



City Council Regular Meeting

3750 Bridge St NW, St. Francis, MN 55070

Monday, August 3, 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 20, 2026
 - B. Authorization Not to Waive Statutory Liability Limits
 - C. Rental License Approvals
 - D. Payment of Claims
- 5. Meeting Open to the Public**
- 6. Special Business**
 - A. Update on Low Dose Hemp Derived THC Products
- 7. Public Hearing**
- 8. Old Business**
 - A. Waiver of Municipal Consent, SP 0206-91 TH47 Reconstruction Project
Resolution 2026-28 to Waive Municipal Consent with good faith cost estimate
- 9. New Business**
 - A. Request for Qualifications and Proposal for Legal Services — Civil and/or Prosecution
 - B. Ordinance Amendment - Section 3 Traffic, First Reading
Ordinance 359 amending Chapter 7, Section 3 "Traffic" of the City Code

10. Meeting Open to the Public

11. City Administrator Report

12. Department Reports

13. Council Member Reports

14. Upcoming Events

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 at PD
August 17 - City Council Meeting - 6:00 pm
August 19 - Farmers Market - 3:00 pm - 7:00 pm
August 19 - Planning Commission Meeting - CANCELLED
August 22 - Recycle Event - 8:00 am - 12:00 pm at PW
August 25 - Rum River Fire Board Meeting - 5:00 pm
August 26 - Farmers Market - 3:00 pm - 7:00 pm
August 27 - Cone with a Cop - 4:00 pm - 6:00 pm at Dairy Queen

15. Adjournment

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis City Hall 3750 Bridge Street NW
July 20, 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, Assistant City Attorney Travis Lutz, Deputy Administrator-Public Works Director Paul Carpenter, Police Chief Todd Schwieger, Community Development Director Jodie Steffes, Fire Chief Dave Schmidt, and Finance Director Natalie Santillo.

3. APPROVAL OF AGENDA

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

A roll call vote was performed:

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

Motion carried: 5-0

4. CONSENT AGENDA

- A. City Council Minutes - 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

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

Mayor Vogel opened the meeting to public comment and instructed speakers to state their name and address if willing, noting that residency disclosure is optional.

Aaron Hill expressed concerns regarding the proposed deployment of Flock security drones and ALPR cameras, citing data privacy issues and mass surveillance concerns. Hill requested the Council opt out of the program, place the decision before voters through a referendum, and implement a moratorium on continued deployment of ALPR and autonomous drone systems until public input could be provided.

Anna Filson thanked the City for implementing speed monitoring on 235th Street and expressed safety concerns regarding Rum River Boulevard at 235th Street, particularly regarding crosswalk safety and inconsistent speed limits. Filson requested the Council lower the speed limit to 35 miles per hour for consistency and remove brush obstruction at the intersection. Filson noted willingness to assist with a marked crosswalk initiative if needed.

Mayor Vogel asked staff what additional steps could be taken regarding the safety concerns and suggested meeting with the County to address the matters. Mayor Vogel stated he has concerns about the Flock matter, as do Muehlbauer and Faanes, and recommended inviting the County to return to a regular council meeting to present detailed information about the Flock system and allow for direct discussion with the community.

Public Works Director Paul Carpenter stated the brush obstruction was unknown until this evening and would be inspected, with removal anticipated by the end of the week. Carpenter noted the City typically coordinates with the County regarding such matters. Police Chief Todd Schwieger explained that speed limit changes require traffic and engineering studies conducted through the road authority in coordination with the Transportation Commissioner, noting the Council could request such changes.

Megan Williams, resident of Saint Francis, expressed support for law enforcement while raising privacy and freedom concerns regarding permanent surveillance systems. Williams noted the financial costs of the system and requested the Council consider lessons from other Minnesota communities that have decided

against implementing these cameras.

Dustin Pavek, 23617 Eidelweiss Street, expressed full support for Flock cameras, noting their effectiveness in a metro city where cameras have been in use for three to four years. Mayor Vogel thanked Pavek for his service on Planning and Zoning Commission.

Robinson asked how the City could address public questions regarding the pros and cons of the Flock system. Mayor Vogel reiterated his recommendation to invite the County to present information and address community concerns. Udvig noted the importance of residents understanding that some matters are not within City control and encouraged attendance at the County presentation. Faanes asked whether there are currently any Flock cameras in Saint Francis. Schwieger confirmed there are none.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS - NONE

8. OLD BUSINESS

A. NONE

9. NEW BUSINESS

A. Work Session Comprehensive Plan

City Administrator Kate Thunstrom requested approval to schedule a joint work session with all commissions and Council for Monday, September 14 at 6:00 p.m. regarding the 2050 comprehensive plan, which is due within 18 months, to help set goals and priorities. All Council members confirmed availability for the meeting.

B. Fiscal Year 2027 Preliminary Budget Discussion

Finance Director Natalie Santillo presented the Preliminary Budget Discussion for 2027. The proposed general levy is \$6,810,178, representing a 10.17 percent increase over 2026. Key considerations include personnel cost increases across all departments, an 8 percent increase in computer consulting fees, stormwater adjustments, the Rum River Fire District as a separate entity with a proposed 2027 budget of \$1,056,200, and a Vista Prairie tax abatement increase to \$200,000. Capital improvements are proposed at \$1,750,000. Debt service levies for bonds are proposed to remain the same. Santillo noted that final insurance costs, Local Government Aid amounts, and possible adjustments related to THC product sales pending state decisions remain pending before the preliminary levy is certified to the County in September.

Robinson expressed concern regarding the liquor store revenue situation, noting sales of approximately \$100,000 per year and potential impacts from the THC beverage industry expansion. Robinson also noted concern that the proposed 10.17 percent increase exceeds inflation rates of approximately 3 percent,

questioning how to justify the higher levy increase to residents. Udvig echoed concerns about the liquor store impact and acknowledged the difficulty of annual budget increases while noting that costs increase for the City similarly to households. Faanes clarified that tonight's discussion was preliminary and requested direction only, not decision-making. Santillo confirmed the presentation was for discussion and direction, with updated information and final approval scheduled for September.

Muehlbauer inquired about the timing of county numbers and confirmed staff would provide updates before the September meeting. Muehlbauer noted the budget appears historically consistent with no outrageous increases and expressed support for maintaining capital funds for building maintenance, parks, and the road program, stating responsible stewardship requires adequate funding for these areas.

Mayor Vogel expressed his primary concern regarding the 10.17 percent increase when inflation rates are between 3.5 percent and 4 percent, attributing the higher levy to factors such as the Vista Prairie tax abatement increase, fund buildups for roads and parks, and contractual increases. Mayor Vogel stated his preference for the overall levy to remain below 10 percent, suggesting Council could reduce increases across capital funds by approximately \$20,000 through adjustments to park funding, road program, fire department, or other capital areas to achieve this goal, noting such adjustments would not affect essential operations. Santillo stated staff was prepared to present updated numbers and bring the revised preliminary budget back for Council review and approval in September.

C. Rum River Fire District Budget Approval

Fire Chief Dave Schmidt presented the 2027 Rum River Fire District budget approved by the Fire Board on June 23rd in the amount of \$1,056,200. The budget includes no new positions, but reflects fiscal agent services at \$24,000, lease payments at \$48,000, legal services, and Metro-Inet technology increases at approximately 8 percent due to the District now operating as a standalone entity. The budget includes a 3 percent cost of living adjustment for all staff. The City of Saint Francis' share of the budget is \$999,180.

Robinson noted that Bethel's previous budget was approximately \$40,000 to \$50,000 annually and questioned whether Bethel is contractually providing additional services to justify the increased costs. Schmidt confirmed Bethel is contractually obligated to pay approximately \$30,000 in addition to their own maintenance, fuel, and building costs. Robinson stated that while this represents increased costs for the City compared to previous years, the enhanced service to Bethel's 488 residents and the advantage to the East Side of the City justifies the increase. Robinson noted the first year of operation as a standalone entity results in higher visibility of some costs previously embedded in the City budget.

Udvig expressed concern about the size of the budget increase and requested

clarification on whether Bethel would accept the proposed budget. Schmidt explained that the Fire Board pre-vets the budget through discussion with elected officials to determine consensus before presenting to the cities, with the Fire Board meeting scheduled for August 25th. Schmidt noted that if either city does not accept the budget, it would return to the Fire Board for alteration and then back to both cities for ratification, which could delay the process two months beyond the preliminary levy deadline.

Faanes requested clarification on personnel costs, noting a \$56,000 increase despite no new positions. Schmidt explained the increase reflects the 3 percent cost of living adjustment plus an adjustment to the paid on-call salary line, which was previously under-budgeted. Faanes questioned whether the City could reduce the number of emergency responses, particularly for lower acuity medical calls, noting historical data showing approximately 250 calls per year in 2010 compared to nearly 1,000 calls currently. Faanes cited a presentation by an Allina representative who indicated lower acuity medical calls could be handled effectively by specialized staff at similar or better outcomes. Schmidt acknowledged the City is continually evaluating response models and has already implemented changes such as removing lower acuity CAD codes and directing certain calls to duty officer response only. Schmidt noted that every city nationwide has experienced double-digit increases in call volume since 2019, and Saint Francis is now trending towards a slight decrease. Schmidt emphasized the importance of responding to community expectations and noted that taxpayers value Fire Department response across all types of calls.

Faanes expressed support for fair compensation for firefighters but questioned why the Fire Department must respond to all lower acuity medical calls when specialized ambulance services are available and can often respond more quickly. Schmidt reiterated that taxpayers value Fire Department response and that even in seemingly routine calls, the Fire Department's presence may influence future help-seeking behavior. Faanes stated she could not support the current budget increase and noted her belief that the separation of the Fire District was intended to save money, not increase costs.

Faanes requested detailed line item breakdowns for the services category, which showed significant increases, and specifically requested information on which training is conducted in-house versus by outside vendors and the cost of each. Faanes also expressed concern about representation on the Fire Board, noting that the City contributes approximately 95 percent of the budget while having only 2 of 5 votes on the Fire Board, compared to Bethel with 2 of 5 votes while contributing only 5 percent.

Muehlbauer noted that personnel costs increased 12.5 percent rather than the stated 3 percent cost of living adjustment and requested current and proposed hourly pay rates for firefighters. Schmidt provided 2026 pay rates ranging from \$15.30 per hour for firefighters with zero to five years of service to \$20.22 per hour

for top pay, but did not have 2027 rates calculated. Muehlbauer noted the services line increased approximately 90 percent and requested detailed information on what comprises the services category. Muehlbauer expressed concern about approving a budget with contingencies to be worked out later and recommended hashing out details before formal approval. Muehlbauer stated he was not in favor of approving the budget without more information and would like to see at least \$50,000 cut from the proposed amount.

Mayor Vogel asked whether a conditional approval with changes to be determined later would be appropriate. Assistant City Attorney Travis Lutz advised against conditional approval, noting it would be more prudent to know changes before approving. Mayor Vogel inquired whether approval tonight would lock in the budget or allow for later amendments. Muehlbauer confirmed that once adopted, changes would be locked unless the Fire Board amended the budget at a later meeting and refunded the difference back to the cities.

Faanes reiterated support for firefighters' compensation but emphasized concerns about the overall budget increase and requested detailed information on training vendors, costs, and reimbursements from the Minnesota Board of Teaching and Fire Education. Schmidt noted that most training costs are reimbursed by the state through MBTFE reimbursements, though the Department must pay upfront.

Mayor Vogel stated his consensus from the Council discussion was a desire to continue the item until more information is provided. The Rum River Fire District Budget Approval was continued pending receipt of detailed line item budget comparisons year over year, outside training costs versus revenues, and clarification on the services line items.

10. MEETING OPEN TO THE PUBLIC

Mayor Vogel reopened the meeting to the public for additional comments.

Tina Carroll, resident of Saint Francis, requested line-by-line transparency in both City and Fire District budget expenditures, noting that taxpayers should have visibility into all spending. Carroll suggested modifications to on-call firefighter staffing to reduce the number of personnel paged for all calls, particularly for non-emergency responses. Carroll noted that businesses in her industry maintain on-call schedules with rotating personnel to ensure coverage without paging all available staff. Carroll requested information on how citizens can access detailed budget line items for both the City and Fire District.

Fire Chief Schmidt explained that the Fire Department uses pagers and mobile applications for alerting, but must comply with National Fire Protection Association standards requiring NFPA-approved devices. Schmidt noted that while applications exist for firefighter alerts, they have not yet received NFPA approval. Schmidt explained that if the Fire Department were to restrict firefighters' movements and require mandatory availability for specific periods, such restrictions would require additional compensation beyond their current pay

structure. Schmidt noted that firefighters manage their responsibilities quarterly, with each required to attend at least 20 percent of calls for the quarter, allowing them to pick and choose which calls to respond to based on their location and availability at the time of dispatch.

Faanes clarified that most firefighters have full-time employment elsewhere and respond to calls on a paid on-call basis when available. Faanes noted that while mandatory scheduling for specific call types could be beneficial, the part-time nature of the workforce makes such requirements impractical for firefighters with conflicting work schedules elsewhere. Carroll asked whether Minnesota law provides job protection for on-call firefighters to take time off to respond to calls, similar to Wisconsin law. Schmidt confirmed that Minnesota does not provide such protections.

Mike Powell, resident of Saint Francis, expressed appreciation for the Council and community's respectful discussion of budget and service issues. Powell drew a parallel to his experience with on-call towing services, noting that similar models with one primary and one backup responder combined with pay incentives or commission structures can effectively manage call response. Powell expressed concern about the frequency of emergency sirens in the neighborhood and suggested that sirens could be turned off after clearing intersections to reduce neighborhood disruption. Powell then asked for clarification regarding the road project scheduled behind Subway and Dentist.

Public Works Director Paul Carpenter stated that grubbing for the road project was scheduled to begin the week of the meeting, with completion anticipated by September. Carpenter explained that the road would extend north a short distance, curve west north of Subway, and end in a partial cul-de-sac to provide access to properties in the area. Powell asked for clarification on whether the road would be a through street and requested details on the specific direction and location. Mayor Vogel and Carpenter clarified that the road would connect between the dentist and Subway properties, wrap around behind Subway, and terminate in a cul-de-sac. Mayor Vogel noted that detailed plans for the project were approved at a previous Council meeting and are available online.

Powell expressed frustration that he had not received prior notice of the project and requested clarification on what future development was planned for the property behind Subway. Mayor Vogel explained that the lots behind Subway have been sold to a developer, and the road will provide access to those lots as well as two corner lots owned by the City at Ambassador and Bridge Street. City Administrator Kate Thunstrom provided additional detail, explaining that the road project extends north from Bridge Street past the garage, turns west, and terminates in a cul-de-sac. Thunstrom stated the cul-de-sac and short connecting road will clean up access to the dentist and their garage, provide Subway a secondary access point, create access to the corner property, and provide northern access to the developer's property.

Thunstrom clarified that the developer is currently holding the property and working on development plans, and may choose to construct and pay for a road connecting to Ambassador if the development plan warrants a larger layout. Thunstrom noted that the City's scope is limited to the L-shaped road, and future development by the property holder is contingent upon land use application approval through City processes.

