing for customers as well, because we currently have domestic, teas, seltzers and imports on the left with craft beer, ciders and non-alcoholic on the right.

The space remaining at the front of the building would be utilized as a more permanent THC location. A larger free-standing cooler would be ideal for THC drinks and additional shelving for all the packages would fit well in the front octagon location. All warm beer displays, except for promotional items, would be eliminated as they would have permanent displays inside the new walk-in cooler. The liquor store fund is currently a little over $1.2 million.

Benefits to the upgraded walk-in cooler are as follows:

- Employees can fill in more products, which means they can sell longer without needing to fill them, saving time. Currently, our rails hold 12-14 cases meaning once those sell, the rail is empty.

- It's easier to stock and rotate, as we would just be filling beer to the cooler (now we have a warm display and a cooler backstock, as well as backroom back stock). It would only be in the cooler or back room. Less rotating, better rotation of dates.

- Customers will grab their cases from a walk-in cooler making it more convenient, which translates to increased sales. If it's easier to grab, it's easier to grab more.

- The cooler being replaced will also get a new condenser. It will work more efficiently and require less maintenance/repairs for the immediate future. The current condenser is aged and is nearing the end of its service life.

ACTION TO BE CONSIDERED:

Council to approve Staff to proceed with the Walk-In Cooler Upgrade and use Britz Store Equipment Inc. with the low quote of $49,949.98.

BUDGET IMPLICATION:

This project will be budgeted out of the Liquor Store Fund.

Attachments:

- Britz Quote
- Stan Morgan Quote

Britz Store Equipment Inc.

Quote

07/16/2025

To:
St. Francis Liquor
Joe Pfeifer
23307 St Francis Blvd NW
St. Francis, MN 55070
763-753-2660 (Contact)

Project:
St. Francis Liquor

From:
Britz Store Equipment
John Britz
9692 Hwy 25
Buckman, MN 56317
(320)468-6294

Job Reference Number: 5764

Item	Qty	Description	Sell	Sell Total
1	1 ea	**WALK-IN** Crown Tonka NEW 19'x22'x8' Walk-in Beer Cave Box package. See attached Drawings and specs	$15,632.94	$15,632.94
	1 ea	Estimated Factory Freight	$900.00	$900.00
			ITEM TOTAL:	**$16,532.94**
4	1 ea	**DOOR** Energy Door Co. Model No. AUTO SLIDE 84"x90" 2 Panel Left Slide, Right Fixed Auto Sliding Door. Dark Bronze, Low E Glass. Installed Pricing	$21,438.29	$21,438.29
	1 ea	Estimated Freight	$1,400.00	$1,400.00
			ITEM TOTAL:	**$22,838.29**
6	1 ea	**COMPRESSOR** Turbo Air Model No. TSO25MR404A3-T NEW 2.5hp, 3 phase, R-448/449 Scroll, Outdoor Condensing Unit	$3,832.50	$3,832.50
	1 ea	Optional Extended 4 Year Motor Compressor Warranty	$420.00	$420.00
	1 ea	Estimated Factory Freight	$250.00	$250.00
			ITEM TOTAL:	**$4,502.50**
7	1 ea	**EVAPORATOR** Turbo Air Model No. ADR171AENC NEW 17,100 BTU Evaporator Coil W/Expansion Valve, Solenoid Valve, Electronic Controller	$2,826.25	$2,826.25
	1 ea	Estimated Factory Freight	$250.00	$250.00
			ITEM TOTAL:	**$3,076.25**
8	1 ea	**LABOR** Britz Delivery/Set-Up Britz Delivery and Box Assembly. Does not include Refrigeration/Electrical/Plumbing Installations	$3,000.00	$3,000.00
			ITEM TOTAL:	**$3,000.00**
9		**SPARE NO.**		
10	1 ea	**TRADE** Custom Trade Value including Disassembly and Removal of Existing Walk-in Complex. $2000.00 Credit		
			Total	$49,949.98

DOES NOT INCLUDE SALES TAX, PERMITS, REFRIGERATION/ELECTRICAL/PLUMBING INSTALLATIONS

Acceptance: _____ Date: _____

Printed Name: _____

Project Grand Total: $49,949.98

April 1st, 2025

Joe,

Stan Morgan and Associates is pleased to quote the following equipment for St. Francis Bottle Shop.

