City of St. Francis

City Council Regular Meeting

3750 Bridge St NW, St. Francis, MN 55070

Monday, July 20, 2026 at 6:00 PM

AGENDA

1. **Call to Order / Pledge of Allegiance**

2. **Roll Call**

3. **Approval of Agenda**

4. **Consent Agenda**

   A. City Council Minutes - July 6, 2026

   B. PPW Boiler Replacement

   C. Appoint Election Judges for the Primary Election

      Resolution 2026-27 Appointing Election Judges for Primary Election on August 11, 2026

   D. Planning Commission Vacancy Appointment

   E. Bill List

5. **Meeting Open to the Public**

6. **Special Business**

7. **Public Hearing**

8. **Old Business**

9. **New Business**

   A. Work Session Comprehensive Plan

   B. FY 2027 Preliminary Budget Discussion

   C. Rum River Fire District Budget Approval

10. **Meeting Open to the Public**

11. **City Administrator Report**

12. Department Reports

A. Public Works 2nd Quarter Report

B. Police Department 2nd Quarter Report

13. Council Member Reports

14. Upcoming Events

July 22 - Farmers Market - 3:00 pm - 7:00 pm
July 29 - Farmers Market - 3:00 pm - 7:00 pm

August 03 - City Council Meeting - 6:00 pm
August 05 - Farmers Market - 3:00 pm - 7:00 pm
August 12 - Farmers Market - 3:00 pm - 7:00 pm
August 13 - Stay Home Safe for Kids - 4:00 - 6:00 pm | Police Department

15. Adjournment

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

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**
   The regular City Council meeting was called to order at 6:00 p.m. by Mayor Mark Vogel.

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

   Also present: City Administrator Kate Thunstrom, Deputy Administrator-City Clerk Jenni Wida, Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Finance Director Natalie Santillo, City Engineer Craig Jochum (Hakanson Associates, Inc.), and City Planner Beth Richmond (HKGi).

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 Meeting Minutes June 15, 2026
   B. Routine Sewer System Cleaning/Jetting
   C. Water Tower Fill Station Rehab
   D. Tobacco License – Cloud Kings Smoke
      Resolution 2026-22 approving a tobacco license for APM RZA LLC DBA Cloud Kings Smoke
   E. Police Department Canine Donation
      Resolution 2026-26 accepting Donation for St. Francis Police Department
   F. Acknowledgement of Exempt Gambling Permit – Support the Troops MN
   G. Acknowledgement 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

MOTION BY: ROBINSON SECOND: MUEHLBAUER 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

Mike Powell raised concerns about the vacant property behind Subway, questioning the developer's long-term intentions given prior apartment and townhome proposals. City Administrator Kate Thunstrom stated the EDA has closed on the property with the developer and that no construction or concept plans have been formally introduced. Powell expressed frustration with the city's tax abatement arrangement for Vista Prairie and with code enforcement actions on Ambassador Avenue, including a citation issued to a neighbor whose husband is in hospice. He questioned whether the enforcement was retaliatory following his prior public comments and called for a more compassionate and community-centered approach to code compliance. He also suggested the city utilize school electronic signs to promote council meetings and increase public engagement.

Tina Carroll raised similar concerns about the code enforcement citation issued to her neighbor, noting the driveway had minimal grass and that circumstances warranted a phone call rather than a citation. Carroll expressed that community members should be more involved in shaping city policies and that the fine structure was excessive.

Ashley Rodger provided information on EV charging grant programs available to cities, including the federal NEVI program administered by Minnesota DOT, the Community Fueling Infrastructure (CFI) grant program, and the Greater Minnesota Infrastructure community program. Rodger also spoke in support of her father's character and his contributions to the Saint Francis community.

Robinson gave for clarification on Vista Prairie's financial obligations, noting that while the city is foregoing property taxes during the abatement period, Vista Prairie still pays sewer, water, and stormwater fees and has payroll taxes and employees in the city. Robinson stated the $45,000,000 facility is an asset to the community and that its value will increase over the abatement term.

6. SPECIAL BUSINESS

A. <u>Recognition of Darcy Mulvihill</u>

Mayor Vogel recognized Finance Director Darcy Mulvihill for her 16 years of service to the City of Saint Francis and 29 years in municipal finance. Mayor Vogel stated the city has been fortunate to have someone of her caliber leading its financial operations and expressed deep appreciation for her dedication, professionalism, and positive presence. Mayor Vogel introduced incoming Finance Director Natalie Santillo and remarked that Santillo has big shoes to fill.

Mulvihill thanked Mayor Vogel and the Council and stated she looks forward to remaining connected to the city family.

7. PUBLIC HEARINGS

A. 2027-2031 Capital Improvement Plan

Finance Director Natalie Santillo presented the 2027-2031 Capital Improvement Plan, noting that an updated plan must be approved by the City Council by August 15 of each year and that a public hearing is required as part of the approval process. Santillo explained the CIP is a five-year schedule of proposed public projects and purchases intended as a planning and financial tool, not a precise budget. Approval does not authorize spending. She outlined the city's three self-supporting enterprise funds (water, sewer, and liquor), the capital equipment fund supported by property tax levy and enterprise transfers, a proposed street levy increase of $120,000 for 2027 to $840,000, a building fund proposed at $75,000 for 2027, and a park improvement levy proposed at $300,000 for 2027.

Mayor Vogel opened the public hearing at 6:31 p.m. No public comment was received. The public hearing was closed at 6:32 p.m.

Robinson stated he had met with Mulvihill and Santillo to review the plan and found clarification helpful. He suggested the liquor fund revenues could potentially support parks or other priorities and expressed interest in a future work session, though he acknowledged the plan is a road map and not binding.

Udvig agreed with Robinson's sentiments, noting that department heads are frugal and do not ask for more than needed. Udvig acknowledged the timing challenge of receiving county levy numbers after the August 15 approval deadline.

Thunstrom confirmed that by the time the city receives county levy numbers, the August 15 deadline would have passed, making adjustments for that purpose impractical.

Faanes expressed hesitation about approving the plan without more time to review and suggested a two-week delay to the next meeting to allow for individual follow-up meetings with staff.

Muehlbauer stated he had no issue with the plan, noting it is not a budget but a forward-looking savings framework. He expressed confidence that staff exercise responsible judgment and do not spend unnecessarily.

Mayor Vogel stated he had also met individually with Santillo and Mulvihill and received satisfactory answers to his questions. He expressed a preference to vote on the plan that evening, noting the August deadline and that the plan is a guideline, not a rulebook. Mayor Vogel noted his primary takeaway was the $120,000 annual increase to the Street Fund and expressed a goal of holding the levy to under 10 percent growth.

Faanes indicated she was comfortable proceeding with a vote.

MOTION BY: ROBINSON SECOND: UDVIG TO APPROVE THE 2027-2031 CAPITAL IMPROVEMENT PLAN

A roll call vote was performed:

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

Motion carried: 4-1

8. <u>OLD BUSINESS</u>

A. <u>Ordinance Amendment — Chapter 6, Business Regulation, Section 5, Gambling — Second Reading</u>

City Administrator Kate Thunstrom presented the second reading of the ordinance amendment, noting it was a formality following the Council's prior determination that the change would take effect on August 1. No questions were raised.

MOTION BY: FAANES SECOND: ROBINSON APPROVING SECOND 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	nay
Councilmember Faanes	aye
Councilmember Udvig	aye
Councilmember Robinson	aye

Motion carried: 4-1

MOTION BY: MUEHLBAUER SECOND: UDVIG TO ADOPT RESOLUTION 2026-23 AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 358

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. Plans and Specifications for the Trunk Highway 47 Utility Improvements

City Engineer Craig Jochum presented an overview of the proposed Trunk Highway 47 utility improvements. MnDOT is planning the reconstruction of Trunk Highway 47 in 2028 from 227th to 241st Avenue, and the city is considering reconstructing its utilities in the corridor in 2027. The primary goal is to replace or rehabilitate sewer and water trunk lines from 1973, which are now 53 years old. The project scope includes sewer and water south of 233rd Avenue to the wastewater treatment plant, two segments of trunk sewer on the west side of Highway 47 north of 233rd, and the sewer forcemain from Ambassador. Jochum presented three alternatives with varying scopes and cost estimates and recommended Alternative 3 as providing the most comprehensive improvement. Staff is requesting authorization to prepare plans and specifications with Alternative 3 as the design alternative.

Faanes asked about the project's funding sources and timeline for the 2027 construction year. Thunstrom and Jochum provided clarification on the funding approach and scheduling.

Udvig expressed support for moving forward and asked about coordination with MnDOT. Jochum confirmed coordination is ongoing.

Robinson noted the importance of addressing the aging infrastructure proactively and expressed support for Alternative 3.

Muehlbauer stated he had no additional questions.

Mayor Vogel stated the presentation was well organized and clearly explained, and confirmed he was ready to move forward with a vote.

MOTION BY: MUEHLBAUER SECOND: ROBINSON TO APPROVE STAFF TO PREPARE PLANS AND SPECIFICATIONS FOR THE TRUNK HIGHWAY 47 UTILITY IMPROVEMENTS WITH ALTERNATIVE 3 AS THE DESIGN ALTERNATIVE

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

B. <u>City Hall Chambers Rental Policy</u>
City Administrator Kate Thunstrom presented a proposed rental policy for the City Hall Chambers, which also includes the small kitchen and conference room. Thunstrom noted that professional groups currently use the space during business hours without issue, and that there has been interest in making it available in the evenings and on weekends. After-hours use would require a staff attendant to manage access and supervise the building. The policy establishes two tracks: staffed-hours use and after-hours use with an attendant. Thunstrom noted the city would need to recruit staff for the attendant role before after-hours rentals could begin.

Udvig asked about the staffing structure and whether the attendant's role included cleaning. Thunstrom clarified that the attendant's role is access and supervision only, not cleaning.

Robinson asked about the rental rate structure and expressed support for establishing a clear, consistent policy.

Muehlbauer agreed that the policy is reasonable and expressed support.

Faanes asked about how reservations and scheduling would be managed. Thunstrom indicated that the process would be developed once the policy is approved and staffing is in place.

Mayor Vogel stated he had discussed the policy with Thunstrom earlier that day and supported moving forward. Mayor Vogel proposed a rental rate of $50 per hour with a two-hour minimum for after-hours use.

MOTION BY: UDVIG SECOND: FAANES TO APPROVE THE CITY HALL CHAMBERS RENTAL POLICY

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

C. Top Tier Automotive Site Plan
City Planner Beth Richmond presented the site plan review request for Top Tier Automotive, proposed for a just-over-one-acre vacant parcel between Highway 47 and Aztec Street. The site is guided for commercial use in the 2040 Comprehensive Plan and zoned B-2 General Business. The proposed use, a minor auto repair and service facility, is permitted in that district. The applicant proposes a single-story, 6,800-square-foot building with eight vehicle bays and two driveways accessing Aztec Street. Richmond noted that two architectural standards were the focus of discussion: the requirement that 100 percent of the front wall exterior finish consist of materials comparable in grade and quality to brick, stone, glass, stucco, or concrete; and the requirement for facade articulation at least every 60 linear feet and windows at regular intervals on all street-facing elevations. The proposed building features Dakota Steel paneling with stone accents along the base. Richmond indicated the Planning Commission determined the Dakota Steel paneling, which carries a 45-year limited warranty, meets the grade and quality standard, and that updated design elements and windows were added to satisfy facade articulation requirements. Outstanding items include finalizing driveway widths, landscaping revisions, potential additional screening along the south boundary, and confirmation of vegetation impacts near a proposed infiltration basin. The Planning Commission unanimously recommended approval at its June 17 meeting.

Muehlbauer stated he had no questions, having watched the Planning Commission meeting, and indicated he liked the proposal.

Robinson noted he had attended the Planning Commission meeting, had communicated with the property owners, and had suggested the addition of stone accents, which he felt significantly improved the building's appearance. He expressed support.

Udvig stated she had reviewed the Planning Commission meeting and was in favor, noting the building would be an attractive addition to the corridor.

Faanes agreed that the building looked nice and expressed support.

Mayor Vogel stated he was in favor and noted the stone facade at the base addressed his concern with the primary cladding material.

MOTION BY: ROBINSON SECOND: FAANES TO APPROVE RESOLUTION 2026-24 APPROVING A SITE PLAN FOR TOP TIER AUTOMOTIVE

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

D. Turtle Ponds 6th Addition Preliminary and Final Plat

City Planner Beth Richmond presented requests for preliminary and final plat approval for the Turtle Ponds 6th Addition, a two-and-a-half-acre parcel located along 229th Avenue within the city's urban service area. The site is part of the Turtle Run Planned Unit Development, guided for Medium Density Residential use, and was rezoned to Turtle Run PUD in 2023. The applicant proposes two four-unit townhome buildings, with each unit on its own lot, for a total of eight lots and one outlot encompassing the private street continuation, wetland, and stormwater areas. The plat density of approximately 4.8 units per net acre falls within the required range of three to seven units per net acre. Access would be provided via 229th Lane, a private street currently owned and maintained by the Turtle Ponds 4th Addition HOA, which would be expanded to include the 6th Addition. An existing pole shed and its access to 229th Avenue would be removed. The applicant proposes to remove approximately one-third of an acre of trees and fill approximately 800 square feet of wetland, with Wetland Conservation Act credits to be obtained and reviewed by the city before final acceptance. A landscaping plan has been provided with minor revisions pending, and a wet sedimentation basin is proposed on the southwest side of the site. The final plat includes a dedication of 60 feet of right-of-way to Anoka County along 229th Avenue. The Planning Commission held the public hearing for the preliminary plat at its June 17 meeting, received no public comment, and unanimously recommended approval, noting that this design is the best fit for the site of all iterations reviewed. Minor condition updates include a landscaping plan revision and an updated engineering review memo date.

Faanes asked whether the townhomes would be for sale or for rent. The applicant confirmed the units would be for sale. Faanes expressed support for the proposal.

Udvig, Robinson, and Muehlbauer stated they had no questions.

Mayor Vogel asked about a noise comment submitted by Anoka County, referenced in the packet. Richmond indicated that language is standard county correspondence and not unusual.

MOTION BY: FAANES SECOND: MUEHLBAUER TO APPROVE RESOLUTION 2026-25 APPROVING THE PRELIMINARY PLAT AND FINAL PLAT FOR THE 6TH ADDITION OF THE TURTLE PONDS DEVELOPMENT

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

10. <u>MEETING OPEN TO THE PUBLIC</u> - NONE

11. <u>DEPARTMENT REPORTS</u>

A. <u>Finance - Darcy Mulvihill</u>

Finance Director Darcy Mulvihill addressed the Mayor, Council, residents, and staff, noting that the evening marked her final council meeting after 29 years in municipal finance, the last 16 with the City of Saint Francis. Mulvihill reflected on the city's accomplishments during her tenure, including maintaining structural budget balance through economic uncertainty, protecting fiscal health, modernizing core financial systems, and securing the community's long-term fiscal future. She extended thanks to the City Council and administration for their trust and commitment to fiscal discipline, to her coworkers for their diligence and camaraderie, to the city's consultants for their ongoing support, and to her family for their patience through nearly three decades of budget seasons. She noted the city's reserves are strong and long-term fiscal plans are in place. She closed by looking forward to motorcycling, crafting, and time with family in retirement, and offered a closing quote as her parting words to the Council.

Mayor Vogel thanked Mulvihill, stating she embodies a good and healthy public servant and that her service is greatly appreciated.

12. <u>CITY ADMINISTRATOR REPORT</u>

City Administrator Kate Thunstrom stated she had no formal updates to report, noting that many agenda items that evening tied into ongoing work, including highway-related matters, funding and appropriations, and e-bike planning. No questions were raised by the Council.

