



## **City Council Regular Meeting**

3750 Bridge St NW, St. Francis, MN 55070

**Monday, July 6, 2026 at 6:00 PM**

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### **AGENDA**

- 1. Call to Order / Pledge of Allegiance**
- 2. Roll Call**
- 3. Approval of Agenda**
- 4. Consent Agenda**
  - A. City Council Minutes — June 15, 2026
  - B. Routine Sewer System Cleaning/Jetting
  - C. Water Tower Fill Station Rehab
  - D. Tobacco License - Cloud Kings Smoke
  - E. Police Department Canine Donation
  - F. Acknowledgment of Exempt Gambling Permit - Support the Troops MN
  - G. Acknowledgment of Exempt Gambling Permit - Support the Troops MN
  - H. Development Agreement, Turtle Ponds 6th Addition
  - I. Site Improvement Performance Agreement, Top Tier Automotive
  - J. Bill List
- 5. Meeting Open to the Public**
- 6. Special Business**
  - A. Recognition of Darcy Mulvihill
- 7. Public Hearing**
  - A. 2027-2031 Capital Improvement Plan
- 8. Old Business**

- A. Ordinance Amendment - Chapter 6 Business Regulation, Section 5 Gambling  
-Second Reading

**Ordinance 358** amending City Code Chapter 6, Section 5, Subdivision 3  
regarding business regulation and gambling

**Resolution 2026-23** authorizing summary publication of Ordinance 358

**9. New Business**

- A. Plans and Specifications for the Trunk Highway 47 Utility Improvements
- B. City Hall Chambers Rental Policy
- C. Top Tier Automotive Site Plan
- D. Turtle Ponds 6th Addition Preliminary and Final Plat

**10. Meeting Open to the Public**

**11. Department Reports**

- A. Finance - Darcy Mulvihill

**12. City Administrator Report**

**13. Council Member Reports**

**14. Upcoming Events**

- July 08 - Farmers Market - 3:00 - 7:00 pm
- July 14 - Rum River Fire Board Meeting - 5:00 pm
- July 15 - Farmers Market - 3:00 - 7:00 pm
- July 15 - Planning Commission Meeting - 7:00 pm
- July 20 - City Council Meeting - 6:00 pm
- July 22 - Farmers Market - 3:00 - 7:00 pm
- July 29 - Farmers Market - 3:00 - 7:00 pm

**15. Adjournment**



## City Council Agenda Report

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** City Council Minutes — June 15, 2026  
**DATE:** July 6, 2026

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**OVERVIEW:**

These are the City Council Minutes from the last City Council Meeting held on June 15, 2026.

**ACTION TO BE CONSIDERED:**

Approve minutes

**BUDGET IMPLICATION:**

**Attachments:**

1. Minutes - 06.15.2026

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA  
St. Francis City Hall 3750 Bridge Street NW  
June 15, 2026  
6:00 p.m.

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

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

**2. ROLL CALL**

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

Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Finance Director Natalie Santillo, Public Works Director Paul Carpenter, Assistant City Attorney Travis Lutz, Police Chief Todd Schwieger, and Community Development Director Jodie Steffes.

**3. APPROVAL OF AGENDA**

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

A roll call vote was performed:

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

Motion carried: 5-0

**4. CONSENT AGENDA**

A. City Council Minutes, June 1, 2026

B. Winning With Cops Donation:

Resolution 2026-21 Approving the Acceptance of Winning with Cops Donation from Federal Premium Ammunition

C. Rivers Edge 8th Addition Financial Security Reduction

D. Approval of Pay Estimate No. 5 for the 2025 Street Reconstruction Project

E. Rental License Approvals

F. Site Improvement Performance Agreement, Willow Ridge Business Center

G. Approval of Change Order No. 1 for the 2026 Street Rehabilitation Project and the Woodbine Street Extension Project

H. Payment of Claims

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

A roll call vote was performed:

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

Motion carried: 5-0

**5. MEETING OPEN TO THE PUBLIC**

Mayor Vogel addressed the Council and public regarding the format and expectations for public comment. He encouraged all residents to come forward and speak, while noting the importance of being respectful and mindful of time. Mayor Vogel stated that each person would have one opportunity to speak and that the meeting, open to the public, is not intended to be an ongoing debate or discussion with the City Council. He noted that residents are encouraged to follow up with Staff or individual Council members after the meeting to work toward the resolution of their concerns.

Derek Lind came forward. He stated he is from Ramsey and is a member of the Anoka County Election Integrity Team. Lind thanked the Council for passing the post-election review and for the flag move. He shared two recent developments related to poll pads: the Upper Midwest Law Center has filed suit against the State of Minnesota on behalf of the City of Oak Grove regarding poll pad autonomy, and a film titled "Minnesota Mao" has been released featuring his group discussing poll pads and related matters. Lind also referenced an unsigned letter from Anoka County, issued before the 2024 election, containing a felony threat directed at cities choosing to use paper poll pads, noting that the election manager later acknowledged the letter. He asked the Council to consider returning to paper poll pads and distributed an eight-page packet of supporting materials.

Mike Powell came forward and stated he is a resident of St. Francis. He asked how to become a member of the EDA and who controls the property across the street from his residence. City Administrator Kate Thunstrom explained that EDA membership is filled through an application and interview process, with a committee making a recommendation to the Council, and that the EDA president is appointed from within the EDA itself. Thunstrom confirmed that the EDA is responsible for the property in question.

Powell expressed concerns about what he described as inconsistent code enforcement, noting that he received citations for parking on the grass and working on his car in his driveway while a nearby property under EDA control remained in poor condition. He stated that his water bill increased by \$11 over the past twelve

months. Powell also raised concerns about statements made by the president of the EDA regarding the City and its residents, the direction of development in St. Francis, and the influence of EDA leadership on Council elections.

Ashley Rodger came forward and stated she is a resident of St. Francis. She asked the Council to consider installing public Level 2 EV chargers throughout the community, noting that many residents, including renters and those without adequate electrical service, are unable to install home charging stations. Roger stated that the nearest public fast charging locations are in Elk River, approximately 15 miles away, Rogers, approximately 25 miles away, Maple Grove, approximately 30 miles away, and Minneapolis, approximately 40 miles away. She noted that state and federal grant programs exist to help offset installation costs and suggested that the Highway 47 reconstruction presents an opportunity to install EV charging infrastructure.

Tina Carroll came forward and stated she is a resident of St. Francis. She asked the Council to consider amending the code enforcement complaint process to require complainants to provide their names, rather than allowing anonymous complaints. Carroll stated that residents should have the right to face their accuser in matters of code enforcement, as they would in a court of law. She shared that she and her household felt targeted by a complaint filed shortly after she announced her intention to run for City Council. Carroll asked the Council to examine whether repeated complaints from the same source directed at the same individual could constitute targeted enforcement.

No one else came forward to address the Council.

**6. SPECIAL BUSINESS - NONE**

**7. PUBLIC HEARINGS - NONE**

**8. OLD BUSINESS**

A. Ordinance Amendment, Chapter 6 Business Regulation, Section 5 Gambling, First Reading

Ordinance 358 amending City Code Chapter 6, Section 5, Subdivision 3 regarding business regulation and gambling

City Administrator Kate Thunstrom presented the first reading of an ordinance amendment to Chapter 6, Section 5 of the City Code relating to gambling regulations. She explained that the amendment proposes to delete the language requiring a contribution to the City fund and to correct the lettering system within that section accordingly. Thunstrom asked the Council to determine an effective date for the amendment, noting that the ordinance itself would become effective July 17 and suggesting August 1 as a logical next date, or January 1 as an alternative.

Mayor Vogel noted he had spoken with Thunstrom before the meeting and asked

Finance Director Natalie Santillo whether the effective date would impact the Finance Department. Santillo stated that the reporting requirement would remain the same as long as funds are held in the account and that the change would not significantly affect the Finance Department.

Council members were asked for their preferred effective date. Robinson stated he would support August 1, noting that the requirement was considered an overreach and that there was no reason to delay. Udvig agreed with August 1. Faanes supported August 1 as well, noting that many high school organizations conduct raffles in August and that resolving the matter prior to that time was the intent of the amendment. Muehlbauer also supported August 1. Mayor Vogel concurred, and August 1 was established as the effective date.

MOTION BY: FAANES SECOND: ROBINSON APPROVING THE FIRST READING OF ORDINANCE 358 AMENDING CITY CODE CHAPTER 6, SECTION 5, SUBDIVISION 3, REGARDING BUSINESS REGULATION AND GAMBLING

A roll call vote was performed:

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

Motion carried: 5-0

**9. NEW BUSINESS**

A. NONE

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

**11. REPORTS**

A. City Administrator Report

City Administrator Kate Thunstrom reported that Staff is currently working on several code and policy updates, including an overall facility policy anticipated to be delivered to the Public Works Director within the next few weeks. She noted that Staff has also begun reviewing budgets, rates, and fee schedules, which will continue through the coming months, leading into the fall budget process. Thunstrom noted that the Highway 47 project and other infrastructure work remain in process with no new updates at this time.

Faanes asked whether the number of candidates in the upcoming election would trigger a primary. City Clerk Jenni Wida confirmed that a primary would be held. Wida stated that with three candidates for mayor, the field would be reduced to two, and with five candidates for council and two seats open, the field would be

reduced to four. Faanes asked whether sufficient election judges had been secured. Wida stated she is still working on recruiting judges but expects to have adequate coverage.

Faanes also asked whether the City had received any requests from residents regarding public EV charging infrastructure, referencing comments made during the Meeting Open to the Public. Thunstrom stated that EV charging had been discussed during the planning of the current City Hall building. Public Works Director Paul Carpenter clarified that while there had been discussion, no infrastructure was ultimately installed due to cost considerations. Thunstrom noted that EV charging could be explored in connection with the Highway 47 project, the utility project, the community park area, or through partnerships with local businesses, and that some funding may still be available.

Faanes thanked the Police Department and the Public Works Department for their quick response to a speeding concern on her street. She noted that she had contacted the non-emergency line, and within approximately ten minutes, a patrol car was on scene, followed shortly by a speed sign deployed by Public Works.

Faanes also raised the topic of data centers, noting that it has become a prominent issue in communities across the region, with some cities pursuing moratoriums and others welcoming them. She asked that Staff bring forward information on the City's current code and zoning as it relates to data centers at a future meeting, so that the Council could have a proactive conversation before any application is filed. She referenced the cell phone tower situation as an example of a time the Council felt constrained by existing code, and stated her preference to address policy questions in advance of an applicant coming forward.

Mayor Vogel agreed with the request. Thunstrom provided context, noting that the City currently does not allow data centers in any zoning district, so no process exists for receiving an application at this time. She explained the concept of the triangle of discretion in land use, noting that the Council holds the most discretion during the code-writing phase rather than at the point of an application. Thunstrom also noted that data center development raises concerns for St. Francis related to water and sewer capacity, though she acknowledged that newer facilities are being built with greater water reuse efficiency, which could reduce those concerns over time. She offered to compile information for a future Council discussion.

## **12. COUNCIL MEMBER REPORTS**

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

Udvig reported that on June 4, she attended the Vista Prairie grand opening, which she described as a well-run event despite the heat. She then attended the bike rodeo, which was well attended, and noted that children were particularly excited about the fire truck on site. Udvig reported that half-court basketball courts are

being installed at Rum River Woods and Deer Creek 2nd Park. She noted that a contractor will complete the asphalt pads and that Public Works will handle the poles and painting. Udvig noted that the project originated from a request brought forward by a 10-year-old resident and expressed that she hoped it would encourage other residents, young and old, to engage with City staff and the Parks Department.

Robinson reported that he also attended the Vista Prairie grand opening, which he referred to as Eagle Point, and took a full tour of the facility from the parking garage to the third floor. He noted that the CEO provided a strong presentation and that the facility was the organization's first ground-up new construction among six total locations. Robinson stated that the fill rate is progressing as expected and that the organization is exploring the possibility of opening its bistro and restaurant to the public. Robinson also attended the bike rodeo and commended the Police Chief for his participation in grilling food at the event, citing it as an example of meaningful community involvement.

Robinson stated that he will be attending the Planning and Zoning meeting on Wednesday, noting that a proposal for a new ground-up auto repair facility may be coming forward. He also mentioned that Elevation Exteriors has purchased property south of Dollar General, offering it as an example of new commercial interest in St. Francis. Robinson asked Public Works Director Paul Carpenter for an update on the upcoming recycling event. Carpenter confirmed the event is scheduled for June 27 and will accept all common items except trash, consistent with the first event. Robinson asked when the next recycling event would be held. Carpenter stated he believed it would be in August but would follow up with a confirmed date. Robinson also asked for an update on the waste oil collection program. Carpenter reported that the collection bin is being emptied approximately once a month, which is more frequent than anticipated, and that the program is going very well. He noted that residents are welcome to drop off waste oil by appointment during the day.

Muehlbauer stated he had responded to several resident emails and thanked Staff for keeping the Council informed through email communications. He briefly addressed the topic of tax increment financing, noting that TIF and related abatements are intended to generate greater returns over time. Muehlbauer also addressed the water rate discussion that arose during public comment, noting that the City is planning a 15 percent water rate increase and a 20 percent sewer rate increase in the coming year. He stated that these increases are driven by rising costs and that without growth in the user base to spread those costs, rates will continue to climb. Muehlbauer acknowledged that no one wants to raise rates but encouraged residents to be aware that additional increases are planned.

Faanes stated she had no additional items to report beyond the questions she had raised earlier in the meeting.

Mayor Vogel reported that he attended the Vista Prairie grand opening and the bike rodeo and commended all involved in both events. He noted that the Chamber meeting is scheduled for Wednesday, where updates on Pioneer Days will be shared, and stated that excitement around the event remains high. Mayor Vogel also reported that he had held several meetings with City staff and residents regarding zoning and code enforcement issues. He stated that no system of enforcement, whether anonymous or complaint-based, is without its drawbacks, and noted that while he is sympathetic to residents who feel their property rights should not be regulated, some level of zoning is necessary to protect the community as a whole.

Robinson added that he wished to recognize Jackson Matthies, identifying him as a newer member of City staff. Robinson stated that Matthies is responsive, thorough, and communicates clearly, and that he had informed City Administrator Kate Thunstrom directly of his appreciation for Matthies's work. Mayor Vogel agreed with Robinson's assessment.

### **13. UPCOMING EVENTS**

June 17 - Farmers Market - 3:00 pm - 7:00 pm  
 June 17 - Planning Commission Meeting - 7:00 pm  
 June 19 - City Offices Closed for Juneteenth  
 June 23 - Rum River Fire Board Meeting - 5:00 pm  
 June 24 - Farmers Market 3:00 pm - 7:00 pm  
 June 27 - Recycle Event - 8:00 am -12:00 pm

### **14. ADJOURNMENT**

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

A roll call vote was performed:

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

Motion carried: 5-0

There being no further business, Mayor Vogel adjourned the regular City Council at 6:38 p.m.

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Jennifer Wida, City Clerk



## City Council Agenda Report

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** Routine Sewer System Cleaning/Jetting  
**DATE:** July 6, 2026

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### **OVERVIEW:**

Each year the city contracts a jetting company to clean one of five sanitary districts as part of our annual sewer maintenance program. District two will be jetted this year. Sewer cleaning/jetting is accomplished by using high-pressure water (2000 psi) to scour the collection system main lines. Having this done eliminates any potential blockages or obstructions in the main, preventing the flow of wastewater.

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

Council to authorize the low quote of \$19,170.00 from Empire Pipe Service to perform work.

### **BUDGET IMPLICATION:**

Cleaning/jetting maintenance expenses are covered by the yearly operation and maintenance budget.

### **Attachments:**

1. Empire Pipe Maintenance Quote
2. Nelsons Maintenance Quote



June 16, 2026

## Maintenance Proposal

Submitted To: City of St. Francis  
4058 St. Francis Blvd.  
St. Francis, MN 55070

Attn: Parish Barten

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**Job Name/ Location:** Sanitary Sewer Cleaning of Dist. #5, St. Francis, MN

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**We hereby submit the following specifications per these scope clarifications:**

- The total Sanitary Sewer proposed to be Cleaned is approximately 27,000' of 8-18" piping
- Sewer Maps/Plans will need to be provided, and manholes need to be exposed
- Pricing breakdown is on the 2<sup>nd</sup> page of the maintenance proposal
- Cleaning includes up to (2) cleaning passes, over (3) will be considered "heavy cleaning"
- Any specialty cleaning such as root cutting or deposit removal will be at an additional hourly charge
- We assume to have access to water at no additional charge to conduct cleaning
- Dump site for all vacuumed debris will need to be provided by the city pricing does not include dumping elsewhere at this time
- (2) copies of typed reports and flash drive will be provided
- We assume we can utilize the trails to clean the sanitary sewer that is located on trails, any other easement work would be done on an hourly basis if required.
- Manhole Inspections if requested will be conducted per Level 1(MACP guidelines)
- Minimal Traffic Control is included at this time
- Any work done on State or County Highways may require Right of Way work permit

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All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: Shawn Wenner

**Acceptance of Proposal** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

\_\_\_\_\_  
Date of Acceptance

\_\_\_\_\_  
Authorized Signature



June 16, 2026

City of St. Francis  
 4058 St. Francis Blvd.  
 St. Francis, MN 55070

Attn: Parish Barten

## Sanitary Sewer Cleaning Maintenance Proposal for 2026-District #5, St. Francis, MN

2025

Item No.	Description	Unit	Estimated Quantity	Unit Price	Estimated Total Price
1	Cleaning only of 8-12" existing PVC Sanitary Sewer	LF	27,000	\$0.71	\$19,170.00
Total Estimated Amount:					\$19,170.00

Please review "Clarifications" on Page 1

**Additional Item Rates that may be needed on a per Incident Basis for the duration of the agreement**

1	Jet Vac Truck w/operator	HR	1	\$270.00
2	Televising Truck w/operator	HR	1	\$255.00
3	Lateral Launch Camera	quote on per incident basis		
4	Manhole Inspections (MACP Level 1)	EA	1	\$95.00
5	Cleaning of Lift station (Average cost)	EA	1	\$530.00
6	Trenchless Spot Repair	per incident basis		
7	Per Diem (only if there is additional work over 6 hrs.)	EA	1	\$400.00
8	Technician only	HR	1	\$105.00

**Please note:** We share our hourly rates for the "Additional Items" in confidence we ask that this information only be used for city purposes.

Shawn Wenner, CEO Empire Pipe Services

**Acceptance of Proposal** The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.



Hydrovac & Televising Services Quote

**Pricing & Service Contract: 2026**

**Project:** Jetting/Cleaning of Gravity Sewer Main for the City of St. Francis

**Location:** St. Francis, MN

**Work:** Approx. 27,000 LF of Jetting - 8" PVC sanitary sewer

27,000 LF x \$0.75/LF = \$20,250.00

Mobilization Fee = \$200.00

Total = \$20,450.00

**City Responsibilities:** Provide exposed & accessible manholes. Provide access to water/fire hydrant at site & location to decant water. Provide a legible plan/map showing direction of flow and manhole numbers. City responsible for controlling flow if needed. Traffic control if required is to be provided by city.

Extra charges apply if more than 3 passes are needed during routine jetting. Extra charge rate would \$0.75 per LF. and include up to 3 additional passes with jetter.

Easement jetting if needed when truck can't access location would be an extra \$1.00/LF (\$400.00 minimum charge).

**Additional \$305.00 per hour for jetting of problem areas.**

**Other services we provide:**

Sewer televising including lateral launch, lift station cleaning, septic pumping, portable restrooms, and luxury restroom trailers.

Authorized City Representative:

Print: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Prepared by:

Chad Houg

Director of Sales & Marketing Chad@NelsonSanitation.com Cell: 320-309-6335

**Nelson Sanitation & Rental, Inc.** – Rice: 320-393-2787 | Brainerd: 218-270-0339

PO Box 85 - Rice, MN 56367 | PO Box 167 - Brainerd, MN 56401

www.NelsonSanitation.com



## City Council Agenda Report

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Paul Carpenter, Public Works Director  
**SUBJECT:** Water Tower Fill Station Rehab  
**DATE:** July 6, 2026

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### **OVERVIEW:**

In 2024, Utility Service Company Inc. inspected the water tower and discovered that the ductile iron pipe and butterfly valve for the fill station needed to be replaced due to corrosion. The replacement of the pipe and valve will take place when Utility Service Company Inc. is here to repaint the tower this fall. Due to the nature of this work and the scheduling process, staff did not solicit a second quote for this project.

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

Council to approve Utility Service Company Inc. to replace the pipe and butterfly valve for \$12,712.00.

### **BUDGET IMPLICATION:**

The water tower fill station rehab is a planned CIP project for 2026.

### **Attachments:**

1. USC Fill Station Quote



Proposal from  
**UTILITY SERVICE CO., INC.**

535 Gen. Courtney Hodges Blvd · P O Box 1350 · Perry, GA 31069  
 Toll-free: 855-526-4413 | Fax: 478-987-2991  
 usgwater.com

Date: **06/18/26**

Submitted by: **Melinda Kurtz**

Local Phone: (515) 344-6391

SFID: **132088**

MP / CS Asset:

Entity Proposal Submitted To ("Customer"): <b>City of St Francis</b>			Phone Number: <b>320-333-6838</b>	Fax Number:	
Street Address: <b>23340 Cree Street NW</b>			Description of Work to be Performed: <b>Miscellaneous Repairs</b>		
City: <b>St Francis</b>	State: <b>MN</b>	Zip Code: <b>55070</b>	Asset Name: <b>New Tower</b>		
Accounts Payable Contact Name: <b>Natalie Santillo</b>	Email: <b>Nsantillo@stfrancismn.gov</b>		Job Site Address: <b>233rd Avenue NW</b>		
Job Contact (Inspection Reports): <b>Parish Barten</b>	Email: <b>pbarten@stfrancismn.gov</b>		County / Parish: <b>Anoka</b>	Asset Size: <b>750k</b>	Asset Style: <b>Hydropillar</b>

Utility Service Co., Inc. agrees to provide all labor, equipment, and materials needed to complete the following:

Please see attached Exhibit(s), which are incorporated herein by reference:

1. Exhibit A – Scope of Work
2. Exhibit B – Terms and Conditions

Please sign and date this proposal and fax one copy to our office.

**Twelve Thousand Seven Hundred Twelve and -----00 /100 Dollars \$ 12,712.00**

Payment to be made as follows: **Payment Due in Full Upon Completion of Work – plus all applicable taxes**  
**Remittance Address: Utility Service Co., Inc., P O Box 207362, Dallas, TX 75320-7362**

This Proposal, together with its Exhibit A – Scope of Work and Exhibit B - Terms and Conditions, and any additional exhibits that Utility Service Co., Inc. and the Customer agree to incorporate and attach to this Proposal (collectively, this "Proposal") constitutes the entire and exclusive agreement between Utility Service Co., Inc. (which for purposes herein shall collectively include its affiliate companies) and Customer (collectively, the "Parties"). This Proposal may be withdrawn by Utility Service Co., Inc. at any time prior to acceptance. Customer assents to the terms and conditions in Exhibit B and agrees that the terms and conditions in Exhibit B shall govern with respect to this Proposal and the services provided by Utility Service Co., Inc. No additional or conflicting terms or conditions included in any purchase order, hyperlink, acknowledgement or invoice of Customer not expressly incorporated into this Proposal shall be binding on the Parties or this Proposal.

Note: This proposal shall expire automatically <b>Ninety (90)</b> days following the date of this Proposal.	Authorized USCI Signature 
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**Acceptance of Proposal** The prices, scope of work, and terms and conditions of this Proposal are satisfactory and are hereby accepted. Payment will be made by Customer to Utility Service Co., Inc. as set forth herein.

Is Customer Exempt from Sales Tax?  No  Yes If Exempt, please provide Sales Tax Exemption Certificate.

Fiscal Year Beginning Month \_\_\_\_\_ Customer Signature \_\_\_\_\_  
 Date of Acceptance \_\_\_\_\_ Printed Name \_\_\_\_\_

FOR INTERNAL USE ONLY

SFID:	CN:	SO:	PPB: CH	MP / CS PN:
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Proposal from  
**UTILITY SERVICE CO., INC.**  
535 Gen. Courtney Hodges Blvd · P O Box 1350 · Perry, GA 31069  
Toll-free: 855-526-4413 | Fax: 478-987-2991  
usgwater.com

## **Exhibit A – Scope of Work**

- 1. USG to provide labor only for installation of fill pipe valve to replace existing.**
- 2. Owner to provide valve and all associated installation materials, removing/replacing the doghouse and removing existing insulation.**
- 3. Pricing is based on work being completed during mobilization for existing job.**



Proposal from  
**UTILITY SERVICE CO., INC.**  
535 Gen. Courtney Hodges Blvd · P O Box 1350 · Perry, GA 31069  
Toll-free: 855-526-4413 | Fax: 478-987-2991  
usgwater.com

## Exhibit A – Scope of Work Continued

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Proposal from  
**UTILITY SERVICE CO., INC.**

535 Gen. Courtney Hodges Blvd · P O Box 1350 · Perry, GA 31069  
Toll-free: 855-526-4413 | Fax: 478-987-2991  
usgwater.com

## Exhibit B – Terms and Conditions

### A. GENERAL TERMS AND CONDITIONS

The Terms and Conditions (the "Terms") of this Proposal govern the sale of services (the "Services") by Utility Service Co., Inc. (which for purposes herein shall include its affiliates) to the Customer. All other terms, or variations to these Terms are excluded unless agreed explicitly in writing by a numbered amendment to this Proposal executed by Utility Service Co., Inc. and the Customer. Execution of the Proposal by the Customer, whether in writing, on the Internet, by electronic signature, or by e-mail transmission of a signed Proposal shall mean acceptance that these Terms are deemed incorporated into the Proposal and shall form the contract between the Customer and Utility Service Co., Inc. These Terms shall supersede all prior terms, understandings or Proposals between the Customer and Utility Service Co., Inc. If any part of the Terms should be found to be invalid or unenforceable by a court or other competent authority, then the remainder of the Terms shall not be affected. Any notice to be given with respect to these Terms by either of the Parties shall be in writing. Notices to the Customer shall be sent to the Customer's address on the Proposal, and any notices to Utility Service Co., Inc., including notice of warranty claims by the Customer, shall be sent to: Utility Service Co., Inc., ATTN: Customer Service Department, 535 General Courtney Hodges Boulevard, Post Office Box 1350, Perry, Georgia 31069.

This Proposal has been issued based on the information provided by the Customer and on information currently available to Utility Service Co., Inc. at the time of Proposal issuance. Any changes or discrepancies in site conditions, concealed conditions where the Services will be performed, changes in environmental, health, and safety regulations or conditions, changes in Customer's financial standing, Customer's requirements, or any other relevant change or discrepancy in the factual basis upon which this Proposal was created may lead to changes in the offering, including but not limited to, changes in pricing, warranties, quoted scope of work, and/or terms and conditions. Unless stated otherwise in the Proposal, performance and/or payment bonds are not included in the price. These bonds can be purchased on request but will be at an additional cost.

### B. PRICES, PAYMENT TERMS, COMMITMENT OF CUSTOMER, CREDIT REPORTING AND TAXES

Prices, which are expressed in US Dollars, are only valid for the period stated in the Proposal. If not stated, the validity period is ninety (90) days. Unless otherwise stated in the Proposal, the full price shall be due and payable upon completion of the Services, which may or may not include the installation of Equipment. All of Utility Service Co., Inc.'s invoices are due and payable upon receipt. If any payment is not made by the Customer within sixty (60) calendar days following the date of the invoice, Utility Service Co., Inc. reserves the right to charge a late payment charge of one and one-half percent (1.5%) per month of the outstanding past due balance. Any failure by Customer to make timely payment of any obligation under this Proposal shall be deemed a breach. Customer agrees to reimburse Utility Service Co., Inc. for all charges, costs, expenses and attorney's fees incurred to enforce or collect the amounts due under this Proposal. In the event Customer has a valid dispute with any invoice or amount due, such dispute must be communicated in writing to Utility Service Co., Inc. within thirty (30) days of the invoice date, describing the amount, issue and the reason for any dispute. Any amounts not disputed within this time frame will be deemed to be valid. Utility Service Co., Inc. and Customer agree to work expeditiously to resolve any dispute. Customer agrees to notify Utility Service Co., Inc. within thirty (30) days of any change in Customer's name, address, or phone number. By executing this Proposal, Customer authorizes Utility Service Co., Inc. to periodically request your credit reports and bank and trade references. Upon your request, we will inform you of the name and address of the reporting agency from which we received such a report, if any. The price listed in the Proposal excludes all taxes unless specifically stated otherwise in the Proposal. The Customer is responsible for payment of all applicable taxes, however designated or incurred in connection with the transactions under this Proposal, and agrees to reimburse Utility Service Co., Inc. for any taxes paid on Customer's behalf.

### C. DELIVERY OF SERVICES AND INSTALLATION OF EQUIPMENT

The provision of Services as contemplated herein might require the installation of certain equipment (the "Equipment") on the Customer's real property or on the improvements to the Customer's real property (e.g., water storage tank, etc.). All times and dates for the delivery of Services and/or installation of Equipment are approximate, but Utility Service Co., Inc. shall use its reasonable efforts to respect them. The Parties shall each make commercially reasonable efforts to schedule the Services after the date this Proposal is executed by the Customer. Utility Service Co., Inc. shall not be liable for any loss or damage resulting from late delivery of the Services or installation of Equipment.

### D. ACCESS TO CUSTOMER'S FACILITY OR REAL PROPERTY

Customer hereby agrees to provide Utility Service Co., Inc. with reasonable access to its facility or real property to perform the Services. "Reasonable access" shall include passable roads for ingress and egress as well as sufficient usable ground space for Utility Service Co., Inc.'s equipment and materials needed to perform the Services. Unless otherwise provided in this Proposal, the price of this Proposal does not include the cost to lease additional real property so that Utility Service Co., Inc. will have sufficient usable ground space to stage its equipment and materials needed to perform the Services. Any such cost would be in addition to the price of the Proposal, and if needed, the Customer agrees to negotiate an amendment to this Proposal to modify the pricing in good faith.

### E. RISK OF LOSS

Risk of loss or damage to the Equipment, if applicable to this Proposal, shall pass to the Customer upon delivery of the Equipment to the named place of destination.

### F. TITLE TO EQUIPMENT

If the sale of Equipment is included in this Proposal, the title in the Equipment shall remain with Utility Service Co., Inc. until the price of the Proposal is paid in full. The Customer assents that Utility Service Co., Inc. may enter upon the Customer's real property and/or facility to repossess the Equipment if payment(s) are not received in full by their due date(s).

### G. SCOPE OF WARRANTY

Subject to the limitations contained herein, Utility Service Co., Inc. represents that for a period of one (1) year from the earlier of: (i) the completion of the Services (to include the installation of the Equipment, if applicable to this Proposal) or (ii) the Customer's return to use of the asset that is the subject matter of this Proposal ("Warranty Period"), the Services and Equipment, if applicable, will be free from defects in materials and workmanship and will substantially conform to the specifications set forth in Exhibit A ("Warranty"). WITH THE EXCEPTION OF THE REPRESENTATION IN THE FOREGOING SENTENCE, UTILITY SERVICE CO., INC. MAKES NO OTHER EXPRESS OR IMPLIED WARRANTIES OF ANY KIND WITH RESPECT TO THE SUBJECT MATTER HEREOF AND ALL OTHER WARRANTIES ARE HEREBY DISCLAIMED, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTY OF MERCHANTABILITY, NON-INFRINGEMENT OR FITNESS FOR A PARTICULAR PURPOSE.

### H. NOTIFICATION OF WARRANTY CLAIM

All claims filed under the Warranty provided in Section G shall be made in writing by the Customer within thirty (30) calendar days of identifying a defect. Customer shall provide the written notice of the claim to Utility Service Co., Inc. pursuant to Section A above, and the Customer shall provide the following information in the written notice: (i) a description of the defect giving rise to the claim; (ii) photographs showing the defect; and (iii) if the claim is related to Equipment, the serial number(s) of the Equipment which is (are) the subject of the claim.

### I. EXCLUSIONS FROM WARRANTY

Occurrence of any of the following, as reasonably determined by Utility Service Co., Inc., will void the Warranty: (i) unauthorized alteration of any component(s) of the Services or the Equipment, if applicable, originally supplied by Utility Service Co., Inc., or (ii) intentional or negligent damage to Utility Service Co., Inc.'s work product or the Equipment, if applicable to this Proposal, caused by any other person or entity, including but not limited to, the Customer and its officers, employees, agents, contractors, and assigns.

### J. VERIFICATION OF WARRANTY CLAIM

Utility Service Co., Inc. shall contact Customer following its receipt of notice of a claim under the Warranty. Utility Service Co., Inc. reserves the right to request additional information from the Customer or to conduct an on-site inspection of its work or the Equipment, if applicable to this Proposal, before accepting a claim. The Parties agree to cooperate and work in good faith to provide any additional information needed or to schedule an on-site visit by Utility Service Co., Inc.'s personnel to visibly inspect the work and the Equipment, if applicable. Furthermore, Utility Service Co., Inc. reserves the right to have a third party participate in the inspection of the work to verify whether the work or Equipment, if applicable, is defective under the terms of the Warranty.



## Exhibit B – Terms and Conditions (Continued)

### K. SATISFACTION OF WARRANTY CLAIM

If Utility Service Co., Inc. verifies, in good faith, that a claim under the Warranty is valid and not subject to an exclusion pursuant to Section I above, Utility Service Co., Inc. agrees to repair or replace, without expense to the Customer, any workmanship, materials, and/or Equipment, if applicable, furnished hereunder that may prove defective within the Warranty Period. The Warranty provided in this Proposal shall be the sole and exclusive remedy of the Customer.

### L. INDEMNIFICATION

Utility Service Co., Inc. shall indemnify and hold harmless Customer from all claims for physical damage to third party property or injury to persons, including death, to the extent caused by the negligence of Utility Service Co., Inc. or its officers, agents, employees, and/or assigns while engaged in activities under this Proposal. Customer shall likewise indemnify and hold harmless Utility Service Co., Inc. from all claims for physical damage to third party property or injury to persons, including death, to the extent caused by negligence of the Customer or its officers, agents, employees, and/or assigns. In the event such damage or injury is caused by joint or concurrent negligence of Utility Service Co., Inc. and Customer, the loss shall be borne by each Party in proportion to its negligence. For the purpose of this Section L, (i) "Third party" shall not include Customer or any subsequent owner of the property where the Services were performed or Equipment, if applicable, their subsidiaries, parents, affiliates, agents, successors or assigns including any operation or maintenance contractor, or their insurer; and (ii) no portion of the Equipment is "third party property".

### M. FORCE MAJEURE

Utility Service Co., Inc. shall not be liable to the Customer for non-performance or delay in performance of any of its obligations under this Proposal due to: (i) acts of God (which include, but are not limited to, tropical storms, hurricanes, tornadoes, and earthquakes), (ii) failure of the Internet or another network, (iii) war, (iv) riot, (v) civil commotion, (vi) embargo, (vii) labor disputes, (viii) labor strikes, (ix) fire, (x) flood, (xi) theft, (xii) epidemic, (xiii) pandemic (including COVID-19), (xiv) delay in delivery of services, materials, or equipment by subcontractors, suppliers, or manufacturers, (xv) shortage of labor or materials, or (xvi) any other unforeseen event (whether or not similar in nature to those specified) outside the reasonable control of Utility Service Co., Inc.

### N. LIMITATION OF LIABILITY

Neither the Customer nor Utility Service Co., Inc. shall be liable to the other for any economic (including, without limitation, loss of revenues, profits, contracts, business or anticipated savings), special, indirect, incidental, exemplary, punitive or consequential losses or damages or loss of goodwill in any way whether such liability is based on tort, contract, negligence, strict liability, product liability or otherwise arising from or relating to this Proposal or resulting from the use or the inability to use the Services or Equipment, if applicable to this Proposal, or the performance or non-performance of the Services or Equipment, if applicable. It is the responsibility of the Customer to insure itself in this regard if it so desires. The liability limit of Utility Service Co., Inc. and its affiliate companies under this Proposal, whether based in contract, warranty, tort (including negligence), strict liability, product liability or otherwise shall not exceed the price that the Customer agrees to pay Utility Service Co., Inc. in this Proposal.

### O. GOVERNING LAW AND DISPUTE RESOLUTION

This Proposal and these Terms shall be construed in accordance with the laws of the state of Georgia without regard to the conflict of law principle. In the event of a dispute concerning this Proposal, the complaining Party shall notify the other Party in writing thereof. Management level representatives of both Parties shall meet at an agreed location and attempt to resolve the dispute in good faith. Should the dispute not be resolved within sixty (60) days after such notice, the complaining Party shall seek remedies exclusively through arbitration. The seat of arbitration shall be the federal district court closest to the location where the Services were performed or are scheduled to be performed, and the rules of arbitration will be the Commercial Arbitration Rules of American Arbitration Association, which are incorporated herein by reference into this Section O.



## City Council Agenda Report

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Tobacco License - Cloud Kings Smoke  
**DATE:** July 6, 2026

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**OVERVIEW:**

Staff received an application for 3745 Bridge St NW for a tobacco license. There is currently a tobacco license for Golf Cigar and Smoke Shop. The business is changing ownership and would like to move the tobacco license to APM RZA LLC, DBA Cloud Kings Smoke. The license was paid for at the beginning of the year and the two parties have agreed to handle that between themselves.

**ACTION TO BE CONSIDERED:**

Approve the tobacco license for Cloud King Smoke.

**BUDGET IMPLICATION:**

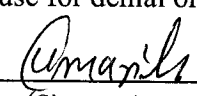
None

**Attachments:**

1. Application - Cloud Kings Smoke
2. Resolution 2026-22

**TOBACCO PRODUCTS LICENSE APPLICATION**

FEE: \$150.00

Name of Business:	APM RZA LLC	
Street Address:	3745 BRIDGE ST NW, SAINT FRANCIS, MN 55070	(Street, City, State, Zip Code)
Mailing Address:	3745 BRIDGE ST NW, SAINT FRANCIS, MN 55070	(Street, City, State, Zip Code)
Email Address:	littlewonder059@gmail.com	
Name of Owner:	VICTOR MASIH	
Business Phone:	(763) 516-4221	Home Phone:
Vendors Name:	Core-Mark International	
Mailing Address:	1035 NATHAN LN N, MINNEAPOLIS, MN 55441	
Phone:	763-545-3700	
<p><b>TOBACCO PRODUCTS MUST BE SOLD BEHIND THE COUNTER.</b></p> <p>Have you been convicted of a crime relating to the sale of tobacco products or had a license for the sale of tobacco products revoked by any municipality within the last five years? <u>NO</u></p> <p>Have you read the attached ordinance which regulates the sale of tobacco products within the City of St. Francis? <u>YES</u></p> <p>I hereby certify that all the information contained in this application is true and correct. I understand that false information is cause for denial or revocation of license.</p> <p><u>05/26/2026</u>                      <u></u>                      <u>OWNER</u> (Date)                                      (Signature)                                      (Title)</p>		

\*\*\*\*\*

Receipt # \_\_\_\_\_ Date \_\_\_\_\_ Amount

Sales Tax Form \_\_\_\_\_ Worker's Comp Form  
Fire Dept. Insp #

Police Dept.

License # \_\_\_\_\_ Council Approved

Updated 12/2021



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

**RESOLUTION 2026-22**

**A RESOLUTION APPROVING A TOBACCO LICENSE FOR APM RZA LLC D/B/A  
CLOUD KINGS SMOKE**

WHEREAS, APM RZA LLC, doing business as Cloud Kings Smoke, has submitted an application for a Tobacco Products License pursuant to Chapter 6, Section 4 of the St. Francis City Code; and

WHEREAS, City staff has reviewed the application and determined that it meets the requirements of the City Code and applicable Minnesota law; and

WHEREAS, the City Council finds that approval of the Tobacco Products License is consistent with the City's licensing requirements.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of St. Francis, Minnesota, as follows:

1. The Tobacco Products License for APM RZA LLC d/b/a Cloud Kings Smoke is hereby approved.
2. The license shall be effective upon payment of all required fees and satisfaction of all applicable licensing requirements.
3. The license shall expire on December 31, 2026 unless earlier suspended, revoked, or otherwise terminated in accordance with the St. Francis City Code and applicable state law.
4. The City Clerk is authorized to issue the Tobacco Products License to APM RZA LLC d/b/a Cloud Kings Smoke.

**ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>TH</sup> DAY  
OF JULY, 2026.**

APPROVED:

\_\_\_\_\_  
Mark Vogel  
Mayor of St. Francis

ATTEST:

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



## City Council Agenda Report

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Todd Schwieger, Police Chief  
**SUBJECT:** Police Department Canine Donation  
**DATE:** July 6, 2026

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### **OVERVIEW:**

On May 2<sup>nd</sup>, 2026, an annual Dog Clinic was held at the St. Francis Police Department. The St. Francis Veterinary Clinic provided all services and vaccinations for dogs in attendance for fees paid for by the dog owners. Fees collected during the clinic totaled \$5,246.00. After covering their supplies for the clinic, the St. Francis Veterinary Clinic requests the remainder of the fees collected be used to cover veterinary costs for Canine Viktor and the remaining balance of \$4,100 donated to the St. Francis Police Department Canine Program

Mn State Statute 465.04 allows cities of the second, third, or fourth class, either operating under a home rule charter or under the laws of this state to receive gifts and donations for the use and benefit of the city and its inhabitants.

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

To approve Resolution 2026-26 accepting the donation of \$4,100 from the St. Francis Veterinary Clinic to utilize for ongoing costs associated with the St. Francis Police Department Canine Program.

### **BUDGET IMPLICATION:**

The donation will supplement the police department budget in support of the St. Francis Police Department Canine Program.

### **Attachments:**

1. Resolution 2026-26 Accepting a donation

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

**RESOLUTION 2026-26**

**A RESOLUTION ACCEPTING A DONATION TO THE CITY OF ST. FRANCIS  
POLICE DEPARTMENT**

**WHEREAS**, St. Francis Veterinary Clinic has presented the police department with a donation in the amount of \$4,100.00. The funds will be used to cover veterinary costs for Canine Viktor.

**WHEREAS**, Minnesota Statute §465.04 allows cities of the second, third, or fourth class, either operating under a home rule charter or under the laws of this state to receive gifts and donations for the use and benefit of the city and its inhabitants; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of St. Francis, Anoka County, Minnesota, that the donation is hereby accepted for use by the City;

**BE IT FURTHER RESOLVED** that the City sincerely thanks for the donation to the Police Department's Canine Program.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF JULY 2026.

