

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

September 6, 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 Kevin Robinson, Sarah Udvig, and Joe Muehlbauer (attending remotely).

Members Absent: Councilmember 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), 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.), and Police Chief Todd Schwieger.

3. APPROVAL OF AGENDA

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

A roll call vote was performed:

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

Motion carried 4-0

4. CONSENT AGENDA

- A. City Council Minutes - August 15th, 2022
- B. Conditional Offer of Employment - Lucas Sherburne
- C. Siwek Park – Pay Estimate No. 2
- D. Authorization Not to Waive Statutory Liability Limits
- E. Constitution Week Proclamation
- F. Wastewater Biosolids Tank Cleaning
- G. Police Department Personnel
- H. Agreement for Patriot Parkway Project

I. Payment of Claims

MOTION BY: MUEHLBAUER SECOND: ROBINSON APPROVING THE
CONSENT AGENDA

A roll call vote was performed:

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

Motion carried 4-0

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**

9. **NEW BUSINESS**

A. Grading Interim Use Permit - Resolution 2022-41 Approving an Interim Use Permit to allow site grading on the Richard D. Schroeder Advanced Ammunition Range

Community Development Director Colette Baumgardner gave a presentation concerning the request for an interim use permit. She added that it had been recommended for approval from the Planning Commission, as well as the technical evaluation panel for wetlands. She mentioned that there was a lot of discussion on the permit and eventually the panel came to the decision that the site would work as it was with additional wetland purchasing requirements and the location would work. She added that the applicant is present to answer any questions.

Mayor Feldman asked if this was just a temporary interim use permit while the grading takes place and if the permit was just for the grading. Baumgardner stated that the permit was just for the grading. Mayor Feldman then asked if the applicant will come back during the other phases. Baumgardner stated that the applicant will come back when the applicant has a site plan and the applicant will have two years to complete the work.

MOTION BY: UDVIG SECOND: ROBINSON APPROVING RESOLUTION 2022-41 APPROVING AN INTERIM USE PERMIT TO ALLOW SITE GRADING ON THE RICHARD D. SCHROEDER ADVANCED AMMUNITION RANGE.

A roll call vote was performed:

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

Motion carried 4-0

B. 2023 COLA

City Administrator Kate Thunstrom shared the request to set the COLA for non-union employees for 2023 and stated her recommendation to set the COLA at 3% and she is happy to answer any questions.

Mayor Feldman stated that he did research earlier in the day and the current inflation rate is 8.52%, last year's rate was 5.37%, and the long term average is 3.26%. Because of this, Mayor Feldman said that he does not have a problem with the 3% COLA.

Udvig shared that she also did not have a problem with it.

Robinson agreed and stated that in today's economic climate that number is reasonable.

Muehlbauer stated that he did not have an issue with it.

MOTION BY: ROBINSON SECOND: MUEHLBAUER APPROVING THE 2023 COLA.

A roll call vote was performed:

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

Motion carried 4-0

C. Fire Department Wage Increase

City Administrator Thunstrom discussed the wage increases that had been previously discussed at a work session in regard to the Fire Department. She explained that this would be a step increase at each level, including the Lieutenant, Captain, and Assistant Chief's monthly wages. She added that this would start at the beginning of the new calendar year. She stated she is happy to answer any questions.

Mayor Feldman stated that since this was addressed at a work session, he knew what was going on and didn't have any further questions. No other comments by

council.

MOTION BY: UDVIG SECOND: ROBINSON APPROVING FIRE DEPARTMENT WAGE INCREASE FOR 2023

A roll call vote was performed:

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

Motion carried 4-0

D. Tax Levy - Resolution 2022-42 Adjust the Tax Levy for Bonded Indebtedness
Finance Director Mulvihill shared with the Council the item before them to adjust the debt service levies. She added that with each bond that is sold, there may be a component of a tax levy in there. Overtime we have equalized a few of the bond payments and the other bond payment that was for the Police Public Works Building instead of the levy we have transferred money from the Water/Sewer fund.