13. <u>COUNCIL MEMBER REPORTS</u>

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

Udvig thanked Mulvihill for her years of service and for the closing quotes she would bring to each meeting, noting they often stayed with her throughout the week. Udvig wished Mulvihill a well-deserved retirement.

Robinson reported attending a recent Planning and Zoning meeting and commended the Police Department on the quality of its off-week reports. Robinson noted he had met with Mulvihill and Santillo the prior week to review the CIP and encouraged those available to attend Mulvihill's retirement celebration on Thursday from 2:00 to 4:00 p.m.

Muehlbauer extended thanks to Mulvihill on behalf of himself and former Councilmember Steve Elvig. Muehlbauer also addressed several of the points raised during the public comment period, including clarifications on the Vista Prairie tax abatement, code enforcement procedures, and the city's approach to property maintenance. He noted the city does not weaponize enforcement and that the abatement arrangement was reviewed and supported by multiple financial institutions and is subject to public process. Muehlbauer stated he was participating in the meeting remotely.

Faanes expressed gratitude to Mulvihill for her service and stated she had no additional items to report.

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

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 7:49 p.m.

____

Jennifer Wida, City Clerk

City Council Agenda Report

TO:	Kate Thunstrom, City Administrator
FROM:	Paul Carpenter, Public Works Director
SUBJECT:	PPW Boiler Replacement
DATE:	July 20, 2026

OVERVIEW:

In the process of routine maintenance by the city HVAC contractor this spring, it was discovered that the PPW boiler has a hole in the burner and cannot be repaired. A red tag was issued and it was disabled. Staff has procured two quotes and needs to begin the process of replacing the boiler before the cold season as the facility cannot function properly without it.

ACTION TO BE CONSIDERED:

Council to accept the lowest bid from UHL in the amount of $69,150.00 to replace the boiler at the Police and Public Works Facility.

BUDGET IMPLICATION:

Funding has to be pulled from multiple Police and Public Works budgets as this is an unexpected emergency repair.

Attachments:

1. PPW Boiler Qoutes

9065 Zachary Lane N
Maple Grove, MN 55639

PROPOSAL

Proposal #: JL26067
Date: 6/26/2027

To: **St. Francis Police/Public Works**
4058 Saint Francis Blvd NW
St. Francis, MN 55070

Project: St. Francis Police-Public Works Boiler

Attention: Parish Barten

We propose to furnish the materials and perform the labor necessary to:

- Remove and dispose of existing Viessman boiler skid including (2) boilers, boiler pumps, venting, and controller
- Install new Riello AR800 high efficiency condensing boiler with additional concrete to be added to existing slab to accommodate additional boiler depth
- New condensate piping and neutralizer kit included
- Reconnect new boiler to existing hot water and gas piping
- Insulation for new hot water piping included
- Reconnect existing power wiring to new boiler
- New boiler to come with BACnet communication capability
- All permits to complete work are included
- Factory startup and verification of operation
- One year parts and labor warranty

All material is guaranteed to be as specified, and the above work to be completed in a substantial workmanlike manner for the sum of: **$69,150.00**

Any alteration or deviation from above specifications involving extra cost will be executed only upon written order and will become an extra charge over and above the estimate. This proposal is valid for 30days.

Respectfully submitted: Jake Lehmann
Account Manager

ACCEPTANCE OF PROPOSAL

The prices, specifications and other Terms set forth on page 2 of this proposal are satisfactory and are hereby accepted. You are authorized to do work as specified. Payment will be made as outlined herein.

Accepted by: **Name (print):**

Title: **Company Name:**

Date:

Uhl Company, Inc. – Terms and Conditions of Service

1. Customer's signature on the attached Proposal forms a binding agreement between Customer and Uhl Company, Inc. ("UHL") for the work described in the Proposal according to the Terms and Conditions contained herein (hereinafter the "Agreement").
2. UHL agrees to use competent personnel and industry standards to perform its work in a timely and professional manner.
3. All labor is to be performed during UHL's normal working hours, unless specified elsewhere in the Proposal.
4. The prices contained in the Proposal are good for 30 days. If at any time the materials, equipment or parts contained in the Proposal become subject to a tariff, levy or other price increase of more than 5% due to action by the U.S. or a foreign government, then UHL shall be entitled to an increase in the price of this Agreement equal to increase in the price of the materials, equipment or parts.
5. UHL represents that it carries Worker's Compensation, general liability, automobile liability, and excess liability insurance policies. Customer shall carry any other insurance necessary for the protection of the project or Customer's interests.
6. Payment is due within 30 days of UHL's invoice date. Interest shall accrue on any unpaid balance at a rate of 1.5% per month. Acceptance by UHL of partial payments shall not constitute any release of collection or lien rights that may exist.
7. In the event of Customer's default of its obligations under this Agreement, other than its payment obligations, UHL will give 10 day's notice to cure. If Customer remains in default after the 10 day cure period, UHL may terminate this Agreement and recover the balance due, in addition to all expenses, damages and costs, including reasonable attorney's fees, incurred by UHL in collecting the outstanding balance owed. In the event Customer fails to make payment within 30 days of being invoiced, UHL may immediately cease all work under this Agreement without notice and cancel this Agreement, at which time the entire Agreement amount shall become due and payable immediately without notice or demand. In addition, Customer shall pay all expenses, damages and costs, including reasonable attorney's fees, incurred by UHL in collecting the outstanding balance owed.
8. If, for any reason, Customer directs a cessation of the work on all or any part of the project, UHL shall be paid for the portion of its work completed at the time of cancellation, including all expenses incurred by UHL in securing the project and ceasing work.
9. Unless otherwise specified in the Proposal, UHL will not furnish any performance or material payment bond. If a bond is requested, Customer agrees to reimburse UHL for the cost of the bond.
10. All labor is warranted for 90 days (except in the case of compressor replacements, which carry a 30 day warranty), while materials, equipment and parts are warranted according to manufacturer specifications. UHL's warranty obligations do not arise if the failure is the result of faulty installation or abuse by others, incorrect electrical connections or alterations made by others, or use under abnormal operating conditions or misapplication of the materials, equipment or parts. Manufacturer warranties may include an allowance for the cost of labor and related costs such as crane rental, refrigerant, etc., for correcting defects in material and workmanship. If the standard manufacturer's warranty does not provide for this additional coverage, Customer shall be responsible for payment of these costs to UHL.
11. UHL MAKES NO OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY SUCH WARRANTY IS HEREBY DISCLAIMED BY UHL AND EXCLUDED FROM THIS AGREEMENT. UHL's WARRANTY SPECIFICALLY EXCLUDES COVERAGE FOR ENVIRONMENTAL CONDITIONS, SUCH AS MOLD. UHL HAS MADE NO INSPECTION FOR, NOR MADE ANY REPRESENTATION REGARDING THE EXISTENCE OR NON-EXISTENCE OF MOLD ON THE CUSTOMER'S PREMISES. UHL HAS FURTHER MADE NO PROMISE OR AFFIRMATION THAT THE MATERIALS AND LABOR PROVIDED WILL ASSIST IN THE PREVENTION OR REMEDIATION OF MOLD OR OTHER ENVIRONMENTAL CONCERNS.
12. ANY AND ALL CLAIMS AGAINST UHL MUST BE BROUGHT WITHIN ONE YEAR OF PERFORMANCE OF THE WORK UNDER THIS AGREEMENT. UHL'S LIABILITY FOR ANY AND ALL CLAIMS ARISING FROM OR IN ANY WAY CONNECTED TO UHL'S WORK UNDER THIS AGREEMENT SHALL NOT EXCEED THE TOTAL AMOUNT OF THIS AGREEMENT. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, WILL UHL BE RESPONSIBLE FOR ANY CLAIMS FOR LOSS OF USE, LOSS OF PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OF CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES ARISING FROM OR IN ANY WAY CONNECTED TO UHL'S WORK UNDER THIS AGREEMENT.
13. UHL's pricing does not include any cost that may be incurred due to the existence of hazardous material or its removal or disposal, unless specifically provided for in the Agreement. If costs are incurred by UHL due to the existence of hazardous material, those costs will be paid by Customer without the need for written approval.
14. This Agreement, including these Terms and Conditions and the Proposal, constitutes the entire agreement and complete understanding between the parties. No verbal representations shall be binding on either party and Customer agrees that it is not relying on any representation made by UHL that is not contained herein.
15. These Terms and Conditions may in some instances conflict with terms and conditions or other documents issued by Customer. In such case, the Terms and Conditions contained herein shall govern and Customer acknowledges and agrees that acceptance of this Proposal is conditioned upon Customer's acceptance of the Terms and Conditions herein.
16. UHL shall not be liable for any penalty or damage, delay or injury, or for failure to give notice of delay, or to perform, when such damage, delay, injury or failure is due to the elements, acts of god, acts of the owner, act of civil or military authority, war, riots, terrorism, concerted labor action, strikes, shortages of materials, accidents or any causes beyond the reasonable control of UHL. If such a delay occurs, the completion date shall be deemed extended for a period of time equal to the time lost due to any delay excusable under this provision.

Yale Mechanical
Building Efficiency and Sustainability
A Service Logic Company

May 19, 2026

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

Subject: Boiler replacement at Public Works
Site: 4058 St. Francis Blvd NW, St. Francis, MN 55070
Yale Project Number: 453633

Dear Parish:

Yale Mechanical is pleased to present for your consideration our proposal to replace the existing boilers with Riello boiler.

Work included as part of this budget is as follows:

1. Uninstall and dispose of the two (2) existing 285,000 BTU boilers. Includes gas and electric disconnect. (Includes $2,500 allowance for electrical disconnect, reconnect, and any reconfiguring needed)
2. Provide and install one (1) new Riello 800,000 BTU boiler.
   - Connect new boiler to existing hydronic and gas piping.
   - Replace existing flue and combustion air venting and utilize existing roof penetrations.
3. Connect new boiler to existing Niagara BAS system.
4. Reconnect new unit to existing gas electrical and control (thermostat).
5. Insulation of new piping installed.
6. Check/test and start up new unit. (Factory startup)
7. Tools, rentals, trucks, and supervision.

For the work described above in Alternate, we suggest a budget for the sum of **SEVENTY-SIX THOUSAND SEVEN HUNDRED SEVENTY-THREE DOLLARS ($76,773).**

Work not included as part of this budget is as follows:

1. Sales tax on labor and subcontractors, if applicable.
2. Fire Protection.
3. Roofing.
4. Concrete work/housekeeping pad, if applicable.
5. Temporary heating.
6. Overtime labor.
7. Dumpster/disposal.
8. General construction.

Market Volatility Rider

Notwithstanding any provision(s) of this budget, if as a direct or indirect result of any market issue, economy supply chain, tariffs, epidemic, labor disputes, or mandated surcharges, Yale Mechanical's work is delayed, disrupted, suspended, or otherwise impacted by, among other things, (i) disruptions to material and/or equipment supply; (ii) unavailability of labor; (iii) government closures, or other mandates, restrictions and/or directives; (iv) Owner or Contractor restrictions and/or directives; (v) fulfillment of Yale Mechanical's contractual, union disagreements, legal, health, and/or safety obligations associated with the Market. Yale Mechanical shall be entitled to an equitable adjustment to the duration of time to complete the work described herein to account for such disruptions, suspensions, and impacts. Under such circumstances, Yale Mechanical shall not be liable for any liquidated, compensatory, consequential, special and/or indirect damages incurred by the Owner or Contractor resulting from such delays.

Owner and Yale Mechanical recognize that the current commodity market and construction industry supply chain has caused destabilization in the price and availability of components, equipment, and materials throughout the construction industry. The parties agree that in instances where component, equipment or material costs for the work increase in an amount greater than three percent (3%) from the date of this budget until acceptance, or between acceptance and purchase of the components, equipment or materials, or a delay of more than five (5) days is caused by the unavailability of components, equipment or materials incorporated into the work, then Yale Mechanical shall be entitled an equitable adjustment to either the price, contract time, or both. The adjustment shall be by way of a Change Order to the budget.

PAYMENT TERMS AND CONDITIONS

This language shall take precedence over any conflicting language in the Contract Documents.

This budget is firm for thirty (30) days. If an extension is required, it must be obtained in writing.

Payment shall be made by the tenth (10th) of the month on all invoices issued by the first (1st) of the month for all material and equipment installed or on hand and all labor performed. Regarding payment, a down payment amount of up to fifty percent (50%) is required prior to commencement. The progress payment for the remainder of the balance is to be made along the project installation period, along with a final payment of five percent (5%) or less of the project contract which is required within (30) days after substantial completion of the work.

This budget in design and detail is Yale Mechanical property and must not be used except in connection with our work. All rights of design and detail are reserved.

Thank you for the opportunity of allowing us to present this budget to you. Should you have any questions regarding this matter, please do not hesitate to contact us as we hope to be of further service to you on this project.

Sincerely,

Chad Anderson

Chad Anderson
Project Manager
canderson@yalemech.com
952-999-0327

City of St. Francis

ACCEPTED BY: ______________________________

PRINT NAME: ______________________________

PRINT TITLE: ______________________________

DATE: ______________________________

PO: ______________________________

City Council Agenda Report

TO:	Kate Thunstrom, City Administrator
FROM:	Jenni Wida, City Clerk
SUBJECT:	Appoint Election Judges for the Primary Election
DATE:	July 20, 2026

OVERVIEW:

The City of St. Francis will be conducting a State Primary Election, August 11th, 2026. Pursuant to Minnesota Statutes Section 204B.21, election judges for precincts in a municipality must be appointed by the governing body of that municipality.

ACTION TO BE CONSIDERED:

A motion to adopt Resolution 2026-27 a resolution appointing the election judges for the State Primary Election to be held on August 11th, 2026.

BUDGET IMPLICATION:

Attachments:

1. Resolution 2026-27 Appointing Election Judges for Primary Election

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

RESOLUTION 2026-27

A RESOLUTION APPOINTING JUDGES OF ELECTION FOR THE STATE PRIMARY ELECTION, AUGUST 11, 2026

Whereas, the City of St. Francis will be conducting a State Primary Election on August 11, 2026; and

Whereas, pursuant to Minnesota Statutes Section 204B.21. Election judges for precincts in a municipality must be appointed by the governing body of that municipality; and

Whereas, the hourly rate of pay will be \$15.00 for regular election judges and \$15.50 for assistant and head judges.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA, as follows:

1) That the following persons be appointed to serve as election judges for the for the Primary Election on August 11, 2026:

Gail Genin	
Kathleen Stadel	Kaleb Miller
Shirley Williams	Rebecca Gerlach
Greg Zutz	Louise Grass
Richard Williams	Yvonne Beebe
Patricia Trombley	Debra Nelson-Moos
Jean Rusterholtz	John Reed
Kathy Minkler	

2) That Council authorize staff to train and hire additional election judges not named here should the need arise.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS, ANOKA COUNTY, MINNESOTA THIS 20th DAY OF JULY, 2026.

APPROVED:

ATTEST:

____
Mark Vogel, Mayor

____
Jennifer Wida, City Clerk

City Council Agenda Report

TO: Kate Thunstrom, City Administrator
FROM: Jodie Steffes, Community Development Director
SUBJECT: Planning Commission Vacancy Appointment
DATE: July 20, 2026

OVERVIEW:

City Code 2-4-2 establishes the Planning and Zoning Commission, which consists of seven voting members appointed by the City Council. The Commission reviews land use and zoning applications and makes recommendations to the City Council on matters related to planning and development.

A vacancy has occurred on the Planning Commission following the resignation of Planning Commission Chair Dusin Pavek, who is relocating outside the City and is therefore no longer eligible to serve on the Commission. The City extends its appreciation for their dedicated service and leadership.

