

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
August 15, 2022
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 Steve Feldman.

2. ROLL CALL

Members Present: Mayor Steve Feldman, Councilmembers Robert Bauer, Kevin Robinson (attending remotely), Sarah Udvig (attending remotely), and Joe Muehlbauer (attending remotely).

Also present: City Administrator Kate Thunstrom, Deputy Administrator/City Clerk Jenni Wida, Community Development Director Colette Baumgardner, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Finance Director Darcy Muvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), Police Chief Todd Schwieger

3. APPROVAL OF AGENDA

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

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye
Councilmember Bauer	aye

Motion carried 5-0

4. CONSENT AGENDA

- A. City Council Minutes - August 1, 2022
- B. Bio Solid Pad and Parking Lot Islands
- C. Agreement with MnDOT

Resolution 2022-40 Approving a Master Partnership Agreement with the Minnesota Department of Transportation and authorize the City Administrator to

D. Payment of Claims

Mayor Feldman noted for Muehlbauer that on the packet it says some of this will be paid for out of the sewer operations and maintenance budget and the other part will be paid for out of the streets operation and maintenance budget. Muehlbauer noted that he saw the packet but he was wondering if this was something that had been planned for before now or if it was something that came up that the Council had not yet talked about. Carpenter mentioned that it had been discussed about a year ago but he was not sure if it had come up at a Council meeting before.

Mayor Feldman asked Carpenter if he could tell the reason that the islands are getting taken out, for plowing purposes, and the asphalt where the bio solid gets dumped. Someone had explained that the bio solids have been put on a flat dirt area just behind the waste water plant. He said when this is loaded into the trucks, you end up loading rocks, debris, and dirt along with it. He got a request a few years ago to put a pad out there so that the bio solids could be put on it, making it easier and quicker to load.

Mayor Feldman asked who made the request. Carpenter said that he was the one who requested it.

Carpenter added that the parking lot islands create an extra 15-20 minutes of plowing. He said that another problem they have had is causing damage to pickup plows.

Bauer clarified that Muehlbauer was asking the ramifications on the waste water budget, if that was not put into the CIP and budgeted for, does that affect the City in the long run. Finance Director Darcy Mulvihill said that Carpenter was talking about doing other operations of maintenance so there should be a budget there for that. Bauer asked if this would affect the slide on the water waste facility. Mulvihill said it should not, if it is being done out of the operations and maintenance it should be fine.

Mayor Feldman asked the Council if they had any other questions.

MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING THE
CONSENT AGENDA ITEMS A, B, C, D

A roll call vote was performed:

Mayor Feldman aye

Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye
Councilmember Bauer	aye

Motion carried 5-0

5. MEETING OPEN TO THE PUBLIC

Mayor Feldman asked City Clerk Wida if they had anyone wanting to speak. Wida said they did not.

6. SPECIAL BUSINESS - NONE

7. PUBLIC HEARINGS – NONE

8. OLD BUSINESS

A. Ordinance 299 Addition – Chapter 8 – Section 14 Safety Restrictions on Public Access to Waters or Wetlands, Second Reading

City Administrator Kate Thunstrom gave a presentation on the restricted waters addressing some of the safety concerns. She said she was happy to answer any questions.

Mayor Feldman stated that he did not have any questions and he thinks it is a good idea, as it was discussed in the last meeting and he is all for it.

Mayor Feldman asked if the Council had any questions.

Bauer mentioned that he read through the last packet since he was not at the last Council meeting and he had a few questions that Community Development Director Colette Baumgardner was able to answer. He added that he is in favor of the ordinance addition.

Muehlbauer said that he was able to clear things up with Thunstrom after the last meeting about his concerns with the private property and the waterways. He said that he is also in favor.

Robinson said that he is all for public safety and it is not infringing on any public rights while enhancing the private property owners rights. He said he was in favor.

Udvig added that she was in favor as well.