Beer Cave Panels: Carrol Cooler: Per Drawing **$19,950.00**
21' Length x 19'6" Depth x 8' Height. Cooler without floor. Includes: Interior/exterior stucco galvanized, front side and interior painted black, NSF 4" wood rail perimeter with U.L. foam insulation in cooler, NCO for automatic entrance doors, (1) digital thermometer/switch, LED lights

Freight Estimate on Cooler Panels: **$1,330.00**

Beer Cave Refrigeration: Climate Control Products **$11,735.00**
CCH0035MCACZA0000 Outdoor 3.5HP Scroll Condensing Unit; R-448a, 208-230/3/60; Standard Liquid Line.
Includes: (1) CEL0295AS6AMA Evaporators (black housing) with QRC Controller, suction filter, thermostat, defrost timer, thermostat valves, solenoid valves, and five-year compressor warranty and one-year labor warranty.

Automatic Beer Cave Entrance Door: Assa Abloy SL500 **$13,325.00**
Surface Mounted Sliding Door System. Overall dimension: 111.5" W x 91" H. Clear door opening: 42.5" W x 83" H
4-1/2" D jambs, 1" glass stop, 4" bottom rail, Motion & presence sensor, Black Anodized Finish.
Includes: Installation during normal working hours. Does not include 110 volt electrical service to operator header

Special Notes
Above price do not include freight or installation unless noted. Does not include any plumbing or electrical work. Prices are valid for 45 days.

TOTALS:

Total for above items in bold:	**$46,340.00**
Sales Tax (8.13%):	**$3,767.44**
Grand Total:	**$50,107.44**

Terms
50% down payment. Balance upon Delivery

If you have any questions or concerns, please do not hesitate to call.

Sincerely,
Jeremy Reller

Store Design | Store Fixtures | Commercial Refrigeration
PO BOX 47263 Plymouth, MN 55447 | o: 952.474.5451 c: 763.291.3005 | www.stanmorganassociates.com

CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, City Administrator

FROM: Paul Carpenter, Public Works Director

SUBJECT: MWOA Operator Award

DATE: August 4, 2025

OVERVIEW:

Once a year the Minnesota Wastewater Operators Association (MWOA) presents Outstanding Operator of the Year awards in Grand Rapids, MN. The awards are given by the classification of the plant that the individual runs and oversees, with the Class A Wastewater plant being one of the most respected. The individuals nominated for these honors are typically in the business for many years and are highly qualified in their field. The Operator of the year is a lifelong achievement award and highly coveted in the industry.

Public Works Staff are proud to announce that Parish Barten was nominated and received the 2025 Class A Outstanding Operator of the Year from MWOA!

Staff would also like to thank Parish for over 20 years of dedicated service to the City of St. Francis and congratulate him for receiving the 2025 Class A Outstanding Operator of the Year from MWOA!

Attachments:

- Picture

City of St. Francis

CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Work Session Request
DATE: August 4, 2025

OVERVIEW:

Staff is requesting a work session to discuss the Bethel/St Francis Shared Fire Service.

Bethel Council is invited to attend.

