

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

St. Francis Area Schools District Office 4115 Ambassador Blvd. NW

November 7, 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, Sarah Udvig, and Joe Muehlbauer (attending remotely).

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

3. APPROVAL OF AGENDA

MOTION BY: UDVIG SECOND: BAUER 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 - October 17, 2022
- B. Anoka County Municipal Wellhead Protection Implementation JPA
- C. Ditch Cleaning
- D. Site Improvement Performance Agreement for Dollar General
- E. Development Agreement for Meadows 4th Addition
- F. Accept Donation
- G. Planning Commission Appointments to Fill Vacancy
- H. Payment of Claims

MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING THE

CONSENT AGENDA ITEMS A, B, C, E, F, G, and H

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

Mayor Feldman stated that he pulled Item D out and explained that the Meadows has been talked about as townhomes: however, the 4th addition is a commercial site and wanted to make sure the Council understood this. He also discussed that the encroachment is part of a City easement that is being given up so that Dollar General can maintain a parking lot. He wanted to make sure the Council understood this. Assistant City Attorney Schaps clarified that the City still retains the easement, this just allows Dollar General to be in it.

MOTION BY: BAUER SECOND: ROBINSON APPROVING THE CONSENT AGENDA ITEM 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. She said they did not.

6. SPECIAL BUSINESS**7. PUBLIC HEARINGS****A. Miscellaneous Special Assessments Resolution 2022-58 Certifying Miscellaneous Assessments**

Finance Director Mulvihill explained the purpose of the public hearing is to certify delinquent water and sewer bills, delinquent storm water bills, and delinquent admin citation and escrows. She stated this is done once a year and when certified it will go on the property taxes for 2023.

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

Mayor Feldman asked if there was any communication to anyone on these lists to the City.

City Administrator Thunstrom stated she had not received anything and these were also notified in the paper which gave people an opportunity to comment before the meeting.

Mulvihill stated she did not receive anything either. She added that letters went out to everyone on these lists in September.

Mayor Feldman shared he only brings this up so Council knows that there was plenty of communication and time for these individuals to rebut or communicate with the City.

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

MOTION BY: ROBINSON SECOND: MUEHLBAUER ADOPTING RESOLUTION 2022-58 A RESOLUTION AUTHORIZING AND DIRECTING CERTIFICATION OF A MUNICIPAL UTILITY SERVICES, MAINTENANCE OF PRIVATE PROPERTY, ADMINISTRATIVE CIVIL NOTICE FEES, AND REPAIR OF LEAKS AS A LIEN UPON PREMISES.

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

Mayor Feldman shared that this type of situation is not the reason this Council got elected, although it is necessary and important for how a government runs. He stated this is the one meeting a year he has nothing but disdain for and hopes the Council agrees.

8. OLD BUSINESS - NONE

9. NEW BUSINESS

A. Public Works Building Lease

City Administrator Thunstrom reviewed the Staff report concerning the City's lease with the School District and Staff's recommendation to approve an extension of the Lease Agreement to April 30, 2023.

Mayor Feldman stated he was never aware that there was equipment from the

School District being stored in City facilities, he had thought it was just files being stored there. Thunstrom stated that a lot of City Hall files are in this building and she is not sure if the School District has any files in the building.

Mayor Feldman asked about the tradeoff between giving the School District the storage space and the Council getting to use this room for their meetings, and now that the storage is getting taken away, he asked if they will have to pay a fee to use this meeting room. Thunstrom said that is correct and they will work on that over the next few months.

Mayor Feldman asked what kind of equipment is over there from the School District. Public Works Director Carpenter stated there are pickup trucks with snow plows, salting trucks, and a tractor.

Robinson stated the agreement has been amicable up to this point.

Muehlbauer echoed what Mayor Feldman had said that he was not aware that equipment was over there and he thought it was just files.

Udvig agreed that the district will be reasonable with the Council. Mayor Feldman stated this has to be done since the Fire Department is moving over. Udvig stated it is not that the City wants to end the agreement with the district, the City just needs this space.

Bauer agreed and said the Council seems to be standalone and maybe the meeting needs to be moved to Public Works. He remembered years ago this used to be the set up.

Mayor Feldman asked if City Council meetings can be at the Police Station. Thunstrom said that this could be looked at in regard to spacing. She stated this building is also used for Planning Commission meetings. She said a work session after the first of the year can be set up to discuss this further once she gets more information on what the School District will charge them. Mayor Feldman agreed to wait and see how the district negotiates with the City on the room fee.

Robinson asked if there is any City equipment used for School District use that is not recorded or kept track of. Carpenter said no, as far as he knows.

MOTION BY: UDVIG SECOND: BAUER APPROVING AN EXTENSION OF THE EXISTING LEASING AGREEMENT UNTIL APRIL 30, 2023

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

A. Hwy 47 Reconstruction Update and Grant Writing Agreement

Thunstrom reviewed the Staff report and gave an update on the Highway 47 reconstruction project.