Mayor Feldman wanted to say on the record that an ounce of prevention is a pound of cure and this was a pound of cure so that they do not have any accidents. This facility deals with ammunition and high explosives and the City does not need anyone shooting in the wrong direction and creating a havoc and deaths. He thinks

this is a good idea.

MOTION BY: BAUER SECOND: UDVIG APPROVING ORDINANCE 299 ADDITION – CHAPTER 8 – SECTION 14 SAFETY RESTRICTIONS ON PUBLIC ACCESS TO WATERS OR WETLANDS, SECOND READING.

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye
Councilmember Bauer	aye

Motion carried 5-0

9. NEW BUSINESS

A. Work Session Request

Thunstrom requested two work sessions. The first being August 29, 2022 for City Business, and a second on September 26, 2022 to see the new designs from MNDOT and how the conversation with WSB went.

Mayor Feldman clarified that the first meeting was for discussion on staffing, fencing, and City business and the other is for MNDOT and WSB. He asked the Council if a 5:30 p.m. work session meeting on Monday, August 29, at City Hall would work for everyone.

Thunstrom added that she would like to see both meetings at Police/Public Works Building because the Council will need space to spread out.

Robinson asked Thunstrom if MNDOT will be at the meeting on September 26th. Thunstrom said that MNDOT will be there and they will bring two designs for discussion.

Mayor Feldman asked Thunstrom if the second meeting on September 26 would be at the same place. Thunstrom said yes. Mayor Feldman asked Council if a 5:30 p.m. work session meeting on Monday, September 26, at City Hall would work for everyone.

Robinson asked Thunstrom if she could send everyone a calendar reminder for these meetings.

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Liquor Store Quarterly Report

Liquor Store Manager John Schmidt reviewed the first two quarters of this year's sales report for the store. He noted that June 2022 was their third highest sales month ever and the only months better were in 2020. He said that they are getting close to \$100,000 in sales.

Mayor Feldman said he liked the report and the graphs in it. He added that he liked that Schmidt said every month they have seen an increase in sales and customer count which is not uncommon but it is nice to see an increase in both which is a step in the right direction. He liked this a lot, building up sales as well as customers is always good. He mentioned that the digital signs are working, north and south they are up and running. He thinks that they are going in the right direction and he is pleased with this report. He asked the Council for their feedback.

Udvig said that she was very pleased with the numbers and increase in customers, which is where they want to be. She mentioned that she had heard from people that they are liking the variety at the store, and she is glad that the store is keeping inventory of the more popular stuff and stocking newer stuff. She added that the store is kept neat and orderly and that the store is doing good and to just keep moving forward.

Robinson added that he liked the graphs in the report and liked seeing the visuals. He asked Schmidt how the store was doing on credit card expenses and if he had found a vendor he was satisfied with. Schmidt said that he was in the process of filling out the application but there are a few things that still need to be filled out that he will be forwarding to the correct people for assistance, but he is in the process. He added that there is a savings with SpotOn which is who they are planning on going with. Robinson asked if he knew when this would be wrapped up. Schmidt said that he would imagine it would be wrapped up within the next few weeks.

Robinson mentioned he knows that profits might be down slightly from last year because of increases in wages, transportation, and wholesale costs. He asked Schmidt if these numbers have gone up dramatically, and as the numbers go up if he adjusts the margins. Schmidt said there are now companies that are charging the store freight charges or increased freight. He added that the cigarette company was the biggest increase, so instead of doing bimonthly, they are trying to order one at a time to keep the freight costs down. The store is also doing this with some of the other companies that are charging these freight charges.

Robinson asked Schmidt if the store has found ways to stay competitive with prices going up and if the MMBA is helping in any way. Schmidt said the MMBA has always been welcome to help but he has not reached out to them yet.

Robinson asked Schmidt about any additional vendor help, such as taking advantage of bulk buying. Schmidt said that the store is doing that as much as they

can. He explained that some of the outages from vendors not being able to supply products, once they were able to get in he was able to buy more to prevent this from happening again.