Powell expressed concern that the information provided two weeks ago was inconsistent with current information. Powell asked how the property could have been sold if it had not been platted. Thunstrom explained that the property sale occurred under a temporary easement for the City road, with title work still ongoing and the property to be formally platted by the developer following the sale. Thunstrom clarified that the project involves multiple steps and moving parts, including the City road under temporary easement, the developer holding title to the property, and future land use applications that will determine development scope. Thunstrom noted that once the developer submits a land use application, all proposed plans will be visible to the public and Council through the required approval process.

Powell expressed frustration at the rapid pace of changes and requested clarity on whether he would receive notice of future platting. Thunstrom confirmed that as a property owner within the circle of the by-law, Powell would be notified of any plat applications affecting the area.

Robinson asked for clarification on how the property could have been sold if title work was incomplete. Assistant City Attorney Travis Lutz deferred to Thunstrom. Thunstrom stated that the County and State are holding a final report, but the developer's title insurance company allowed closing without that final report. Thunstrom explained that a purchase agreement extended the due diligence date from December to March 30, and from that date the parties had 30 days to close or an additional 90 days were allowed for the City to complete title work. Thunstrom noted that the developer chose to close early, without waiting for the final report, because their title company had accepted the outstanding documentation.

Faanes asked whether the purchase agreement required the developer to present and execute an approved development plan. Thunstrom confirmed that the Economic Development Authority agreement requires the developer to develop the property within specified timelines and that if the developer does not develop, the City receives the property back. Faanes requested clarification that development must follow City zoning and comprehensive plan requirements. Thunstrom confirmed all development must follow City zoning and comprehensive plan land use requirements, with the developer submitting a concept plan, preliminary plat, and final plat through required City approval processes.

11. CITY ADMINISTRATOR REPORT

City Administrator Kate Thunstrom reported that she had nothing additional for the Council at this time, noting that various matters are pending. No Council members had questions for the Administrator.

12. DEPARTMENT REPORTS

A. Public Works 2nd Quarter Report

Public Works Director Paul Carpenter reported on second quarter maintenance activities. Carpenter highlighted the bottle shop landscaping project completed in-house by Public Works staff. Carpenter stated that Public Works applies calcium chloride to gravel roads annually and noted that approximately five inches of rain in early June weakened the application, creating a dusty road situation. Carpenter advised the Council that roads have become extremely dusty and stated he may return to request approval to respray roads with chloride at a cost of \$30,000 to treat all gravel roads.

Carpenter reported on the hot patch trailer, obtained after an eighteen-month wait. Carpenter explained that Public Works staff operated the trailer and applied approximately 32 tons of hot patch to streets. Carpenter stated the trailer has been one of the best Public Works purchases in recent years and noted positive resident feedback.

Water and Wastewater updates included flushing over 400 hydrants, with seven requiring repair. Carpenter noted that Public Works conducted five gate valve replacements in-house this year, resulting in high-quality work. Carpenter reported on chloride testing at lift stations, with results compared to the 354 milligrams per liter limit set by the Minnesota Pollution Control Agency. Carpenter explained that chlorides enter the system primarily through water softeners and noted a three percent reduction in chloride following a letter sent to residents requesting attention to water softener settings. Carpenter stated the City remains below the limit and emphasized the seriousness of chloride levels, noting that exceeding MPCA limits could require costly desalination systems.

Mayor Vogel inquired whether the 354 milligrams per liter limit applies uniformly to each lift station. Carpenter clarified that 354 is the limit at the wastewater treatment facility. Carpenter noted the educational effort with residents regarding water softener settings.

Carpenter discussed chloride sources including water softeners and car washes, noting that car washes in the community contribute salt directly to the sanitary sewer system. Carpenter stated the City and hired engineer regularly discuss with the MPCA the question of responsibility for chloride introduced by car wash operations.

Faanes acknowledged appreciation for street patching work and asked about the cost of the hot patch trailer. Carpenter explained that the trailer cost between \$40,000 and \$50,000 and will pay for itself within one year. Carpenter compared

the cost of previous cold patch, which was approximately \$1,200 to \$1,400 per ton, to the new hot patch method, which requires approximately 10 percent of the previous cost.

Muehlbauer asked what danger occurs if chloride limits are exceeded. Carpenter explained that salt kills plant life and freshwater fish. Carpenter stated that the MPCA's limit is tight and cannot be changed, and the only solution to excess chloride would be elimination of all water softeners or installation of a reverse osmosis facility at the water plant. Carpenter noted ongoing discussions with the MPCA regarding responsibility for chloride from car washes.

Robinson asked whether social media or other outreach channels could promote awareness of water softeners. Carpenter explained that Public Works is working on social media content including TikTok videos and noted other cities have had positive responses.

Robinson asked about a recent visit to Champlin to review a media change-out process. Carpenter explained that the City visited Champlin to observe their media change-out process and estimated costs between \$600,000 and \$700,000. Carpenter noted the process was less concerning after observing Champlin's work. Robinson referenced previous estimates increasing from \$60,000 to \$800,000 and asked about current projections. Carpenter confirmed the cost is trending toward \$600,000 to \$700,000.

Faanes asked whether written estimates are available for the media change-out project. Carpenter explained that the City hired an engineering firm to provide estimates several years ago and noted that costs have increased. Carpenter stated he prefers to err on the higher side of estimates.

B. Police Department 2nd Quarter Report

Police Chief Todd Schwieger presented an overview of Police Department activity for the second quarter of 2026. Schwieger reported just over 2,000 generated incidents for the quarter, including just over 800 traffic stops and 244 citations issued, primarily for traffic-related offenses. Schwieger explained that incidents are categorized into Group A and Group B offenses, reported to the FBI for the Uniform Crime Report, with Group B comprising less serious offenses such as medicals, accidents, and animal complaints. Schwieger noted that Group A and Group B offenses, which include more serious offenses such as assaults, DWIs, and burglaries, are the incidents the department aims to see decrease.

Schwieger reported that 50 cases were referred to the department investigator, including 26 child protection intake reports and six adult abuse or neglect related reports. Schwieger stated that child protection intake reports were on the higher side during the quarter. Schwieger reported that officers completed 166 hours of training during the quarter, in addition to training for Officer Mark and K9 Victor from March through June for K9 certification.

Schwieger highlighted community engagement activities during the quarter, including the sixth Annual Citizens Academy, a dog clinic in May, and the tenth annual bike rodeo. Schwieger noted additional upcoming events including National Night Out in early August, the Stay Home Safe program, Cone with a Cop in August, and Santa in December.

Schwieger stated that the highlight of the second quarter was launching the K9 program after approximately eighteen months of planning. Schwieger reported that K9 Victor is on full duty with his partner. Schwieger noted at least one domestic assault case where a suspect fled, and K9 Victor conducted a track, though the individual was not located. Schwieger stated the team continues to train and improve.

Udvig commented that she had attended the bike rodeo and appreciated the community engagement and volunteer efforts. Udvig noted that the bike rodeo serves as good community-building time. Robinson acknowledged Schwieger's attendance at community events. Mayor Vogel remarked that he did not see Schwieger on a bike. Faanes and Muehlbauer stated they had no questions and thanked Schwieger.

13. COUNCIL MEMBER REPORTS

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

Muehlbauer thanked all departments and contracting services for their work on the budget and other matters and requested that his appreciation be conveyed to all employees.

Faanes reported attending a special school board meeting the previous Monday regarding stadium sinkholes. Faanes stated the school board decided to make temporary repairs and continue fall sports at the stadium to allow seniors to play home games.

Faanes asked for clarification on the Flock camera decision and the status of data centers, expressing concern about being forced to accept data centers without code provisions to prevent them. City Administrator Kate Thunstrom clarified that data centers are currently not allowed in the zoning code and explained that if an application comes forward, the City would have the greatest discretion at the point of deciding whether to change zoning to allow them. Thunstrom explained that the City is currently in the best position to reject a data center application. Faanes acknowledged understanding and stated she was satisfied that data centers are currently not allowed.

Udvig thanked all residents who attended and spoke during public comment and encouraged residents to reach out to Council members.

Robinson reported attending three interviews for Planning and Zoning Commission positions and welcomed Tina Carroll as the newest Planning and Zoning Commissioner. Robinson noted the importance of the commission work. Robinson also reported attending a Rum River Fire District Board meeting and stated he will accompany Police Chief Schwieger to a joint law enforcement council meeting on Wednesday.

Mayor Vogel reported attending Darcy's retirement party and reading at the library as Mayor. Mayor Vogel stated he attended the Rum River Fire District meeting and regularly watches Planning and Zoning Commission meetings. Mayor Vogel noted an Anoka County Local Government Association meeting scheduled for Wednesday, July 29, where the Safe City Program and drone program will be discussed. Mayor Vogel stated he is unable to attend and requested that any Council member who is available attend the meeting.

Mayor Vogel reminded the Council about National Night Out on August 4 in the City Park and encouraged promoting the event. Mayor Vogel reported attending the farmer's market on a smoky hot evening and thanked Jackson for helping organize the event.

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

MOTION BY: ROBINSON SECOND: FAANES 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 8:20 p.m.

Jennifer Wida, City Clerk

DRAFT



City Council Agenda Report

TO: Kate Thunstrom, City Administrator
FROM: Natalie Santillo, Finance Director
SUBJECT: Authorization Not to Waive Statutory Liability Limits
DATE: August 3, 2026

OVERVIEW:

The City has historically chosen not to waive the statutory liability limits. Waiving the statutory limit would likely increase premiums. Per the League of Minnesota Cities, cities obtaining liability coverage from the LMC Insurance Trust must decide whether or not to waive the statutory tort liability limits to the extent of the coverage purchased. The decision to waive or not to waive the statutory limits has the following effects:

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

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

ACTION TO BE CONSIDERED:

Motion to Not Waive Statutory Liability Limits

BUDGET IMPLICATION:

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

Attachments:

1. 08-03-2026 Liability-Coverage-Waiver-Form

LIABILITY COVERAGE WAIVER FORM

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

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

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

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

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

LMCIT Member Name:

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).

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

Date of member's governing body meeting:

Signature: _____

Position:



City Council Agenda Report

TO: Kate Thunstrom, City Administrator
FROM: Jodie Steffes, Community Development Director
SUBJECT: Rental License Approvals
DATE: August 3, 2026

OVERVIEW:

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

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

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

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

As rental property applications are received, inspections are scheduled and conducted. The attached property units have been inspected and are ready for Council approval. The properties to be considered have been shown to meet all of the requirements in City Code Chapter 4, Section 6.

ACTION TO BE CONSIDERED:

Approval of Rental Licenses for properties:

RENTAL PROPERTY ADDRESS	OWNER
4010 DEGARDNER CIR NW	HELMEKE, AARON
23040 BITTERSWEET ST NW	EGGERUD, ZACHARY
23064 BITTERSWEET ST NW	JKS SERVICES LLC
4142 228 TH AVE NW	JOSEPH AND SONS PROPERTY SOLUTIONS LLC
2670 229 TH LN NW	SNS KRAMER PROPERTIES
2716 230 TH CT NW	BENSON, CHARLES

BUDGET IMPLICATION:

N/A

Attachments:

None



City Council Agenda Report

TO: Kate Thunstrom, City Administrator
FROM: Danielle Robertson, Office Assistant
Natalie Santillo, Finance Director
SUBJECT: Payment of Claims
DATE: August 3, 2026

OVERVIEW:

Attached are the bills received since the last council meeting. Total checks to be written are \$130,488.40 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:

Direct Transfers – N/A

Manual Checks- N/A

ACTION TO BE CONSIDERED:

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

BUDGET IMPLICATION:

City bills

Attachments:

1. 08-03-2026 Packet List-\$130,488.40

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 08/04/2026 - 08/04/2026

POSTED AND UNPOSTED OPEN

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

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 6364 - ARTISAN BEER COMPANY							
3874883							
00046091	ARTISAN BEER COMPANY	07/23/2026		70.00	70.00	Open	N
	THC	JPFEIFER					07/23/2026
	609-49751-40257	THC		70.00		1.00	70.00
457282							
00046130	ARTISAN BEER COMPANY	07/22/2026		(42.60)	(42.60)	Open	N
	THC CREDIT	DROBERTSON					08/03/2026
	609-49751-40257	THC		(42.60)		1.00	(42.60)
Total Vendor 6364 - ARTISAN BEER COMPANY				27.40	27.40		
Vendor 53 - BELLBOY CORPORATION BAR SUPPLY							
0212097900							
00046085	BELLBOY CORPORATION BAR SUPPLY	07/23/2026		(102.65)	(102.65)	Open	N
	LIQUOR	JPFEIFER					07/23/2026
	609-49751-40251	LIQUOR		(102.65)		1.00	(102.65)
0111417200							
00046095	BELLBOY CORPORATION BAR SUPPLY	07/21/2026		141.04	141.04	Open	N
	OPERATING SUPPLIES	JPFEIFER					07/21/2026
	609-49750-40210	OPERATING SUPPLIES		134.40		1.00	134.40
	609-49751-40206	FREIGHT		6.64		1.00	6.64
0212037900							
00046100	BELLBOY CORPORATION BAR SUPPLY	07/21/2026		873.60	873.60	Open	N
	LIQUOR	JPFEIFER					07/21/2026
	609-49751-40251	LIQUOR		865.35		1.00	865.35
	609-49751-40251	LIQUOR		8.25		1.00	8.25
Total Vendor 53 - BELLBOY CORPORATION BAR SUPPLY				911.99	911.99		
Vendor 7244 - BREAKTHRU BEVERAGE							
128077561							
00046105	BREAKTHRU BEVERAGE	07/24/2026		1,632.81	1,632.81	Open	N
	LIQUOR/MISC	CBUSKEY					07/24/2026
	609-49751-40206	FREIGHT		23.20		1.00	23.20
	609-49751-40251	LIQUOR		1,345.10		1.00	1,345.10
	609-49751-40254	MISCELLANEOUS MERCHANDISE		264.51		1.00	264.51
Total Vendor 7244 - BREAKTHRU BEVERAGE				1,632.81	1,632.81		