Mayor Feldman asked for confirmation on the amount of \$7,256 that WSB will be charging for help with writing the grant. Thunstrom said that was correct. Mayor Feldman asked her to explain why WSB is asking for help to raise money. Thunstrom explained that she met with the County and they are on board with the Highway 47 project but they will not write the grant for Corridors of Commerce because they are writing it for Highway 65. She said they will collaborate by using the City's ability to tell their story and apply for grants that the City is eligible for; however, they cannot have another entity applying for the same grant for two different projects. She said the City will be a partner with both the State and the County on some of the dollars, but the City has the responsibility of raising the funds, with the support of the County and State. She said if they can get a bill on the legislative floor it is like cash.

Mayor Feldman said he understands this; however, this is State Highway 47, not City of St. Francis Highway 47 and when this discussion started three years ago it was \$1,000,000 and now it is \$5,000,000 which is when the hold was put on the project. He said this is very important and is very optimistic that the MnDOT leadership is allowing conversations to continue with the design that included two roundabouts and two signals along the Highway 47 corridor, and MnDOT does not feel as though they need to meet with Staff further and are ready to move forward with the project. He complimented Staff and Council as he feels that getting WSB in to be the messenger for the message of safety first and access to existing businesses. He complimented Council on staying firm to concept three, which is important and helped MnDOT open up their minds. He shared this project needs to be done right as this is the main artery to the City, and two roundabouts and two lights are the way to do this. He said there will never be an accident free corridor, but if it can be limited to smaller fender benders rather than personal injury accidents this will be a success. He shared that for the first quarter of 2023 it is estimated that the State will have a 4.3% increase in revenue which equates to \$289,000,000 and it is time to spend some of this money.

Robinson shared his concern that the City cannot afford the project without the grants. He said the resources are needed to get this project done. He asked that if this project is done as late as 2027, what is the deadline and if the cash needs to be together by a certain time. Thunstrom said the City will want a great deal of the funds together and shared that the City missed a grant opportunity this year that does not come back until 2024. She said some of this is timed based off of what they feel they are eligible for. By starting the project in 2027 this gives the City more

grant opportunities to apply for if some of the immediate ones are not received through Corridors of Commerce. Robinson asked if this could be a quarterly reminder to bring to Council's attention to make sure the Council stays on top of this. He added that the public wanted this as much as Council and the Council works for the public and their help is needed through letter writing and reaching out to commissioners.

Mayor Feldman added that he was glad that MnDOT will be putting roughly \$2,500,000 towards the overlay project. He also said if there is any need from Staff for Council to reach out to members, like Kurt Daudt and Michelle Benson to keep this torch lit and keep this project moving. Mayor Feldman asked Thunstrom to explain what road diet meant. Thunstrom first addressed that they need an official to official meeting where the City will tell their story and why this is important. She is hoping to schedule this meeting for December or January, before the next legislative session starts. She explained that road diet is the highway term for when a lane is removed.

Robinson asked if they can reach out to individuals that were originally affected by these roads to have them involved in telling the story. Thunstrom said yes.

Muehlbauer stated he was curious if they would go with WSB since they have been hired to work this out with MnDOT. Thunstrom said that is correct and they hold all of the data. Additionally, she said she spoke with City Engineer Craig Jochum and he recommended they use them for the grants themselves.

MOTION BY: ROBINSON SECOND: MUEHLBAUER ADOPTING HIGHWAY 47 RECONSTRUCTION UPDATE AND GRANT WRITING AGREEMENT WITH THE SERVICES FROM WSB IN THE AMOUNT OF \$7,256 AND WORKING IN CONJUNCTION WITH HAKANSON ANDERSON.

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

B. Special Meeting to Canvass Election Results

City Clerk Wida gave the Staff report and requested a special meeting so that she can canvass the local race results to the Council.

Mayor Feldman confirmed she would like this to be held on November 16 at City Hall at 5:30 p.m. She said that is correct, if that works for Council.

Mayor Feldman asked the Councilmembers to check their calendars to see if that works for everyone. Muehlbauer stated he would be cutting it close but should be able to attend via Zoom.

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Fire Department Monthly Report - October

Fire Chief Schmidt reviewed the October report. He highlighted that response times continued to meet goals at 7 minutes and 33 seconds on average, calls for service were down to only 50 calls, staffing was up with an average of 6.4 firefighters per call with one of the firefighters back from military leave. He added that the fire versus EMS run distribution is similar to usual and there was an increase in ambulance assists in October. He mentioned that five calls were flagged for a response time of over 20 minutes. He said that inspections were down this month with a total of three inspections and one reinspection and this number is down due to the emphasis on fire prevention in October.

Mayor Feldman liked that COVID was not a concern in the presentation. He reiterated that COVID is still alive and well so people should be safe and cautious, especially with holidays coming up. He noted that EMS continues to outdo fire calls at all levels in the last four years. He said this trend is country wide. He asked how the lieutenant selection interviews were going. Schmidt shared that interviews were conducted last week and they hope to have notifications completed by tomorrow before they come back for Council approval.