Robinson told Schmidt that he did a good job with the report and it is nice to see some positive stuff. He stated that he wanted to discuss the credit card portion. He said that he had been to Key's Cafe in Forest Lake and there was a note on their pay window about their 5% credit card fee. He added that it is not cheap having credit cards so anything that they can save is awesome and he is glad that Schmidt is bringing that to a close. He thanked Schmidt for his work on that.

Muehlbauer thanked Schmidt for his work. He appreciates the graphs in the report. He told Schmidt to keep it up and hopes that the store keeps trending in the right direction.

Bauer said that it was a great report. He noted that it was good to see the trends over the years. He said that the report looks good and the numbers are trending in the right direction.

Mayor Feldman added that Public Works Director Paul Carpenter did a great job having the landscaping taken out and rock put in which cleaned up the front of the store and makes it look cleaner and bigger. He again added that the digital signs are working. He wanted to ask Carpenter if Schmidt were to get a special on pallet or bulk buying, if he was not able to store it at the muni, even with the additional storage, if he could store it at the water tower. Carpenter said he asked that question and he can get back to him with the answer. He added that he had spoken to Water and Sewer Supervisor Parish Barten and the Department of Health would not like any storage at the water tower, but he can verify the information and get back to him.

Mayor Feldman asked if not at the water tower, if there would be a place at Public Works for storage if this situation arose. Carpenter said that Public Works would absolutely be able to do that.

Mayor Feldman noted that he only mentioned this for if a bulk sale comes around that does not come around often, but in today's market availability is key. Schmidt clarified that it is not legal to store liquor anywhere else other than the muni.

Assistant City Attorney Dave Schaps stated this is the first he is hearing of this situation and he can research it. An initial question that comes to mind is insurance. Mayor Feldman explained some of the thoughts that he had. He asked Schmidt if the stock rotates pretty quickly. Schmidt said yes and that they try to keep a three month supply. He added that being in the business, he has heard that once a product sits at the store for longer than three months the store will be paying more in interest, so they try to go through it quicker.

Mayor Feldman added that now that the store has been remodeled the key is promoting it and being competitive with pricing. He explained that the whole idea of the store was to make it a destination place where people would be able to get the product that they want at a price they want to pay. He said that he was glad to see the numbers showing that. He also said that he is glad that the walk in cooler was working properly. He asked Council if they had any other questions.

Mayor Feldman asked when the monitor for in store promotions would be coming in. Schmidt mentioned that he had gotten the proof for the store's portion of the ads at the end of last week. He said that he can get back to the Council on an ETA of when it will arrive. Mayor Feldman asked to clarify that the digital signs are working properly. Schmidt said yes.

Mayor Feldman told Schmidt that the format for this report is a good way to go because the graphs explain everything easily to the Council.

B. Fire Department Monthly Report - July

Fire Chief Dave Schmidt gave the Fire Department's July Report and reviewed the staff report highlighting response time goals being met, 61 calls for service this month including 49 for EMS and 12 fire runs, a slightly low staffing number due to having two members on leave, zero COVID criteria patients were reported in the month, and 14 fire inspections.

Mayor Feldman noted that COVID was down in July; however, three members of the City administration have COVID and that it is very much still in play and he advised everyone to take it seriously. He was pleased with the number of fire inspections. He asked Chief Schmidt if the Fire Department has the new fire engine. Schmidt said that it is here and they have it.

Mayor Feldman asked if the Department is getting trained on it now. Schmidt said there is a vendor delivered training on August 24 and a monthly work detail on August 31 where the equipment from engine 2 will be transitioning to engine 1.

Bauer mentioned that this was a great report and he likes seeing the numbers trending. He added that it is great to see the response times and he told Schmidt to make sure to thank the firefighters for their support and what they do for the community.

