

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

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

August 7, 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 Muehlbauer.

**2. ROLL CALL**

Members Present: Mayor Joe Muehlbauer, Kevin Robinson and Sarah Udvig.  
Members Absent: Councilmember Robert Bauer.

Also present: City Administrator Kate Thunstrom, Deputy 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,

**APPROVAL OF AGENDA**

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

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

**3. CONSENT AGENDA**

Mayor Muehlbauer noted that they will be pulled item L from the consent agenda as he has a direct conflict with an address on the license approval.

A. City Council Minutes - July 17, 2023

B. Council Vacancy

*Resolution 2023-42 Accepting Resignation Due to Appointment and declaring vacancy*

C. Firefighter Resignation

D. Siwek Park Improvements – Final Payment

E. Acknowledgement for Application for Exempt Permit – Minnesota Deer Association – Rum River Chapter

F. Authorization Not to Waive Statutory Liability Limits

G. Updated Auto-Aid Agreement with Isanti Fire District

H. Routine sewer system cleaning (Jetting) and Televising

- I. 245<sup>th</sup> Ave Culvert Reconstruction
- J. Acknowledgement for Application for Temp On-Sale Liquor License – St. Francis Lions Club
- K. Poppy Street and 229<sup>th</sup> Lane Reconstruction Project – Pay Estimate No. 5
- L. Rental License Approvals
- M. Payment of Claims

MOTION BY: ROBINSON SECOND: UDVIG APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA WITH THE REMOVAL OF ITEM L.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

MOTION BY: ROBINSON SECOND: UDVIG APPROVING ITEM L ON THE CONSENT AGENDA.

Ayes: Udvig and Robinson.

Nays: None

Abstain: Mayor Muehlbauer

Motion carries: 2-0-1

#### **4. MEETING OPEN TO THE PUBLIC**

Steve Cain, 23104 Guarani Street NW, came forward and shared that the Public Works staff did an amazing job keeping the roads cleared during this rough winter. He shared that he is a part of a volunteer program that builds wooden cars and trucks for law enforcement. He explained that these are for children who need to be removed from a car accident or a domestic situation, or even just a child that an officer may encounter in the community. He showed the Council an example of the cars that this program builds.

The Council thanked Mr. Cain and this program from what they do.

Police Chief Schwieger stated that they do carry these in their squad cars and are very appreciative of them.

Anthony Colby, 48852 239th Avenue NW, came forward and asked the Council's position on the green energy agenda. He stated that he has seen reports that it is not working in Europe. He stated that he would not want the City to do this by 2050.

Mayor Muehlbauer stated that the City does not have an official stance on the green energy project. He stated that renewable energy can be a good thing but there is a lot to be thought through.

Mr. Colby shared that he was hoping that Minnesota would replicate Michigan's dispensary business.

Mayor Muehlbauer stated that he would need to contact the State representatives about that.

**5. SPECIAL BUSINESS - NONE**

**6. PUBLIC HEARINGS - NONE**

**7. OLD BUSINESS - NONE**

**8. NEW BUSINESS**

- A. Capital Improvement Bond Sale-Fire Station/City Hall  
Resolution 2023-39 Awarding the sale of General Obligation Capital  
Improvement Bonds, Series 2023A, in the original aggregate principal amount of  
\$13,000,000; fixing their form and specifications; directing their execution and  
delivery; and providing for their payment

Finance Director Mulvihill reviewed the Staff report concerning the sale of bonds for the City Hall Fire Station. She shared that Dan Tienter from Elhers was present to discuss the results of the bids.

Mr. Tienter came forward and reviewed the result of the bids for the sale of the Capital Improvement Bonds for the City Hall Fire Station. He shared the recommendation to award the sale of \$13,000,000 of general obligation Capital Improvement Bonds.

Robinson stated that this has been looked at in detail over the last 12 months and stated that he is satisfied with the numbers he sees. He added that he is glad to see the numbers come in lower.

Mayor Muehlbauer thanked Mr. Tienter for all the hard work to get these numbers lower for the levy.

MOTION BY: ROBINSON SECOND: UDVIG ADOPTING RESOLUTION 2023-39  
AWARDING THE SALE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT  
BINDS, SERIES 2023A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF  
\$13,000,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR  
EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

**B. City Hall / Fire Station Facility**

Resolution 2023-40 Awarding and authorizing assignment of construction  
contracts for the St. Francis City Hall and Fire Station Project

City Administrator Thunstrom reviewed the Staff report concerning the final contract

for the City Hall Fire Station with Stahl. She stated that there will be a groundbreaking ceremony on August 9 at 2:00 p.m. She noted that the Fire Department will be moving from the current facility to the Public Works facility so that demolition can begin on the existing Fire Station.

