

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
Virtual Meeting via Zoom

APRIL 19, 2021
6:00 pm

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman through virtual setting via Zoom.

2. ROLL CALL

Members Present: Mayor Steve Feldman, Councilmembers Kevin Robinson, Joe Muehlbauer, and Sarah Udvig

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Planner Beth Richmond (HKGi), City Administrator Joe Kohlmann, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Liquor Store Manager John Schmidt, Public Works Director Jason Windingstad, Community Development Director Kate Thunstrom, Finance Director Darcy Mulvihill, and Deputy Clerk Jenni Wida.

3. APPROVAL OF AGENDA

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

Ayes: Robinson, Udvig, Feldman

Nays: None

Motion carried 3-0

Council Member Muehlbauer joined Zoom meeting @ 6:01 pm.

4. CONSENT AGENDA

MOTION BY: MUEHLBAUER SECOND: ROBINSON ADOPTING THE CONSENT AGENDA

Ayes: Udvig, Feldman Muehlbauer, Robinson,

Nays: None

Motion carried 4-0

- A. City Council Minutes – April 5th, 2021
- B. Less Lethal
- C. Claims

5. MEETING OPEN TO THE PUBLIC

City Administrator Joe Kohlmann asked if anyone wanted to speak. No one came forward.

6. SPECIAL BUSINESS

None

7. PUBLIC HEARINGS

None

8. OLD BUSINESS

None

9. NEW BUSINESS

A. Bottle Shop Expansion – Award Bid

City Administrator Joe Kohlmann gave an overview on the bottle shop sales from last year which totaled about \$2.7 million and had a 110,000-customer count which is consistent with the previous year. The City did a space needs evaluation and concluded that the bottle shop is one of the buildings that is one of the most inadequate within the city operations and is very limited on space.

Mayor Feldman had a conversation with our Architect about the items in the bid and thought there were some items that are not needed. Mayor Feldman stated that he believes that Alternate 1 (landscaping) and Alternate 2 (irrigation) are not needed at this time. There were some allowances that we could also eliminate. Feldman believes that we can get this under \$710,000.00. Feldman stated that this is a good time to do the expansion because we will get the money back on the expansion. There will be no bond pulling and no interest on bonds. Mayor Feldman believes that this is a good time to build and become established before the sale of alcohol is available in grocery stores.

Muehlbauer – Do we double down and go for the expansion at this time, the increase in cost really bother me. Materials have gone up and will they sustain until we start construction. Should we wait and see if material prices come down.

Udvig – How far do we wait until the prices go down? I have seen lumber being sold online. I was in there on Saturday and there is not much space. Our liquor store is not adequate right now. There isn't enough room to display the product. I think we need to look further into this and I believe that we need to do the expansion.

Robinson – I think that we should take advantage of the extra funds that we have at this time and move forward on this. We are fortunate enough to have the Mayor with a construction background and he can keep an eye on the project, but who will be in charge of change orders as this project unfolds. Mayor Feldman stated that he will be very involved and plans on meeting once a week with contractor and Public Works Director Jason Windingstad.

Liquor Store Manager John Schmidt commented that the liquor store has needed storage room since he started 13 years ago. He believes that this addition will be beneficial especially when we have the money available in the liquor fund and we will not exceed those funds.

MOTION BY: UDVIG SECOND: MUEHLBAUER TO ADOPT THE BID FOR THE EXPANSION TO THE BOTTLE SHOP TO WEBBER INC, IN AMOUNT OF \$627,000.00 WITH THE ADD ONS OF ALTERNATE 1 AND ALTERNATE 2 TO BE REMOVED AT THIS TIME AND TO AWARD THE PROPOSALS TO THE LOWEST QUALIFYING PROPOSAL NOT TO EXCEED THE NUMBER OF \$7,707.00 AND NOT TO EXCEED THE AMOUNT OF \$19,165.00 FROM BRITZ COOLER.

Ayes: Udvig, Muehlbauer, Feldman, Robinson

Nays: None

Motion carried 4-0

B. Street Reconditioning – Resolution 2021-13 Approving Plans and Specs

City Engineer Craig Jochum spoke about the Street Reconditioning of 241st Ave, 239th Ave, Ute Street, and Tamarack. During preparation of plans and specifications it was identified that there will need to be a number of power poles moved which will also require some tree removal. There are quite a few mature trees. There were two alternates included using MSA funds for Tamarack and alternate 2 using local funds.