APPROVED:

ATTEST:

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

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



## City Council Agenda Report

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Acknowledgment of Exempt Gambling Permit - Support the Troops MN  
**DATE:** July 6, 2026

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**OVERVIEW:**

Support the Troop MN submitted an application to conduct a raffle on August 8, 2026 at St. Francis American Legion Post #622.

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

**ACTION TO BE CONSIDERED:**

A motion would be to acknowledge and accept the permit application submitted by Support the Troops MN to conduct a raffle at St. Francis American Legion Post #622 on August 8, 2026.

**BUDGET IMPLICATION:**

None

**Attachments:**

1. Support the Troops Application - Raffle 08.08.2026

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
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
Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[ ] Fraternal [ ] Religious [x] 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.)

- [x] A current calendar year Certificate of Good Standing
[ ] IRS income tax exemption (501(c)) letter in your organization's name
[ ] IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted: American Legion Post 622
Physical Address (do not use P.O. box): 3073 Bridge St
City: St. Francis Zip: 55070 County: Anoka
Date(s) of activity (for raffles, indicate the date of the drawing): August 8th, 2026
Bingo [ ] Paddlewheels [ ] Pull-Tabs [ ] Tipboards [x] 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: \_\_\_\_\_

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

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

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

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

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

### TOWNSHIP (if required by the county)

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

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

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

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

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

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Nicole Giesie Date: 6/29/26  
(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)).

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

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

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

## 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.

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



## City Council Agenda Report

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jenni Wida, City Clerk  
**SUBJECT:** Acknowledgment of Exempt Gambling Permit - Support the Troops MN  
**DATE:** July 6, 2026

---

**OVERVIEW:**

Support the Troop MN submitted an application to conduct a raffle on September 19, 2026 at St. Francis American Legion Post #622.

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

**ACTION TO BE CONSIDERED:**

A motion would be to acknowledge and accept the permit application submitted by Support the Troops MN to conduct a raffle at St. Francis American Legion Post #622 on September 19, 2026.

**BUDGET IMPLICATION:**

None

**Attachments:**

1. Support the Troops Application - Raffle 09.19.2026

**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

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      Secretary of State website, phone numbers:  
 60 Empire Drive, Suite 100      [www.sos.state.mn.us](http://www.sos.state.mn.us)  
 St. Paul, MN 55103      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

Check one:  
 City: St. Francis Zip: 55070 County: Anoka  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): September 19th, 2026

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

Bingo       Paddlewheels       Pull-Tabs       Tipboards       Raffle

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

# LG220 Application for Exempt Permit

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

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

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

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

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

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

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

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

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

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

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

### TOWNSHIP (if required by the county)

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

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

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

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

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

## CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Nicole Giesie Date: 6/29/26  
(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 Depart-

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

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



## City Council Agenda Report

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jodie Steffes, Community Development Director  
**SUBJECT:** Development Agreement, Turtle Ponds 6th Addition  
**DATE:** July 6, 2026

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### **OVERVIEW:**

The preliminary and final plat for the Turtle Ponds 6th Addition development was approved by the City Council on July 6, 2026. As a condition of approval, the applicant needs to execute a Development Agreement with terms acceptable to the City Attorney.

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

Move to approve the Development Agreement for the Turtle Ponds 6th Addition, subject to City Attorney approval as to form and all other conditions of approval

### **BUDGET IMPLICATION:**

None

### **Attachments:**

1. BKCDC Enterprises LLC - Turtle Ponds 6th Addition Development Agreement - 2026

**DEVELOPMENT AGREEMENT  
TURTLE PONDS 6<sup>TH</sup> ADDITION**

This Development Agreement (“Agreement”) is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2026, by and between the City of St. Francis, a Minnesota municipal corporation ("City") and BKCDC Enterprises, LLC, a Minnesota Limited Liability Company ("Developer").

WITNESSETH:

WHEREAS, the City approved the final plat and final plan PUD of TURTLE PONDS 6<sup>TH</sup> ADDITION on July 6, 2026, said plat legally described in **Exhibit A** attached hereto and made a part hereof ("Property") contingent upon the conditions recited therein and on the execution of this Development Agreement by the Developer and City; and

WHEREAS, the City approved two (2) residential buildings with four (4) units in each; and

WHEREAS, the proposed plat contemplates the dedication of certain streets and roads to be constructed in accordance with applicable ordinances and standards, and with the plans and specifications prepared by the Developer's Engineer as provided herein as **Exhibit B**, which the Developer has reviewed and agrees to be bound by, which is made a part hereof; and

WHEREAS, the proposed plat contemplates the construction of a sanitary sewer, water service and drainage facilities by the Developer within the Property, and with the plans and specifications as provided herein as Exhibit C, which the Developer has reviewed and agrees to be bound by, which is made a part hereof; and

WHEREAS, the City requires that the water, and sewer and drainage facilities constructed upon the Property meet the City's quality standards; and

WHEREAS, the Developer desires that after it completes the construction, the City will accept and maintain said water and sewer facilities that serve said plat; and

WHEREAS, the City requires certain security hereunder to guaranty the proper construction of said streets and road, trails, water and sewer, and drainage facilities and the payment of all costs for labor and materials incurred in connection therewith; and

WHEREAS, the Developer has fee simple title to the property legally described in Exhibit A; and

WHEREAS, the Developer agrees to be fully bound by the terms and conditions of this Development Agreement (hereinafter referred to as "Development Agreement" or "Agreement").

NOW, THEREFORE, in consideration of the mutual promises of the parties made herein, it is agreed by and between the parties hereto, that the Developer will provide all labor and materials and construct streets, roads, sidewalk, trails, water and sewer and drainage facilities to adequately serve the plat of TURTLE PONDS 6<sup>TH</sup> ADDITION and take all other actions in accordance with this Development Agreement at its own expense except as hereinafter provided.

IT IS ALSO AGREED:

1. **Request for Plat Approval.** The Developer is the fee owner of the lands in the City of St. Francis legally described on Exhibit A and has asked the City to approve the plat of TURTLE PONDS 6<sup>TH</sup> ADDITION and the plans for the installation of public and private improvements within the plat of TURTLE PONDS 6<sup>TH</sup> ADDITION (hereinafter referred to as the "plat"). The land within the plat is legally described in Exhibit A.

2. **Conditions of Plat Approval.** The City hereby approves the plat and the installation of public improvements on the condition that the Developer complies with all conditions outlined in the July 6, 2026, final plat approval (including references to requirements of the preliminary plat) city ordinances and compliance with this Agreement. The City hereby further conditions this approval upon the requirement that the Developer submit and receive approval from the City Engineer for the final utility plans, final grading and storm water plans. The City further conditions its approval on the Developer entering into this Agreement and furnishing the security required by it. The Developer is also required to secure sewer extension permits, an NPDES Phase II permit, provide evidence of full fee title in the property and pay all outstanding tax and special assessment obligations if any, as a condition of plat approval telephone, electric and gas utility lines are to be placed underground in accordance withal applicable City ordinances; driveways should be located so as to preserve as many trees as possible; addresses for each individual home shall be posted at each driveway entrance; street signs shall be required at all intersections at Developer's expense.

3. **RIGHT TO PROCEED.** Within the Property, the Developer may not grade or otherwise disturb the earth, remove trees, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings until all the following conditions have been satisfied: 1) this Contract has been fully executed by both parties and filed with the City Clerk; 2) the Developer has submitted a title insurance policy to the City establishing that good and marketable title to the Property is in the name of the Developer; 3) the necessary security has been received

by the City; 4) final engineering and construction plans and Storm Water Pollution Prevention Plan have been delivered by Developer to city engineer and the engineer has approved; 5) Developer has obtained all necessary permits from all federal, state and local governmental entities; 6) Developer has submitted to City the Insurance Binder required herein; and 7) the City's administrator has issued a letter that conditions 1 through 6 herein have been satisfied and that the Developer may proceed. Provided items 1 through 6 have been satisfied, the City Engineer may issue the Developer a letter authorizing the Developer to grade the site (including reasonable tree removal).

4. **Phased Development.** The Developer will submit a phasing plan, if any, to the City for review and a determination by the City as to whether the phasing plan will be approved. In the event that the phased development plan is not acceptable to the City, the Developer shall comply with City instructions and resubmit the phasing plan for City review and a determination by the City as to whether the phasing plan will be approved. The City may refuse to approve final plats of subsequent Phases if the Developer has breached this Agreement and the breach has not been remedied.

5. **Development Plans.** The Developer intends to develop the Turtle Ponds Planned Unit Development in two or more phases. The City may refuse to approve final plats of subsequent phases if the Developer has breached this Agreement and the breach has not been remedied. The plat shall be developed according to plans submitted to and approved by the City. The plans shall not be attached to this Agreement. With the exception of Plan A, the plans may be revised, subject to reasonable City approval, after entering the Agreement, but before commencement of any work in the plat. The erosion control plan must also be approved by the City Engineer. If the plans vary from the written terms of this Agreement, the written terms shall control.

The plans are:

Plan A: Final Plat of Turtle Ponds 6<sup>th</sup> Addition, prepared by Widseth

Plan B: Grading, Development & Erosion Control Plans for Turtle Pond 6<sup>th</sup> Addition, dated 6/12/2026, prepared by Widseth

Plan C: Sanitary Sewer, Watermain, Storm Sewer and Street Construction Plans for Turtle Ponds 6<sup>th</sup> Addition, dated 6/12/2026, prepared by Widseth

Plan D: Specifications for Turtle Ponds 6<sup>th</sup> Addition, dated 6/19/2026, prepared by Widseth

6. **Improvements.** The Developer shall install and pay for the following public and private improvements (collectively the "Improvements") as required to be built in accordance with the approved plans:

- A. Site Grading and Ponding and all temporary and permanent erosion control measures
- B. Bituminous Streets
- C. Street Signs
- D. Street Lights
- E. Setting of Lot and Block Monuments
- F. Surveying and Staking
- G. Storm Sewer System, including all necessary culverts, catch basins, ponds, inlets and other appurtenances
- H. Water System\*
- I. Sanitary Sewer System\*
- J. Concrete Curb and Gutter
- K. Concrete Sidewalk
- L. Underground Utilities
- M. Landscaping
- N. Connection to municipal water and sewer facilities, sewage disposal constructed in accordance with the laws of the State of Minnesota, the regulations of the State Health Department and the City code provisions and the requirements of the City and the Minnesota Pollution Control Agency

The improvements shall be installed in accordance with City standards, ordinances, and plans and specifications which have been prepared by an Engineer registered in the State of Minnesota and reviewed and approved by the City Engineer. The Developer shall obtain all necessary permits from the Minnesota Pollution Control Agency (MPCA), Minnesota Department of Health, Anoka County Highway Department and other agencies before proceeding with construction. The City, at the Developer's expense as set out in Section 24 shall have one or more City inspectors and a soil engineer inspect the work on a full or part-time basis. The Developer's Engineer shall schedule a preconstruction meeting at a mutually agreeable time at the City offices with all parties concerned, including the City staff, to review the program for the construction work. A complete set of reproducible "As Built" utility and grading plans shall be prepared for the City Engineer. The Developer shall provide electronic AutoCAD files to the City Engineer for preparation of the "As Built" plans. A complete set of "As Built" grading plans shall be prepared by the Developer's Engineer. The cost of preparing these plans shall be paid for by the Developer.

The Developer also agrees to design all streets and roadways to meet thirty (30) miles per hour design standards and acknowledges and agrees that a minimum of a three hundred (300) foot radius or approved super elevated curve is required to meet this standard. The Developer will submit thickness design calculations to verify that the proposed pavement thickness is acceptable to the City.

The Developer will also submit a signage plan for review and determination of sufficiency by the City.

7. **Security.** To guaranty the compliance with the requirements, provisions, limitations and terms set forth in this agreement, and the installation and construction of improvements in a good and workmanlike manner, pursuant to the plans and specifications and the requirements of the City Engineer, and payment of the costs of all improvements, the Developer shall furnish and deliver to the City a letter of credit, in the form attached hereto (or as deemed acceptable by the City) from an FDIC insured bank ("security") prior to beginning any construction within the plat. The letter of credit shall renew automatically until released by the City. The amount of the security includes all the security requirements set forth in this Agreement and was calculated as follows:

CONSTRUCTION COSTS:

Sanitary Sewer	\$ _____
Water Main	\$ _____
Storm Sewer	\$ _____
Streets	\$ _____
Grading	\$ _____
Restoration and Erosion Control	\$ _____
Construction Total	\$ _____
125% of Construction Total	\$ _____

This breakdown is for historical reference; it is not a restriction on the use of the security. The bank shall be subject to the reasonable approval of the City Administrator. The Letter of Credit shall allow the City to draw upon the instrument, in whole or in part, in order to complete construction of any or all of the improvements or to satisfy the claims of Contractors or suppliers which have not been satisfied by Developer and to pay any fees or costs due to the City by the Developer. The City may draw down the security, upon ten (10) business days' prior written notice to the Developer for any violation of the terms of this Agreement. Amounts drawn shall not exceed the amounts necessary to cure to the default. If the required public improvements are not completed at least thirty (30) days prior to the expiration of the security, the City may also draw it down. If the security is drawn down, the proceeds shall be used to cure the default. The Developer may apply to the City Council of the City for a reduction of the security once per month commencing 30 days after the permit for the Sanitary Sewer is issued. The City Council shall respond to this request within 30 days of receipt of the Application for Reduction of Security. Upon receipt of proof satisfactory to the City that work has been completed to the quality as required by the City, and that the Developer has taken all steps necessary to ensure that no liens will attach to the plat, and financial obligations to the City have been satisfied, with City approval the security may be reduced from time to time up to ninety percent (90%) of the financial obligations that have been satisfied, as determined by the City in its sole discretion. Ten percent

(10%) of the amounts certified by the Developer’s engineer shall be retained as security until all improvements have been completed, all financial obligations to the City satisfied, the required “as constructed” plans have been received by the City, a warranty security is provided, and the public improvements are accepted by the City Council. Reductions in the security will be based on the actual work completed based on the bids submitted to the City.

**8. Summary of Cash Requirements.** The following is a summary of the cash deposit under this Agreement which must be furnished to the City at the time of final plat approval and execution of this Agreement by the City:

Section 24 Escrow (Engineering, City Administration, Legal Expenses)	\$ _____
plus charges already on record and incurred by the City	
Park Dedication	\$800.00
Sanitary Sewer Trunk Line Charge (\$4,150 x ___ net acres)	\$ _____
Water Trunk Line Charge (\$2,956 x ___ net acres)	\$ _____
<b>TOTAL CASH REQUIREMENTS</b>	<b>\$ _____</b>

**Plus charges already on record and incurred by the City**

The City will utilize the Section 24 Escrow to pay all bills associated with this project. If said fees are less than estimated, the City shall reimburse the Developer within thirty (30) days of completion of all project warranty periods. If it appears that the actual costs incurred will exceed the estimate, Developer and City shall review the costs required to complete the project and Developer shall deposit additional sums with the City.

**9. Responsibility for Costs.**

A. Except as otherwise specified herein, the Developer shall pay all costs incurred by it or the City in conjunction with the development of the plat, including but not limited to Soil and Water Conservation District charges, legal, planning, engineering and inspection expenses incurred in connection with approval and acceptance of the plat, the preparation of this Agreement, review of construction plans and documents, and all costs and expenses incurred by the City in monitoring and inspecting development of the plat, as well as preparation of record drawings.

B. The Developer shall hold the City and its officers, employees, and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from plat approval and development. The Developer shall indemnify the City and its officers, employees, and agents for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys’ fees and costs.

C. The Developer shall reimburse the City for reasonable costs incurred in the enforcement of this Agreement, including engineering and attorneys’ fees.

D. The Developer shall pay, or cause to be paid when due, and in any event before any penalty is attached, all special assessments, as outlined in Sections 7, 8, 19, 20, 21 and 24 herein, referred to in this Agreement. This is an obligation of the Developer and shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

E. The Developer shall pay in full all bills submitted to it by the City for obligations incurred under this Agreement within thirty (30) days after receipt. If the bills are not paid on time, the City may halt plat development and construction until the bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of twelve percent (12%) per year.

F. In addition to the charges herein and special assessments referred to the herein, other charges as required by City ordinance may be imposed such as but not limited to sewer access charges (“SAC”), City water access charges (“WAC”), park dedication fees, and building permit fees.

**10. Erosion Control.** Before the site is graded and before any utility construction is commenced or building permits are issued, the erosion control plan shall be implemented by the Developer and inspected and approved by the City. All areas disturbed by the excavation and backfilling operations shall be reseeded forthwith after the completion of the work in the area. Except as otherwise provided in the erosion control plan, seed shall be certified oat seed to provide temporary ground cover as rapidly as possible. All seeded areas shall be fertilized, mulched, and disc anchored as necessary for seed retention. The parties recognize that time is of the essence in controlling erosion. If the Developer does not timely comply with the erosion control plan and schedule or supplementary instructions received by the City, the City may take such action as it deems appropriate to control erosion. The City will endeavor to notify the Developer in advance of any proposed action, but failure of the City to do so will not effect the Developer's obligations or City's right hereunder. If the Developer does not reimburse the City for any cost the City incurred for such within thirty (30) days, the City may draw down the letter of credit (referred to in Section 7) to pay any costs. No development will be allowed and no building permits or occupancy certificates will be issued unless the plat is in full compliance with the erosion control requirements.

The erosion control measures specified in the Plans shall be binding on the Developer.

**11. Streets and Sidewalks.** A private internal road network shall provide access to each of the proposed lots. The streets within the private road network shall be constructed in accordance with the MnDOT design standards and the approved plans. A concrete curb and gutter shall be constructed on each side of the streets within the Subdivision and the face of the curb shall be at least twelve (12) feet from the center line of the street. The curb design shall be of a type approved by the City.

**12. Sanitary Sewer System.**

- a. Initial Construction. The Developer agrees to construct the sanitary sewer system in accordance with the approved Plans and in compliance with all City and State requirements, including the City Engineer's Association of Minnesota (CEAM) standards specifications. The City Engineer shall make periodic site visits during the work to ensure the work complies with all applicable specifications and no connections shall be allowed until satisfactory completion of all final tests and inspections.
- b. Maintenance of the sanitary sewer system. The acceptance by the City of the work and construction required by this Agreement and the improvements lying within public easements shall operate to transfer such property to the City without further notice or action this transfer shall be effective at the time of acceptance even if such improvements were accepted before the entry into this Agreement.

**13. Water System.**

- a. Initial Construction. The Developer agrees to construct the water system in accordance with the approved Plans and in compliance with all City and State requirements, including the City Engineer's Association of Minnesota (CEAM) standards specifications and the Minnesota Department of Health (MDH) regulations. The City Engineer shall make periodic site visits during the work to ensure the work complies with all applicable specifications and no connections shall be allowed until satisfactory completion of all final tests and inspections.
- b. Maintenance of the water system Improvements. The acceptance by the City of the work and construction required by this Agreement and the improvements lying within public easements shall operate to transfer such property to the City without further notice or action this transfer shall be effective at the time of acceptance even if such improvements were accepted before the entry into this Agreement.

**14. Storm Water Improvements.**

- a. Initial Construction. The Developer agrees to construct the storm water drainage facilities for the project, including the infiltration basins / storm water ponds and stormwater pipes and conveyances, in accordance with the approved Plans and in compliance with all City and stated requirements regarding such Improvements.
- b. Warranty. The Developer agrees to warrant the storm water Improvements against defects in labor and materials for a period of two (2) years from the date of completion. During such period, the Developer agrees to repair and replace any

storm water Improvements which show signs of failure, normal wear and tear excepted all as determined by the City in its reasonable discretion. If the Developer fails to repair or replace the defective storm water improvements during the warranty period, the City may repair or replace the defective storm water improvements and may use the Letter of Credit, as described below, to reimburse itself for such costs if the repair is made while the Letter of Credit is still posted with the City or charge the Developer for said cost. The Developer agrees to reimburse the City, within 30 days of notice thereof, fully for the costs of the repairs or replacement if the cost thereof exceeds the remaining amount of the Letter of Credit.

- c. Maintenance of the Stormwater Improvements. The Developer and its successor or assigns as fee owner of the Property shall be responsible for maintaining the Stormwater Improvements and for observing all drainage laws governing the operation and maintenance of the Stormwater Improvements. The Developer shall complete inspections of the Stormwater Improvements at least once annually and shall keep record of all inspections and maintenance activities, and submit such records to the City upon request. Maintenance activities shall include but will not be limited to: street sweeping (to prevent the sediment from clogging the infiltration basins), removal of sediment from the storm sewer sumps, cleaning of storm sewer lines, vegetation management within the basins, and removal of sediment and/or debris in the basins. The Developer acknowledges that the stormwater improvements associated with this project includes infiltration basins for stormwater treatment and volume control. If, at any time, the infiltrating ability of the basin(s) diminishes or is significantly reduced the Developer will reconstruct the infiltration basins as necessary. The cost of all inspections and maintenance shall be the obligation of the Developer and its successors or assigns as the fee owner of the Property.
- d. Permanent Access and Maintenance Easement. The Developer or its successors or assigns grants the City, its agents and Contractor(s) the right to enter the Property to inspect and maintain the Stormwater Improvements as set forth in this agreement.
- e. City's Maintenance Rights. The City may maintain the Stormwater Improvements, as provided in this paragraph, if the City reasonably believes that the Developer or its successors or assigns has failed to maintain the Stormwater Improvements in accordance with applicable drainage laws and other requirements and such failure continues for 30 days after the City gives the Developer written notice of such failure. The City's notice shall specifically state which maintenance tasks are to be performed. If Developer does not complete the maintenance tasks within 30 days after such notice is given by the City, the City shall have the right to enter upon the property to perform such maintenance tasks. In such case, the City shall send an invoice of its reasonable maintenance costs to the Developer or its successors or assigns, which shall include all staff time,

engineering and legal and other costs and expenses incurred by the City. If the Developer or its assigns fails to reimburse the City for its costs and expenses in maintaining the Stormwater Improvements within 30 days of receipt of an invoice for such costs, the City shall have the right to assess the full cost thereof against all of the lots within the Property. The Developer, on behalf of itself and its successor and assigns, acknowledges that the maintenance work performed by the City regarding the Stormwater Improvements benefits the lots in the Property in an amount which exceeds the assessment and hereby waives any right to hearing or notice and the right to appeal the assessments otherwise provided by Minnesota Statutes Chapter 429. Notwithstanding the foregoing, in the event to an emergency, as determined by the City Engineer, the 30-day notice requirement to the Developer for failure to perform maintenance tasks shall be and hereby is waived in its entirety by the Developer, and the Developer shall reimburse the City and be subject to assessment for any expense so incurred by the City in the same manner as if written notice as described above has been given.

15. **Clean Up.** The Developer (and Home Builders) will keep the premises free from accumulation of waste materials, rubbish, and other debris resulting from work. The Developer shall promptly clean dirt and debris from streets resulting from construction work by the Developer, its agents, assigns or purchasers of lots in the plat. If the streets are not cleaned within five (5) calendar days after notice to the developer, the City will undertake the cleaning of the streets and charge the cost of the street cleaning back to the developer.

At the completion of the work, the Developer (and Home Builders) will remove all waste materials, rubbish and debris from and about the premises as well as all tools, construction equipment, machinery, and surplus materials, and will leave the site clean. The Developer (and Home Builders) will restore to their original conditions (including topsoil and seed), those portions of the site not designated for alteration by the Agreement Plans.

16. **Time of Performance.** The Developer shall install all required public improvements and private improvement except the final wear course in accordance with the approved Plans by \_\_\_\_\_. The final wear course on streets shall be installed between August 15 and September 15 the first summer after the base layer of asphalt has been in place for one freeze thaw cycle. The Developer may, however, request in writing an extension of time from the City. If an extension is granted, it shall be conditioned upon updating the security posted by the Developer to reflect cost increases and the extended completion date. Final wear course shall be constructed by \_\_\_\_\_. Requests that are not in writing will have no effect on Developer's time of performance. Work on the Improvements to the Property shall be performed between the hours of 7:00 a.m. to 7:00 p.m. Monday through Friday and 8:00 a.m. to 5:00 p.m. on Saturday.

17. **Title of Plat.** The Developer hereby warrants that it is the full fee owner of the development as of the time of the filing of the final plat for the development, and that any encumbrances will be junior to this Agreement. The Developer agrees to obtain a consent to plat and dedication of streets to City from all mortgagees on the property before the plat will be executed by the City.

18. **Claims.** In the event that the City receives claims from labor or materialmen that work required by this Agreement has been performed, the sums due them have not been paid, and the laborers or materialmen are seeking payment out of the financial guarantees posted within the City, the Developer hereby authorizes the City to commence an Interpleader action pursuant to Rule 22, Minnesota Rules of Civil Procedure for the District Courts, to draw upon the letters of credit in an amount up to 150% of the claim(s) and deposit the funds in compliance with the Rule, and upon such deposit, the Developer shall release, discharge, and dismiss the City from any further proceedings as it pertains to the funds deposited with the District Court, except that the Court shall retain jurisdiction to determine attorney's fees pursuant to this Agreement. The City will endeavor to notify the Developer of its intention to draw down the letter of credit. The City will give the Developer five (5) days notice, unless the security will expire within thirty (30) days, to deposit with the court an equal amount of cash in lieu of the City drawing down the letter of credit.

19. **Park and Trail Dedication and Improvements.** The Developer agrees to comply with all recommendations by the City Parks Commission related to this development. As determined by earlier additions of this development, the public golf course that was created as part of the original PUD is included in the park dedication calculations of this development. Therefore, a reduced park dedication fee is required for new lots. The Developer shall be providing cash to satisfy its park dedication requirement. Developer shall dedicate 0% of the required 10% park dedication requirement by providing land for a park; the Developer agrees to dedicate 0 acres of land in the sixth addition and pay \$100/unit for each lot in the sixth addition. Specifically, for this sixth addition, in addition to the dedication of 0 acres as park, Developer shall pay \$100 x 8 lots or \$800. Developer shall also be required to satisfy its park dedication requirement for all subsequent phases of this development at the time it plats that property. The Developer shall pay all park dedication fees in advance of filing of the plat.

20. **Landscaping.** The Developer or Builder shall provide landscaping and ground cover consistent with Section 10-73-04 of the City's Zoning Ordinance, all in accordance with the Landscape Plan submitted by Developer and approved by City. The Developer or Builder shall plant one tree for every 320 square feet of gross floor area. The tree shall be selected from among the following genera:

Birch, Ginkgo (male variety), Locust, Coffeetree, Linden, Spruce, Pine, Maple, Serviceberry, and Crabapple

The minimum tree size shall be two inches caliper, either bare root in season or balled and burlapped. The trees shall not be planted in the boulevard. The Developer shall assure that the front and side yards of each lot are properly graded, four inches of topsoil added, sod laid to complete front yard (including right-of-way) (seeding will be allowed in front yard if a sprinkler system is also installed), and seeding or sod to remainder of disturbed area of lot. Weather permitting, the trees, sod, and seed shall be planted before Certificates of Occupancy are issued for a lot.

All required trees and sodding/seeding shall be provided within ninety (90) days after completion of the home/building construction or before a Certificate of Occupancy is issued for a house, whichever comes first. In the event that weather conditions prohibit the planting of trees and sodding/seeding, the Developer or Builder shall provide proof of escrow or financial security in the amount of \$750.00 per tree and \$3500.00 for sodding/seeding of the property. All required trees and sodding/seeding shall be provided no later than October 1 of every year, unless an extension is granted by the City. Once the required trees have been planted, the City will release the security.

A plan showing the location and proposed style of mailboxes to be used in the plat shall be submitted to the City for approval. Individual mailboxes on each lot will not be acceptable. Groupings of mailboxes will be required. The Developer should review mailbox placement with the U.S. Postal Service for its comments regarding same.

21. **Warranty.** The Developer warrants all work required to be performed by it against poor material and faulty workmanship. The warranty period for underground utilities is two years. The two-year warranty period for underground utilities shall commence after all required testing has been completed, the Final Punchlist has been completed, the bituminous base course pavement has been installed and the Development has been accepted by the City Council as documented in official City minutes. Additionally, all trees grass and sod, shall be warranted to be alive, of good quality and disease free for twelve (12) months after planting. Any replacements shall be warranted for twelve (12) months from the time of planting. The Developer shall deliver a letter of credit (the "Warranty Letter of Credit") or other security acceptable to the City in the amount of twenty-five (25%) of final certified construction costs to secure the warranties once the wear course has been installed. The City shall retain twenty-five percent (25%) of the security previously delivered by the Developer (the letter of credit provided pursuant to paragraph 7 above) until the Warranty Letter of Credit is furnished to the City or until the warranty period expires, whichever first occurs. The retainage may be used to pay for warranty work. The security shall not be released until the expiration of the warranty period, and if any claims shall be made within the warranty period, the security shall not be released until such claims have been resolved.

22. **Construction of Model Homes.** The Developer shall be permitted to construct one (1) model home on the Property. Developer may commence construction of this model home only after the requirements of paragraph 3 above has been complied with and the streets have been completed except for the asphalt (a gravel street is in place). The Certificate of Occupancy for the model home will not be issued by the City until the Developer has completed the installation of the first lift of asphalt on the streets within this first phase of the Property and all other improvements are complete and accepted by the City.

23. **Developers Default.** In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer is first given notice of the work in default, not less than 48 hours in advance, unless this agreement provides for greater notice. This Agreement is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the land. When the City does

any such work, the City may, in addition to its other remedies, assess the cost in whole or in part upon the Property to recover the costs. For this purpose, the Developer expressly waives any procedural and substantive objections to the special assessments, including, but not limited to, hearing requirements and any claim that the assessments exceed the benefit to the property as provided herewith.

24. **City Engineering Administration and Construction Observation.** Developer will undertake and finish the required staking. The Developer shall pay a fee for engineering, administration and legal costs incurred by the City. City engineering and administration will include monitoring of construction, plat review, plan review, consultation with Developer and his engineer on status or problems regarding the project, coordination for final inspection and acceptance, project monitoring during the warranty period, and processing requests for reduction in security. Fees for this service shall be at standard hourly rates. Developer will provide a \$ \_\_\_\_\_ escrow plus payment of charges already on record incurred by the City, which is separate and in addition to any other escrow funds for this developer/development. The Developer shall pay for construction observation by the City's consulting engineer. Construction observation shall include part or full time inspection of proposed public utilities and street construction and will be billed on standard hourly rates. Upon final inspection, if the inspector is satisfied that the work has been completed and the Developer has fulfilled all of its obligations under the plans and specifications, the inspector will review the seeding and drainage facilities, and report to the City regarding the acceptance of such improvements. (Some seeding may be required under Paragraph 11 for erosion control prior to final inspection.) Legal fees shall include drafting of this Development Agreement and other associated documents for this Development title review and advice and counseling with the City Engineer, City Administrator and City staff. In the event that work is performed on the Property by a consultant of the City, the City shall provide to Developer itemized billing statements showing the time spent, name of company performing the work, and a general description of the work performed.

25. **Miscellaneous.**

A. The Developer represents to the City that the plat complies with all City, County, Metropolitan, State and Federal laws and regulations, including but not limited to: subdivision ordinances, zoning ordinances, and environmental regulations. The Developer represents that all lots meet the minimum standards of the City's zoning ordinances unless otherwise stated in the variance granted with the preliminary plat approval. The Developer further represents to the City that all construction will be in accordance with City standards or applicable ordinances, regulations and policies. If the City determines that the plat does not comply, the City may, at its option, refuse to allow construction or development work in the plat until the Developer does comply. Upon the City's demand, the Developer shall cease work until there is compliance.

B. Third parties shall have no recourse against the City under this Agreement.

C. Breach of the terms of this Agreement or the conditions of the Resolution approving Final Plat by the Developer shall be grounds for denial of building permits, including lots sold to third parties.

D. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is not for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.

E. The City will not issue any building permits prior to the first lift of bituminous base pavement on the streets, concrete sidewalk, bituminous trail, and underground utility installation; except the City will allow up to one (1) building permit to be issued for model homes after installation of utilities (including testing and a determination that the utilities are operational), but before pavement of the streets with bituminous surface.

If building permits are issued for a model home prior to the completion and acceptance of public improvements, the Developer assumes all liability and costs resulting in delays in completion of public improvements and damage to public improvements caused by the City, Developer, its Contractors, subcontractors, materialmen, employees, agents, or third parties. The Developer will be responsible for maintenance of the streets, including but not limited to winter plowing, until they are paved.

F. The action or inaction of the City shall not constitute a waiver or amendment to the provisions of this Agreement. To be binding, amendments or waivers shall be in writing, signed by the parties and approved by written resolution of the City Council. The City's failure to promptly take legal action to enforce this Agreement shall not be a waiver or release.

G. The Developer represents to the City to the best of its knowledge that the plat is not of "metropolitan significance" and that an environmental impact statement is not required. If the City or another governmental entity or agency determines that such a review is needed, however, the Developer shall prepare it in compliance with legal requirements so issued from the agency. The Developer shall reimburse the City for all expenses, including staff time and attorney's fees, the City incurs in assisting in preparation of the review.

H. This Agreement shall run with the land and shall be recorded against the title to the property. The Developer covenants with the City, its successors and assigns, that Developer is well seized in fee title of the property being final platted and/or has obtained consents to this Agreement, in the form attached hereto, from all parties who have an interest in the property; that there are no unrecorded interest in the property being final platted; and that the Developer will indemnify and hold the City harmless for any breach of the foregoing covenants.

I. Developer shall take out and maintain until six (6) months after the City has accepted the public improvements, public liability and property damage insurance covering personal injury, including death, and claims for the property damage which may arise out of Developer's work or the work of its subcontractors or by one directly or indirectly employed by any of them. Limits for bodily injury and death shall be not less than \$1,000,000 for one person and \$2,000,000 for each occurrence; limits for property damage shall be not less than \$250,000 for each occurrence; or a combination single limit policy of \$1,000,000 or more. The City and consulting engineer shall be named as an additional insured on the policy, and the Developer shall

file with the City a certificate evidencing coverage prior to the City signing the plat. The certificate shall provide that the City must be given ten (10) days advance written notice of the cancellation of the insurance. The certificate may not contain any disclaimer for failure to give the required notice.

J. Each right, power or remedy herein conferred upon the City is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City and shall not be waiver of the right to exercise at any time thereafter any other right, power or remedy.

K. The Developer may not assign this Agreement without the prior written permission of the City Council, which permission shall not be unreasonably withheld. The Developer's obligation hereunder shall continue in full force and effect even if the Developer sells one or more lots, the entire plat, or any part of it.

L. The Developer shall clean and televise all sanitary mains and manholes along with all storm mains and storm water structures prior to acceptance by the City. The Developer shall provide electronic files of videos and logs of PACP certified inspections of sanitary and storm water infrastructure.

N. The Developer shall supply a copy of this Development Agreement to all Home Builders and persons who purchase lots from the Developer. The Developer will point out to purchasers their obligations regarding Erosion Control, Clean Up, and Landscaping described in paragraphs 8, 9 and 15 above. The terms and provisions of this Development Agreement, with the exception of Erosion Control, Clean Up and Landscaping described in paragraphs 8, 9 and 15 above shall not be binding upon the owners of an individual unit and shall not be deemed to run with the title of the individual unit of the development. This provision does not release any future developer or the developer's successors or assigns from the terms and provisions of this Development Agreement.

O. The Developer shall remove all debris from the development prior to the issuance of the first building permit.

P. The Developer will comply with all issues and directions of the City Engineer.

26. **Notices.** Required notices to the Developer shall be in writing, and shall be either hand delivered to the Developer, its employees or agents, or mailed to the Developer by registered mail at the following address:

BKCDC Enterprises, LLC  
6021 167<sup>th</sup> Avenue NW  
Ramsey, MN 55303

Notices to the City shall be in writing and shall be either hand delivered to the City Administrator, or mailed to the City by registered mail in care of the City Administrator at the following address:

St. Francis City Hall  
3750 Bridge Street N.W  
St. Francis, MN 55070  
ATTN: City Administrator

26. **Completion.** The Developer shall notify the City when the construction of the Improvements has been completed. If the City determines in its sole and absolute discretion that (i) the improvements have been constructed in substantial conformity with the approved plans, (ii) the improvements are complete for purposes of issuing a certificate of occupancy, and (iii) all applicable warranty periods have expired, the City shall, in accordance with this Agreement, return all remaining deposits or securities held relating to the project. Upon the request of the Developer the City shall furnish to the Developer a Certificate of Completion certifying the completion of the project. Such Certificate of Completion shall be in recordable form. Developer shall reimburse City for the expense of legal and professional services in preparing the Certificate of Completion.

27. **Indemnification.** The Developer hereby agrees to indemnify and hold the City and its officials, employees, Contractors and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from any defect in the Subdivision. The Developer hereby agrees to indemnify and hold the City and its officials, employees, Contractors and agents harmless for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees, except matters involving intentional acts of misconduct or acts of gross negligence by the City. This indemnification shall survive the execution of any Certificate of Completion.

**SIGNATURES APPEAR ON NEXT PAGE**





**EXHIBIT A**  
**LEGAL DESCRIPTION**

The South 597.25 feet, as measured along the Easterly and Westerly lines, of the following described tract: That part of the Southwest Quarter of the Southeast Quarter of Section 33, Township 34, Range 24, described as follows: Beginning at the Southwest corner of the Southeast Quarter of said section, thence East following the South section line a distance of 198 feet; thence North and parallel to the North and South quarter lines a distance of 1097.25 feet, thence West and parallel with the South line of the Southwest Quarter of the Southeast Quarter to the North and South quarter line a distance of 198 feet; thence South along the North and South quarter line to the point of beginning

**EXHIBIT B**

**PLANS AND SPECIFICATIONS  
FOR STREETS WITHIN PLAT OF  
TURTLE PONDS 6<sup>TH</sup> ADDITION**

To be added

**EXHIBIT C**

**GRAVITY SANITARY SEWER SERVICE, WATER SERVICE  
AND DRAINAGE FACILITIES PLAN**

To be added

**EXHIBIT D**  
**SOIL EROSION CONTROL PLAN AND SCHEDULE**

To be added



## City Council Agenda Report

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Jodie Steffes, Community Development Director  
**SUBJECT:** Site Improvement Performance Agreement, Top Tier Automotive  
**DATE:** July 6, 2026

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### **OVERVIEW:**

The Site Plan for the Top Tier Automotive repair and maintenance facility was approved by the City Council on July 6, 2026 through Resolution 2026- 25. As a condition of approval, the applicant needs to execute a Site Improvement Performance Agreement with terms acceptable to the City Attorney.

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

Move to approve the Site Plan Performance Agreement for Top Tier Automotive, subject to City Attorney approval as to form and all other conditions of approval.

### **BUDGET IMPLICATION:**

NA

### **Attachments:**

1. Top Tier Automotive SIPA 7-2026

**SITE IMPROVEMENT PERFORMANCE AGREEMENT**  
**Between the City of St. Francis**  
**And**  
**JBC Estates LLC**

**THIS AGREEMENT**, entered into this \_\_\_\_ day of \_\_\_\_, 2026 by and between the CITY OF ST. FRANCIS, a Minnesota municipal corporation (“City”) and JBC Estates LLC, a Minnesota Limited Liability Company (“Developer”).

**RECITALS**

**WHEREAS**, the City Council approved the site plan for Top Tier Automotive on July 6, 2026, subject to conditions;

**WHEREAS**, Developer has proposed construction of an auto repair and maintenance facility to be constructed on the following described property:

Lot 2, Block 1, Aztec Commercial Park, according to Plat in **Exhibit A**; and

**WHEREAS**, the Developer is the fee owner the parcel of land described as Lot 2, Block 1, Aztec Commercial Park (the Subject Property) which lot measures approximately 1.1 acres; and

**WHEREAS**, the building and improvements on the Subject Property shall be constructed, maintained and operated in accordance with the site plan; and

**NOW THEREFORE**, in consideration of the promises and mutual promises hereinafter contained, it is agreed between the parties as follows:

1. Development Plans. The office building shall be developed on the Subject Property in accordance with the site plans as referenced in **Exhibit B** dated \_\_\_\_\_ and on file and of record at City and herein fully incorporated herein by reference and the conditions stated below (hereinafter the “Development Plans”). If the Development Plans vary from the written terms of this Agreement, the Building Development Plans shall control.

2. Right to Proceed. Unless a written exemption is provided by the City to Developer, within the Property, the Developer may not grade or otherwise disturb the earth, remove trees, construct sewer lines, water lines, streets, utilities, public or private improvements, or any buildings until all the following conditions have been satisfied: 1) this Contract has been fully executed by both parties and filed with the City Clerk; 2) the Developer has submitted a title insurance policy to the City establishing that good and marketable title to the Property is in the name of the Developer; 3) Developer has obtained all necessary permits from all federal, state and local governmental entities; 4) Developer has submitted to City the Insurance Binder required herein; and 5) the City's administrator or community development director has issued a letter that conditions 1 through 4 herein have been satisfied and that the Developer shall proceed.

3. Private Improvements. The Developer agrees that it shall cause to be constructed and installed certain private improvements ("Private Improvements") on the Subject Property. All Private Improvements are to be installed at Developer's sole cost and expense pursuant to this Agreement and the private improvements to the Subject Property shall include those improvements shown on the Development Plans.

Developer shall construct such Private Improvements in accordance with all applicable building codes, ordinances and City standards and the Development Plans furnished to the City and approved by the City Engineer. The Developer shall obtain all necessary permits before construction of the Building. City shall provide adequate field inspection personnel to assure acceptable quality control, which will allow certification of the construction work.

Within thirty (30) days after the completion of Building and before any security is released, the Developer shall supply the City with a complete set of reproducible "as built" plans which shall be provided in electronic AutoCAD files to the City Engineer. The cost of preparing these plans shall be paid for by the Developer.

4. Grading, Landscaping and Drainage. The Developer shall be responsible for grading, landscaping and storm water management on the Subject Property as more fully set forth in this Agreement.

a. Landscaping. Developer shall maintain the sod and landscape of boulevard areas adjacent to the Subject Property as shown in the Development Plans through at least one growing season and to the satisfaction of City. The long-term maintenance of sod and landscaping of boulevard areas shall be the responsibility of Developer. Further, Developer shall be responsible for mowing, elimination of weeds and removal of any garbage or debris on the Subject Property. Developer shall also comply with the approved Landscaping Plan and conditions of the approved Development Plans.