Mayor Feldman noted the 49 EMS calls and only 12 fire calls. He said he was glad that the fire calls were gone but this shows how much the Department of Public Safety is changing and what direction it is going. He added that EMS is a huge part of the Fire Station and it is not just a Fire Station anymore, which is true throughout the county. He applauded the Fire and Police Chiefs for stepping up and doing EMS services because these departments can save lives in the City before anyone else can get to it. He could not emphasize enough that ambulances are not

stationary, they are always running. He expressed how proud he was of the City's public safety people.

Udvig said that it was a great report. She commended the crew that was at the Night to Unite, she said the crew did a fabulous job as usual with engagement with the public. She added to keep up the good work with inspections and inspections. She explained that she was glad that the businesses are getting these inspections. She asked Schmidt to tell his crew that the City appreciates them and are proud of what they do.

Muehlbauer said it was a good report and he had no questions. He wanted to send his appreciation to Schmidt and the rest of the Fire staff.

Robinson also said that it was a great report. He wanted to note Schmidt's enthusiasm meeting after meeting, his enthusiasm is infectious and it is seen in his crew. He wanted Schmidt to keep up the good work and noted that he is a good example for his crew. He appreciated Schmidt's note about a possible neighboring city asking for help with using the City's resources. He asked Schmidt if he could give a minor report on how the program was doing now 18 months into it. Schmidt said things are continuing to go well. He had several meetings in the last week about setting up the 2023 budget and the Department is still working on a few equipment additions to ensure everything is equipped. He said things continue to go well and the Department is very pleased with their progress so far and it has been a great relationship.

Robinson asked if Schmidt sees any extension of the agreement. Schmidt said he thinks that they are getting close. With it being an election year that could change the trajectory of the direction they go. He thinks this is something that will be readdressed closer to the beginning of the year and understand what the different needs are and how they move forward. This will be a part of the elected official discussion going into 2023.

Mayor Feldman wanted to remind the Council that there are three things that they work towards, JPAs (Joint Power Agreement), contracts and auto aid. With auto aid, you just pay for the services that are required. Contracts are what it is now. A JPA is what they prefer. The City has a JPA with Anoka County Fair Protection Council and JLEC (Joint Law Enforcement Council). He noted that these are good things because the costs are shared to make services more effective for all parties involved.

12. COUNCIL MEMBER REPORTS

Udvig attended the Night to Unite event and she said there was a very good turnout despite the high heat. She wanted to thank the City Staff for working so hard to make that night happen. She thinks there was a great response to the giveaways. She added that the recycled bags were a good call. She joined with the Little

Ambassadors to go into the Fire Hose. She thanked the City Staff for all that they did.

Muehlbauer said that he also attended the Night to Unite. He enjoyed the interactions that he had at the event. He expressed his appreciation for Staff and everyone who works on these events.

Bauer wishes he could have been at the Night to Unite; however, due to COVID he was not able to attend. He said that he was there in heart.

Robinson attended the Night to Unite. He wanted to give a thank you to Public Works, Police, Fire, and the whole crew for what they did for the event. He said he loved seeing the citizens out and about. He expressed his appreciation for the City Staff's participation in the event.

Mayor Feldman reported he was also at the Night to Unite and it was very hot. He said that one of the places a lot of people went to were the hoses off the fire truck. He said it was a fun night and he thought turnout would have been better if it was not so hot, but the shade of Community Park helped a lot. He wanted to thank the Staff, as they have been working on this since February. He thanked everyone for their effort and expressed how important it is to get the community involved and events like this are always good for involvement. He added that it is nice for him as the Mayor to know that the Police and Fire Departments are approachable and it is important for residents to not be worried to call these Departments when needed because they have seen this around the State and the Country. It is nice for him to be able to tell residents to call Police or Fire when they have a problem and he can be confident that they will be going there to help and not be a hindrance.