Feldman asked if the right of way will cost \$42,000.00. Craig also stated that that included tree removal. West of Ute can not use MSA funds.

Feldman asked Council should we use MSA or use Local money? Feldman wants to use local money if we have the funds to do it. We have the money budgeted for this.

Robinson – I would be in favor of spending our own money and saving some of the trees.

Muehlbauer – I think that we could use our money as long as we have it budgeted.

Udvig – Agrees with everyone to use local funds.

MOTION MUELBauer BY SECOND ROBINSON BY TO ADOPT
RESOLUTION 2021-13 STREET RECONDITIONING TO APPROVE PLANS
AND SPECS TO USE LOCAL FUNDS ON TAMARCK STREET INSTEAD OF
USING MSA FUNDING.

Ayes: UDVIG, MUEHLBAUER, ROBINSON, FELDMAN

Nays: None
Motion carries: 4-0

C. Fire Engine

Assistant Chief Joe Lawrence gave a presentation on the purchase of Fire Engine 2 Replacement. Engine 2 was identified in the 2021 capital improvement plan for replacement. In 2018 we decommissioned Fire Engine 1 because it was not up to standards. This is the vehicle that we would use the most. The current primary fire engine is currently 21 years old. To obtain a new one it would take about 12-18 months to build. We have had issues with lights and have had increasing repairs. The current fire engine has limited space and the lighting system is getting more difficult to maintain. The storage space is limited. The new truck will have more storage space. Firefighter Brent Wentworth, who is on the truck committee, spoke about some of the important specs of a new truck that will be beneficial. Most of the specs were safety related. Firefighter Chad Schroeder also spoke about the new upgrade from both vendors. There are two options for vendors that were presented for building the new fire truck. It is very common to spend over \$600K. The amounts have been increasing over the years. Pierce Manufacturing requires that we pay 100% down payment. E-One is less expensive and has a service shop located in Ham Lake, MN.

Feldman stated that he does not want to pay 100% for something that is going to take 1-2 years to build. I like the fact that E-One has a service shop in Ham Lake.

Muehlbauer – The one question I have is what is the lifetime structural warranty?

Lawrence stated that the manufacturers use different terms and the structural is the frame of the truck.

Udvig – Stated that the E1 is the best option.

Feldman stated that this is a custom build and is built for MN weather and not Florida weather.

Robinson – What brand is the current one we have? Lawrence stated that it was Toyne. Robinson also asked Assistant Fire Chief Lawrence, have you been able to see sample trucks in other departments? Have you talked to service people on this truck? Lawrence stated that they have test drove the E-One along with the mechanic and he was able to show us some of the things with the truck. Pierce's product has a great reputation and Lawrence believes that the truck committee has picked two of the best vendors to build the new fire engine.

Will this truck be able to reach multi story buildings? Lawrence stated that this is not a ladder truck. The longest ladder is 24 feet long. What are they

Finance Director Darcy Mulvihill stated that the Capital Improvement Plan does have

\$540,000 in there right now and they will have \$50,000 going in next year so there will be \$590,000 available for this truck.

Feldman – Both engines are equivalent? Chief Lawrence stated that the Pierce can be driving while spraying water. The E-One has to be parked in order to spray the water. Feldman asked if it something that we come across a lot. Lawrence stated that it is a good feature to have especially for grass fires.

MOTION BY MUEHLBAUER SECOND BY UDVIG TO SELECT VENDOR E-ONE MANUFACTURING FOR THE PURCHASE OF A NEW FIRE ENGINE UPON REVIEW OF THE CONTRACT FOR THE AMOUNT OF \$541,000.00 TO BE BUILT IN FLORIDA AND SERVICED IN HAM LAKE, MN.

Ayes: ROBINSON, FELDMAN, UDVIG, MUEHLBAUER

Nays: None

Motion carries: 4-0

D. Park System Plan

City Administrator Joe Kohlmann prepared a presentation for a Park System Plan. He spoke about park dedication fees and what they are supposed to used for? Are the park dedication fees the proper amount? Are we charging too much or too little? As of February the park fund had a balance of \$324,530.00. The city has debited \$250,000 for the matching portion of the Rivers Edge Park being installed later this year that received a fifty percent match from the DNR. That leaves a balance of \$74,530.00.