5. Improvements. In developing the Property in accordance with the Development Plans, the Developer shall make and pay for the following public and private improvements (collectively, the "Improvements"):

- a. lot grading and all temporary and permanent erosion control measures; storm sewer and infiltration basin;
  - b. sanitary sewer service and water service;
  - c. parking lot, including curb and gutter;
  - d. City street patching;
  - e. surveying and staking;
  - f. setting of the lot and block monuments;
  - g. landscaping; and
  - h. parking lot lighting.
6. Time of Performance. The Developer shall install all private Improvements for the development by \_\_\_\_\_.
7. Easement; Right of Entry. The Developer hereby grants to the City, its agents, representatives, employees, officers, and contractors, a right of entry to access all areas of the Property to perform any and all work and inspections necessary or deemed appropriate by the City during the installation of Improvements, or to take any corrective actions deemed necessary by the City. The right of entry hereby conveyed by the Developer to the City shall continue until the City has verified that all private improvements have been constructed in accordance with the approved plans. The City will provide the Developer with reasonable notice prior to exercising its rights hereunder, except in the case of an emergency.
8. Erosion Control. The erosion control plan for the Subject Property within the Development Plans has been reviewed and approved by City and shall be implemented by Developer prior to grading of the Subject Property. All areas disturbed by the excavation and backfilling operations shall be reseeded forthwith after completion of work in that area. If Developer does not comply with the erosion control plan and schedule or any erosion control requirements, City may, with reasonable notice, take action as it deems appropriate in accordance with all applicable laws, ordinances or regulations or according to this Agreement.
  - a. The erosion control measures specified in the Plans shall be binding on the Developer and its successors and assigns.
9. Grading Plan.
  - a. Grading on the Property shall be in accordance with the approved grading and erosion control Plans and in conformance with the City's specifications. Within thirty (30) days after completion of grading, the Developer shall provide the City with an "as constructed" grading plan, including certification by a registered land surveyor or engineer that all grading has been performed and completed in accordance with the Plans.

- b. Grading shall be completed by \_\_\_\_\_. Upon completion of grading, the City Engineer shall inspect the Property and determine whether grading has been performed in accordance with the Grading Plan.
10. Hours of Construction; Noise and Dust Control. The Developer shall limit grading and construction of Improvements within the Subdivision to between the hours of 7:00 a.m. and 7:00 p.m., Monday through Friday and 8:00 a.m. and 5:00 p.m. on Saturday. All other construction activities shall take place only during the hours permitted by the City Code. The Developer shall provide dust control to the satisfaction of the city engineer/staff through all construction within the Property and shall exercise due diligence with regard to the activities of third parties not under the Developer's control.
11. Pre-Construction Activity. Developer shall schedule a pre-construction meeting with City to review the proposed schedule for grading and construction of the building and related improvements as set forth on the Development Plans, and to coordinate the schedule with the City Engineer.
12. Maintenance of Private Improvements. The Developer and its successor or assigns as fee owner of the Property shall be responsible for maintaining the Storm water Improvements and for observing all drainage laws governing the operation and maintenance of the Storm water Improvements. The Developer shall complete inspections of the Storm water Improvements at least once annually and shall keep record of all inspections and maintenance activities, and submit such records to the City upon request. Maintenance activities shall include but will not be limited to: street sweeping (to prevent the sediment from clogging the underground storm water conveyance system), removal of sediment from the underground storm water conveyance system, and cleaning of storm sewer lines. The Developer acknowledges that the storm water improvements associated with this project includes an infiltration basin. If, at any time, the treatment capacity or storage volume of the infiltration basin diminishes or is significantly reduced, or if the infiltration basin does not infiltrate the stormwater water quality volume (as defined by the Minnesota Pollution Control Agency) within the required timeframe (48 hours) after a rain event, the Developer will reconstruct the infiltration basin as necessary. The cost of all inspections and maintenance shall be the obligation of the Developer and its successors or assigns as the fee owner of the Property.
13. Permanent Access and Maintenance Easement. The Developer or its successors or assigns grants the City, its agents and Contractor(s) the right to enter the Property to inspect and maintain the Stormwater Improvements as set forth in this agreement.
14. City's Maintenance Rights. The City may maintain the Stormwater Improvements, as provided in this paragraph, if the City reasonably believes that the Developer or its successors or assigns has failed to maintain the Stormwater Improvements in accordance with applicable drainage laws and other requirements and such failure continues for 30 days after the City gives the Developer written notice of such failure. The City's notice shall specifically state which maintenance tasks are to be performed. If Developer does not complete the maintenance tasks within 30 days after such notice is given by the City, the

City shall have the right to enter upon the property to perform such maintenance tasks. In such case, the City shall send an invoice of its reasonable maintenance costs to the Developer or its successors or assigns, which shall include all staff time, engineering and legal and other costs and expenses incurred by the City. If the Developer or its assigns fails to reimburse the City for its costs and expenses in maintaining the Stormwater Improvements within 30 days of receipt of an invoice for such costs, the City shall have the right to assess the full cost thereof against all of the lots within the Property. The Developer, on behalf of itself and its successor and assigns, acknowledges that the maintenance work performed by the City regarding the Stormwater Improvements benefits the lots in the Property in an amount which exceeds the assessment and hereby waives any right to hearing or notice and the right to appeal the assessments otherwise provided by Minnesota Statutes Chapter 429. Notwithstanding the foregoing, in the event to an emergency, as determined by the City Engineer, the 30-day notice requirement to the Developer for failure to perform maintenance tasks shall be and hereby is waived in its entirety by the Developer, and the Developer shall reimburse the City and be subject to assessment for any expense so incurred by the City in the same manner as if written notice as described above has been given.

15. Clean Up. Developer shall promptly clean any and all dirt and debris from streets resulting from construction work by Developer, its agents or assigns during the work and construction required by this Agreement.
16. Administrative Fee. None.
17. Park and Trail Dedication. Park and Trail dedication requirements for this project are as follows: None
18. Storm Water Fees, and Storm Water Basin. No Storm Water Fees are applicable to the Subject Property. Developer shall manage the storm water on the site in accordance with the Development Plans.
19. Sewer Connection Fees. Sanitary sewer connection fees are paid at the time of issuance of a building permit. The sewer connection fees shall be determined at the time that building plans are submitted and reviewed by City.
20. Water Connection Fees. Water connection fees are paid at the time of issuance of a building permit. The water connection charges shall be determined at the time that building plans are submitted and reviewed by City.
21. Street and Traffic Control Sign Fees. Not applicable. The Developer shall install all internal traffic control signs.
22. City Engineering, Engineering Administration, Construction Observation, and Legal Fee Escrow and City Fees.

Developer shall pay escrow for the City’s engineering, engineering administration and construction observation services, prior to recording of the plat, in the estimated amount set forth below. City engineering administration will include consultation with Developer and its engineer on status or problems regarding the Project, monitoring during the warranty period, general administration and processing of requests for reduction in security. Fees for this service shall be the actual amount billed for those service. Developer shall pay for construction observation performed by the City Engineer. Construction observation shall include part or full time observation, as determined by the City Engineer, and will be billed at hourly rates actually required for said inspection. In the event of prolonged construction or unusual problems, City will notify Developer of anticipated cost overruns for engineering administration and observation services.

The Escrow account shall include estimated escrow for City Engineering, Engineering Administration and Construction Observation limited to the Municipal Improvements, as follows:

**ESCROW**

City Construction Administration and Observation Escrow: \$ \_\_\_\_\_  
 (actual billings to be paid)

**TOTAL** \$ \_\_\_\_\_

These Escrow amounts shall be submitted to City prior to City executing this Agreement and the recording of the plat. Any Escrow amounts not utilized for legal and engineering charges incurred by the City under this Agreement shall be returned to Developer when all improvements have been completed, all financial obligations to City satisfied, and all required “as-built” plans have been received by City.

Engineering, planning and legal fees incurred prior to the execution of this Agreement shall be deducted from escrow already submitted with the site plan application or charged against the escrow herein established.

All other amounts listed as one-time fees are non-refundable and available immediately for City use when posted.

- 23. Security. To ensure compliance with the terms of this Agreement, and construction of all Municipal Improvements, Developer shall furnish City with a cash escrow or Irrevocable Standby Letter of Credit in the amount of \$ \_\_\_\_\_ said amount calculated as follows:

Street Patching \$ \_\_\_\_\_

Stormwater \$ \_\_\_\_\_

Erosion Control	\$ _____
Landscaping	\$ _____
SUBTOTAL	\$ _____
<b>TOTAL SECURITY ( x 125%)</b>	<b>\$ _____</b>

The issuer and form of the security (other than cash escrow) shall be subject to City approval, which approval shall not be unreasonably withheld. The security shall be issued by a banking institution in good standing as determined by City and approved by the City Administrator. City shall have the ability to draw on the Security by overnight courier delivery to the bank or branch bank issuing the Letter of Credit.

City may draw down the security for any violation of the terms of this Agreement, or upon receiving notice of the pending expiration of the security. It shall be the responsibility of Developer to inform City at least thirty (30) days prior to expiration of the security of the impending expiration and the status of the Project relative to the security and this Agreement. If, for whatever reason, the security lapses prior to complete compliance with this Agreement (other than during any warranty period), Developer shall immediately provide City with either an extension of the security or an irrevocable letter of credit of the same amount upon notification of the expiration. If the required improvements are not completed at least thirty (30) days prior to the expiration of the security, City may also draw down the security.

City may draw down the security for any violation of the terms of this Agreement (after any reasonable notice to Developer and cure periods). If the security is drawn down, the proceeds shall be used to cure any default. City will, upon making determination of final costs to cure any default, refund to the Developer any monies which City has in its possession which are in excess of the security needed.

Upon receipt of proof satisfactory to City that work has been completed and financial obligations to City have been satisfied, the security will be reduced from time to time down to the amount of warranty security as set forth in Section 24 of this Agreement.

The security shall not be reduced below ten percent (10%) of the posted security until all improvements have been completed, all financial obligations to City satisfied (which includes posting of warranty security), and required “as built” plans have been received by City. The intent of this Agreement that City shall have access to sufficient security, either security or warranty security, to complete the Project and insure warranty on all public improvements.

The security amount shall be submitted to City prior to execution of the Agreement.

24. Warranty. Developer warrants all work required to be performed by it against poor material and faulty workmanship for a period of two (2) years after its completion and acceptance

by City. The amount of posted security for public improvements to be posted by Developer shall be in the amount of \$ \_\_\_\_\_. The amount has been determined by the City Engineer and is based upon 10% of the initial security amount.

25. Summary of Cash Requirements. The following is a summary of the cash deposit required of the Developer under this Agreement which must be furnished to the City prior to City executing this Agreement and the recording of the Site Plan Approval.

Section 22 Escrow (Engineering, City Administration, Legal Expenses) \$ \_\_\_\_\_

**TOTAL CASH REQUIREMENTS** \$ \_\_\_\_\_

26. Restrictions. The following restrictions apply to the Subject Property and all lots thereon shall be held, sold, and conveyed subject to the following conditions and restrictions, which are for the purpose of protecting the value and desirability of the Subject Property and insuring all conditions imposed by City in this Agreement are properly recorded against the Subject Property. Said conditions shall run with the real property and be binding upon all parties having a right, title or interest in the Subject Property or any part thereof, their heirs, executors, representatives, successors and assigns:

- a. Developer shall comply with all other terms and conditions of the approved Development Plans.

27. Permits. To the extent required, the Developer shall obtain or require its contractors and subcontractors to obtain all necessary permits, including but not limited to the following:

- a. City of St. Francis Building Permits  
b. NPDES Permit from the MPCA

28. Developer's Default. In the event of default by the Developer as to any of the work to be performed by it hereunder, the City may, at its option, after written notice thereof and expiration of the cure period, perform the work and the Developer shall promptly reimburse the City for any expense incurred by the City, provided the Developer, except in an emergency as determined by the City (in which event no notice is necessary), is first given notice of the work in default, not less than five (5) days in advance. This Contract is a license for the City to act, and it shall not be necessary for the City to seek a Court order for permission to enter the land. When the City does any such work, the City may, in addition to its other remedies, assess the cost in whole or in part upon the Property to recover the costs thereof. For this purpose, the Developer expressly waives any procedural and substantive objections to the special assessments, if any, including, but not limited to, hearing requirements and any claim that the assessments exceed the benefit to the property.

29. Insurance. The Developer agrees to take out and maintain or cause to be taken out and maintained until immediately after the City accepts the Improvements, public liability and property damage insurance covering personal injury, including death, and claims for property damage which may arise out of Developer's work or the work of its contractors or subcontractors. Limits for bodily injury and death shall be no less than \$2,000,000.00 for each occurrence; limits for property damage shall be no less than \$1,000,000.00 for each occurrence; or a combination single limit policy of \$2,000,000.00 or more. The City shall be named as an additional insured on the policy. The Developer shall provide the City with an insurance binder evidencing the required coverage prior to the City signing this Agreement. The insurance binder shall provide that the City must be given thirty (30) days advance written notice of the cancellation of the insurance.
30. Maintenance of the Property. The Developer shall be responsible for all mowing, controlling weeds and general maintenance within the Property. The Developer shall not leave, deposit or bury any cut trees, timber, debris, earth, rocks, stones, soil, junk, rubbish or any other waste materials on the Property. The Developer shall not be required to post a separate escrow to secure this obligation. The City shall provide the Developer with written notice and, except for emergencies, shall allow the Developer thirty (30) days to correct or take such other action as is necessary to perform the required maintenance or removal of waste material within the Property. Nothing herein shall obligate the City to perform maintenance or waste removal work within the Property but the City at its sole discretion, shall have the right to do so.
31. Compliance with Laws and City Approvals. The Developer agrees to comply with all laws, ordinances and regulations of Minnesota and the City applicable to the Plat and Development Plans. The Developer agrees to complete the Property in compliance with all City approvals. This Agreement shall be construed according to the laws of Minnesota. Breach of the terms of this Agreement by the Developer shall be grounds for denial of building permits and certificates of occupancy, following the passing of applicable notice of cure provisions.
32. Agreement Runs with the Land. This Agreement shall run with the land and shall be recorded against the title to the Property. The Developer covenants with the City, its successors and assigns that the Developer has fee title to all the Property and that there are no unrecorded interests against the Property. The Developer hereby agrees to indemnify and hold the City harmless for any breach of the foregoing covenants.
33. Indemnification. The Developer hereby agrees to indemnify and hold the City and its officials, employees, contractors and agents harmless from claims made by itself and third parties for damages sustained or costs incurred resulting from approval of the Development Plans. The Developer hereby agrees to indemnify and hold the City and its officials, employees, contractors and agents harmless for all costs, damages, or expenses which the City may pay or incur in consequence of such claims, including attorneys' fees, except matters involving acts of gross negligence by the City.
34. Responsibility for Costs.

- a. Except costs for Developer's Internal Improvements, Developer shall pay all costs incurred by it or City in conjunction with the development the Subject Property and the building, including, but not limited to legal, planning, engineering, and inspection expenses in connection with the development and said Building.
- b. Developer shall reimburse City for costs incurred in the enforcement of this Agreement, including engineering fees, planning fees, attorney's fees, and costs and disbursements.
- c. Developer shall pay in full all bills submitted to it by City for obligations incurred under this Agreement and agreed to be paid by Developer under this Agreement within thirty (30) days after receipt. If the bills are not paid on time, and Developer does not reasonably dispute the payment of amount of such bill City may either reimburse itself from existing Escrow or Security or may halt all Building development work and construction until all bills are paid in full. Bills not paid within thirty (30) days shall accrue interest at the rate of twelve percent (12%) per year.

35. Miscellaneous.

- a. Third parties shall have no recourse against City under this Agreement.
- b. If any portion, section, subsection, sentence, clause, paragraph or phrase of this Agreement is for any reason held invalid, such decision shall not affect the validity of the remaining portion of this Agreement.
- c. This Agreement shall run with the land, shall be recorded against the title to the Subject Property, and shall be binding on all parties having any right, title or interests in the Subject Property or any part thereof, their heirs, successors and assigns.
- d. Each right, power or remedy herein conferred upon City or Developer is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, available to City or Developer, at law or in equity, or under any other agreement, and each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by City or Developer and shall not be a waiver of the right to exercise at anytime thereafter any other right, power or remedy.
- e. Developer shall pay for all local costs related to drainage improvements required to complete the construction of the Plat and building according to the Development Plans. Local costs are costs related to required internal drainage improvements such stormwater infrastructure.
- f. Should development of the Subject Property or the building proceed at a pace slower than anticipated, and for that reason, specific terms of this Agreement become onerous or unduly burdensome to Developer, upon Developer's application, City will enter into negotiations

regarding those specific terms and shall not unreasonably withhold consent to appropriate changes in the terms of this Agreement.

- g. Developer shall demonstrate and maintain compliance with the 1991 Wetland Conservation Act, as applicable.
  - h. Developer shall be responsible for all on site drainage for the Subject Property, as well as for any affects their actions may have on adjoining properties.
36. Violation of Agreement. If while the escrow or security provided in this Agreement is outstanding, a violation of any of the covenants or agreements herein contained occurs and such violation is not cured within thirty (30) days after written notice thereof from City to Developer, City may draw upon the Developer s escrow or security to cure any violation of the Agreement and to reimburse City for any costs incurred in curing the violation.
37. Maintain Public Property Damaged or Cluttered During Construction. Developer agrees to assume full financial responsibility for any damage which may occur to public property including, but not limited to, street, street sub-base, base, bituminous surface, curb, utility system including, but not limited to, watermain, sanitary sewer or storm sewer when said damage occurs as a result of construction activity which takes place during development of the Subject Property by Developer or its contractors, except for damage caused by City, its employees, agents or contractors. Developer further agrees to pay all costs required to repair the streets and/or utility systems damaged or cluttered with debris when occurring as a direct or indirect result of the Developer’s construction that takes place on the Subject Property. In the event that Developer is required to maintain or repair such damage and fails to maintain or repair the damaged public property referred to aforesaid within thirty (30) days after written notice from City or such longer period as may reasonably necessary or in the event of an emergency as shorter time period as determined by City, City may, upon notifying Developer undertake making or causing it to be repaired or maintained. When City undertakes such repair, Developer shall reimburse City for all its reasonable expenses within thirty (30) days of its billing to Developer. If Developer fails to pay said bill within thirty (30) days, the security shall be responsible for reimbursing City.
38. Assignment. The Developer may not assign this Agreement without the written permission of the City, which permission shall not be unreasonably denied or delayed. No assignment shall be effective unless the assignee assumes in writing all obligations of the Developer under this Agreement and the documents related thereto and evidencing such assumption shall be in a form reasonably acceptable to the City.
39. Subordination. This Agreement must be recorded against the Subject Property and all other liens, interests or mortgages shall be subordinate to the terms and conditions this Agreement and said Agreement shall not be subject to foreclosure by any other lien, interest or mortgage.

40. Notices. Required notices to Developer shall either hand delivered to Developer, its employees or agents, or mailed to Developer by registered mail or sent by overnight delivery at the following address:

JBC Estates LLC  
17903 130<sup>th</sup> Ave  
Milaca, MN 56353

Notice to City shall be in writing and shall be either hand delivered to or mailed by registered mail or sent by overnight delivery to the following address:

City of St. Francis,  
Attention: City Administrator  
3750 Bridge Street NW  
St. Francis, MN 55070

41. Agreement Effect. This Agreement shall be binding and extend to the respective representatives, heirs, successors and assigns of the parties hereto.
42. Amendment. This Agreement shall be amended only by addendum executed by both parties to this Agreement.
43. Severability. If any portion, section, subsection, sentence or clause of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall pertain only to such section and shall not invalidate any other section of this Agreement.
44. Non-waiver. Each right, power or remedy conferred upon the City or the Developer by this Agreement is cumulative and in addition to every other right, power or remedy, express or implied, now or hereafter arising, or available to the City or the Developer at law or in equity, or under any other agreement. Each and every right, power and remedy herein set forth or otherwise so existing may be exercised from time to time as often and in such order as may be deemed expedient by the City or the Developer and shall not be a waiver of the right to exercise at any time thereafter any other right, power or remedy. If either party waives in writing any default or nonperformance by the other party, such waiver shall be deemed to apply only to such event and shall not waive any other prior or subsequent default.
45. Counterparts. This Agreement may be executed simultaneously in any number of counterparts, each of which shall be an original and shall constitute one and the same Agreement.

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SIGNATURES ON FOLLOWING PAGES



**JBC Estates LLC**

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

ITS: \_\_\_\_\_

STATE OF MINNESOTA )

) ss.

COUNTY OF )

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2026, by \_\_\_\_\_ the \_\_\_\_\_ of JBC Estates LLC, a Minnesota Limited Liability Company, on behalf of the limited liability company.

\_\_\_\_\_  
NOTARY PUBLIC

DOCUMENT DRAFTED BY:  
BARNA, GUZY & STEFFEN, LTD.  
400 Northtown Financial Plaza  
200 Coon Rapids Boulevard  
Coon Rapids, MN 55433  
(763) 780-8500 (DRS)

**EXHIBIT A**

**AZTEC COMMERCIAL PARK FINAL PLAT**

To be added

**EXHIBIT B**

**DEVELOPMENT PLANS FOR THE SUBJECT PROPERTY**

To be added



## City Council Agenda Report

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Danielle Robertson, Office Assistant  
Natalie Santillo, Finance Director  
**SUBJECT:** Bill List  
**DATE:** July 6, 2026

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### **OVERVIEW:**

Attached are the bills received since the last council meeting. Total checks to be written are \$306,831.71 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Direct Transfers – \$306,831.71

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:**

1. 07-06-2026 Packet List-\$306,831.71

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 07/07/2026 - 07/07/2026

POSTED AND UNPOSTED OPEN

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

Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 3811 - ANOKA COUNTY TREASURY</b>							
CINV26-011245 00045729	ANOKA COUNTY TREASURY CAC FIBER JUNE 2026	06/15/2026 DROBERTSON		1,200.00	1,200.00	Open	N 07/06/2026
	101-42110-40321	TELEPHONE		200.00		1.00	200.00
	101-42210-40321	TELEPHONE		200.00		1.00	200.00
	101-43100-40321	TELEPHONE		200.00		1.00	200.00
	101-45200-40321	TELEPHONE		200.00		1.00	200.00
	601-49440-40321	TELEPHONE		200.00		1.00	200.00
	602-49490-40321	TELEPHONE		200.00		1.00	200.00
Total Vendor 3811 - ANOKA COUNTY TREASURY				1,200.00	1,200.00		
<b>Vendor 6364 - ARTISAN BEER COMPANY</b>							
3866931 00045757	ARTISAN BEER COMPANY THC	06/25/2026 CBUSKEY		395.00	395.00	Open	N 06/25/2026
	609-49751-40257	THC		395.00		1.00	395.00
Total Vendor 6364 - ARTISAN BEER COMPANY				395.00	395.00		
<b>Vendor 7816 - AXON ENTERPRISE, INC</b>							
INUS373582 00045781	AXON ENTERPRISE, INC BASIC LICENSE BUNDLE	09/01/2025 DROBERTSON		64.83	64.83	Open	N 07/06/2026
	402-42110-40554	BODY CAMERAS		64.83		1.00	64.83
INUS345374 00045782	AXON ENTERPRISE, INC LICENSES AND CAMERAS	05/08/2025 DROBERTSON		1,123.16	1,123.16	Open	N 07/06/2026
	402-42110-40554	BODY CAMERAS		1,123.16		1.00	1,123.16
INUS391822 00045783	AXON ENTERPRISE, INC AXON COMMUNITY REQUEST	10/31/2025 DROBERTSON		28.96	28.96	Open	N 07/06/2026
	402-42110-40554	BODY CAMERAS		28.96		1.00	28.96
Total Vendor 7816 - AXON ENTERPRISE, INC				1,216.95	1,216.95		
<b>Vendor 53 - BELLBOY CORPORATION BAR SUPPLY</b>							

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
Inventory					Units	Quantity	
<b>Vendor 53 - BELLBOY CORPORATION BAR SUPPLY</b>							
0111305400 00045740	BELLBOY CORPORATION BAR SUPPLY MISC/OPERATING	06/24/2026 CBUSKEY		198.17	198.17	Open	N 06/24/2026
	609-49751-40206	FREIGHT		6.90		1.00	6.90
	609-49751-40254	MISCELLANEOUS MERCHANDISE		49.00		1.00	49.00
	609-49750-40210	OPERATING SUPPLIES		142.27		1.00	142.27
0211739700 00045741	BELLBOY CORPORATION BAR SUPPLY LIQUOR	06/24/2026 CBUSKEY		1,177.78	1,177.78	Open	N 06/24/2026
	609-49751-40206	FREIGHT		17.33		1.00	17.33
	609-49751-40251	LIQUOR		1,160.45		1.00	1,160.45
0301113000 00045766	BELLBOY CORPORATION BAR SUPPLY THC	06/26/2026 CBUSKEY		(166.50)	(166.50)	Open	N 06/26/2026
	609-49751-40257	THC		(166.50)		1.00	(166.50)
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				<u>1,209.45</u>	<u>1,209.45</u>		
<b>Vendor 7244 - BREAKTHRU BEVERAGE</b>							
127553046 00045716	BREAKTHRU BEVERAGE LIQUOR/WINE/MISC	06/19/2026 CBUSKEY		7,423.21	7,423.21	Open	N 06/21/2026
	609-49751-40206	FREIGHT		127.60		1.00	127.60
	609-49751-40254	MISCELLANEOUS MERCHANDISE		146.05		1.00	146.05
	609-49751-40253	WINE		147.56		1.00	147.56
	609-49751-40251	LIQUOR		7,002.00		1.00	7,002.00
127660931 00045767	BREAKTHRU BEVERAGE LIQUOR	06/26/2026 CBUSKEY		3,130.94	3,130.94	Open	N 06/26/2026
	609-49751-40206	FREIGHT		45.66		1.00	45.66
	609-49751-40251	LIQUOR		3,085.28		1.00	3,085.28
Total Vendor 7244 - BREAKTHRU BEVERAGE				<u>10,554.15</u>	<u>10,554.15</u>		
<b>Vendor 10037 - BS&amp;A SOFTWARE</b>							
167051 00045819	BS&A SOFTWARE PERMIT APPLICATIONS	04/16/2026 DROBERTSON		51.00	51.00	Open	N 07/06/2026
Total Vendor 10037 - BS&A SOFTWARE				<u>51.00</u>	<u>51.00</u>		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
Inventory					Units	Quantity	
<b>Vendor 10037 - BS&amp;A SOFTWARE</b>							
<b>Vendor 7779 - CAPITOL BEVERAGE SALES, L.P</b>							
3305777							
00045581	CAPITOL BEVERAGE SALES, L.P THC 609-49751-40257	06/16/2026 CBUSKEY THC		(288.50)  (288.50)	(288.50)	open	N 06/16/2026 (288.50)
3304778							
00045582	CAPITOL BEVERAGE SALES, L.P BEER/LIQUOR/MISC 609-49751-40254 609-49751-40251 609-49751-40252	06/16/2026 CBUSKEY MISCELLANEOUS MERCHANDISE LIQUOR BEER		5,213.00  32.00 4,836.00 345.00	5,213.00	Open	N 06/16/2026 32.00 4,836.00 345.00
3311940							
00045810	CAPITOL BEVERAGE SALES, L.P BEER/LIQUOR/MISC 609-49751-40252 609-49751-40254 609-49751-40251	06/30/2026 CBUSKEY BEER MISCELLANEOUS MERCHANDISE LIQUOR		2,847.00  330.00 42.00 2,475.00	2,847.00	Open	N 06/30/2026 330.00 42.00 2,475.00
3311941							
00045811	CAPITOL BEVERAGE SALES, L.P LIQUOR 609-49751-40251	06/30/2026 CBUSKEY LIQUOR		(16.50)  (16.50)	(16.50)	Open	N 06/30/2026 (16.50)
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				7,755.00	7,755.00		
<b>Vendor 8014 - CORE &amp; MAIN LP</b>							
v000045837							
00045775	CORE & MAIN LP CLOW LOWER VALVE KIT	06/15/2026 DROBERTSON		3,071.00	3,071.00	open	N 07/06/2026
Total Vendor 8014 - CORE & MAIN LP				3,071.00	3,071.00		
<b>Vendor 2218 - CRAWFORDS EQUIPMENT</b>							
01-118654							
00045724	CRAWFORDS EQUIPMENT UTILITY WORK MACHINE MAINTENANCE 101-43100-40218 101-45200-40218 601-49440-40228 601-49440-40228	06/22/2026 DROBERTSON EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE EQUIPMENT MAINTENANCE		6,364.43  1,591.11 1,591.11 1,591.11 1,591.10	6,364.43	Open	N 07/06/2026 1,591.11 1,591.11 1,591.11 1,591.10

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
<b>Vendor 2218 - CRAWFORDS EQUIPMENT</b>							
01-117547 00045731	CRAWFORDS EQUIPMENT TOOLCAT	05/27/2026		2,800.00	2,800.00	Open	N 07/06/2026
	101-43100-40415	EQUIPMENT RENTALS		1,400.00		1.00	1,400.00
	101-45200-40415	EQUIPMENT RENTALS		1,400.00		1.00	1,400.00
Total Vendor 2218 - CRAWFORDS EQUIPMENT				9,164.43	9,164.43		
<b>Vendor 4854 - CRYSTAL SPRINGS ICE</b>							
03-602272 00045765	CRYSTAL SPRINGS ICE MISC	06/26/2026		349.74	349.74	Open	N 06/26/2026
	609-49751-40254	MISCELLANEOUS MERCHANDISE		345.74		1.00	345.74
	609-49751-40206	FREIGHT		4.00		1.00	4.00
Total Vendor 4854 - CRYSTAL SPRINGS ICE				349.74	349.74		
<b>Vendor 91 - DAHLHEIMER DIST. CO. INC</b>							
2803362 00045701	DAHLHEIMER DIST. CO. INC BEER/MISC/NA/LIQUOR	06/18/2026		35,116.87	35,116.87	Open	N 06/18/2026
	609-49751-40254	MISCELLANEOUS MERCHANDISE		17.60		1.00	17.60
	609-49751-40255	N/A PRODUCTS		96.00		1.00	96.00
	609-49751-40251	LIQUOR		4,700.00		1.00	4,700.00
	609-49751-40252	BEER		30,303.27		1.00	30,303.27
2809466 00045744	DAHLHEIMER DIST. CO. INC BEER/NA/MISC/LIQUOR	06/24/2026		16,351.42	16,351.42	Open	N 06/24/2026
	609-49751-40251	LIQUOR		540.00		1.00	540.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		262.20		1.00	262.20
	609-49751-40255	N/A PRODUCTS		156.00		1.00	156.00
	609-49751-40252	BEER		15,393.22		1.00	15,393.22
2811950 00045751	DAHLHEIMER DIST. CO. INC BEER/THC	06/25/2026		(208.90)	(208.90)	Open	N 06/25/2026
	609-49751-40257	THC		(86.50)		1.00	(86.50)
	609-49751-40252	BEER		(122.40)		1.00	(122.40)
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				51,259.39	51,259.39		

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 1934 - DEHN OIL</b>							
28165							
00045816	DEHN OIL DYED DIESEL	06/29/2026 DROBERTSON		3,377.15	3,377.15	Open	N 07/06/2026
Total Vendor 1934 - DEHN OIL				<u>3,377.15</u>	<u>3,377.15</u>		
<b>Vendor 4673 - FEDERATED COOP</b>							
1700580							
00045700	FEDERATED COOP CROSSBOW AND TRICAST 602-49490-40419 601-49440-40419	05/21/2026 DROBERTSON TURF/FERTILIZER/WEED CONTROL TURF/FERTILIZER/WEED CONTROL		481.95 240.97 240.98	481.95	Open	N 07/06/2026 240.97 240.98
Total Vendor 4673 - FEDERATED COOP				<u>481.95</u>	<u>481.95</u>		
<b>Vendor 3447 - FERGUSON WATERWORKS</b>							
0565963							
00045702	FERGUSON WATERWORKS METERS 601-49440-40259	06/12/2026 DROBERTSON WATER METERS		3,532.00 3,532.00	3,532.00	Open	N 07/06/2026 3,532.00
Total Vendor 3447 - FERGUSON WATERWORKS				<u>3,532.00</u>	<u>3,532.00</u>		
<b>Vendor 10659 - GLOBAL RESERVE DISTRIBUTION</b>							
ORD-27286							
00045739	GLOBAL RESERVE DISTRIBUTION THC 609-49751-40257	06/24/2026 CBUSKEY THC		684.00 684.00	684.00	Open	N 06/24/2026 684.00
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				<u>684.00</u>	<u>684.00</u>		
<b>Vendor 132 - GRAINGER, INC</b>							
9956660402							
00045720	GRAINGER, INC WINDSOCK 601-49440-40233	06/18/2026 DROBERTSON WATER PLANT MAINT		69.38 69.38	69.38	Open	N 07/06/2026 69.38
Total Vendor 132 - GRAINGER, INC				<u>69.38</u>	<u>69.38</u>		
<b>Vendor 7512 - GREAT LAKES COCA-COLA</b>							

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 7512 - GREAT LAKES COCA-COLA</b>							
53043477019							
00045763	GREAT LAKES COCA-COLA MISC 609-49751-40254	06/26/2026 CBUSKEY MISCELLANEOUS MERCHANDISE		1,307.32	1,307.32	Open	N 06/26/2026
				1,307.32		1.00	1,307.32
Total Vendor 7512 - GREAT LAKES COCA-COLA				<u>1,307.32</u>	<u>1,307.32</u>		
<b>Vendor 10445 - GREEN LAMPS RECYCLING LLC</b>							
MN26-170							
00045818	GREEN LAMPS RECYCLING LLC JUNE 2026 RECYLCING EVENT	06/29/2026 DROBERTSON		368.55	368.55	Open	N 07/06/2026
Total Vendor 10445 - GREEN LAMPS RECYCLING LLC				<u>368.55</u>	<u>368.55</u>		
<b>Vendor 1645 - HAKANSON ANDERSON ASSOC., INC</b>							
57540							
00045785	HAKANSON ANDERSON ASSOC., INC SF239-2026 MISC SITE PLAN REVIEWS 803-00000-22014	06/25/2026 DROBERTSON FIRST BAPTIST SIPA		1,779.50	1,779.50	Open	N 07/06/2026
				1,779.50		1.00	1,779.50
57541							
00045786	HAKANSON ANDERSON ASSOC., INC SF245 TURTLE PONDS 4TH ADDITION 803-00000-22003	06/25/2026 DROBERTSON TURTLE PONDS #4		202.50	202.50	Open	N 07/06/2026
				202.50		1.00	202.50
57542							
00045787	HAKANSON ANDERSON ASSOC., INC SF255 VISTA PRAIRIE 803-00000-22011	06/25/2026 DROBERTSON VISTA PRAIRIE TAX ABATEMENT		857.50	857.50	Open	N 07/06/2026
				857.50		1.00	857.50
57543							
00045788	HAKANSON ANDERSON ASSOC., INC SF261 TURTLE PONDS 6TH ADDITION 803-00000-22037	06/25/2026 DROBERTSON TURTLE PONDS 6TH (CONCEPT) BKDC		255.00	255.00	Open	N 07/06/2026
				255.00		1.00	255.00
57544							
00045789	HAKANSON ANDERSON ASSOC., INC SF265 DALTON RIVER VILLAS 803-00000-22031	06/25/2026 DROBERTSON DALTON RIVER VILLAS		12,729.32	12,729.32	Open	N 07/06/2026
				12,729.32		1.00	12,729.32

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Inv Ref #	Vendor Description Inventory GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
					Units	Quantity	Unit Price
<b>Vendor 1645 - HAKANSON ANDERSON ASSOC., INC</b>							
57545 00045790	HAKANSON ANDERSON ASSOC., INC SF266 WILLOW RIDGE 803-00000-22050	06/25/2026 DROBERTSON WILLOW RIDGE BUSINESS CENTER		1,141.25 1,141.25	1,141.25	Open	N 07/06/2026 1,141.25
57546 00045791	HAKANSON ANDERSON ASSOC., INC SF267 TURTLE PONDS 6TH ADDITION-2026 803-00000-22037	06/25/2026 DROBERTSON TURTLE PONDS 6TH (CONCEPT, PP, FP) BKDC		390.00 390.00	390.00	Open	N 07/06/2026 390.00
57547 00045792	HAKANSON ANDERSON ASSOC., INC SF326 WOODBINE EXTENSION	06/25/2026 DROBERTSON		10,379.25	10,379.25	Open	N 07/06/2026
57548 00045793	HAKANSON ANDERSON ASSOC., INC SF327 2025 STREET RECON PROJECT 101-43100-40303	06/25/2026 DROBERTSON ENGINEERING FEES		72.25 72.25	72.25	Open	N 07/06/2026 72.25
57549 00045794	HAKANSON ANDERSON ASSOC., INC SF328 2026 STREET REHAB PROJECT 405-43100-40303	06/25/2026 DROBERTSON ENGINEERING FEES		2,899.25 2,899.25	2,899.25	Open	N 07/06/2026 2,899.25
57550 00045795	HAKANSON ANDERSON ASSOC., INC SF603 TRUNK HIGHWAY 47 UTILITY IMPROVEME	06/25/2026 DROBERTSON		6,268.75	6,268.75	Open	N 07/06/2026
57551 00045796	HAKANSON ANDERSON ASSOC., INC SF901-2026 GENERAL ENGINEERING 101-43100-40303 101-45200-40303 601-49440-40303 602-49490-40303	06/25/2026 DROBERTSON ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES ENGINEERING FEES		472.50 118.12 118.12 118.12 118.14	472.50	Open	N 07/06/2026 118.12 118.12 118.12 118.14
57552 00045797	HAKANSON ANDERSON ASSOC., INC SF905-2026 ROUTINE RETAINER SERVICES	06/25/2026 DROBERTSON		800.00	800.00	Open	N 07/06/2026
57553 00045798	HAKANSON ANDERSON ASSOC., INC SF906-2026 BUILDING PERMIT REVIEWS 101-42400-40311	06/25/2026 DROBERTSON CONTRACT		292.50 292.50	292.50	Open	N 07/06/2026 292.50
Total Vendor 1645 - HAKANSON ANDERSON ASSOC., INC				38,539.57	38,539.57		

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 1175 - HAWKINS, INC</b>							
7476879							
00045780	HAWKINS, INC FERRIC CHLORIDE	06/29/2026 DROBERTSON		7,805.55	7,805.55	Open	N 07/06/2026
Total Vendor 1175 - HAWKINS, INC				<u>7,805.55</u>	<u>7,805.55</u>		
<b>Vendor 10761 - INSIGHT BREWING COMPANY</b>							
32380							
00045764	INSIGHT BREWING COMPANY THC	06/26/2026 CBUSKEY		172.76	172.76	Open	N 06/26/2026
	609-49751-40257	THC		172.76		1.00	172.76
Total Vendor 10761 - INSIGHT BREWING COMPANY				<u>172.76</u>	<u>172.76</u>		
<b>Vendor 10825 - IUOE LOCAL #49</b>							
.06302026							
00045803	IUOE LOCAL #49 PW UNION DUES JULY 2026	06/30/2026 DROBERTSON		385.34	385.34	Open	N 07/06/2026
	101-00000-21707	UNION DUES		385.34		1.00	385.34
Total Vendor 10825 - IUOE LOCAL #49				<u>385.34</u>	<u>385.34</u>		
<b>Vendor 154 - JOHNSON BROTHERS</b>							
1078895							
00045709	JOHNSON BROTHERS LIQUOR	06/18/2026 CBUSKEY		656.66	656.66	Open	N 06/19/2026
	609-49751-40206	FREIGHT		9.74		1.00	9.74
	609-49751-40251	LIQUOR		646.92		1.00	646.92
1078896							
00045710	JOHNSON BROTHERS WINE	06/18/2026 CBUSKEY		791.30	791.30	Open	N 06/19/2026
	609-49751-40206	FREIGHT		32.30		1.00	32.30
	609-49751-40253	WINE		759.00		1.00	759.00
1078897							
00045711	JOHNSON BROTHERS MISC	06/18/2026 CBUSKEY		101.75	101.75	Open	N 06/19/2026
	609-49751-40206	FREIGHT		9.50		1.00	9.50
	609-49751-40254	MISCELLANEOUS MERCHANDISE		92.25		1.00	92.25

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Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 154 - JOHNSON BROTHERS</b>							
1084205 00045754	JOHNSON BROTHERS LIQUOR	06/25/2026 CBUSKEY		13,209.30	13,209.30	Open	N 06/25/2026
	609-49751-40206	FREIGHT		222.30		1.00	222.30
	609-49751-40251	LIQUOR		12,987.00		1.00	12,987.00
1084203 00045755	JOHNSON BROTHERS LIQUOR	06/25/2026 CBUSKEY		707.64	707.64	open	N 06/25/2026
	609-49751-40206	FREIGHT		10.14		1.00	10.14
	609-49751-40251	LIQUOR		697.50		1.00	697.50
1084204 00045756	JOHNSON BROTHERS MISC	06/25/2026 CBUSKEY		49.90	49.90	open	N 06/25/2026
	609-49751-40206	FREIGHT		1.90		1.00	1.90
	609-49751-40254	MISCELLANEOUS MERCHANDISE		48.00		1.00	48.00
Total Vendor 154 - JOHNSON BROTHERS					<u>15,516.55</u>	<u>15,516.55</u>	
<b>Vendor 10824 - LAW ENFORCEMENTLABOR SERVICES</b>							
.06302026 00045801	LAW ENFORCEMENTLABOR SERVICES POLICE DUES JULY 2026	06/30/2026 DROBERTSON		657.00	657.00	Open	N 07/06/2026
	101-00000-21707	UNION DUES		657.00		1.00	657.00
.063020261 00045802	LAW ENFORCEMENTLABOR SERVICES SERGEANTS DUES JULY 2026	06/30/2026 DROBERTSON		73.00	73.00	Open	N 07/06/2026
	101-00000-21707	UNION DUES		73.00		1.00	73.00
Total Vendor 10824 - LAW ENFORCEMENTLABOR SERVICES					<u>730.00</u>	<u>730.00</u>	
<b>Vendor 165 - LMC INSURANCE TRUST</b>							