Udvig shared that she is very excited that this is moving forward as it is a big step for the City.

Robinson stated that this has been a long time coming. He noted that he has toured the new facility where the Fire Department will temporarily be housed. He added that there have also been many open houses to get the information out to the community. He stated that it is great that the money has come in less than expected. He gave a thank you to everyone who worked on this behind the scenes.

Mayor Muehlbauer stated that the City definitely needs a new Fire Station. He noted that this process moved a little quicker than he was comfortable with; however, the City is at a place where it would be more irresponsible to wait on something like this. He stated that he looks forward to the building being done.

MOTION BY: UDVIG SECOND: ROBINSON ADOPTING RESOLUTION 2023-40  
AWARDING AND AUTHORIZING ASSIGNMENT OF CONSTRUCTION  
CONTRACTS FOR THE CITY OF ST. FRANCIS CITY HALL AND FIRE STATION  
PROJECT.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

#### C. Builders Risk Insurance

Thunstrom reviewed the Staff report concerning the builders risk insurance for the City Hall Fire Station.

MOTION BY: ROBINSON SECOND: UDVIG TO APPROVE BUILDERS RISK  
INSURANCE.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

#### D. Special Inspection and Testing

Thunstrom reviewed the Staff report concerning the special inspections and testing during the project process for soil, concrete, and steel.

MOTION BY: UDVIG SECOND: ROBINSON TO APPROVE SPECIAL INSPECTIONS  
AND TESTING.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

**E. Access and Tree Maintenance Agreement**

Thunstrom reviewed the Staff report in regard to a property access agreement for the property directly south of the new City Hall Fire Station will be located. She stated that they have had initial conversations with this property owner.

**MOTION BY: ROBINSON SECOND: UDVIG TO APPROVE ACCESS AND TREE MAINTENANCE AGREEMENT.**

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

**F. City Hall / Fire Station Audio**

Mayor Muehlbauer stated that there is more information that needs to come forward for this item.

**MOTION BY: MAYOR MUEHLBAUER SECOND: UDVIG TO CONTINUE THIS DISCUSSION TO THE NEXT MEETING.**

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

**9. MEETING OPEN TO THE PUBLIC – NONE**

**10. REPORTS**

**A. Community Development - Quarter 2 Report**

Community Development Director Baumgardner reviewed the quarter 2 report for the Community Development Department. She highlighted economic development, including the Bridge Street corridor project. She discussed the Vista Prairie project which has just secured financing and their building permit and should start building soon. She noted the Patriot Parkway project has had lots of moving partners and added that the construction of the road will be delayed to future years. She gave an update on the Farmer's Market which got off the ground in this quarter and will continue until September 13. She stated that it started off small at the beginning of the season with six vendors and it has grown to 18 total vendors with approximately 12 vendors each week. She added that six of the 18 vendors have said that this is their first time selling their products in public. She reviewed land use development, including the Bluffs at Rum River project and gave an update on the progress. She also discussed the Serenity at Seelye Brook project. She discussed commercial development, including the Meadows 4th addition and Dollar General. She gave an update on the construction of the parking

lot for the dental office. She shared that building permits for new construction are down with only 10 permits year to date. She stated that this is likely due to inflation and lack of land. She noted that total permits were steady for this year. She stated that there are 34 properties that are active in Code Enforcement. She shared that in quarter 2 the Council issued an extension to allow the time in the code to be extended at a property and added that this property did follow the remediation schedule that was presented to Council. She noted that they are continuing to see people work on getting their rentals approved that were inspected earlier in the year. She added that there are three registered vacant properties, including the Rum River Inn. She stated that the Planning Commission met all three months of the quarter and the Commission is now full. She noted that Staff submitted the RFI submittal to BSNA and they have received good feedback on putting these materials together. She stated that Staff has been following what has been going on with the State legislature and keeping an eye out for the different ways that these legislative actions would impact the City's work, businesses, and development.

Robinson said it was a very good report and shared his appreciation for the enthusiasm with the Farmer's Market. He noted that when the land agent for Dollar General did not know whether or not they would be keeping both stores going. He stated that he has seen the dental parking lot work. He added that it is great to hear positive things out of the Vista Prairie development.

Udvig stated that it was a great report. She added that she has heard from many people about how much they are enjoying the Farmer's Market. She asked about the item in the legislation concerning religious organizations being allowed to establish a community of micro-units of housing on their property for low-income or homeless individuals. Assistant City Attorney Schaps explained that it has to be a sacred community at a church, synagogue, mosque, or other religious organization under Chapter 315.

Mayor Muehlbauer stated that it was a great report. He added that he is disappointed to hear the Patriot Parkway is moving forward but hopes that it will still be a good thing. He noted that he was excited to hear the good news about Vista Prairie. He stated that he has also heard great things about the Farmer's Market.