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 08/04/2026 - 08/04/2026

POSTED AND UNPOSTED OPEN

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

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 10037 - BS&A SOFTWARE							
169467							
00046079	BS&A SOFTWARE	07/17/2026		1,800.00	1,800.00	Open	N
	BS&A BUILDING ONLINE SERVICES ANNUAL FEE DROBERTSON						08/03/2026
	101-41910-40310	COMPUTER CONSULTING FEES		1,800.00		1.00	1,800.00
Total Vendor 10037 - BS&A SOFTWARE				1,800.00	1,800.00		
Vendor 7779 - CAPITOL BEVERAGE SALES, L.P							
3324443							
00046114	CAPITOL BEVERAGE SALES, L.P	07/27/2026		570.00	570.00	Open	N
	BEER/THC/MISC/LIQUOR	CBUSKEY					07/27/2026
	609-49751-40252	BEER		56.00		1.00	56.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		16.00		1.00	16.00
	609-49751-40257	THC		263.00		1.00	263.00
	609-49751-40251	LIQUOR		235.00		1.00	235.00
Total Vendor 7779 - CAPITOL BEVERAGE SALES, L.P				570.00	570.00		
Vendor 8014 - CORE & MAIN LP							
V000053148							
00046137	CORE & MAIN LP	07/16/2026		2,286.26	2,286.26	Open	N
	VALVE BOXES	DROBERTSON					08/03/2026
Total Vendor 8014 - CORE & MAIN LP				2,286.26	2,286.26		
Vendor 4854 - CRYSTAL SPRINGS ICE							
03-602493							
00046103	CRYSTAL SPRINGS ICE	07/24/2026		261.52	261.52	Open	N
	MISC	CBUSKEY					07/24/2026
	609-49751-40206	FREIGHT		6.00		1.00	6.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		255.52		1.00	255.52
Total Vendor 4854 - CRYSTAL SPRINGS ICE				261.52	261.52		
Vendor 91 - DAHLHEIMER DIST. CO. INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 08/04/2026 - 08/04/2026

POSTED AND UNPOSTED OPEN

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 91 - DAHLHEIMER DIST. CO. INC							
2832521							
00046064	DAHLHEIMER DIST. CO. INC	07/22/2026		20,375.10	20,375.10	Open	N
	BEER/LIQUOR/NA/MISC	CBUSKEY					07/22/2026
	609-49751-40255	N/A PRODUCTS		120.00		1.00	120.00
	609-49751-40255	N/A PRODUCTS		348.20		1.00	348.20
	609-49751-40251	LIQUOR		105.20		1.00	105.20
	609-49751-40252	BEER		19,801.70		1.00	19,801.70
2832822							
00046078	DAHLHEIMER DIST. CO. INC	07/23/2026		(8.40)	(8.40)	Open	N
	BEER	JPFEIFER					07/23/2026
	609-49751-40252	BEER		(8.40)		1.00	(8.40)
2835477							
00046097	DAHLHEIMER DIST. CO. INC	07/21/2026		(203.30)	(203.30)	Open	N
	BEER	JPFEIFER					07/21/2026
	609-49751-40252	BEER		(203.30)		1.00	(203.30)
2841361							
00046131	DAHLHEIMER DIST. CO. INC	07/28/2026		(237.25)	(237.25)	Open	N
	BEER/LIQUOR	CBUSKEY					07/29/2026
	609-49751-40252	BEER		(10.00)		1.00	(10.00)
	609-49751-40251	LIQUOR		(227.25)		1.00	(227.25)
2836491							
00046132	DAHLHEIMER DIST. CO. INC	07/29/2026		24,179.50	24,179.50	Open	N
	BEER/NA/MISC/THC	CBUSKEY					07/29/2026
	609-49751-40254	MISCELLANEOUS MERCHANDISE		211.20		1.00	211.20
	609-49751-40255	N/A PRODUCTS		434.50		1.00	434.50
	609-49751-40257	THC		207.00		1.00	207.00
	609-49751-40252	BEER		23,326.80		1.00	23,326.80
Total Vendor 91 - DAHLHEIMER DIST. CO. INC				44,105.65	44,105.65		
Vendor 293 - EAGLE GARAGE DOOR CO							
11937							
00046127	EAGLE GARAGE DOOR CO	07/21/2026		240.00	240.00	Open	N
	GARAGE DOOR MAINTENANCE	DROBERTSON					08/03/2026
	101-42110-40401	BUILDINGS MAINTENANCE		240.00		1.00	240.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 08/04/2026 - 08/04/2026

POSTED AND UNPOSTED OPEN

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

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted
Inventory	GL Distribution	Entered By			Units	Quantity	Post Date
							Unit Price
Vendor 293 - EAGLE GARAGE DOOR CO							
11945							
00046133	EAGLE GARAGE DOOR CO	07/27/2026		1,455.00	1,455.00	Open	N
	GARAGE DOOR MAINTENANCE	DROBERTSON					08/03/2026
	101-42110-40401	BUILDINGS MAINTENANCE		1,455.00		1.00	1,455.00
Total Vendor 293 - EAGLE GARAGE DOOR CO				1,695.00	1,695.00		
Vendor 107 - ECM PUBLISHERS, INC							
1107335							
00046077	ECM PUBLISHERS, INC	07/17/2026		33.00	33.00	Open	N
	PUBLIC ACCURACY TEST	DROBERTSON					08/03/2026
	101-41400-40351	LEGAL NOTICES PUBLISHING		33.00		1.00	33.00
1108159							
00046136	ECM PUBLISHERS, INC	07/24/2026		119.00	119.00	Open	N
	PRIMARY ELECTION	DROBERTSON					08/03/2026
Total Vendor 107 - ECM PUBLISHERS, INC				152.00	152.00		
Vendor 109 - EHLERS & ASSOCIATES, INC							
106869							
00046083	EHLERS & ASSOCIATES, INC	07/08/2026		4,185.40	4,185.40	Open	N
	2026 CONTINUING DISCLOSURE	DROBERTSON					08/03/2026
	101-41540-40301	AUDITING AND ACCTG SERVICES		4,185.40		1.00	4,185.40
Total Vendor 109 - EHLERS & ASSOCIATES, INC				4,185.40	4,185.40		
Vendor 10659 - GLOBAL RESERVE DISTRIBUTION							
28221							
00046094	GLOBAL RESERVE DISTRIBUTION	07/20/2026		1,380.00	1,380.00	Open	N
	THC	JPFEIFER					07/20/2026
	609-49751-40257	THC		1,380.00		1.00	1,380.00
Total Vendor 10659 - GLOBAL RESERVE DISTRIBUTION				1,380.00	1,380.00		
Vendor 7512 - GREAT LAKES COCA-COLA							
53480711017							
00046101	GREAT LAKES COCA-COLA	07/24/2026		1,657.65	1,657.65	Open	N
	MISC	CBUSKEY					07/24/2026
	609-49751-40254	MISCELLANEOUS MERCHANDISE		1,657.65		1.00	1,657.65

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 7512 - GREAT LAKES COCA-COLA							
Total Vendor 7512 - GREAT LAKES COCA-COLA				1,657.65	1,657.65		
Vendor 1145 - HACH COMPANY							
15103219							
00046135	HACH COMPANY	07/28/2026		11.60	11.60	Open	N
	BOTTLE SOAKER	DROBERTSON					08/03/2026
Total Vendor 1145 - HACH COMPANY				11.60	11.60		
Vendor 10825 - IUOE LOCAL #49							
.07282026							
00046122	IUOE LOCAL #49	07/28/2026		385.34	385.34	Open	N
	PW UNION DUES AUGUST 2026	DROBERTSON					08/03/2026
	101-00000-21707	UNION DUES		385.34		1.00	385.34
Total Vendor 10825 - IUOE LOCAL #49				385.34	385.34		
Vendor 154 - JOHNSON BROTHERS							
1104085							
00046088	JOHNSON BROTHERS	07/23/2026		1,632.40	1,632.40	Open	N
	LIQUOR	JPFEIFER					07/23/2026
	609-49751-40251	LIQUOR		1,605.80		1.00	1,605.80
	609-49751-40206	FREIGHT		26.60		1.00	26.60
1104086							
00046089	JOHNSON BROTHERS	07/23/2026		293.70	293.70	Open	N
	WINE	JPFEIFER					07/23/2026
	609-49751-40253	WINE		288.00		1.00	288.00
	609-49751-40206	FREIGHT		5.70		1.00	5.70
1104088							
00046090	JOHNSON BROTHERS	07/23/2026		1,992.02	1,992.02	Open	N
	LIQUOR	JPFEIFER					07/23/2026
	609-49751-40251	LIQUOR		1,969.22		1.00	1,969.22
	609-49751-40206	FREIGHT		22.80		1.00	22.80
1104375							
00046104	JOHNSON BROTHERS	07/24/2026		200.00	200.00	Open	N
	WINE	CBUSKEY					07/24/2026
	609-49751-40253	WINE		200.00		1.00	200.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 08/04/2026 - 08/04/2026

POSTED AND UNPOSTED OPEN

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

Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 154 - JOHNSON BROTHERS							
193761							
00046129	JOHNSON BROTHERS	07/17/2026		(9.72)	(9.72)	Open	N
	LIQUOR CREDIT	DROBERTSON					08/03/2026
	609-49751-40251	LIQUOR		(9.72)		1.00	(9.72)
Total Vendor 154 - JOHNSON BROTHERS				4,108.40	4,108.40		
Vendor 10824 - LAW ENFORCEMENTLABOR SERVICES							
.07282026							
00046123	LAW ENFORCEMENTLABOR SERVICES	07/28/2026		657.00	657.00	Open	N
	POLICE DUES AUGUST 2026	DROBERTSON					08/03/2026
	101-00000-21707	UNION DUES		657.00		1.00	657.00
.072820261							
00046124	LAW ENFORCEMENTLABOR SERVICES	07/28/2026		73.00	73.00	Open	N
	SERGEANTS DUES AUGUST 2026	DROBERTSON					08/03/2026
	101-00000-21707	UNION DUES		73.00		1.00	73.00
Total Vendor 10824 - LAW ENFORCEMENTLABOR SERVICES				730.00	730.00		
Vendor 202 - MCDONALD DIST CO							
8860812							
00046065	MCDONALD DIST CO	07/22/2026		(33.80)	(33.80)	Open	N
	BEER	CBUSKEY					07/22/2026
	609-49751-40252	BEER		(33.80)		1.00	(33.80)
870700							
00046066	MCDONALD DIST CO	07/22/2026		13,764.55	13,764.55	Open	N
	BEER/NA	CBUSKEY					07/22/2026
	609-49751-40206	FREIGHT		7.00		1.00	7.00
	609-49751-40254	MISCELLANEOUS MERCHANDISE		216.00		1.00	216.00
	609-49751-40252	BEER		13,541.55		1.00	13,541.55
871722							
00046115	MCDONALD DIST CO	07/28/2026		(84.37)	(84.37)	Open	N
	BEER	CBUSKEY					07/28/2026
	609-49751-40252	BEER		(84.37)		1.00	(84.37)
871720							
00046116	MCDONALD DIST CO	07/28/2026		448.00	448.00	Open	N
	LIQUOR	CBUSKEY					07/28/2026
	609-49751-40251	LIQUOR		448.00		1.00	448.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 202 - MCDONALD DIST CO							
871721							
00046117	MCDONALD DIST CO	07/28/2026		10,217.65	10,217.65	Open	N
	BEER/NA	CBUSKEY					07/28/2026
	609-49751-40206	FREIGHT		7.00		1.00	7.00
	609-49751-40255	N/A PRODUCTS		61.00		1.00	61.00
	609-49751-40252	BEER		10,149.65		1.00	10,149.65
Total Vendor 202 - MCDONALD DIST CO				24,312.03	24,312.03		
Vendor 3689 - METRO SALES, INC							
INV3143675							
00046084	METRO SALES, INC	07/23/2026		541.08	541.08	Open	N
	COPIES-PW	DROBERTSON					08/03/2026
	101-43100-40200	OFFICE SUPPLIES		135.27		1.00	135.27
	101-45200-40200	OFFICE SUPPLIES		135.27		1.00	135.27
	601-49440-40200	OFFICE SUPPLIES		135.27		1.00	135.27
	602-49490-40200	OFFICE SUPPLIES		135.27		1.00	135.27
Total Vendor 3689 - METRO SALES, INC				541.08	541.08		
Vendor CD-REFUND - NBR ASPHALT							
07/22/2026							
00046059	NBR ASPHALT	07/22/2026		250.00	250.00	Open	N
	Check Request For Escrow: E2026-0034	NSANTILLO					08/03/2026
	803-00000-20200	E2026-0034 - P2026-00308		250.00		1.00	250.00
Total Vendor CD-REFUND - NBR ASPHALT				250.00	250.00		
Vendor 10727 - NELSON SANITATION & RENTAL, INC							
INV/2026/9537							
00046032	NELSON SANITATION & RENTAL, INC	07/21/2026		149.00	149.00	Open	N
	SIWEK PARK HANDICAP UNIT	DROBERTSON					08/03/2026
	101-45200-40311	CONTRACT		149.00		1.00	149.00
INV/2026/9536							
00046033	NELSON SANITATION & RENTAL, INC	07/21/2026		149.00	149.00	Open	N
	SEELEY BROOK PARK HANDICAP UNIT	DROBERTSON					08/03/2026
	101-45200-40311	CONTRACT		149.00		1.00	149.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 10727 - NELSON SANITATION & RENTAL, INC							
INV/2026/9517							
00046034	NELSON SANITATION & RENTAL, INC	07/21/2026		232.00	232.00	Open	N
	COMMUNITY PARK HANDICAP UNIT & MONTHLY P DROBERTSON						08/03/2026
	101-45200-40311	CONTRACT		232.00		1.00	232.00
Total Vendor 10727 - NELSON SANITATION & RENTAL, INC				530.00	530.00		
Vendor 214 - PHILLIPS WINE & SPIRITS CO							
5210330							
00046092	PHILLIPS WINE & SPIRITS CO	07/23/2026		285.70	285.70	Open	N
	LIQUOR	JPFEIFER					07/23/2026
	609-49751-40251	LIQUOR		280.00		1.00	280.00
	609-49751-40206	FREIGHT		5.70		1.00	5.70
5210331							
00046093	PHILLIPS WINE & SPIRITS CO	07/23/2026		943.45	943.45	Open	N
	WINE	JPFEIFER					07/23/2026
	609-49751-40253	WINE		924.45		1.00	924.45
	609-49751-40206	FREIGHT		19.00		1.00	19.00
587121							
00046128	PHILLIPS WINE & SPIRITS CO	07/17/2026		(9.65)	(9.65)	Open	N
	WINE CREDIT	DROBERTSON					08/03/2026
	609-49751-40253	WINE		(9.65)		1.00	(9.65)
Total Vendor 214 - PHILLIPS WINE & SPIRITS CO				1,219.50	1,219.50		
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B023653							
00046031	RMB ENVIRONMENTAL LABORATORIES, INC	07/21/2026		581.00	581.00	Open	N
	WEEK 1 COOLER 1	DROBERTSON					08/03/2026
	602-49490-40313	SAMPLE TESTING		581.00		1.00	581.00
B023817							
00046062	RMB ENVIRONMENTAL LABORATORIES, INC	07/22/2026		268.00	268.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					08/03/2026
	602-49490-40313	SAMPLE TESTING		268.00		1.00	268.00
B023902							
00046063	RMB ENVIRONMENTAL LABORATORIES, INC	07/22/2026		218.00	218.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					08/03/2026
	602-49490-40313	SAMPLE TESTING		218.00		1.00	218.00