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 165 - LMC INSURANCE TRUST</b>							
.06172025 00045695	LMC INSURANCE TRUST	06/09/2026		25,624.00	25,624.00	Open	N
	WC PREMIUM - INSTALLMENT #4	NSANTILLO					07/06/2026
	101-41400-40160	WORK COMP INSURANCE		332.00		1.00	332.00
	101-41500-40160	WORK COMP INSURANCE		125.00		1.00	125.00
	101-41910-40160	WORK COMP INSURANCE		224.00		1.00	224.00
	101-42110-40160	WORK COMP INSURANCE		14,998.00		1.00	14,998.00
	101-42210-40160	WORK COMP INSURANCE		4,113.00		1.00	4,113.00
	101-42400-40160	WORK COMP INSURANCE		109.00		1.00	109.00
	101-43100-40160	WORK COMP INSURANCE		1,481.00		1.00	1,481.00
	101-43210-40160	WORK COMP INSURANCE		270.00		1.00	270.00
	101-45200-40160	WORK COMP INSURANCE		1,221.00		1.00	1,221.00
	601-49440-40160	WORK COMP INSURANCE		827.00		1.00	827.00
	602-49490-40160	WORK COMP INSURANCE		733.00		1.00	733.00
	609-49750-40160	WORK COMP INSURANCE		878.00		1.00	878.00
	101-41940-40160	WORK COMP INSURANCE		302.00		1.00	302.00
	101-41410-40160	WORK COMP INSURANCE		11.00		1.00	11.00
Total Vendor 165 - LMC INSURANCE TRUST				25,624.00	25,624.00		
<b>Vendor 10787 - MARCO TECHNOLOGIES LLC</b>							
INV15332554 00045575	MARCO TECHNOLOGIES LLC	06/05/2026		886.59	886.59	Open	N
	OUTDOOR NETWORK CAMERA	DROBERTSON					07/06/2026
	402-42110-40587	CAMERAS FOR BUILDINGS		886.59		1.00	886.59
Total Vendor 10787 - MARCO TECHNOLOGIES LLC				886.59	886.59		
<b>Vendor 202 - MCDONALD DIST CO</b>							
865442 00045583	MCDONALD DIST CO	06/16/2026		306.00	306.00	Open	N
	LIQUOR	CBUSKEY					06/16/2026
	609-49751-40251	LIQUOR		306.00		1.00	306.00
865455 00045584	MCDONALD DIST CO	06/16/2026		1,954.25	1,954.25	Open	N
	BEER/NA	CBUSKEY					06/16/2026
	609-49751-40206	FREIGHT		7.00		1.00	7.00
	609-49751-40255	N/A PRODUCTS		162.60		1.00	162.60
	609-49751-40252	BEER		1,784.65		1.00	1,784.65

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Inventory					Units	Quantity	Unit Price
<b>Vendor 202 - MCDONALD DIST CO</b>							
865764 00045706	MCDONALD DIST CO BEER	06/18/2026 CBUSKEY		230.00	230.00	Open	N 06/18/2026
	609-49751-40206	FREIGHT		7.00		1.00	7.00
	609-49751-40252	BEER		223.00		1.00	223.00
866551 00045742	MCDONALD DIST CO BEER	06/24/2026 CBUSKEY		2,927.45	2,927.45	Open	N 06/24/2026
	609-49751-40206	FREIGHT		7.00		1.00	7.00
	609-49751-40252	BEER		2,920.45		1.00	2,920.45
866428 00045743	MCDONALD DIST CO LIQUOR	06/24/2026 CBUSKEY		896.00	896.00	Open	N 06/24/2026
	609-49751-40251	LIQUOR		896.00		1.00	896.00
867548 00045805	MCDONALD DIST CO BEER	06/30/2026 CBUSKEY		222.50	222.50	Open	N 06/30/2026
	609-49751-40252	BEER		222.50		1.00	222.50
867703 00045806	MCDONALD DIST CO BEER	06/30/2026 CBUSKEY		(389.90)	(389.90)	Open	N 06/30/2026
	609-49751-40252	BEER		(389.90)		1.00	(389.90)
867704 00045807	MCDONALD DIST CO LIQUOR	06/30/2026 CBUSKEY		(58.30)	(58.30)	Open	N 06/30/2026
	609-49751-40251	LIQUOR		(58.30)		1.00	(58.30)
867525 00045808	MCDONALD DIST CO LIQUOR	06/30/2026 CBUSKEY		1,480.00	1,480.00	Open	N 06/30/2026
	609-49751-40251	LIQUOR		1,480.00		1.00	1,480.00
867526 00045809	MCDONALD DIST CO BEER/NA	06/30/2026 CBUSKEY		7,793.40	7,793.40	Open	N 06/30/2026
	609-49751-40206	FREIGHT		7.00		1.00	7.00
	609-49751-40255	N/A PRODUCTS		269.70		1.00	269.70
	609-49751-40252	BEER		7,516.70		1.00	7,516.70

Total Vendor 202 - MCDONALD DIST CO

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Inventory					Units	Quantity	Unit Price
<b>Vendor 202 - MCDONALD DIST CO</b>							
				15,361.40	15,361.40		
<b>Vendor CD-REFUND - MCQUADE JAKE</b>							
06/18/2026							
00045696	MCQUADE JAKE	06/18/2026		232.45	232.45	Open	N
	101-00000-20200	NSANTILLO					07/06/2026
		Accessory Structure over 200 SF		232.45		1.00	232.45
Total Vendor CD-REFUND - MCQUADE JAKE				232.45	232.45		
<b>Vendor 176 - MED-COMPASS, INC</b>							
49854							
00045722	MED-COMPASS, INC	06/22/2026		540.00	540.00	Open	N
	PHYSICAL AND QUANTITATIVE FIT TESTING	DROBERTSON					07/06/2026
	601-49440-40417	UNIFORMS & PPE		270.00		1.00	270.00
	602-49490-40417	UNIFORMS & PPE		270.00		1.00	270.00
49853							
00045723	MED-COMPASS, INC	06/22/2026		825.00	825.00	Open	N
	ANNUAL HEARING TEST	DROBERTSON					07/06/2026
	602-49490-40311	CONTRACT		206.25		1.00	206.25
	601-49440-40311	CONTRACT		206.25		1.00	206.25
	101-45200-40311	CONTRACT		206.25		1.00	206.25
	101-43100-40311	CONTRACT		206.25		1.00	206.25
Total Vendor 176 - MED-COMPASS, INC				1,365.00	1,365.00		
<b>Vendor 3689 - METRO SALES, INC</b>							
INV3111672							
00045534	METRO SALES, INC	06/10/2026		385.66	385.66	Open	N
	COPIES-PW	NSANTILLO					07/06/2026
	101-43100-40240	OFFICE EQUIP		96.42		1.00	96.42
	101-45200-40240	OFFICE EQUIP		96.42		1.00	96.42
	601-49440-40240	OFFICE EQUIP		96.41		1.00	96.41
	602-49490-40240	OFFICE EQUIP		96.41		1.00	96.41
Total Vendor 3689 - METRO SALES, INC				385.66	385.66		
<b>Vendor 10337 - METRO-INET</b>							
3624							
00045817	METRO-INET	06/30/2026		325.00	325.00	Open	N
	MILESTONE CAMERA LICENSE	DROBERTSON					07/06/2026

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Inventory					Units	Quantity	Unit Price
<b>Vendor 10337 - METRO-INET</b>							
3601							
00045820	METRO-INET	07/01/2026		17,726.00	17,726.00	Open	N
	JULY 2026 SERVICES	DROBERTSON					07/06/2026
	101-41110-40310	COMPUTER CONSULTING FEES		779.94		1.00	779.94
	101-41400-40310	COMPUTER CONSULTING FEES		2,726.26		1.00	2,726.26
	101-41910-40310	COMPUTER CONSULTING FEES		389.97		1.00	389.97
	101-42110-40310	COMPUTER CONSULTING FEES		9,545.45		1.00	9,545.45
	101-42400-40310	COMPUTER CONSULTING FEES		779.94		1.00	779.94
	101-43100-40310	COMPUTER CONSULTING FEES		779.94		1.00	779.94
	101-45200-40310	COMPUTER CONSULTING FEES		779.94		1.00	779.94
	601-49440-40310	COMPUTER CONSULTING FEES		779.94		1.00	779.94
	602-49490-40310	COMPUTER CONSULTING FEES		779.94		1.00	779.94
	609-49750-40310	COMPUTER CONSULTING FEES		384.68		1.00	384.68
Total Vendor 10337 - METRO-INET				<u>18,051.00</u>	<u>18,051.00</u>		
<b>Vendor 5661 - MIDWEST TESTING LLC</b>							
6538							
00045753	MIDWEST TESTING LLC	06/19/2026		2,900.00	2,900.00	Open	N
	WATER METER TESTING	DROBERTSON					07/06/2026
	601-49440-40259	WATER METERS		2,900.00		1.00	2,900.00
Total Vendor 5661 - MIDWEST TESTING LLC				<u>2,900.00</u>	<u>2,900.00</u>		
<b>Vendor 7588 - MINNESOTA EQUIPMENT</b>							
E26341							
00045730	MINNESOTA EQUIPMENT	06/22/2026		5,300.00	5,300.00	Open	N
	TRADE IN - ROTARY CUTTER FOR BRUSH CUTTE	DROBERTSON					07/06/2026
	603-49500-40418	STORM WATER MANAGEMENT		5,300.00		1.00	5,300.00
P63526							
00045804	MINNESOTA EQUIPMENT	06/30/2026		18.86	18.86	Open	N
	PARTS	DROBERTSON					07/06/2026
	101-45200-40218	EQUIPMENT MAINTENANCE		18.86		1.00	18.86
Total Vendor 7588 - MINNESOTA EQUIPMENT				<u>5,318.86</u>	<u>5,318.86</u>		
<b>Vendor 8083 - MINNESOTA RURAL WATER ASSOCIAT</b>							

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Inventory					Units	Quantity	Unit Price
<b>Vendor 8083 - MINNESOTA RURAL WATER ASSOCIAT</b>							
.06232026							
00045728	MINNESOTA RURAL WATER ASSOCIAT	06/22/2026		425.00	425.00	Open	N
	MEMBERSHIP AUGUST 2026-JULY 2027	DROBERTSON					07/06/2026
	601-49440-40208	TRAINING		212.50		1.00	212.50
	602-49490-40208	TRAINING		212.50		1.00	212.50
Total Vendor 8083 - MINNESOTA RURAL WATER ASSOCIAT				425.00	425.00		
<b>Vendor 185 - MN MUNICIPAL BEVERAGE ASSOCIATION</b>							
.06252026							
00045745	MN MUNICIPAL BEVERAGE ASSOCIATION	06/25/2026		2,700.00	2,700.00	open	N
	2026 ANNUAL DUES	DROBERTSON					07/06/2026
	609-49750-40433	DUES AND SUBSCRIPTIONS		2,700.00		1.00	2,700.00
Total Vendor 185 - MN MUNICIPAL BEVERAGE ASSOCIATION				2,700.00	2,700.00		
<b>Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION</b>							
69166							
00045762	MN MUNICIPAL UTILITIES ASSOCIATION	07/01/2026		7,422.50	7,422.50	Open	N
	SAFETY MANAGEMENT PROGRAM Q3 2026	DROBERTSON					07/06/2026
	101-41400-40311	CONTRACT		927.81		1.00	927.81
	101-42110-40311	CONTRACT		927.81		1.00	927.81
	101-42210-40705	RUM RIVER FIRE EXPENSES		927.82		1.00	927.82
	101-43100-40311	CONTRACT		927.81		1.00	927.81
	101-45200-40311	CONTRACT		927.81		1.00	927.81
	601-49440-40311	CONTRACT		927.81		1.00	927.81
	602-49490-40311	CONTRACT		927.81		1.00	927.81
	609-49750-40311	CONTRACT		927.82		1.00	927.82
Total Vendor 3505 - MN MUNICIPAL UTILITIES ASSOCIATION				7,422.50	7,422.50		
<b>Vendor 4745 - MN NCPERS LIFE INSURANCE</b>							
733400072026							
00045674	MN NCPERS LIFE INSURANCE	06/01/2026		112.00	112.00	open	N
	JULY 2026 COVERAGE	DROBERTSON					07/06/2026
	101-00000-21713	MN LIFE		112.00		1.00	112.00
Total Vendor 4745 - MN NCPERS LIFE INSURANCE				112.00	112.00		
<b>Vendor 10727 - NELSON SANITATION &amp; RENTAL, INC</b>							

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Inventory					Units	Quantity	Unit Price
<b>Vendor 10727 - NELSON SANITATION &amp; RENTAL, INC</b>							
<a href="#">INV/2026/7145</a> 00045721	NELSON SANITATION & RENTAL, INC DEER CREEK PARK HANDICAP UNIT 101-45200-40311	06/19/2026 DROBERTSON CONTRACT		149.00	149.00	Open	N 07/06/2026 149.00
				149.00		1.00	149.00
<a href="#">INV/2026/7437</a> 00045725	NELSON SANITATION & RENTAL, INC SIWEK PARK HANDICAP UNIT 101-45200-40311	06/23/2026 DROBERTSON CONTRACT		149.00	149.00	Open	N 07/06/2026 149.00
				149.00		1.00	149.00
<a href="#">INV/2026/7436</a> 00045726	NELSON SANITATION & RENTAL, INC SEELEY BROOK PARK HANDICAP UNIT 101-45200-40311	06/23/2026 DROBERTSON CONTRACT		149.00	149.00	Open	N 07/06/2026 149.00
				149.00		1.00	149.00
<a href="#">INV/2026/7417</a> 00045727	NELSON SANITATION & RENTAL, INC COMM PARK HANDICAP & MONTHLY PORTABLE 101-45200-40311	06/23/2026 DROBERTSON CONTRACT		232.00	232.00	Open	N 07/06/2026 232.00
				232.00		1.00	232.00
Total Vendor 10727 - NELSON SANITATION & RENTAL, INC				679.00	679.00		
<b>Vendor 10503 - ON CALL STRIPING</b>							
<a href="#">2717</a> 00045718	ON CALL STRIPING RE-STRIPING PARKING LOTS 609-49750-40401 101-45200-40401	06/14/2026 DROBERTSON BUILDINGS MAINTENANCE BUILDINGS MAINTENANCE		2,230.00	2,230.00	Open	N 07/06/2026 450.00 1,780.00
				450.00		1.00	450.00
				1,780.00		1.00	1,780.00
Total Vendor 10503 - ON CALL STRIPING				2,230.00	2,230.00		
<b>Vendor 4605 - OPUS 21</b>							
<a href="#">60553</a> 00045752	OPUS 21 MAY 2026 SERVICES 601-49440-40382 602-49490-40382	06/20/2026 DROBERTSON UTILITY BILLING UTILITY BILLING		3,259.59	3,259.59	open	N 07/06/2026 1,629.80 1,629.79
				1,629.80		1.00	1,629.80
				1,629.79		1.00	1,629.79
Total Vendor 4605 - OPUS 21				3,259.59	3,259.59		
<b>Vendor 10848 - OXFORD STREET MERCHANTS</b>							

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

EXP CHECK RUN DATES 07/07/2026 - 07/07/2026

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

**Invoice Number**

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date Unit Price
Inventory					Units	Quantity	
<b>Vendor 10848 - OXFORD STREET MERCHANTS</b>							
7568858							
00045746	OXFORD STREET MERCHANTS	06/18/2026		1.90	1.90	Open	N
	WINE		DROBERTSON				07/06/2026
	609-49751-40206	FREIGHT		1.90		1.00	1.90
Total Vendor 10848 - OXFORD STREET MERCHANTS				<u>1.90</u>	<u>1.90</u>		
<b>Vendor 3753 - PAUSTIS WINE COMPANY</b>							
298312							
00045812	PAUSTIS WINE COMPANY	06/30/2026		1,587.50	1,587.50	Open	N
	WINE		CBUSKEY				06/30/2026
	609-49751-40206	FREIGHT		19.50		1.00	19.50
	609-49751-40253	WINE		1,568.00		1.00	1,568.00
Total Vendor 3753 - PAUSTIS WINE COMPANY				<u>1,587.50</u>	<u>1,587.50</u>		
<b>Vendor 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							
5191929							
00045712	PHILLIPS WINE & SPIRITS CO	06/18/2026		1,215.00	1,215.00	Open	N
	LIQUOR		CBUSKEY				06/19/2026
	609-49751-40206	FREIGHT		30.40		1.00	30.40
	609-49751-40251	LIQUOR		1,184.60		1.00	1,184.60
5191930							
00045713	PHILLIPS WINE & SPIRITS CO	06/18/2026		822.60	822.60	Open	N
	WINE		CBUSKEY				06/19/2026
	609-49751-40206	FREIGHT		45.60		1.00	45.60
	609-49751-40253	WINE		777.00		1.00	777.00
5191931							
00045714	PHILLIPS WINE & SPIRITS CO	06/18/2026		35.40	35.40	Open	N
	MISC		CBUSKEY				06/19/2026
	609-49751-40206	FREIGHT		1.90		1.00	1.90
	609-49751-40254	MISCELLANEOUS MERCHANDISE		33.50		1.00	33.50
5195737							
00045758	PHILLIPS WINE & SPIRITS CO	06/25/2026		5,246.40	5,246.40	Open	N
	LIQUOR		CBUSKEY				06/25/2026
	609-49751-40206	FREIGHT		125.40		1.00	125.40
	609-49751-40251	LIQUOR		5,121.00		1.00	5,121.00

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
<b>Vendor 214 - PHILLIPS WINE &amp; SPIRITS CO</b>							
5195738							
00045759	PHILLIPS WINE & SPIRITS CO	06/25/2026		1,455.70	1,455.70	Open	N
	WINE		CBUSKEY				06/25/2026
	609-49751-40206		FREIGHT	43.70		1.00	43.70
	609-49751-40253		WINE	1,412.00		1.00	1,412.00
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				8,775.10	8,775.10		
<b>Vendor 10718 - PLACER LABS, INC</b>							
INUS10456							
00045784	PLACER LABS, INC	06/06/2026		16,727.00	16,727.00	open	N
	LOCATION SERVICES		NSANTILLO				07/06/2026
	609-49750-40311		CONTRACT	5,000.00		1.00	5,000.00
	101-41910-40311		CONTRACT	11,727.00		1.00	11,727.00
Total Vendor 10718 - PLACER LABS, INC				16,727.00	16,727.00		
<b>Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC</b>							
B023150							
00045697	RMB ENVIRONMENTAL LABORATORIES, INC	06/17/2026		188.00	188.00	open	N
	ALL WEEKS COOLER 2		DROBERTSON				07/06/2026
	602-49490-40313		SAMPLE TESTING	188.00		1.00	188.00
B023079							
00045703	RMB ENVIRONMENTAL LABORATORIES, INC	06/18/2026		238.00	238.00	Open	N
	WEEKS 2-4 COOLER 1		DROBERTSON				07/06/2026
	602-49490-40313		SAMPLE TESTING	238.00		1.00	238.00
B023246							
00045719	RMB ENVIRONMENTAL LABORATORIES, INC	06/18/2026		102.00	102.00	open	N
	PROJECT 99		DROBERTSON				07/06/2026
	602-49490-40313		SAMPLE TESTING	102.00		1.00	102.00
B023235							
00045732	RMB ENVIRONMENTAL LABORATORIES, INC	06/24/2026		238.00	238.00	Open	N
	WEEKS 2-4 COOLER 1		DROBERTSON				07/06/2026
	602-49490-40313		SAMPLE TESTING	238.00		1.00	238.00
B023301							
00045747	RMB ENVIRONMENTAL LABORATORIES, INC	06/24/2026		188.00	188.00	open	N
	ALL WEEKS COOLER 2		DROBERTSON				07/06/2026
	602-49490-40313		SAMPLE TESTING	188.00		1.00	188.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC</b>							
B022919							
00045768	RMB ENVIRONMENTAL LABORATORIES, INC WEEK 1 COOLER 1	06/26/2026 DROBERTSON		677.00	677.00	Open	N 07/06/2026
B023389							
00045779	RMB ENVIRONMENTAL LABORATORIES, INC WEEKS 2-4 COOLER 1	06/29/2026 DROBERTSON		238.00	238.00	Open	N 07/06/2026
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				1,869.00	1,869.00		
<b>Vendor 231 - RUSSELL'S LOCK &amp; KEY</b>							
A56142							
00045815	RUSSELL'S LOCK & KEY BOTTLE SHOP KEY SERVICES	06/30/2026 DROBERTSON		148.00	148.00	Open	N 07/06/2026
Total Vendor 231 - RUSSELL'S LOCK & KEY				148.00	148.00		
<b>Vendor CD-REFUND - SDK CONSTRUCTION</b>							
06/18/2026							
00045707	SDK CONSTRUCTION Check Request For Escrow: E2026-0029 803-00000-20200	06/18/2026 NSANTILLO E2026-0029 - P2026-00243	07/06/2026	250.00	250.00	Open	N 07/06/2026
				250.00		1.00	250.00
Total Vendor CD-REFUND - SDK CONSTRUCTION				250.00	250.00		
<b>Vendor 7455 - SOUTHERN GLAZERS OF MN</b>							
2771249							
00045708	SOUTHERN GLAZERS OF MN LIQUOR	06/18/2026 CBUSKEY		3,349.14	3,349.14	Open	N 06/18/2026
	609-49751-40206	FREIGHT		43.09		1.00	43.09
	609-49751-40251	LIQUOR		3,306.05		1.00	3,306.05
2773821							
00045760	SOUTHERN GLAZERS OF MN LIQUOR	06/25/2026 CBUSKEY		8,179.45	8,179.45	Open	N 06/25/2026
	609-49751-40206	FREIGHT		78.29		1.00	78.29
	609-49751-40251	LIQUOR		8,101.16		1.00	8,101.16
2773822							
00045761	SOUTHERN GLAZERS OF MN WINE	06/25/2026 CBUSKEY		248.52	248.52	Open	N 06/25/2026
	609-49751-40206	FREIGHT		8.96		1.00	8.96
	609-49751-40253	WINE		239.56		1.00	239.56
Total Vendor 7455 - SOUTHERN GLAZERS OF MN							

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 7455 - SOUTHERN GLAZERS OF MN</b>				11,777.11	11,777.11		
<b>Vendor 1944 - ST. FRANCIS COLLISION &amp; GLASS</b>							
4110							
00045717	ST. FRANCIS COLLISION & GLASS 2022 DODGE DURANGO REPAIRS 101-42110-40222	06/19/2026 NSANTILLO INSURANCE REPAIRS		3,965.54	3,965.54	Open	N 07/06/2026 3,965.54
				3,965.54		1.00	
Total Vendor 1944 - ST. FRANCIS COLLISION & GLASS				3,965.54	3,965.54		
<b>Vendor 4940 - THE AMERICAN BOTTLING COMPANY</b>							
4847910672							
00045748	THE AMERICAN BOTTLING COMPANY MISC 609-49751-40254	06/25/2026 CBUSKEY MISCELLANEOUS MERCHANDISE		397.88	397.88	Open	N 06/25/2026 397.88
				397.88		1.00	
Total Vendor 4940 - THE AMERICAN BOTTLING COMPANY				397.88	397.88		
<b>Vendor 863 - THE BERNICK COMPANIES</b>							
10504419							
00045704	THE BERNICK COMPANIES BEER 609-49751-40252	06/18/2026 CBUSKEY BEER		(77.20)	(77.20)	Open	N 06/18/2026 (77.20)
				(77.20)		1.00	
10504418							
00045705	THE BERNICK COMPANIES BEER 609-49751-40252	06/18/2026 CBUSKEY BEER		560.40	560.40	Open	N 06/18/2026 560.40
				560.40		1.00	
10507031							
00045749	THE BERNICK COMPANIES BEER 609-49751-40252	06/25/2026 CBUSKEY BEER		478.80	478.80	Open	N 06/25/2026 478.80
				478.80		1.00	
10507032							
00045750	THE BERNICK COMPANIES THC 609-49751-40257	06/25/2026 CBUSKEY THC		(120.00)	(120.00)	Open	N 06/25/2026 (120.00)
				(120.00)		1.00	
Total Vendor 863 - THE BERNICK COMPANIES				842.00	842.00		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Invoice Number

Inv Ref #	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory					Units	Quantity	Unit Price
<b>Vendor 9559 - TIMESAVER OFF SITE SEC. INC</b>							
32547							
00045813	TIMESAVER OFF SITE SEC. INC	06/30/2026		179.50	179.50	Open	N
	CITY COUNCIL MEETING 06/15/2026	DROBERTSON					07/06/2026
	101-41400-40311	CONTRACT		179.50		1.00	179.50
<b>32548</b>							
00045814	TIMESAVER OFF SITE SEC. INC	06/30/2026		178.00	178.00	Open	N
	PLANNING COMMISSION MEETING 06/17/2026	DROBERTSON					07/06/2026
	101-41910-40311	CONTRACT		178.00		1.00	178.00
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC					<u>357.50</u>	<u>357.50</u>	
<b>Vendor 10847 - WILLISTON IRRIGATION</b>							
16995							
00045694	WILLISTON IRRIGATION	06/15/2026		7,600.00	7,600.00	Open	N
	IRRIGATION	NSANTILLO					07/06/2026
	609-49750-40401	BUILDINGS MAINTENANCE		4,200.00		1.00	4,200.00
	101-41940-40401	BUILDINGS MAINTENANCE		3,400.00		1.00	3,400.00
Total Vendor 10847 - WILLISTON IRRIGATION					<u>7,600.00</u>	<u>7,600.00</u>	
<b>Vendor 2926 - WINE MERCHANTS</b>							
1400056							
00045715	WINE MERCHANTS	06/18/2026		1.90	1.90	Open	N
	FRIEGHT	CBUSKEY					06/19/2026
	609-49751-40206	FREIGHT		1.90		1.00	1.90
Total Vendor 2926 - WINE MERCHANTS					<u>1.90</u>	<u>1.90</u>	
<b>Vendor 9071 - XYLEM WATER SOLUTIONS USA, INC</b>							
3556E25844							
00045579	XYLEM WATER SOLUTIONS USA, INC	06/10/2026		6,382.00	6,382.00	Open	N
	UV ECORAY LAMP	DROBERTSON					07/06/2026
	602-49490-40229	PROJECT MAINTENANCE		6,382.00		1.00	6,382.00
Total Vendor 9071 - XYLEM WATER SOLUTIONS USA, INC					<u>6,382.00</u>	<u>6,382.00</u>	

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Invoice Number	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inv Ref #	GL Distribution	Entered By			Units	Quantity	Post Date
Inventory							Unit Price
# of Invoices:	108	# Due: 108	Totals:	308,157.51	308,157.51		
# of Credit Memos:	8	# Due: 8	Totals:	(1,325.80)	(1,325.80)		
Net of Invoices and Credit Memos:				306,831.71	306,831.71		
--- TOTALS BY GL BANK ---							
	GNCKG			306,831.71			
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-00000-20200			232.45			
	101-00000-21707			1,115.34			
	101-00000-21713			112.00			
	101-41110-40310			779.94			
	101-41400-40160			332.00			
	101-41400-40310			2,726.26			
	101-41400-40311			1,107.31			
	101-41410-40160			11.00			
	101-41500-40160			125.00			
	101-41910-40160			224.00			
	101-41910-40310			389.97			
	101-41910-40311			11,905.00			
	101-41940-40160			302.00			
	101-41940-40401			3,400.00			
	101-42110-40160			14,998.00			
	101-42110-40222			3,965.54			
	101-42110-40310			9,545.45			
	101-42110-40311			927.81			
	101-42110-40321			200.00			
	101-42210-40160			4,113.00			
	101-42210-40321			200.00			
	101-42210-40705			927.82			
	101-42400-40160			109.00			
	101-42400-40310			779.94			
	101-42400-40311			292.50			
	101-43100-40160			1,481.00			
	101-43100-40218			1,591.11			
	101-43100-40240			96.42			
	101-43100-40303			190.37			
	101-43100-40310			779.94			
	101-43100-40311			1,134.06			
	101-43100-40321			200.00			
	101-43100-40415			1,400.00			
	101-43210-40160			270.00			
	101-45200-40160			1,221.00			
	101-45200-40218			1,609.97			
	101-45200-40240			96.42			
	101-45200-40303			118.12			
	101-45200-40310			779.94			

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Inventory	GL Distribution				Units	Quantity	Unit Price
	101-45200-40311			1,813.06			
	101-45200-40321			200.00			
	101-45200-40401			1,780.00			
	101-45200-40415			1,400.00			
	402-42110-40554			1,216.95			
	402-42110-40587			886.59			
	405-43100-40303			2,899.25			
	601-49440-40160			827.00			
	601-49440-40208			212.50			
	601-49440-40228			3,182.21			
	601-49440-40233			69.38			
	601-49440-40240			96.41			
	601-49440-40259			6,432.00			
	601-49440-40303			118.12			
	601-49440-40310			779.94			
	601-49440-40311			1,134.06			
	601-49440-40321			200.00			
	601-49440-40382			1,629.80			
	601-49440-40417			270.00			
	601-49440-40419			240.98			
	602-49490-40160			733.00			
	602-49490-40208			212.50			
	602-49490-40229			6,382.00			
	602-49490-40240			96.41			
	602-49490-40303			118.14			
	602-49490-40310			779.94			
	602-49490-40311			1,134.06			
	602-49490-40313			954.00			
	602-49490-40321			200.00			
	602-49490-40382			1,629.79			
	602-49490-40417			270.00			
	602-49490-40419			240.97			
	603-49500-40418			5,300.00			
	609-49750-40160			878.00			
	609-49750-40210			142.27			
	609-49750-40310			384.68			
	609-49750-40311			5,927.82			
	609-49750-40401			4,650.00			
	609-49750-40433			2,700.00			
	609-49751-40206			916.01			
	609-49751-40251			58,450.16			
	609-49751-40252			59,488.49			
	609-49751-40253			4,903.12			
	609-49751-40254			2,773.54			
	609-49751-40255			684.30			
	609-49751-40257			590.26			
	803-00000-20200			250.00			
	803-00000-22003			202.50			
	803-00000-22011			857.50			

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Inventory	GL Distribution				Units	Quantity	Unit Price
	803-00000-22014			1,779.50			
	803-00000-22031			12,729.32			
	803-00000-22037			645.00			
	803-00000-22050			1,141.25			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			74,982.74	74,982.74		
	402 CAPITAL EQUIPMENT FUND			2,103.54	2,103.54		
	405 STREET IMPROVEMENT FUND			2,899.25	2,899.25		
	601 WATER FUND			15,192.40	15,192.40		
	602 SEWER FUND			12,750.81	12,750.81		
	603 STORM WATER FUND			5,300.00	5,300.00		
	609 LIQUOR FUND			142,488.65	142,488.65		
	803 ESCROW			17,605.07	17,605.07		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			19,064.86	19,064.86		
	41110 CITY COUNCIL			779.94	779.94		
	41400 ADMINISTRATION			4,165.57	4,165.57		
	41410 ELECTIONS			11.00	11.00		
	41500 FINANCE			125.00	125.00		
	41910 COMMUNITY DEVELOPMENT			12,518.97	12,518.97		
	41940 BUILDINGS -CITY HALL MAINTENA			3,702.00	3,702.00		
	42110 POLICE			31,740.34	31,740.34		
	42210 FIRE			5,240.82	5,240.82		
	42400 BUILDING INSPECTIONS			1,181.44	1,181.44		
	43100 STREETS			9,772.15	9,772.15		
	43210 RECYCLING			270.00	270.00		
	45200 PARKS			9,018.51	9,018.51		
	49440 WATER DEPT			15,192.40	15,192.40		
	49490 SEWER DEPT			12,750.81	12,750.81		
	49500 STORM WATER DEPT			5,300.00	5,300.00		
	49750 LIQUOR STORE			14,682.77	14,682.77		
	49751 MERCHANDISE PURCHASES			127,805.88	127,805.88		



## City Council Agenda Report

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Natalie Santillo, Finance Director  
**SUBJECT:** 2027-2031 Capital Improvement Plan  
**DATE:** July 6, 2026

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### **OVERVIEW:**

Each year the city must approve the CIP for the next 5 years by August 15<sup>th</sup>. The proposed CIP was put on the website in June. It can be found under departments-finance-documents. It is named the '2027-2031 Proposed Capital Improvement Plan'.

Funding for the capital equipment comes from transfers from Water and Sewer of \$20,000 each per year and from the general tax levy.

The other funds that are included in this plan are Parks, Buildings, Streets, Water, Wastewater, Stormwater and Liquor Fund. These are all detailed in the plan and the funding sources to cover these improvements/purchases.

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

Council needs to hold the public hearing on the Capital Improvement Plan for 2027-2031. After the hearing has been concluded, the 2027-2031 Capital Improvement Plan would need to be approved.

### **BUDGET IMPLICATION:**

Capital equipment purchases will be added to the budget in the year they are to be purchased. Other projects will need to be brought to council when the project is scheduled to move forward.

### **Attachments:**

1. Capital Improvement Plan 2027-2031 (Proposed)



## Five Year Capital Improvement Plan

2027 – 2031

Proposed 06-30-2026



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## Capital Improvement Plan Overview 2027-2031

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The Capital Improvement Plan (CIP) is a schedule of proposed public projects and purchases over a five-year period. Capital improvements are projects, which require acquisition, construction, or replacement of various equipment or facilities, including public buildings, infrastructure, utilities, and parks.

The purpose of the CIP is to:

- identify capital expenditures which are anticipated to be requested over a five-year period
- determine a source of funding for the requests and
- provide an opportunity for long-term planning.

The plan is not intended to provide precise budgeting. Capital costs are projected as estimates. Upon each update of the plan, deletions, additions, delays, or other revisions may occur, reflecting changing community needs. These changes allow for budget refinement as a particular project nears actual construction. Approval of the CIP by the City Council does not authorize spending or initiation of a given project. The plan is a planning and financial tool which not only tells the viewer where things are going but also facilitates negotiation and decision making for community development.

With this plan, staff has tried to layout all equipment needs for the city along with anticipated infrastructure needs. The plan also shows amounts anticipated for projects in 2032-2041 for informational purposes only. For this five-year plan, the city is using Easy CIP On-line software program to account for equipment and infrastructure needs. This is the 3<sup>rd</sup> year of using this software. This format will be reviewed and enhanced over the next couple of years.

The plan is broken down into fund levels.

- Capital Equipment Fund
- Street Improvement Fund
- Building Fund-Facility Maintenance
- Park Improvement Fund
- Enterprise Funds
  - Water
  - Sewer
  - Storm Water
  - Liquor

## Capital Equipment

The Capital Equipment fund provides for all the equipment needs of the city except for equipment designated exclusively for the enterprise funds (Water, Sewer, Storm Water and Liquor). The replacement schedule is based on the life expectancy of these assets. Life expectancy is based on several different factors: generally accepted useful life of the asset, staff evaluation of the condition of the asset, and financial feasibility of the replacement of the asset. In 2015, the city transferred money into this fund to ensure sufficient funds for the purchasing of equipment. The cash flow over the next 10 years is presented. This provides for a long-range plan for equipment replacement, but the focus on the plan is on the years 2027-2031. The cash reserves are predicted to stay positive over the 10 years.

The on-going needs of the capital equipment fund are met by two sources of funds. The first source is a tax levy which is proposed at \$235,000 for 2027 and increases \$60,000 a year. The second source is a yearly transfer from the Water Fund and the Sewer Fund of \$20,000 per fund to cover shared equipment. These transfers increase to \$25,000 per year in 2028.

As a rule, staff brings almost all capital equipment items to the City Council with the exception of essential, small dollar valued equipment such as computers and public safety radios. It should be a rhythm of staff presenting items and council approving the identified purchases annually to ensure sufficient equipment. The city's purchasing policy states: "If the purchase is over \$25,000, Council approval is required before the purchase can be made.... Capital outlay purchase are items costing \$10,000 or more individually that have a life expectancy of at least two years.... All capital outlay purchases require approval of the City Administrator unless the purchase has been approved by the City Council."

### Street Fund

The Street Fund was set up to account for maintenance, rehabilitation, and reconstruction of city streets. In the past, the maintenance (sealcoating and crack filling) was accounted for in the General Fund along with the yearly municipal maintenance money received from the State of Minnesota. Overlays and/or reconstruction would be accounted for in a separate fund with the funding usually coming from bond proceeds. The city council levied \$720,000 in 2026 for the street fund with an increase of \$120,000 per year to pay for the projects. The levy to certify in 2027 is proposed at \$840,000.

### Building (Facility Maintenance) Fund

The city is proposing to levy \$75,000 this year for building maintenance on city buildings except for the buildings designated to an enterprise fund.

### Parks

The city's park infrastructure is primarily funded by Park Dedication Fees that are paid for by land developers. This is obviously not a steady funding stream and can vary greatly from year to year, so council added a \$350,000 levy to the 2024 tax year to help fund park projects. This was lowered to \$200,000 for 2025 while 2026 was at \$250,000. HKGI completed a park study, and it was decided by City Council to increase the Park fund \$50,000 a year.

## Enterprise Funds

An enterprise fund is a self-supporting city fund used to finance and operate public services. The city has inventoried the water distribution system, sewer collection system, water/sewer equipment, and the liquor store. These improvements/replacements are all paid for by the respective funds.

Most of the water and sewer projects identified are required to make a functioning system. The main lines, gate valves, fire hydrants, and service lines are essential, and the costs are relatively minimal to the overall cost of water/sewer operations. These items should not be too controversial and could even be dependent upon and reviewed when street reconstructions are considered by the city council.

The Liquor Store contains all improvements to the Liquor Store. This is a self-sustaining operation, and most purchases should not be controversial and will likely be evaluated in the future as the year they are identified approaches.

The Storm Water fund was set up when the city was classified as an MS4 City. As a result, the city instituted the storm water fee and has been taking inventory of storm water infrastructure such as storm manholes, catch basins, storm ponds, storm sewer conduit, storm culverts, and box culverts. Council has decided instead of billing a fee to all property owners that the city would levy for this fund. 2026 Levy was set at \$300,000, with the same amount proposed to be levied in 2027.

## Major Funding Sources

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**Assessments** – funding from charges made to property owners who benefit from public improvements. The City would most likely issue bonds for the improvements and pay off the bonds with the bi-annual special assessment payments collected by the County.

**Capital Improvement Plan Bonds** – CIP General Obligation bonds are backed by the full faith, credit, and taxing powers of the City of St. Francis and may only be used to finance public projects such as city halls, public safety facilities and public works facilities. Specific criteria must be met before issuing this type of bond – see MN Statute 475.521.

**Capital Outlay Fund** – this fund was established to finance major capital outlay expenditures that cannot easily be financed by alternative revenue sources. Money is transferred to this fund and designated for specific future expenditures.

**County Funding** – this is used to identify that portion of public works improvement costs that are paid for by Anoka County. When county property within the city is improved, the cost of the improvements is jointly financed by the two governments.

**General Fund** – this fund accounts for all financial resources except those required to be accounted for in another fund. The fund accounts for the majority of the city's operating budget.

**General Obligation Improvement Bonds** – G.O. bonds are backed by the full faith, credit, and taxing powers of the City of St. Francis. These bonds represent the portion of public improvement project costs that are not assessed. At least 20% of the project cost must be assessed to issue these bonds.

**Grants** – it is anticipated that the City will receive grant funding to complete some of its projects. If the grant money is not obtained, the project will be put on hold until other financing sources can be found.

**Lease Purchase Revenue Bonds** – the City has the authority pursuant to Minnesota Statutes, Section 465.71 to construct facilities pursuant to a lease with option to purchase agreement. The City must have the right to terminate the lease purchase agreement at the end of any fiscal year during its term. Unless terminated at the end of any fiscal year the lease is payable from any revenues available to the City. Under current law, if the City wants the ability to levy taxes outside of levy limits to make the lease payments the bonds must be issued by the Economic Development Authority (EDA).

**Liquor Store Fund** – this fund accounts for profits derived from the sale of alcohol, cigarettes and other miscellaneous items. Profits are used to help keep city property taxes down and fund special projects.

**MSA State Aid** – this refers to money received from the state for street construction projects. State aid allotments for street construction are based on two factors: population and fiscal need. Fiscal need is determined by the estimated costs of construction and maintenance of the city’s state aid streets over 25 years.

**Park Development Fund** – this fund mainly accounts for the receipt and disbursement of park availability charges. These charges are levied against all new buildings constructed and are paid when the building permit is issued.

**Sewer Fund** – this fund accounts for customer sanitary sewer service charges that are used to finance the sanitary sewer system operating expenses.

**State Funding** – this is used to identify that portion of improvement costs that are paid by the State of Minnesota.

**Water Fund** – this fund accounts for customer water service charges that are used to finance the water system operating expenses.