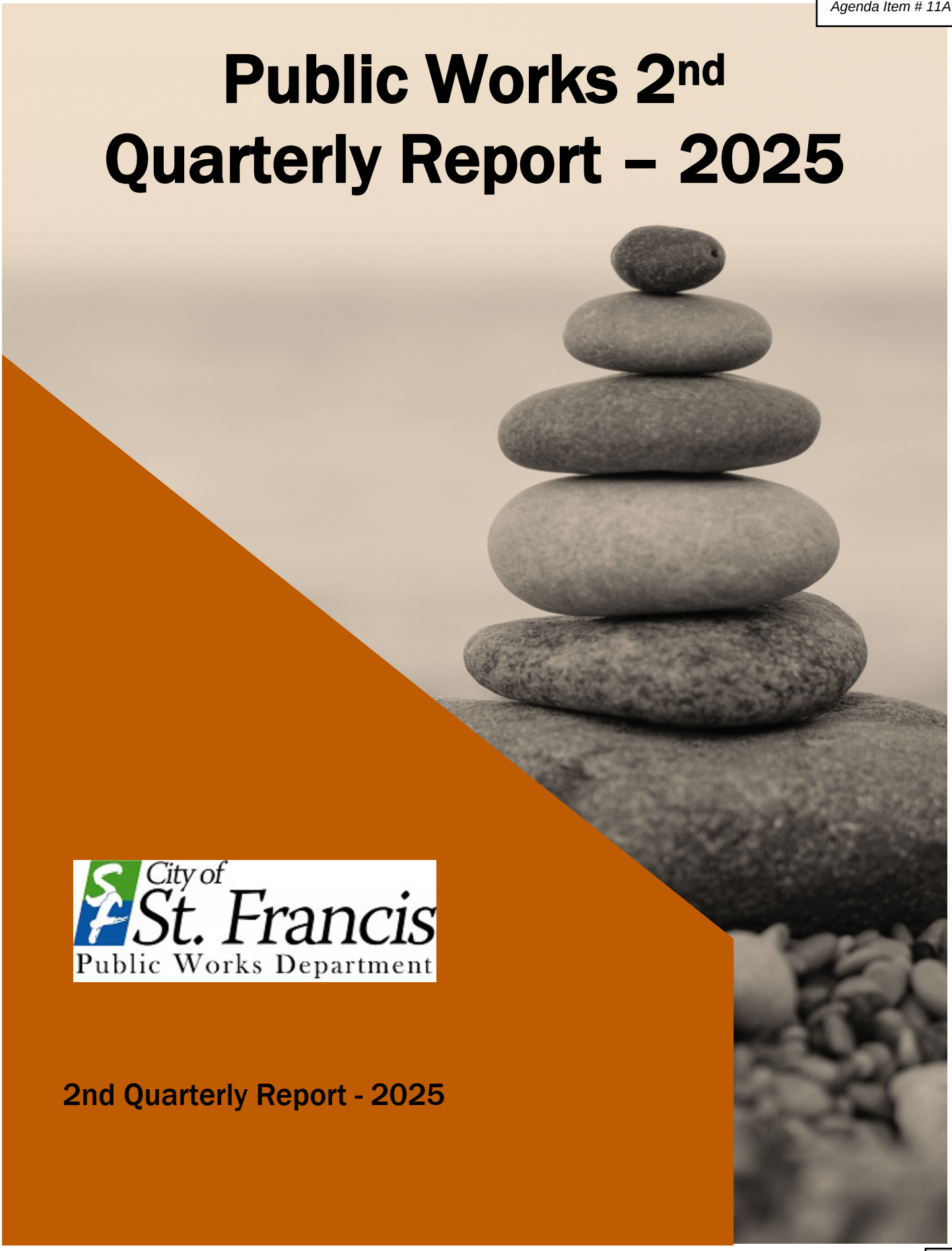
Date to schedule:

Monday August 25th

Time 5:30 p.m.

Meeting location, City Hall

Public Works 2nd Quarterly Report – 2025



City of St. Francis
Public Works Department

2nd Quarterly Report - 2025

Before

After

The Gazebo at Woodbury Park was long over due for a new roof. The old roof was made from cedar shakes which were over 30 years old. The new roof is constructed with a new metal roof which is estimated to last about 50 years and will hold up against the elements better.

181
Ditch Mowing

72.9
Miles of Trail Mowing

636.02
Acres of Mowing

61
Events in Parks

147 Hrs
Building Maintenance

110 Hrs
Equipment Repair

173 Hrs
Equipment Maintenance

43.5
Miles of Road Graded

15
Call Ins

Stormwater -
- 18 Plan Reviews
- 14 New Construction, 3 Accessory Buildings, 1 Pool Inspection
- 27 hrs of RTKing to identify stormwater catch basins for future maintenance.
- 1 SW Pond Clean out
- Rain Garden - 1hr/week

18 - ROW Permits

238th Ave one of our gravel roads had 2 failing coverts which was causing the road to wash away. These culverts are estimated to be about 45-50 years old. 2 new longer culverts have been installed to allow for better slopping of the ditch bank.

