

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

October 17, 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: Deputy City 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: UDVIG 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 - October 3, 2022
- B. 2022 Street Rehabilitation Project – Pay Estimate No. 1
- C. Acknowledgement to Conduct Excluded Bingo
- D. Gambling Permit – St. Francis Athletics Booster Club
- E. Poppy Street and 229th Lane Reconstruction Project – Pay Estimate No. 2
- F. Resolution Calling for Hearing on the Poppy Street and 229th Lane Reconstruction Project
Resolution 2022-55 Call for a Public Hearing on proposed assessment for Poppy Street and 229th Lane

- G. Turtle Ponds 4th Addition Letter of Credit Reduction
- H. Turtle Ponds 5th Addition Letter of Credit Reduction
- I. Embedded Systems Contract Renewal
- J. Brunton Contract for Services
- K. Rink Management
- L. Routine Recycling Agreement
- M. Rental License Approval
- N. Payment of Claims

Mayor Feldman stated he wanted to pull items, G, H, and J for explanation and discussion.

MOTION BY: MUEHLBAUER SECOND: BAUER APPROVING THE CONSENT AGENDA ITEMS A, B, C, D, E, F, I, K, L, M, and N.

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 explained that for items G and H the letter of credits are actually 125% and not 150%; however, the monetary values are correct. For item J, Assistant City Attorney Schaps gave some clarification of the contract and explained that litigation had been selected in the case of a dispute. He added that the part about arbitration is not in the contract. He stated the agreement has been reviewed and recommended.

Mayor Feldman shared that he has always shared with Staff that we are all human and mistakes need to be learned from. He added he is against arbitration because it leaves it to a third party to make a decision that cannot be changed.

MOTION BY: ROBINSON SECOND: BAUER APPROVING THE CONSENT AGENDA ITEMS G, H, and J.

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

7. PUBLIC HEARINGS – NONE

8. OLD BUSINESS

A. Rivers Edge 7th Addition Rezoning – 2nd Reading

*Ordinance 300 Approving a rezoning request for Outlot A Rivers Edge 2nd Addition from UR to the Rivers Edge PUD

*Resolution 2022-56 Authorizing the summary publication of Ordinance 300

Community Development Director Baumgardner reviewed the Staff report in reference to the application that was reviewed at the last meeting which was approved. She added this gave the public two weeks to review and no one has come forward with any concerns with adoption of the ordinance. She shared that Staff recommends approval.

MOTION BY: BAUER SECOND: MUEHLBAUER ADOPTING RIVERS EDGE 7TH ADDITION REZONING - 2ND READING ORDINANCE 300 APPROVING A REZONING REQUEST FOR OUTLOT A RIVERS EDGE 2ND ADDITION FROM UR TO THE RIVERS EDGE PUD.

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

MOTION BY: UDVIG SECOND: ROBINSON ADOPTING RESOLUTION 2022-56 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 300.

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

*Resolution 2022-57 Extending the deadline for the recording of The Meadows of St. Francis 4th Addition Subdivision

Community Development Director Baumgardner reviewed the Staff report and discussed that the applicant has requested to extend their deadline.

Mayor Feldman asked if the applicant did not know that there was sewer and water access on the other lots. Baumgardner shared she is not sure where they thought the utility access point was or if they hadn't put together a utility plan when they submitted it to us but the City did not have the utility plan when the subdivision was approved initially.

Mayor Feldman asked if the lot purchased by Dollar General had access and the other three did not. Baumgardner said the lot south of Dollar General does not have access but the rest do.

Mayor Feldman asked if the sewer and water was the only reason they were doing an extension. Baumgardner stated it is the primary reason for the extension, everything else with the site plan has been finalized.

Bauer stated that there was a plan for there to be an additional parking lot to the south and now with moving the line over, does this put Dollar General out of parking conformity. Baumgardner said no, everything with the Dollar General site plan will remain the same as what was reviewed in July.

Mayor Feldman asked how far the lot line will move. Baumgardner stated she believes it is eight feet.

Robinson asked if it was originally two lots rather than the four. He asked if this makes the other lots viable with the size. Baumgardner stated that the subdivision will stay the same as what was reviewed by Council in July and they expect the lots to be sellable. Robinson asked if they would not only be sellable but also functional as there were wetlands in this area. Baumgardner said yes the lots will be functional. She stated there is an allowance within the City Code to have shared parking between the sites.