## Capital Equipment Fund (#402)

### Cash Flow

	Actual 2025	Budget 2026	Budget 2027	Budget 2028	Estimate 2029	Estimate 2030	Estimate 2031
<b>Revenues</b>							
Taxes	\$ 360,000	\$ 175,000	\$ 235,000	\$ 295,000	\$ 355,000	\$ 415,000	\$ 465,000
Intergovernmental	-	-	-	-	-	-	-
Interest Income	65,527	20,000	20,000	20,000	5,000	5,000	5,000
Miscellaneous	44,698	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 470,225</b>	<b>\$ 195,000</b>	<b>\$ 255,000</b>	<b>\$ 315,000</b>	<b>\$ 360,000</b>	<b>\$ 420,000</b>	<b>\$ 470,000</b>
<b>Expenditures</b>							
<b>Total Expenditures</b>	<b>\$ 540,314</b>	<b>\$ 1,007,275</b>	<b>\$ 395,300</b>	<b>\$ 459,000</b>	<b>\$ 464,500</b>	<b>\$ 579,500</b>	<b>\$ 386,500</b>
<b>Other Sources (Uses)</b>							
Water Transfer	\$ 20,000	\$ 20,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Sewer Transfer	20,000	20,000	20,000	25,000	25,000	25,000	25,000
Sale of Assets	73,466	-	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$ 113,466</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>Net Change in Fund Balance</b>	<b>\$ 43,377</b>	<b>\$ (772,275)</b>	<b>\$ (100,300)</b>	<b>\$ (94,000)</b>	<b>\$ (54,500)</b>	<b>\$ (109,500)</b>	<b>\$ 133,500</b>
<b>Balance Sheet</b>							
Cash	\$ 1,193,647	\$ 421,372	\$ 321,072	\$ 227,072	\$ 172,572	\$ 63,072	\$ 196,572

CAPITAL IMPROVEMENT PLAN 2027-2031

City of St. Francis, MN											
Vehicle and Equipment Replacement Fund											
	Previous	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
<b>Administration</b>											
Computers	30,248	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
Technology Equipment	71,068	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Leased Vehicles-All Departments	196,500	200,000	210,000	220,000	230,000	240,000	250,000	250,000	250,000	250,000	280,000
<b>Police</b>											
Body/Squad Cameras	84,957	22,000	31,000	28,000	60,000	70,000	70,000	70,000	70,000	70,000	35,000
Cameras for Buildings	11,000	-	4,000	-	-	-	-	-	-	-	-
Canine Program	-	-	-	-	-	-	-	20,000	5,000	5,000	5,000
Computers	9,862	3,800	7,500	7,500	-	7,000	7,000	11,000	10,000	-	8,000
Emergency Management	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Firearms	5,513	1,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Radios	15,000	21,000	40,000	40,000	48,000	16,000	16,000	10,000	10,000	30,000	10,000
Squad Computers	10,346	11,000	5,000	10,000	5,000	10,000	5,000	15,000	5,000	15,000	5,000
UAV	3,700	500	2,000	5,000	3,000	3,000	3,000	3,000	5,000	3,000	3,000
UTV	10,000	-	-	-	-	5,000	5,000	5,000	5,000	5,000	-
<b>Public Works</b>											
Computers	9,956	3,000	3,000	3,500	3,500	3,500	3,500	3,500	3,500	4,000	3,500
Crane Truck	-	-	-	-	-	-	-	-	150,000	-	-
Dump Trucks	-	-	50,000	50,000	-	-	-	-	-	-	-
Dump Truck (One-Ton)	-	100,000	-	-	-	-	-	-	-	-	-
Loader	-	-	-	-	50,000	-	-	-	-	-	-
Miscellaneous Equipment	29,857	12,000	23,500	7,000	-	9,000	9,000	17,000	-	-	49,000
Motorgrader	-	-	-	-	-	-	185,000	-	-	-	-
Mowers	92,880	-	17,000	27,500	-	-	-	19,000	19,500	75,000	-
Sign Truck	-	-	-	-	125,000	-	-	-	-	-	-
ToolCat/Skid Loader/Mini Loader	38,519	-	43,000	43,000	32,000	-	43,000	46,000	-	46,000	-
Tractor	-	-	-	-	-	-	-	130,000	-	-	-
Trailer	-	-	-	-	-	-	-	-	-	-	10,000
-	-	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>624,406</b>	<b>395,300</b>	<b>459,000</b>	<b>464,500</b>	<b>579,500</b>	<b>386,500</b>	<b>619,500</b>	<b>622,500</b>	<b>556,000</b>	<b>526,000</b>	<b>431,500</b>
<b>Sources of Funds:</b>											
Transfer from Water	20,000	20,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Transfer from Sewer	20,000	20,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
General Property Tax	175,000	235,000	295,000	355,000	415,000	465,000	515,000	565,000	615,000	675,000	735,000
<b>Total</b>	<b>215,000</b>	<b>275,000</b>	<b>345,000</b>	<b>405,000</b>	<b>465,000</b>	<b>515,000</b>	<b>565,000</b>	<b>615,000</b>	<b>665,000</b>	<b>725,000</b>	<b>785,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Administration-Computers		
<b>Department:</b>	Administration	<b>Category:</b>	Administration

<b>Project Description:</b>	Replacement of computers is recommended every 5 years. This project covers City Administrator, Finance Director, City Clerk, Community Development Director, Building Inspector, Administrative Assistant and Office Support. There is also a computer for scanning.
<b>Project Justification:</b>	Metro I-net recommends replacing computers every 5 years. This keeps the operating system current on computers and keeps the hardware current to meet the current operating conditions for staff.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$30,000
<b>Total</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$30,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$30,000
<b>Total</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$30,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Administration-Technology Equipment		
<b>Department:</b>	Administration	<b>Category:</b>	Administration

<b>Project Description:</b>	<p>IT Access devices consisting of routers, switches, servers, network devices and wireless access points have end of life dates assigned to them generally by their manufacturer. Cameras generally last 5-8 years. This typically means it will not be supported any longer. Refer to IT spread sheet identifying individual equipment, replacement value and end of life date.</p> <p>Software and hardware are no longer supported by manufacturer creating security risks. Equipment is general outdated and inefficient. Refer to IT spreadsheet identifying individual equipment, replacement value and end of life date.</p>
<b>Project Justification:</b>	Equipment is anticipated to be at end of reliable useful life. Equipment is replaced when manufacturer no longer supports the unit, software and operating systems are no longer supported creating security risk or equipment is no longer compatible with new hardware and software. This replacement will allow the ability to provide services as per adopted standards.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
<b>Total</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$50,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
<b>Total</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$10,000</b>	<b>\$50,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Administration-Vehicles-Enterprise Leases		
<b>Department:</b>	Administration	<b>Category:</b>	Administration

<b>Project Description:</b>	The city began leasing vehicles from Enterprise starting in 2022. This program will continue to keep vehicles up to date and on an updating cycle for replacement.
<b>Project Justification:</b>	City vehicles have a limited life cycle from the police vehicles to public works. With this lease program, the city has the ability to keep vehicles updated and trade off at optimum times to see the best value in our fleet turnover.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$200,000	\$210,000	\$220,000	\$230,000	\$240,000	\$1,100,000
<b>Total</b>	<b>\$200,000</b>	<b>\$210,000</b>	<b>\$220,000</b>	<b>\$230,000</b>	<b>\$240,000</b>	<b>\$1,100,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Lease	\$200,000	\$210,000	\$220,000	\$230,000	\$240,000	\$1,100,000
<b>Total</b>	<b>\$200,000</b>	<b>\$210,000</b>	<b>\$220,000</b>	<b>\$230,000</b>	<b>\$240,000</b>	<b>\$1,100,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Police-Emergency Management		
<b>Department:</b>	Police Department	<b>Category:</b>	Police

<b>Project Description:</b>	Emergency management costs
<b>Project Justification:</b>	Funds to be used for items related to emergency management and hazard mitigation including siren maintenance and emergency event.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
<b>Total</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$25,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
<b>Total</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$25,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Police-Body/Squad Cameras		
<b>Department:</b>	Police Department	<b>Category:</b>	Police

<b>Project Description:</b>	Squad/Body Camera Replacement
<b>Project Justification:</b>	Beginning March 2025, the police department contracted with Axon Enterprise for the replacement of all body worn camera and fleet camera systems. All body worn cameras will be upgraded/replaced after 2.5 years and fleet cameras every 5 years as part of the Technology Assurance Plan. The contract will run through March of 2029 when it would need to be renewed.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$22,000	\$31,000	\$28,000	\$60,000	\$70,000	\$211,000
<b>Total</b>	<b>\$22,000</b>	<b>\$31,000</b>	<b>\$28,000</b>	<b>\$60,000</b>	<b>\$70,000</b>	<b>\$211,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$22,000	\$31,000	\$28,000	\$60,000	\$70,000	\$211,000
<b>Total</b>	<b>\$22,000</b>	<b>\$31,000</b>	<b>\$28,000</b>	<b>\$60,000</b>	<b>\$70,000</b>	<b>\$211,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Police-Cameras for Police/Public Works Building		
<b>Department:</b>	Police Department	<b>Category:</b>	Police

<b>Project Description:</b>	Replace security cameras in building
<b>Project Justification:</b>	<p>We have never kept track or provided a replacement lifecycle for cameras however we're starting to see more failures as they age and thought it'd be helpful to budget replacements if/when possible.</p> <p>The lifecycle used is 10 years for cameras indoors and 7 years for cameras outdoors.</p> <p>For a budget amount, we estimate around \$500 for indoor and around \$1,000 for outdoor.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$0	\$4,000	\$0	\$0	\$0	\$4,000
<b>Total</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$4,000	\$0	\$0	\$0	\$4,000
<b>Total</b>	<b>\$0</b>	<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Police-Computers		
<b>Department:</b>	Police Department	<b>Category:</b>	Police

<b>Project Description:</b>	Office computer replacements which include desktop computers for the administrative assistant, records clerk, two sergeants, investigator, chief, two squad room desktop computers, one squad room CAD display desktop, one multi-use training laptop computer for training seminars and presentations, one detention area desktop, one reserve office desktop computer.
<b>Project Justification:</b>	Met-Net recommends replacing computers every 5 years. One reason for this is to make sure that the operating system is supported. As of 2020, all police computer operating systems have been updated to Windows 10 for support reasons at the recommendation of Roseville IT. Another reason for replacing every 5 years is to have a machine with modern hardware to support everything we use the computers for. Over time computers also develop what is called heat wear that can damage the hardware.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$3,800	\$7,500	\$7,500	\$0	\$7,000	\$25,800
<b>Total</b>	<b>\$3,800</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$25,800</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$3,800	\$7,500	\$7,500	\$0	\$7,000	\$25,800
<b>Total</b>	<b>\$3,800</b>	<b>\$7,500</b>	<b>\$7,500</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$25,800</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Police-Firearms		
<b>Department:</b>	Police Department	<b>Category:</b>	Police

<b>Project Description:</b>	The duty handguns have an estimated 15-year lifespan. The city would periodically purchase an additional shotgun or replace a shotgun that has been in use for an extended period of time.
<b>Project Justification:</b>	Firearms can last a very long time with proper care. A large amount of ammunition can be shot through the duty handguns for training exercises and on duty for various things. Providing a lifespan for the handguns will mean the City of St. Francis would continue to provide its officers with a reasonably modern weapon and less chance for malfunction when used. Handguns were replaced in 2024. The shotguns are less expensive and could be replace at a slower pace on an as needed basis.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000	\$9,000
<b>Total</b>	<b>\$1,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$9,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000	\$9,000
<b>Total</b>	<b>\$1,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$9,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Police-Radios		
<b>Department:</b>	Police Department	<b>Category:</b>	Police

<b>Project Description:</b>	<p>The police department uses 800 MHZ portable and mobile (squad) radios manufactured by Motorola. The radios are used by every agency in Anoka County and are programmed by Anoka County radio staff. This plan is in place to keep replacing mobile radios every 6-8 years beginning in 2023. Starting in 2027, the CIP amount would increase to replace portable radios as current encrypted radios would be at least 10 years old.</p> <p>2027 - 2 mobile Motorola 800 MHZ radios and 1 Office portable radio - \$21,000                  2028 - 1 mobile Motorola 800 MHZ radio and 4 portable radios - \$40,000                  2029 - 1 mobile Motorola 800 MHZ radio and 4 portable radios - \$40,000                  2030 - 4 portable 800 MHZ radios, 2 reserve 800 MHZ radios - \$48,000                  2031 - 2 reserve portable 800 MHZ radios - \$16,000                  2032 - 2 reserve portable 800 MHZ radios - \$16,000                  2033 - 1 mobile Motorola 800 MHZ radio - \$8,000                  2034 - 1 mobile Motorola 800 MHZ radio - \$9,000                  2035 - 3 mobile Motorola 800 MHZ radio - \$28,000                  2036 - 1 mobile Motorola 800 MHZ radio - 9,000                  2037 - 2 Mobile Motorola 800 MHZ radios and 1 Officer Portable - \$27,000                  2038 - 1 Mobile Motorola 800 MHZ radio and 4 Portable radios - \$45,000</p>
<b>Project Justification:</b>	<p>Starting in 2019 Motorola no longer supported some of our current Motorola XTS portable radios and older mobile radios that are in the squads. It was agreed by Anoka County Law Enforcement that any replaced radios would be encrypted to make it almost impossible for conversations over the radio to be monitored by members of the public. Initially our older radios will be used by our reserves as they will still be able to communicate with dispatch because our two main channels won't be encrypted. However, I believe that all of our channels will eventually be encrypted which will mean the reserves will also have to use encrypted radios. Starting in 2027 portable radios would start to get replaced again. By giving radios a reasonable lifespan extended warranty costs could be avoided and maintenance costs can be avoided such as mic replacements, antenna replacements etc.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$21,000	\$40,000	\$40,000	\$48,000	\$16,000	\$65,000
<b>Total</b>	<b>\$21,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$48,000</b>	<b>\$16,000</b>	<b>\$165,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$21,000	\$40,000	\$40,000	\$48,000	\$16,000	\$165,000
<b>Total</b>	<b>\$21,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$48,000</b>	<b>\$16,000</b>	<b>\$165,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Police-Squad Computers		
<b>Department:</b>	Police Department	<b>Category:</b>	Police

<b>Project Description:</b>	Replacement of squad computers:
<b>Project Justification:</b>	<p>At least one new computer is currently purchased on an annual basis to replace an existing squad computer. Squad computers take more abuse than office computers. Their USB ports become loose over time and issues start to arise after years of use. Replace the squad computer at the same time as the squad car means the computers would get replaced every 4 to 5 years.</p> <p>Beginning in 2022 the PD, started their transition to Toughbooks which are approximately \$3,500 per computer which includes the cost of the in-car docking station.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$11,000	\$5,000	\$10,000	\$5,000	\$10,000	\$41,000
<b>Total</b>	<b>\$11,000</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$41,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$11,000	\$5,000	\$10,000	\$5,000	\$10,000	\$41,000
<b>Total</b>	<b>\$11,000</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$5,000</b>	<b>\$10,000</b>	<b>\$41,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Police-Unmanned Aerial Vehicle-UAV		
<b>Department:</b>	Police Department	<b>Category:</b>	Police

<b>Project Description:</b>	The police department implemented its UAV program during the spring of 2023 in efforts to enhance its public safety capabilities. UAV program equipment includes the Matrice UAV, two remotes, 8 batteries with charging station and two cases. Heavy use of the equipment is anticipated whether for training purposes or deployments in the field.
<b>Project Justification:</b>	The police department has estimated the useful life of the UAV and associated equipment at approximately 8 years. This is due to normal wear and tear of the equipment and expected technology enhancements. The equipment would be replaced after the useful lifespan to maintain modern equipment/technology and assure the equipment will function properly when needed.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$500	\$2,000	\$5,000	\$3,000	\$3,000	\$13,500
<b>Total</b>	<b>\$500</b>	<b>\$2,000</b>	<b>\$5,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$13,500</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$500	\$2,000	\$5,000	\$3,000	\$3,000	\$13,500
<b>Total</b>	<b>\$500</b>	<b>\$2,000</b>	<b>\$5,000</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$13,500</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Police-UTV		
<b>Department:</b>	Police Department	<b>Category:</b>	Police

<b>Project Description:</b>	The replacement of the department Bobcat UTV after 15 years of use.  2036 - Replacement of police UTV with costs not to exceed \$25,000.
<b>Project Justification:</b>	The Bobcat UTV is used to access areas that squad cars don't normally go. These areas include park trails, school grounds during high school football games etc. It's been a nice tool to have and could also be used for certain emergency situations in areas that may otherwise have to be accessed on foot. The estimated lifespan of the UTV is 15 years.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$0	\$0	\$0	\$0	\$5,000	\$5,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$0	\$0	\$0	\$5,000	\$5,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$5,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Public Works-Computers		
<b>Department:</b>	Public Works	<b>Category:</b>	Public Works

<b>Project Description:</b>	Replacement of computers for the public works department
<b>Project Justification:</b>	Equipment is anticipated to be at end of reliable useful life. Equipment is replaced when manufacturer no longer supports the unit, software and operating systems are no longer supported creating security risk or equipment is no longer compatible with new hardware and software. This replacement will allow the ability to provide services as per adopted standards.

<b>Funding Sources</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>Project Total</b>
<b>Capital Improvement Fund</b>	\$3,000	\$3,000	\$3,500	\$3,500	\$3,500	\$16,500
<b>Total</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$16,500</b>

<b>Anticipated Expenditures</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>Project Total</b>
<b>Purchase</b>	\$3,000	\$3,000	\$3,500	\$3,500	\$3,500	\$16,500
<b>Total</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$3,500</b>	<b>\$16,500</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Public Works-Crane Truck		
<b>Department:</b>	Public Works	<b>Category:</b>	Public Works

<b>Project Description:</b>	Replace Crane Truck in 2034
<b>Project Justification:</b>	N/A

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Public Works-Dump Truck		
<b>Department:</b>	Public Works	<b>Category:</b>	Public Works

<b>Project Description:</b>	Plan for 2018 Mack tandem dump truck w/snow and ice removal equipment-replace w/similar.-\$260,000 and 2019 Western Star tandem dump truck w/snow and ice removal equipment-replace w/similar.-\$260,000.
<b>Project Justification:</b>	<p>Dump Trucks are used for snow/ice control, material hauling, debris clean up and road maintenance. These trucks are equipped with reversible front plows, wings, underbody plows, sanders and brine tanks. These trucks are used to ensure that adopted City Standards are met for street maintenance, utility infrastructure maintenance and snow/ice control.</p> <p>This replacement schedule will allow the ability to provide services as per adopted standards.</p> <p>Estimated replacement prices do not include trade values.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$0	\$50,000	\$50,000	\$0	\$0	\$100,000
<b>Total</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$50,000	\$50,000	\$0	\$0	\$100,000
<b>Total</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Public Works-Dump Truck (One-Ton)		
<b>Department:</b>	Public Works	<b>Category:</b>	Public Works

<b>Project Description:</b>	2027 - 2009 Dodge crew cab 4x4 w/ contractor dump body replace with similar-\$100,000
<b>Project Justification:</b>	<p>One-ton trucks are used to haul equipment, material and tools. Provide transportation of staff to work locations, and trailer other equipment to provide the department the ability to attain the adopted City Standards and service levels for the Public Works Department.</p> <p>Vehicles are anticipated to be at end of useful life. These replacements will allow the ability to provide services as per adopted standards.</p> <p>Estimated replacement prices do not include trade values.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$100,000	\$0	\$0	\$0	\$0	\$100,000
<b>Total</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$100,000	\$0	\$0	\$0	\$0	\$100,000
<b>Total</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$100,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Public Works-Loader		
<b>Department:</b>	Public Works	<b>Category:</b>	Public Works

<b>Project Description:</b>	Replacement/upkeep of the PW Loader
<b>Project Justification:</b>	<p>Front end loaders are used for snow/ice control, material hauling, debris clean up, material loading and road maintenance. These units are equipped with reversible front plows, wings, and can be used with other attachments. These units are used to ensure that adopted City Standards are met for street maintenance, utility infrastructure maintenance and snow/ice control.</p> <p>Equipment is anticipated to be at end of reliable useful life. This replacement will allow the ability to provide services as per adopted standards.</p> <p>The \$50,000 in 2030 is for paint and any other major the repairs the loader will need before replacement.</p> <p>Estimated replacement prices do not include trade values.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$0	\$0	\$0	\$50,000	\$0	\$50,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$0	\$0	\$50,000	\$0	\$50,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$50,000</b>	<b>\$0</b>	<b>\$50,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Public Works-Miscellaneous Equipment		
<b>Department:</b>	Public Works	<b>Category:</b>	Public Works

<b>Project Description:</b>	2028 - 2008 Diamond Shouldering Disc, replace with similar-\$7,500. 2029 - 2019 Bobcat snowblower attachment, replace with similar-\$7,000. 2036 - 2006 Cat Forklift, replace with similar-\$40,000.
<b>Project Justification:</b>	Various pieces of equipment and attachments allow staff to complete many task to ensure that adopted City Standards are met for park/grounds maintenance, street maintenance, utility infrastructure maintenance and snow/ice control.  Equipment is anticipated to be at end of reliable useful life. This replacement will allow the ability to provide services as per adopted standards.  Estimated replacement prices do not include trade values.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$12,000	\$23,500	\$7,000	\$0	\$9,000	\$51,500
<b>Total</b>	<b>\$12,000</b>	<b>\$23,500</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$9,000</b>	<b>\$51,500</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$12,000	\$23,500	\$7,000	\$0	\$9,000	\$51,500
<b>Total</b>	<b>\$12,000</b>	<b>\$23,500</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$9,000</b>	<b>\$51,500</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Public Works-Motorgrader		
<b>Department:</b>	Public Works	<b>Category:</b>	Public Works

<b>Project Description:</b>	2032: 2002 Cat Motorgrader w/ 2010 roller packer attachment replacement - replacement w/ frontend loader if gravel roads are gone for \$185,000. If City is still maintaining gravel at this time, purchase of a refurbished Motorgrader would be estimated at \$40,000.
<b>Project Justification:</b>	<p>Motorgrader is used for snow/ice control, debris clean up and gravel road maintenance. This unit is equipped with reversible front plow, wing, underbody plow, scarifier and roller packer. This unit is used to ensure that adopted City Standards are met for street maintenance, utility infrastructure maintenance and snow/ice control.</p> <p>Refurbishing this unit can extend the useful life of this tool. Renovation will likely be a combination of overhauling engine, transmission and drive system, replacing cable wing actuators with hydraulic cylinders to maximize efficiency, replacement of corroding hydraulic and electrical components, light replacement, undercoating frame and bottom of unit and tire replacement.</p> <p>If City no longer maintains gravel roads at this time, this unit would be replaced with a frontend loader. This unit is a mainline snowplowing unit and is vital for snow and ice control in a timely and efficient manner. \$185,000.</p> <p>Estimated replacement prices do not include trade values.</p> <p>If maintenance of gravel roads is still needed, Refurbishing this unit can extend the useful life of this tool. Renovation will likely be a combination of overhauling engine, transmission and drive system, replacement of corroding hydraulic and electrical components, painting unit and tire replacement. \$40,000.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Public Works-Mowers		
<b>Department:</b>	Public Works	<b>Category:</b>	Public Works

<b>Project Description:</b>	On-going replacement of PW Mowers.
<b>Project Justification:</b>	<p>Every 5 years the zero turn mowers will be replaced and every 10 years our wide area mower will be replaced. This ensures that the mowers stay under 1500 hours and to help decrease breakdowns and still retains reasonable trade value.</p> <p>The mowers are required for parks ground maintenance and continually need to be updated.</p> <p>Estimated replacement prices do not include trade values.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$0	\$17,000	\$27,500	\$0	\$0	\$44,500
<b>Total</b>	<b>\$0</b>	<b>\$17,000</b>	<b>\$27,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$44,500</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$17,000	\$27,500	\$0	\$0	\$44,500
<b>Total</b>	<b>\$0</b>	<b>\$17,000</b>	<b>\$27,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$44,500</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Public Works-Sign Truck		
<b>Department:</b>	Public Works	<b>Category:</b>	Public Works

<b>Project Description:</b>	2030 - 2012 Ford Super Cab 4x4 w/compartment box and crane replace w/ similar - \$125,000
<b>Project Justification:</b>	<p>Sign truck is used to haul equipment, material, tools for sign/park equipment repair, replacement and installation operations. Provide transportation of staff to work locations, and trailer other equipment to provide the department the ability to attain the adopted City Standards and service levels for the Public Works Department.</p> <p>Vehicles and equipment are anticipated to be at end of useful life. These replacements will allow the ability to provide services as per adopted standards.</p> <p>Estimated replacement prices do not include trade values.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$0	\$0	\$0	\$125,000	\$0	\$125,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$0</b>	<b>\$125,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$0	\$0	\$125,000	\$0	\$125,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$125,000</b>	<b>\$0</b>	<b>\$125,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Public Works-Toolcat		
<b>Department:</b>	Public Works	<b>Category:</b>	Public Works

<b>Project Description:</b>	Toolcat replacements
<b>Project Justification:</b>	<p>Every 4 years a toolcat will be replaced. To maintain highest trade value this unit should not have more than 1500 hrs on it. This also helps to ensure the equipment is reliable and requires very little repairs. This helps to maintain trade value.</p> <p>This replacement schedule will allow the ability to provide services as per adopted standards.</p> <p>Every 5 years the skid loader will be replaced this will help maintain a high trade value. This skid loader is a track machine and one of the maintenance expenses to this machine is replacement of the tracks. Trading this in every 5 years will help ensure that this maintenance cost will not need to be done before its traded in.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Capital Improvement Fund	\$0	\$43,000	\$43,000	\$32,000	\$0	\$118,000
<b>Total</b>	<b>\$0</b>	<b>\$43,000</b>	<b>\$43,000</b>	<b>\$32,000</b>	<b>\$0</b>	<b>\$118,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$43,000	\$43,000	\$32,000	\$0	\$118,000
<b>Total</b>	<b>\$0</b>	<b>\$43,000</b>	<b>\$43,000</b>	<b>\$32,000</b>	<b>\$0</b>	<b>\$118,000</b>

## Street Fund (#405)

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Several years ago, the city changed the way street projects were paid for. Instead of special assessing properties for street rehabilitation and reconstruction, the city now levies each year an amount to fund the street projects. For 2026, the tax levy amount was \$720,000. This continues a scheduled increase each year by \$120,000, which would make the 2027 tax levy amount \$840,000. Any water or sewer infrastructure is still partially assessed to the affected properties.

The cash flow for the fund is on the next page. Reconstruction projects are summarized after. These are broken down to the street, water, and sewer components. The enterprise funds will have to cover their share of the costs of those projects when they are constructed.

Please note that the city and state are working on the reconstruction of Highway 47. This project will need to be funded with bonds when the project moves forward. This project also will have a water, sewer and storm water component to the project. Estimated costs have not been determined as of this date.

Street Fund Cash Flow

		2027	2028	2029	2030	2031
Levy		\$ 840,000.00	\$ 960,000.00	\$ 1,080,000.00	\$ 1,200,000.00	\$ 1,320,000.00
Muni-Maintenance		\$ 116,100.00	\$ 116,100.00	\$ 116,100.00	\$ 116,100.00	\$ 116,100.00
Specials		\$ 24,800.00	\$ 24,800.00	\$ 24,800.00	\$ 24,800.00	
Interest						
Transfer In						
Bond Proceeds						
<b>Total Revenues</b>		<b>\$ 980,900.00</b>	<b>\$ 1,100,900.00</b>	<b>\$ 1,220,900.00</b>	<b>\$ 1,340,900.00</b>	<b>\$ 1,436,100.00</b>
<b>Expenditures</b>						
Miscellaneous		\$ 79,000.00	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00	\$ 79,000.00
Street Projects		\$ 903,535.00	\$ 791,250.00	\$ 783,750.00	\$ 444,300.00	\$ 665,353.00
<b>Total Expenditures</b>		<b>\$ 982,535.00</b>	<b>\$ 870,250.00</b>	<b>\$ 862,750.00</b>	<b>\$ 523,300.00</b>	<b>\$ 744,353.00</b>
<b>Net Income/Loss</b>		<b>\$ 77,365.00</b>	<b>\$ 309,650.00</b>	<b>\$ 437,150.00</b>	<b>\$ 896,600.00</b>	<b>\$ 770,747.00</b>
<b>Street Cash Balance</b>	<b>\$ 2,242,785.82</b>	<b>\$ 1,230,945.82</b>	<b>\$ 1,540,595.82</b>	<b>\$ 1,977,745.82</b>	<b>\$ 2,874,345.82</b>	<b>\$ 3,645,092.82</b>

Project listing for Streets, Water, Sewer and Stormwater

Street, Stormwater, Water, Wastewater Projects								
Category	Project	Notes	2027	2028	2029	2030	2031	
Street Maintenance (crackfilling)	Street		\$ 87,680	\$ 91,250	\$ 95,000	98,750	102,600	
HWY47-Ambassador to 241st (Segment #3 excluding 241st to 245th)	Street		\$ -					
"	Stormwater		\$ -					
"	Water		\$ 1,295,125					
"	Sewer		\$ 3,175,973					
Butterfield North	Sewer		\$ 54,000					
HWY 47 State Project (Ambassador to 227th) Segment #4 (Main Project)	Street		\$ 377,500					
"	Stormwater		\$ -					
"	Water		\$ 893,438					
"	Sewer		\$ 2,837,281					
Salish, Oneida, 232nd, 233rd, 234th, 235th	Street		\$ 438,355					
QuickSilver	Street			\$ -				
Deer Creek (232nd Ln, Navajo St, 229th Ln, Makah St, Kiowa St, 230th	Street			\$ 700,000				
232nd Ave, 231st Ave, Lipan St, 231st Ct, 232nd Ct)	Stormwater			\$ 60,000				
"	Water	Gate Valve		\$ 75,000				
Degardner Circle	Street				\$ 688,750			
"	Stormwater				\$ 259,600			
"	Water				\$ 430,986			
"	Sewer				\$ 365,625			
River shores-225th-226th	Sewer				\$ 180,000			
Towns Edge (Lakawana St, 236th Ln, Kanabec St, Mohican St)	Street					\$ 345,550		
"	Stormwater					\$ -		
Bridge St River Crossing	Water					\$ -		
Bridge St. West	Water					\$ -		
"	Sewer					\$ -		
227th Avenue WM Upsize	Water					\$ 457,025		
227th Avenue SM Upsize	Sewer					\$ 989,180		

CAPITAL IMPROVEMENT PLAN 2027-2031

Street, Stormwater, Water, Wastewater Projects								
Category	Project	Notes	2027	2028	2029	2030	2031	
Rum River /Amb WM upsize( Dog Park to 229th)	Water					\$ -		
Rum River Blvd Force Main	Sewer					\$ -		
Rum River Blvd Sewer relining-South	Sewer					\$ -		
Ambassador Blvd-North (Bridge St to 233rd)	Water					\$ -		
"	Sewer					\$ -		
Ambassador Blvd-West (Section #2)	Water		\$ 431,438			\$ -		
"	Sewer		\$ 1,104,681			\$ -		
Kerry St./Jonquil/Dahlia/231st	Street							\$ 562,753
"	Stormwater							\$ 24,000
"	Water							\$ 235,500
"	Sewer							\$ 206,205
			\$ 10,695,471	\$ 926,250	\$ 2,019,961	\$ 1,890,505	\$ 1,131,058	
			2027	2028	2029	2030	2031	
	Street		\$ 903,535	\$ 791,250	\$ 783,750	\$ 444,300	\$ 665,353	
	Stormwater		\$ -	\$ 60,000	\$ 259,600	\$ -	\$ 24,000	
	Water		\$ 2,620,001	\$ 75,000	\$ 430,986	\$ 457,025	\$ 235,500	
	Sewer		\$ 7,171,935	\$ -	\$ 545,625	\$ 989,180	\$ 206,205	
			\$ 10,695,471	\$ 926,250	\$ 2,019,961	\$ 1,890,505	\$ 1,131,058	

## Building Fund (#405)

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The building fund was set up several years ago to fund maintenance items on city buildings. In 2026, there was a levy of \$50,000 for the building fund and \$75,000 proposed for 2027. This is to fund maintenance on the Police/Public Works building and the new City Hall/Fire Station.

Building Fund Cash Flow

City of St. Francis Building-#404								
	Actual 2025	Budget 2026	Proposed 2027	Estimated 2028	Estimate 2029	Estimate 2030	Estimate 2031	Estimate 2032
<b>Revenues</b>								
Taxes	\$ 25,000	\$ 50,000	\$ 75,000	\$ 100,000	\$ 125,000	\$ 150,000	\$ 175,000	\$ 200,000
Interest	46,317	10,000	20,000	5,000	5,000	5,000	5,000	5,000
Miscellaneous	-	-	-	-	-	-	-	-
<b>Total Revenues</b>	<b>\$ 71,317</b>	<b>\$ 60,000</b>	<b>\$ 95,000</b>	<b>\$ 105,000</b>	<b>\$ 130,000</b>	<b>\$ 155,000</b>	<b>\$ 180,000</b>	<b>\$ 205,000</b>
<b>Expenditures</b>								
General Government	\$ 466,306	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Public Safety	1,373	-	-	-	40,000	40,000	40,000	-
Public Works	47,120	-	60,000	-	40,000	40,000	40,000	40,000
<b>Total Expenditures</b>	<b>\$ 514,799</b>	<b>\$ 500,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 80,000</b>	<b>\$ 40,000</b>
<b>Other Sources (Uses)</b>								
Bond Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	-	-	-	-	-	-	-	-
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net Change in Fund Balance</b>	<b>\$ (443,482)</b>	<b>\$ (440,000)</b>	<b>\$ 35,000</b>	<b>\$ 105,000</b>	<b>\$ 50,000</b>	<b>\$ 75,000</b>	<b>\$ 100,000</b>	<b>\$ 165,000</b>
<b>Balance Sheet</b>								
Cash	\$ 1,520,791	\$ 1,080,791	\$ 1,115,791	\$ 1,220,791	\$ 1,270,791	\$ 1,345,791	\$ 1,445,791	\$ 1,610,791

## Park Fund (#225)

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The city's park infrastructure is primarily funded by Park Dedication Fees that are paid for by land developers. This is obviously not a steady funding stream and can vary greatly from year to year. In 2026 \$250,000 was levied for park development and in 2027 the amount levied is proposed at \$300,000. HKGI has completed a park plan for the city. Council will need to decide how to proceed on funding the park needs of the city and what projects can move forward during this time frame.

Park Fund Cash Flow

City of St. Francis Park Fund #225 & #226								
	Actual 2025	Budget 2026	Budget 2027	Estimate 2028	Estimate 2029	Estimate 2030	Estimate 2031	
<b>Revenues</b>								
Taxes	\$ 200,000	\$ 250,000	\$ 300,000	\$ 350,000	\$ 400,000	\$ 450,000	\$ 500,000	
Intergovernmental	5,000	-	-	-	-	-	-	
Charges for Services	74,540	-	-	-	-	-	-	
Park Dedication Fees	-	-	-	-	-	-	-	
Interest	437	-	-	-	-	-	-	
Miscellaneous	560,342	-	-	-	-	-	-	
<b>Total Revenues</b>	<b>\$ 840,319</b>	<b>\$ 200,000</b>	<b>\$ 300,000</b>	<b>\$ 350,000</b>	<b>\$ 400,000</b>	<b>\$ 450,000</b>	<b>\$ 500,000</b>	
<b>Expenditures</b>								
Park Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Park Construction	90,586	1,490,000	247,000	1,275,000	385,000	620,000	620,000	
<b>Total Expenditures</b>	<b>\$ 90,586</b>	<b>\$ 1,490,000</b>	<b>\$ 247,000</b>	<b>\$ 1,275,000</b>	<b>\$ 385,000</b>	<b>\$ 620,000</b>	<b>\$ 620,000</b>	
<b>Other Sources (Uses)</b>								
Transfer in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>Total Other Sources (Uses)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Net Change in Fund Balance</b>	<b>\$ 749,733</b>	<b>\$ 200,000</b>	<b>\$ 53,000</b>	<b>\$ (925,000)</b>	<b>\$ 15,000</b>	<b>\$ (170,000)</b>	<b>\$ (120,000)</b>	
<b>Balance Sheet</b>								
Cash	\$ 1,217,358	\$ 1,417,358	\$ 1,470,358	\$ 545,358	\$ 560,358	\$ 390,358	\$ 270,358	



# Enterprise Funds

## Sewer Fund

PROJECTS BY DEPARTMENT

Sewer Fund	2027	2028	2029	2030	2031
Wastewater plant computers	\$ -	\$ -	\$ -	\$ -	\$ -
CPU upgrade X 4 Buildings	\$ -	\$ -	\$ -	\$ -	\$ -
Lift Station Panels- RS,RO, DW, DC, TR	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ -
UV System- Bulbs&Ballast	\$ 61,000	\$ 76,000	\$ -	\$ -	\$ -
Backwash Supply # 1,2- 10 Year maint.	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -
Aeration fine Diffusers Tanks 1-3	\$ 45,000	\$ -	\$ -	\$ -	\$ -
Biosolid course Diffusers Tanks 1-3	\$ -	\$ 65,000	\$ -	\$ -	\$ -
Rivers Edge Pumps	\$ -	\$ -	\$ 75,000	\$ -	\$ -
HVAC Boiler Upgrade	\$ -	\$ -	\$ -	\$ 35,000	\$ -
Ambassador Lift Station Pumps	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Aeration Blowers # 1,2,3	\$ -	\$ -	\$ -	\$ -	\$ -
Main lift # 1,2 -10hsp pumps	\$ -	\$ -	\$ -	\$ -	\$ -
Itermediate lift pumps #1,2,3	\$ -	\$ -	\$ -	\$ -	\$ -
Reuse pump #1,2- 10 Year maint.	\$ -	\$ -	\$ -	\$ -	\$ -
Facility Upgrade Projected	\$ -	\$ -	\$ -	\$ -	\$ -
Main lift # 1,2 -20hsp pumps	\$ -	\$ -	\$ -	\$ -	\$ -
Security Cameras	\$ -	\$ -	\$ -	\$ -	\$ -
Scum pump # 1,2	\$ -	\$ -	\$ -	\$ -	\$ -
Roof Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
Asphalt Lot	\$ -	\$ -	\$ -	\$ -	\$ -
Biosolid Blowers #1,2,3	\$ -	\$ -	\$ -	\$ -	\$ -
Tertiary Filter Media	\$ -	\$ -	\$ -	\$ -	\$ -
Waste manhole pumps # 1,2	\$ -	\$ -	\$ -	\$ -	\$ -
Ras pumps #1,2,3	\$ -	\$ -	\$ -	\$ -	\$ -
Backwash return Pumps # 1,2	\$ -	\$ -	\$ -	\$ -	\$ -
Rivers Edge Generator Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
Ambassador Lift Generator Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
Sludge Transfer Pumps #1,2	\$ -	\$ -	\$ -	\$ -	\$ -
WWTP Generator Replacement	\$ -	\$ -	\$ -	\$ -	\$ -
<b>GRAND TOTAL</b>	<b>\$ 196,000</b>	<b>\$ 231,000</b>	<b>\$ 135,000</b>	<b>\$ 95,000</b>	<b>\$ 65,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Wastewater-Aeration Diffusers		
<b>Department:</b>	Wastewater	<b>Category:</b>	Sewer

<b>Project Description:</b>	<p>2027- Aeration course diffusers 2032- Aeration fine diffusers</p> <p>Aeration fine diffuser and bio solids course diffusers. The diffuser supplies oxygen for our biological treatment.</p>
<b>Project Justification:</b>	<p>Aeration fine diffusers provide mixing and supply oxygen to the microbiology that treat the wastewater. They have a life span of approximately 5-6 years are made of PVC and a rubber membrane that diffuse the oxygen supplied.</p> <p>Biosolids course diffusers provide mixing and supply oxygen to the biosolids so that the solids do not go anaerobic. Course diffusers are made of stainless steel and are in a harsher environment.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Wastewater Fund	\$45,000	\$0	\$0	\$0	\$0	\$45,000
<b>Total</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$45,000	\$0	\$0	\$0	\$0	\$45,000
<b>Total</b>	<b>\$45,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Wastewater-Backwash Supply		
<b>Department:</b>	Wastewater	<b>Category:</b>	Sewer

<b>Project Description:</b>	Backwash supply maintenance
<b>Project Justification:</b>	The pump will need to be pulled for maintenance to ensure proper backwashing of the filters.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Wastewater Fund	\$30,000	\$30,000	\$0	\$0	\$0	\$60,000
<b>Total</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$30,000	\$30,000	\$0	\$0	\$0	\$60,000
<b>Total</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Wastewater-Biosolids course diffusers		
<b>Department:</b>	Wastewater	<b>Category:</b>	Sewer

<b>Project Description:</b>	Course Diffusers
<b>Project Justification:</b>	N/A

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Wastewater Fund	\$0	\$65,000	\$0	\$0	\$0	\$65,000
<b>Total</b>	<b>\$0</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Construction	\$0	\$65,000	\$0	\$0	\$0	\$65,000
<b>Total</b>	<b>\$0</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Wastewater-HVAC Boiler Upgrade		
<b>Department:</b>	Wastewater	<b>Category:</b>	Sewer

<b>Project Description:</b>	Rehab the boiler units at the wastewater treatment plant.
<b>Project Justification:</b>	The four boiler units at the wastewater facility are the primary heat source. These units will need to be rehabbed to maintain efficiency ratings and provide heat.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Wastewater Fund	\$0	\$0	\$0	\$35,000	\$0	\$35,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$35,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$0	\$0	\$35,000	\$0	\$35,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$35,000</b>	<b>\$0</b>	<b>\$35,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Wastewater-Lift Station Panels- RS,RO, DW, DC, TR		
<b>Department:</b>	Wastewater	<b>Category:</b>	Sewer

<b>Project Description:</b>	Lift Station Panels- RS,RO, DW, DC, TR
<b>Project Justification:</b>	N/A

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Wastewater Fund	\$60,000	\$60,000	\$60,000	\$60,000	\$0	\$240,000
<b>Total</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$240,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$60,000	\$60,000	\$60,000	\$60,000	\$0	\$240,000
<b>Total</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$240,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Wastewater-Rivers Edge Pumps		
<b>Department:</b>	Wastewater	<b>Category:</b>	Sewer

<b>Project Description:</b>	Replace 3 pumps at Rivers Edge Lift Station.
<b>Project Justification:</b>	The three, 50 hp. lift station pumps at Rivers Edge lift station are coming to the end of their useful life. These pumps convey wastewater from the east side of town to the wastewater facility.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Wastewater Fund	\$0	\$0	\$75,000	\$0	\$0	\$75,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$0	\$75,000	\$0	\$0	\$75,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$75,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Wastewater UV System		
<b>Department:</b>	Wastewater	<b>Category:</b>	Sewer

<b>Project Description:</b>	2027- Replace UV bulbs 2028- Replace UV ballast
<b>Project Justification:</b>	<p>The UV system disinfects the effluent wastewater before entering Seely Brook. Failure to do so would lead to violation.</p> <p>UV ballasts are what control power to the UV bulb. It regulates the power to bulb maintaining efficiency. Ballasts typically should last five to six years.</p> <p>UV Bulbs Have a life expectancy of 12,000-14,000 hours runtime. This typically is around five years of service. Bulbs and ballast are proprietary to the manufacturer and the use of another bulb or ballast would void all warranties.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Wastewater Fund	\$61,000	\$76,000	\$0	\$0	\$0	\$137,000
<b>Total</b>	<b>\$61,000</b>	<b>\$76,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$137,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$61,000	\$76,000	\$0	\$0	\$0	\$137,000
<b>Total</b>	<b>\$61,000</b>	<b>\$76,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$137,000</b>

Water Fund

PROJECTS BY DEPARTMENT

Water Fund					
Chloride Reduction Program	\$ 100,000	\$ 100,000			
Install Fiber to Water Plant					
Lighting upgrade					
Water Tower fill line replacement					
Furnance Replacement-Water Plant	\$ 14,000				
Water Plant Computer	\$ 5,000				
Backwash Pump Rehab		\$ 20,000			
Water Plant Roof replacement		\$ 200,000			
Reclaim Tank Pumps (Sludge & Reclaim)		\$ 90,000			
Media Replacement (15-20 year life)		\$ 800,000			
Well #1,2,3 Maintenance			\$ 48,000		\$ 48,000
High Service Pumps #1,2,3 Maintenance				\$ 30,000	\$ 30,000
Facility Upgrades (Chlorides)					\$ 10,000,000
Gate system maintenance (PWPD) share					
Cameras for Buildings (2024-2025)					
Monitoring Well- DNR Appropriations (2023)					
Replacement of water meter MIU's					
Wellhouse Generator Replacement					
HVAC Replacement-Water Plant					
Water Treatment Generator replacement					

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Water-Backwash Pump Rehab		
<b>Department:</b>	Water	<b>Category:</b>	Water

<b>Project Description:</b>	Rehab of the backwash pump at Water Treatment Plant.
<b>Project Justification:</b>	Backwash Pump maintenance recommends pulling the pumps every 7-10 years to fully inspect all equipment. Replacement of worn parts may include; drop piping, shaft, spider couplers, pump volutes, check valves, pump screens and impellers. Rebuilding of pumps and electrical motors may occur also.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Water Fund	\$0	\$20,000	\$0	\$0	\$0	\$20,000
<b>Total</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$20,000	\$0	\$0	\$0	\$20,000
<b>Total</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Water-Cameras for Water Treatment Plant		
<b>Department:</b>	Water	<b>Category:</b>	Water

<b>Project Description:</b>	Security Camera Replacement for the Water Treatment Plant
<b>Project Justification:</b>	Protecting and securing the public water supply is of the highest priority. Making sure security cameras provide the clearest picture and are compatible with the latest software helps to ensure against threats to the community water supply.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Water-Chloride Reduction Program		
<b>Department:</b>	Water	<b>Category:</b>	Water

<b>Project Description:</b>	A program to help residents replace softeners in their homes and businesses to reduce the chloride levels.
<b>Project Justification:</b>	This program was approved in 2025 for implementation in 2026 to help reduce the chloride levels at our wastewater facility to meet out permit limit.