INVOICE REGISTER FOR CITY OF ST. FRANCIS

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Invoice Number

Inv Ref #	Vendor Description	Invoice Date Entered By	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution				Units	Quantity	Unit Price
Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC							
B023983							
00046125	RMB ENVIRONMENTAL LABORATORIES, INC	07/28/2026		268.00	268.00	Open	N
	WEEKS 2-4 COOLER 1	DROBERTSON					08/03/2026
	601-49440-40313	SAMPLE TESTING		134.00		1.00	134.00
	602-49490-40313	SAMPLE TESTING		134.00		1.00	134.00
B024054							
00046134	RMB ENVIRONMENTAL LABORATORIES, INC	07/29/2026		218.00	218.00	Open	N
	ALL WEEKS COOLER 2	DROBERTSON					08/03/2026
Total Vendor 9925 - RMB ENVIRONMENTAL LABORATORIES, INC				1,553.00	1,553.00		
Vendor 7455 - SOUTHERN GLAZERS OF MN							
2784099							
00046086	SOUTHERN GLAZERS OF MN	07/23/2026		907.36	907.36	Open	N
	LIQUOR	JPFEIFER					07/23/2026
	609-49751-40251	LIQUOR		892.00		1.00	892.00
	609-49751-40206	FREIGHT		15.36		1.00	15.36
2784100							
00046087	SOUTHERN GLAZERS OF MN	07/23/2026		488.96	488.96	Open	N
	WINE	JPFEIFER					07/23/2026
	609-49751-40253	WINE		480.00		1.00	480.00
	609-49751-40206	FREIGHT		8.96		1.00	8.96
Total Vendor 7455 - SOUTHERN GLAZERS OF MN				1,396.32	1,396.32		
Vendor 10358 - SYMBOLARTS, LLC							
0572131							
00046020	SYMBOLARTS, LLC	07/16/2026		1,040.00	1,040.00	Open	N
	PATCHES	DROBERTSON					08/03/2026
	101-42110-40437	UNIFORMS		1,040.00		1.00	1,040.00
Total Vendor 10358 - SYMBOLARTS, LLC				1,040.00	1,040.00		
Vendor 4940 - THE AMERICAN BOTTLING COMPANY							
4847911119							
00046102	THE AMERICAN BOTTLING COMPANY	07/24/2026		511.97	511.97	Open	N
	MISC	CBUSKEY					07/24/2026
	609-49751-40254	MISCELLANEOUS MERCHANDISE		511.97		1.00	511.97
Total Vendor 4940 - THE AMERICAN BOTTLING COMPANY							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 08/04/2026 - 08/04/2026

POSTED AND UNPOSTED OPEN

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

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 4940 - THE AMERICAN BOTTLING COMPANY							
				511.97	511.97		
Vendor 863 - THE BERNICK COMPANIES							
10517998	THE BERNICK COMPANIES	07/23/2026		(40.76)	(40.76)	Open	N
00046098	BEER	JPFEIFER					07/23/2026
	609-49751-40252	BEER		(40.76)		1.00	(40.76)
10517997	THE BERNICK COMPANIES	07/23/2026		646.20	646.20	Open	N
00046099	BEER	JPFEIFER					07/23/2026
	609-49751-40252	BEER		646.20		1.00	646.20
Total Vendor 863 - THE BERNICK COMPANIES				605.44	605.44		
Vendor 263 - TOTAL REGISTER SYSTEM, INC							
3515	TOTAL REGISTER SYSTEM, INC	07/23/2026		100.23	100.23	Open	N
00046096	OPERATING SUPPLIES	JPFEIFER					07/23/2026
	609-49750-40210	OPERATING SUPPLIES		100.23		1.00	100.23
Total Vendor 263 - TOTAL REGISTER SYSTEM, INC				100.23	100.23		
Vendor 10641 - UNION HERALD							
55071	UNION HERALD	06/30/2026		10.00	10.00	Open	N
00046061	ANOKA COUNTY UNION HERALD JUNE 2026	DROBERTSON					08/03/2026
	101-41400-40351	LEGAL NOTICES PUBLISHING		10.00		1.00	10.00
Total Vendor 10641 - UNION HERALD				10.00	10.00		
Vendor 10853 - VISTA PRAIRIE AT EAGLE POINTE LLC							
.080120265	VISTA PRAIRIE AT EAGLE POINTE LLC	08/01/2026		25,000.00	25,000.00	Open	N
00046118	TAX ABATEMENT 1ST PAYMENT 2026	NSANTILLO					08/03/2026
	101-49200-40443	VISTA PRAIRIE TAX ABATEMENT		25,000.00		1.00	25,000.00
Total Vendor 10853 - VISTA PRAIRIE AT EAGLE POINTE LLC				25,000.00	25,000.00		
Vendor 8383 - WSB & ASSOCIATES, INC							

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 08/04/2026 - 08/04/2026

POSTED AND UNPOSTED OPEN

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

Invoice Number

Inv Ref #	Vendor Description	Invoice Date	Due Date	Invoice Amount	Amount Due	Status	Posted Post Date
Inventory	GL Distribution	Entered By			Units	Quantity	Unit Price
Vendor 8383 - WSB & ASSOCIATES, INC							
R-028272-000 - 00046003	WSB & ASSOCIATES, INC	07/20/2026		3,480.81	3,480.81	Open	N
	HWY 47 PRELIMINARY DESIGN-JUNE	DROBERTSON					08/03/2026
	405-43100-40810	HWY 47		3,480.81		1.00	3,480.81
Total Vendor 8383 - WSB & ASSOCIATES, INC				3,480.81	3,480.81		
Vendor 3742 - YALE MECHANICAL							
284509 00046080	YALE MECHANICAL	07/23/2026		2,845.00	2,845.00	Open	N
	CITY HALL HVAC MAINTENANCE	DROBERTSON					08/03/2026
	101-41940-40401	BUILDINGS MAINTENANCE		2,845.00		1.00	2,845.00
284549 00046081	YALE MECHANICAL	07/23/2026		942.00	942.00	Open	N
	WTP HVAC MAINTENANCE	DROBERTSON					08/03/2026
	601-49440-40233	WATER PLANT MAINT		942.00		1.00	942.00
284570 00046082	YALE MECHANICAL	07/23/2026		250.00	250.00	Open	N
	BOTTLE SHOP HVAC MAINTENANCE	DROBERTSON					08/03/2026
	609-49750-40210	OPERATING SUPPLIES		250.00		1.00	250.00
Total Vendor 3742 - YALE MECHANICAL				4,037.00	4,037.00		
# of Invoices:	52	# Due: 52	Totals:	131,260.90	131,260.90		
# of Credit Memos:	10	# Due: 10	Totals:	(772.50)	(772.50)		
Net of Invoices and Credit Memos:				130,488.40	130,488.40		
--- TOTALS BY GL BANK ---							
	GNCKG			130,488.40			
--- TOTALS BY GL DISTRIBUTIONS ---							
	101-00000-21707			1,115.34			
	101-41400-40351			43.00			
	101-41540-40301			4,185.40			
	101-41910-40310			1,800.00			
	101-41940-40401			2,845.00			

INVOICE REGISTER FOR CITY OF ST. FRANCIS

EXP CHECK RUN DATES 08/04/2026 - 08/04/2026

POSTED AND UNPOSTED OPEN

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

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
	101-42110-40401			1,695.00			
	101-42110-40437			1,040.00			
	101-43100-40200			135.27			
	101-45200-40200			135.27			
	101-45200-40311			530.00			
	101-49200-40443			25,000.00			
	405-43100-40810			3,480.81			
	601-49440-40200			135.27			
	601-49440-40233			942.00			
	601-49440-40313			134.00			
	602-49490-40200			135.27			
	602-49490-40313			1,201.00			
	609-49750-40210			484.63			
	609-49751-40206			153.96			
	609-49751-40251			7,414.30			
	609-49751-40252			67,141.27			
	609-49751-40253			1,882.80			
	609-49751-40254			3,132.85			
	609-49751-40255			963.70			
	609-49751-40257			1,877.40			
	803-00000-20200			250.00			
--- TOTALS BY FUND ---							
	101 GENERAL FUND			38,524.28	38,524.28		
	405 STREET IMPROVEMENT FUND			3,480.81	3,480.81		
	601 WATER FUND			1,211.27	1,211.27		
	602 SEWER FUND			1,336.27	1,336.27		
	609 LIQUOR FUND			83,050.91	83,050.91		
	803 ESCROW			250.00	250.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	00000 UNASSIGNED			1,365.34	1,365.34		
	41400 ADMINISTRATION			43.00	43.00		
	41540 AUDITING & ACCOUNTING			4,185.40	4,185.40		
	41910 COMMUNITY DEVELOPMENT			1,800.00	1,800.00		
	41940 BUILDINGS -CITY HALL MAINTENA			2,845.00	2,845.00		
	42110 POLICE			2,735.00	2,735.00		
	43100 STREETS			3,616.08	3,616.08		
	45200 PARKS			665.27	665.27		
	49200 UNALLOCATED			25,000.00	25,000.00		
	49440 WATER DEPT			1,211.27	1,211.27		
	49490 SEWER DEPT			1,336.27	1,336.27		
	49750 LIQUOR STORE			484.63	484.63		
	49751 MERCHANDISE PURCHASES			82,566.28	82,566.28		



City Council Agenda Report

TO: Kate Thunstrom, City Administrator
FROM: Joe Pfeifer, Liquor Store Manager
SUBJECT: Update on Low Dose Hemp Derived THC Products
DATE: August 3, 2026

OVERVIEW:

Michael Maxwell, Looner Sales Director/Global Reserve LLC will give an update to where we are with the upcoming federal ban on low-dose hemp derived THC products that is coming in November.

ACTION TO BE CONSIDERED:

None

BUDGET IMPLICATION:

Attachments:

None



City Council Agenda Report

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Waiver of Municipal Consent, SP 0206-91 TH47 Reconstruction Project
DATE: August 3, 2026

OVERVIEW:

Project Overview:

Since 2018, the City, Anoka County and MnDOT have been working on a reconstruction project for Hwy 47. When this project began there was a plan to only reduce the pavement, however no funding or design for what needed to be accomplished and for what the city was asking for. Today, we have completed the pre-design and secured project funding through Met Council and MnDOT and have reached a point where the City hands the project over to MnDOT.

Project Description:

The Hwy 47 reconstruction project includes pavement and intersection changes from Cree Street to Ambassador Blvd. The project was designed to address safety concerns through the corridor while enhancing the connectivity and quality of life for the residents that live along this corridor. The project will benefit all travelers by reconstructing the pavement, upgrading pedestrian crossings, improving pathways, managing speed and improving transit access.

Intersection changes:

227th (Anoka County)– Roundabout
229th – ¾ Intersection
Pederson – Roundabout
233rd – Roundabout
Stark – turn lanes
Ambassador (Anoka County)– Roundabout

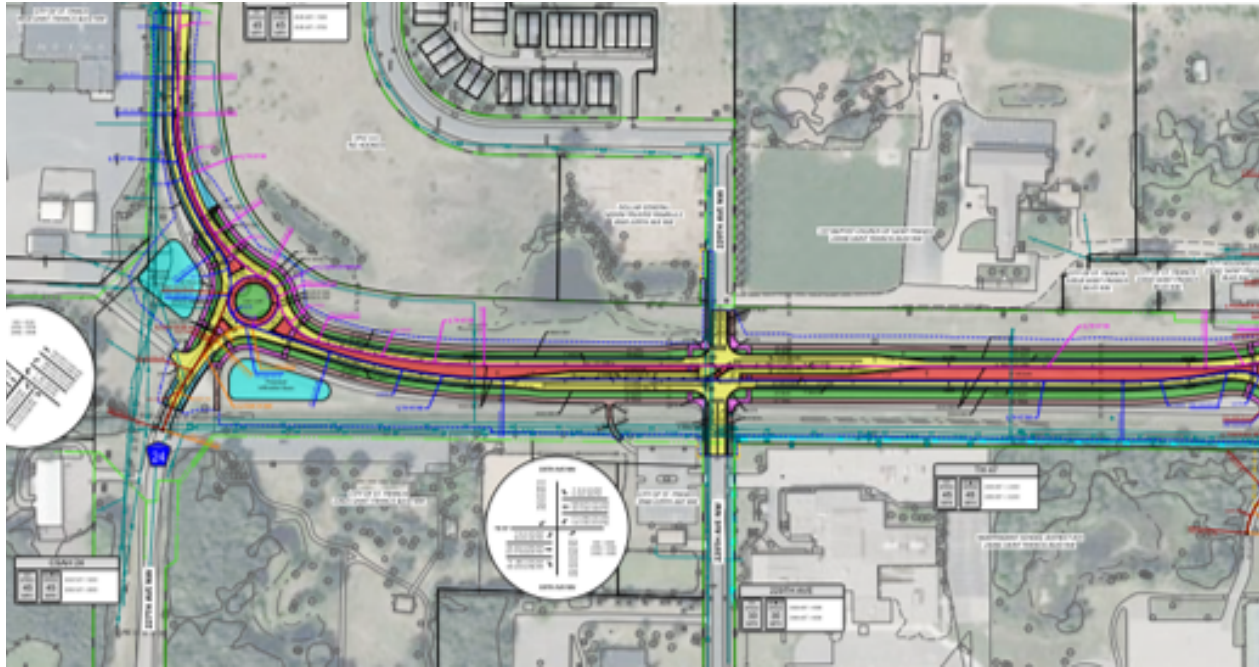
Pavement changes:

Lane reduction between Cree and 233rd to one lane each direction
Pavement replacement, full corridor

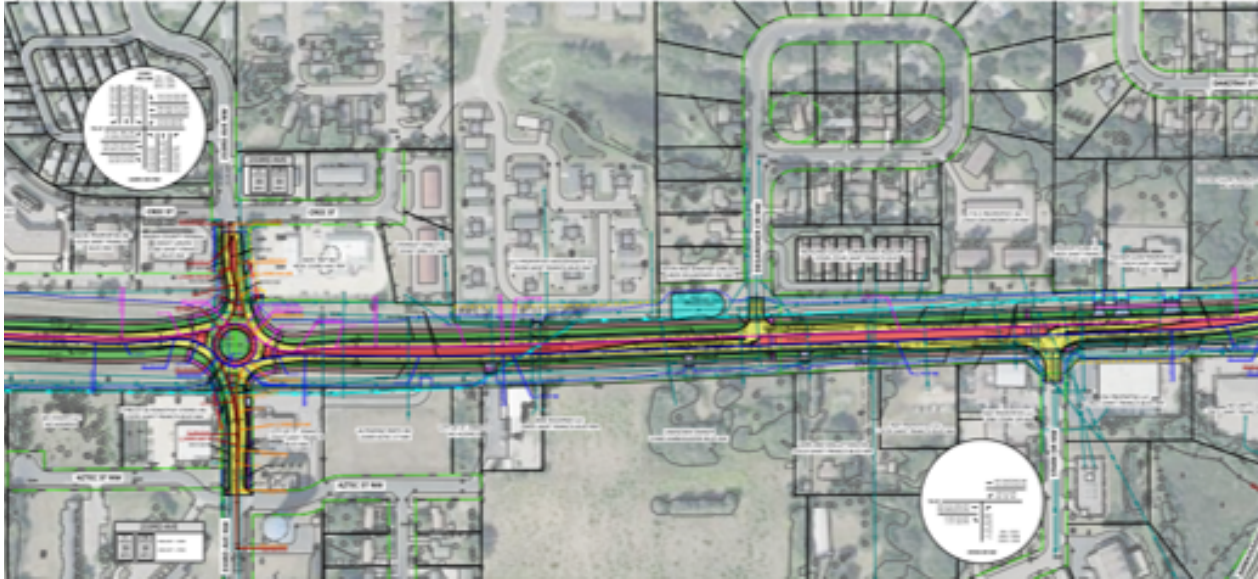
Property Impact:

MnDOT has minor acquisition of right-of-way required to address turn lanes and ponding. Overall, the width of the existing state right-of-way will accommodate the project improvements.