MOTION BY: ROBINSON SECOND: BAUER ADOPTING SUBDIVISION RECORDING EXTENSION - MEADOWS OF ST. FRANCIS 4TH ADDITION UNTIL DECEMBER 31st, 2022 RESOLUTION 2022-57 EXTENDING THE DEADLINE FOR THE RECORDING OF THE MEADOWS OF ST. FRANCIS 4TH ADDITION SUBDIVISION.

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

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Fire Department Monthly Report - September

Corey and Ginnie from Brunton Architects came forward to talk about the City Hall Fire Station. Corey thanked the City for all their work up to this point and stated they would like to have more conversation with the City Staff to make sure everything fits and everyone is comfortable with the design. He added they were also looking at having open communication with the community to talk about a design and why this firm was hired. Ginnie shared there have been great discussions of how they will be able to meet the City's budget and timeline needs. Corey shared there is light at the end of the tunnel and there is a need to strategize the right time to start the project based on complexity and timing.

Robinson shared that he has been a part of the Building Committee so he is content and is looking forward to sharing this with the public and showing the deficiencies that are currently being dealt with and how this will be a bright spot in the City when it is completed.

Mayor Feldman shared that he had spoken with Schaps, Robinson, and Ginnie and Corey with Brunton. He stated it is important for the people to know what kind of organization has been hired for this project as it will take quite a long time. He shared this discussion started about five years ago by saying that if the other buildings get up and running, within financial reasonability, a new City Hall Fire Station should be thought about. The other buildings are now requiring bigger ticket items. He stated the importance of allowing the public to ask questions and the Council being transparent with the public. He wanted the people to understand this company has been vetted and they have seen the work they have done. He shared that as they work through phases there will be a rendering of what the project will look like. He thanked Corey and Ginnie for coming tonight and thanked the Building Committee for their work and due diligence on this project.

Fire Chief Schmidt presented the September monthly report. He highlighted that the response time goal of under 10 minutes was exceeded with the average response time of 8 minutes and 11 seconds, the number of calls was down this month with only 55 runs, and the average numbers of firefighters per response was 5.1 and there are still two members out on military leave and a third member was

lost to long term injury. He shared that the fire runs were up this month which is typical for this time of year. He stated the variance usage was down this month and there was only one potential COVID patient contact and only one ambulance response time over 20 minutes, which are encouraging numbers. He also shared that the fire inspections were back on track with five fire inspections and four reinspections. He thanked everyone who showed up to the French toast breakfast and those who put time and effort into the event.

Mayor Feldman said it was a good report and was happy to see the COVID numbers down. He asked if the lieutenants had been done yet. Schmidt said the applicants closed and they are working on putting together an interview panel.

Mayor Feldman stated that the survey Schmidt did seemed very positive. He liked the fact that the Fire Department has tours that lets people see the situation of the current Fire Station building so that they can know why they are talking about the new City Hall Fire Station.

Robinson shared it was a great report and stated that the response time for ambulances is great. He added that there are other communities that are looking at \$9M-\$10M for a Fire Station. He emphasized that the Fire Station is not a want but a need. He shared he was at the french toast breakfast and it was great to see the participation at the event.

Muehlbauer thanked Schmidt for the report and asked him to thank the Staff and firefighters.

Udvig said it was a great report and was glad to see that there were less COVID calls. She shared it was fun to interact with the firefighters at the event and wanted Schmidt to let all the firefighters know how appreciated they are.

Bauer stated it was a great report and reiterated what Udvig said and wanted Schmidt to thank the firefighters for their work in the community.

Mayor Feldman stated he could not make it to the French toast breakfast due to his health issues.

B. Police Department Quarterly Report

Police Chief Schwieger gave the quarterly report for the Police Department and shared it was a busy summer. He highlighted the events that took place, the calls for service, which increased from the second quarter, the cases referred to investigations, driving citations, and the Minnesota Towards Zero Deaths program. He shared that there are two officers in training that are doing very well and hope to have them on their own by early 2023. He gave a shout out to the Police Department officers and Staff for their hard work during this time of staffing shortages.

Mayor Feldman shared that he was surprised by the Towards Zero Death numbers with things like seatbelt wearing. He hoped that the open garage door issues would change with winter coming. He encouraged people to make a call to police if they see something that does not look right. He thanked both the Fire and Police Departments for doing a great job in the events that they do by making the people feel comfortable to call police or fire for help.