The vacancy was publicly advertised, and applications were accepted from interested residents. Staff and the Council liaison conducted interviews with qualified applicants and are recommending the appointment of:

Tina Carroll – resident of St. Francis for two years, active community member, understands the role of the Planning Commission, and has an interest in thoughtful growth and community development.
The recommended applicant will serve the remainder of the unexpired term ending December 31, 2026, at which time the position will be eligible for reappointment.

ACTION TO BE CONSIDERED:

Staff recommends appointing Tina Carroll to the Planning Commission to fill the unexpired term ending December 31, 2026.

BUDGET IMPLICATION:

None

Attachments:

1. Pavek resignation 7-16-2026

July 14, 2026

To the City of Saint Francis,

Please accept this letter as my formal resignation from the City of Saint Francis Planning Commission, effective July 16, 2026.

Due to my move outside the Saint Francis city limits, I am no longer eligible to serve on the Planning Commission. While I am saddened to step away from this role, I am grateful for the opportunity to have served our community, especially in my capacity as Chair of the Commission.

It has been a privilege to work alongside such dedicated commissioners, City Council members, and city staff. I have truly enjoyed the experience and appreciate the professionalism, collaboration, and commitment everyone has shown in helping guide the growth and development of our community.

Thank you for the trust and support you have given me throughout my time on the Planning Commission. I am proud of what we have accomplished together and wish the Commission and the City continued success in the future.

Sincerely,

Dustin Pavek

City Council Agenda Report

TO:	Kate Thunstrom, City Administrator
FROM:	Danielle Robertson, Office Assistant Natalie Santillo, Finance Director
SUBJECT:	Bill List
DATE:	July 20, 2026

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are $158,219.17 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Direct Transfers – $328,226.47

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. 07-20-2026 Packet List-$158,219.17
2. 07-20-2026 ACH Payments June 2026-$328,226.47

Invoice Number Inv Ref # Inventory	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 402 - ACE SOLID WASTE, INC							
13399688T067							
00045860	ACE SOLID WASTE, INC	07/08/2026		1,724.61	1,724.61	Open	N
	PIONEER DAYS	DROBERTSON					07/20/2026
	101-45230-40217	OTHER OPERATING SUPPLIES		1,724.61		1.00	1,724.61
Total Vendor 402 - ACE SOLID WASTE, INC				1,724.61	1,724.61		
Vendor 15 - AIRGAS NORTH CENTRAL							
5525542078							
00045937	AIRGAS NORTH CENTRAL	06/30/2026		154.90	154.90	Open	N
	CYLINDER RENTAL	DROBERTSON					07/20/2026
	101-43100-40217	OTHER OPERATING SUPPLIES		30.98		1.00	30.98
	101-43210-40217	OTHER OPERATING SUPPLIES		30.98		1.00	30.98
	101-45200-40217	OTHER OPERATING SUPPLIES		30.98		1.00	30.98
	601-49440-40217	OTHER OPERATING SUPPLIES		30.98		1.00	30.98
	602-49490-40217	OTHER OPERATING SUPPLIES		30.98		1.00	30.98
Total Vendor 15 - AIRGAS NORTH CENTRAL				154.90	154.90		
Vendor UB-REFUND - AUSTIN OHREN							
.07082026							
00045859	AUSTIN OHREN	07/08/2026		6.67	6.67	Open	N
	CREDIT REFUND	DROBERTSON					07/20/2026
	601-49440-40444	REFUND & REIMBURSEMENT		6.67		1.00	6.67
Total Vendor UB-REFUND - AUSTIN OHREN				6.67	6.67		
Vendor 42 - BARNA, GUZY & STEFFEN							
312635							
00045939	BARNA, GUZY & STEFFEN	06/30/2026		494.00	494.00	Open	N
	MISCELLANEOUS FORFEITURES	DROBERTSON					07/20/2026
	101-41600-40304	CIVIL LEGAL FEES		494.00		1.00	494.00
313029							
00045940	BARNA, GUZY & STEFFEN	06/30/2026		2,015.00	2,015.00	Open	N
	MUNICIPAL	DROBERTSON					07/20/2026
	101-41600-40304	CIVIL LEGAL FEES		2,015.00		1.00	2,015.00

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
Vendor 42 - BARNA, GUZY & STEFFEN							
313030							
00045941	BARNA, GUZY & STEFFEN	06/30/2026		5,300.00	5,300.00	Open	N
	PROSECUTION/RETAINER FILE	DROBERTSON					07/20/2026
	101-41600-40312	CRIMINAL LEGAL FEES		5,300.00		1.00	5,300.00
313031							
00045942	BARNA, GUZY & STEFFEN	06/30/2026		850.50	850.50	Open	N
	SITE IMPROVEMENT REVIEW - WILLOW RIDGE	DROBERTSON					07/20/2026
	101-41600-40304	CIVIL LEGAL FEES		850.50		1.00	850.50
313176							
00045943	BARNA, GUZY & STEFFEN	06/30/2026		6,126.00	6,126.00	Open	N
	TRANSFER OF TITLE	DROBERTSON					07/20/2026
	101-41600-40304	CIVIL LEGAL FEES		6,126.00		1.00	6,126.00
Total Vendor 42 - BARNA, GUZY & STEFFEN				14,785.50	14,785.50		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0211903500							
00045880	BELLBOY CORPORATION BAR SUPPLY	07/09/2026		916.40	916.40	Open	N
	LIQUOR	CBUSKEY					07/09/2026
	609-49751-40206	FREIGHT		9.90		1.00	9.90
	609-49751-40251	LIQUOR		906.50		1.00	906.50
0111362100							
00045882	BELLBOY CORPORATION BAR SUPPLY	07/09/2026		190.87	190.87	Open	N
	MISC	CBUSKEY					07/09/2026
	609-49751-40206	FREIGHT		6.87		1.00	6.87
	609-49751-40254	MISCELLANEOUS MERCHANDISE		184.00		1.00	184.00
0111378200							
00045910	BELLBOY CORPORATION BAR SUPPLY	07/13/2026		(121.98)	(121.98)	Open	N
	MISC	CBUSKEY					07/13/2026
	609-49751-40206	FREIGHT		(3.98)		1.00	(3.98)
	609-49751-40254	MISCELLANEOUS MERCHANDISE		(118.00)		1.00	(118.00)
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				985.29	985.29		
Vendor 9612 - BOGO PEST CONTROL							

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
Vendor 9612 - BOGO PEST CONTROL							
80900							
00045849	BOGO PEST CONTROL	07/07/2026		729.84	729.84	Open	N
	COMMERCIAL PROTECTION PLAN	DROBERTSON					07/20/2026
	101-43100-40401	BUILDINGS MAINTENANCE		121.64		1.00	121.64
	602-49490-40401	BUILDINGS MAINTENANCE		121.64		1.00	121.64
	601-49440-40401	BUILDINGS MAINTENANCE		121.64		1.00	121.64
	101-45200-40401	BUILDINGS MAINTENANCE		121.64		1.00	121.64
	101-42110-40401	BUILDINGS MAINTENANCE		121.64		1.00	121.64
	101-43210-40401	BUILDINGS MAINTENANCE		121.64		1.00	121.64
Total Vendor 9612 - BOGO PEST CONTROL				729.84	729.84		
Vendor 7244 - BREAKTHRU BEVERAGE							
127871409							
00045901	BREAKTHRU BEVERAGE	07/11/2026		2,435.08	2,435.08	Open	N
	WINE/MISC/LIQUOR	CBUSKEY					07/11/2026
	609-49751-40206	FREIGHT		37.70		1.00	37.70
	609-49751-40254	MISCELLANEOUS MERCHANDISE		172.38		1.00	172.38
	609-49751-40251	LIQUOR		1,185.00		1.00	1,185.00
	609-49751-40253	WINE		1,040.00		1.00	1,040.00
Total Vendor 7244 - BREAKTHRU BEVERAGE				2,435.08	2,435.08		
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
3317868							
00045919	CAPITOL BEVERAGE SALES, L.P	07/13/2026		1,122.00	1,122.00	Open	N
	THC/LIQUOR	CBUSKEY					07/13/2026
	609-49751-40251	LIQUOR		860.00		1.00	860.00
	609-49751-40257	THC		262.00		1.00	262.00
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				1,122.00	1,122.00		
Vendor UB-REFUND - CHERYL HULL							
.07082026							
00045858	CHERYL HULL	07/08/2026		16.86	16.86	Open	N
	CREDIT REFUND	DROBERTSON					07/20/2026
	601-49440-40444	REFUND & REIMBURSEMENT		16.86		1.00	16.86
Total Vendor UB-REFUND - CHERYL HULL				16.86	16.86		
Vendor UB-REFUND - CHRISTOPHER BEYETT							

Invoice Number Inv Ref # Inventory	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor UB-REFUND - CHRISTOPHER BEYETT							
.07082026							
00045856	CHRISTOPHER BEYETT	07/08/2026		56.90	56.90	Open	N
	CREDIT REFUND	DROBERTSON					07/20/2026
	601-49440-40444	REFUND & REIMBURSEMENT		56.90		1.00	56.90
Total Vendor UB-REFUND - CHRISTOPHER BEYETT				56.90	56.90		
Vendor 4854 - CRYSTAL SPRINGS ICE							
03-602398							
00045893	CRYSTAL SPRINGS ICE	07/10/2026		260.32	260.32	Open	N
	MISC	CBUSKEY					07/10/2026
	609-49751-40206	FREIGHT		4.00		1.00	4.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		256.32		1.00	256.32
Total Vendor 4854 - CRYSTAL SPRINGS ICE				260.32	260.32		
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2822369							
00045878	DAHLHEIMER DIST. CO. INC	07/09/2026		(133.30)	(133.30)	Open	N
	BEER	CBUSKEY					07/09/2026
	609-49751-40252	BEER		(133.30)		1.00	(133.30)
2822017							
00045879	DAHLHEIMER DIST. CO. INC	07/09/2026		19,930.20	19,930.20	Open	N
	BEER/NA/LIQUOR	CBUSKEY					07/09/2026
	609-49751-40255	N/A PRODUCTS		617.70		1.00	617.70
	609-49751-40251	LIQUOR		368.20		1.00	368.20
	609-49751-40252	BEER		18,944.30		1.00	18,944.30
2824641							
00045892	DAHLHEIMER DIST. CO. INC	07/10/2026		1,286.40	1,286.40	Open	N
	BEER/LIQUOR	CBUSKEY					07/10/2026
	609-49751-40251	LIQUOR		956.50		1.00	956.50
	609-49751-40252	BEER		329.90		1.00	329.90
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				21,083.30	21,083.30		
Vendor 10852 - DEERE & COMPANY							

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution		Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
Vendor 10852 - DEERE & COMPANY								
117940896								
00045949	DEERE & COMPANY		06/30/2026		68,640.94	68,640.94	Open	N
	MOWER PURCHASE - CIP		NSANTILLO					07/20/2026
	402-43100-40596	MOWERS			68,640.94		1.00	68,640.94
Total Vendor 10852 - DEERE & COMPANY					68,640.94	68,640.94		
Vendor 10763 - DIAMOND Z IMPRINTS								
1973								
00045869	DIAMOND Z IMPRINTS		07/01/2026		241.71	241.71	Open	N
	BUSINESS CARDS		DROBERTSON					07/20/2026
	101-42400-40200	OFFICE SUPPLIES			56.39		1.00	56.39
	101-42400-40200	OFFICE SUPPLIES			56.39		1.00	56.39
	101-41500-40200	OFFICE SUPPLIES			56.39		1.00	56.39
	101-41910-40200	OFFICE SUPPLIES			72.54		1.00	72.54
1804								
00045870	DIAMOND Z IMPRINTS		01/09/2026		56.06	56.06	Open	N
	BUSINESS CARDS		DROBERTSON					07/20/2026
	101-41910-40200	OFFICE SUPPLIES			56.06		1.00	56.06
Total Vendor 10763 - DIAMOND Z IMPRINTS					297.77	297.77		
Vendor 4673 - FEDERATED COOP								
1700580-030								
00045936	FEDERATED COOP		05/21/2026		481.95	481.95	Open	N
	CROSSBOW, TRICAST, AND GROUNDWATER		DROBERTSON					07/20/2026
Total Vendor 4673 - FEDERATED COOP					481.95	481.95		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION								
ORD-27747								
00045894	GLOBAL RESERVE DISTRIBUTION		07/10/2026		2,590.00	2,590.00	Open	N
	THC		CBUSKEY					07/10/2026
	609-49751-40257	THC			2,590.00		1.00	2,590.00
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION					2,590.00	2,590.00		
Vendor 132 - GRAINGER, INC								

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
Vendor 132 - GRAINGER, INC							
9973937056							
00045847	GRAINGER, INC	07/02/2026		269.45	269.45	Open	N
	FERRIC TUBING	DROBERTSON					07/20/2026
	602-49490-40229	PROJECT MAINTENANCE		269.45		1.00	269.45
9003482248							
00045944	GRAINGER, INC	07/13/2026		55.13	55.13	Open	N
	CHLORINE TANK TAGS	DROBERTSON					07/20/2026
Total Vendor 132 - GRAINGER, INC				324.58	324.58		
Vendor 4691 - GRANITE CITY JOBBING CO							
537292							
00045923	GRANITE CITY JOBBING CO	07/14/2026		9,766.08	9,766.08	Open	N
	TOBACCO/MISC	CBUSKEY					07/14/2026
	609-49751-40206	FREIGHT		10.00		1.00	10.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		54.30		1.00	54.30
	609-49751-40256	TOBACCO PRODUCTS		9,701.78		1.00	9,701.78
Total Vendor 4691 - GRANITE CITY JOBBING CO				9,766.08	9,766.08		
Vendor 10827 - JAMIE NICOLE PHOTOGRAPHY							
.07072026							
00045846	JAMIE NICOLE PHOTOGRAPHY	06/25/2026		435.00	435.00	Open	N
	ST. FRANCIS HEAD SHOTS	DROBERTSON					07/20/2026
	101-42110-40217	OTHER OPERATING SUPPLIES		435.00		1.00	435.00
Total Vendor 10827 - JAMIE NICOLE PHOTOGRAPHY				435.00	435.00		
Vendor 154 - JOHNSON BROTHERS							
1094781							
00045897	JOHNSON BROTHERS	07/10/2026		2,001.75	2,001.75	Open	N
	LIQUOR	CBUSKEY					07/10/2026
	609-49751-40206	FREIGHT		38.00		1.00	38.00
	609-49751-40251	LIQUOR		1,963.75		1.00	1,963.75
1094780							
00045898	JOHNSON BROTHERS	07/10/2026		1.90	1.90	Open	N
	LIQUOR	CBUSKEY					07/10/2026
	609-49751-40206	FREIGHT		1.90		1.00	1.90

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
Vendor 154 - JOHNSON BROTHERS							
190166							
00045946	JOHNSON BROTHERS	06/26/2026		(64.41)	(64.41)	Open	N
	BEER CREDIT	DROBERTSON					07/20/2026
190165							
00045947	JOHNSON BROTHERS	06/26/2026		(297.25)	(297.25)	Open	N
	LIQUOR CREDIT	DROBERTSON					07/20/2026
190164							
00045948	JOHNSON BROTHERS	06/26/2026		(13.44)	(13.44)	Open	N
	LIQUOR CREDIT	DROBERTSON					07/20/2026
Total Vendor 154 - JOHNSON BROTHERS				1,628.55	1,628.55		
Vendor 4926 - JRS APPLIANCE, INC							
118521							
00045844	JRS APPLIANCE, INC	07/07/2026		216.00	216.00	Open	N
	RECYCLING EVENT	JSHOOK					07/20/2026
	101-43210-40439	RECYCLING DAYS		216.00		1.00	216.00
Total Vendor 4926 - JRS APPLIANCE, INC				216.00	216.00		
Vendor CD-REFUND - KICKIN ASPHALT							
07/07/2026							
00045851	KICKIN ASPHALT	07/07/2026		250.00	250.00	Open	N
	Check Request For Escrow: E2026-0023	NSANTILLO					07/20/2026
	803-00000-20200	E2026-0023 - P2025-00518		250.00		1.00	250.00
Total Vendor CD-REFUND - KICKIN ASPHALT				250.00	250.00		
Vendor UB-REFUND - KL-MN 1 LLC							
.07082026							
00045854	KL-MN 1 LLC	07/08/2026		87.43	87.43	Open	N
	CREDIT REFUND	DROBERTSON					07/20/2026
	601-49440-40444	REFUND & REIMBURSEMENT		87.43		1.00	87.43
Total Vendor UB-REFUND - KL-MN 1 LLC				87.43	87.43		
Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP							