Mayor Feldman encouraged everyone to look at the work Carpenter did at the liquor store. He said that there is still plenty of work to be done in the City as they are always doing something. He could not emphasize enough to call the City if there are questions or someone wants to know what is going on within the City. He mentioned that going on social media will not have all the answers to the questions or accurate answers. He encouraged everyone to call the City and if they do not get through to leave a message and the City will get back to them within 24-48 hours.

Mayor Feldman asked City Engineer Craig Jochum about Poppy Street. He mentioned that Jochum told him it was a little slow the first week but they have finally gotten the utilities down. Jochum said that was scheduled. He said that the utilities will start being relocated early this week and the gas will be later in week and will take about three days. He said the road will not be reclaimed until early next week.

Mayor Feldman noted there was a community mailbox and he asked Jochum how that was going to work. Jochum said they will all be relocated to one location, likely

as a single mailbox and will not be relocating the community mailbox until the end of the project. Mayor Feldman asked how the public will be notified of this. Jochum said they will receive a letter about this change.

Mayor Feldman emphasized the Poppy Street construction and how accidents can happen. He mentioned that the crew was digging for four days and the phones at City Hall and in the City were down for the fiber optic line that was cut on Lexington and County Road C. He explained that there will always be the possibility of issues in construction. He added that if anyone had questions or concerns to call City Hall and be patient. The City will work out problems. Jochum agreed and said that everyone has access to contacts for the Staff.

Mayor Feldman said that the construction is still scheduled to end in October, but again accidents and delays can happen. Jochum agreed. Mayor Feldman asked if the utility relocation was happening before tearing up the road. Jochum said yes.

Mayor Feldman asked when the culverts are taken out if everything will be leveled off to the sidewalk. Jochum said that was correct. He also asked Jochum about the sprinkler systems being relocated and if people should mark their sprinklers and if there would be a letter about this. Jochum said yes to all of this and the letter will be sent once it gets closer to time for this project.

Mayor Feldman again expressed the importance of calling City Hall if there are ever any questions as the answers will be true and vetted.

Mayor Feldman asked if there were any updates on the finance software. Finance Director Darcy Mulvihill said that they have a spot on the list and the City is waiting.

Carpenter mentioned that Public Works was able to receive a chassis for their crane truck. He said that it needs to be specked out with the crane company, ABM. He said Public Works is looking at 40-50 weeks once the process starts next week.

Mayor Feldman asked for clarification that it would take almost a year to be fully equipped. Carpenter said it will take a few days to spec it out and then it will take 40-50 to be built and fitted. Mayor Feldman asked what causes that timeline to be so long. Carpenter answered by saying the crane company said it was due to COVID and that he had a hard time finding the chassis in the first place. He mentioned that everything is set and they will be moving forward soon.

Mayor Feldman told the Council that there were four trucks at the dealership and two days later all the trucks were gone. Carpenter said that actually all the trucks were gone within 24 hours and had he not pulled the trigger on this one they would not have gotten it.

Mayor Feldman asked Police Chief Todd Schwieger how fleet management was working. Schwieger said there was an official kick off meeting last Thursday and

they will see how things go.

Mayor Feldman emphasized the importance of availability in times like these. When there is something available and funds are in the budget to grab it because if you wait you can miss out. He said he knows of people who have gone as far as Utah to get vehicles.

Robinson wanted to give a shout out to City Clerk Jenni Wida and her crew for election day and how smoothly it was run. He said for this being her first one she did a great job and he congratulated her on a job well done. Mayor Feldman thanked Robinson for bringing that up and said Wida is a fast learner, and she did a great job.

13. UPCOMING EVENTS

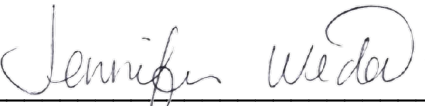
August 17 - Planning Commission @ 7:00 pm

August 18 - Cone with a Cop @ Police Department 4:30-6:00 pm

September 6 - City Council Meeting @ 6:00 pm

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 6:46 p.m.



Jennifer Wida, City Clerk