Design as proposed: Cree through Pederson



Design as proposed: 233rd through Ambassador Blvd



City's Estimated Project Costs:

State Hwy projects require a city and county cost share participation. Responsibilities for improvements occur on the legs of intersections related to landscaping, roadway bed, pavement, storm sewer, curb and gutter, trails and lighting.

State Cost Share policies were updated in 2025 and heavily favor cities, greatly reducing city responsibilities within these projects. With the reduced city responsibility, the State no longer accepts the Regional Solicitation grant as our share of the city participation costs. The City received \$7 million from Met Council, which will be used for the total project goals.

SP – 0206-91 TH47

- Overall current project Budget: \$14,922,898.90
- Anoka County current project share: \$283,670.90
- St. Francis' current project share: \$377,500.00

MnDOT has provided a Good Faith Cost Estimate of potential costs for our share of the project. This project has not been bid out for final costs; numbers are based on current market, estimated inflation and engineering estimates with a 20% contingency.

Note: this project is separate from the Hwy 47 utility project and does not reflect any costs associated with the utility project. The utility project is a city-only project and not related to the state reconstruction project discussed in this agenda memo.

City Maintenance Responsibilities

- Routine maintenance of shared use paths
- Maintenance of markings at intersections on local roads
- Maintaining, locating and ongoing electrical costs for continuous or intersection lighting systems
- Routine maintenance of drainage systems
- Maintaining any amenities or aesthetic features on the roadway
- Maintenance of trees and landscaping

-

Project Schedule

MnDOT will be managing the final construction plans and steps required throughout construction. Per MnDOT's latest update, the project is scheduled to be constructed in 2028. Staff will continue to update Council when additional information is available. We also encourage the use of the MnDOT project page for up-to-date information and to sign up for notices specific to this project.

<https://www.dot.state.mn.us/metro/projects/hwy47stfrancis/index.html>

Highway 47 Improvements
St. Francis

[Project Home](#) [Meetings](#) [Business](#) [FAQ](#) [Accessibility](#) [Contact](#)

Improvement and study information

About the study

We have begun a study of potential improvements on Hwy 47 between Coe St. Northwest and Anoka Co. Rd. 28 (Southwestern Blvd. Northwest) in St. Francis in partnership with Anoka County and the city of St. Francis. The four-lane highway currently has safety and access issues and is in need of long-term improvements.

To immediately address these concerns, we are using the **Minnesota Toward Zero Deaths** program. Minnesota TSD is the state's proven traffic safety program that uses an interdisciplinary approach to reduce traffic crashes, injuries and deaths on Minnesota roads by combining education, emergency medical and trauma services, enforcement and engineering.

In addition to immediate improvements, we have begun a planning study of the Hwy 47 corridor to examine a range of alternatives to address the safety of people walking, biking, and driving, as well as the role this corridor plays in the future of the city of St. Francis.

March 2025 project update

We have an agreement with the city of St. Francis and Anoka County on a [project for Hwy 47](#) moving forward. The city is currently leading the project with construction anticipated in 2028-2029. MnDOT is exploring funding alternatives to advance the project so it can be constructed sooner.

We appreciate all the interest, support and engagement on this project thus far, and hope we can continue to engage with the community soon.

Safety tips

Schedule

- **2024-2025 (interim) Construction**
- **March through September 2025** - First community meeting sessions to seek ideas and feedback from the community of St. Francis
- **December 2025 through February 2026** - Second community meeting sessions to seek ideas and feedback from the community of St. Francis

Location

- Hwy 47 within the city limits of St. Francis

Benefits

- Improve visibility and safety for motorists, pedestrians and bicyclists
- Establish a more consistent speed limit throughout the corridor

Cost

- TSD

Resources

- [City of St. Francis](#)
- [Anoka County](#)
- [Minnesota Department of Transportation](#)
- [Minnesota Department of Transportation - Roadwork and construction updates](#)
- [Minnesota Department of Transportation - Roadwork and construction updates](#)

Connect with us

- [Sign up for project email updates](#)
- [Follow us on Facebook](#)
- [Follow us on Twitter](#)

[Website feedback](#)

Waiver of Municipal Consent:

MnDOT is proceeding with plans to complete State Project SP 0206-91 TH47, the reconstruction of State Highway 47 from Cree Street north to Ambassador Blvd. This project will include four roundabouts, as well as lane reduction, pedestrian safety measures, and lighting/landscape changes.

Due to the types of changes being made within a hwy project, a City may be requested to provide their consent based on State Statutes. For this project, those triggers are as follows:

- alters access along Hwy 47 (installation of the center median)
- reduces traffic capacity (removal of a travel lane in each direction)
- requires permanent acquisition of right away at intersections.

As the City has been an active participant throughout the design process and supports the proposed improvements within the reconstruction area, the City may utilize the simplified process of "waiving consent." This process recognizes that the City has already provided input, reviewed project plans, and worked collaboratively with the project partners to ensure the final design meets the City's needs and objectives. As a result, completing the formal consent process would not provide additional value or result in substantive changes to the project.

Waiving consent at this time eliminates unnecessary procedural steps while maintaining the City's support for the project. Utilizing this process will reduce the project timeline by several months, allowing the project to proceed and helping to avoid delays. Based on the City's involvement throughout project development and its support of the final design, waiving consent represents an efficient use of time and resources without compromising the City's interests.

ACTION TO BE CONSIDERED:

Council requested to approve Resolution 2026-xx for the Waiver of Municipal Consent.

BUDGET IMPLICATION:**Attachments:**

1. Resolution 2026-28 to Waive Municipal Consent with good faith cost estimate

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

RESOLUTION 2026-28

**RESOLUTION FOR THE WAIVER OF MUNICIPAL CONSENT AND COST
PARTICIPATION**

At a Meeting of the City Council of the City of St. Francis, held on the 3rd day of August 2026, the following Resolution was offered by Councilmember

_____ and seconded by Councilmember _____, to wit:

WHEREAS, the Commissioner of Transportation has prepared a final layout for State Project S.P. 235-010-003 and S.P. 0206-91 on Trunk Highway 47, from Cree Street to Ambassador Boulevard within the City of St. Francis for reconstruction and intersection improvements; and seeks the approval thereof, as described in Minnesota Statutes 161.162 to 161.167: and

WHEREAS, said final layout is on file in the Metro District of the Minnesota Department of Transportation office, Roseville, Minnesota, being marked as Layout No. 1B, S.P. 0206-91, from R.P. 34+00.212 to 35+00.701; and

WHEREAS, MnDOT has a cost participation policy for Cooperative Construction Projects and Maintenance Responsibilities between MnDOT and Local Units of Government; and

WHEREAS, MnDOT has a Cost Participation and Maintenance Responsibilities with Local Units of Government Manual that is used in conjunction with the cost participation policy to determine cost share responsibilities between MnDOT and local agencies;

WHEREAS, MnDOT prepared a good-faith cost participation estimate for the City of St. Francis for roadway construction elements on TH 47 based on the policy and manual at \$96,000; and

WHEREAS, the good-faith cost estimate indicated that City utilities and landscaping would be additional costs to the city above the roadway construction elements – with the city paying for all construction costs of those elements; and

WHEREAS, final construction cost participation will be confirmed during the final design process and project elements included; and

WHEREAS, a maintenance agreement will be developed separately during final design;

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

The Council hereby waives the municipal consent approval action described in Minnesota Statutes 161.162 to 161.167, of the final layout for S.P. 235-010-003 and S.P. 0206-91 for the improvement of said and Trunk Highway 47 within the corporate limits.

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

The Council hereby agrees to pay for its portion of the roadway construction elements following the process outlined in MnDOT's cost participation policy and manual and pay 100 percent of all its utility reconstruction and any landscaping elements.

Upon the call of the roll the following Council Members voted in favor of the Resolution:

The following Council Members voted against its adoption:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 3RD DAY OF AUGUST 2026.

ATTEST:

Jennifer Wida, City Clerk

APPROVED:

Mark Vogel, Mayor



City Council Agenda Report

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: Request for Qualifications and Proposal for Legal Services — Civil and/or Prosecution
DATE: August 3, 2026

OVERVIEW:

On July 28th, the City was notified by our legal team at Barna, Guzy & Steffen that the firm plans to discontinue its municipal and public sector practice effective October 17, 2026. BGS has been the city's legal team since the early 1990s and this is a loss in history and service for the City. As a result, the city will need to locate a new city attorney for both its civil and prosecution services.

The attached Request for Proposals (RFP) has been created to outline the scope of work needed and information required for firms to include in their response. The due date to return their response to the City Administrator is August 27th. Once proposals are received, staff will review for completeness and work with the Council on setting up interviews to meet the firms that are best qualified for the needs of St. Francis. It is the goal of the staff to bring a final recommendation to Council on October 5th.

ACTION TO BE CONSIDERED:

City Council approval of the Request for Qualifications and Proposal for Legal Services for Civil and/or Prosecution.

BUDGET IMPLICATION:

Attachments:

1. BGS Discontinuance of Legal Services letter
2. Request for Proposals for Legal Services



BARNA,
GUZY &
STEFFEN
Attorneys at Law

763.780.8500

200 Coon Rapids Blvd. NW
Suite 400
Coon Rapids, MN 55433

BGS.com

Writer's Direct Line: (763) 783-5129
E-Mail Address: slepak@bgs.com

July 28, 2026

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

RE: Discontinuance of legal services

Dear Kate:

With my pending retirement, the law firm has made the difficult decision to discontinue its municipal and public sector practice areas – including the firm's representation of the City on civil, prosecution and all other matter. This termination will be effective October 17, 2026.

If you have any questions, please feel free to contact me. It has been a pleasure to serve the City for over thirty years.

Sincerely,

BARNA, GUZY & STEFFEN, LTD.

Scott M. Lepak

5060231.1

EXPERIENCE | TRUST | RESULTS

Beverly K. Dodge
Scott M. Lepak
William F. Huefner
Bradley A. Kietscher
Timothy D. Erb
Adriel B. Villarreal

Tammy J. Schemmel
Carole Clark Isakson
Cathryn D. Reher
Jason C. Brown
Thomas R. Wentzell
David R. Schaps

Carla J. Pedersen
Kristin L. Kingsbury *
Lindsay K. Fischbach
Tyler W. Eubank
Bobbi Hermanson-Albers
Stephany J. Peters

Rachel L. Farhi
Ashley Kemplin-Gamm *
Kate R. Fredrickson
Jacob W. LeVahn
Jamie L. Carrell
Travis J. Lutz

Katie J. Bogart
Ellen M. Stirzl
Kyle T. Manderfeld
Dominic J. Skawiniak
Adam J. Revoir
Maxwell W. Jacobson

Senior Counsel
Joel T. LeVahn
Of Counsel
Scott M. Hagel
Robert A. LaFleur
Joan M. Quade *
Charles M. Seykora

* Also Licensed
in Wisconsin



CITY OF ST. FRANCIS, MINNESOTA

REQUEST FOR QUALIFICATIONS AND
PROPOSALS FOR LEGAL SERVICES

CIVIL AND/OR PROSECUTION

August 3, 2026

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1. Introduction

The City of St. Francis seeks written proposals from experienced law firms interested in providing civil and prosecution legal services to the City and fulfilling the role of City Attorney. The City Attorney will be selected by the City Council and will work closely with the Council, City Administrator and City staff.

2. Background

Incorporated in 1972, the City of St. Francis is located in northern Anoka County. The City has an estimated 2026 population of 8,700 residents in 3,097 households. St. Francis is a Charter City form of government as defined in Minnesota Statutes. The non-partisan City Council is composed of an elected mayor and four council members elected at-large. The Mayor serves a two-year term while Council members serve four-year terms, following an even-year election cycle. The five-member Council is responsible for policy-making and legislative authority, budgetary approval and financial oversight, and hiring of the City Administrator. The City Administrator is responsible for carrying out the policies and ordinances of the City Council and for overseeing the day-to-day operations of the city government.

The City is organized into six departments, including Administration, City Clerk, Finance, Police, Public Works and Community Development, and has approximately 35 benefit eligible employees, plus additional temporary and seasonal staff. City Fire services are met through a joint powers' agreement with the City of Beth and the Rum River Fire District. Through this agreement, the City is the fiscal agent.

Regular City Council meetings are held on the first and third Monday of each month and work sessions are scheduled as needed. Meetings begin at 6:00 p.m.

The City Economic Development Authority (EDA) is comprised of two Council members and three residents. Meetings are scheduled as needed with no less than one meeting per year. The City also maintains a Planning Commission, Park Commission that are appointed residents as well as a City Charter. Currently the five members of Council are the acting Heritage Preservation Commission.

3. Scope of General Legal Services

The law firm/attorney(s) are required to be knowledgeable in a variety of legal areas, including but not limited to;

- a. General municipal law
- b. General laws and Statutes related to municipal prosecution.
- c. Labor and employment law
- d. General state and federal laws relating to municipal government
- e. Municipal litigation
- f. Zoning, land development, plating, Municipal Special Assessment 429 projects, housing, subdivision, land use law.
- g. Economic Development activities including development, redevelopment, enforcement, and property real estate law.
- h. Legal activity relating to general obligation bonds, revenue bonds, and other bonding and financial processes.
- i. Ordinance and resolution development and interpretation
- j. Contract law.
- k. State rules and regulations that control and manage private utilities in public right-of-way.
- l. Environmental Law
- m. Eminent domain

It is important to note that St. Francis does utilize a separate bond attorney.

4. City Attorney Services Requested

City Attorney services, for the purpose of this proposal, shall include those legal services generally understood within the field of municipal law to fall within the category of “general counsel” work, and shall include, but not necessarily be limited to, the following:

- a. Routine legal advice, consultations with the City Council, City Administrator, and department heads or authorized representatives.
- b. Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, policies, forms, notices, certificates, deeds, easements and other documents required by the City. Record documents at Anoka County and provide original documents to the City.
- c. Advise the City on matters pertaining to labor law and employment law as it relates to personnel matters, including support with union contract negotiations and representation in arbitration hearings upon request.