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution		Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP								
123996								
00045871	LOCKRIDGE GRINDAL NAUEN PLLP		07/01/2026		3,333.33	3,333.33	Open	N
	JULY 2026 SERVICES		DROBERTSON					07/20/2026
	101-41400-40311	CONTRACT			3,333.33		1.00	3,333.33
Total Vendor 10747 - LOCKRIDGE GRINDAL NAUEN PLLP					3,333.33	3,333.33		
Vendor UB-REFUND - LYNN OR RAMON SERRANO								
.07082026								
00045857	LYNN OR RAMON SERRANO		07/08/2026		52.56	52.56	Open	N
	CREDIT REFUND		DROBERTSON					07/20/2026
	601-49440-40444	REFUND & REIMBURSEMENT			52.56		1.00	52.56
Total Vendor UB-REFUND - LYNN OR RAMON SERRANO					52.56	52.56		
Vendor CD-REFUND - MATT, STEPHEN P.								
07/14/2026								
00045945	MATT, STEPHEN P.		07/14/2026	07/20/2026	500.00	500.00	Open	N
	Check Request For Escrow: E2025-0022		NSANTILLO					07/20/2026
	803-00000-20200	E2025-0022 - P2025-00294			500.00		1.00	500.00
Total Vendor CD-REFUND - MATT, STEPHEN P.					500.00	500.00		
Vendor 202 - MCDONALD DIST CO								
868603								
00045874	MCDONALD DIST CO		07/09/2026		2,756.35	2,756.35	Open	N
	BEER		CBUSKEY					07/09/2026
	609-49751-40206	FREIGHT			7.00		1.00	7.00
	609-49751-40252	BEER			2,749.35		1.00	2,749.35
868600								
00045875	MCDONALD DIST CO		07/09/2026		(10.20)	(10.20)	Open	N
	LIQUOR		CBUSKEY					07/09/2026
	609-49751-40251	LIQUOR			(10.20)		1.00	(10.20)
868602								
00045876	MCDONALD DIST CO		07/09/2026		122.40	122.40	Open	N
	LIQUOR		CBUSKEY					07/09/2026
	609-49751-40251	LIQUOR			122.40		1.00	122.40

Invoice Number Inv Ref # Inventory	Vendor Description GL Distribution		Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
Vendor 202 - MCDONALD DIST CO								
868601								
00045877	MCDONALD DIST CO		07/09/2026		(318.75)	(318.75)	Open	N
	BEER		CBUSKEY					07/09/2026
	609-49751-40252	BEER			(318.75)		1.00	(318.75)
8860806								
00045927	MCDONALD DIST CO		07/14/2026		(30.00)	(30.00)	Open	N
	BEER		CBUSKEY					07/14/2026
	609-49751-40252	BEER			(30.00)		1.00	(30.00)
869585								
00045928	MCDONALD DIST CO		07/14/2026		539.10	539.10	Open	N
	LIQUOR		CBUSKEY					07/14/2026
	609-49751-40251	LIQUOR			539.10		1.00	539.10
869586								
00045929	MCDONALD DIST CO		07/14/2026		11,889.30	11,889.30	Open	N
	BEER/NA		CBUSKEY					07/14/2026
	609-49751-40255	N/A PRODUCTS			378.60		1.00	378.60
	609-49751-40206	FREIGHT			7.00		1.00	7.00
	609-49751-40252	BEER			11,503.70		1.00	11,503.70
Total Vendor 202 - MCDONALD DIST CO					14,948.20	14,948.20		
Vendor UB-REFUND - MELISSA OR RYAN THOMPSON								
.07082026								
00045853	MELISSA OR RYAN THOMPSON		07/08/2026		274.42	274.42	Open	N
	CREDIT REFUND		DROBERTSON					07/20/2026
	601-49440-40444	REFUND & REIMBURSEMENT			274.42		1.00	274.42
Total Vendor UB-REFUND - MELISSA OR RYAN THOMPSON					274.42	274.42		
Vendor 3689 - METRO SALES, INC								
INV3135170								
00045884	METRO SALES, INC		07/09/2026		226.86	226.86	Open	N
	COPIES-PW		DROBERTSON					07/20/2026
Total Vendor 3689 - METRO SALES, INC					226.86	226.86		
Vendor UB-REFUND - MICHELLE LINDQUIST								

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
Vendor UB-REFUND - MICHELLE LINDQUIST							
.07082026							
00045855	MICHELLE LINDQUIST	07/08/2026		81.86	81.86	Open	N
	CREDIT REFUND	DROBERTSON					07/20/2026
	601-49440-40444	REFUND & REIMBURSEMENT		81.86		1.00	81.86
Total Vendor UB-REFUND - MICHELLE LINDQUIST				81.86	81.86		
Vendor 5371 - MIDCONTINENT COMMUNICATIONS							
13334860115622							
00045885	MIDCONTINENT COMMUNICATIONS	07/02/2026		160.65	160.65	Open	N
	JULY 2026 BILLING	DROBERTSON					07/20/2026
	101-42110-40321	TELEPHONE		160.65		1.00	160.65
13332710115622							
00045886	MIDCONTINENT COMMUNICATIONS	07/02/2026		50.09	50.09	Open	N
	JULY 2026 BILLING	DROBERTSON					07/20/2026
	601-49440-40321	TELEPHONE		50.09		1.00	50.09
Total Vendor 5371 - MIDCONTINENT COMMUNICATIONS				210.74	210.74		
Vendor 4605 - OPUS 21							
260610							
00045938	OPUS 21	07/08/2026		3,248.44	3,248.44	Open	N
	JUNE 2026 SERVICES	DROBERTSON					07/20/2026
	601-49440-40382	UTILITY BILLING		1,624.22		1.00	1,624.22
	602-49490-40382	UTILITY BILLING		1,624.22		1.00	1,624.22
Total Vendor 4605 - OPUS 21				3,248.44	3,248.44		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
5203126							
00045899	PHILLIPS WINE & SPIRITS CO	07/10/2026		49.90	49.90	Open	N
	WINE	CBUSKEY					07/10/2026
	609-49751-40206	FREIGHT		1.90		1.00	1.90
	609-49751-40253	WINE		48.00		1.00	48.00
5203125							
00045900	PHILLIPS WINE & SPIRITS CO	07/10/2026		96.90	96.90	Open	N
	LIQUOR	CBUSKEY					07/10/2026
	609-49751-40206	FREIGHT		1.90		1.00	1.90
	609-49751-40251	LIQUOR		95.00		1.00	95.00

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				146.80	146.80		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B023599							
00045848	RMB ENVIRONMENTAL LABORATORIES, INC	07/06/2026		102.00	102.00	Open	N
	PROJECT 99	DROBERTSON					07/20/2026
	602-49490-40313	SAMPLE TESTING		102.00		1.00	102.00
B023462							
00045852	RMB ENVIRONMENTAL LABORATORIES, INC	06/30/2026		188.00	188.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					07/20/2026
	602-49490-40313	SAMPLE TESTING		188.00		1.00	188.00
B023596							
00045872	RMB ENVIRONMENTAL LABORATORIES, INC	07/08/2026		188.00	188.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					07/20/2026
	602-49490-40313	SAMPLE TESTING		188.00		1.00	188.00
B023531							
00045883	RMB ENVIRONMENTAL LABORATORIES, INC	07/09/2026		238.00	238.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					07/20/2026
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				716.00	716.00		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2779044							
00045895	SOUTHERN GLAZERS OF MN	07/10/2026		2,721.47	2,721.47	Open	N
	LIQUOR	CBUSKEY					07/10/2026
	609-49751-40206	FREIGHT		38.83		1.00	38.83
	609-49751-40251	LIQUOR		2,682.64		1.00	2,682.64
2779045							
00045896	SOUTHERN GLAZERS OF MN	07/10/2026		182.77	182.77	Open	N
	WINE	CBUSKEY					07/10/2026
	609-49751-40206	FREIGHT		2.77		1.00	2.77
	609-49751-40253	WINE		180.00		1.00	180.00
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				2,904.24	2,904.24		
Vendor 10010 - STREETAR CONSULTING, LLC							

Invoice Number / Inv Ref # / Inventory	Vendor / Description / GL Distribution	Invoice Date / Entered By	Due Date	Invoice Amount	Amount Due / Units	Status / Quantity	Posted / Post Date / Unit Price
Vendor 10010 - STREETAR CONSULTING, LLC							
2026-7							
00045491	STREETAR CONSULTING, LLC	07/01/2026		1,836.00	1,836.00	Open	Y
	DEVELOPMENT ANALYSIS PREPARATION	DROBERTSON					06/15/2026
	101-41910-40307	COMP PLAN		1,836.00		1.00	1,836.00
Total Vendor 10010 - STREETAR CONSULTING, LLC				1,836.00	1,836.00		
Vendor 863 - THE BERNICK COMPANIES							
10512540							
00045881	THE BERNICK COMPANIES	07/09/2026		654.65	654.65	Open	N
	BEER/NA	CBUSKEY					07/09/2026
	609-49751-40255	N/A PRODUCTS		90.50		1.00	90.50
	609-49751-40252	BEER		564.15		1.00	564.15
Total Vendor 863 - THE BERNICK COMPANIES				654.65	654.65		
Vendor 9559 - TIMESAVER OFF SITE SEC. INC							
32642							
00045950	TIMESAVER OFF SITE SEC. INC	07/14/2026		261.00	261.00	Open	N
	CITY COUNCIL MEETING 7/06/2026	DROBERTSON					07/20/2026
Total Vendor 9559 - TIMESAVER OFF SITE SEC. INC				261.00	261.00		
Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC							
1286							
00045845	TRUE NORTH PSYCHOLOGY & CONSULTING,	07/03/2026		480.00	480.00	Open	N
	APRIL 2026 FIRE & POLICE SESSIONS	DROBERTSON					07/20/2026
	101-42210-40705	RUM RIVER FIRE EXPENSES		320.00		1.00	320.00
	103-42110-40300	PROFESSIONAL SERVICES		160.00		1.00	160.00
Total Vendor 10647 - TRUE NORTH PSYCHOLOGY & CONSULTING, LLC				480.00	480.00		
Vendor 10851 - WELLS FARGO VENDOR FINANCIAL SERVICES, LLC							
5039242028							
00045903	WELLS FARGO VENDOR FINANCIAL SERVIC	06/26/2026		264.50	264.50	Open	N
	EQUIPMENT LEASE - JUNE	NSANTILLO					07/20/2026
	101-41400-40240	OFFICE EQUIP		264.50		1.00	264.50
Total Vendor 10851 - WELLS FARGO VENDOR FINANCIAL SERVICES, LLC				264.50	264.50		

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

# of Invoices:	58 # Due: 58	Totals:	159,208.50	159,208.50
# of Credit Memos:	8 # Due: 8	Totals:	(989.33)	(989.33)
Net of Invoices and Credit Memos:			158,219.17	158,219.17

--- TOTALS BY GL BANK ---

GNCKG	158,219.17

--- TOTALS BY GL DISTRIBUTIONS ---

101-41400-40240	264.50
101-41400-40311	3,333.33
101-41500-40200	56.39
101-41600-40304	9,485.50
101-41600-40312	5,300.00
101-41910-40200	128.60
101-41910-40307	1,836.00
101-42110-40217	435.00
101-42110-40321	160.65
101-42110-40401	121.64
101-42210-40705	320.00
101-42400-40200	112.78
101-43100-40217	30.98
101-43100-40401	121.64
101-43210-40217	30.98
101-43210-40401	121.64
101-43210-40439	216.00
101-45200-40217	30.98
101-45200-40401	121.64
101-45230-40217	1,724.61
103-42110-40300	160.00
402-43100-40596	68,640.94
601-49440-40217	30.98
601-49440-40321	50.09
601-49440-40382	1,624.22
601-49440-40401	121.64
601-49440-40444	576.70
602-49490-40217	30.98
602-49490-40229	269.45
602-49490-40313	478.00
602-49490-40382	1,624.22
602-49490-40401	121.64
609-49751-40206	163.79
609-49751-40251	9,668.89
609-49751-40252	33,609.35
609-49751-40253	1,268.00

Invoice Number Inv Ref # Inventory	Vendor Description GL Distribution	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due Units	Status Quantity	Posted Post Date Unit Price
	609-49751-40254			549.00			
	609-49751-40255			1,086.80			
	609-49751-40256			9,701.78			
	609-49751-40257			2,852.00			
	803-00000-20200			750.00			

--- TOTALS BY FUND ---

101 GENERAL FUND	23,952.86	23,952.86
103 PUBLIC SAFETY FUNDS	160.00	160.00
402 CAPITAL EQUIPMENT FUND	68,640.94	68,640.94
601 WATER FUND	2,403.63	2,403.63
602 SEWER FUND	2,524.29	2,524.29
609 LIQUOR FUND	58,899.61	58,899.61
803 ESCROW	750.00	750.00

--- TOTALS BY DEPT/ACTIVITY ---

00000 UNASSIGNED	750.00	750.00
41400 ADMINISTRATION	3,597.83	3,597.83
41500 FINANCE	56.39	56.39
41600 LEGAL	14,785.50	14,785.50
41910 COMMUNITY DEVELOPMENT	1,964.60	1,964.60
42110 POLICE	877.29	877.29
42210 FIRE	320.00	320.00
42400 BUILDING INSPECTIONS	112.78	112.78
43100 STREETS	68,793.56	68,793.56
43210 RECYCLING	368.62	368.62
45200 PARKS	152.62	152.62
45230 PIONEER DAYS	1,724.61	1,724.61
49440 WATER DEPT	2,403.63	2,403.63
49490 SEWER DEPT	2,524.29	2,524.29
49751 MERCHANDISE PURCHASES	58,899.61	58,899.61