<b>Funding Sources</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>Project Total</b>
<b>Water Fund</b>	\$100,000	\$100,000	\$0	\$0	\$0	\$200,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>

<b>Anticipated Expenditures</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>Project Total</b>
<b>Engineering/Design Services</b>	\$100,000	\$100,000	\$0	\$0	\$0	\$200,000
<b>Total</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Water-Furnace Replacement-Water Treatment Plant		
<b>Department:</b>	Water	<b>Category:</b>	Water
<b>Project Description:</b>	Replace furnace at the water plant.		
<b>Project Justification:</b>	The current equipment will be 15 years old and will be approaching the end of its life expectancy.		

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Water Fund	\$14,000	\$0	\$0	\$0	\$0	\$14,000
<b>Total</b>	<b>\$14,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$14,000	\$0	\$0	\$0	\$0	\$14,000
<b>Total</b>	<b>\$14,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$14,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Water-High Service Pumps Maintenance		
<b>Department:</b>	Water	<b>Category:</b>	Water

<b>Project Description:</b>	Rehab of high service pumps
<b>Project Justification:</b>	Public Water Supply High Service Pump (HSP) maintenance recommends pulling the pumps every 7-10 years to fully inspect all equipment. Replacement of worn parts may include, drop piping, shaft, spider couplers, pump volutes, check valves, pump screens and impellers. Rebuilding of pumps and electrical motors may occur also.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Water Fund	\$0	\$0	\$0	\$30,000	\$30,000	\$60,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$60,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$0	\$0	\$30,000	\$30,000	\$60,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$60,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Water-Media Replacement		
<b>Department:</b>	Water	<b>Category:</b>	Water

<b>Project Description:</b>	Water Plant Media Replacement.
<b>Project Justification:</b>	The media at the water treatment facility is coming to the end of useful life. Typically, media needs replacement every 15- 20 year, to maintain removal efficiencies and to meet Minnesota Department of Health standards. Filter media is what removes Iron and manganese from raw water in 2028, our media will be approaching twenty years old and will need to be added to or replaced. After time, media can lose its charge, which removes iron and manganese or can be lost due to backwashing.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Water Fund	\$0	\$800,000	\$0	\$0	\$0	\$800,000
<b>Total</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$800,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$800,000	\$0	\$0	\$0	\$800,000
<b>Total</b>	<b>\$0</b>	<b>\$800,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$800,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Water-Plant Computer		
<b>Department:</b>	Water	<b>Category:</b>	Water

<b>Project Description:</b>	Computer replacement
<b>Project Justification:</b>	Water and wastewater treatment computers are replaced every five years through our Scada integrator to stay current with all applicable firewalls and safety features.

<b>Funding Sources</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>Project Total</b>
<b>Water Fund</b>	\$5,000	\$0	\$0	\$0	\$0	\$5,000
<b>Total</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>

<b>Anticipated Expenditures</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>FY 2031</b>	<b>Project Total</b>
<b>Purchase</b>	\$5,000	\$0	\$0	\$0	\$0	\$5,000
<b>Total</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Water-Reclaim Water Tank Pumps		
<b>Department:</b>	Water	<b>Category:</b>	Water

<b>Project Description:</b>	<p>Replace 3 reclaim and 3 sludge pumps</p> <p>These pumps move water in and out of the three reclaim tanks.</p>
<b>Project Justification:</b>	<p>These 6 pumps will be 20 years old and pump reclaim water from the reclaim tank back to the filters and pump iron sludge to sanitary system. Water treatment facility cannot backwash filters with out both pumps. Reclaim pumps are 3hsp and sludge pumps are 5hsp.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Water Fund	\$0	\$90,000	\$0	\$0	\$0	\$90,000
<b>Total</b>	<b>\$0</b>	<b>\$90,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$90,000	\$0	\$0	\$0	\$90,000
<b>Total</b>	<b>\$0</b>	<b>\$90,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$90,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Water-Water Treatment Plant Maintenance		
<b>Department:</b>	Water	<b>Category:</b>	Water

<b>Project Description:</b>	Replace all roof sections
<b>Project Justification:</b>	EPDM Ballasted roof is anticipated to be at the end of useful life, no longer protecting the building. Replace with fully adhered 60 mil EPDM roofing system. Based on annual inspection reports.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Water Fund	\$0	\$200,000	\$0	\$0	\$0	\$200,000
<b>Total</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$0	\$200,000	\$0	\$0	\$0	\$200,000
<b>Total</b>	<b>\$0</b>	<b>\$200,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$200,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Water-Well Maintenance		
<b>Department:</b>	Water	<b>Category:</b>	Water

<b>Project Description:</b>	2029 - Rehab well #4 2031 - Rehab well #1
<b>Project Justification:</b>	Public Water Supply Well maintenance recommends pulling the wells every 7-10 years to fully inspect all equipment. Replacement of worn parts may include, drop piping, shaft, spider couplers, pump volutes, check valves, pump screens and impellers. Rebuilding of pumps and electrical motors may occur also. Redevelopment of the well may be necessary if well is losing capacity or pumping sand.

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Water Fund	\$0	\$0	\$48,000	\$0	\$48,000	\$96,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$48,000</b>	<b>\$0</b>	<b>\$48,000</b>	<b>\$96,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Construction	\$0	\$0	\$48,000	\$0	\$48,000	\$96,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$48,000</b>	<b>\$0</b>	<b>\$48,000</b>	<b>\$96,000</b>

Liquor Fund

PROJECTS BY DEPARTMENT

Liquor Fund	2027	2028	2029	2030	2031
Light fixtures				10,000	
Front Doors				20,000	
Asphalt Roof					50,000
Countertops					12,000
Parking Lot					18,000
Furnances					
Condensers for walk in coolers					
Shelving					
Canopy Replacement					
Digital Readerboard Replacement-North	21,250	21,250	21,250	21,250	
Digital Readerboard Replacement-South	33,000	33,000			
Flooring in Showroom					
Interior Paint					
Ceiling tiles in office & showrm					
Storage/Breakroom furnace					
Exterior Paint					
Flat roof					
	-	-	-	-	-
	\$ 54,250	\$ 54,250	\$ 21,250	\$ 51,250	\$ 80,000

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Liquor-Building Maintenance		
<b>Department:</b>	Liquor	<b>Category:</b>	Liquor

<b>Project Description:</b>	2030 - Light fixtures-\$10,000, Front Doors-\$20,000 2031 - Replace roof shingles \$50,000, Countertops-\$12,000, Parking Lot-\$18,000 2033 - Furnaces-\$16,000 2036 - Shelving \$10,000, Flooring \$35,000, Interior Paint \$8,000, Ceiling Tiles \$9,000, Storage/Breakroom Furnace \$8,000
<b>Project Justification:</b>	Maintenance of the Liquor Store Building

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Liquor Fund	\$0	\$0	\$0	\$30,000	\$80,000	\$110,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$80,000</b>	<b>\$110,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Construction	\$0	\$0	\$0	\$30,000	\$80,000	\$110,000
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$80,000</b>	<b>\$110,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Liquor-Digital Reader board (North)		
<b>Department:</b>	Liquor	<b>Category:</b>	Liquor

<b>Project Description:</b>	Replace digital reader board on the north side of the bottle shop.
<b>Project Justification:</b>	N/A

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Liquor Fund	\$21,250	\$21,250	\$21,250	\$21,250	\$0	\$85,000
<b>Total</b>	<b>\$21,250</b>	<b>\$21,250</b>	<b>\$21,250</b>	<b>\$21,250</b>	<b>\$0</b>	<b>\$85,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$21,250	\$21,250	\$21,250	\$21,250	\$0	\$85,000
<b>Total</b>	<b>\$21,250</b>	<b>\$21,250</b>	<b>\$21,250</b>	<b>\$21,250</b>	<b>\$0</b>	<b>\$85,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Liquor-Digital Reader Board (South)		
<b>Department:</b>	Liquor	<b>Category:</b>	Liquor

<b>Project Description:</b>	Replace the digital reader board on the south side of the bottle shop.
<b>Project Justification:</b>	N/A

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Liquor Fund	\$33,000	\$33,000	\$0	\$0	\$0	\$66,000
<b>Total</b>	<b>\$33,000</b>	<b>\$33,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$33,000	\$33,000	\$0	\$0	\$0	\$66,000
<b>Total</b>	<b>\$33,000</b>	<b>\$33,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$66,000</b>

CAPITAL IMPROVEMENT PLAN 2027-2031

<b>Project #:</b>			
<b>Project Title:</b>	Liquor-Security Cameras		
<b>Department:</b>	Liquor	<b>Category:</b>	Liquor

<b>Project Description:</b>	Replace security cameras
<b>Project Justification:</b>	<p>Similar to the network replacement plan I sent a couple months ago, attached is your agencies camera equipment replacement plan. We never kept track or provided a replacement lifecycle for cameras however we're starting to seeing more failures as they age and thought it'd be helpful for agencies to budget replacements if/when possible.</p> <p>The lifecycle used is 10 years for cameras indoors and 7 years for cameras outdoors.</p> <p>For a budget amount, we estimate around \$500 for indoor and around \$1,000 for outdoor.</p>

Funding Sources	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Liquor Fund	\$3,000	\$0	\$0	\$0	\$0	\$3,000
<b>Total</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>

Anticipated Expenditures	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	Project Total
Purchase	\$3,000	\$0	\$0	\$0	\$0	\$3,000
<b>Total</b>	<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>



## City Council Agenda Report

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**TO:** City Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** Ordinance Amendment - Chapter 6 Business Regulation, Section 5 Gambling -Second Reading  
**DATE:** July 6, 2026

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### **OVERVIEW:**

Per the previous discussion by Council, Staff was directed to remove the 10% "Contribution Towards the City Fund" from the City Ordinance.

Council determined at the first reading that this change would go into effect beginning August 1, 2026.

#### Timeline:

1st Reading: June 15

2nd Reading: July 6

7 Day Public Comment: July 10

Effective Date: July 17

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

Review and consider the ordinance amendment for Chapter 6, Section 5 Business Regulation and Gambling

### **BUDGET IMPLICATION:**

City no longer collecting Gambling Contribution

### **Attachments:**

None

**ORDINANCE 358**

**CITY OF ST. FRANCIS  
ANOKA COUNTY**

**AN ORDINANCE AMENDING THE CITY CODE RELATING TO CHAPTER 6,  
SECTION 5, SUBDIVISION 3 “GAMBLING REGULATIONS”**

THE CITY OF ST. FRANCIS ORDAINS:

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

**Section 1.** Code Revised. That Chapter 6, Section 5, Subdivision of the St. Francis City Code be amended as follows:

**Section 5, Subdivision 3. Gambling Regulations.**

A. Premises. Premises used for gambling are required to comply with Minn. Stat. Sec. 349.18.

~~B. Contribution Toward City Fund. Ten percent (10%) of the net profits from lawful gambling within the City by the organization must be paid on a monthly basis to a fund administered and regulated by the City. Net profits are defined in Minn. Stat. Sec. 349.213, Subd. 1(e).~~

~~C.B~~ The Council shall deny an application for issuance or renewal of a premises permit for any of the following reasons:

(i) Violation by the gambling organization of any state statute, state rule, or city ordinance relating to gambling within the last three (3) years.

(ii) Violation by the on-sale establishment or organization leasing its premises for gambling of any state statute, state rule, or city ordinance relating to the operation of the establishment, including, but not limited to, laws relating to alcoholic beverages, gambling, controlled substances, suppression of vice, and protection of public safety within the last three (3) years.

(iii) Lawful gambling would be conducted at premises other than those for which an on-sale liquor license has been issued.

(iv) An organization would be permitted to conduct lawful gambling activities at more than one (1) premises in the city.

(v) More than one licensed organization would be permitted to conduct lawful gambling activities at one (1) premises.

(vi) Failure of the applicant to pay the investigation fee provided by Subdivision 4 within the prescribed time limit.

(vii) Operation of gambling at the site would be detrimental to health, safety, and welfare of the community.

~~D.C~~ This Section 6-5-3 does not apply to electronic linked bingo. Electronic linked bingo within the City shall comply with all applicable laws.

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>TH</sup> DAY OF JULY, 2026.

APPROVED:

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

ATTEST:

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

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

**RESOLUTION 2026-23**

**A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE  
358, SECOND SERIES AMENDING THE CITY CODE RELATING TO CHAPTER 6,  
SECTION 5, SUBDIVISION 3 “GAMBLING REGULATIONS”**

**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 358, 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 358 Second Series is approved for publication:

CITY OF ST. FRANCIS, MINNESOTA  
ORDINANCE 358, SECOND SERIES

Section 1. Ordinance 358, as adopted, amends the City Zoning Code as follows:

1. Amending city code relating to Chapter 6, Section 5, Subdivision 3 “Gambling Regulations”

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

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 6<sup>th</sup> DAY OF JULY, 2026.

APPROVED:

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

Attest:

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



## City Council Agenda Report

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Craig Jochum, City Engineer  
**SUBJECT:** Plans and Specifications for the Trunk Highway 47 Utility Improvements  
**DATE:** July 6, 2026

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### **OVERVIEW:**

The Minnesota Department of Transportation (MnDOT) plans to reconstruct Trunk Highway 47 in the year 2028. Prior to the road construction, the City's trunk sewer and water improvements that are currently within the MnDOT right of way will be upgraded. In general, the existing trunk facilities between 233rd Avenue and Ambassador Boulevard are of adequate size and condition and the trunk facilities from 227th Avenue and 233rd Avenue are undersized and in need of repair or replacement.

Three alternatives were reviewed for this project. The alternatives are discussed below:

### **Alternative No. 1 includes:**

- Replace the existing trunk sewer and trunk water in their current location from 227th Avenue to 233rd Avenue. The new trunk sewer and trunk water would be sized to support existing and future flows from the Ambassador lift station.
- Construct a new forcemain from Ambassador Boulevard to 233<sup>RD</sup> Avenue. The new forcemain would be sized to convey existing and future flows from the Ambassador lift station to 233<sup>RD</sup> Avenue.
- Extend a new trunk sewer and trunk water from Ambassador Boulevard to 241<sup>ST</sup> Avenue. These lines would facilitate development north of Ambassador Boulevard.

In order to replace the existing sewer and water in its current location, a number of existing small utilities (gas, phone, cable, etc.) would need to be relocated. Since these utilities are not within the City's right of way, it would be a City expense. The estimated project cost for this alternative is \$9.1 million. This alternative is shown on Exhibit 1.

### **Alternative No. 2 includes:**

- Abandon the existing trunk sewer and trunk water in their current location from

227th Avenue to 233rd Avenue.

- Construct new trunk sewer and trunk water on the west side of TH 47 from 227th Avenue to 233rd Avenue. The new trunk sewer and trunk water would be sized to support existing and future flows from the Ambassador lift station.
- Construct a new forcemain from Ambassador Boulevard to 233<sup>RD</sup> Avenue. The new forcemain would be sized to convey existing and future flows from the Ambassador lift station to 233<sup>RD</sup> Avenue.
- Extend new sewer and water trunks from Ambassador Boulevard to 241<sup>ST</sup> Avenue. These lines would facilitate development north of Ambassador Boulevard.

This alternative would only require minimal small utility relocations. The estimated project cost for this alternative is \$8.1 million. This alternative is shown on Exhibit 2.

**Alternative No. 3 includes:**

- Rehabilitate the existing trunk sewer in its current location and abandon the existing water in its current location from 227th Avenue to 233rd Avenue.
- Construct a new trunk water on the west side of TH 47 from 227th Avenue to 233rd Avenue. The new trunk water would be sized to support existing and future growth.
- Construct a new forcemain from Ambassador Boulevard to 227<sup>TH</sup> Avenue. The new forcemain would be sized to convey existing and future flows from the Ambassador lift station to 227<sup>TH</sup> Avenue.
- Extend new sewer and water trunks from Ambassador Boulevard to 241<sup>ST</sup> Avenue. These lines would facilitate development north of Ambassador Boulevard.

As discussed above, this alternative would rehabilitate the existing 12-inch trunk sewer instead of replacing it. The existing sewer has adequate capacity without the flow from the Ambassador lift station. This alternative would convey the flow from the Ambassador lift station to 227<sup>TH</sup> Avenue via a new forcemain. The estimated project cost for this alternative is \$7.0 million. This alternative is shown on Exhibit 3.

The goals of this project are to provide reconstructed or rehabilitated trunk sewer and trunk water facilities of adequate size to service existing and future demand. All three alternatives meet the project goal. The main advantage of Alternative No. 3 is cost. Also, this alternative includes rehabilitating instead of replacing the existing trunk sewer. Therefore, a deep excavation to construct a new sewer will not be required, which will result in much less disruption to the traveling public and disturbance of the existing streets south of Ambassador Boulevard. Staff recommends Alternative No. 3 be used for the design concept for the Trunk Highway 47 Utility Improvements from 227<sup>TH</sup> Avenue to 241<sup>ST</sup> Avenue.

**ACTION TO BE CONSIDERED:**

Consideration to Approve Staff to Prepare Project Plans and Specifications for the Trunk Highway 47 Utility Improvements

**BUDGET IMPLICATION:**

As discussed above, staff recommends Alternative No. 3 be used for the design concept for the Trunk Highway 47 Utility Improvements from 227<sup>TH</sup> Avenue to 241<sup>ST</sup> Avenue. The estimated cost is \$7.0 million. The City has secured \$6.0 million in State and Federal money for this project. The City started planning for this project in 2022 and has been setting aside money in the Enterprise funds. The additional \$1.0 million will be financed with the money set aside in the enterprise funds as well as the potential need to finance. This will be determined as we learn more from our State and Federal partners. These funds are appropriate and available for this project.

**Attachments:**

1. Alternative No 1
2. Alternative No 2
3. Alternative No 3

241ST AVE NW

EXPAND TRUNK SEWER AND WATER FROM AMBASSADOR TO 241ST AVE

CONSTRUCT A NEW 12" FORCEMAIN

EXISTING AMBASSADOR LIFT STATION

WTP

EXISTING WATERMAIN AND FORCEMAIN BETWEEN 233RD AVE AND THE AMBASSADOR LIFT STATION TO REMAIN AS IS

PEDERSON DR NW

AMBASSADOR BLVD NW

233RD AVE NW

RUM RIVER BLVD NW

REPLACE THE EXISTING TRUNK SEWER AND WATER MAINS SOUTH OF 233RD AVE IN THE CURRENT LOCATION

BRIDGE ST NW

229TH AVE NW





TRUNK HIGHWAY 47

227TH AVE NW

EXISTING LIFT STATION NO. 1

WWTP

### Alternative No. 1

-  Existing Lift Station
-  Water Treatment Plan
-  Waste Water Treatment Plant
-  Parcels



EXPAND TRUNK SEWER AND WATER FROM AMBASSADOR TO 241ST AVE

CONSTRUCT A NEW 12" FORCEMAIN

WTP

EXISTING AMBASSADOR LIFT STATION

EXISTING WATERMAIN AND FORCEMAIN BETWEEN 233RD AVE AND THE AMBASSADOR LIFT STATION TO REMAIN AS IS

ABANDON THE EXISTING TRUNK SEWER AND WATER MAINS SOUTH OF 233RD AVE IN THE CURRENT LOCATION

CONSTRUCT A NEW TRUNK SEWER AND WATERMAIN FROM LIFT STATION NO. 1 TO 233RD AVE

EXISTING LIFT STATION NO. 1

WWTP

**Alternative No. 2**

- Existing Lift Stations
- WTP Water Treatment Plant
- WWTP Waste Water Treatment Plant
- Parcels



EXPAND TRUNK SEWER AND WATER FROM AMBASSADOR TO 241ST AVE

CONSTRUCT A NEW 12" FORCEMAIN

EXISTING AMBASSADOR LIFT STATION





EXISTING WATERMAIN AND FORCEMAIN BETWEEN 233RD AVE AND THE AMBASSADOR LIFT STATION TO REMAIN AS IS

REHABILITATE THE EXISTING TRUNK SEWER MAIN AND ABANDON THE EXISTING WATER MAIN SOUTH OF 233RD AVE IN THE CURRENT LOCATION

CONSTRUCT NEW FORCEMAIN AND WATER TRUNK MAIN TO 227TH AVE

EXISTING LIFT STATION NO. 1

**Alternative No. 3**

-  Existing Lift Stations
-  Water Treatment Plant
-  Waste Water Treatment Plant
-  Parcels

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**TO:** City Council  
**FROM:** Kate Thunstrom, City Administrator  
**SUBJECT:** City Hall Chambers Rental Policy  
**DATE:** July 6, 2026

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## **OVERVIEW:**

To continue the discussion regarding renting out the City Hall Chambers room, a policy has been drafted to move this forward. Currently the space has been rented out by professional groups during regular business hours. This space has also been used for non-profit events such as a Senior Fair and Red Cross Blood Drive. We have not had a demand for resident use during business hours.

## **Proposed fee structure (requires adoption in Fee Schedule):**

- After hour a weekend rate of \$35.00 per hour, two hours minimum. This amount will cover the cost of part-time staff, all associated staff costs (work comp, ESST, etc.) utilities, etc.
- Damage deposit \$350.

## **Staffing:**

Staffing may be our greatest challenge with after-hour and weekend rentals. The City will need to hire one or two individuals who are willing to work nights and weekends, on an “as -needed” basis. Without a PT person, the rental rate would not be reasonable to offer the rental with supervising staff. There may be times when the PT is unable to work, (illness or time off), that FT staff may need to fill in. The rental fee will not cover the costs for existing staff.

## **Next Steps:**

With the adoption of a rental policy, next steps include:

1. Creating the application form and scheduling process
2. Creating a job description for PT staff responsible for after-hours and weekend

rentals

3. Hiring PT staff for rentals
4. Updating the Fee Schedule for rental fee and damage deposit

Policy is subject to minor changes and Attorney approval to form.

**Discussion Items:**

1. Does the Council wish to rent out the Chambers after hours and on weekends, understanding we will need to hire Part Time staff for those hours rented?
2. Questions or Concerns on the policy.

**ACTION TO BE CONSIDERED:**

Council requested to adopt policy or provide staff with recommendations on changes.

**BUDGET IMPLICATION:**

Rental fee should cover part time staff hired to cover these hours. If full time staff required, budget does not account for overtime.

**Attachments:**

1. Facility Use Policy 2026

## **FACILITY USE POLICY AND PROCEDURES**

**FACILITY:** City Hall Council Chambers, including kitchen and small conference room.

The City of St. Francis supports the public use of the space within the City Hall Council Chamber. The below policy sets forth the process and procedure for which this space may be requested by the public, the application process and use procedures.

### **Hours and Days of Use**

The facility space may be available for use by the public, subject to availability:

Monday through Friday: 8:00 am to 8:00 pm.

Saturday and Sunday 8:00 am to 4:00 pm

City Hall Facility is not available when the municipal building is closed in observance of the following holidays: New Year Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Juneteenth, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve and Christmas Day.

**Regular Business Hours:** Groups using the facility Monday through Thursday 8:00 am to 4:00 pm, or Friday 8:00 am to 11:00 am, may be charged a damage deposit. Professional/business meetings that do not include food, beverages or use of City Technology, using space during regular business hours, may not be required to submit a damage deposit.

**After Hours and Weekends:** Groups using the facility after 4:00 pm on Monday - Thursday, after 11:00 am on Friday or on Saturdays or Sundays will be charged after-hours and weekend fees as well as a damage deposit. After hours and weekend rentals must be approved in advance of 14 days prior to the event.

### **Eligible Users**

Eligible Users are broken down into two groups: 1) Non-profit / youth organizations and 2) the general public. Must be a non-profit organization/ youth organization or St. Francis resident to reserve City Hall space.

1. **Non-profit Organizations / Youth Organizations:** The City of St. Francis recognizes 501 (c)(3) groups or non-profit groups that provide significant service to and for the City. These are charitable, governmental or tax-exempt organizations that are formed for the purpose of fulfilling a mission to improve the common good of society.

Free community seminars on products or services that a business sells shall not constitute non-profit status for renting the facility. These businesses shall be considered for-profit.

2. **Resident General Public:** This includes a St Francis resident who does not fall under the non-profit organization/youth organization groups. In cases where it is unclear whether a group or organization merits a certain status the City personnel shall determine. Valid I.D. such as a driver's license or other proof of residency required.

### **Priority of Use**

The need to conduct City business takes precedence over any reservation.

Reservations will be rescheduled, if possible, or refunded if City business replaces the said reservation. All remaining reservations will be accepted on a first-come, first-served basis upon completing the reservation application with payment.

### **Application Process**

All reservations must be made through an application process and submitted to the City Clerk, no less than 15 business days prior to the requested use date.

Application forms are available at City Hall and on the city website. Any changes to the information submitted on the application form must be made in writing and acknowledged by the City Clerk

Application requirements include, but are not limited to, which areas of the facility are requested, the intended use, the hours in which they will be occupied and the number in attendance for expected occupancy. The signature of the applicant certifies that the applicant agrees to and understands the Facility Use Policy and all terms and conditions within.

Each application form shall be submitted with the following items:

- The use fee as set in the City adopted Fee Schedule.
  - Include, when applicable, after hour and weekend fee
  - Include in time considered time for set up and tear down
- Damage deposit, as set in the adopted Fee Schedule
- Certificate of liability insurance

Facility approvals are non-transferable and are restricted to the approved dates, times and use as identified in the application.

Any publicly distributed flyers/advertising of the event must be approved by the City Clerk.

Upon approval, an email confirmation will be sent to the contact person identified on the use application. Approvals are nontransferable and are restricted to the dates, times, space and occupancy of the original request. User groups shall not sublet the use of the contracted space to any other organizations, individual, vendor or business. These groups shall obtain a Facility Use approval following the process laid out herein.

Applications may be denied if applicant or group has a preexisting history of facility damage, excessive cleaning, and/or not following the use procedures. Appeals may be made to the City Council at a regular scheduled meeting.

### **Supervision**

All activities must be supervised by an adult at least 21 years of age, with the applicant using the facility assuming full responsibility for any damage. Applications for use with inadequate supervision identified may be denied. Continued supervision issues will result in the cancellation of user privileges.

City personnel on duty are responsible for the operation of the facility but are not liable to supervise the group or its activities.

### **Liability**

The City may require the user to furnish a Certificate of Liability Insurance in the minimum amounts of \$\_\_\_\_\_ for bodily injury and \$\_\_\_\_\_ for property.

Users of the facility shall agree to indemnify the City of St. Francis for any damage to property by any person and persons attending the activity or event. Any cost of damaged property, fixtures, furniture or equipment is the financial responsibility of the applicant. This policy will be reviewed for updates to the process. Shall any provision of this policy prove to be invalid, void, or illegal, it shall in no way affect, impair or invalidate any other provision of this policy.

If the activity or event brings in its own equipment, the City assumes no liability in connection with its use, loss or damage of the equipment. Any equipment must be removed from the site immediately following the activity or event.

The use of technology may be requested for professional/business meetings if the use falls within the normal business hours of City Hall with the approval of the City Clerk.

### **Use of approved space**

These policies and procedures are in agreement between you (organization applying for space approval) and the City of St. Francis. By using the City-owned facility you acknowledge your acceptance of the following conditions:

1. Escrow accounts are held for the purpose of additional cleaning or damage to the facility and may take up to 30 days for an account to be released after the use of the facility.
2. Areas used should be left in an orderly condition. Additional cleaning necessary will be invoiced to the applicant.
3. Any damage to the equipment or facility should be reported immediately.
4. Use requires the supervision of City personnel.
5. User groups must provide their own first aid supplies.
6. Disorderly conduct is prohibited and punishable by ejection from the building and grounds. Law enforcement will be notified.
7. After hours and weekend Emergency Response Procedures will be issued to each user group upon approval.
8. The applicant is responsible for the supervision of the user group, assumes all responsibility for the group and for understanding this policy and the procedures set forth.
9. In the event of an emergency, Dial 911

### **Set up and clean up**

Applicants shall be responsible for:

1. Ensuring all garbage is within a trash receptacle
2. Removing all food and beverages from the kitchen
3. Wiping down tables and chairs, removing all table coverings and obstacles
4. Ensuring all loading and unloading is limited to blacktop parking areas. No driving of vehicles on sidewalks.
5. Equipment and materials brought in must be brought in the day it is to be used and taken out the same day or night.

6. Building shall be vacated and all cleaning up completed by 10:00 pm. No building facility shall be reserved past 10:00 pm.

Applicants found to be in violation of the above will be reported to Law Enforcement as well as all future use privileges revoked.

The City Of St. Francis reserves the right to regulate and control the size of the group or organization using the facility.

Violations may result in the City denying future requests to use facility spaces.

## **Rules of Use**

**Alcohol / Smoking:** All municipal facilities are alcohol and smoke-free. The consumption of alcohol or smoking is not permitted anywhere on city grounds or parking. This includes tobacco, alcohol, vaping, e-devices and/or other chemical uses.

**Arts and Crafter:** No glue, hot glue guns, glitter, confetti, permanent markers, confetti or such items are allowed

**Audio Visual Equipment:** Available for professions/business meetings only, must be identified on rental application. All equipment must be used for its intended purpose. You will need to provide your own laptop for connection to audio and video equipment.

**Cancellation Policy:** If renter fails to show, there will be no refunds for after hours and weekend rentals. Full refunds will be available for cancellations made at least two working days prior to the scheduled event.

If the cancellation is due to City actions and/or has met policy, the fee and escrow deposit will be returned to the applicant.

The City may cancel the approval at any time. When the City facility is closed due to inclement weather or other emergencies as identified by the city, all facility use will be cancelled

**Candles:** Candles are not allowed in city owned facilities.

**Children:** Children need to be supervised at all times by an adult and never left alone outside of rental space. Noise from within rented space should be kept low enough so as not be heard out in the hallways.

**Clean-up After Use:** General clean-up of space is the responsibility of the applicant. All trash and recycling should be deposited in the correct bins.

**Damage Deposit:** Applicants may be required to submit a damage deposit in the amount set forth in the Fee Schedule. Deposit will be cashed at the time of application approval. Funds will be returned to the applicant within 30 days following the event and verification that the funds were not necessary for damages or issues.

**Emergency Access:** All building access points will remain open and clear of tables, chairs and/or equipment being used for the event. No interior and exterior access points shall be blocked.

**Fees:** Fees will be reviewed and adjusted periodically, verify fee requirements with the adopted fee schedule.

**Firearms:** All firearms must be pre-approved with a permit before they are allowed on the premises. For more information, please contact the St. Francis Police Department at 763-753-1264.

**Flammable substances:** There shall be no use of flammable substances, including open flames or foggers within the building or on city property.

**Food and Beverages:** Food and non-alcoholic beverages may only be served and consumed in rented space. If applicant uses the kitchen, cleanup of counters, sink and refrigerator is required.

**Gambling:** Gambling is prohibited. Raffles must have appropriate approvals from City Clerk

**Liability for Damage:** All users are liable for any damage to public or private property or injury to any person resulting from the use or presence within the building. If damage is found, the group will pay the cost of all damages and repairs needed. A conviction of vandalism can result in a \$1,000 fine and/or 90 days in jail.

**Loading / Unloading:** Supplies and equipment may be loaded and unloaded from space from a door to the south side of the room. However, vehicles must be moved to guest parking and not be stored in that area as to not interfere with Fire Department space.

**Parking:** Applicant and guests shall park only in spaces intended for guest parking. Parking areas identified for staff as well as areas around fire bay doors shall remain open and free from obstruction of other vehicles or personal equipment.

**Pets and Animals:** No pets or animals are allowed into City Hall other than service animals (limited to service dogs) trained to perform specific tasks related to a disability. A service animal can be excluded if it is not under its handler's control, if it acts in any aggressive manner, or if it otherwise poses a threat to health or safety.

**Posters:** Posters may be hung around the facility on the day of the event for directional purposes. This must be coordinated with City Clerk and blue painters' tape must be used.

**Overnight Accommodations:** No overnight accommodations will be granted or allowed for city building or parking lot areas.

**Sales:** Rentals are not available for sales or other events that are fundraising for either public or private groups, unless City Council approval is granted.

**Scheduling Priorities:** City activities and events have priority for the use of the facilities and grounds. The City reserves the right to decline any requests that may compete with city programs or activities. When a conflict occurs the City may provide an alternative facility that is appropriate for the event, if one exists.

Priority of use will be in the order as follows:

1. City operation and official functions,
2. City-sponsored events and programs,
3. Government Partners (Federal, State, County, Special Districts),
4. Non-profit Community groups with their primary place of business interest in St. Francis
5. St. Francis residents
6. For-profit or private groups with their primary place of business in St. Francis

**Severe Weather/ Emergency Procedure:** In the event of an emergency and/or severe weather, Staff has the authority to suspend all activity and evacuate all individuals.

**Storage.** The facility is not to be used for the storage of equipment or supplies for organized groups or the general public. Items, equipment and supplies must be removed after each meeting.

**Use of Furniture and Equipment:** Chairs and tables may be moved safely within the space allowed but shall not be removed from the room in which they are located. City staff will not perform room set-up duties for outside users. All furniture should be used for its intended purpose. All furniture shall return to the position they were originally found.

Policy Adopted: 00/00/2026, shall be updated from time to time.

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Top Tier Automotive Site Plan  
**DATE:** July 6, 2026  
**APPLICANT:** Structural Buildings, Inc. (Derek Anderson)  
**LOCATION:** Between Hwy 47 and Aztec St NW (PIN 32-34-24-32-0073)  
**COMP PLAN:** Commercial  
**ZONING:** B-2 General Business

**OVERVIEW:**

The City has received a development application for the construction of a minor automotive maintenance and repair facility on the 1.12-acre property between Highway 47 and Aztec St NW (PIN 32-34-24-32-0073). The site abuts a commercial property to the north (O'Reilly's), school athletic fields to the south, and residential dwellings across Aztec St NW to the east.

The proposed development includes a single-story 6,800 square-foot building with 8 vehicle bays which will be served by City utilities. Access to the site will be provided by two, 12-foot-wide driveways, both with access from Aztec St NW. The proposed site plan meets all setbacks, height, impervious surface, and parking requirements for minor auto repair uses in the B-2 district. Site plan review is required for any new construction of commercial principal buildings.

**PLANNING COMMISSION REVIEW**

The Planning Commission reviewed the site plan at their meeting on June 17, 2026. A majority of the discussion focused on the design and architectural materials for the building.

Commissioners discussed the Dakota Steel material that is proposed to make up a majority of the front building wall facing Hwy 47. Commissioners reviewed the quality and longevity of the material, and determined that Dakota Steel is "comparable in grade and quality" to materials listed in the Code as allowable for the front wall, including face brick, natural stone, glass, stucco, and concrete block.

Commissioners also discussed the required architectural standards for all street sides of buildings, including façade articulation and windows. These standards were met on the west side of the building facing Hwy 47, but adjustments were needed on the east side of the building facing Aztec St. Commissioners highlighted the importance of these required features in order to make the building more aesthetic to view from the neighboring residential development to the east. The applicant has provided revised renderings of the building showing the architectural enhancements that are proposed to fulfill these requirements.

**ACTION TO BE CONSIDERED:**

Based on the Planning Commission's and Staff's recommendation for approval of the site plan, a draft approval Resolution has been drafted for Council review.

***Suggested Motion:***

Move to approve Resolution 2026-24 approving the site plan for Top Tier Automotive with conditions and findings of fact as presented.

**ATTACHMENTS:**

- Resolution 2026-24
- Applicant Submittals
- City Engineer memo dated June 22, 2026
- Planning Commission memo dated June 17, 2026

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

**RESOLUTION 2026-24**

**A RESOLUTION APPROVING A SITE PLAN FOR TOP TIER AUTOMOTIVE**

**WHEREAS**, the applicant, Derek Anderson of Structural Buildings, Inc., has requested site plan approval for the construction of a new minor auto repair and service building; and

**WHEREAS**, the property is legally described as Lot 2 Block 1 Aztec Commercial Park, Anoka County, Minnesota;

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

**WHEREAS**, minor auto repair and service is permitted in the B-2 General Business District; and

**WHEREAS**, on June 17, 2026, the Planning Commission unanimously recommended approval of the requested site plan; and

**WHEREAS**, on July 6, 2026, the City Council of the City of St. Francis considered the submitted site plan and how it might affect public health, safety, or welfare and found that the project will not negatively impact the public health, safety, or welfare.

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

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

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

1. A site improvement performance agreement (SIPA) shall be approved by the City and signed by the applicant.
2. Applicant shall provide information about site circulation to address the narrow driveways north and south of the building.
3. Applicant shall provide additional detail to demonstrate that the screening height, opacity, and material of the dumpster enclosure are consistent with Code Section 10-71-03.
4. Applicant shall revise the landscaping plan as follows:
  - a. Landscaping plans must be prepared by a licensed landscape architect or other similar professional.

- b. Identify the location, type, and size of all existing significant trees to be removed or preserved.
  - c. No more than 25% of the required caliper inches may be of the same genus. Currently, the applicant is proposing to plant maples (27%), spruce (45%), and lilac (27%). Additional genus types are needed in order to meet this requirement.
  - d. Planting detail must show all species to scale at normal mature crown diameter or spread for local hardiness zone
  - e. Identify ground cover for all areas of disturbed soil.
5. Applicant shall address all comments from the City Engineer in the memo dated June 22, 2026.

Approved and adopted by the City Council of the City of St. Francis on the 6<sup>th</sup> day of July, 2026.

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Mark Vogel, Mayor

---

Attest: Jennifer Wida, City Clerk

---

Dated

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









**SCHULTZ ENGINEERING & SITE DESIGN**  
 18 SOUTH RIVERSIDE AVENUE, SUITE 200  
 SATEL, MINNESOTA 55378  
 (763) 437-1668  
 info@schultzeng.com  
 www.schultzeng.com

I HEREBY CERTIFY THAT THIS PLAN  
 SPECIFICATION OR REPORT WAS  
 PREPARED BY ME OR UNDER MY  
 SUPERVISION AND THAT I AM A DULY  
 LICENSED ENGINEER UNDER THE LAWS  
 OF THE STATE OF MINNESOTA.