- d. Advise the City ensuring the City follows evolving laws related to hiring, management, employee benefits, workplace safety, discrimination, duty disability and, as necessary, termination.
- e. Represent the City in Court for prosecution of code enforcement, property maintenance, business licensing, and other general prosecution matters normally handled by a municipality.
- f. Attendance at regular City Council meetings (the first and third Monday of the month) as well as other City Council meetings as requested.
- g. Attendance at other board, commission, and committee meetings, upon request.
- h. Attendance at meetings with City staff, known as the Development Review Committee, meeting once a month, referred to as office hours
- i. Legal work pertaining to property acquisitions, property disposals, public improvements, easement dedications, and right-of-way vacations.
- j. Reviewing bonds and insurance requirements required by or for City contracts or activities.
- k. Provide advice on open meeting law, data practices, records retention, and privacy issues.
- l. Annually, review the City's data practices manual and recommend updates to remain in compliance with State Statute.
- m. Acquiring easements and public right-of-way through negotiations or the use of eminent domain and in compliance with federal acquisition and relocation regulations.
- n. Enforcement of City codes, zoning regulations, and building standards through administrative and judicial actions.
- o. Monitoring of pending and current state and federal legislation and court decisions, as appropriate, and communicating relevant legislative updates to the City.
- p. Provide training to City Council and/or City staff on an as-needed basis in the areas of municipal employment law, hiring best practices, workplace conflict, open meeting law, etc.
- q. Coordination of outside legal counsel, as needed and as directed by the City Council and City Administrator.
- r. Defending the City in all litigation, as requested, except in those cases where insurance companies are required to exclusively provide defense including, but not limited to: (1) human rights claims; (2) condemnation, (3) zoning and land use regulation matters, (4) permits and administrative actions, and (5) labor and employment matters.

5. City Prosecuting Services Requested

- a. Prosecution of all petty misdemeanors, misdemeanors, and statutorily delegated gross misdemeanor offenses committed within the corporate limits of the City. This includes all such cases initiated by any law enforcement agency and citizen complaints including but not limited to traffic violations, DWI cases, theft and City code violations.
- b. Provide advice, consultation and training where required to the City's law enforcement staff in the interpretation and enforcement of statutes, ordinances and investigations of violations in connection with the prosecution of criminal cases.
- c. Assistance in the preparation and review of ordinances, resolutions, agreements, contracts, policies, forms, notices, and other documents required by the City.
- d. Provide consultation, and prosecution where necessary, on zoning code, building code or other nuisance issues.
- e. Prepare criminal complaints where facts warrant.
- f. Evaluate all cases where a plea of not guilty is entered and prosecute where warranted.
- g. Prepare appropriate pre-trial notices as required.
- h. Seek such additional investigation as required.
- i. Negotiate and enter plea bargains where deemed advisable.
- j. Represent the City at all pre-trial motions.
- k. Perform all legal research and prepare briefs when required.
- l. Try all jury and court cases.
- m. Examine, evaluate and provide representation for all appeals to Appellate Courts.
- n. Attendance at meetings with the St. Francis Police Department, referred to as Office Hours.

6. Required Contents for Proposals

- a. Firm Background:
 - I. Brief history of firm.
 - II. Number of attorneys, including number of partners and associates and areas of specialty.
 - III. Support personnel: number and expertise.
 - IV. Office location(s).
 - V. Statement of any malpractice claims and/or ethics complaints taken against your firm or firm's attorney(s) over the last five years and the status or

outcomes of such action. Indicate whether any action is pending or is currently under review by the State Ethics Board.

b. Attorney Qualifications

- I. Identify the specific attorney who will serve as the lead attorney for each civil and prosecution roles, and indicate the following:
- II. Academic training and degrees.
- III. Description of background and experience.
- IV. Description of prior municipal experience including cities served in a similar capacity.
- V. Professional affiliations.

c. Identify the attorney(s) who will serve in the lead attorney's absence and provide information as requested above.

d. Identify other attorneys and support staff who will supply services for which the City will be charged.

e. List of cities the firm currently represents and for what type of service.

f. List all cities the firm has begun representing and ceased representing in the past three years.

g. Description of the firm's experience, and the experience of the designated lead attorney, with representing municipal clients in the redevelopment process.

h. Copy of Malpractice/Liability Insurance Certificate.

i. Clients/Conflict of Interest

- I. Indicate whether designated lead attorneys or the law firm represent, or have represented, any client whose representation may conflict with the firm's ability to provide legal services to the City.
- II. Indicate whether designated lead attorneys or the law firm currently represent any other local units of government having jurisdiction within, or contiguous to, the City of St. Francis.

j. List any and all personal or professional relationships that the proposed lead attorney has with the City Council members or members of the community.

k. Indicate whether the designated lead attorney(s) or the law firm currently represents any real estate developers in St. Francis or in any municipality contiguous to its borders. If so, please identify those companies or persons in detail.

l. Identify what procedures the firm utilizes to identify and resolve conflicts of interest.

7. Compensation

Firms desiring to be considered for City Attorney services should outline their proposed compensation model, selecting either or both of the following:

- a. Retainer Fee
 - I. Proposed retainer fee structure (flat monthly rate or capped hourly amount)
 - II. Tasks and services included in the retainer fee
 - III. Any additional costs charged to the City (e.g., photocopying, travel, postage)
- b. Hourly Rate
 - I. State the hourly rates for each attorney and billable support staff working on City business
 - II. Minimum time increments billed for different services (e.g., phone calls, meetings, court appearances, travel)
 - III. Any additional costs charged to the City (e.g., photocopying, travel)
 - IV. Any variations in rates if costs are reimbursed by an outside source
 - V. A detailed breakdown of required billing information, including:
 1. Date of services
 2. Attorney or staff member providing the service
 3. Time spent on each task
 4. Detailed service description for easy identification
 5. Itemized costs and expenses associated with the service
- c. Specify if the firm is seeking to provide both civil and prosecution services or only one, and the associated rates for one or both services. Note, the City uses one firm currently for both services and may choose to continue with this model or separate services to two firms.
- d. State the rate for meeting attendance, whether hourly or otherwise.
- e. Identify the minimum increment of time billed for each service, e.g. telephone calls, correspondence, personal conference.
- f. Define the type and unit rates for reimbursement of expenses such as mileage, reproduction of documents, and word processing charges.

8. Professional References

Provide three (3) professional references for the individual designated as City Attorney, including contact information. Municipal references are strongly preferred.

9. Evaluation and Selection Process

The City intends to retain the legal services of the firm or individual evaluated to be best qualified to perform the work for the City, cost and other factors considered. Proposals will be screened, and the City Council will select the top candidates. The City Council may choose to conduct interviews of those candidates they deem fit. Tentative interview dates include September 9th and 14th.

The final approval of the law firm appointed will be made by the City Council. In reviewing proposals, the City will carefully weigh the following:

- a. Depth and breadth of experience and expertise in the practice of law, specifically in those areas most often encountered in municipal government operations.
- b. Capability to perform legal services promptly and in a manner that permits the City Council and staff to meet established deadlines and to operate in an effective and efficient manner.
- c. Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems.
- d. Degree to which firm and individual attorneys stay current through continued professional development and active communication with practitioners in the municipal law field.
- e. Communication skills.
- f. Cost of services.
- g. Other qualifications/criteria as deemed appropriate.

The contract will require that the individuals or law firm selected as City Attorney maintain general liability, automobile, workers' compensation, and errors and omissions insurance. The contract will also contain provisions requiring the selected individual or law firm to indemnify the City and provide that the City Attorney is an independent contractor serving at the will of the City Council. Other required provisions will include the City Council's right to terminate the agreement, at its sole discretion, upon the provision of notice.

The City requires compliance with Equal Opportunity regulations and therefore, the firm selected shall not discriminate under the contract against any person in accordance with federal, state, or local regulation and shall certify to such in their proposal.

The City will not provide reimbursement to anyone for any expense incurred that is associated with the preparation and submission of the proposal and attendance at interviews.

10. Instructions for Submittal & Schedule

Proposals must be submitted via email as a PDF document, along with a proposed contractual agreement, using the subject title “Request for Proposal for Legal Services”. Late proposals will not be considered. All proposals will be deemed confidential and will be retained by the City of St. Francis.

Submit proposals via email to:
Kate Thunstrom, City Administrator
kthunstrom@stfrancismn.gov

Proposal Due Date and Time: August 27, 2026 - 4:00 PM

The City reserves the right to reject all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the city as determined by the City Council.

For questions regarding the RFP, contact Jennifer Wida, City Clerk at jwida@stfrancismn.gov or at (763) 763-2630.

To ensure a fair review and selection process, firms submitting proposals are Specifically requested not to make contacts with any other City staff or City Council regarding this RFP.



City Council Agenda Report

TO: Mayor and City Council
FROM: Kate Thunstrom, City Administrator
Todd Schwieger, Police Chief
SUBJECT: Ordinance Amendment - Section 3 Traffic, First Reading
DATE: August 3, 2026

OVERVIEW:

As we have seen in the news and recent social media, St. Francis is not unique to the issues surrounding electronic recreational devices such as electric assisted bicycles, electric scooters, micromobility devices and general recreational vehicles. This is a topic impacting the State, Counties and cities all looking to make it safer for all and educate residents on the laws surrounding these types of devices. When staff reviewed samples of educational materials, it was found that our current city code was outdated and lacking the correct language to address all of the devices listed above.

The topic of electric bicycles was discussed during the 2026 legislative session without adopted changes. We expect that this topic will be on the floor again in the 2027 session and the city will need to update our ordinances if there are law changes passed. The amendments proposed today will bring our code into current law, work to make sidewalks and shared use paths safer for everyone and clarify the expectations for both the residents owning the devices and our law enforcement team.

Timeline:
August 3, first reading
August 17, second reading
August 21, public comment period
August 31, effective

ACTION TO BE CONSIDERED:

Council requested to review and approve the Ordinance Amendments for Section 3 - Traffic, 1st reading.

BUDGET IMPLICATION:

Attachments:

1. St. Francis Memo Re E-bikes(5062543.1)
2. Ordinance 359 Amending Chapter 7, Section 3



MEMORANDUM

TO: St. Francis City Administrator and Police Chief
FROM: Scott Lepak, City Attorney
RE: E-bikes
DATE: July 30, 2026

This memorandum is meant to provide a basic explanation of current e-bike laws and regulations in St. Francis. Though limited, the City does have some authority to regulate their use and does regulate their use in certain areas. In my opinion the proposed changes are consistent with the City limited authority to regulate in this area.

This memorandum covers the statutory electric bicycle. By statutory definition, this covers 3 types of electric bicycles:

Subd. 15a. Class 1 electric-assisted bicycle.

"Class 1 electric-assisted bicycle" means an electric-assisted bicycle equipped with an electric motor that provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.

Subd. 15b. Class 2 electric-assisted bicycle.

"Class 2 electric-assisted bicycle" means an electric-assisted bicycle equipped with an electric motor that is capable of propelling the bicycle without the rider pedaling and ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.

Subd. 15c. Class 3 electric-assisted bicycle.

"Class 3 electric-assisted bicycle" means an electric-assisted bicycle equipped with an electric motor that provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.

<https://www.revisor.mn.gov/statutes/cite/169.011>.

I. Overview of Minnesota's Statutory Framework

Under Minnesota law, e-bikes are generally treated as bicycles, not motor vehicles, for purposes of traffic regulation. As a result, most state traffic laws in Chapter 169 ("traffic code") apply equally to bicycles and e-bikes unless explicitly stated otherwise.

Minn. Stat. § 169.222, subd. 1 provides that every person operating a bicycle has the same rights and duties as the driver of any other vehicle, except where bicycle-specific provisions apply or where provisions cannot reasonably apply. <https://www.revisor.mn.gov/statutes/cite/169.222>

Minn. Stat. § 169.222, subd. 6(a) provides that an electric-assisted bicycle may be operated in the same manner as other bicycles, including operation on roadways, shoulders, bicycle lanes, and bicycle routes. It distinguishes between class of e-bike and type of path.

II. Where Cities May Not Regulate E-Bikes

A. State Preemption of Traffic Regulation (Chapter 169)

Minnesota's traffic code largely preempts municipal regulation of bicycle and e-bike operation. Minn. Stat. § 169.999, subd. 9 expressly limits the use of administrative citations to a narrow list of offenses. Cities may not impose administrative penalties to enforce state traffic offenses contained in Chapter 169, regardless of whether the offense involves a motor vehicle, bicycle, or e-bike.

Accordingly, a city:

- May **not** adopt an ordinance that merely incorporates Chapter 169 bicycle or e-bike provisions and then set its own fine or administrative fee schedule for those violations.
- May **not** use an administrative fine system to enforce most moving violations, equipment violations, or operating rules applicable to bicycles or e-bikes under Chapter 169.

Violations of Minn. Stat. §§ 169.222 and 169.223 (bicycle-specific traffic rules) are enforced as petty misdemeanor traffic offenses, using the statewide payable fine schedule, not local administrative enforcement.

B. Blanket Prohibitions on E-Bike Use

Cities generally may not prohibit e-bikes outright on roadways, bikeways, shoulders, or trails solely because they are e-bikes.

III. Where Cities May Regulate E-Bikes

A. Location-Specific Restrictions Based on Safety

Under Minn. Stat. § 160.263, subd. 2(b):

A governing body may restrict or prohibit e-bike operation on a particular bikeway, roadway, or shoulder if it makes a determination that such operation is not consistent with the safety or general welfare of users, or inconsistent with the terms of a property conveyance.

<https://www.revisor.mn.gov/statutes/cite/160.263>

This provision is the primary statutory basis for prohibiting certain classes of e-bikes on narrow or congested trails, limiting use on specific sidewalks or trail segments, and distinguishing between classes of e-bikes on particular facilities. Any prohibition should be location-specific and safety-based, not categorical.

B. Class-Based Regulation on Trails and Paths

State law distinguishes between e-bike classes:

- Class 1 and Class 2 e-bikes may generally be operated with the motor engaged on bicycle paths, trails, and shared-use paths unless prohibited by statute (e.g., state park or DNR-controlled land) or by a valid local safety determination.
- Class 3 e-bikes may be prohibited on trails or paths by the local authority or state agency with jurisdiction.

Cities therefore may:

- Allow Class 1 and 2 e-bikes while restricting Class 3 e-bikes on trails,
- Adopt signage and regulations reflecting those distinctions.

C. Local Ordinances Outside Chapter 169

Cities may adopt and administratively enforce local ordinances that do not duplicate or conflict with Chapter 169 to implement rules that are not addressed in state statute, and fall within the city's traditional police powers.

Potential examples (depending on drafting and legal review) may include:

- Helmet requirements for minors operating e-bikes (The City would regulate this as part of the proposed Code – helmets or protective headgear approved for bicycle riding by the US DOT or the American National Standards Institute (ANSI))
- Time-of-day restrictions on certain trails
- Rules governing e-bike use on specific city-owned property not otherwise regulated by state law. (The City would regulate this as part of the proposed Code).
- Designation of where e-bikes may operate on city trails versus sidewalks.

IV. Sidewalk Use

State law does not comprehensively regulate e-bike use on sidewalks. As with traditional bicycles, sidewalk operation may be addressed through local ordinance, provided the ordinance does not conflict with state traffic law, and is reasonable and safety-based.