CHECK REGISTER FOR CITY OF ST. FRANCIS

CHECK DATE 06/01/2026 - 06/30/2026

BANK CODE: GNCKG - GENERAL CHECKING ACCOUNT - CHECK TYPE: EFT

Check Date	Check	Vendor Name	Amount
Bank GNCKG GENERAL CHECKING ACCOUNT			
06/04/2026	4468(E)	EFTPS	32,736.42
06/04/2026	4469(E)	ICMA	240.00
06/04/2026	4470(E)	PERA	32,584.35
06/04/2026	4471(E)	RHS HEALTHCARE SAVINGS	895.73
06/04/2026	4472(E)	STATE	7,322.86
06/04/2026	4473(E)	VOYA	2,132.31
06/04/2026	4474(E)	ACE SOLID WASTE, INC	2,202.59
06/04/2026	4475(E)	CITY HIVE	99.00
06/04/2026	4476(E)	HEALTH PARTNERS	46,212.48
06/04/2026	4477(E)	MN PAID LEAVE-SUNLIFE	3,074.78
06/09/2026	4482(E)	COLONIAL INSURANCE	351.86
06/09/2026	4483(E)	NEW BENEFITS (FRESH BENIES)	495.69
06/09/2026	4484(E)	WEX CARD	7,159.12
06/09/2026	4485(E)	DELTA DENTAL	2,547.00
06/09/2026	4486(E)	SPOT ON-LIQUOR CC	6,478.38
06/10/2026	4493(E)	US BANK CREDIT CARD	21,366.41
06/16/2026	4478(E)	EFTPS	471.95
06/16/2026	4479(E)	MN DEPARTMENT OF REVENUE	240.11
06/16/2026	4480(E)	PERA	40.00
06/16/2026	4481(E)	STATE	15.45
06/17/2026	4496(E)	CAYAN	888.20
06/17/2026	4497(E)	PUBLIC EMPLOYEES RETIRE ASSOC	827.62
06/17/2026	4498(E)	VERIZON WIRELESS	783.55
06/18/2026	4487(E)	EFTPS	30,331.25
06/18/2026	4488(E)	ICMA	240.00
06/18/2026	4489(E)	PERA	29,496.48
06/18/2026	4490(E)	RHS HEALTHCARE SAVINGS	754.76
06/18/2026	4491(E)	STATE	6,559.18
06/18/2026	4492(E)	VOYA	2,132.31
06/24/2026	4499(E)	CINTAS	691.49
06/24/2026	4500(E)	CONNEXUS ENERGY	26,126.20
06/24/2026	4501(E)	MN DEPT OF REVENUE-SALES TAX	32,567.00
06/24/2026	4502(E)	MN PAID LEAVE-SUNLIFE	3,432.51
06/24/2026	4503(E)	US BANK CREDIT CARD	2,192.98
06/30/2026	4504(E)	ALERUS	50.00
06/30/2026	4505(E)	U S BANK EQUIPMENT FINANCE	962.00
06/30/2026	4506(E)	CENTERPOINT ENERGY	1,250.31
06/30/2026	4507(E)	ENTERPRISE FLEET MGMT	20,705.34
06/30/2026	4508(E)	INVOICE CLOUD, INC	1,206.95
06/30/2026	4509(E)	SPOT ON-LIQUOR CC	75.50
06/30/2026	4510(E)	VILLAGE BANK	286.35

GNCKG TOTALS:

Total of 41 Checks:	328,226.47
Less 0 Void Checks:	0.00
Total of 41 Disbursements:	328,226.47

City Council Agenda Report

TO:	Mayor and Council
FROM:	Kate Thunstrom, City Administrator
SUBJECT:	Work Session Comprehensive Plan
DATE:	July 20, 2026

OVERVIEW:

Staff is requesting Council schedule a work session on **Monday, September 14th at 6pm**, to hold a roundtable / joint meeting between the City Council, Park Commission, Planning Commission and Economic Development Authority. This meeting will be specific to the 2050 Comprehensive Plan. We will work as a group through an introduction of the comprehensive planning requirements, timetables and process as well as obtain initial feedback to begin the document drafting.

The meeting agenda will be specific to the Comprehensive Plan only.

The joint session will not be used to collect public data as input will be sought through surveys and direct outreach. Public efforts will kick off with National Night Out with an interactive online tool and survey.

Once this date is scheduled, all of the separate Commissions will be invited.

ACTION TO BE CONSIDERED:

Set meeting for Monday, September 14 at 6:00 pm.

BUDGET IMPLICATION:

None

Attachments:

None

TO:	Kate Thunstrom, City Administrator
FROM:	Natalie Santillo, Finance Director
SUBJECT:	FY 2027 Preliminary Budget Discussion
DATE:	July 20, 2026

City Council Agenda Report

OVERVIEW:

City staff have been preparing the 2027 budget for several months. As part of the annual budget process, the City Council must establish a preliminary property tax levy and certify it to the county by September 30. Once the preliminary levy is certified, it generally cannot be increased when the final levy is adopted in December, except under limited circumstances as allowed by law.

Tax Levy

The tax levy history from 2018 to Proposed 2027 is as follows:

Property Tax Levy by Purpose	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027 Proposed
General Levy										
General Operating (101)	$ 2,777,051	$ 3,015,000	$ 3,136,000	$ 3,130,000	$ 3,271,000	$ 3,250,000	$ 3,230,000	$ 3,900,000	$ 3,666,300	$ 3,860,998
Fire District	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 868,700	$ 999,180
Tax Abatement (Vista Prairie)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	50,000	200,000
Capital Equipment (402)	$ 223,150	$ 230,000	$ 240,000	$ 250,000	$ 260,000	$ 280,000	$ 320,000	$ 360,000	$ 175,000	235,000
Parks (226)	$ -	$ -	$ -	$ -	$ -	$ -	$ 350,000	$ 200,000	$ 250,000	300,000
Building Improvement(404)	$ 60,000	$ 60,000	$ 60,000	$ 246,000	$ 470,000	$ 870,000	$ 50,000	$ 25,000	$ 50,000	75,000
Stormwater (603)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 300,000	300,000
Street Improvement (405)	$ 60,000	$ 120,000	$ 180,000	$ 240,000	$ 300,000	$ 360,000	$ 480,000	$ 600,000	$ 720,000	840,000
Total General Levy	**$ 3,120,201**	**$ 3,425,000**	**$ 3,616,000**	**$ 3,866,000**	**$ 4,301,000**	**$ 4,760,000**	**$ 4,430,000**	**$ 5,085,000**	**$ 6,080,000**	**$ 6,810,178**
Debt Service Levies										
2013 Refunding (311)	$ 20,900	$ 20,900	$ 20,900	$ 20,900	$ 20,900	$ -	$ -	$ -	$ -	$ -
2015 GO (327)	$ 20,470	$ 20,470	$ 20,470	$ 20,470	$ 20,470	$ 20,470	20,470	-	-	-
2017 Capital Improvement (#330)	$ 327,220	$ 327,220	$ 327,220	$ 327,220	$ 327,220	$ 327,220	327,220	310,000	310,000	310,000
2023 Capital Improvement (#335)	$ -	$ -	$ -	$ -	$ -	$ -	820,505	790,000	790,000	790,000
Total Debt Service Levies	**$ 368,590**	**$ 368,590**	**$ 368,590**	**$ 368,590**	**$ 368,590**	**$ 347,690**	**$ 1,168,195**	**$ 1,100,000**	**$ 1,100,000**	**$ 1,100,000**
Total Levy	**$ 3,488,791**	**$ 3,793,590**	**$ 3,984,590**	**$ 4,234,590**	**$ 4,669,590**	**$ 5,107,690**	**$ 5,598,195**	**$ 6,185,000**	**$ 7,180,000**	**$ 7,910,178**
Tax Levy Increase	$ 244,218	$ 304,799	$ 191,000	$ 441,000	$ 435,000	$ 438,100	$ 490,505	$ 586,805	$ 995,000	$ 730,178
% increase	7.53%	9.39%	5.47%	11.62%	10.27%	9.38%	9.60%	10.48%	16.09%	10.17%

Net Tax Levy, Net Tax Capacity and City Property Tax Rate	2018	2019	2020	2021	2022	2023	2024	2025 Proposed	2026	2027 Proposed
Total Levy	$ 3,488,791	$ 3,793,590	$ 3,984,590	$ 4,234,590	$ 4,669,590	$ 5,107,690	$ 5,598,195	$ 6,185,000	$ 7,180,000	$ 7,910,178
Less Fiscal Disparities	$ 823,625	$ 883,676	$ 938,646	$ 936,853	$ 993,475	$ 967,230	$ 847,511	$ 1,097,015	$ 1,169,310	$ 1,200,000
Spreadable Levy	**$ 2,665,166**	**$ 2,909,914**	**$ 3,045,944**	**$ 3,297,737**	**$ 3,676,115**	**$ 4,140,460**	**$ 4,750,684**	**$ 5,087,985**	**$ 6,010,690**	**$ 6,710,178**
Tax Capacity	$ 5,202,315	$ 5,753,848	$ 6,326,443	$ 6,824,801	$ 7,519,595	$ 9,577,860	$ 9,862,410	$ 9,828,072	$ 10,595,593	$ 10,595,593
Changes to Tax Capacity										
TIF	$ -	$ -	$ 2,032.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Contributions To	$ 276,717	$ 291,792	$ 307,139	$ 315,965	$ 343,146	$ 331,771	$ 387,112	$ 403,311	$ 469,996	$ 475,000
Joint value (Addition)	$ 10,260	$ 10,226	$ 9,184	$ 9,804	$ 10,975	$ 12,953	$ 13,878	$ 15,081	$ 16,719	$ 16,840
Net Tax Capacity	**$ 4,935,858**	**$ 5,472,282**	**$ 6,026,456**	**$ 6,518,640**	**$ 7,187,424**	**$ 9,259,042**	**$ 9,489,176**	**$ 9,439,842**	**$ 10,142,316**	**$ 10,137,433**
Tax Rate	**53.996%**	**53.176%**	**50.543%**	**50.589%**	**51.146%**	**44.718%**	**50.064%**	**53.899%**	**59.263%**	**66.192%**

The levy the council sets each year has two components; the general levy and the debt service levies. The general levy includes the general operating (General Fund), Fire

District, Capital Equipment, Parks, Buildings, Street, Tax Abatement-Vista Prairie (new in 2025) and Storm Water (new in 2025). The General Levy is proposed for 2027 at $6,810,178, with a total increase over 2026 of $730,178. This is a 10.17% increase over last year. This increase can be broken down as follows (with the percentage of each funds impact of increase shown to the right):

Property Tax Levy by Purpose		
	Difference	Increase
General Levy		
General Operating (101)	$ 194,698	27%
Fire District	$ 130,480	18%
Tax Abatement (Vista Prairie)	$ 150,000	21%
Capital Equipment (402)	$ 60,000	8%
Parks (226)	$ 50,000	7%
Building Improvement(404)	$ 25,000	3%
Stormwater (603)	$ -	0%
Street Improvement (405)	$ 120,000	16%
	$ -	
Total General Levy	**$ 730,178**	

Note: As discussed in the 2026 state legislative session, this portion of the levy would be subject to levy limits if the state imposed those on us again. For 2027, there are no levy limits placed on cities.

Levy Considerations for 2027:

- Council gave staff directions at the April 28th, 2025, work session to move the **stormwater** from a fee-based collection to be included in the levy. The 2027 amount is budgeted for $300,000, no change from 2026. The taxpayers will not receive an individual bill for storm water fees. The amount on each parcel will vary based on the value of the property.
- New for 2027, the Rum River **Fire District** is now a separate entity. The Rum River Fire District Board approved a 2027 budget of $1,056,200. The Fire District budget portion for the City of St. Francis is proposed at $999,180. Both Councils must approve their requested amount prior to St. Franics having its final numbers for the budget and levy. Once the district budget is approved, it will be placed as approved in the budget, similar to a contract.
- Another consideration in the general levy is the **Tax Abatement**-Vista Prairie. Starting in 2026, Vista Prairie will receive a refund of their city property taxes. Vista Prairie pays in full taxes to all agencies, and they receive only the City portion back as a refund. The max abatement is $200,000/year or $1,975,000 over the 10 years.
- **Anoka County** has yet to send the fiscal disparities amounts, tax capacity amounts and the joint value amounts so the numbers listed are all estimates in the calculation of the tax rate. We will receive those numbers from the Anoka County in late August.

- The remaining portions of the levy are allocated to **capital funds**. Those are Capital Equipment, Building, Streets and Parks funds. These funds were reviewed with the CIP presentation and approval at the July 6th council meeting/public hearing. Each one of these levy amounts goes into the fund for the projects listed in the CIP.

Capital Equipment (402)	$ 360,000	$ 175,000	235,000
Parks (226)	$ 200,000	$ 250,000	300,000
Building Improvement(404)	$ 25,000	$ 50,000	75,000
Stormwater (603)	$ -	$ 300,000	300,000
Street Improvement (405)	$ 600,000	$ 720,000	840,000

General Fund

The General Fund is proposed to be $7,137,480 for revenues and expenditures making this a balanced budget. This is an increase of $569,230 over the 2026 expenditures/revenues. This is an increase of 9% over the total expenditures for 2026. Some of the changes in the expenditure budget include:

- Personnel cost increases. This includes salaries, overtime, insurance, social security, Medicare, PERA, ect. The city employs 39 full-time employees of which 31 are paid mostly by the General fund. The city also has three unions, with contracts as follows: Police Officer's 2025 to 2027, Police Sergeant's 2025-2027 and Public Works 2026-2028.
- Tax abatement for Vista Prairie of $200,000 on the revenue/expenditure side (shown in 49200 Unallocated).
    - The City must place the refunded amount in the general fund to ensure Vista is paying their full tax capacity. If the City does not collect their full tax capacity, the city would be required to subsidize those payments or any difference.
    - This amount does not get collected by or paid for by the residents as it is not an operating expense. This does not impact the levy collected from residents.
- General inflation on contracts, materials and supplies
- Fuel cost increases for all departments
- Fire District financial process changes with CIP.
- The remaining amount is increased costs, which are about 3% over last year.

The expenditure budgets broken down by department are estimated as follows:

		2026 Budget	2027 Proposed Budget
General Government			
41110	CITY COUNCIL	47,990.00	43,040.00
41400	ADMINISTRATION	631,300.00	694,800.00
41410	ELECTIONS	26,500.00	200.00
41500	FINANCE	299,710.00	277,850.00
41540	AUDITING AND ACCOUNTING	28,000.00	32,000.00
41550	ASSESSING	38,000.00	40,000.00
41600	LEGAL	165,800.00	168,800.00
41940	BUILDINGS	117,500.00	138,600.00
Total General Government		**1,354,800.00**	**1,395,290.00**
Public Safety			
42210	POLICE	2,512,700.00	2,686,300.00
42210	FIRE DISTRICT SERVICES	868,700.00	999,180.00
42700	ANIMAL CONTROL	0	0
Total Public Safety		**3,381,400.00**	**3,685,480.00**
Public Works			
43100	STREETS	654,700.00	679,400.00
43210	RECYCLING - PW	84,200.00	85,550.00
Total Public Works		**738,900.00**	**764,950.00**
Culture and Recreation			
45200	PARKS - PW	432,800.00	451,400.00
45230	PIONEER DAYS	25,300.00	25,300.00
Total Culture and Recreation		**458,100.00**	**476,700.00**
Community Development			
41910	COMMUNITY DEVELOPMENT	398,340.00	410,400.00
42400	BUILDING INSPECTIONS	185,500.00	195,560.00
Total Community Development		**583,840.00**	**605,960.00**
Miscellaneous			
49200	UNALLOCATED	51,210.00	209,100.00
Total Miscellaneous		**51,210.00**	**209,100.00**
		6,568,250.00	7,137,480.00

Preliminary or unknown items that will need to be updated before September, but no later than December, include:

- Insurance costs
- Local Government Aid (final)
- County numbers to establish net tax capacity and tax rate
- THC sales ban communication

Debt Service Levies

The debt service levies are set up by the bond documents when sold. The city has two debt service levies;

1. 2017 Capital Improvement bond, which is proposed at $310,000. This is for the payments on the Police/Public Works Building. The 2017 Bonds are set to be paid off in 2035
2. 2023 Capital Improvement Bonds of $790,000. This pays the debt service on the City Hall/Fire Station. The 2023 Bonds are set to be paid off in 2053.

All other debt that the city has is covered by the Water and Sewer funds and are paid by revenues collected by the water and sewer rate payers.