Bauer stated it was a great report and wanted the community to know that thefts are up and to protect their property and neighbors and to call if there is any suspicious activity. He also encouraged calling a cab or other transportation as DUIs and DWIs are up. He asked Schwieger to thank his officers.

Udvig thanked Schwieger for his report. She asked Schwieger if he could remind the residents that it is okay to call 911, especially on weekends. Schwieger said that 911 can be called for everything but shared there is also a non-emergency line to call. He stated the Police Department can be called during business hours, but if an officer is needed, call 911. Mayor Feldman added that the non-emergency number is 427-1212.

Udvig noted that the Prescription Take Back Day is scheduled for October 29 from 10am-2pm at the Police Department. She thanked Schwieger for his work and asked him to pass along appreciation to his Staff.

Mayor Feldman stated that the last Prescription Take Back event had a use volume of turn out. Schwieger said that over 200 pounds of medications were collected. He said that this event may have a smaller turnout since it is not a County event, however the take back box is always available. Mayor Feldman said if things like this are made easy, people will do it.

Muehlbauer asked Schwieger to thank all of his officers for all they do. He shared that he has had people asking him about the sunken line and stated he referred residents back to the information from the Police Department.

Robinson thanked Schwieger for his and his officers' service and creativity with events. He asked Schwieger to explain what all assists were on the non-reportable offenses. Schwieger said that all assists are assisting other agencies like Anoka County, Isanti County, the Sheriff's Office, anything that is not dispatched directly to the Police Department.

Robinson asked about Nixle. Schwieger said that Nixle had been dialed back over the summer and is only sending alerts for certain things and the subscription is very consistent. Mayor Feldman shared he thought there were 1,100 to 1,200 subscribers to Nixle, which is beyond expectation.

Mayor Feldman highlighted the events like National Night Out, Cone with a Cop and Stay Home Safe for Kids, as well as upcoming events like the Prescription

Take Back Day, Santa at the Police Department and Stop Bullying Day. He thanked both the Fire and Police Departments for their work for public safety.

C. Community Development Quarter 3 Report

Community Development Director Baumgardner presented her first quarterly report on community development. Since coming on board this quarter, she and Staff have worked to increase community partnerships, specifically with the Chamber of Commerce and the school district. She highlighted the economic development and the Bridge Street and Highway 47 Corridors. She discussed the housing developments being discussed which are, Rivers Edge Development, Turtle Ponds, 4th, 5th, and 6th additions, Eagle Point at Vista Prairie, the Bluffs of Rum River, and the Brothers Development. She then discussed the commercial development projects of Meadows 4th, Patriot Parkway, and Northrup Grumman. She was excited to share the work of the building department and shared that quarter three was a huge quarter for the Staff, specifically Lisa Stoll, the office administrator, and Phil Dahlheimer, the building official, in which they issued 363 permits. She mentioned there has been a slowing of new residential construction and only received one new residential home request in quarter three. She stated a few requests have come from homeowners wanting to build their own homes, but by the State there is only a certain amount that a homeowner can do without a contractor.

Mayor Feldman asked for clarification on this. Baumgardner explained that homeowners can only do a certain percentage of the work on their own per the State. Mayor Feldman shared that he liked this idea because codes are made for people who do things that they should not be doing on their own. He sees the desire to save money but it is more important that the house is built right.

Baumgardner continued her presentation by sharing that permits based on valuation are down as well as the permit revenue. She shared that there were 42 properties that have been active within Code Enforcement. Lastly, she shared that two Planning Commission members resigned within quarter three and she has been interviewing candidates for the positions.

Mayor Feldman shared that Jodie and Lyle are doing an exceptional job and he is happy to see better code compliance. He stated that revenue is not made through these fines, but through building permits and increased business coming into the City with residential and commercial growth. He said that when people know about an issue, most of the time they will comply. He shared this program is working out very well and exceeding his expectations. He mentioned that of the 363 permits, he wishes they all would have been homes, but they are all revenue for the City. He pointed out that there are an estimated 35 lots remaining in the City with water and sewer connections and 32 platted private lots. He stated that the new housing developments add to the City's inventory which increases revenue. He said this Council serves the people of St. Francis and he does not care to hear outside influence. He knows that with these new housing developments will come outside

influence and it is important to listen to the influence that matters, not the opinions of those outside the City.

Muehlbauer shared it was nice to meet Baumgardner in person and thanked her for her and Staff's work.