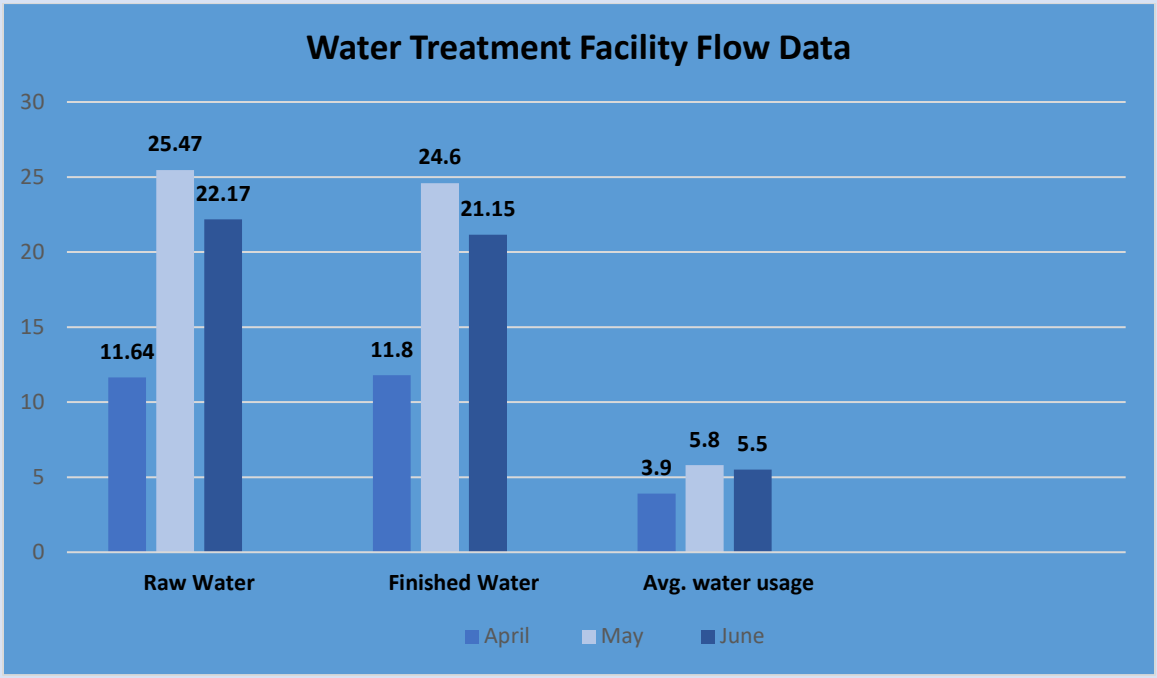
New flowers have been planted in Woodbury Park. Thank you St. Francis Ambassadors for the help.

