

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

January 17, 2023

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.

Also present: City Administrator Kate Thunstrom, Deputy City Clerk Natalie Santillo, Community Development Director Colette Baumgardner, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, , Finance Director Darcy Muvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), Police Chief Todd Schwieger, City Planner Beth Richmond (HKGi)

3. APPROVAL OF AGENDA

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

Ayes: Udvig, Robinson, Bauer, Muehlbauer, and Feldman

Nays: None

Motion carries: 5-0

4. CONSENT AGENDA

A. City Council Minutes - December 19, 2022

B. 2023 Appointments

C. Authorizing State of MN Agency Agreement

Resolution 2023-02 Authorizing State of Minnesota Agency Agreement #1052025 between the Department of Transportation and the City of St. Francis

D. Subdivision Recording Extension – Meadows of St. Francis 4th Addition

Resolution 2023-03 Extending the deadline for the recording of the Meadows of St. Francis 4th Addition subdivision

E. Planning Commission Appointment

F. Police Department Donation

G. Policy Amendment – Police

H. Sublease Consent Letter with STC Five LLC

I. Poppy Street and 229th Lane Reconstruction Project – Pay Estimate No.

4

J. Payment of Claims - (January 3rd)

K. Payment of Claims

MOTION BY: ROBINSON SECOND: BAUER APPROVING THE CONSENT AGENDA

Ayes: Udvig, Robinson, Bauer, Muehlbauer, and Feldman

Nays: None

Motion carries: 5-0

5. SPECIAL BUSINESS

A. Swearing in of Elected Officials

Assistant City Attorney Dave Schaps swore in all returning Councilmembers and Mayor Feldman.

Mayor Feldman shared that it has been a great six years with the Staff of the City and he is looking forward to his next term and the continuation of success.

6. MEETING OPEN TO THE PUBLIC

Mayor Feldman asked Deputy City Clerk Natalie Santillo if they had anyone wanting to speak. She said they did not.

7. PUBLIC HEARINGS – NONE

8. OLD BUSINESS - NONE

9. NEW BUSINESS

A. Comprehensive Sanitary Sewer and Water System Plan

City Engineer Craig Jochum reviewed the Staff report, reviewed the two tasks of this project and shared recommendations to approve engineering services for the preparation of a Comprehensive Sanitary Sewer and Water System Plan.

Mayor Feldman stated he does not see any other way to do this as some of the piping systems are over 50 years old. He shared that key to the expansion of St. Francis is in the MUSA area. He said it would be negligent for them to connect a new system to an old system that is over 50 years old. He thinks it is prudent to get this study done and shared his support.

Muehlbauer asked if there is a start date for the Highway 47 project yet. City Administrator Kate Thunstrom shared that the timeline is being reviewed and they are hoping it will be pushed out to 2027 so the City can apply for grants. Muehlbauer added that it is important to do this in preparation for when the Highway 47 project begins.

Robinson thinks it is prudent to get this done now.

Bauer and Udvig agreed with Robinson and Muehlbauer that this should be done before the Highway 47 project begins.

Mayor Feldman shared that City's philosophy of being proactive and not reactive and stated that this is an example of being proactive.

MOTION BY: MUEHLBAUER SECOND: UDVIG APPROVING THE ENGINEERING SERVICES PROPOSAL FOR THE PREPARATION OF A COMPREHENSIVE SANITARY SEWER AND WATER SYSTEM PLAN INCLUDING TASKS 1 AND 2.

Ayes: Udvig, Robinson, Bauer, Muehlbauer, and Feldman

Nays: None

Motion carries: 5-0

B. Release RFP for Construction Manager

City Administrator Thunstrom reviewed the Staff report in regard to releasing the RFP for a Construction Manager for the City Hall Fire Station.

Mayor Feldman clarified that the authority of changes on the project come from the Council, through Brunton, to the Construction manager for the project.

Udvig stated that the sooner the Construction Manager comes on board, the sooner they can help manage the project.

Bauer agreed that it is a good decision to move forward with an expert in the field.

Muehlbauer stated that he does not have an issue with the Construction Manager portion of this. He asked where the funding for this would come from. Thunstrom explained that it will come partially from the bond, cash assets and funds, and other funds.

Robinson shared that the City will benefit from any savings by having a Construction Manager in play rather than just a general contractor. He appreciated the help from Thunstrom and Brunton.

Mayor Feldman added that the Building Committee has been excellent on this and vetting the architects. He shared that the Council will know more as they get to the hard numbers of the bid process in July and August. He explained that this is a long process, but the facility is so important so this project needs to be done right to prepare for the future. He said the Council will be taking their time on this project to do the proper due diligence. He said that the numbers will be put out when the

Council understands the numbers.

MOTION BY: MAYOR FELDMAN SECOND: UDVIG APPROVING THE RELEASE OF THE RFP FOR A CONSTRUCTION MANAGER OF THE NEW CITY FACILITY AS PRESENTED.

Ayes: Udvig, Robinson, Bauer, Muehlbauer, and Feldman

Nays: None

Motion carries: 5-0

C. Farmers' Market Proposal

Community Development Director Colette Baumgardner reviewed the Staff report concerning a Farmers' Market proposal for the summer of 2023 in Community Park. She asked for Council's direction moving forward if they would like the project to be pursued or put on pause. She read the mission statement of the Farmers' Market. She shared the intent to seek volunteers for a volunteer committee to help with assembly of the market. She shared budget implications and the next steps to get the market registered with the Minnesota Farmers' Market Association.