Budgets not attached to Levy

- Water
- Sewer
- Liquor

See below for water, sewer and liquor preliminary budget proposal for 2027;

CITY OF ST. FRANCIS, MINNESOTA
WATER FUND (601)
For Budget Year 2027

Page 1

	2026 BUDGET	2027 BUDGET
Operating revenues:		
Water sales	$ 1,910,600	$ 2,397,000
Water penalty	-	-
Total revenues	**1,910,600**	**2,397,000**
Operating expenses:		
Personnel services	311,000	336,600
Supplies	49,300	46,200
Professional services	46,500	91,600
Communications	6,100	-
Insurance	34,900	37,200
Utilities	91,000	90,900
Repairs and maintenance	173,100	175,000
Depreciation	360,000	370,000
Other	173,800	147,200
Total expenses	**1,245,700**	**1,294,700**
Operating income (loss)	**664,900**	**1,102,300**
Nonoperating revenues (expenses):		
Special assessments	-	-
Interest Income	20,000	40,000
Miscellaneous revenues	3,000	3,000
Connection Fees	61,200	61,200
Interest expense	(52,343)	(30,544)
Total nonoperating revenues (expenses)	**31,857**	**73,656**
Net income (loss) before contributions and transfers	**696,757**	**1,175,956**
Transfers in (out):		
Sewer Fund	37,100	37,100
2017 CIP Bonds	(102,500)	(102,500)
Change in net position	**631,357**	**1,110,556**

CITY OF ST. FRANCIS, MINNESOTA

SANITARY SEWER FUND (602)

For Budget Year 2027

	2026 BUDGET	2027 BUDGET
Operating revenues:		
Sewer sales	$ 2,119,000	$ 2,530,000
Total revenues	**2,119,000**	**2,530,000**
Operating expenses:		
Personnel services	311,000	336,600
Supplies	112,300	138,500
Professional services	111,500	237,800
Communications	4,500	-
Insurance	50,200	53,000
Utilities	148,000	152,200
Repairs and maintenance	125,700	170,200
Depreciation	850,000	860,000
Other	295,100	117,200
Total expenses	**2,008,300**	**2,065,500**
Operating income (loss)	**110,700**	**464,500**
Nonoperating revenues (expenses):		
Special Assessments	-	-
Investment earnings	20,000	40,000
Connection charges	85,680	85,680
Interest Expense	(184,368)	(170,905)
Miscellaneous revenues	17,500	17,500
Total nonoperating revenues (expenses)	**(61,188)**	**(27,725)**
Net income (loss) before contributions and transfers	**49,512**	**436,775**
Transfers in (out):		
Debt Service Fund	-	(139,600)
Capital Equipment	(20,000)	(20,000)
Water Fund	(37,100)	(37,100)
2017 CIP Bonds	(82,500)	(82,500)
Capital Contributions	-	-
Change in net position	**(90,088)**	**157,575**

CITY OF ST. FRANCIS, MINNESOTA

MUNICIPAL LIQUOR OPERATIONS FUND (609)

For Budget Year 2027

	2026 BUDGET	2027 BUDGET
Operating revenues:		
Liquor sales	$ 3,355,000	$ 3,150,000
Cost of sales:	(2,557,000)	(2,283,000)
Gross profit	**798,000**	**867,000**
Operating expenses:		
Personnel services	453,400	467,500
Supplies	8,900	6,300
Professional services	86,600	40,300
Communications	1,500	1,200
Insurance	38,700	34,000
Utilities	15,000	19,700
Repairs and maintenance	11,500	9,050
Depreciation	43,000	45,000
Other	123,800	100,800
Total expenses	**782,400**	**723,850**
Operating income (loss)	**15,600**	**143,150**
Other revenues (expenses):		
Investment earnings	10,000	50,000
Miscellaneous revenues	500	1,000
Total other revenues (expenses)	**10,500**	**51,000**
Net income (loss) before contributions and transfers	**26,100**	**194,150**
Transfers in (out):		
General Fund	(70,000)	(70,000)
Change in net position	**(43,900)**	**124,150**

ACTION TO BE CONSIDERED:

Discussion and input from Council on the current standing of the 2027 preliminary levy. Any adjustments would be reflected in September to be certified to the county and generate the proposed tax notices (truth in taxation) that property owners receive in November.

September sets the city's maximum levy and adjustments are still possible until the December budget meeting.

BUDGET IMPLICATION:

N/A

Attachments:

None

City Council Agenda Report

TO: Kate Thunstrom, City Administrator
FROM: Dave Schmidt, Fire Chief
SUBJECT: Rum River Fire District Budget Approval
DATE: July 20, 2026

OVERVIEW:

The Rum River Fire District Fire Board completed its review of the proposed 2027 operating budget over the past several months. After reviewing and discussing the budget, the Fire Board unanimously approved the 2027 budget at its meeting on June 23, 2026.

The board-approved budget totals $1,056,200. It provides funding to continue delivering reliable fire and emergency services while supporting firefighter training, equipment replacement, vehicle and building maintenance, and other day-to-day operating needs.

The 2027 budget also reflects several ongoing costs associated with operating a joint power fire district, including Fiscal Agent services ($24,000), facility lease payments ($48,000), legal services ($5,000), and Metro-Inet technology costs and a 3% COLA for all staff. In addition, the budget continues the District's move toward a more stable and predictable approach to capital planning by making consistent annual investments in apparatus, equipment, and facility needs rather than relying on large budget increases in individual years.

The board-approved budget does not include any new staff positions. Instead, it focuses on maintaining current service levels while responsibly planning for the future.

FINANCIAL IMPACT

Under the Rum River Fire District Joint Powers Agreement, each member city's annual contribution is calculated using a funding formula based equally on population and adjusted net tax capacity. This approach helps ensure that costs are shared fairly between the City of St. Francis and the City of Bethel.

Based on the board-approved 2027 budget:

- **Total Rum River Fire District Budget: $1,056,200.00**
- **City of St. Francis Contribution: $997,668.05**

- **City of Bethel Contribution: $58,531.95**

The City of St. Francis' contribution has been incorporated into the City's proposed 2027 budget.

ACTION TO BE CONSIDERED:

It is recommended that the City Council acknowledge the Rum River Fire District's board approved 2027 budget and approve the City's contribution of $998,320.24 as part of the City's 2027 budget and levy process.

BUDGET IMPLICATION:

Attachments:

1. RRFD 2027 JPA Cost Allocation Calculation
2. FY2027 BUDGET PROPOSAL TO COUNCIL

Rum River Fire District
2027 Cost Allocation Calculation (JPA Formula)
Approved Budget: $1,056,200

Source Data
Preliminary 2025 Metropolitan Council Population
- St. Francis: 8,706
- Bethel: 488

Source: Metropolitan Council Preliminary 2025 Population Estimates.

Anoka County Payable 2026 Tax Capacity
- St. Francis: 10,591,704
- Bethel: 649,242

Source: Anoka County Payable 2026 Market Value and Tax Capacity Report.

JPA Formula
Annual Cost = ((Population Share + Tax Capacity Share) ÷ 2) × Approved Operating Budget

Step 1 – Population Share

City	Population	Share
St. Francis	8,706	94.6922%
Bethel	488	5.3078%

Step 2 – Tax Capacity Share

City	Tax Capacity	Share
St. Francis	10,591,704	94.2243%
Bethel	649,242	5.7757%

Step 3 – Average Shares
St. Francis: (94.6922% + 94.2243%) ÷ 2 = 94.4583%
Bethel: (5.3078% + 5.7757%) ÷ 2 = 5.5417%

Step 4 – Final Cost Allocation

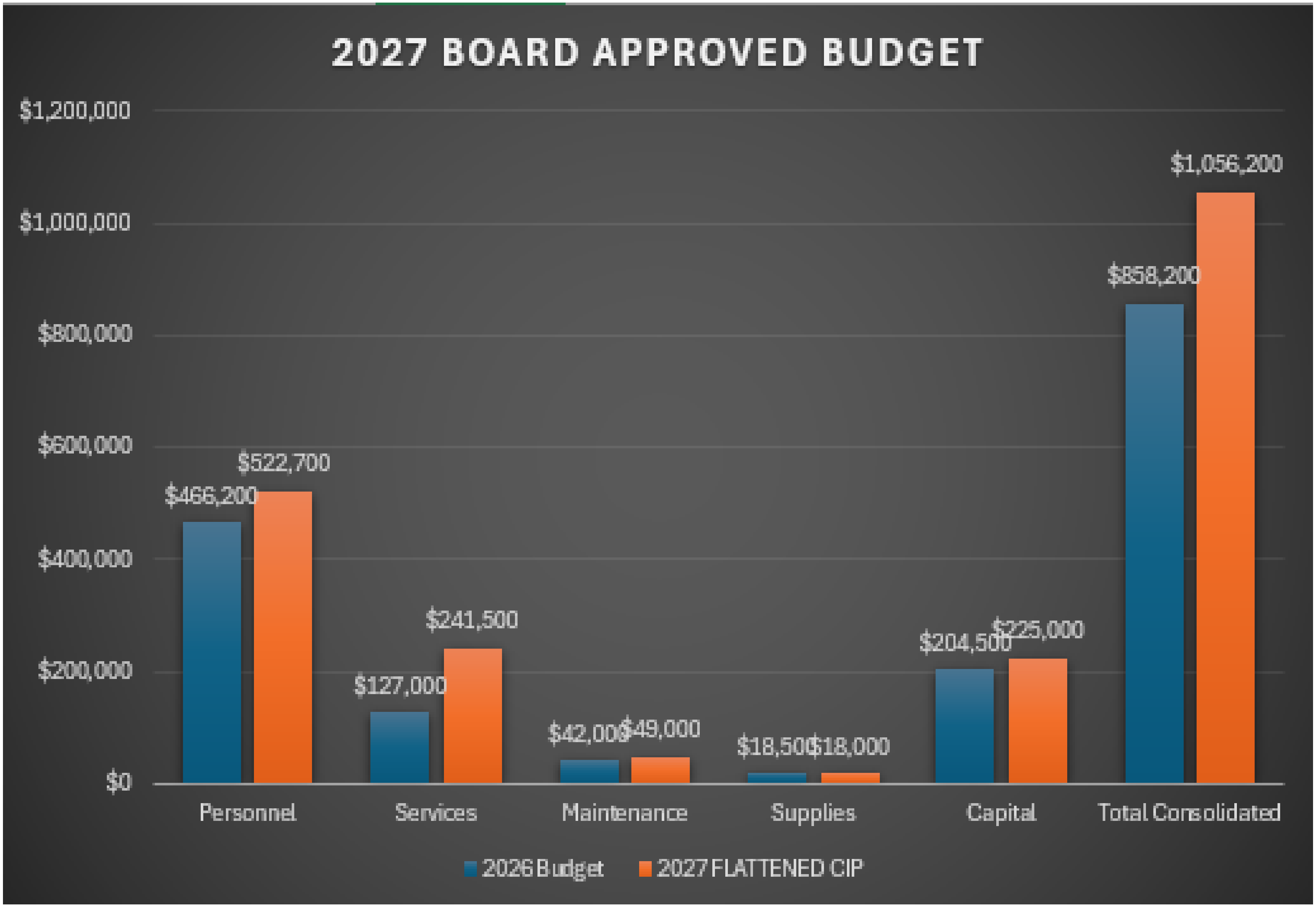
City	Allocation %	2027 Contribution
St. Francis	94.4583%	$997,668.05

Bethel	5.5417%	$58,531.95

Sources

• Metropolitan Council. Preliminary 2025 Population Estimates. https://metrocouncil.org/Data-and-Maps/Community-Development-Research/Forecasts-and-Estimates/Population-and-Household-Estimates/Annual-Population-Estimates-Files/Preliminary-2025-Population-and-Household-Esti-%281%29.aspx
• Anoka County. Payable 2026 Market Value and Tax Capacity Report. https://www.anokacountymn.gov/DocumentCenter/View/39908/Pay-2026-Values-Market-and-Tax-Capacity

Budget Category	2026 Budget	2027 FLATTENED CIP	Change ($)	Change (%)
Personnel	$466,200	$522,700	$56,500	10.81%
Services	$127,000	$241,500	$114,500	47.41%
Maintenance	$42,000	$49,000	$7,000	14.29%
Supplies	$18,500	$18,000	-$500	-2.78%
Capital	$204,500	$225,000	$20,500	9.11%
Total Consolidated	$858,200	$1,056,200	$198,000	18.75%


2027 BOARD APPROVED BUDGET
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$0
$466,200
$522,700
$127,000
$241,500
$42,000
$49,000
$18,500
$18,000
$204,500
$225,000
$858,200
$1,056,200
Personnel
Services
Maintenance
Supplies
Capital
Total Consolidated
2026 Budget
2027 FLATTENED CIP

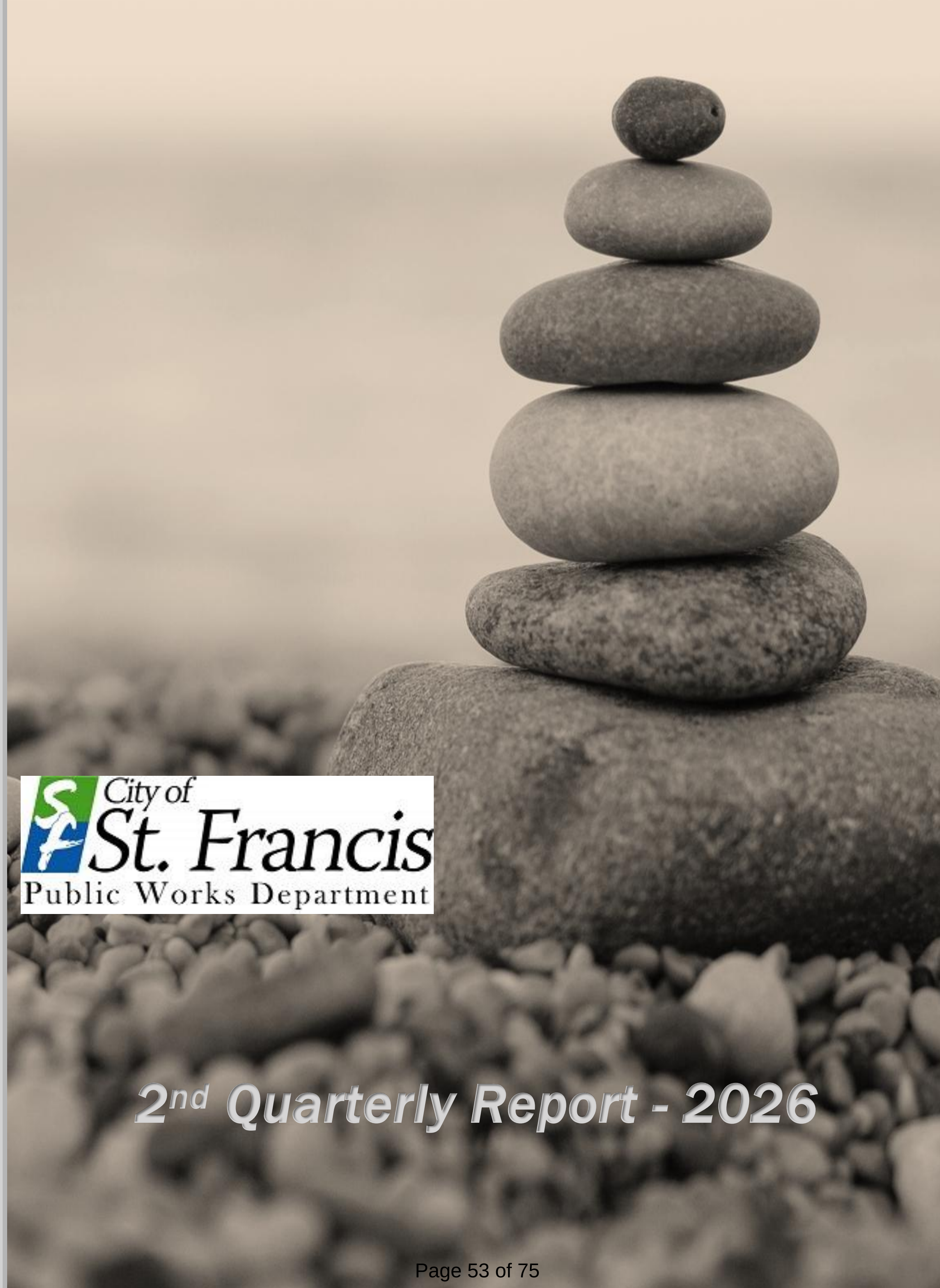
City Council Agenda Report

TO:	Kate Thunstrom, City Administrator
FROM:	Paul Carpenter, Public Works Director
SUBJECT:	Public Works 2nd Quarter Report
DATE:	July 20, 2026

OVERVIEW:
Public Works Second Quarter Report
ACTION TO BE CONSIDERED:
None
BUDGET IMPLICATION:

Attachments:
1. Public Works 2nd Quarterly Report

Public Works Quarterly Report – 2026



City of St. Francis
Public Works Department

2nd Quarterly Report - 2026

Streets and Parks Quarterly Report | Q2 2026

Before

After

Last month staff gave the Bottle Shop some new curb appeal by adding more rock around the building this does not only look more eye pleasing but easier to maintain as well. There was also irrigation and hydro seeding installed to help with the yard.