Mayor Feldman stated that he liked this because he sees that in the proposed 2023 amount will be a decrease which he likes. He added that he believes it was a good move to refinance the bond and save the interest. He stated that the decision to refinance shows that the City Staff and Council are good budgetary managers of the taxpayers' dollars, which was not the case before the current Administration, but as this Council has taken this on, the Council has done a great job at this. He mentioned that it is important that the public see this and know that tax dollars are being spent wisely. He added that he also liked that the G.O. improvement bonds 2021, there is no levy attached. He stated he is in support of this.

Robinson said that he appreciates the creativity that the accounting department brings. He stated that he is also glad to see the levy numbers go down.

Muehlbauer had no comment.

Udvig stated that she agrees with Robinson.

Mayor Feldman reiterated that this is strong budgetary management with all departments working as is. He stated that this Council has had balanced budgets since it started six years ago and he wants to make sure the public knows that their tax dollars are being watched carefully and that their government is not wasting these dollars as it has been done in the past.

MOTION BY: MUEHLBAUER SECOND: UDVIG APPROVING RESOLUTION 2022-42 TO ADJUST THE TAX LEVY FOR BONDED INDEBTEDNESS.

A roll call vote was performed:

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

Motion carried 4-0

E. Preliminary Approval of a Proposed 2023 Tax Levy and Budget Public Hearing Date - Resolution 2022-43 Providing the Preliminary Approval of a Proposed 2023 Tax Levy and Setting Budget Public Hearing Date.

Finance Director Mulvihill gave a presentation and stated that this had been discussed at a previous work session. She added that it had been estimated that the tax rate would go up, however, with the final numbers, the tax capacity is higher than what she thought, however; some fiscal disparities were lost, so the tax rate is going down from 51.146% in 2022 to 49.553% which is proposed for next year. These numbers included an increase in the levy of \$888,100 for the new City Hall Fire Station debt service levy. She stated that this will go out on the taxation notices to inform the citizens. Once this is set at the December meeting, the numbers cannot go up, they can only be lowered. The hearing will be set for the first meeting in December which will be December 3rd, 2022.

Mayor Feldman reiterated that the tax levy has gone down from 51.146% to 49.553% and this is good. He also liked that this is prudent planning because the general operating levy now has a capital equipment, a building improvement, parks, and street improvement funds in it. He explained that this is a good government running the government. He stated this is exactly how you plan accordingly so that the funds are available to maintain parks and streets and to maintain services that the residents of the City need done. He added that this budget is being run like a household budget, which was part of his 2016 campaign of running a government budget like a household budget and that is what is being done under this Staff and Administration over the last six years. He stated he is very proud of the work being done here and the seeds that are being planted that will change the City dramatically in the next five to ten years. He hopes that the residents will see this as a long term benefit and see the hard work that has been done. He said he will never forget the first two years that this government came into place and it is nice to be in the driver's seat.

Udvig stated she thinks the residents will be happy seeing these numbers, as she is happy herself with it. She thanked Muvihill for all her hard work for making these numbers appealing.

Mayor Feldman stated that it is Muvihill and all Staff that has worked on this because the Staff is a team.

Muehlbauer had no comments.

Robinson added he is happy to see parks get recognized after being set aside for a while. He mentioned that this is all great and will pay dividends five to ten years down the road. He added that the parks have really been needing this and he is happy to see them get the work and improvements.

Mayor Feldman commented that Joe Kohlmann, the previous City Administrator, also did a lot of this work for the parks and street improvements and Mayor Feldman wanted to make sure he gets the recognition he deserves for his hard work.

MOTION: ROBINSON SECOND: UDVIG APPROVING RESOLUTION 2022-42 PROVIDING THE PRELIMINARY APPROVAL OF A PROPOSED 2023 TAX LEVY AND SETTING BUDGET PUBLIC HEARING DATE.

A roll call vote was performed:

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

Motion carried 4-0

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Public Works Quarterly Report

Public Works Director Paul Carpenter gave an overview on his Quarterly Report. He also added that there will be a recycling event on September 17 at Public Works and on October 1, Anoka will be hosting a Household Hazardous Waste event which has been successful in the past. He also mentioned that there will be a waste oil bin at Public Works in the near future.

Mayor Feldman said that was fantastic.

Carpenter explained that Nate Hanson, the new streets and parks employee, is working out very well and has done a great job. Carpenter discussed Manson's attention to detail and noted that the parks look fabulous when Manson is on the job. Carpenter thanked Jen Gulbrandson, who has become the first official storm water inspector. He said he would be happy to answer any questions the Council may have.