Mayor Feldman shared his support for this and how great it will be for the residents of the City and the farmers to sell their goods.

Robinson shared his excitement for this and thanked Baumgardner and Staff for putting this together. He stated this will bring people in and suggested making the entrance fee reasonable for the first year to encourage people to come in. He also suggested using the vendors as the set-up and take down committee in exchange for a portion off of their entry fee.

Udvig agreed that this is an excellent idea for the City and she is excited to see this happen. She recommended getting the information out soon to get vendors to sign up before they have already signed on with other cities.

Muehlbauer stated he likes the idea and shared the importance of the cost to benefit ratio. He stated that there have been inquiries from residents in the past concerning a farmers' market.

Bauer agreed that it was a great idea and would like Staff to reach out to the Chambers for ideas on getting involved with this. He shared his concern of Pioneer Days weekend when the park is getting set up for the event.

Muehlbauer added that he agreed with Robinson's idea of a reduction of entry fee for the vendors the first year. Mayor Feldman agreed.

Mayor Feldman shared his excitement for this and thinks this is a great direction for the City.

MOTION BY: UDVIG SECOND: BAUER APPROVING THE FARMERS' MARKET PROPOSAL AND DIRECT STAFF TO CONTINUE DEVELOPING THE PROGRAM.

Ayes: Udvig, Robinson, Bauer, Muehlbauer, and Feldman

Nays: None

Motion carries: 5-0

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Fire Dept. Monthly Report - December 2022

Fire Chief Dave Schmidt reviewed the December 2022 report. He highlighted that response times continued to track in the right direction with a response time of 9 minutes and 40 seconds on average, calls for service increased over previous years to 69 calls. He stated that the department was very busy over Christmas Eve and Christmas day and thanked the firefighters who were available that day as it is hard to staff those days. He shared the firefighters per response is up at 5.6 per call with one firefighter returning from military duty and one returning from injury, leaving only one on military duty. He added that the fire versus EMS run distribution is similar to usual. He mentioned that the variance usage was higher than usual. He noted that there were 3 ambulance response times that were over 20 minutes. He stated that they are seeing good compliance with fire inspections. He thanked the Public Works and Police Department for help with the snow maintenance.

Mayor Feldman said it was a good report and mentioned that he always notices that EMS is up over fire over the years. He said the Fire Department is doing great and encouraged them to keep up the good work. He stated he is glad to see a reduction of COVID-19.

Muehlbauer stated it was a good report and asked about the nature of the Christmas Eve and Christmas day calls. Schmidt stated there was not anything overly significant but typically they are for lower level medical concerns.

Bauer said it was a great report and asked Schmidt to thank all firefighters for their work for this community.

Udvig stated it was a great report and asked Schmidt to constantly tell the firefighters how much they are appreciated for the work that they do. She added that it is nice to see residents share their positive experiences with the fire department.

Robinson said it was a good report and thanked all those who serve. He said that he has been privileged to be a part of some recent meetings and the open house. He said the department does an awesome job and encouraged them to keep up

the good work.

12. COUNCIL MEMBER REPORTS

Robinson shared he attended the Building Committee meeting last Thursday concerning the costs and project manager for the City Hall Fire Station. He added that he also attended the meeting with a neighboring community about joining forces with our fire departments. He shared that he is honored and privileged to serve another 4 years on the Council and looks forward to this term.

Udvig thanked the residents for reelection and shared she is looking forward to another 4 years on the Council. She noted that if residents are able, she encouraged them to take a few minutes to clear out fire hydrant areas. She mentioned that on January 27 at 6 p.m. the Chamber of Commerce will be hosting their Casino Night fundraiser at the Refuge Golf Course and encouraged residents to get their tickets, online or at the door.

Bauer congratulated Udvig, Robinson, and Mayor Feldman on reelection and thanked them for their hard work.

Muehlbauer stated that he is happy to be home. He reiterated Udvig's point concerning fire hydrants and added that sidewalks should be taken care of as well. He took a moment to share his appreciation for all Staff for a great year and for all that they do.

Mayor Feldman stated that plowing is on a priority basis, which starts with the roads, and then goes to parks and sidewalks, to fire hydrants. He expressed the need for the fire hydrants to be accessible. He said that Public Works has done a great job and commended them on their work with the snow this winter. He thanked Council for having foresight to get Public Works the right vehicles to keep up with the snow. He stated that it is an honor for him as mayor to have nurtured this Staff. He said that it is the residents job to give the Council the information and it is the Council's job to figure out what to do with that information. He added that it is an honor and privilege to be the mayor of the City and head of this Staff. He stated he is looking forward to the next 2 years as mayor of the City. He encouraged everyone to clear the fire hydrants. He said that if residents have concerns to share them with Council for them to work on it. He wished everyone a healthy and happy New Year and thanked everyone for their support with his health struggles.

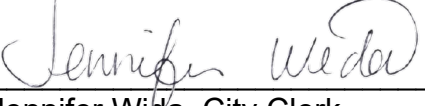
13. UPCOMING EVENTS

January 18 - Planning Commission Meeting

January 23 - Charter Commission Meeting
February 6 - City Council Meeting

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 6:41 p.m.



Jennifer Wida, City Clerk