Stormwater -
- 36 Plan Reviews
- 29 New Construction, 7 Accessory Building
- Catch Basin Clean outs - Ongoing
-Storm Pond Management - Ongoing

22 - ROW Permits

Last month staff replaced some of the dead flowers from winter and deer in Woodbury Park.

In April staff allied 32 tons of asphalt mix to our roads with the new patch trailer that was purchased last year. The 32 tons cost roughly $2800 and with cold patch the cost would have been roughly $21,760 that is a savings of $18,960.

90
Stormwater Hours

468
Acres of Mowing

63
Miles of Road Grading

42
Work Orders

130 Hrs
Building Maintenance

163 Hrs
Equipment Repair

105 Hrs
Equipment Maintenance

89
Park Events

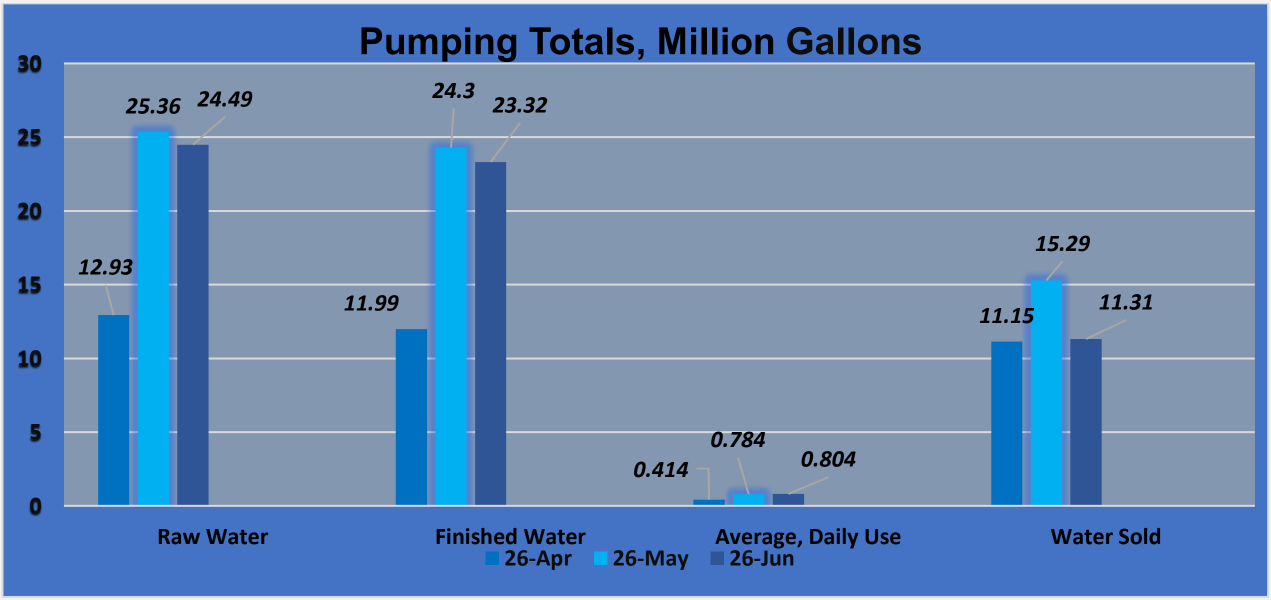
15
Call Ins

Water and Wastewater 2nd Quarter Report

Spring-Summer 2026

To: City Council

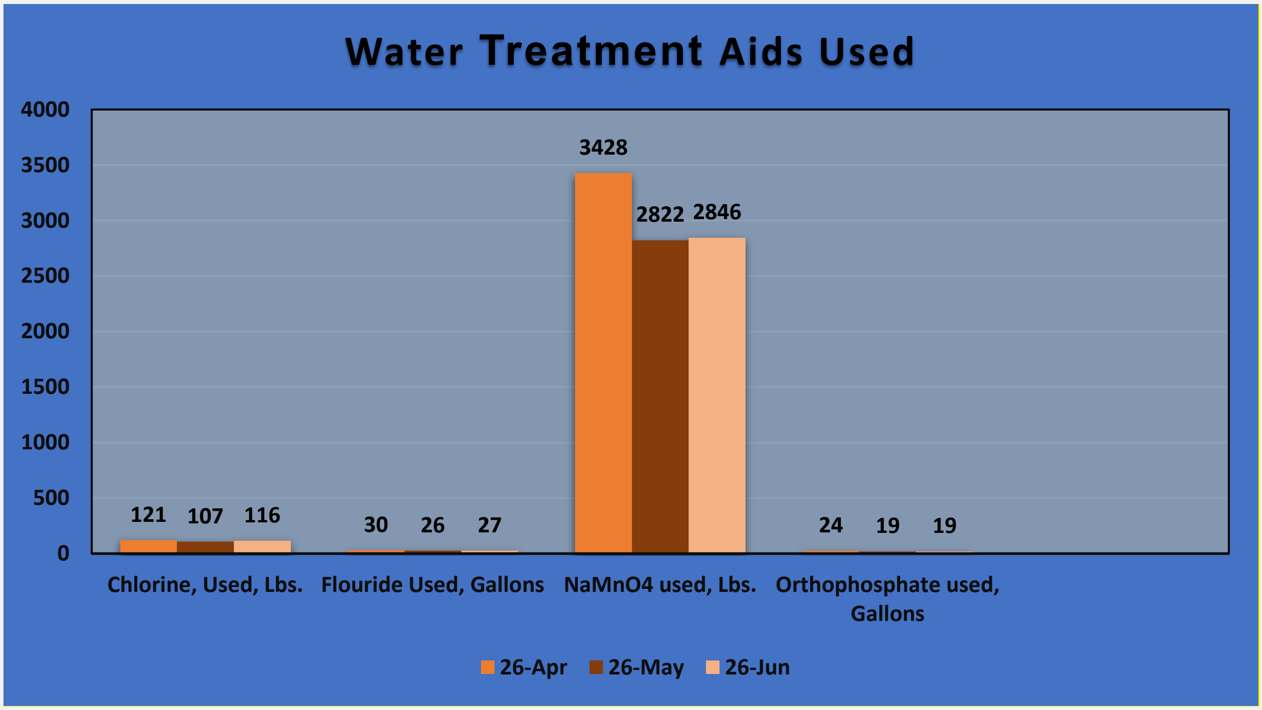
Water Treatment Facility: The 2nd quarter, daily and monthly water usage.



Water Treatment Operator Data:

TASK	DESCRIPTION	QUANTITY	UNITS
Inspect Facility Daily	Facility Inspection	63	Inspections
Operational Hours	Hours spent at facility.	126	Hours
Calculate Influent and Effluent	Calculate gallons pumped for both influent and effluent.	Daily	Calculation
Calculate Chemicals	Calculate treatment chemicals used daily.	Daily	Calculations
Chemical Adjustment	Adjust chemicals based on lab testing results.	As Needed	Chemical Adjustments

Daily Labs	Perform lab on chlorine, fluoride, orthophosphate, iron and manganese.	325	Labs
Well House	Inspect daily, take readings, drawdowns, and pump runtimes.	91	Inspections
Bacteria Samples	Take set of monthly MDH bacteria samples.	20	Samples Per Set



Water Distribution Lab Results:

Disinfectant	Average Chlorine	.74	Mg/l
Before Treatment	Average Raw Iron	.99	Mg/l
Before Treatment	Average Raw Manganese	.072	Mg/l
Dental	Average Fluoride	.75	Mg/l
Facility Removal Rate	Iron Removal	99	%
Facility Removal Rate	Manganese Removal	86	%

Water Treatment and Distribution 2nd Quarter Summary:

Wellhouse: Staff performed oil changes and performed maintenance on the two wells.

Water Treatment Facility: Staff changed oil and greased three high service pumps.

Hydrant Flushing: Staff flushed over 400 fire hydrants this spring. This work ensures working order of the hydrant and eliminates any sediment in the watermain.

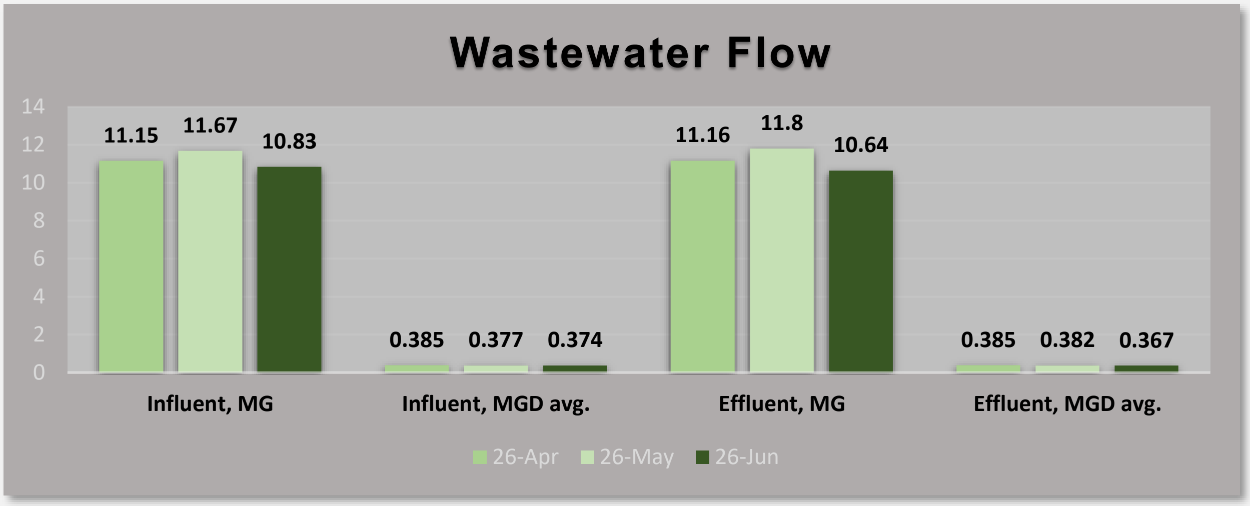
Hydrant Repair: Staff repaired 7 hydrants that were in non-working order this spring.

Backflow Preventer Testing: All the RPZ's and backflow preventers were tested. This includes the city hall, public works, water treatment facility and our parks.

Water Meter Flow Testing: Our annual flow calibration of our large meters at the wellhouse and water treatment facility was completed. All meters out within 99-100% accurate.

Gate Valve Repair: This spring, staff lowered and repaired five gate valve boxes. This is the "pipe" that allows access to the gate valve from street level. The asphalt needs to be removed around the gate valve to do this. Street and Parks staff were able to repair the street with use of the new hot box, which saved time and money.

Wastewater Treatment Facility Report: Our monthly flow totals for the 2nd quarter of 2026.



3

Task	Description	Quantity	Units
Monthly Sampling	Perform required monthly sampling: 8 Influent 29 Constituents); 8 Effluent (50 Constituents:	219	Constituents
Operational Hours	Hours spent at facility.	432	Hours
Inspect Operations Building	Daily inspection of building.	62	Inspections
Inspect Pre-treatment Building	Daily inspection of building.	62	Inspections
Inspect Tertiary Building	Daily inspection of building.	62	Inspections
D.O Readings	Take Required D.O Readings.	90	D.O Readings
pH Readings	Take Required pH Readings.	90	pH Readings
Inspections	Inspect 8 lift stations daily and calculate pump runtimes.	496	Lift Station Inspections
Daily Lab	Process Control Test	216	Tests

Facility Report: Wastewater Treatment Facility Lab Results

	Influent TSS	246	Mg/l
Limit: (15 mg/l)	Effluent TSS	1.2	Mg/l
Limit: (85 %)	TSS % Removal	99	% Removal
	Influent CBOD	223	Mg/l
Limit: (15 mg/l)	Effluent CBOD	0	Mg/l
Limit: (85 %)	CBOD % Removal	100	% Removal
	Influent Phosphorus	5.3	Mg/l
Limit: (1 mg/l)	Effluent Phosphorus	0	Mg/l
	Phosphorus % Removal	100	% Removal
	Influent Ammonia Nitrogen	27.4	Mg/l
Limit: (Seasonal) 1.4 mg/l	Effluent Ammonia Nitrogen	0	Mg/l
	Ammonia Nitrogen % Removal	100	% Removal

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

Daily Tasks:

Locates	Process Locate Requests	55	Utility Locate Requests
Water/Sewer Connections	Inspect Water and Sewer	8	Inspections
Water Miscellaneous	Work orders:	25	Work Orders

Wastewater Treatment and Collection System 2nd Quarter Summary:

Clarifier Maintanence: Our yearly switch over between clarifiers is complete. Clarifier is drained and cleaned. Staff will inspect mechanical parts, change oil and grease.

Wastewater Treatment Facility Tour: In May, staff from Annandale came over and toured the facility. The were here specifically for the UV system as they are in the process of doing a facility upgrade.

Lift Station Maintenance: Staff completed work on all 9 lift stations. This work includes pulling each pump and performning oil changes and inspecting the overall condition of the pump, cords, floats and transducers.

City-wide Chloride Sampling: If you remember from the first quarter report, staff mentioned that we would be conducting city-wide chloride sampling for the second year. In November, staff sent out a letter to all residents, notifing them of our potencial chloride issue. Below, are the results from 2025 and 2026.

Deer Creek Lift Station				Ambassador Lift Station - Vista Prairie Online			
Sample Date-2025	Result	Sample Date-2026	Result	Sample Date-2025	Result	Sample Date-2026	Result
3-Apr	330						
4-Apr	154						
7-Apr	373	7-Apr	321	7-Apr	690	7-Apr	659
		9-Apr	289	30-Apr	454	9-Apr	1170
		14-Apr	298	2-May	384	13-Apr	479
Avg. Result	286		302.6		509.3		769.3
Limit	354		354		354		354
% </>			>6%		% </>		>24%

River Shores Lift Station				DL-6 Lift Station Low Flow			
Sample Date- 2025	Result	Sample Date- 2026	Result	Sample Date-2025	Result	Sample Date-2026	Result
9-Apr	236			9-Apr	351		
11-Apr	239			11-Apr	405		
14-Apr	218	14-Apr	231	14-Apr	445	14-Apr	127
		16-Apr	165			16-Apr	371
		20-Apr	277			20-Apr	390
Avg. Result	231		224.3		400		296.0
Limit	354		354		354		354
	% </>		<4%		% </>		<26%

Turtle Run Lift Station				Royal Oaks Lift Station			
Sample Date- 2025	Result	Sample Date- 2026	Result	Sample Date- 2025	Result	Sample Date-2026	Result
16-Apr	557			16-Apr	226		
18-Apr	786			18-Apr	308		
21-Apr	599	21-Apr	256	21-Apr	497		
		23-Apr	406			20-Apr	262
		27-Apr	394			24-Apr	311
						27-Apr	331
Avg. Result	647		352.0		344		301.3
Limit	354		354		354		354
	% </>		<46%		% </>		<13%

Rivers Edge Lift Station				Dellwood Lift Station			
Sample Date- 2025	Result	Sample Date- 2026	Result	Sample Date-2025	Result	Sample Date-2026	Result
23-Apr	352			23-Apr	497		
25-Apr	436			25-Apr	360		
28-Apr	654			28-Apr	751		
		28-Apr	371			28-Apr	944
		30-Apr	545			30-Apr	506
			527				184
Avg. Results	481		481.0		536		544.7
Limit	354		354		354		354
	% </>				% </>		>2%

6

Each lift station was sampled three times per week for roughly a month and half. As you can see, after the notification was sent to our residents last fall, some results decreased some increased. One thing I would like to note is that in a lift station, there is no dilution really and the strength of the wastewater is higher, including chloride concentrations. After the notification was mailed and all the sampling was complete, we saw a three percent reduction.

