

**CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY**

**CITY COUNCIL MINUTES
TUESDAY, JANUARY 19, 2021**

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 a virtual setting via Zoom.

2. ROLL CALL

Members present: Mayor Steve Feldman, Councilmembers Kevin Robinson, Joe Muehlbauer and Robert Bauer. Council member Sarah Udvig excused.

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

3. APPROVAL OF AGENDA

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA.

Ayes: Bauer, Muehlbauer, Robinson and Feldman.

Nays: None

Motion carried 4-0.

4. CONSENT AGENDA

A. City Council Minutes – January 4, 202

B. City Council Work Session Notes – January 11, 2021

C. URRWMO – Ratify 2022 Budget

D. Planning Commission Appointments – Liz Fairbanks, Dustin Pavek &1.
Deborah Humann

E. Deferral of Special Assessment-Resolution 2021-03

F. Rental License Approvals

G. Accept Resignation of Kristine Windhauser Effective 02-07-2021 and
Authorization to Fill Vacancy

H. Ordinance 268, Second Series: Regulating the Residency Location of a
Predatory Offender within the City (First Reading)

I. Public Works moving from Union Pay Grades to Non-Union Grades plus
miscellaneous Personnel Policy amendments.

J. Payment of Claims \$1,790,105.67 (ACH 304e-307e \$1,479,864.74 Checks #'s
77016 & 78582-78657 \$310,240.93)

MOTION BY BAUER SECOND MUEHLBAUER APPROVING THE CONSENT
AGENDA ITEMS A - J.

Ayes: Robinson, Muehlbauer, Bauer, and Feldman.

Nays: None

Motion carried 4-0.

Bauer asked Liquor Store Manager about filling the position. Liquor Store Manager John Schmidt said he would like to hire 2-3 part timers with construction this year plus he received another resignation just today. City Administrator Joe Kohlmann said we will leave it up to the liquor store manager on how many they will need. Plus the store construction will be addressed at a meeting/work session soon.

5. **MEETING OPEN TO THE PUBLIC**

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. **COVID Update**

City Administrator Joe Kohlmann gave an update on COVID-19. Kohlmann stated staff reviewed the latest Executive Order by Governor Walz. As Kohlmann noted in his report The United States just reported the highest daily death count from COVID-10 on January 12th with 4,327 – according to John Hopkins University. The five highest tallies for daily infections and deaths have all occurred in 2021.

Under the latest order 7(a) Continue to work from home whenever possible. Any worker who can work from home must do so.

It also references “Places of Public Accommodation permitted to be open. Provided those Places of Public Accommodation follow the requirements and limitations set forth in this Executive Order.

There have been request for the Community Center to reopen and with this Executive Order it is permissible. We could reopen the Community Center as long as they sign the waiver that was created and adhere to guidelines in the Executive Order. After discussion on how the key situation would be handled when room is rented out it was general consensus to reopen the Community Center making sure they sign the waiver and follow the Executive Order guidelines plus keep City Offices as we are doing today and re-evaluate this again on March 15th.

B. **Schedule a Work Session**

City Administrator Joe Kohlmann reported staff is requesting a work session to include Fire Department discussion, MnDOT and other possible items that may come up in the meantime. Kohlmann asked if Monday, January 25th worked for the council. After

discussion the council agreed upon holding the Work Session on Monday, January 25 via Zoom and to start at 5:30 pm.

C. Set up Personnel Committee

Kohlmann stated staff is bringing forward the consideration to create a Personnel Committee. Routine personnel matters could be discussed at the committee level with a forwarded recommendation on to the City Council for their action. Kohlmann stated in order to streamline process and potentially remove some steps, it could be a simple as making the Finance Committee also the Personnel Committee. A number of personnel issues the committee would be reviewing would likely be related to financial matters. Council agree unanimously to have the Finance Committee also be the Personnel Committee.

MOTION BY BAUER SECOND MUEHLBAUER TO ESTABLISH A PERSONNEL COMMITTEE.

Ayes: Feldman, Robinson, Muehlbauer, and Bauer.

Nays: None

Motion carried 4-0.

10. MEETING OPEN TO THE PUBLIC

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

11. REPORTS

A. Department Reports

1) Public Works Monthly Reports-December 2020

Public Works Director Jason Windingstad wanted to give several updates before he addressed him monthly reports. Staff is still working on the MPCA Report and will be brought to the council at a future meeting. Fiber optics was run to the Bottle Shop and water tower. Had a couple items to still address at the Bottle Shop but that should be completed soon. Metro I-net had to change out/update a couple items. Regarding the sledding hill and the parking issues. A JPA between Oak Grove and St. Francis for this park was found by staff and now the parking lot is being plowed and even received some emails from the neighbors in the area thanking us. Windingstad then discussed the monthly reports for each department.

Council thanked Windingstad and staff for the great report and to keep up the good work.

2) Police Department 2020 Annual Report

Police Chief Todd Schwieger stated the police department will soon be adding to the website Community Crime Mapping. Chief Schwieger then went on to give a summary of the Police Department 2020 Annual Report. This report was also included in the packet.

The council thanked Chief Schwieger for the great report and being community orientated department. Council thanked the entire department and appreciate all they do.

3) Comm Development 2020 Annual Report

Community Development Director Kate Thunstrom gave a summary of the Community Development 2020 Annual Report along with recent updates. This report was also included in the packet.

The council thanked Thunstrom for the great report and like the direction the city is going on with all the different projects.

B. Councilmember Reports -

Bauer-apologized for missing the last meeting. Now have new work hours.

Robinson – appreciates the openness in the work session we have and like to welcome the two new members to the Planning Commission.

Muehlbauer – reported he will be working out of State starting next Sunday through maybe mid-March. I will keep up on items. If I have questions I will contact Kohlmann or Mayor Feldman.

Feldman – proud of how staff and council work together. We are on the right path, working and doing good things in the City. Just a couple miscellaneous items; looking in the easement on the Zimmerman property with the engineers, Randy Dressen resigned from the Charter Commission, thanked EDA on the good job this did this year and was pleased regarding the rezoning of the Meridian property. Council and staff put in a lot of hard work. We have learned from past mistakes. Stay healthy and safe.

C. Upcoming Events -

Jan 20 Planning Commission Meeting - 7:00 pm, Zoom meeting

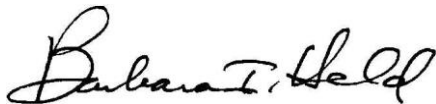
Feb 1 City Council Meeting – 6:00 pm, Zoom meeting

Feb 16 City Offices Closed in Observance of Presidents Day Holiday

Feb 17 City Council Meeting – 6:00 pm, Zoom meeting

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 7:26 pm.



Barbara I. Held, City Clerk