Mayor Feldman asked when the oil bin would be located. Carpenter said it can be moved around, however; right now it will be between the salt bin and the building that the school is using.

Mayor Feldman asked if people will be able to dispose of lawn mower oil in the bin.

Carpenter said yes and that Tom was working on this program. Mayor Feldman added that it is nice to have this for the residents so the residents did not have to go elsewhere for these needs.

Mayor Feldman mentioned the enclosure for the dumpsters was a great move. He expressed concern with the DL6 lift station and stated that this seems to be a hard case area to deal with and asked why that was. Carpenter stated that it cycles in different neighborhoods and there have been troubles in the Turtle Run neighborhood. He added that the crew members are always watching the amperage on the pumps, and often monitor the systems at night from their phones to make sure they do not have any issues to take care of. He added that all it takes is a small piece of a rag against the propellers that get stuck and create a higher amperage.

Mayor Feldman responded that he understands the cause and asked how to educate the residents to avoid this in the future. Carpenter stated that communication is on the website and has sent in newsletters.

Mayor Feldman discussed the jetting. He thinks some information needs to be put out for the residents regarding the jetting process in case any residents experience some back up. He stated that education is key, for the jetting situation and the lift station situation. He noted that he was glad to see Gulbrandson moving up and doing a great job.

Muehlbauer mentioned the report was great as usual and thanked Carpenter and the Staff for their hard work.

Robinson said it was a nice report. He asked if it was possible to isolate the addresses and send postcards directly to the homes in the areas that have had lift station issues. Carpenter said that was possible.

Robinson reiterated how great the report was and added that Carpenter's enthusiasm radiates through his staff. He asked if the oil bins needed to have a vault to catch the oil. Carpenter stated a vault is not needed under a certain amount of gallons, there just needs to be a double walled tank. Carpenter added that before building this one, he toured different city's tanks to see what they had and how they worked. Robinson explained he is worried that residents will not care about the look or containment of the oil, however; he is happy to see this happening and it is a step in the right direction.

Udvig said this was an excellent report and she loves seeing the Public Works employees out and about, and that she often sees them visiting with residents and she cannot thank them enough for that. She wished there was something that could be done about the lift stations. Mayor Feldman added that he wished there was a way that the residents could see what it takes to clean the lift station as a way of educating them.

Mayor Feldman thanked Carpenter for the enthusiasm he brings to his team.

Udvig agreed that the postcards would be good communication for residents. Mayor Feldman agreed that it would be a good idea to give it a try.

12. COUNCIL MEMBER REPORTS

Muehlbauer encouraged everyone to come to the upcoming work session.

Udvig stated that she attended the work session meeting and thanked all of the Staff for all that they do.

Robinson added he also attended the work session in regards to the City Hall Fire Station building and attended the discussion with the JPA for fire services with the neighboring community. He wanted to let the public know that there are two work sessions this month as well as a few more in October and to let the public know that the Council takes their job very seriously.

Mayor Feldman added that the Council does the work to make the City a better place than when they took office. He wanted to commend Carpenter on taking the initiative on cleaning up the property at the liquor store. He explained that it is cleaned up very nicely and looks bigger with the shrubs cleaned up. He explained how much he likes the initiative Public Works takes on and he loves seeing it. The Public Works staff care for their jobs, and they want to save money where they can while working professionally.

Mayor Feldman noted that the Poppy Street construction had officially started. He asked who was responsible for letting people know that the community mailbox would be down and that the temporary mailboxes were on 228th, whether it was the contractor or the post office. City Engineer Craig Jochum answered that it was the contractor's responsibility. Mayor Feldman stated the reason he asked is because the residents did not receive any information on this. He added that he went out there and the mailboxes were on the ground and stated it would have been nice to send a cutoff date communication to residents. He also mentioned that he spoke with Jon Halter and Police Chief Todd Schwieger and came to the conclusion that there should not be a Closed to Through Traffic sign because it would create more problems, however; there will be more signage closer to Bridge Street, 225th, and Lake George Boulevard, letting citizens know ahead of time there will be road construction in the middle. He added that the delay in the project is mostly due to scheduling of utilities.