*Norman Schultz*  
 NORMAN E. SCHULTZ, P.E.  
 LICENSE NO. 1000000000000000  
 DATE: 06/03/2026

NO.	DATE	DESCRIPTION
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2		
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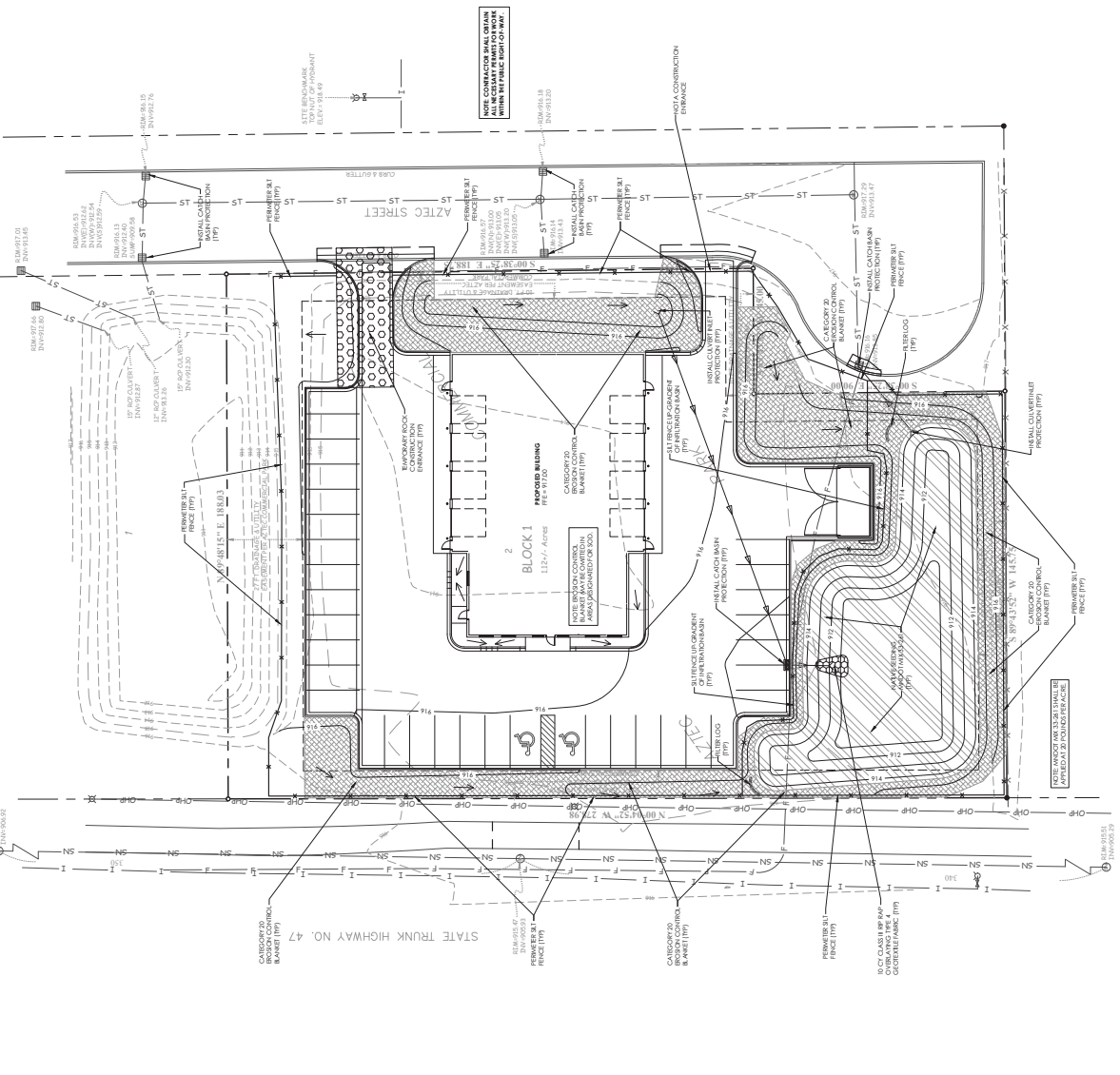
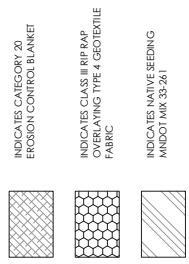
SCHULTZ ENG. PROJECT NO.: 26014  
 ISSUE DATE: 06/03/2026  
 DRAWN BY: NES  
 CHECKED BY: BUS  
 REVISIONS BY: BUS  
 DESIGN: JLC/2026

**CIVIL SHEET INDEX**  
 C1: TITLE SHEET  
 C2: CIVIL SHEET  
 C3: UTILITIES PLAN  
 C4: C&G - STANDARD DETAILS  
 C5: SWPPP STANDARD NOTES  
 C6: SWPPP STANDARD DETAILS  
 C7: SWPPP STANDARD NOTES  
 C8: SWPPP STANDARD DETAILS  
 C9: UTIL & PARKING PLAN

**TOP TIER AUTO**  
 AZTEC STREET  
 ST. FRANCIS, MN  
 SWPPP - PLAN VIEW



C9



26014SWPPP-Plan.dwg



**SCHULTZ ENGINEERING & SITE DESIGN**  
 18 SOUTH RIVERSIDE AVENUE, SUITE 200  
 SAUREL, MINNESOTA 55377  
 763.437.1100  
 NORMAN STATT, PE  
 schultzengr.com  
 info@schultzengr.com  
 www.schultzengr.com

I HEREBY CERTIFY THAT THIS PLAN SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

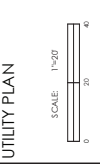
*Norman Statt*  
 NORMAN STATT, PE  
 LICENSE NO. 0000000000  
 DATE: 06/03/2026

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SCHULTZ ENG. PROJECT NO.: 26014  
 ISSUE DATE: 06/03/2026  
 DRAWN BY: NES  
 CHECKED BY: BUS  
 REVISIONS BY: BUS  
 DESIGN: JLC/2026

- CIVIL SHEET INDEX**
- C1: TITLE SHEET
  - C2: CIVIL UTILITY PLAN
  - C3: ELECTRICAL SPECIFICATIONS
  - C4: CSD - STANDARD DETAILS
  - C5: SWPPP - STANDARD NOTES
  - C6: SWPPP - EXPLANATORY
  - C7: SWPPP - PLAN SHEET
  - C8: SWPPP - PLAN SHEET

**TOP TIER AUTO**  
 AZTEC STREET  
 ST. FRANCIS, MN  
 UTILITY PLAN



C10

EMP-ADJUT-1092

- UTILITY NOTES:**
1. WATER MAIN AND SANITARY WATER SERVICE LINES SHALL BE PLACED AT A MINIMUM DEPTH OF 8 FEET BELOW FINISHED GRADE.
  2. IF CONFLICTS ARE DISCOVERED WHERE WATER MAIN OR SERVICES CROSS EXISTING OR PROPOSED UTILITIES, THE CONTRACTOR SHALL BE RESPONSIBLE FOR RELOCATING OR REMOVING THE EXISTING UTILITIES TO A LOCATION APPROPRIATE TO THE UTILITY DEPARTMENT'S STANDARD DEPTH OF 8 FEET BELOW FINISHED GRADE.
  3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF ST. FRANCIS, MINNESOTA, AND ASSOCIATED AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF ST. FRANCIS, MINNESOTA, AND ASSOCIATED AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF ST. FRANCIS, MINNESOTA, AND ASSOCIATED AGENCIES.
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  10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF ST. FRANCIS, MINNESOTA, AND ASSOCIATED AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF ST. FRANCIS, MINNESOTA, AND ASSOCIATED AGENCIES.

**CITY STANDARD FOR WATERMAIN TAPPING**

The component parts of a tap, valve installation and tapping operation shall conform with the following standards, which shall be in addition to the standards of the City of St. Francis, Minnesota, and the standards of the State of Minnesota, and the standards of the National Fire Protection Association (NFPA) and the National Electrical Contractors Association (NECA).

1. All watermain tapping shall be done in accordance with the standards of the City of St. Francis, Minnesota, and the standards of the State of Minnesota, and the standards of the National Fire Protection Association (NFPA) and the National Electrical Contractors Association (NECA).

2. All watermain tapping shall be done in accordance with the standards of the City of St. Francis, Minnesota, and the standards of the State of Minnesota, and the standards of the National Fire Protection Association (NFPA) and the National Electrical Contractors Association (NECA).

3. All watermain tapping shall be done in accordance with the standards of the City of St. Francis, Minnesota, and the standards of the State of Minnesota, and the standards of the National Fire Protection Association (NFPA) and the National Electrical Contractors Association (NECA).

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6. All watermain tapping shall be done in accordance with the standards of the City of St. Francis, Minnesota, and the standards of the State of Minnesota, and the standards of the National Fire Protection Association (NFPA) and the National Electrical Contractors Association (NECA).

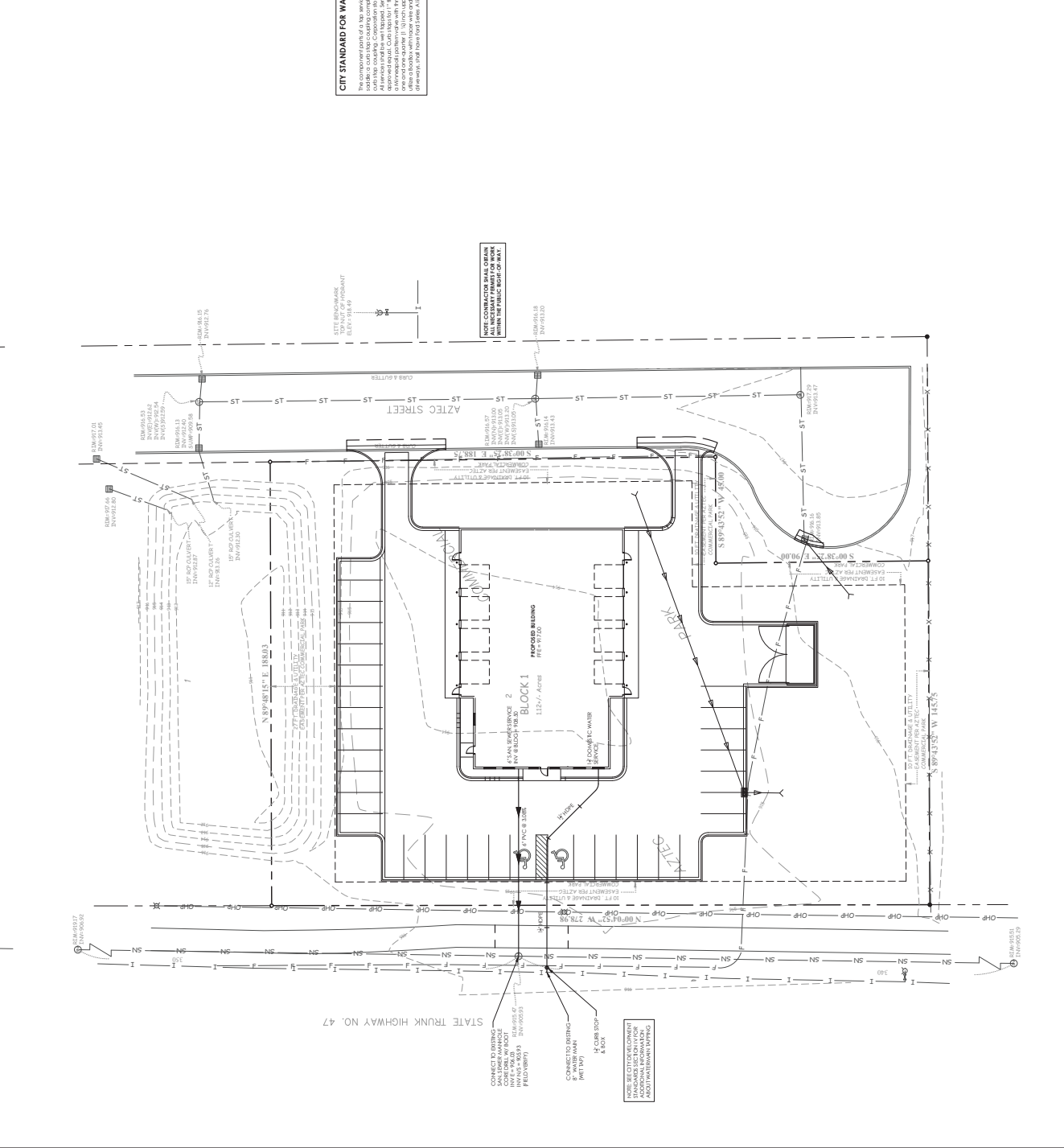
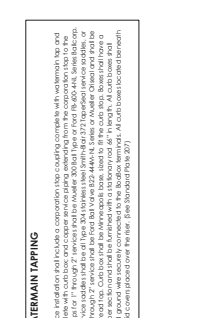
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**CONTRACTOR SHALL OBTAIN APPROVED TAPPING PERMIT FROM AUSTIN, MN, PRIOR TO THE INSTALLATION OF ANY WATERMAIN TAPPING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF ST. FRANCIS, MINNESOTA, AND ASSOCIATED AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE CITY OF ST. FRANCIS, MINNESOTA, AND ASSOCIATED AGENCIES.**



### LEGAL DESCRIPTION

Lot 2 Block 1, AZTEC COMMERCIAL PARK, according to its recorded plat thereof, Anoka County, Minnesota.

The utilities shown herein were located using the Capital Site One-Call system and verified in the field where appropriate. The location of the utilities shown herein is based on the information provided to the surveyor and is not a guarantee of the location of the utilities. The surveyor is not responsible for the accuracy or completeness of the location information provided to the surveyor or for the location of the utilities. The surveyor is not responsible for the location of the utilities shown herein.

### STRUCTURAL BUILDINGS

CERTIFICATE OF SURVEY PREPARED FOR

FILE NAME: 2026-116 DWG  
 JOB NO: 2026-116  
 LOCATION: 32-34-24

Project: LANDSCAPE PLAN  
 Date: 4/20/2026  
 Scale: 1" = 20'  
 Sheet: L100

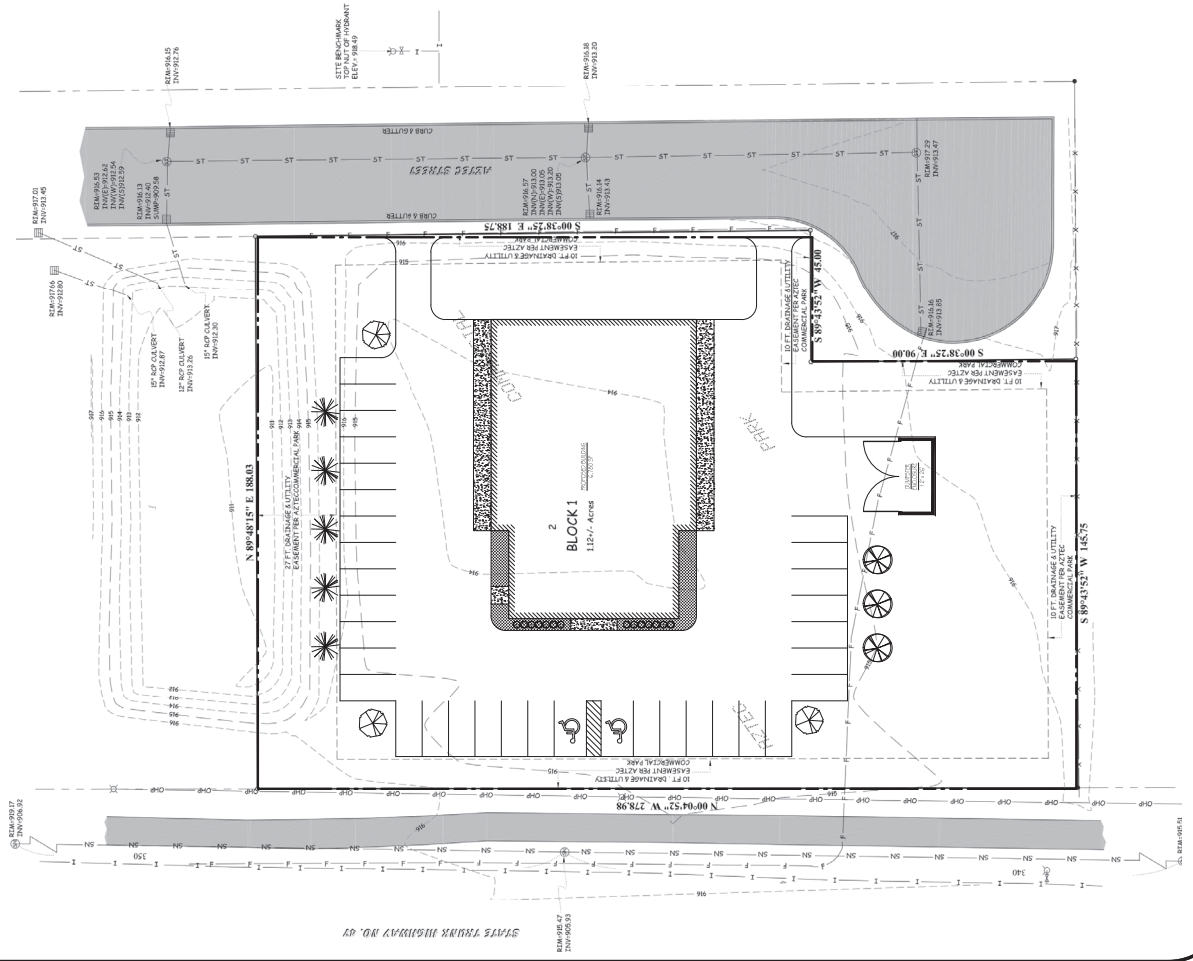
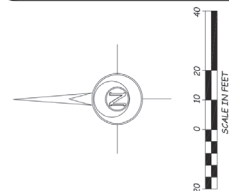
SHEET 1 OF 1

I HEREBY CERTIFY THAT THIS SURVEY, PLAN OR REPORT WAS PREPARED BY ME OR UNDER MY SUPERVISION AND THAT I AM A REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.  
 DATE: 01-26-2026  
 MINNESOTA REGISTRATION NO. 57349

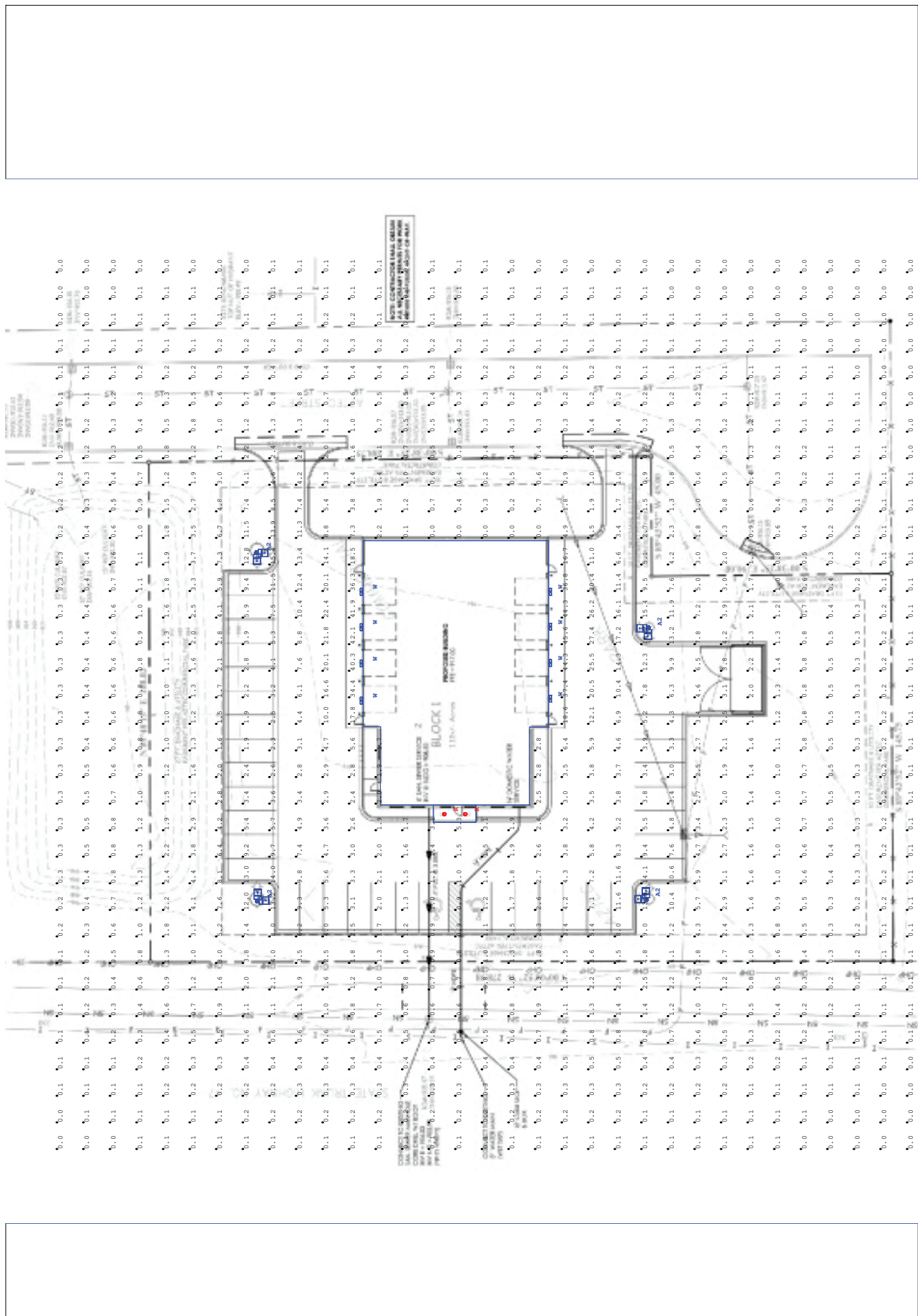
SYMBOL	DESCRIPTION	SIZE	COUNT	STATUS	DATE
(Symbol)	6.750" O.D. GALVANNEED STEEL	2.0 FT DIA	15 GAL	NA	3
(Symbol)	MANHOLE	6 FT DIA	15 GAL	20 O.C.	5
(Symbol)	6.750" O.D. GALVANNEED STEEL	2.0 FT DIA	15 GAL	19 O.C.	3
(Symbol)	6.750" O.D. GALVANNEED STEEL	1.0 FT DIA	1 GAL	30 O.C.	14

#### LEGEND

- ST — INDICATES STORM SEWER LINE
- SN — INDICATES SANITARY SEWER LINE
- T — INDICATES UNDERGROUND WATER
- F — INDICATES UNDERGROUND FIBER OPTIC
- OP — INDICATES OVERHEAD POWER
- X — INDICATES FENCE LINE
- ⊕ INDICATES STORM MANHOLE
- ⊙ INDICATES SANITARY MANHOLE
- ⊕ INDICATES CATCH BASIN
- ⊕ INDICATES WATER VALVE
- ⊕ INDICATES HOVRINT
- ⊕ INDICATES POWER POLE
- ⊕ INDICATES BITUMINOUS SURFACE
- ⊕ INDICATES IRON MONUMENT PLACED
- ⊕ INDICATES IRON MONUMENT FOUND



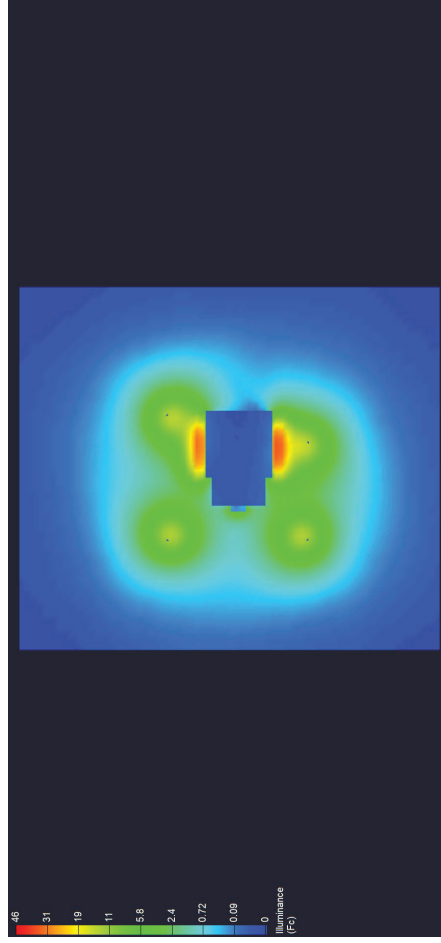
The Lighting Engineer, Designer, Drafter, Quantity Surveyor, Project Manager, Planning Manager, and other staff of the Lighting Design Group are not responsible for the design of any lighting fixture or luminaire. The Lighting Design Group is responsible for the design of the lighting system as a whole, including the selection of lighting fixtures and luminaires, the layout of the lighting system, and the calculation of lighting levels. The Lighting Design Group is not responsible for the design of any lighting fixture or luminaire. The Lighting Design Group is responsible for the design of the lighting system as a whole, including the selection of lighting fixtures and luminaires, the layout of the lighting system, and the calculation of lighting levels.



Calculation Summary											
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min	Description	PtSpcLr	PtSpcTb	Meter Type
CalcPtIs_1	Illuminance	Fc	2.20	45.6	0.0	N.A.	N.A.	Readings taken @ 0'-0" AFG	10	10	Horizontal

Luminaire Schedule											
Symbol	Qty	Tag	Label	Arrangement	Lum. Lumens	Arr. Lum. Lumens	LLF	Description	Lum. Watts	Arr. Watts	Total Watts
⊕	2	R	r6r119fa120ws-5000k	Single	1056	1056	1.000		9.83	9.83	19.66
⊕	8	W	wpled-185w-5000k_dif240s102-6a	Single	11126	11126	1.000	WPLEDL @ 85W_5000K	83.5	83.5	668
⊕	4	A2	A17-4T150-120V-MOD50	2 @ 90 degrees	21291	42582	1.000	A17-4T150-120V - MOD50	149.56	299.12	1196.48

Expanded Luminaire Location Summary									
LumNo	Tag	X	Y	MTGHT	Orient	Tilt			
1	A2	263.348	348.005	24	0.616	0			
1	A2	262.359	346.994	24	270.616	0			
2	A2	363.128	347.344	24	271.115	0			
2	A2	362.109	346.325	24	181.115	0			
3	A2	262.934	202.853	24	90.443	0			
3	A2	263.942	201.861	24	0.443	0			
4	A2	363.86	201.172	24	179.845	0			
4	A2	364.863	202.169	24	89.845	0			
5	R	294.869	277.824	10	90	0			
6	R	294.869	269.944	10	90	0			
7	W	338.296	238.35	16	270	0			
8	W	351.595	308.543	16	90	0			
9	W	351.779	238.35	16	270	0			
10	W	365.437	238.35	16	270	0			
11	W	378.57	238.35	16	270	0			
12	W	351.604	308.543	16	90	0			
13	W	365.262	308.543	16	90	0			
14	W	378.57	308.543	16	90	0			
Total Quantity: 18									



**\*\*\*LAYOUT AND BOM ARE SUBJECT TO APPROVAL\*\*\***

NOTES:  
 \* The light loss factor (LLF) is a product of many variables, only lamp lumen depreciation (LLD) has been applied to the calculated results unless otherwise noted. The LLF is the result (quotient) of mean lumens / initial lumens per lamp manufacturers' specifications.  
 \* Illumination values shown (in footcandles) are the predicted results for planes of calculation either to the plane of calculation.  
 \* The calculated results of this lighting simulation represent an anticipated prediction of system performance. All calculations are based on the data provided and are subject to means and methods which are beyond the control of the designer.  
 \* Mounting height determination is job site specific, our lighting simulations assume a mounting height (mounting point or luminaire symbol) to be taken at the top of the symbol for ceiling mounted luminaires and at the bottom of the symbol for all other luminaire mounting configurations.  
 \* RAB Lighting Inc. luminaire and product designs are protected under U.S. and International intellectual property laws. Patents issued or pending apply.

**SB-5**

ELEVATIONS

JOB TITLE: JBC ESTATES LLC

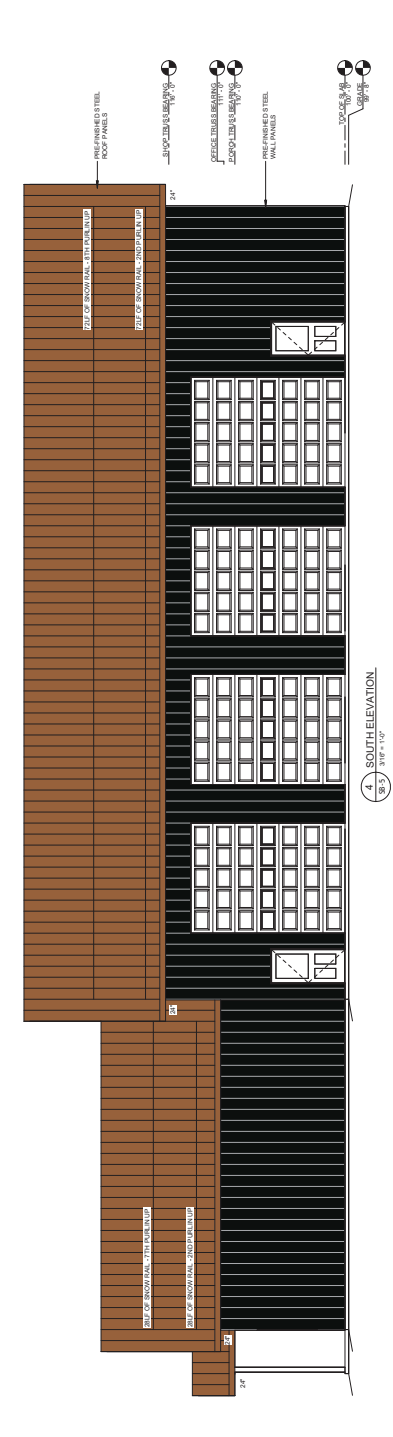
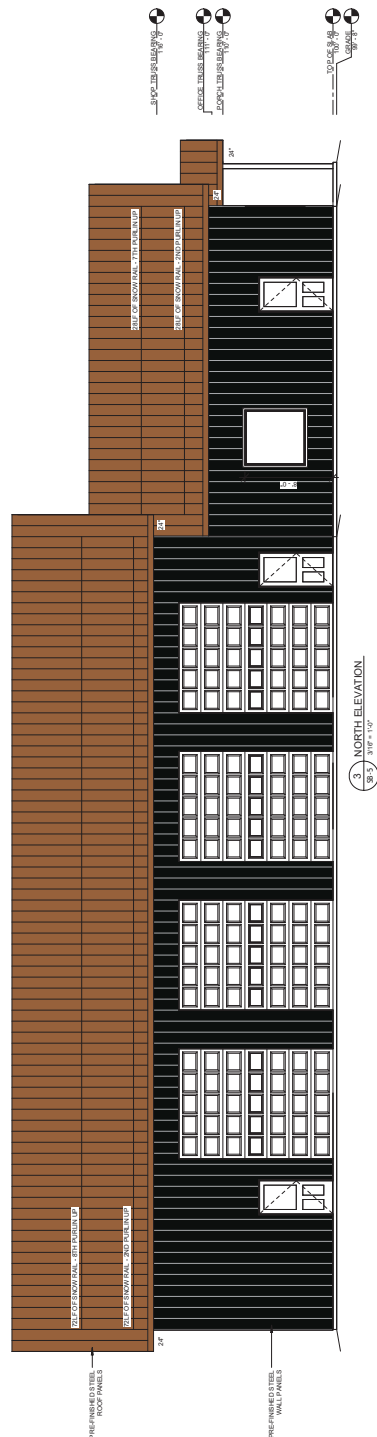
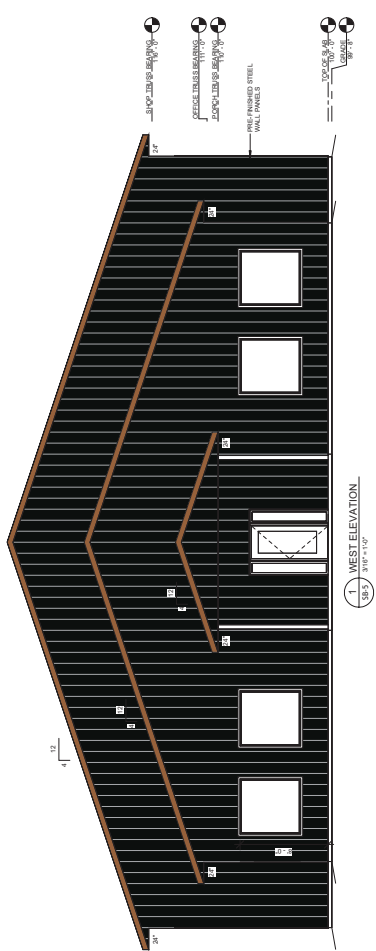
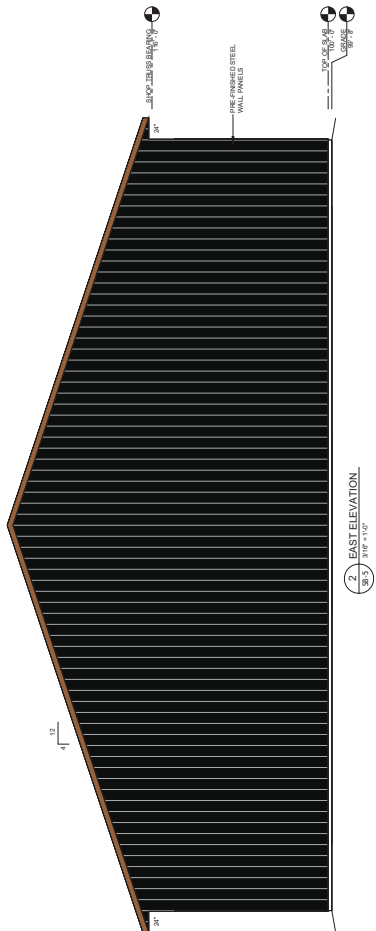
DRAWN BY: AB CUST. INITIAL:

DATE: 04/30/26 SALES REP: -

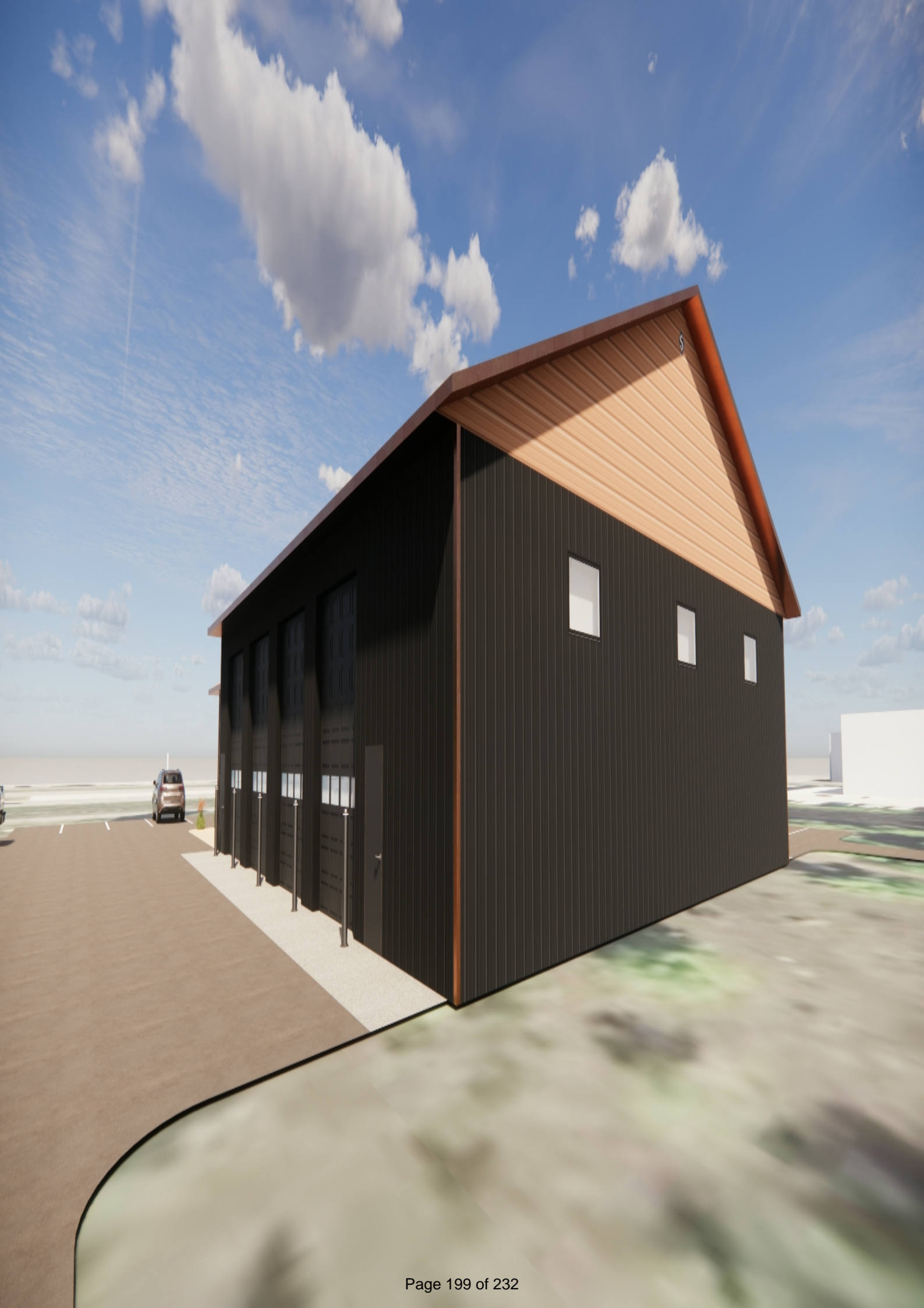
**PRELIMINARY NOT FOR CONSTRUCTION**

STRUCTURAL BUILDINGS  
 OFFICE: 12926 FIREST STREET  
 BECKER, MN 55308  
 COPYRIGHT 2025 STRUCTURAL BUILDINGS  
 STRUCTURALBUILDINGS.COM

NO.	DATE







# Dakota Steel



Our steel paneling and roofing solutions include 24,26,28,29 Gauge available in the right substrate for your residential, agricultural, or light commercial project.

2900 AZ50 Galvalume

2960 Galvanized

2990 Galvanized

2600 AZ50 Galvalume

2690 Galvanized

2400 AZ50 Galvalume\*

28 Gauge Standard Trims

**80,000  
PSI**  
MINIMUM  
TENSILE  
STRENGTH

#### TESTING:

- UL 790, Class A Fire Resistance Rating
- UL 2218, Class 4 Impact Resistance
- UL 580, Class 90 Wind Uplift Rating



# Maxx Shield 45 Paint System



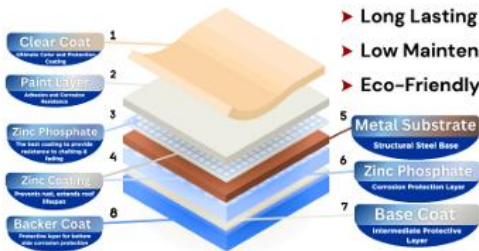
Canton, SD • Office: 866.987.9080 • Freeport, MN  
[www.dakotasteelandtrim.com](http://www.dakotasteelandtrim.com)



FOR MORE INFORMATION & MORE EXAMPLES SCAN THE QR CODE

## Maxx Shield 45 Paint System

- ▶ Impact Rating – Class 4
- ▶ Fire Rating – Class A
- ▶ Superior Wind Resistance
- ▶ Long Lasting Performance
- ▶ Low Maintenance
- ▶ Eco-Friendly



**45 YEAR WARRANTY** **PSI**

DST 45 Year Paint Warranty, see your local representative for details. These color samples are as close as possible to actual colors offered, within the limits of color chip reproduction.



## Warranty Information

### 45 Year Limited Paint Warranty

Dakota Steel and Trim is pleased to present to you the following Limited Warranty on our Maxx Shield 45 Silicized Polyester coil coatings. This warranty is based on the Maxx Shield 45 paint system. This warranty applies if any of the following Warranty Conditions occurs:

- Within 45 years from date of installation, Maxx Shield 45 exhibits cracking, flaking, or peeling (loss of adhesion) to an extent that is apparent on ordinary outdoor visual observation.
- Within 30 years from the date of installation, Maxx Shield 45:
  - Chalks in excess of ASTM D-4214 method A number six (6) rating on horizontally installed (roofing) panels and a number eight (8) rating on vertically installed (sidewall) panels, when properly maintained as described herein, and
  - Changes color more than seven (7.0) Hunter delta-E units on horizontally installed (roofing) panels and five (5.0) Hunter delta-E units on vertically installed (sidewall) panels as determined by ASTM method D-2244. Color changes may not be uniform on surfaces that are not equally exposed to the sun and elements and Dakota Steel does not warranty that color changes will be uniform.

If a Warranty condition occurs and other requirements of this Warranty are met, Dakota Steel and Trim will provide you with the following benefits:

- Replacement of the metal panels showing the Warranty Conditions. The Warranty Benefits shall not exceed the original purchase price of the affected metal panels (not including any accessories or attachments) or the remedy provided in any other warranty provided to the building owner, whichever is less, even if our limited warranty fails of its essential purpose. This Warranty will continue to apply to any metal panels that were replaced due to a Warranty Condition, but only for the unexpired portion of the Warranty period applicable to the original part.

Dakota Steel and Trim cannot control the circumstances of application. Therefore, this Limited Warranty applies only when Maxx Shield 45 coil coatings are properly applied to a properly pre-treated and primed substrate.

To receive Warranty Benefits for Warranty Condition, you must:

1. Send written notice of the Warranty Condition within thirty days of the appearance of any detectable defect to Dakota Steel and Trim.
2. Provide access to the affected panels and site.
3. Assist us as necessary in determining the exact cause of failure.
4. Provide such documentation as we shall request to confirm the Warranty Condition, including records sufficient to identify the steel source, production records, and installation records.

**NEW FROM**

## A-TEX TEXTURE PAINT

- ▶ Reduces Glare
- ▶ Greater Slip Resistance
- ▶ Better Scratch Resistance
- ▶ MAXX SHIELD 45 PAINT

**Strong Rib 29 GA & 26 GA**

**Quad Rib 29 GA & 26 GA**

**Pioneer Rib 29 GA & 26 GA**

**12" & 16" Standing Seam 26 GA**

Colors on this chart are close representations of actual metal color, limited by printing and viewing conditions. Color variation between orders is normal and not cause for rejection. Due to the unique texture these colors will not perfectly match and are not interchangeable with other similar DST colors. Metal samples are

# Galvalume & SMP



- **Galvalume**

1. Combines three of the most high-performing and important metals used in roofing today — steel, aluminum, and zinc. Manufacturers begin with a cold-rolled carbon steel base sheet that is continuously hot-dipped with aluminum and zinc alloys (AZ) until it reaches a coating of 55% aluminum, 43.4% zinc, and 1.6% silicone. This process allows for one material to have some of the best characteristics of each metal, which is why it's become one of the most popular metals used in metal roofing.
2. Galvalume may also be referred to by its coating weights, AZ-50 and AZ-55. Here's a quick breakdown of what these two terms mean: AZ-50 = 0.50 ounces per square foot of the aluminum-zinc alloy coating applied to both sides of the substrate. AZ-50 is the typical coating weight for painted sheet and coil products.

- **SMP-(Siliconized Modified Polyester)**

1. Exceptional Scratch Resistance: SMP is a harder coating, making it highly resistant to scuffs and damage during the manufacturing, shipping, and installation process.
2. Long-Lasting Film Adhesion: It generally features strong 40-year warranties protecting against cracking, flaking, or peeling.
3. Improved Weathering: The addition of silicone provides better gloss retention and resistance to fading and chalking than standard, non-modified polyester paints.
4. Design Variety: SMP coatings are available in a wider range of gloss levels and textured finishes compared to premium alternative

# Quad Rib

Uni Rib



# QUAD - RIB -

### SPECIFICATIONS:

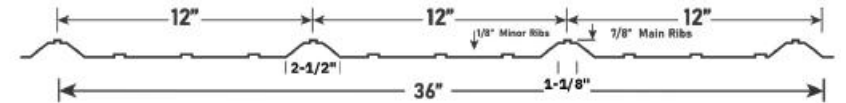
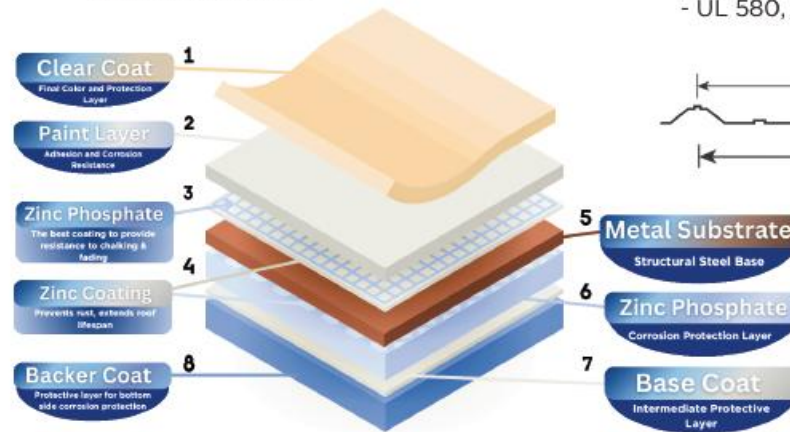
- Panel coverage - 36"
- Minimum recommended slope - 3:12
- Available Gauges - 29 ga. and 26 ga.
- Painted Product carries up to a 45-year warranty using MAXX Shield 45 Paint System
- Bare product is Acrylic Coated G-90 Galvanized
- Protection Formula

### PANEL INFORMATION:

- Panel has a 36" coverage, with 7/8" high ribs 12" on center.
- Maximum recommended panel length is 45' - 0".
- Panel can be used over open framing, or solid substrate.