Robinson said Baumgardner did a great job with her first report and thanked her and the Staff for their innovative and streamlined work. He asked about the additional reinspections for people building their own homes and if these cost money. Baumgardner shared that with a building permit, it comes with 15 inspections from Phil, the building official. She stated Phil has not had one that he has had to go over the number of inspections given with the permit.

Robinson was glad that these are not yet costing the City more money. He understands that a homeowner may want to do the work on their own to save money, but not if it ends up costing the City more money in inspections. Mayor Feldman stated that is a good point and that he knows Phil does a great job with inspections because of his building knowledge.

Bauer welcomed Baumgardner and said it was a great report. He reiterated to stay involved with the City to help progress the best it can to grow St. Francis.

Udvig stated it was a great report and the Council is glad to have Baumgardner on board.

12. COUNCIL MEMBER REPORTS

Muehlbauer shared that he attended the Work Session meeting last week where they discussed water rates and the new developments, which is still being discussed and he hopes residents call with any questions or concerns. Mayor Feldman added that the water rates were kept as low as possible for as long as they could.

Udvig also attended the Work Session meeting last week and she was able to attend the Fire Department open house where she got to talk to some new residents. She shared she has started reaching out to a few different groups to let them know that there are openings on different Commissions and she was happy to see people pick up applications for the Fire Department. She said it is nice to see the fire fighters be so encouraging and enthusiastic with potential applicants.

Bauer stated he also attended the Work Session meeting and it was very fruitful. He apologized for missing the French toast breakfast but he heard it was well attended.

Robinson also attended the Work Session meeting where they talked about the creation of a Park Commission and he is hopeful that this comes together for events and to get the community involved. He stated more information will be

coming on this. He shared they talked about the water and sewer rates and stated that a City that stays stagnant does not go anywhere. He said the rates will be fair. He is excited about what was discussed in Baumgardner's Community Development report. He did a drive by at the Siwek Park and it was looking good and the community should be proud.

Mayor Feldman agreed with Robinson and gave kudos to Public Works Director Carpenter and his Staff for pulling off this park, which is the first park for this administration. He is appreciative of the developer of Rivers Edge and stated it is nice to have this park in front of these houses for kids to play safely at.

Mayor Feldman asked Liquor Store Manager Schmidt for an update on the store. Schmidt stated there will be a regional MMVA meeting on November 2nd. He said the store is staying busy from open to close. The new monitor is advertising for other businesses as well as the store. He stated the new credit card machines were just received and they are in the process of getting those installed and programmed.

Mayor Feldman said things seem to be trending in the right direction and he is glad that the shrubs in the front were taken down so that the store can be seen.

Mayor Feldman asked City Engineer Jochum for an update on Poppy Street. He noted it seems like they are moving on the road now that the utilities are done. He added that sod will not be put out this year since it is too late in the year. He was happy to see that the sewer line was taken over from Oak Grove. He stated that the curb and sidewalk alone have changed Poppy Street. Jochum said there is a hope for asphalt by Wednesday at the earliest. He mentioned the sidewalks could be finished by Friday or early next week. He stated everything should be looking good by the end of next week.

Mayor Feldman is excited to see the asphalt come in after being on the dirt road and what it kicks up. He wishes it would not have taken two years to get to this point but he thinks this project is doing right by the residents. He stated that Joe Coleman did a few things well for the City in his time, including the road program and setting aside money for the City Hall Fire Station. He emphasized how all roads need work and it is nice to see that the City is on top of the roads with proactive thinking. He shared that no matter what the economy does, he thinks this City will be able to handle it due to the Staff being very competent. He thanked Assistant City Attorney Schaps for his help with the Brunton Architect contracts in taking out the gray areas so that expectations were understood. He is happy that there was a good turnout for the French toast breakfast and appreciates the tours of the Fire Station.

13. UPCOMING EVENTS

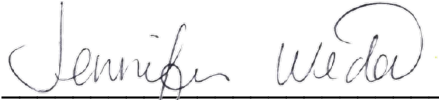
November 7th - City Council Meeting @ 6:00 pm

November 16th - Planning Commission Meeting @ 7:00 pm

November 21st - City Council Meeting @ 6:00 pm

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 7:21 p.m.

A handwritten signature in cursive script, reading "Jennifer Wida", is written above a horizontal line.

Jennifer Wida, City Clerk