Mayor Feldman had questions from the public, the first question was about the driveways. He asked if the new driveways that are put in require a new contractor and North Valley, the contractor doing the work, cannot do them. Jochum said North Valley can be used, however; it would need to be contracted individually.

Mayor Feldman asked if the driveway length will stand where it is now where the cut marks are. Jochum said this was correct, however; there will be a piece of bituminous put back in that area. Jochum explained that from the edge of where the old road was, there is about seven feet to the edge of the new sidewalk and the rest will be filled back in with pavement. Mayor Feldman asked if the area that will be credited is where the sidewalk will be. Jochum stated it was half of the sidewalk to where it is cut. Mayor Feldman confirmed that a whole big section was taken out, part of it will come back as asphalt and part will be credited. He then asked if it would be the curb, then the sidewalk, then sod and fill in the culvert and level it out. Jochum said the culverts will be removed. Mayor Feldman asked if he could add seven feet to where the cut lines are and that would equal the length of his driveway. Jochum said this is correct, take the cut line and add seven feet to that and it would be the new length. Mayor Feldman confirmed that it was seven feet towards the road. Jochum said this was correct. Mayor Feldman then asked if no resident does their driveway and kept it the way it is, the credit comes from what was taken and not put back. Jochum said in this case there is no credit and the contractor will put the pavement back in. Mayor Feldman asked for confirmation that the credit only comes for getting a new driveway. Jochum said this was correct and those funds are already in the bid. Mayor Feldman mentioned that a neighbor of his had discussed the credit and that Halter had given the neighbor the number for the credit, Mayor Feldman asked if this was only on the condition that the neighbor gets a new driveway. Jochum said that was correct. Mayor Feldman stated that he had reached out to Erikson and Fairfax Asphalt to get different bids. Jochum stated he believes that Erikson did many of the driveways last time and that during the last projects, neighbors got a better deal when they went together with one contractor.

Mayor Feldman stated that Michael's has been out doing gas and should be done today, if not tomorrow. He asked if the hourglass 8-6-8 was being changed to 8 all the way around and that the sanitary sewer was coming from the Oak Grove site to the St. Francis site. Jochum said this was correct. Mayor Feldman said he was for this and does not want the possibility of paying Oak Grove for an easement to check out the St. Francis sanitary sewer system.

Mayor Feldman asked Jochum if there was any other information he would like to share about the project. Jochum shared that the project is just getting rolling. Mayor Feldman asked if it was still set to be finished in October. Jochum said it will have to be finished by then. Mayor Feldman asked if the hold up on the project was the utilities. Jochum said yes and explained that this process was started in January with a utility design meeting. Mayor Feldman stated this had also been an issue at the muni.

Mayor Feldman stated as this road gets done it will be nice, smooth asphalt with a straight away from Bridge Street to Lake George Boulevard and some residents had mentioned talking to Oak Grove about a 3-way stop at 227th, however; he does not see this as a possibility. Mayor Feldman added that John Halter is the

one to call with questions about this project.

Mayor Feldman asked Liquor Store Manager John Schmidt about the credit card application for new credit card service at the muni. Schmidt stated he will be scanning the application and sending it over tomorrow. Mayor Feldman stated he was very happy with the state of the store.

Mayor Feldman thanked Staff and expressed that the Council could not do what they do without the help of the Staff as a partner. All the ideas of the Council come to fruition from the help and the teamwork of the Staff. He hopes that the residents see the hard work being done. He reiterated Robinson's earlier point about the work sessions and added that these are long yet fruitful meetings that help move the City forward in a good direction.

Robinson added he did not mean it to be braggadocious, rather that the Council is passionate about what they do and the Council enjoys it and takes it seriously.

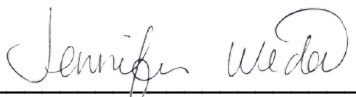
Mayor Feldman wants the public to know that the Council takes this work seriously and they put in long hours with work sessions and regular meetings. He added that these meetings take as long as they need to.

13. UPCOMING EVENT

September 19 - City Council Meeting @ 6:00 pm
September 21 - Planning Commission @ 7:00 pm
October 3 - 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