Robinson said it was a good report. He asked for an update on the Nowthen relationship now that it is a year and 11 months into it and asked if elections have any bearings. Schmidt shared that there are days when the increased workload is noticeable and other days where tasks can be delegated out. He said the relationship continues to be good and they continue to grow and become more self-sufficient. He added that Nowthen has a Mayor election this year as well as two new Councilmembers. He said the biggest struggle they are seeing is finding qualified candidates to join the Fire Department. Robinson asked if this is something that Schmidt would welcome extending. Schmidt stated the Fire Departments attitude will not change and they will continue to be good neighbors. He wants to make sure that this organization is built with fidelity that gives Nowthen options for what they want to do moving forward. Robinson said it is good that some of the responsibilities are being taken over by Nowthen to lessen the burden while still getting the training and help they need. Schmidt said that this succession plan was stressed early on so if they do decide to go independent they would have the ability to do so. Once the dust settles from the election he thinks these conversations will happen. Robinson stated he is not promoting dependency on the St. Francis program, he just wants to make sure it is an amicable situation where neighbors are working with neighbors.

Mayor Feldman added that Nowthen may want to be standalone but it will come down to costs and sharing costs is the best way to go. He said that it is the same thing with Bethel. He asked for an update on how things were going with Bethel. Schmidt said things continue to move forward and documentation has been sent to the State Fire Marshal's office formally inviting them to be a part of this process.

Bauer said it was a great report and he appreciates him.

Udvig stated it was a great report and she thanked all of the men and women who are serving for the City and she appreciates their sacrifice.

Muehlbauer added it was a good report and wanted to send his appreciation back to the firefighters and staff. He appreciates the support that is being given to Nowthen and he hopes they want to move forward with the City.

Mayor Feldman discussed that the City is always doing mutual aid with other fire departments. If Nowthen becomes standalone, they become a viable department to help in mutual aid situations. He said this created a positive atmosphere and changed the way the department works which is a good thing.

12. COUNCIL MEMBER REPORTS

Muehlbauer shared he has been working out of town lately but has been able to reach out to a few Staff members in regard to different things. He encouraged everyone to get out and vote.

Udvig stated she attended the School Board Candidate Forum on the 24th, which is on YouTube and encouraged those who have not voted to check out the video. She also attended the Community Advisory Committee meeting on the 27th discussing how the forum can be better for upcoming years. She attended the Saints versus Andover football game and complemented Police Chief Schwieger, stating it was great to see the reserve officers out there.

Bauer encouraged people to get out and vote tomorrow.

Robinson shared he attended the Building Committee meeting on the 27th and had a nice meeting with the architects for the City Hall Fire Station discussing finances and functionality. He added more will be coming down the line with this including public involvement. He encouraged everyone to get out and vote tomorrow.

Mayor Feldman shared that he has been working with many members of Staff on traffic calming measures on roads. He said Poppy street, which is being reconstructed, serves a dual purpose as a residential road and a short cut. He explained that short cut roads bring speeders. He added that after a discussion with Schwieger, he does not expect for police to be there at all times due to the size of the police force. He said he has reached out to companies and he found a company called Traffic Logix who offer trailers that show a digital sign to show a

drivers speed and a high speed camera that can take a picture of a license plate to send the speeder a warning letter. He shared he had reached out to Mendota Heights who uses this technology. He added there is a website where one of the trailers can be requested in a neighborhood. He stated the price is \$19,397 which would be worked into capital improvements. He also wanted traffic calming measures built into the asphalt such as speed humps or speed tables which are made of recycled tires and can be removed so plowings can continue in the winter. He is working with Staff to try to solve speeding in the City. He does not want to be a Mayor who could have to tell a parent that their child died on a road where something could have been done better but was not. He added that this Halloween had more trick-or-treaters than ever before on Poppy Street because people could walk safely on a sidewalk. He said safety is very important to him and he will do everything in his next term to do as much as he can to keep the roads of St. Francis safe. He encouraged everyone to vote as this is the most important midterm in his lifetime. He emphasized that democracy is important and the right to vote should not be taken for granted. He added that he is working with Assistant City Attorney Schaps on Weber to finish things out. He said the situation with Weber is why he is so adamant on the contract with the City Hall Fire Station. He explained the City Hall Fire Station is needed because the buildings are aged and the conditions of the buildings dictate what can be done. He said there was a five year plan to maintain these buildings and as they have come along with them, they will be looking at roof and mechanical replacements and other big ticket items on these old buildings. He added that a portion of the Fire Station is from the 1960s. He commended Staff for what they are able to do in City Hall given its size. He told the public that this administration has always been open and transparent and if there are ever questions, Staff will have answers. He thanked Staff for everything they do and commended them for the hard work.

13. UPCOMING EVENTS

TBD - Special Meeting to Canvass Election Results

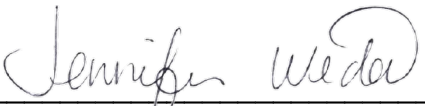
November 16 - Planning Commission Meeting

November 21 - City Council Meeting

November 24 - City Offices Closed for Thanksgiving Holiday

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 6:53 p.m.



Jennifer Wida, City Clerk