

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

March 20, 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 Kevin Robinson, Sarah Udvig, and Joe Muehlbauer.

Members Absent: Robert Bauer

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

3. APPROVAL OF AGENDA

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

Ayes: Udvig, Robinson, Muehlbauer, and Feldman Nays: None

Motion carries: 4-0

4. CONSENT AGENDA

A. City Council Minutes - March 6, 2023

B. Joint Powers Agreement and CJDN (Criminal Justice Data Network)

Subscriber

Agreement

Resolution 2023-12 Approving State of Minnesota Joint Powers Agreement with the City of St. Francis on behalf of its City Attorney and Police

Department

C. Zero Turn - Mower Replacement

D. Rental License Approvals

E. Payment of Claims

MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA

Ayes: Udvig, Robinson, Muehlbauer, and Feldman Nays: None
Motion carries: 4-0

5. MEETING OPEN TO THE PUBLIC

Ali Aanenson, 20259 Wolfwram Street Northwest, came forward and stated that she and her teammates were present representing the St. Francis High School Track and Field Team. She shared that they are asking for a \$2,000 donation and that they are raising funds for new uniforms for the track and cross country teams, as the current uniforms are five years old.

Mayor Feldman asked when they would need to donation by. The team said that they would need it by the end of the season, which would be June. Mayor Feldman stated that this will be discussed at a work session and they will get back to the team.

6. SPECIAL BUSINESS

A. Swearing in of New Police Officers

Police Chief Todd Schwieger shared that he will be swearing in two new Police Officers this evening. He expressed his gratitude to all St. Francis Police Officers and Staff. He introduced and gave background information on the two new officers, James Bolte and Riley Struckman.

Mayor Feldman swore in Officer Bolte and Officer Struckman. He and the Council welcomed the new officers.

7. PUBLIC HEARINGS – NONE

8. OLD BUSINESS

**A. Ordinance Update – Chapter 8 Section Public Protection – Second Reading
Ordinance 309 - Amending Chapter 8 Section 4-3 of City Code**

City Administrator Kate Thunstrom reviewed the Staff report. She mentioned that this update is to get this item to reflect State statue.

MOTION BY: UDVIG SECOND: ROBINSON TO ADOPT ORDINANCE UPDATE
- CHAPTER 8 SECTION PUBLIC PROTECTION - SECOND READING
ORDINANCE 309 - AN ORDINANCE AMENDING CHAPTER 3, MUNICIPAL AND
PUBLIC/PRIVATE UTILITIES - RULES AND REGULATIONS, RATES,
CHARGES, AND COLLECTIONS.

A roll call vote was performed:

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

Motion carried 4-0

9. NEW BUSINESS

A. Work Session Request

Thunstrom reviewed the Staff report and request for a work session on April 10 to discuss development related topics.

Mayor Feldman asked what time the meeting would be. Thunstrom stated that it would be at 6 p.m. Mayor Feldman shared that he thought the Track and Field team coming forward was a little out of place and wished that they would have brought their request to the Staff to then be brought to the Council. He asked if they would like to add this discussion to the requested work session. Thunstrom added that there is a work session scheduled for March 27 where the Track and Field request could be discussed.

The Council was in agreement to schedule a work session for April 10, 2023 at 6 p.m.

B. Police Department UAV Program

Schwieger reviewed the Staff report concerning an unmanned aerial vehicle (UAV) program that the Police Department Staff has been researching and would hope to implement in the near future. He shared the benefits of this device to the Police Department and discussed the process and next steps for this program.

Mayor Feldman stated that he is very much in support of this.

Udvig agreed and said that the more tools the Police Department has, it makes the officers job easier and the residents feel safer. She shared her support.

Muehlbauer said it would be a nice tool to have, although not a necessity. He shared his fear that it could become overused. He asked if the Sheriff's Office has something similar to this device. Schwieger said that they do and they have utilized it many times from Anoka County. He added that there are very strict rules and regulations that have to be obeyed to use this tool.