Additional Thoughts

My experience in this area is that there is widespread confusion among the public on what is permitted and what is prohibited. Code revisions provide the good legal basis for regulating what the City can regulate but the education element is equally impactful. In reviewing how the various cities have approached this issue, I landed on the Blaine page as pretty user friendly:

<https://www.blainemn.gov/4141/E-Bike-E-Scooter-E-Moto>.

ORDINANCE 359
CITY OF ST. FRANCIS
ANOKA COUNTY

**AN ORDINANCE AMENDING THE CITY CODE RELATING TO CHAPTER 7,
RIGHT OF WAY/TRAFFICS/PARKING/STREETS, SECTION 3. TRAFFIC**

THE CITY OF ST. FRANCIS ORDAINS:

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

Section 1. Code Revised. That Chapter 7, Section 3. Traffic, of the St. Francis City Code be amended as follows:

7-3-1. Highway Traffic Regulation Act adopted by reference.

Except as otherwise provided in this Chapter, Minnesota Statutes, Chapter 168, Chapter 169 (commonly referred to as the Highway Traffic Regulation Act), Chapter 170 and Chapter 171, and Chapter 327.27 Subd. 2, 2A, as amended from time to time, are incorporated herein and adopted by reference, including the penalty provisions thereof. Any statutory provision which does not proscribe a penalty shall be subject to the penalties described in Section 7-1-4 of this Code. The City Council hereby sets the speed limits in manufactured home parks at fifteen (15) miles per hour. (Ord 47, SS, 7-15-1996; Ord 48, SS, 7-15-1996)

7-3-2. Motorized vehicles prohibited on sidewalks.

It is unlawful for any person to drive or operate a motorized vehicle, except a wheelchair powered by electricity and occupied by a handicapped person; micromobility device or electric assisted bicycle as identified by State Statute, on any public sidewalk or public property designated for use as a pedestrian walkway or ~~bicycle trail~~, shared use path, except when crossing the same for ingress and egress through a curb cut to property lying on the other side thereof.

(City Code, eff. 6-1-1990)

7-3-3. U-turns.

It is unlawful for any person to operate a motor vehicle by turning so as to proceed in the opposite direction upon any street except at a street intersection, and then only if the street intersection is not sign-posted prohibiting a U-turn or otherwise controlled by a traffic signal; provided, that any person making a permitted U-turn shall yield to right-of-way to all other vehicles.

7-3-4. Exhibition driving.

- A. *Prima Facie Evidence.* It is prima facie evidence of exhibition driving when a motor vehicle stops, starts, accelerates, decelerates, or turns at an unnecessary rate of speed so as to cause tires to squeal, gears to

grind, soil to be thrown, engine backfire, fishtailing or skidding, or, as to two-wheeled or three-wheeled motor vehicles, the front wheel to lose contact with the ground or roadway surface.

- B. *Unlawful Act.* It is a misdemeanor for any person to do any exhibition driving on any street, parking lot, or other public or private property, except when an emergency creates necessity for such operation to prevent injury to persons or damage to property; provided, that this Section shall not apply to driving on a racetrack. For purposes of this Section, a "racetrack" means any track or premises whereon motorized vehicles, horses, dogs, or other animals or fowl legally compete in a race or timed contest for an audience, the member of which have directly or indirectly paid a consideration for admission.

7-3-5. Driving through private property to avoid traffic signal.

It is unlawful for any person to avoid obedience to any traffic control device by driving upon or through any private property.

7-3-6. Definitions Recreational motor vehicles (including snowmobiles).

- A. *Definitions.* For the purposes of this Section, the terms defined shall have the meanings given them as defined by State Statute and updated from time to time.
1. **Motorized Bicycle**—A bicycle with fully operable pedals which may be propelled by human power or a motor, or by both, with a motor of a capacity of less than fifty (50) cubic centimeters piston displacement, and a maximum of two break horsepower, which is capable of a maximum speed of not more than thirty (30) miles per hour on a flat surface with not more than one percent grade in any direction when the motor is engaged.
 2. **All Terrain Vehicle or ATV**—Trail bikes, amphibious vehicles and similar devices, other than snowmobiles, used at least partially for travel on natural terrain, but not "special mobile equipment" as defined in M.S.A. 168.011, Subd. 22, which is hereby incorporated herein by reference.
 3. **Snowmobile**—A self-propelled vehicle designed for travel on snow or ice or natural terrain steered by wheels, skis or runners.
 4. **Recreational Motor Vehicle**—Any self-propelled vehicle and any vehicle propelled or drawn by a self-propelled vehicle used for recreational purposes, including, but not limited to, a motorized bicycle, all-terrain vehicle, snowmobile, hovercraft, or motor vehicle licensed for highway operation which is being used for off-road recreational purposes.
 5. **Owner**—A person, other than a lien holder, having a property interest in, or title to, a recreational motor vehicle, who is entitled to the use or possession thereof.
 6. **Operate**—To ride in or on and have control of a recreational motor vehicle.
 7. **Operator**—The person who operates or is in actual physical control of a recreational motor vehicle.
 8. **Race Track**—A course constructed for the operation of recreational motor vehicles in a repetitive continuous manner, including the physical alteration of natural landscaping or land contours by grading or repetitive use thereby creating jumps and banked corners in a clearly identifiable area.
 9. **Exhibition Driving**—Prima facie evidence. It is prima facie evidence of exhibition driving when a motor vehicle stops, starts, accelerates, decelerates or turns at an unnecessary rate of speed so as to causes tires to squeal, gear to grind, soil to be thrown, engine backfire, fishtailing or skidding, or, as to 2-wheeled or 3-wheeled motored vehicles, the front wheel to lose contact with the ground or roadway surface.

1. All-terrain vehicle or vehicle.

(a) "All-terrain vehicle" or "vehicle" means a motorized vehicle with: (1) not less than three, but not more than six low pressure or non-pneumatic tires; (2) a total dry weight of 2,000 pounds or less; and (3) a total width from outside of tire rim to outside of tire rim that is 65 inches or less. All-terrain vehicle includes a class 1 all-terrain vehicle and class 2 all-terrain vehicle. Defined in section 84.92

(b) All-terrain vehicle does not include an electric-assisted bicycle as defined in section 169.011, subdivision 27, golf cart, mini-truck, dune buggy, or go-cart or a vehicle designed and used specifically for lawn maintenance, agriculture, logging, or mining purposes.

Class 1 all-terrain vehicle.

"Class 1 all-terrain vehicle" means an all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is 50 inches or less. Dry weight of less than 1,000 pounds.

Class 2 all-terrain vehicle

"Class 2 all-terrain vehicle" means an all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is greater than 50 inches but not more than 65 inches. Dry weight between 1,000 and 1,800 pounds.

2. Electric-assisted bicycle.

(a) "Electric-assisted bicycle" means a bicycle with two or three wheels that:

(1) has a saddle and fully operable pedals for human propulsion;

(2) meets the requirements for bicycles under Code of Federal Regulations, title 16, part 1512, or successor requirements;

(3) is equipped with an electric motor that has a power output of not more than 750 watts;

(4) meets the requirements of a class 1, class 2, class 3, or multiple mode electric-assisted bicycle; and

(5) has a battery or electric drive system that has been tested to an applicable safety standard by a third-party testing laboratory.

(b) A vehicle is not an electric-assisted bicycle if it is designed, manufactured, or intended by the manufacturer or seller to be configured or modified to not meet the requirements for an electric-assisted bicycle or operate within the requirements for an electric-assisted bicycle class.

(c) For purposes of this subdivision, "configured or modified" includes any of the following changes:

(1) a mechanical switch or button;

(2) a modification or change to the electric motor or the electric drive system;

(3) the use of an application to increase or override the electric drive system; or

(4) through any other means represented or intended by the manufacturer or seller to modify the vehicle to no longer meet the requirements or classification of an electric-assisted bicycle.

a. Class 1 electric-assisted bicycle.

"Class 1 electric-assisted bicycle" means an electric-assisted bicycle equipped with an electric motor that provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.

b. Class 2 electric-assisted bicycle.

"Class 2 electric-assisted bicycle" means an electric-assisted bicycle equipped with an electric motor that is capable of propelling the bicycle without the rider pedaling and ceases to provide assistance when the bicycle reaches the speed of 20 miles per hour.

c. Class 3 electric-assisted bicycle.

"Class 3 electric-assisted bicycle" means an electric-assisted bicycle equipped with an electric motor that provides assistance only when the rider is pedaling and ceases to provide assistance when the bicycle reaches the speed of 28 miles per hour.

As defined in section 169.011

3. Micromobility Device

"Micromobility device" means a vehicle that:

(a) Is capable of (1) being propelled solely by human power, (2) being powered solely by an electric motor drawing a current from rechargeable storage batteries, fuel cells or other portable sources of electrical current, or (3) both; and

(b) When solely powered by an electric motor, is not capable of propelling the vehicle at a speed greater than 30 miles per hour on paved level surface; and

(c) Has an unloaded weight up to 500 pounds

Micromobility devices include a bicycle, a motored foot scooter, and an electric personal assistive mobility device.

4. Motorized bicycle.

"Motorized bicycle" means a bicycle that is propelled by an electric or a liquid fuel motor of a piston displacement capacity of 50 cubic centimeters or less, and a maximum of two brake horsepower, which is capable of a maximum speed of not more than 30 miles per hour on a flat surface with not more than one percent grade in any direction when the motor is engaged. Motorized bicycle does not include an electric-assisted bicycle as defined in subdivision 27.

5. Multiple mode electric-assisted bicycle.

"Multiple mode electric-assisted bicycle" means an electric-assisted bicycle equipped with switchable or programmable modes that provide for operation as two or more of a class 1, class 2, or class 3 electric-assisted bicycle in conformance with the definition and requirements under this chapter for each respective class.

6. Motorized foot scooter

"Motorized foot scooter" means a device with handlebars designed to be stood or sat upon by the operator, and powered by an internal combustion engine or electric motor that is capable of propelling the device with or without human propulsion, and that has no more than two 12-inch or smaller diameter wheels and has an engine or motor that is capable of a maximum speed of 15 miles per hour on a flat surface with not more than one percent grade in any direction when the motor is engaged. An electric personal assistive mobility device, a motorized bicycle, an electric-assisted bicycle, or a motorcycle is not a motorized foot scooter.

7. Owner

A person, rather than a lien holder, having a property interest in, or title to, a recreational motor vehicle, who is entitled to the use or possession thereof

8. Operate

To ride in or on and have control of a recreational motor vehicle

9. Operator

The person who operates or is in actual physical control of a recreational motor vehicle

10. Recreational Motor Vehicle

"Recreational motor vehicle" means any self-propelled vehicle and any vehicle propelled or drawn by a self-propelled vehicle used for recreational purposes, including but not limited to snowmobile, trail bike or other all-terrain vehicle, hovercraft, or motor vehicle licensed for highway operation which is being used for off-road recreational purposes. Defined in section 84.90

11. Shared Use Path

An off-street path physically separated from motor traffic by an open space or barrier. Paths are located within a highway or independent right-of-way and serve various nonmotorized users including pedestrians, joggers, skaters bicyclists, and wheelchair users.

12. Sidewalk

"Sidewalk" means that portion of a street between the curb lines, or the lateral lines of a roadway, and the adjacent property lines intended for the use of pedestrians.

13. Snowmobile

"Snowmobile" means a self-propelled vehicle originally manufactured and designed for travel on snow or ice steered by skis or runners, as defined in section 84.81. Snowmobile does not include the following vehicles equipped with aftermarket ski and track configurations:

- B. *Recreational Motor Vehicle Operating Restrictions.* It is unlawful for any person to operate a recreational motor vehicle as follows:
1. On a public sidewalk or walkway provided or used for pedestrian travel except for those identified in section 7-3-2.
 2. On private property of another without lawful authority or written permission of the owner or occupant.
 3. On any lands owned or occupied by a public body or on frozen waters, including, but not limited to, school grounds, park property, playgrounds, recreational areas, private roads, platted but unimproved roads, utility easements, public trails and golf courses. Provided, however, that the Council may, by resolution, specifically permit use on City property, in which event the shortest route to and from areas so permitted shall be used.
 4. While the operator is under the influence of liquor or narcotics, or habit-forming drugs.
 5. At a rate of speed greater than reasonable or proper under all of the surrounding circumstances.
 6. In a careless, reckless or negligent manner so as to endanger the person or property of another or cause injury or damage thereto.
 7. Towing any person or thing on a public street or highway except through the use of a rigid tow bar attached to the rear of an automobile.
 8. At a speed greater than 10 miles per hour when within 100 feet of any lakeshore, except in channels, or of a fisherman, ice house, skating rink, or sliding area, nor where the operation would conflict with the lawful use of property or would endanger other persons or property.
 9. In a manner so as to create a loud, unnecessary or unusual noise which disturbs, annoys or interferes with the peace and quiet of other persons.
 10. Chasing, running over, or killing any animal, wild or domestic.

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11. During the hours between 11:00 PM of one day and 7:00 AM of the next following on Sundays through Thursdays, and during the hours of 1:00 AM and 7:00 AM on Fridays and Saturdays, except that during such hours a recreational motor vehicle, if otherwise lawfully operated, may be operated on a public street.
 12. Except as permitted in Subdivision 4, in the area marked as a restricted area legally described as shown in Exhibit A.
 13. On a racetrack or exhibition driving on properties less than two and a half (2.5) acres in size and within fifty (50) of either a property line or structure.
 14. To drive or operate any motorized vehicle on a public street or highway, alley, parking lot, or other public or private property, in such a manner as to exhibit exhibition driving or operation. This section shall not apply to driving conduct during an emergency which requires such operation to prevent injury to persons or damage to property or to legally sanctioned operation.

C. *Owner Responsibility.*

1. It is unlawful for the owner of any recreational motor vehicle to permit its operation on private property without the written permission of the owner or occupant, on City property without the written permission of the Council, or on other public property without the written permission of the body in charge thereof.
2. Every person leaving a recreational motor vehicle in a public place shall lock the ignition, remove the key and take the same with him.
3. To operate in a manner in which does not create Noise Violations as identified in Chapter 8, Section 2.
4. To operate in a manner in which the use does not impact wetlands, alter the natural vegetation or topography within the Rum River Management District, create erosion or uncontrolled sedimentation of soil as identified within City Code.