B. Public Works - Quarter 2 Report

Public Works Director Carpenter reviewed the Public Works quarter 2 report, highlighting lots of repairs. He noted that they hauled in over 800 tons of gravel to fix the roads. He stated that they laid down many tons of cold patching, which was common among cities in the area. He explained that they have been battling a drought which has slowed mowing down. He shared that they have spent more time working in parks and cleaning them up instead of mowing. He stated that they held interviews for the commission and they are very excited about this. He added that the DNR sent out the drought warning response phase and they sent out the

restriction letter today. He stated that they are hoping to take it from 30,000,000 gallons of water a month to 17,000,000 a month. He noted that this will be posted on social media to get the word out. He shared that on 245th there was an opportunity to work with Stanford, and they now have the opportunity to work on roads that they have not worked on for years, which will begin this week. He noted that they were able to get all of the lines renewed in the City. He added that they also cleaned up the Public Works facility. He shared that they are getting the 4020 building ready and gave a shoutout to individuals at Stahl for their help with this. He noted that there were two recycling events in this quarter and were both well attended. He added that the oil bin is finally at Public Works and it has gotten a lot of attention. He shared that Public Works and the Police Department are now trained in illicit discharge. He noted that the Dellwood River project is moving along. He added that they are also working on some rain gardens as well as the ditch on Rum River Blvd. He shared that they flushed 400 hydrants this quarter. He explained that on Arrowhead there was a leak at the main after flushing the hydrant which was just caused by loose bolts. He added that they gave DW a chance to work with them on this job and they did very well and they will be using them again if they can. He said that Scout Troop 511 helped clean some storm ponds and they did an amazing job. He stated that they have an intern working with wastewater from St. Cloud Tech and she did very well during her two weeks here. He discussed the certificate of commendation from the MPCA for exceptional compliance in wastewater and congratulated and thanked the wastewater treatment facility operators for their hard work.

Udvig stated that it was a great report and shared that she was very happy to see the certificate of commendation. She asked Carpenter to let the operators and other Staff know how much they are appreciated. She added that Staff is doing a great job keeping the parks looking good. She encouraged residents to be patient during the drought. She added that it is nice to see the fire hydrants with some fresh paint.

Robinson said it was a good report. He noted that it is interesting to see Carpenter's enthusiasm continue since he has taken over the department. He stated that it is great to be recognized, especially by an agency as large as the MPCA. He asked Carpenter to extend the Council's gratitude to his Staff.

Mayor Muehlbauer asked Carpenter to pass on the appreciation to his Staff. He asked Carpenter for more information on some of the stormwater projects. Carpenter shared that he assumes that the Dellwood project will move this fall. He noted that when you stand at the bridge and look to the south it will be super visible and the corner will change. He discussed the other project of the rain gardens which will set an example for the residents. He shared that he just got the design for this and it is a big deal. He added that the other item that should have been fixed years ago was the ditch off of Rum River Blvd, which is a project with the school. He noted that there are more projects to come that are not yet in progress.

**11. COUNCIL MEMBER REPORTS**

Robinson shared that he attended the JLEC meeting and Mayor Feldman was remembered. He stated that this meeting was very educational and he learned a lot. He noted that it is good to see a community work together and be cohesive. He shared that the bid numbers were reviewed by Stahl on July 27 and they had a meeting to go over the numbers. He added that they were pleasantly surprised that this came under budget. He shared that he attended the Night to Unite which was a great event. He stated that he also attended the Bethel fire meeting and noted that they are still in negotiations to take over their fire department. He added that there was a work session held last week for interviews to fill the vacant position on the Council. He congratulated Mayor Muehlbauer.

Udvig shared that she attended the Night to Unite. She added that she also attended the special work session meeting and congratulated Mayor Muehlbauer on becoming the new Mayor of St. Francis.

Mayor Muehlbauer shared that he also attended the special work session and Night to Unite. He thanked Staff for all that they did for this event. He shared that he looks forward to serving out the rest of Mayor Feldman's term as the Mayor. He stated that he thinks they are doing the right thing in moving forward with the City Hall Fire Station at this time.

**12. UPCOMING EVENTS**

August 14 - City Council Work Session  
August 16 - Planning Commission Meeting  
August 21 - City Council Meeting  
August 22 - Economic Development Authority

**13. ADJOURNMENT**

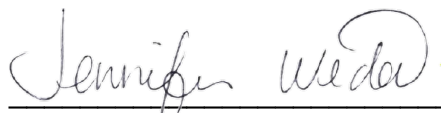
MOTION BY: UDVIG SECOND: ROBINSON TO ADJOURN THE MEETING.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:53 p.m.



Jennifer Wida, City Clerk