Feldman stated that he thinks that we should move forward with the HKGI plan so that we can know how to use our park dedication fees and we can plan for those fees and make sure we are charging the correct amount. There was never any funding to go through with the previous plan that we had in place when we consulted with John Thiel Consulting.

Robinson – When is the last time we used the park dedication fee fund? Kate Thunstrom was not clear of when used these funds last time. Robinson asked when we do we have to use the grant by?

Thunstrom stated that park dedication fees have to go towards new and not towards maintenance or rehab on any existing parks. Robinson stated that he is not keen on spending \$76K on a new plan when we have old existing things that we need to take care of. I would like to dig a little deeper on this subject and would like to have a work session on this topic.

Muehlbauer – I had price tag shock at first, but I think that having a plan in place for

something that is down the road will help our growth as a city. I believe that we have a lot more growth coming and having more amenities will attract more people.

Udvig – The maintenance of our parks is very important and we need to maintain the parks as well. There are some issues that need to be addressed. It is a lot of money to spend on this plan but I don't know how else we get on track without spending the money. I think getting input from the residents is a good idea. We need to find the money to repair the parks that we have now.

Public Works Director Jason Windingstad stated that we have to have a plan to be able to move forward so that you are not just maintaining. The plan will give us something to measure and will give us goals to budget for our parks.

Feldman asked Thunstrom is this new plan is a good idea. Thunstrom stated that the first plan we had from 2019 and said that it was a good inventory of what we have and the new plan will show us all the components, of where should we put it, how much will it cost, and how much will maintenance be?

MOTION BY MUEHLBAUER SECOND FELDMAN BY TO APPROVE THE
PROPOSAL FROM HKGI TO

Ayes: MUEHLBAUER, UDVIG, FELDMAN

Nays: ROBINSON

Motion carries: 3-1

E. Proposed Zoning Map

Beth Richmond did a second reading on the proposed zoning map to update the zoning map to meet the requirements.

No comments from Council.

1) Ordinance 270, Repealing and Replacing the City Zoning Map

MOTION BY UDVIG SECOND BY MUEHLBAUER TO ADOPT ORDINANCE
270 THE SECOND SERIES REPEALING AND REPLACING THE CITY
ZONING MAP

Ayes: Udvig, Robinson, Muehlbauer, Feldman

Nays: None

Motion carries: 4-0

2) Resolution 2021-14 Authorizing Summary Publication of Ordinance 270.

MOTION BY ROBINSON SECOND BY MUEHLBAUER TO ADOPT
RESOLUTION 2021-14 AUTHORIZING SUMMARY PUBLICATION OF

ORDINANCE 270.

Ayes: Muehlbauer, Udvig, Robinson, Feldman

Nays: None

Motion carries: 4-0

F. City Sale of Property to the EDA

Thunstrom recapped on the first reading and asked if there were any questions.

No questions.

1) Ordinance 271, Second Series

MOTION BY UDVIG SECOND BY MUEHLBAUER TO ADOPT ORDINANCE 271 APPROVING THE SALE OF CITY OWNED REAL ESTATE SECOND READING

Ayes: Udvig, Feldman, Muehlbauer, Robinson

Nays: None

Motion carries: 4-0

2) Resolution 2021-15 Authorizing Summary Publication

MOTION BY MUEHLBAUER SECOND BY ROBINSON TO ADOPT RESOLUTION 2021-15 AUTHORIZING SUMMARY PUBLICATION

Ayes: Robinson, Muehlbauer, Udvig, Feldman

Nays: None

Motion carries: 4-0

G. Kennel – Ordinance 272, Second Series (First Reading)

Thunstrom stated that with the update of the zoning code the kennels ordinance fell into two sections, ordinances and licensing.

Udvig – Agrees that it needed to get cleaned up.

Thunstrom stated that when looking at the codes the codes were not clearly defined.

MOTION BY ROBINSON SECOND BY UDVIG TO ADOPT ORDINANCE 272, KENNEL, SECOND SERIES FIRST READING

Ayes: Robinson, Muehlbauer, Udvig, Feldman

Nays: None

Motion carries: 4-0

H. Peddlers – Ordinance 273, Second Series (First Reading)

In the process of updating the numbering system was overlapped and

subsequently removed this ordinance from code.