[5. Use of ATV Class 2 vehicles shall operate on the far right hand side of the roadway](#)

D. *Additional Snowmobile Operating Regulations.*

1. It is unlawful for any person to operate a snowmobile upon the roadway, shoulder or inside bank or slope of any street or highway except as permitted in this Subdivision. Operation in the ditch or on the outside bank within the right-of-way of any street or highway except interstate highways or freeways and excluding the restricted area as noted in Exhibit A, is permitted in conformance with State law and the City Code, unless the roadway directly abuts a public sidewalk or walkway or property used for private purposes. Between the hours of one-half hour after sunset to one-half hour before sunrise, any operation may only be on the right-hand side of such street or highway and in the same direction as the highway traffic on the nearest lane of the roadway adjacent thereto. For local access to trails located outside the City of St. Francis, snowmobiles displaying a City-issued local access sticker may travel on the right hand side of local streets on the paved surface within the curb line for urban streets and between the shoulder points for roads that are not paved or do not have curb, or in ditches on a County or State road if available, from the operator's primary place of residence to the nearest trail access outside of St. Francis via the most direct route exclusively within the designated zone including the place of residence. Travel for local access shall be at a rate not to exceed twenty (20) miles per hour. Any return trip must occur in the same manner. Snowmobiles must travel single file in this instance. Snowmobiles may not park in any restricted area except at the owner's premises. Individuals with a local access sticker may not operate their snowmobiles in any restricted area outside their designated zone or in a location that is not the most direct route between residence and trail exclusively within their designated zone. Individuals may not operate on the private property of another without permission within the restricted zone. Individuals may operate on their own private property within the restricted zone subject to all other restrictions in City Code or State law. Notwithstanding any language in Section 7-3-7.D.1 to the contrary, two-way snowmobile operation

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- shall be permitted in the western ditch or on the outside bank within the western right-of-way of State Highway 47 at any time and without a City-issued local access sticker, subject to all other provisions of the City Code or State law, and all conditions imposed by the Commissioner of Transportation or the local road authority. Travel upon any City pathway or sidewalk is strictly prohibited.
2. A snowmobile may make a direct crossing of a street or highway except an interstate highway or freeway, provided:
 - a. The crossing is made at an angle of approximately ninety (90) degrees to the direction of the street or highway and at a place where no obstruction prevents a quick and safe crossing.
 - b. The snowmobile is brought to a complete stop before crossing the shoulder or main traveled way of the highway.
 - c. The driver yields the right-of-way to all oncoming traffic which constitutes an immediate hazard.
 - d. In crossing a divided street or highway, the crossing is made only at an intersection of such street or highway with another public street or highway.
 - e. If the crossing is made between the hours of one-half (½) hour after sunset to one-half (½) hour before sunrise or in conditions of reduced visibility, only if both front and rear lights are on.
 3. No snowmobile shall enter any uncontrolled intersection without making a complete stop. The operator shall then yield the right-of-way to any vehicles or pedestrians which constitute an immediate hazard.
 4. Notwithstanding any prohibition in this Section, a snowmobile may be operated on a public thoroughfare in an emergency during the period of time when, and at locations where, snow upon the roadway renders travel by automobile impractical.
 5. No person under fourteen (14) years of age shall operate on streets or highways or make a direct crossing of a street or highway as the operator of a snowmobile. A person fourteen (14) years of age or older, but less than eighteen (18) years of age, may operate a snowmobile on streets or highways as permitted under this Section and make a direct crossing thereof only if he has in his immediate possession a valid snowmobile safety certificate issued by the Commissioner of Conservation as provided by Minnesota Statutes 1969, Section 84.86. It is unlawful for the owner of a snowmobile to permit the snowmobile to be operated contrary to the provisions of this Subparagraph.
 6. City Issued Local Access Stickers. St. Francis residents living within the designated zones included in Exhibit A who choose to have local access to trails outside the City of St. Francis shall obtain and display a local access sticker in a highly visible location on both sides of the hood of the snowmobile. Local access stickers shall be obtained from the City on an annual basis and for the fee set by City Council resolution. The City may require each applicant to submit information stating their designated residence for purposes of this Ordinance and the most direct route exclusively within the designated zone including the applicant's place of residence.
- E. *Golf Carts.* Notwithstanding anything herein to the contrary, a person may operate a Golf Cart on public roads under the jurisdiction of the city, subject to the following:
1. For purposes of this subdivision, the term motorized "golf cart" means a self-propelled four-wheel vehicle of the type and style designated for and commonly used for transportation on a golf course that is limited in engine displacement of less than 800 cubic centimeters and total dry weight of less than 800 pounds.
 2. Golf Carts shall be limited to public city roads. No person shall operate a golf cart on private property or upon lands not belonging to the operator of the vehicle without the written or oral permission of the landowner(s), or other person(s) entitled to the use and position of such property.
 3. *Permit.* St. Francis residents must apply for and obtain a permit from the City of St. Francis Police Department prior to the operation of a Golf Cart on City streets.

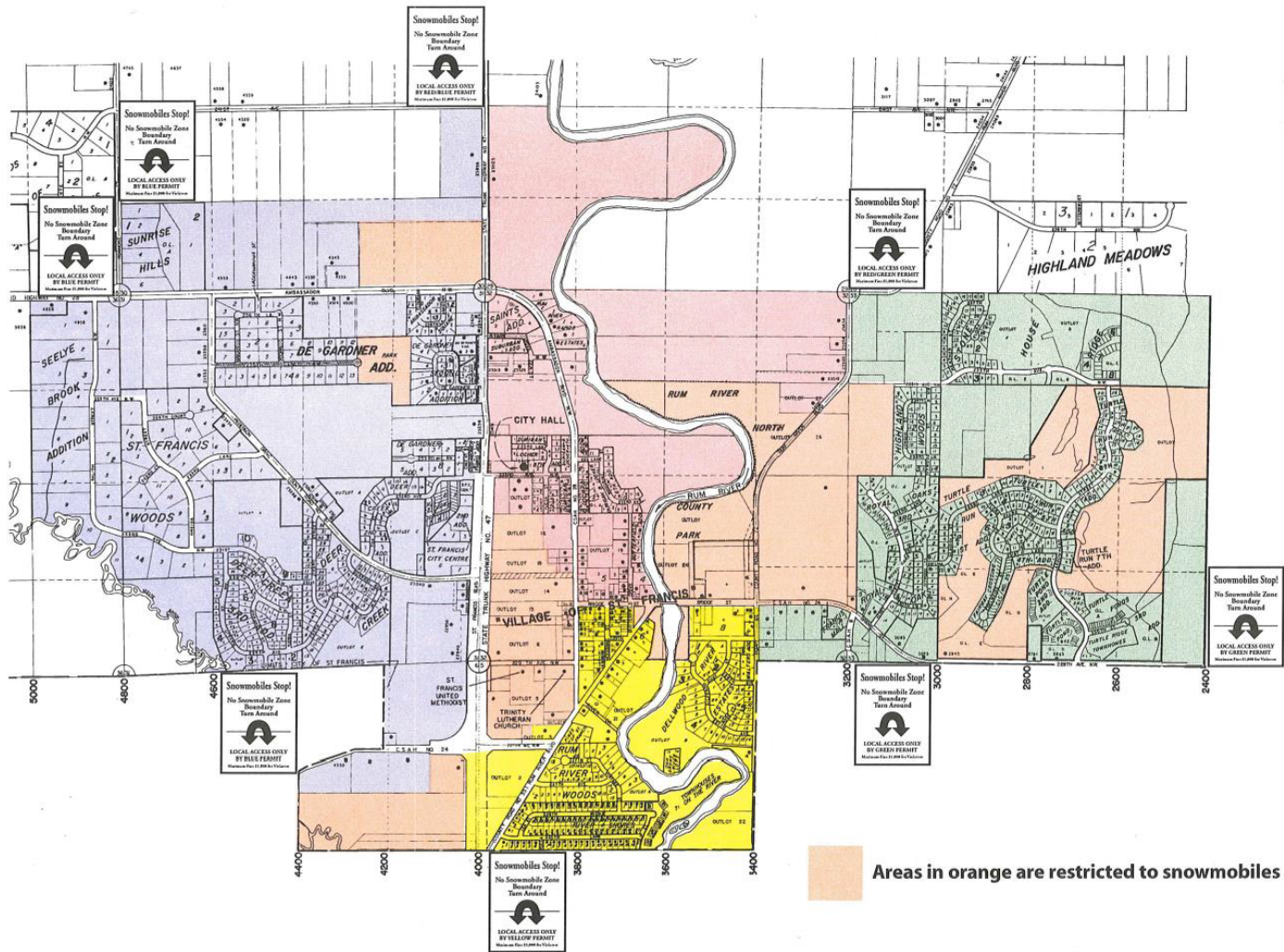
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- a. The permit application shall include the name and street address of the owner, the vehicle identification number of the Golf Cart, and evidence of liability insurance in amounts required by state law.
 - b. Permits shall be obtained from the City on an annual basis and for the fee set by City Council resolution. Permits shall expire on December 31st of each year
 - c. Individuals must comply with all permit requirements and the requirements of this subdivision.
 - d. If the application for the permit meets all of the requirements of this section, the permit application shall be approved by the police department and a permit shall be issued by the city.
 - e. The City may revoke any permit for failure to comply with all permit requirements and the requirements of this subdivision.
 - f. No permit shall be granted or renewed if the applicant has had his or her driver's license revoked as the result of a criminal proceeding.
 - g. As part of the permit process, the police department may require the applicant to demonstrate their knowledge in the use of hand signals for turning and stopping.
4. The following rules shall apply at all times a Golf Cart is being operated on a City street:
 - a. Every person operating a motorized golf cart under permit on designated roadways has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minn. Stat. ch. 169, as it may be amended from time to time, except when these provisions cannot reasonably be applied to motorized golf carts and except as otherwise specifically provided in Minn. Stat. § 169.045, subd. 7, as it may be amended from time to time.
 - b. Operators must be age sixteen (16) or older and possess a valid driver's license.
 - c. Golf Carts may only be operated between the hours of sunrise and sunset, unless equipped with original equipment headlights, taillights, rear-facing break lights, and a rear-view mirror as defined in Minn. Stats. § 169.70. Golf Carts shall not be operated in inclement weather, except during emergency conditions, or when visibility is impaired by weather, smoke, fog or other conditions, or at any time when there is insufficient visibility to clearly see persons and vehicles on the roadway at a distance of 500 feet.
 - d. Golf Carts must display the slow-moving vehicle emblem provided for in Minn. Stats. § 169.522.
 - e. The operator and all passengers must be seated at all times.
 - f. All items being carried on the Golf Cart must be securely fastened.
 5. State and county highways. No person shall operate a golf court on the roadway, on the shoulder, or on the inside bank or slope of any trunk, county state-aide, or county highway.
 6. The operator, under permit, of a golf cart, may cross over any street or highway intersecting a designated roadway.
 7. The authorized operator must have his or her actual valid, current, and unrevoked golf cart permit displayed on the motorized golf cart at all times while operating the motorized golf cart on a designated public right-of-way along with proof of insurance. A motorized golf cart must only transport as many persons as it was designed by the manufacturer to carry. No objects shall be overhanging from the motorized golf cart.
 8. Motorized golf carts must be parked in designated public parking stalls or areas used by automobiles only. No parking is permitted on public sidewalks, public parks, public boulevard areas or other similar public areas. Parking in the parking lot stalls of public parks is allowed if the parking lot is accessible by designated public right-of-way.

[F. Rules for operating electric assisted bicycles on streets, paths and municipal property](#)

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1. No person under the age of 15 years old may operate an electric-assisted bicycle, per Minn Stats 169.222
 2. No person shall operate an electric assisted bicycle on natural or artificial turf, playfield, playground, court, ice rink, natural area, or structure located in a designated public park unless bicycles are otherwise permitted there.
 3. Use of electric assisted bicycles is prohibited on unpaved nature trails and off-road conservation areas
 4. Helmet use is required for riders under 18 years of age.
 5. Standard rules of operating a bicycle in Minnesota applies
 6. Shared use trail and sidewalk operation and use allowed as identified in 7-3-2, but riders must yield to pedestrians, and speed may not exceed 15 mph.
 7. Operation should be in a controlled manner to avoid colliding with other users
 8. Electric assist Bicycles are prohibited on State Highway and subsequent shoulder areas

(City Code, eff. 6-1-1990; Ord. 83, SS, eff. 4-19-2004; Ord. 119, SS, eff. 4-21-2008; Ord. 135, SS, 11-2-2009; Ord. 261, SS, 3-2-2020, eff. 4-1-2020; Ord. No. 330, SS, 5-6-2024)

Exhibit A



7-3-7. Exemptions.

- (a) *City operations.* The city police and fire departments, parks and recreation department, and public services departments are authorized to utilize motorized golf carts to carry out their operations and are exempt from all requirements under this article.
- (b) *Golf course operations.* Authorized motorized golf carts utilized on property associated with a golf course are exempt from all requirements under this article.
- (c) *Community or special events.* Motorized golf carts on public streets during parades and special events by event organizers, and others authorized by the city for such use, are exempt from all requirements under this article. The police chief or their appointee shall determine if an event qualifies for the exemption. Notwithstanding the foregoing, additional conditions and/or restrictions may be imposed upon individuals authorized to use motorized golf carts on designated public rights-of-way under this section.
- (d) *Private property.* Motorized golf carts utilized on private property, by the property owner or with the property owner's express permission, are exempt from all requirements of this division.
- (e) *Physically disabled person.* For physically disabled persons, as defined under Minn. Stats. § 169.345, subd. 2, the applicant must provide credible assurance that he/she is a physically disabled person to gain a permit (state-issued parking placard or verbally stating).

(Ord. No. 330, SS, 5-6-2024)

7-3-8. Violation; penalty.

Any person violating the terms of this division or if there is evidence that the licensee cannot safely operate the motorized golf cart may lose his or her permit to operate a motorized golf cart on designated public rights-of-way in the city. The police chief, or their appointee, may suspend or revoke a permit upon finding evidence that the person cannot safely operate the motorized golf cart. The applicant reserves the right to appeal this revocation to the city council. The penalties shall be as follows:

- (a) All driving offenses are subject to the provisions of the Minn. Stats. ch. 169 and drivers may be subject to an appearance in district court. Citable offenses may result in a revocation of the permit. Motorized golf carts found without a permit may be cited administratively in the amount of \$75.00 or in violation of equipment requirements may be cited administratively in the amount of \$50.00.
- (b) A permit may be revoked at any time for violating any provision of this article, or Minn. Stats. ch. 169, or if there is evidence that the permit holder cannot safely operate the motorized golf cart, after an investigation by the police department and final determination by the police chief or their appointee. The permit holder is subject to the provisions of this chapter in which the following may occur:
 - (1) For the first violation: revocation of permit for one year from the date of the offense, and \$75.00 fine.
 - (2) For the second violation: revocation of permit for three years from the date of the offense, and \$150.00 fine.
 - (3) For the third violation: revocation of permit is indefinite, and \$300.00 fine.
- (c) Any permit revocation may be appealed to the city council by providing a written request for an appeal within ten business days of the revocation to the city clerk. The revocation will remain in full force and effect until the appeal process has been completed.
- (d) Reinstatement of a permit requires a new permit application to be completed and submitted.

(City Code, eff. 6-1-1990; Ord. 83, SS, eff. 4-19-2004; Ord. 119, SS, eff. 4-21-2008; Ord. 135, SS, 11-2-2009; Ord. 261, SS, 3-2-2020, eff. 4-1-2020; Ord. No. 330, SS, 5-6-2024)

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

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS
3rd DAY OF AUGUST, 2026.

APPROVED: Mark Vogel, Mayor

ATTEST: Jennifer Wida, City Clerk