Robinson asked how many officers will be trained for this device. Schwieger said that they are looking at training four. Robinson asked if they would all need licensing for this that would have to be renewed over time. Schwieger said yes and explained that they would need to be licensed through the FAA. Robinson asked where the device would be kept. Schwieger stated that it would be stored at the station. Robinson asked about the time consideration of this and if it would be time consuming to have the officers go back to the station to grab the device to be used. Schwieger explained that in most instances where they have borrowed this device from other agencies there was always a wait to get the device and most areas where they have needed it are only within a few miles of the station, which would save time rather than borrowing it from other agencies. Robinson asked about the

additional costs and renewal costs. Schwieger stated that there are a wide variety of units available and the one that he is looking at purchasing is approximately \$18,000 and would be replaced every eight to ten years. Robinson asked if there are recording capabilities. Schwieger said yes. Robinson asked about the current costs of a police dog. Schwieger explained that with all the associated costs, a police dog can cost as much as \$100,000. Robinson asked about other protection devices for the officers in the field that may be needed in the next few years. Schwieger stated that every officer current have protective chest and headgear as well as battens that can be used for protection. He stated that every officer is also going through annual training. He added that they are looking to purchase more shields for the officers.

Muehlbauer asked if this is something that the public could purchase or if this is something specialized for police. Schwieger said that it is not specific to law enforcement.

Mayor Feldman asked how much money is currently in the forfeiture fund now. Schwieger said that there is approximately \$14,000 in the fund.

C. Fee Schedule Amendment for Farmers Market - First Reading
Ordinance 311 - An Ordinance Amending Section 2-9-1 of The City
Code Regarding The Fee Schedule – Farmers Market Fees

Community Development Director Colette Baumgardner reviewed the Staff report and request to amend the fee schedule to add a fee for the upcoming farmer's market this summer. She stated that Staff had discussed the fee for vendors to be \$150, but reducing the fee to \$100 for the first season, with a \$10 per day fee.

Mayor Feldman stated that it is important to attract vendors in the first year so he supports the first season rate.

Muehlbauer agreed and said that he is excited to see the success.

Robinson stated that the \$100 fee is more reasonable to help attract vendors.

Udvig agreed with the lower fee for the first season.

MOTION BY: UDVIG SECOND: MUEHLBAUER TO ADOPT THE FEE
SCHEDULE AMENDMENT FOR FARMERS MARKET - FIRST READING
ORDINANCE 311 - AN ORDINANCE AMENDING SECTION 2-9-1 OF THE CITY
CODE REGARDING THE FEE SCHEDULE - FARMERS MARKET FEES.

A roll call vote was performed:

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

Motion carried 4-0

D. Recommendation for a Construction Manager

Thunstrom reviewed the Staff report concerning hiring a construction manager for the new City Hall Fire Station. She shared that the four applicants have been interviewed and shared that Stahl came in above the other three applicants.

Mayor Feldman stated that he has reviewed the scores and sees that Stahl comes in above the rest. He said he looked into the references as well and is very impressed with Stahl. He said that Stahl seems like a great fit for the City and this job and is confident that they are the right company to take on this project.

Udvig shared that she trusts that the interview committee did a good job vetting this companies and added that she is in favor of moving forward with Stahl.

Robinson stated that he sat in on the building meeting and noted the enthusiasm that the participants had for the groups chosen. He shared his support for Stahl.

Muehlbauer said that he attended the interviews and supports Stahl. He asked if the 14-18 month schedule is from when construction starts. Thunstrom said yes and that they anticipate the timeline coming closer to 14 months.

Mayor Feldman reiterated how Stahl seems like the right choice.

Thunstrom stated that they will move forward with putting together contracts with Stahl.

Muehlbauer asked what would happen with the construction manager if the bid comes in too high and the City is not able to move forward with the project. Thunstrom explained that the pre-construction fees will have already been paid out. She added that one of the responsibilities is to keep the project bids from coming in too high.