Water and Wastewater 2nd Quarter Report

Spring-Summer 2025

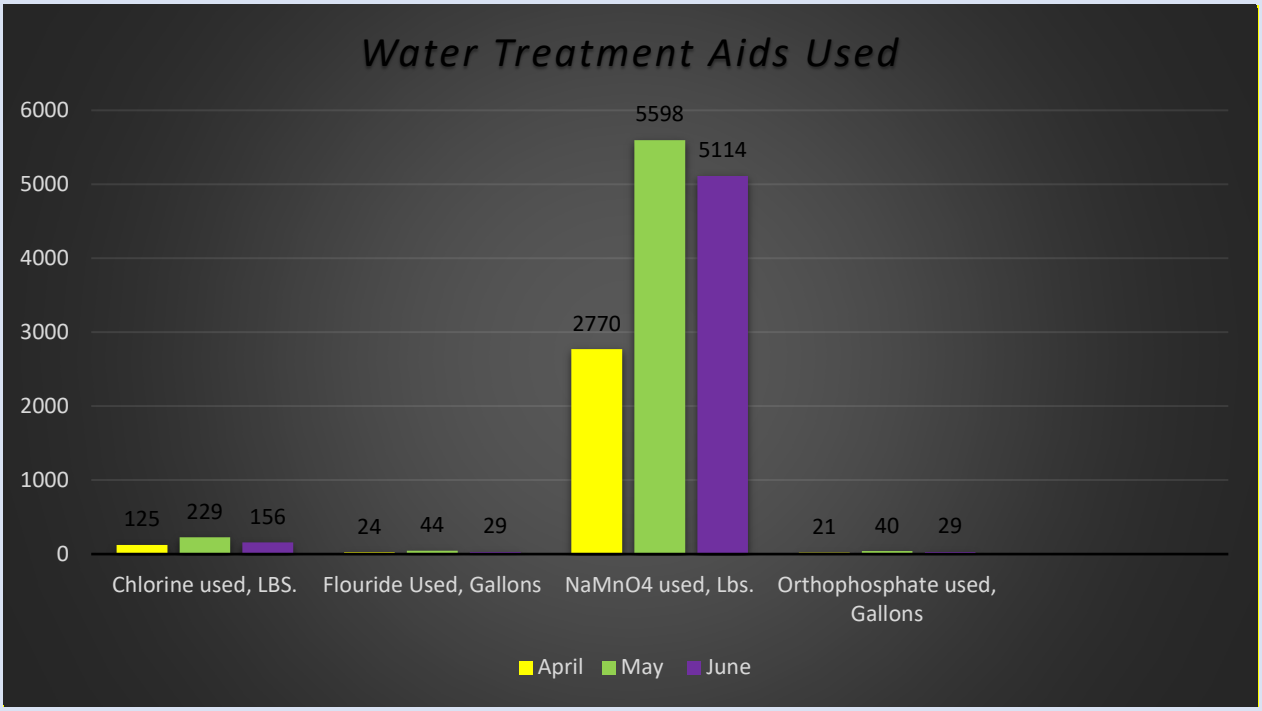
To: City Council

Water Treatment Facility Report: Below is a graph showing the second quarter flow data.



TASK	DESCRIPTION	QUANTITY	UNITS
Inspect Facility Daily	Facility Inspection	63	Inspections
Operational Hours	Hours spent at facility.	126	Hours
Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation

Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical adjustments
Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	325	Labs
Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	91	Inspections
Bacteria Samples	Take set of monthly MDH bacteria samples.	20	Samples Per Set



NaMnO4 or Sodium permanganate is used to remove manganese and radium in raw water. Chlorine, Fluoride and Orthophosphate are added to the finished water when leaving the facility.

Water Treatment facility, Lab results

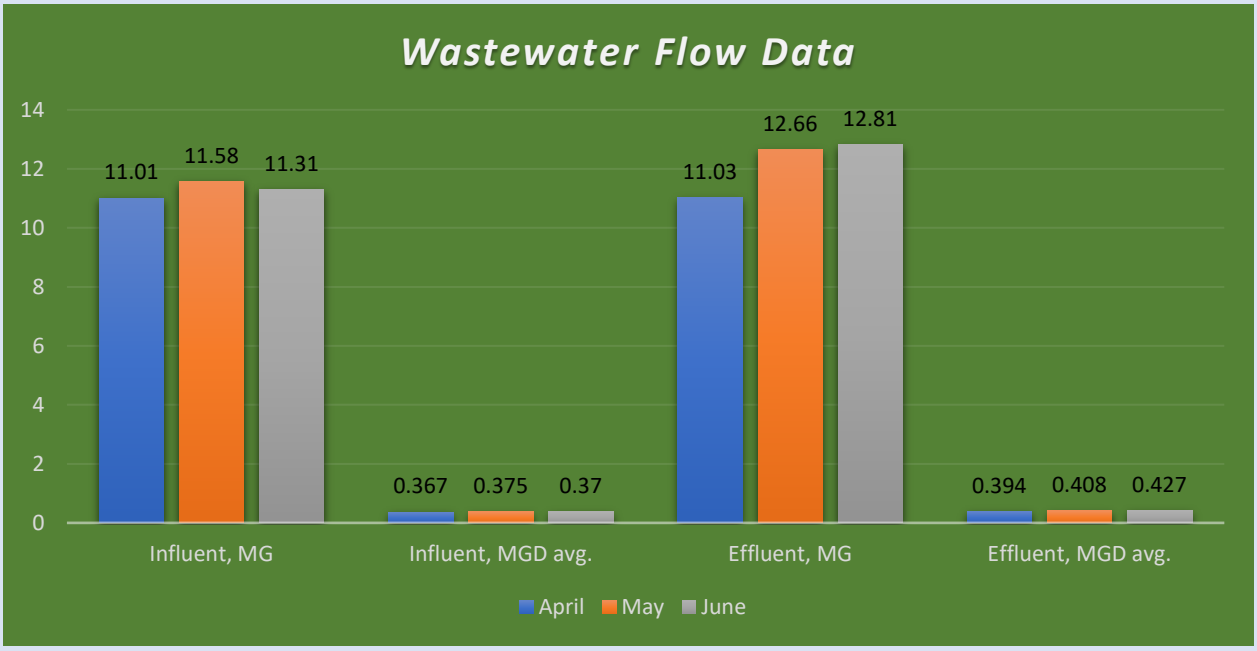
	Average Chlorine	.64	Mg/l
	Average Raw Iron	.91	Mg/l
	Average Raw Manganese	.082	Mg/l
	Average Fluoride	.64	Mg/l