### TESTING:

- UL 790, Class A Fire Resistance Rating
- UL 2218, Class 4 Impact Resistance
- UL 580, Class 90 Wind Uplift Rating



## MEMORANDUM

**TO:** Beth Richmond, City Planner

**CC:** Jodie Steffes, Community Development Director  
Craig Jochum, City Engineer  
Shane Nelson, Assistant City Engineer

**FROM:** Sam Jochum, Hakanson Anderson

**DATE:** June 22, 2026

**RE:** Top Tier Auto Site Plan Review No. 2

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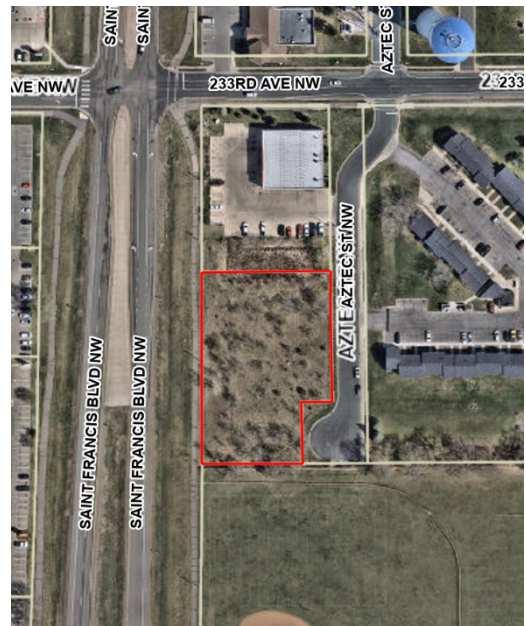
We have reviewed the Top Tier Auto Civil Construction Plans, prepared by Schultz Engineering, dated June 3, 2026 and the Storm Water Calculations for Top Tier Auto, prepared by Schultz Engineering, dated June 3, 2026. We would offer the following comments:

1. Sheet C4 and Sheet C5
  - Add City Standard Plate No. 302 or 303 for the sanitary sewer service on either C4 or C5.
2. Sheet C6
  - Add City Standard Plate No. 107 for the bituminous patch work on Aztec Street.
  - Upon further review of the elevations for the storm structure on Aztec Street that the infiltration basin is connecting into, we resend our comment regarding removal and replacement of the structure. The existing structure shall remain in place with the new 8" PVC storm sewer connecting into it per core drill and boot.
3. Storm Water Calculations:
  - The applicant needs to show that no volume, total suspended solids, and total phosphorous is not increasing on an average annual basis. See City Ordinance 10-82-04.B.1.b for additional information.
  - Revise the existing model so the EXIST1 flows to the existing low area on site. Summarize the 2yr- 10-yr- and 100-yr runoff values of the existing low area in the EXISTING DRAINAGE table on Sheet 3.
4. Other comments:
  - Please provide all permits and agreements mentioned in Review No. 1 to the City when received.
  - The applicant's engineer shall review and approve shop drawing information for the sewer service, water service and storm sewer construction within City right of way and then forward this information to the City for approval.
  - Provide estimated construction costs for Site Improvement Plan Agreement security.

**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Top Tier Automotive Site Plan  
**DATE:** 6-10-2026 for 6-17-2026 meeting  
**APPLICANT:** Structural Buildings, Inc. (Derek Anderson)  
**LOCATION:** Between Hwy 47 and Aztec St NW (PIN 32-34-24-32-0073)  
**COMP PLAN:** Commercial  
**ZONING:** B-2 General Business

**OVERVIEW:**

The City has received a development application for the construction of an automotive maintenance and repair facility on the 1.12-acre property between Highway 47 and Aztec St NW (PIN 32-34-24-32-0073). The proposed development would include a single-story 6,800 square-foot building with 8 vehicle bays. The project site is within the City’s urban service area. Site plan review is required for any new construction of commercial principal buildings.



**REVIEW PROCEDURE**

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

Pursuant to Minnesota State Statutes Section 15.99, local government agencies are required to approve or deny land use requests within 60 days. Within the 60-day period, an automatic extension of no more than 60 days can be obtained by providing the applicant written notice containing the reason for the extension and specifying how much additional time is needed. The deadline for the land use request is July 11, 2026.

**SITE PLAN REVIEW**

Site plan review for development applications is regulated under St. Francis Zoning Code Section 10-32-00.

***Land Use***

The site is currently undeveloped and zoned B-2 General Business District. It is guided for future commercial use by the 2040 Comprehensive Plan. The applicant is proposing a 6,800 square-foot, single-story, light-duty automotive maintenance and repair building which is consistent with the

comprehensive plan. Minor auto repair and service is permitted in the B-2 District, while major auto repair and service is prohibited.

**Automobile repair and service, major:** General repair, rebuilding or reconditioning of engines, motor vehicles or trailers; collision services including body, frame, or fender straightening or repair; overall painting or paint shop; vehicle steam cleaning.

**Automobile repair and service, minor:** Incidental body or fender work, or other minor repairs, painting and upholstering, replacement of parts and motor service to passenger cars and trucks not exceeding 12,000 pounds gross weight, but not including any operation named under "Automobile Repair, Major," or any other similar thereto.

The applicant provided a narrative explaining the services to be provided in detail. These services include scheduled maintenance services such as fluid exchange services and brake component replacement, along with services such as tire replacement and wheel alignment services. Engine rebuilding or reconditioning will not be provided, nor will body, frame, or fender straightening or paint shop services. The proposed use is considered a minor automobile repair and service use.

The site abuts a commercial property to the north (O'Reilly's), school athletic fields to the south, and residential dwellings across Aztec St NW to the east.

***Dimensional Requirements***

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

Standard	Code Requirement	Proposed
Min. front setback (west)	50' from collector/arterial	57'
Min. side setback (north and south)	North: 10' South: 25' (adjacent to residential district)	North: 80' South: 129'
Min. rear setback (east)	25' rear	29.3'
Max. building height	35 feet	30 feet
Max. impervious surface	80%	51%

***Building Type and Construction***

Buildings in the B-2 district must meet the following standards:

- a. 100% of the exterior building finish for the front wall shall consist of materials comparable in grade and quality to the following: face brick, natural stone, glass, stucco, specially pre-cast concrete units if the surfaces have been integrally treated with an applied decorative material, textured concrete block or smooth concrete block if scored at least twice.
- b. The balance of the building finish may consist of the following wood, horizontal lap siding (wood, masonite, steel, aluminum or vinyl), or other approved architectural metal siding.
- c. Baked enamel sheet siding shall not be a permitted building material.

The automotive maintenance and repair building is proposed to be constructed primarily of Dakota Steel paneling. Stone is proposed along the bottom of the front portion of the building containing the lobby and storefront.

The City must determine if the proposed Dakota Steel panels are considered “consistent in grade and quality” to the materials listed in a. above and would therefore be allowed on the front wall of the building (facing west to Hwy 47). The materials in a. above are intended to be high-quality materials that are long-lasting and able to withstand wear and tear, typically with a material life expectancy of 40 years or more. The applicant has provided the attached informational powerpoint on Dakota Steel to assist with this determination. Dakota Steel comes with a 45-year limited warranty.

The Dakota Steel siding is consistent with the allowable building materials for the remainder of the building.

For all non-residential buildings, the following architectural standards must be met:

1. *Façade Articulation and Details. Buildings shall be designed so that building material, color, or massing changes at least every 60 linear feet for all street facing sides of the building. Massing changes may be accomplished through use of articulation details such as cornices, molding, columns, pilasters, or other ornamentation as well as vertical recess or projections of the wall face.*
2. *Windows shall be installed at regular intervals along the length of all street-facing building walls.*

The subject site has frontage on both Hwy 47 and Aztec St NW. The west side of the building facing Hwy 47 is proposed as the “front,” and includes the main entrance, windows, and façade articulation. The east side of the building facing Aztec St NW does not currently meet the standards listed above. The applicant must revise the exterior façade on the east side of the building to meet those requirements.

### **Site Access and Parking**

Access to the site will be provided by two, 12-foot-wide driveways, both with access from Aztec St NW. Commercial buildings may have multiple access points with approval of the City Engineer. In order to allow two-way traffic on the site, drive aisles must be 24 feet wide. Additional information is necessary to understand the intended circulation pattern on the site.

City Code requires parking to be provided at a rate of 1 space per 200 SF for minor automotive repair uses. The applicant is proposing a parking area with 34 stalls located north, west, and south of the building, which meets this requirement.

### **Exterior Lighting**

The applicant is proposing the installation of four lighting fixtures to light the parking area, two fixtures above the primary doorway, and additional lighting fixtures above each of the garage bay doors. The proposed lighting meets the setback standards and glare requirements of no more than 1.0 footcandle at the centerline of any adjacent ROW and no more than 0.4 footcandle at adjoining residential property lines. The applicant should provide the light fixture specification sheets to staff so that staff can confirm the proposed fixture height and ensure that the fixture contains a cutoff.

### **Screening & Landscaping**

Screening is required for all new commercial uses along the boundary of any residentially-zoned parcel. The property to the south is zoned R-1, therefore, screening is necessary. Screening must be a minimum of 6’ in height at installation, and may consist of vegetation, a fence, wall, or berm, or some combination of these elements.

Trash enclosures must be screened in accordance with Code Section 10-71-03 Waste, Refuse, Junk, and Recyclable Materials. Additional detail is needed to ensure that the screening height, opacity, and material are consistent with the Code.

The applicant has submitted a landscaping plan which shows 11 trees to be planted around the north and south sides of the parking lot. Revisions to the landscape plan are needed to comply with the standards in Code Section 10-73-04, including:

- Landscaping plans must be prepared by a licensed landscape architect or other similar professional.
- Identify the location, type, and size of all existing significant trees to be removed or preserved.
- No more than 25% of the required caliper inches may be of the same genus. Currently, the applicant is proposing to plant maples (27%), spruce (45%), and lilac (27%). Additional genus types are needed in order to meet this requirement.
- Planting detail must show all species to scale at normal mature crown diameter or spread for local hardiness zone
- Identify ground cover for all areas of disturbed soil.

### ***Stormwater and Utilities***

The site plan includes the creation of an infiltration basin in the southwest portion of the site to handle stormwater. The applicant is proposing ground disturbing activity greater than one acre and has submitted the required grading, drainage, and erosion control plan and stormwater pollution prevention plan for large sites. These plans have been reviewed by the City Engineer who has provided comments (see attachments).

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

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

#### ***Findings of Fact***

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

#### ***Conditions of Approval***

1. The east building façade fronting on Aztec St NW shall be revised to meet the façade articulation and window standards for commercial buildings.
2. Applicant shall provide information about site circulation to address the narrow driveways north and south of the building.
3. The applicant shall provide specification sheets for all light fixtures to be installed on site.
4. Applicant shall provide additional detail to demonstrate that the screening height, opacity, and material of the dumpster enclosure are consistent with Code Section 10-71-03.
5. Applicant shall revise the landscaping plan as follows:
  - Landscaping plans must be prepared by a licensed landscape architect or other similar professional.
  - Identify the location, type, and size of all existing significant trees to be removed or preserved.
  - No more than 25% of the required caliper inches may be of the same genus. Currently, the applicant is proposing to plant maples (27%), spruce (45%), and lilac (27%). Additional genus types are needed in order to meet this requirement.
  - Planting detail must show all species to scale at normal mature crown diameter or spread for local hardiness zone
  - Identify ground cover for all areas of disturbed soil.
6. Applicant shall address all comments from the City Engineer in the memo dated May 22, 2026.
7. Applicant shall address any comments from MnDOT.

8. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

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

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

***Suggested Motion:***

Move to recommend approval of the Top Tier Automotive site plan with conditions and findings as presented by Staff.

**ATTACHMENTS:**

- Applicant Submittals
- Dakota Steel information
- City Engineer memo dated May 22, 2026

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**TO:** Kate Thunstrom, City Administrator  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Turtle Ponds 6<sup>th</sup> Addition Preliminary and Final Plat  
**DATE:** July 6, 2026  
**APPLICANT:** Home Improvement Shop Inc. (Bill Carroll)  
**LOCATION:** 2761 229<sup>th</sup> Ave NW  
**COMP PLAN:** Medium Density Residential (MDR)  
**ZONING:** Turtle Run PUD

### **OVERVIEW**

The City has received applications for a preliminary plat and final plat for the Turtle Ponds 6<sup>th</sup> Addition development. This development includes two attached townhome buildings with four units apiece for a total of 8 residential lots on the 2.5-acre site. All lots are proposed to be served by City utilities and will have access via an extension of 229<sup>th</sup> Lane NW.

There is an existing wetland running along the west and north portions of the site. The applicant is proposing to fill in 846 sq. ft. of the adjacent wetland in order to meet wetland buffer and setback requirements on the site. The applicant has begun the Wetland Conservation Act process to obtain wetland credits, which will need to be fully completed and reviewed by the City before final acceptance will be given.

Park dedication is required for subdivisions at a rate of \$2,500 per lot. However, the Turtle Run development includes a golf course, which was counted as park dedication as part of the original plat. Therefore, a reduced park dedication fee of \$100 per lot applies to all new lots within the Turtle Run development. 8 new lots are proposed as part of the 6<sup>th</sup> Addition, therefore, the total park dedication fee is \$800.

### **PLANNING COMMISSION REVIEW**

The Planning Commission held a public hearing on the preliminary plat at their June 17, 2026 meeting. No written or oral comments were provided by the public. Commissioners discussed the plat, noting that, of all the designs that have been contemplated for this site, this design seems to fit the site the best. After discussion, Commissioners unanimously recommended approval of the preliminary plat.

### **RECOMMENDATION**

#### ***Action to be Considered:***

City Council action on the preliminary plat and final plat is requested. Based on the recommendations for approval from the Planning Commission and Staff, a draft approval resolution has been prepared for Council's review.

Suggested motion:

1. Move to approve Resolution 2026-25 approving the preliminary plat and final plat for the 6<sup>th</sup> Addition of Turtle Ponds with conditions and findings of fact as presented.

***Attachments:***

1. Resolution 2026-25
2. Anoka County review letter dated April 23, 2026
3. City Engineer's Memo dated May 28, 2026
4. Planning Commission Memo dated June 17, 2026
5. Applicant Submittals

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

**RESOLUTION 2026-25**

**A RESOLUTION APPROVING THE PRELIMINARY PLAT AND FINAL PLAT FOR  
THE 6<sup>TH</sup> ADDITION OF THE TURTLE PONDS DEVELOPMENT**

**WHEREAS**, the applicant, Bill Carroll of Home Improvement Shop, Inc., applied for preliminary plat and final plat approval on April 16, 2026 for the property legally described in Exhibit A; and

**WHEREAS**, the Planning Commission on June 17, 2026, 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 June 17, 2026, the Planning Commission recommended approval of the requested preliminary plat; and

**WHEREAS**, the City Council on July 7, 2026, has considered the recommendations of Staff and the Planning Commission, the Applicant’s submissions, the contents of the staff report dated June 17, 2026, 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, final plat, and associated documents for the 6<sup>th</sup> Addition of the Turtle Ponds development based on the following findings of fact:

1. The proposed preliminary and final plat is consistent with the City’s 2040 Comprehensive Plan and is compatible with present and future land uses of the area.
2. Excluding the exceptions granted by the Turtle Run 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 including the existing wetland.
4. City services have adequate capacity to serve the proposed development.

**BE IT FURTHER RESOLVED** that approval of the preliminary plat and final plat for the 6<sup>th</sup> Addition of the Turtle Ponds development shall be subject to the following conditions:

1. The applicant shall execute and submit a Development Agreement with terms acceptable to the City Attorney.
2. Applicant shall dedicate a 60’ wide strip of land along CSAH 24 to Anoka County as shown on the preliminary and final plats.

3. Applicant shall establish a single HOA to serve both the 4<sup>th</sup> and 6<sup>th</sup> Additions of Turtle Ponds.
4. Applicant shall demonstrate that the proposed building height will not exceed 3 stories or 35 feet, whichever is less.
5. Applicant shall revise the landscaping plan as follows:
  - a. Deciduous and evergreen trees shall be of a sufficient diversity such that not more than 25 percent of the total caliper inches shall be within the same genus. Currently the river birch, white pine, serviceberry, and crabapple genera all exceed this limit.
  - b. Label the distance between plant centers and the property line.
  - c. Identify ground cover type (i.e. seed, sod, etc.) for the remainder of the site area that is disturbed and show on the plan.
6. The applicant shall address the comments included in Anoka County's Review Memo dated April 23, 2026.
7. The applicant shall address the comments included in the Engineering Review Memo dated May 28, 2026 to the City Engineer's satisfaction.
8. Applicant shall be responsible for all fees associated with the preliminary and final plat 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 7<sup>th</sup> day of July, 2026.

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Mark Vogel, Mayor

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Attest: Jennifer Wida, City Clerk

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Dated

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

## EXHIBIT A

### Legal Description

The South 597.25 feet, as measured along the Easterly and Westerly lines, of the following described tract: That part of the Southwest Quarter of the Southeast Quarter of Section 33, Township 34, Range 24, described as follows: Beginning at the Southwest corner of the Southeast Quarter of said section, thence East following the South section line a distance of 198 feet; thence North and parallel to the North and South quarter lines a distance of 1097.25 feet, thence West and parallel with the South line of the Southwest Quarter of the Southeast Quarter to the North and South quarter line a distance of 198 feet; thence South along the North and South quarter line to the point of beginning



# Anoka County

## TRANSPORTATION DIVISION

Highway

Beth Richmond  
City of St. Francis  
23340 Cree Street NW  
St. Francis, MN 55070

April 23, 2026

RE: Preliminary Plat – Turtle Ponds 6<sup>th</sup> Addition

Dear Beth,

We have reviewed the Preliminary Plat for Turtle Ponds 6<sup>th</sup> Addition to be located north of CSAH 24 (229<sup>th</sup> Avenue NW) and west of Arrowhead Street NW within the City of St. Francis, and I offer the following comments:

- The existing right of way along CSAH 24 is 33 feet north of centerline. We request an additional 27 feet of ROW (for a total of 60 ft) along the property line for future reconstruction purposes.
- As proposed, the plat will not introduce any new access points onto CSAH 24 and the right of access should be dedicated to Anoka County along CSAH 24. The existing access points on CSAH 24 shall be removed and the ditch section restored to match existing depth, slope, and grades
- Internal site grading shall not commence until the requested ACHD Engineering plan approvals are received and the applicable permits can be issued. If there will be any utility relocation on CSAH 24, it will be required to be completed by the City/developer as a part of the ACHD Engineering Plan Review process.
- Please note that no plantings or private signs will be permitted within the county right of way and care must be exercised when locating private signs, building, structures, plantings, berms, etc. outside of the county right of way, so as not to create any new sight obstructions for this section of CSAH 24.

ACHD would like to work with local governments in promoting compatibility between land use and the county highway system. It should be recognized that residential land uses located adjacent to County highways often results in complaints about traffic noise. Existing and/or future traffic noise from CSAH 24 could exceed noise standards established by the Minnesota Pollution Control Agency (MPCA), the U.S. Department of Housing and Urban Development, and the U.S. Department of Transportation. Minnesota Rule 7030.0030 states that municipalities are responsible for taking all reasonable measures to prevent land use activities listed in the MPCA's Noise Area Classification (NAC) where establishment of the land use would result in violations of established noise standards. It is advised that the City and the Developer assess the noise situation for this development as it is proposed to be located directly adjacent to CSAH 24 and take the level of action deemed necessary to minimize the impact of any highway noise by incorporating the appropriate noise mitigation elements into the design and phasing of this plat as applicable.

Our Passion Is Your Safe Way Home

1440 Bunker Lake Boulevard N.W. ▲ Andover, MN 55304-4005  
Office: 763-324-3100 ▲ Fax: 763-324-3020 ▲ [www.anokacounty.us/highway](http://www.anokacounty.us/highway)

Affirmative Action / Equal Opportunity Employer

The ACHD Engineering Plan Review process will apply to this site. The following items should be submitted to Camila Arenas, Engineer I, [Camila.Arenas@anokacountymn.gov](mailto:Camila.Arenas@anokacountymn.gov) (checklist and payment information are available on our website: <https://www.anokacountymn.gov/4072/Development-Review>):

- Construction plans
- Utility relocation plans
- Traffic Control plans
- Grading and erosion control plans
- Drainage calculations – Note that the post-developed rate/volume of runoff must not exceed the pre-developed rate/volume of runoff for the 10-year critical design storm
- ACHD Design Requirements Checklist
- Engineering plan review fee (estimated at \$150.00)

Following completion of the ACHD Engineering Plan Review process, the contractor(s) who will be completing any work within the county right of way must begin the ACHD Permit process. One Right of Way Permit - Excavation (\$250.00) must be obtained prior to the commencement of any construction. License permit bonding, methods of construction, design details, work zone traffic control, restoration requirements and follow-up inspections are typical elements of the permitting process. Contact Sue Burgmeier via phone at 763.324.3176 or via email at [HighwayPermits@co.anoka.mn.us](mailto:HighwayPermits@co.anoka.mn.us) for further information and to coordinate the ACHD Permit process.

Thank you for the opportunity to comment. Feel free to contact me if you have any questions regarding this review.

Sincerely,



Logan Keehr, PE  
Traffic Engineer II

xc: CSAH 24/Plats+Developments/2026  
Jerry Auge, Assistant County Engineer  
David Zieglmeier, County Surveyor  
Sean Thiel, Traffic Engineering Manager  
Sue Burgmeier, Traffic Technician  
Camila Arenas, Engineer I



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

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

**cc: Jodie Steffes, Community Development Director  
Kate Thunstrom, City Administrator  
Paul Carpenter, Public Works Director  
Beth Richmond, City Planner  
Craig Jochum, City Engineer  
Shane Nelson, Assistant City Engineer**

**Reviewed by: Sam Jochum, Hakanson Anderson**

**Date: May 28, 2026**

**Proposed  
Project: Turtle Ponds 6<sup>th</sup> Addition**

**Street Location: 229<sup>th</sup> Lane NW**

**Applicant: Meadow Creek Construction**

**Owners of Record: Home Improvement Shop Inc.**

**Jurisdictional Agencies: City of St. Francis, MPCA, Anoka County  
(but not limited to)**

**Permits Required: City Approval, NPDES Construction Permit, Sanitary  
(but not limited to) Sewer Extension Permit, MDH Water Extension**

## **INFORMATION AVAILABLE**

Preliminary Plat of Turtle Ponds 6<sup>th</sup> Addition, dated 4/15/2026, prepared by WiDSETH

Final Plat of Turtle Ponds 6<sup>th</sup> Addition, prepared by WiDSETH

Turtle Ponds 6<sup>th</sup> Addition Construction Plans, dated 4/15/2026, prepared by WiDSETH

Stormwater Management Report for Turtle Ponds 6<sup>th</sup> Addition, dated 4/15/2026, prepared by WiDSETH.

## **PRELIMINARY PLAT**

1. Add all required setbacks?

## **DEMOLITION PLAN**

1. Add existing contours at a minimum of two (2) foot intervals.
2. Show and label the size and material of all existing storm sewer, sanitary sewer, and watermain shown on the plan. The existing watermain on 229<sup>th</sup> Lane is not currently shown.
3. Label the rim elevations and inverts for all structures shown on the plan.
4. Show the pavement and curb removal on the existing 229<sup>th</sup> Lane for the proposed utility tie ins.

## **SEWER AND WATER UTILITIES**

1. Provide a profile view of the proposed trunk watermain and sanitary sewer.
2. There appears to be several areas throughout the site where the proposed sanitary sewer trunk and services are below 7.5 feet of cover. Review and revise the sanitary sewer system and/or site grading as needed to provide as minimum of 6.5 feet of cover over the sanitary sewer trunk and services. All locations where the 7.5 feet of cover cannot be met call out a minimum of 4 inches (2 layers of 2 inches) of polystyrene insulation. Polystyrene shall be a minimum of 4 feet wide and joints shall be staggered.

3. Provide the inverts of the sanitary sewer services at the property lines of each house pad.
4. Add a note describing that the tracer wire shall be installed in accordance with Minnesota Rural Water Specifications.

## **GRADING AND EROSION CONTROL**

1. Provide a profile view of the proposed outlet structure OCS 2.
2. Show the proposed storm sewer on sheet C7.01.
3. Provide the 100-yr HWL on sheet C7.01.
4. Grading is being performed along the eastern property line north of 229<sup>th</sup> Lane. The Applicant shall review and revise this area as no grading shall be allowed on neighboring properties without permission. Grading shall also be revised so that the neighboring properties do not receive any drainage from the proposed site.
5. The Applicant shall add the lot and block numbers to sheet C7.01.
6. The Applicant shall provide the proposed house type for each lot as well as the garage floor elevation and the lowest opening elevation.
7. The maximum allow slope is 1V:4H.
8. It appears tip-out curb and gutter will be needed on the site to avoid ponding water. Call out the locations of all tip-out curb.
9. Add the hatching for the erosion control blanket to the legend on sheet C8.01.
10. Silt fence shall not be installed on neighboring properties. Review and revise as necessary. See comment 4 in this section for additional information.
11. Verify what seed mix is proposed for the site restoration. Seed mixes on the Erosion Control Plan differ from those called out on the Wetland Management Plan. Seed application rates shall be provided
12. Add all wetland buffers to sheet C7.01.
13. Provide mulch type and application rates.

## **STORMWATER MANAGEMENT REPORT**

1. The Stormwater Management Report shall be certified by a MN professional engineer.
2. Show that the volume, total suspended solids, and total phosphorous do not increase on an average annual basis.
3. Review and revise the basins emergency overflow to meet the City freeboard standard. The pond overflow shall be 1 foot higher than the HWL.
4. The stormwater pond, once constructed, will be a private pond and the landowner will be responsible for long-term operation and maintenance. The operation and maintenance will be further defined in the Development Agreement.

## **WETLAND MANAGEMENT PLAN**

1. Many notes found in the Erosion Control Plan are repeated onto the Wetland Management Plan. The Applicant shall review the notes on the Wetland Management Plan and delete any that are covered by the Erosion Control Plan. The Applicant shall revise the Wetland Management Plan to satisfy the following information that is missing:
  - a. Information on how often inspections will be performed to ensure the protection of the wetland and surrounding buffer.
  - b. Time frames and schedules of the construction in the vicinity of the wetlands.
  - c. Information on how the wetland and buffer will be maintained during and after construction to ensure a successful restoration process.
2. The Wetland Management Plan shows Wetland Impacts that are outside of the restoration hatch area. The Applicant shall review and revise to ensure all disturbances have a plan for permanent vegetation establishment.
3. Clarify if the restoration process in the wetland and buffer areas are the same for the rest of the restoration on the site.
4. Add wetland buffer signage to the plan set. See City Standard Plate 808 for additional information.

## **SITE PLAN/STREETS**

1. City Ordinances state that a 24-foot drive aisle is needed when 90-degree parking stalls are to be used. The Applicant shall revise the parking area as needed to obtain a 24-foot drive aisle adjacent to the 4 parking stalls.
2. City Standard Plates 100 and 107 are both used in the details section. Both have different bituminous pavement sections. Review and clarify the bituminous pavement section for the proposed roadways.
3. One of the General Site Plan Notes calls for B618 Curb and Gutter. However, the site appears to be using D412. Review and revise as needed.

## **OTHER**

1. This site is disturbing over 1 acre of land therefore an NPDES Construction Stormwater Permit is needed for the site. Provide the permit to the City when obtained.
2. The project specifications shall include Sewer / Water Utility – Trace Wire Specifications as published by the Minnesota Rural Water Association.
3. The engineering scales on several sheets are not showing properly. Review and revise where needed.
4. Sign/certify all plans.
5. Provide construction cost estimates.
6. The Applicant shall continue the WCA process as the site is proposing to impact wetlands. Final acceptance will not be given until this process has been fully completed and reviewed by the City.

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**TO:** St. Francis Planning Commission  
**FROM:** Beth Richmond, Planner  
**SUBJECT:** Turtle Ponds 6<sup>th</sup> Addition Preliminary Plat  
**DATE:** 06-10-2026 for 06-17-2026 meeting  
**APPLICANT:** Home Improvement Shop Inc. (Bill Carroll)  
**LOCATION:** 2761 229<sup>th</sup> Ave NW  
**COMP PLAN:** Medium Density Residential (MDR)  
**ZONING:** Turtle Run PUD

### **OVERVIEW**

The City has received applications for a preliminary plat and final plat for the Turtle Ponds 6<sup>th</sup> Addition development. This development includes two attached townhome buildings with four units apiece for a total of 8 residential lots on the 2.5-acre site.

A concept plan for this site was reviewed by the Planning Commission and City Council in March and April 2026. During the concept plan review process, the Planning Commission and City Council provided the following feedback:

- Applicant should provide plans for snow removal and guest parking on the site
- Portions of the wetland on-site are planned to be filled. Wetland buffer and setback requirements must be met.

The requests to be considered include a preliminary plat and final plat. The final plat application will be reviewed by the City Council concurrently with the preliminary plat. It is attached for informational purposes to this packet.

### **REVIEW PROCEDURE**

#### ***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 August 28, 2026.

#### ***Public Hearing***

City Code requires that a public hearing for review of the preliminary plat request be held by the Planning Commission. The public hearing notice was published in the Anoka County Union Herald and posted on the City Hall bulletin board. The public hearing notice was mailed to all affected property owners located within 350 feet of the subject property.

## **ANALYSIS**

### ***Land Use***

The site is guided for Medium Density Residential use by the Comprehensive Plan which requires a density of 3-7 units per net acre. The applicant is proposing 8 residential lots on 1.65 net acres, which is consistent with the Medium Density Residential density requirement.

The site is zoned Turtle Run PUD. Attached townhome dwellings are permitted uses in the Turtle Run PUD with the following standards:

- A. There shall be no more than six (6) units per structure in a row or eight (8) units per structure if back-to-back.
- B. Individual units shall be at least 24 feet wide.
- C. No garage shall extend the full width of any individual unit. The front façade of a townhouse or rowhouse unit shall include a window and/or door.

### ***Preliminary Plat***

The applicant is proposing 8 residential lots on the property, all served by an extension of 229<sup>th</sup> Lane NW. An outlot is also proposed to include the common elements of the site, including the driveway and guest parking area, stormwater pond, and wetland. Anoka County has reviewed the application materials and provided comments attached.

### **Dimensional Standards**

The site is zoned Turtle Run Planned Unit Development. The proposed development meets the dimensional requirements for attached townhomes in the Turtle Run PUD. The table below shows the required lot and site dimensions for the Turtle Run PUD alongside the standards proposed for the Turtle Ponds 6<sup>th</sup> Addition development.

<b>Standard</b>	<b>PUD Requirement</b>	<b>Proposed</b>
Min. lot area	2,000 sq. ft.	2,350 sq. ft.
Min. lot width	24 ft.	25 ft.
Min. front setback	10 ft.	14 ft.
Min. rear setback	0 ft.	0 ft.
Min. building separation	10 ft.	108 ft.
Max. height	3 stories or 35 ft., whichever is less	Applicant to confirm

### **Access & Parking**

The applicant is proposing to extend 229<sup>th</sup> Lane NW to the west to serve all 8 townhome lots. 229<sup>th</sup> Lane NW is a private road that is currently owned and maintained by the HOA for the Turtles 4<sup>th</sup> Addition. This HOA will be expanded to include the 6<sup>th</sup> Addition at the time of final plat. The roadway has been designed to allow emergency vehicles and other large vehicles to turn around.

Attached townhomes are required to provide 2 parking spaces per unit, plus 0.5 space per unit for guest parking. The applicant is proposing 4 guest parking spaces located between the two housing structures, which meets this requirement.

### **Landscaping**

Today, there are wooded areas in the central portion of the site. The applicant is proposing to remove roughly 0.37 acres of trees to allow room for the development. A landscaping plan has been provided which proposes to plant 8 trees on the site, or 2 trees per lot. As the proposed development includes

multi-unit structures, additional calculations are necessary to determine the required number of caliper inches of trees to be planted and the appropriate mix of deciduous, coniferous, and ornamental trees. Revisions to the site plan are necessary per Code Section 10-73-03.

### Wetland

There is an existing wetland running along the west and north portions of the site. The applicant is proposing to fill in XXX sf of the adjacent wetland in order to meet wetland buffer and setback requirements on the site. The applicant has begun the Wetland Conservation Act process to obtain wetland credits, which will need to be fully completed and reviewed by the City before final acceptance will be given.

### Utilities

All lots within the development are proposed to be served by City utilities. A wet sedimentation basin is proposed on the southwest side of the development in Outlot A. The City Engineer has reviewed the plans for grading, stormwater, and utilities and has provided a comment letter, attached.

## **RECOMMENDATION**

### ***Action to be Considered:***

The Planning Commission is requested to hold the public hearing for the preliminary plat request. Following the public hearing, Commissioners are requested to take action on the request and provide a recommendation to Council. The Planning Commission could take one of the following actions:

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

Staff recommends approval of the preliminary plat request with the following conditions of approval and findings of fact.

### Suggested Motion:

1. Move to recommend approval of the preliminary plat for the Turtle Ponds 6<sup>th</sup> Addition project with conditions and findings of fact as presented by Staff.

### ***Findings of Fact – Preliminary Plat***

1. The proposed preliminary plat is consistent with the City's 2040 Comprehensive Plan and is compatible with present and future land uses of the area.
2. Excluding the variances granted, 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 including the bluff and floodplain.
4. City services have adequate capacity to serve the proposed development.

### ***Conditions***

1. Show and label building setbacks on the preliminary plat document.
2. Demonstrate that the proposed building height will not exceed 3 stories or 35 feet, whichever is less.
3. The applicant shall address the comments included in Anoka County's Review Memo dated April 23, 2026.

4. Revise the landscaping plan for multi-unit structures according to City Code Section 10-73-04.
5. The applicant shall address the comments included in the Engineering Review Memo dated May 28, 2026 to the City Engineer's satisfaction.
6. Park dedication shall be satisfied at the time of final plat.
7. Applicant shall be responsible for all fees associated with the subdivision application. 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.
8. Other conditions identified during the review process by Staff, the Planning Commission, or the City Council.

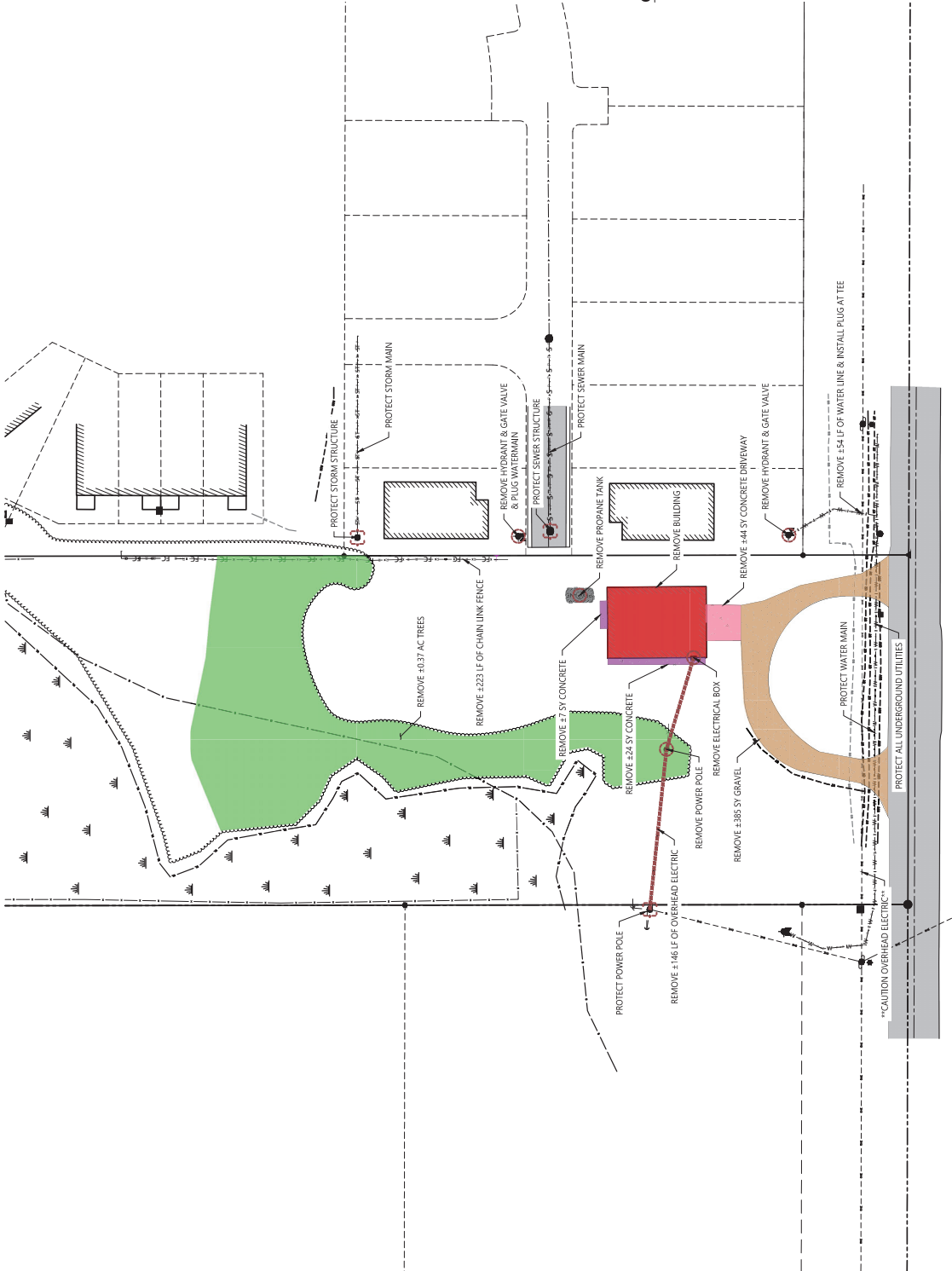
***Attachments:***

1. Applicant Submittals
  - Preliminary Plat
  - Demolition Plan
  - Preliminary Plat
  - Site Plan
  - Utility Plan
  - Grading Plan
  - Wetland Management Plan
  - Landscape Plan
2. Anoka County review letter dated April 23, 2026
3. City Engineer's Memo dated May 28, 2026



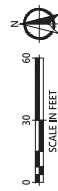
THIS SHEET IS ONLY VALID IF PRINTED IN COLOR

- DEMOLITION & REMOVAL LEGEND**
- REMOVE ITEM (CALLOUT FOR ITEM TYPE)
  - PROTECT ITEM (CALLOUT FOR ITEM TYPE)
  - △ RELOCATE ITEM (CALLOUT FOR ITEM TYPE)
  - CLEARING AND GRUBBING (ACRE)
  - REMOVE CONCRETE DRIVEWAY PAVEMENT (SY)
  - REMOVE CONCRETE PAVEMENT (SY)
  - S --- S --- PROTECT SEWER PIPE (SANITARY) (EACH)
  - S --- S --- PROTECT SEWER PIPE (STORM) (EACH)
  - W --- W --- PROTECT WATER MAIN (LF)
  - W --- W --- PROTECT WATER MAIN (EACH)
  - F --- F --- REMOVE CHAIN LINK FENCE (LF)
  - REMOVE GRAVEL (SY)
  - REMOVE BUILDING (EACH)
  - --- REMOVE OVERHEAD ELECTRICAL LINE (LF)



**GENERAL DEMOLITION & REMOVAL PLAN NOTES**

- THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CIASCE 88-02 ENTITLED "STANDARDS AND SPECIFICATIONS FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
- PRIVATE UTILITY LOCATES ARE TO BE COORDINATED WITH THE ENGINEER. THE PRIVATE LOCATES WILL BE DONE BY GOEPER'S STATE ONE CALL. ALL EROSION CONTROL MEASURES AS SHOWN ON THE EROSION CONTROL PLAN ARE TO BE IN PLACE PRIOR TO BEGINNING REMOVALS.
- CONTRACTOR SHALL PROTECT ALL EXISTING STRUCTURES, TREES, CONCRETE PAVEMENT, BITUMINOUS PAVEMENT, BUILDINGS, LIGHT POLES & BASES, ETC. NOT NOTED FOR DEMOLITION & REMOVAL DURING REMOVALS. ANY DAMAGED STRUCTURES TO REMAIN SHALL BE REPAIRED OR REPLACED AT NO COST TO THE OWNER.
- ALL SAWCUT EDGES IN CONCRETE WALK, CONCRETE PAVEMENT AND BITUMINOUS PAVEMENT SHALL BE PROTECTED AFTER REMOVALS THROUGHOUT THE DURATION OF THE PROJECT. PAYMENT FOR SAWCUTTING WILL BE MADE ONLY ONCE. ADDITIONAL SAWCUTTING TO MAINTAIN A CLEAN SAWCUT EDGE WILL BE AT THE DISPOSE OF THE CONTRACTOR.
- ALL MATERIALS IDENTIFIED FOR REMOVAL SHALL BE DISPOSED OFF SITE IN ACCORDANCE WITH STATE AND LOCAL LAWS.
- THE CONTRACTOR SHALL VERIFY THE ELEVATIONS AT PROPOSED CONNECTIONS TO EXISTING UTILITIES PRIOR TO COMPLETING ANY DISCONNECTIONS AND/OR REMOVALS OF UTILITIES.



C3.01

TURTLE PONDS 6TH ADDITION

DEMOLITION PLAN

DATE	REVISION	DESCRIPTION

WIDSETH  
ARCHITECTS • ENGINEERS • CONSULTANTS

PROJECT NO: 2024-10089  
DATE: 04/15/2024  
DRAWN BY: PMP/DML  
CHECKED BY: CJD  
DATE: 04/15/2024