Wastewater Treatment Facility Compliance: Each year, staff receives a compliance summary from the MPCA which is kind of like a report card, if you will. It lists all our sample results and reporting data from the previous year. This year, the report was sent later than usual but I have included a copy for each of you to review below.

NPDES Permit Compliance Summary

Report Period: October 1, 2024 - September 30, 2025

Saint Francis WWTP

MN0021407

1. Facility/Permit Information

This section summarizes general information about your facility and permit. It includes a list of all the contacts we have recorded for you. In particular, please ensure that the listed 24-hour contact for your facility is current. This report also provides you with a list of Minnesota Pollution Control Agency (MPCA) contacts for your facility.

Facility Contacts

Name	Relationship	Phone	Email
Mark Vogel	is responsible official for owns		
Craig Jochum	is consultant for		
Jessica Hedin	is consultant for		
Parish Barten	is 24-Hour emergency contact-Primary for is DMR recipient for is Online Subscriber for is Wastewater permit contact for		
Darcy Mulvihill	is Wastewater Billing Contact for		
Paul Carpenter	is 24-Hour emergency contact - Secondary for		

Design flow

Facility Design Flow: 0.8140 million gallons per day (MGD) average wet-weather (AWW)/average daily (AD)*
*Please note that Industrial Facilities may have inaccurate design flows listed if the most current permit was issued prior to 2014.

Facility information

EPA MINOR Facility
Plant Class: Class A
Land application: Both
Permit expiration: 06/30/2026
SIC code: 4952 - Sewerage Systems

Treatment plant operators:

Name	Email	Phone	Class	Expiration
John Maki			C	04/01/2027
Michael Harris			C	10/01/2026
Parish Barten			A	08/01/2026
Wyatt Huberty			D	01/01/2029

If any of the above Treatment plant operators, including their associated contact information are inaccurate, please submit those edits to NPDES.PCA@state.mn.us.

Geographical information

County: Anoka
Basin: Upper Mississippi River, Upper Portion
Major Watershed: Rum River
Minor Watershed: Seelye Brook
Receiving Water: Seelye Brook
Special Designation: None
Impaired: Y

MPCA staff assignments

Enforcement/Compliance: Lu Berry (lu.berry@state.mn.us) 651-757-2784
Engineering: Julie Henderson (julie.henderson@state.mn.us) 651-757-2423
Permitting: Holly Sandberg (holly.sandberg@state.mn.us) 218-846-8111

2. Compliance Information Summary

This section summarizes the Discharge Monitoring Report (DMR) reporting and monitoring requirements of your permit and the information reported on your DMRs from October 1, 2024 - September 30, 2025.

Total DMR forms required	Timely DMRs	Missing DMRs	Late < 10 days	Late 11 – 30 days	Late 31 – 90 days	Late > 90 days
36	36	0	0	0	0	0

DMR Parameters

Type of parameter	Total required	Missing	Percent missing	Alleged effluent limit exceedances	Percent effluent exceedance
Limited parameters	295	0	0.00%	0	0%
"Report Only" parameters	364	0	0.00%		
All parameters	659	0	0.00%	0	0%

3. Alleged Effluent Limit Exceedances

This section summarizes reported DMR values that exceeded the limits in your permit for October 1, 2024 - September 30, 2025.

Station	DMR monitoring period	Parameter	Limit	Reported value

4. Late or Missing DMR Information

This section summarizes late or missing DMR reports and missing individual DMR parameters for October 1, 2024 - September 30, 2025.

Station	DMR monitoring period	Report status	Submission due date	Submission received

Parameters missing from submitted DMRs

Station	DMR monitoring period	Parameter

This section summarizes missing sample values for October 1, 2024 - September 30, 2025.

Missing sample values

Station	Monitoring period	Reporting status	Submission due date	Submission received date

5. Inspections

This section lists inspections conducted at your facility from October 1, 2024 - September 30, 2025.

Inspection date	Inspector	Inspection type
02/28/2025	Lu Berry	WW Compliance Evaluation Inspection

6. Incidents

This section lists reported wastewater-related incidents (releases, bypasses, etc.) related to your collection system or treatment plant/facility from October 1, 2024 - September 30, 2025. Review your records to ensure that a Release Report form has been completed and attached to the DMR, as outlined in your permit or by your Compliance and Enforcement Staff. Please note that any incident type with "Supplemental DO Report" in the title is not a separate incident but it notes that you called the Duty Officer again with further information regarding the original Duty Officer Report that was reported.

Incident date/time	Incident type	Dispatch #	Media impacted

7. Submittals

This section lists non-DMR submittals required by this permit during October 1, 2024 - September 30, 2025. This list may not include all submittals required during this review period. Refer to your permit for all submittals and due dates.

*Please note that all water quality submittals should now be sent by email to wq.submittals.mpca@state.mn.us. **Effective February 1, 2026, the MPCA will no longer accept paper submittals for the Wastewater program** sent by US Postal Mail with the exception of permit applications, which are still required to be mailed in with a wet-ink signature and check. All water quality submittal forms have been updated on the MPCA website.

Target date	Date received	Status	Requirement description
12/31/2024	11/26/2024	On Time	The Permittee shall submit a biosolids annual report: Due annually, by the 31st of December on a form provided by or approved by the MPCA. The report shall include the requirements in Minnesota Rules, part 7041.1700. [Minn. R. 7041.1700]

Target date	Date received	Status	Requirement description
1/21/2025	12/31/2024	On Time	Effluent Reuse Annual Report. The Permittee shall submit a report: Due by 21 days after the end of each calendar year following permit issuance. The Permittee shall submit an Effluent Reuse Annual Report by January 21 of each year following permit issuance. The report shall include but not be limited to: a) Total amount of water reused; including the annual, monthly and daily volume of reused wastewater at each location; b) Inventory of sites where reused wastewater was used, including how the water was used, the locations (including a map, if appropriate), the average number of persons estimated as being served on a daily basis, and the persons responsible for the reclaimed wastewater at each site; c) Any agreements between the Permittee and recycled wastewater user(s) that define the responsibilities for meeting the requirements of this chapter at the reuse site (if appropriate); d) Summary of the quality of reused wastewater; e) Description of public notification and/or public information programs; f) Records of operational problems and equipment breakdowns, and any corrective and preventative actions taken as a result; and g) Reasons for noncompliance with effluent limitations, if appropriate. [Minn. R. 7001]

Thank you,

Parish

City Council Agenda Report

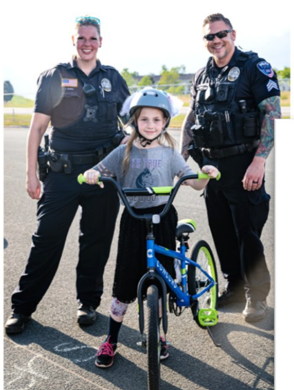
City of St. Francis

TO: Kate Thunstrom, City Administrator
FROM: Todd Schwieger, Police Chief
SUBJECT: Police Department 2nd Quarter Report
DATE: July 20, 2026

OVERVIEW:
Police Department Second Quarter Report
ACTION TO BE CONSIDERED:
None
BUDGET IMPLICATION:

Attachments:
1. 2026 2nd Quarter report

2026 2nd Quarter Report



It's been an active spring and early summer here at the police department.

There have been 2001 generated incidents including 808 traffic stops and 244 citations issued by officers mostly for traffic related offenses.

There were 50 cases referred to the department investigator including 26 child protection intake reports and 6 MAARC (MN Adult Abuse Reporting Center) reports.

Officers completed 166 hours of training during the quarter in areas including Emergency Vehicle Operators Course (EVOC), Taser certification, and 40mm projectile certification. Officer Chanthapanya became a new firearms instructor for the department after attending a weeklong certification course in May and Officer Bolte became a new Field Training Officer (FTO) for the department after attending a weeklong course in June. This is all in addition to the several months of training Officer Barck and Canine Viktor put in during the first half of the year.

As always, the quarter was busy with community events including the 6th annual Citizens Academy, our Dog Clinic in May, and the 10th annual Bike Rodeo. The department has more events to go throughout the remainder of the year including National Night Out, our Stay Home Safe program, and Cone With a Cop in August.

The highlight of the 2nd quarter was getting our canine program off the ground. Canine Viktor is now on duty and has already had a track of a domestic assault suspect who fled a home. The team has proven to be a great addition to the department.

Officers and staff of the St. Francis Police Department look forward to the second half of 2026 and continuing to provide public safety services to the residents of St. Francis.

2nd Quarter Stats

Calls for Service—2001

(including traffic stop)

April	608
May	738
June	655

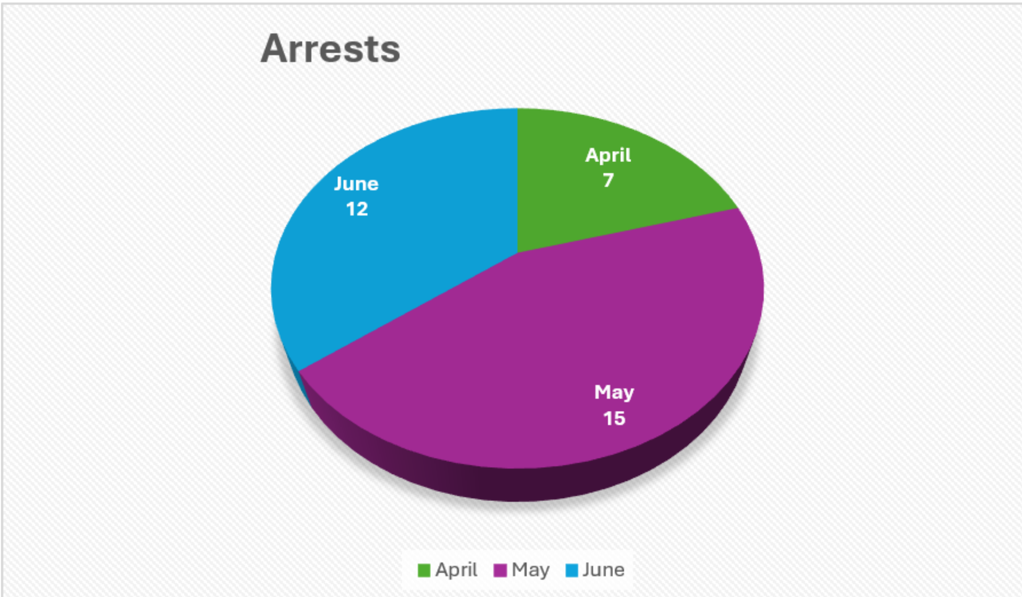
Group A Offenses—51

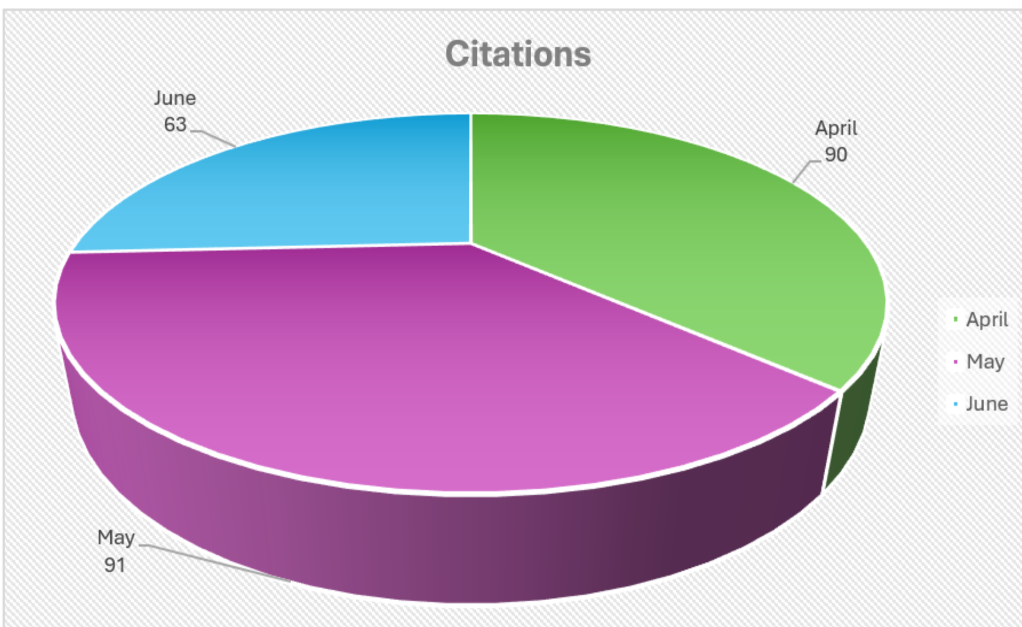
Group B Offenses—44

Traffic Stops—808

All Other Offenses –1098

2nd Quarter Citations





2nd Quarter Investigations

50 cases

26 Child Protection Intake Reports

6 MAARC Reports

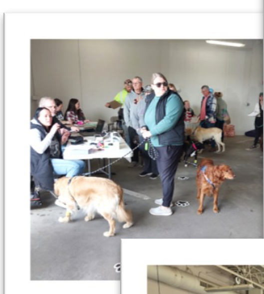
April Event

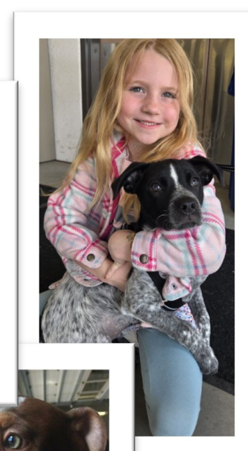
ST FRANCIS
CITIZENS ACADEMY
2026
POLICE DEPARTMENT

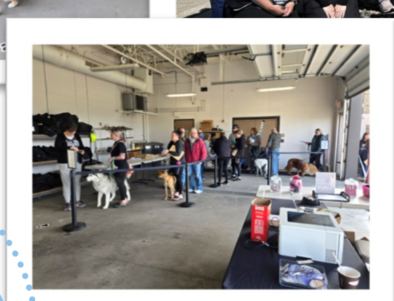
May Events

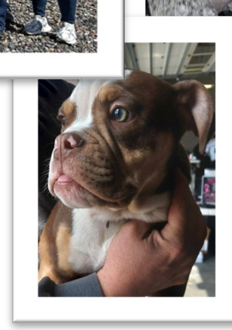
Pioneer Days

Dog Clinic









June Event

10th Annual Bike Rodeo

Upcoming Events


STAY HOME SAFE
FOR KIDS
AUGUST 13TH
4PM TO 6PM
ST FRANCIS
POLICE
MN
AGES 8-12 YEARS OLD
$10.00 FEE PER FAMILY
4058 ST. FRANCIS BLVD NW
K9
COURSE INCLUDES:
SAFETY AND ACCIDENT PREVENTION
PEOPLE SAFETY
INTERNET SAFETY
FIRE SAFETY
KITCHEN SAFETY
HOW TO HANDLE EMERGENCIES
REGISTER BY CONTACTING
Investigator Hearn at
763-235-2325
or via email
lhearn@stfrancismn.gov