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Liquor Store Annual Report - 2022

Liquor Store Manager John Schmidt reviewed the 2022 annual report for the liquor store. He highlighted the staff at the liquor store. He reviewed the 5-year comparative income statement, gross sales, gross profits, as well as the 2022 trends. He noted the liquor store remodeling process, which included a storage room. He reviewed the special events and fundraisers held throughout the year. He thanked Finance Director Darcy Muvihill for her help with this report.

Mayor Feldman noted that the bathroom to storage room remodel turned out very good. He asked if the store is seeing new customers come in with the new

improvements. Schmidt stated that everyone who comes into the store comments on how beautiful the store looks and they do not have many new customers other than people new to town.

Muehlbauer thanked Schmidt and his staff for their hard work and improvements to the store.

Robinson said it was a good report. He asked if there has been a difference in vendor participation since the improvements have been made. Schmidt stated that vendors are definitely competing to have the best spot in the display areas. Robinson asked if the wine tasting area can be used for any other drinks than wine. Schmidt explained that it is just a tasting area, not strictly a wine tasting area. He added that two different liquors were sampled for St. Patrick's Day. He said that the beer vendors have not been too involved with tastings. Robinson asked if there is any secret shopping done to liquor stores in the surrounding areas. Schmidt said that they will occasionally stop in at competitors and compare prices.

Udvig said it was a great report and commended the liquor store staff, as she has heard great things from the community about how friendly and knowledgeable they are. She suggested some fun contests involving Liquor Store Larry. She said she loves the new space and loves seeing what is new each time she comes by.

Mayor Feldman mentioned that he liked the new wine racks. He emphasized how the changes have opened up new opportunities and noted that they can now carry Coca-Cola because they can now handle the volume. He noted the importance of bulk buying. He suggested pushing more for the beer vendors to have tastings at the store. He commended the staff for keeping things moving during the construction. He shared his appreciation for the Public Works Department for taking down the shrubs and cleaning up the outside area. He noted that there will be a food truck out there on Thursday from 11:30 a.m. to 7 p.m.

12. COUNCIL MEMBER REPORTS

Udvig had nothing to report.

Robinson noted that Winning With Cops will be tomorrow and on April 11 the St. Francis Police Academy will start up again. He encouraged residents to attend these events. He stated that he attended the Bethel fire meeting.

Muehlbauer stated that he attended the interviews for the construction manager and added that they were very informative and he is very happy with the chosen construction manager. He encouraged everyone to attend the Winning With Cops and Police Academy events.

Mayor Feldman noted that he could not make it to the interviews but he did do his research and is happy with the selection of Stahl. He hopes that this project will move forward, if the numbers are right, and that the project will benefit the City for

many years to come. He stated that he is very excited about the farmer's market this summer. He noted that the goal of the City is to bring activities like this in for residents to enjoy. He thanked the Staff for their work. He said it was an honor to swear in the new police officers this evening.

Fire Chief Dave Schmidt noted that Brigit spent 15 years at the fire department before deciding to retire and through mutual connections she decided to come back.

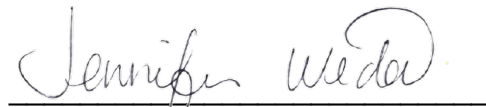
Mayor Feldman thanked Public Works Director Paul Carpenter for all the work this winter with plowing. He asked if road restrictions may go on longer this year due to weather. Carpenter stated that usually things thaw out pretty quickly.

13. UPCOMING EVENTS

March 27 - City Council Work Session - 6:00 pm
April 3 - City Council Meeting - 6:00 pm
April 17 - City Council Work Session - 6:00 pm
April 19 - Planning Commission Meeting - 7:00 pm
April 29 - Recycling Event - 8:00 am - 2:00 pm
April 29 - Drug Take Back - 10:00 am - 2:00 pm
April 30 - Fire Dept. Hands on Safety Event - 10:00 - 2:00 pm

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 7:05 p.m.



Jennifer Wida, City Clerk