	Iron Removal	99	%
	Manganese Removal	87	%

Water Treatment Facility Pumping Summary: We have pumped roughly twenty-five percent more raw water this year, compared to the same time last year.

Minnesota Department of Health: In May, the Department of Health was here and conducted a sanitary survey of our water system. This visit includes inspecting the water treatment facility, wellhouse and water tower for any deficiencies. None were found. They also collect total coliform samples for analysis, which I am happy to report, all came back negative!

Wastewater Treatment Facility Report: Below is a graph showing our daily flow for second quarter of 2025.



Task	Description	Quantity	Units
Monthly Sampling	Perform required monthly sampling: 8 Influent 29 Constituents); 8 Effluent (50 Constituents: Monitoring wells (25)	230	Constituents

Operational Hours	Hours spent at facility.	504	Hours
Inspect Operations Building	Daily inspection of building.	63	Inspections
Inspect Pre-treatment Building	Daily inspection of building.	63	Inspections
Inspect Tertiary Building	Daily inspection of building.	63	Inspections
D.O Readings	Take Required D.O Readings.	90	D.O Readings
pH Readings	Take Required pH Readings.	90	pH Readings
Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	496	Lift Station Inspections
Daily Lab	Process Control Test	216	Tests

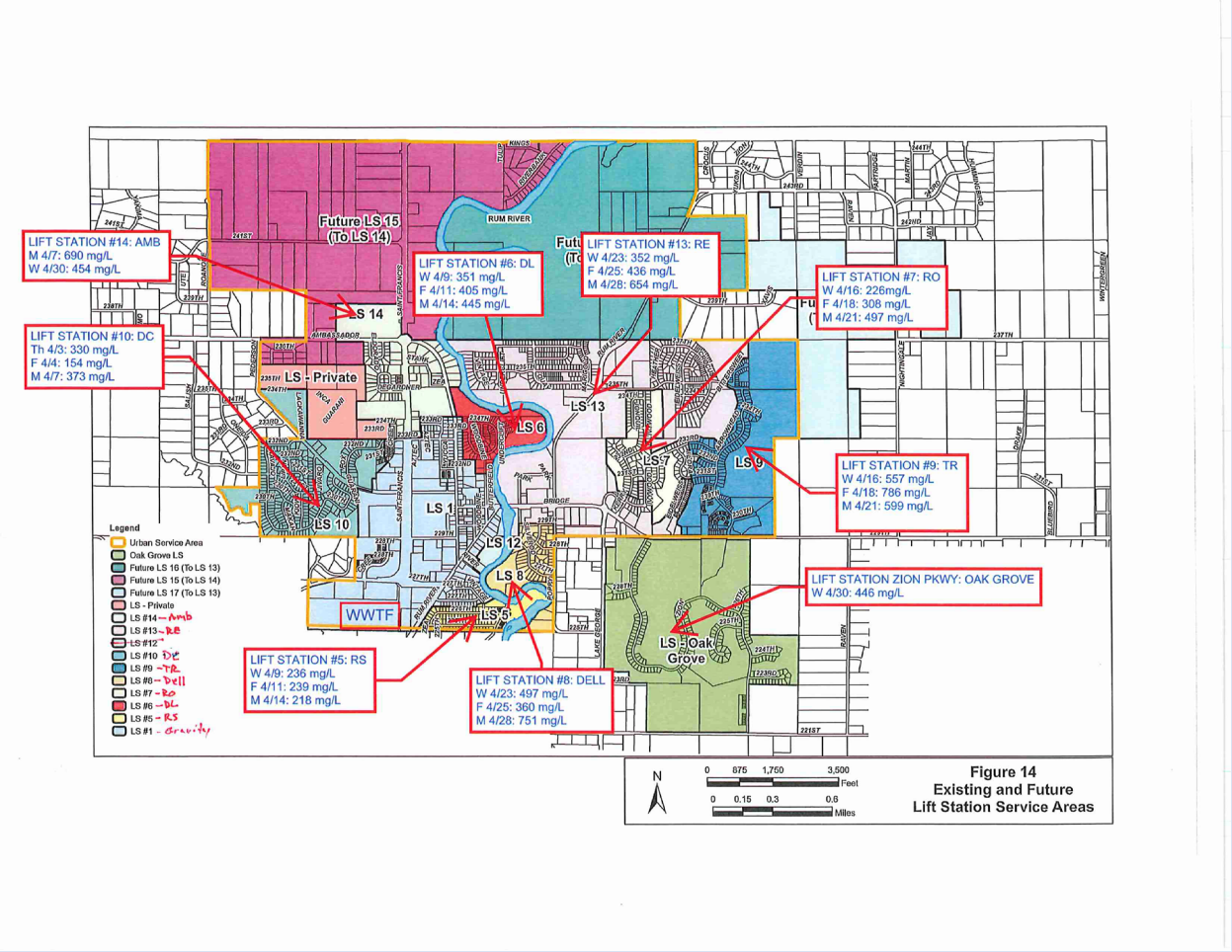
Facility Report: Wastewater Treatment Facility, lab results

	Influent TSS	224	Mg/l
Limit: (15 mg/l)	Effluent TSS	0	Mg/l
Limit: (85 %)	**TSS % Removal**	**100**	**% Removal**
	Influent CBOD	218	Mg/l
Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
Limit: (85 %)	**CBOD % Removal**	**100**	**% Removal**
	Influent Phosphorus	6.2	Mg/l
Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