MOTION BY MUEHLBAUER SECOND BY ROBINSON TO ADOPT
ORDINANCE 273, PEDDLERS, SECOND SERIES FIRST READING

Ayes: Udvig, Robinson, Muehlbauer, Feldman

Nays: None

Motion carries: 4-0

I. Storage – Ordinance 274, Second Series (First Reading)

Remove section 14 as is it was moved to zoning.

MOTION BY ROBINSON SECOND BY UDVIG TO ADOPT ORDINANCE 274,
STORAGE SECOND SERIES FIRST READING

Ayes: Robinson, Muehlbauer, Udvig, Feldman

Nays: None

Motion carries: 4-0

J. Targeted Residential Picketing – Ordinance 275, Second Series (First Reading)

City Attorney David Schaps recommends the approval of this Residential Picketing Ordinance.

Council all agreed that people have the right to their peace as much as someone has the right to their freedom of speech.

Muehlbauer – asked if they had to be the judge and jury on these instances. Schaps stated that it is specific for where these things can happen. Chief Schwieger stated that this ordinance will help with a quicker dispersal of a group or person.

MOTION BY ROBINSON SECOND BY UDVIG TO ADOPT ORDINANCE 275
TARGETED RESIDENTIAL PICKETING, SECOND SERIES FIRST READING

Ayes: Muehlbauer, Feldman, Robinson, Udvig

Nays: None

Motion carries: 4-0

10. MEETING OPEN TO THE PUBLIC

City Administrator Joe Kohlmann asked if anyone wanted to speak. No one came forward.

11. REPORTS

A. Department Reports –

1) Police Quarterly

Chief Schwieger gave a report on the Police Department. They are at full staff and are continuing to take steps towards normal. There has been an increase in assaults. There has been continued training for officers. Chief Schwieger spoke about the upcoming events including the Citizens Academy, Drug Take Back, Bike Rodeo, Car Seat Clinic, National Night Out, etc. Council thanked Chief Schwieger's leadership and his staff on doing a great job.

2) Community Development Quarterly

Kate Thunstrom stated that the focus for HWY 47 is the senior housing concept plan and they are pursuing that. City was approached for a commercial user south of Mansetti's. Staff has been notified of a potential sale south of O'Reilly Auto and expects more info in the future.

3) Fire Monthly

In March of 2020 we were staffed 24/7 due to the pandemic. We have more of an increase of EMS calls versus fire calls. This has been common across the country. The fire calls are significantly less than the EMS calls. Monday April 26th the Nowthen fire department will be operational. Fire calls are significantly less than EMS calls.

4) Public Works Monthly – Public Works Direct Jason Windingstad lost internet connection and was not available to answer questions. City Administrator Joe Kohlmann stated that he would do his best to answer questions.

No comments.

B. Councilmember Reports –

Muehlbauer – Not a lot to report. Commented on Sheriff Stewarts recent comments. Looking forward to the Citizens Academy.

Udvig – Asked John Schmidt about masks required and obviously we are not enforcing. John stated that we have upset employees who are getting yelled at and he does not ask his employees to enforce masks. He stated that it is imperative that his employees are wearing masks. John stated that it is required.

Udvig asked if the walk out happened at the High School and Chief Schwieger confirmed that the walk out did happen. Supt Giese didn't think that there was much wiggle room for the SRO. The parent group was not overly anxious to take on the challenge of the SRO.

Robinson – Will be volunteering at Recycling Days this upcoming Saturday.

Feldman – We had a meeting with the Commissioner Matt Look, Joe Kohlmann, myself and Mn Dot and talked about getting a third-party consultant for HWY 47 and roundabouts. Joe Kohlmann stated that there will be a new team that we will be working with in the future. There is also an overlay planned for 2025 so we need to get these in place soon.

C. Upcoming Events –

Apr 21 Planning Commission Meeting – 7:00 pm, Zoom Meeting

Apr 24 Recycling Day @ Public Works Facility

May 3 City Council Meeting – 6:00 pm, Zoom meeting

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 9:46 PM.

A handwritten signature in blue ink, appearing to read "Jennifer Wida". The signature is fluid and cursive, with a large loop at the end.

Jennifer Wida, Deputy City Clerk