	Phosphorus % Removal	**100**	**% Removal**
	Influent Ammonia Nitrogen	28.4	Mg/l
Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	0	Mg/l
	Ammonia Nitrogen % Removal	**100**	**% Removal**

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

Locates	Process Locate Requests	98	Utility Locate Requests
Water/Sewer Connections	Inspect Water and Sewer	2	Inspections
Water Miscellaneous	Work orders: Meter inspections.	0	Work Orders

Chlorides: In May, staff implemented a city wide, chloride testing program to determine what areas of town have the highest concentration of chloride in wastewater. Staff utilized a portable sampler and sampled for seven days in each lift station, collecting three samples for the week. With the exception of three service areas, all other service areas exceeded the future calendar month average of 354 mg/l. This information will be used to assist with softener optimization and our rebate program.



Completed Projects:

Water Tower: The RPZ for the fill station failed. A new one was ordered, installed and is operational.

Well House: Staff completed painting the exterior of the building.

Biosolids: Fergus Power pump completed the first part of solids pressing and tank cleaning. They will be back in September to finish.

Lift Station Maintanence: Staff completed maintanence on all the lift stations. This includes oil changes, clean out and alarm checks.

Hydrant Flushing: Staff completed hydrant flushing of over four hundred hydrants.

Gate Valve Exercising: Staff exercised gate valve to ensure working order.

DL-6 Lift Station: Staff had to repair pump cord and cap on one pump, and replace the seal in another.

PW/PD Cameras: Staff replaced all the lens caps on the cameras at our facility. The old caps were hindering image quality.

Thank you,

Parish Barten