

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

September 18, 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 Joe Muehlbauer.

2. ROLL CALL

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

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, Finance Director Darcy Mulvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), Police Chief Todd Schwieger and City Planner Beth Richmond (HKGi).

3. APPROVAL OF AGENDA

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

Ayes: Udvig, Robinson, Bauer and Mayor Muehlbauer.

Nays: None

Motion carries: 4-0

4. CONSENT AGENDA

A. City Council Minutes - September 5, 2023

B. 2023 Municipal Waste Prevention and Recycling Grant

C. Voting Operations, Technology, & Election Resources (VOTER) Account

D. Payment of Claims

MOTION BY: ROBINSON SECOND: BAUER APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA

Ayes: Udvig, Robinson, Bauer and Mayor Muehlbauer.

Nays: None

Motion carries: 4-0

5. MEETING OPEN TO THE PUBLIC

Mayor Muehlbauer asked City Clerk Wida if they had anyone wanting to speak. She said they did not.

6. **SPECIAL BUSINESS**

7. **PUBLIC HEARINGS**

A. AutoZone Comprehensive Plan Amendment, Rezoning, Site Plan, Easement Vacation

Resolution 2023-50 Approving a Comprehensive Plan Amendment for Lot 1 Block 1 Crown 2nd Addition from Business Park/Light Industrial to Commercial and authorizing submission of the amendment to the metropolitan council for review

Ordinance 322 Approving rezoning of Lot 1 Block 1 Crown 2nd Addition from BPK to B2 - First Reading

Resolution 2023-51 Approving a site plan for Lot 1 Block 1 Crown 2nd Addition

Resolution 2023-52 Vacating the ingress and egress easement over Lot 1 Block 1 Crown 2nd Addition

City Planner Richmond reviewed the Staff report concerning Comprehensive Plan amendments, rezoning, site plan review, and easement vacations for the AutoZone project. She shared the Planning Commission's recommendation of approval for all requests.

Mayor Muehlbauer opened the Public Hearing at 6:06 p.m.

Alan Catchpool with Kimley-Horn Engineering came forward and shared that he is here on behalf of AutoZone. He shared that they just submitted revised plans taking into account all suggestions and conditions. He stated that they will continue to work with Staff on whatever else is needed to get this project done.

Mayor Muehlbauer closed the Public Hearing at 6:07 p.m.

Robinson asked if the easement vacation will interfere with work being done on Highway 47. City Administrator Thunstrom explained that the State Highway Department has reviewed this application. She noted that modifications will have to be made.

Robinson asked if Autozone was made aware that changes to Highway 47 may be happening in the future. Mr. Catchpool said that they are still waiting for the City to submit the plans to the Department of Transportation. He added that they are under the assumption that the driveway will get closed off which is the reason for the requested easement.

Robinson asked if the other businesses on this corridor, including the bottle shop, will have to give up frontage. Thunstrom explained that it is possible that they may gain right of way and the properties may get a few extra feet of property.

MOTION BY: BAUER SECOND: UDVIG TO APPROVE RESOLUTION 2023-50 TO REGUIDE LOT 1 BLOCK 1 CROWN 2ND ADDITION FROM BUSINESS

PARK/LIGHT INDUSTRIAL TO COMMERCIAL WITH CONDITIONS AND FINDINGS OF FACT AS PRESENTED BY STAFF AND TO AUTHORIZE SUBMITTAL OF THIS AMENDMENT TO THE METROPOLITAN COUNCIL FOR FINAL REVIEW.

Ayes: Udvig, Robinson, Bauer and Mayor Muehlbauer.

Nays: None

Motion carries: 4-0

MOTION BY: ROBINSON SECOND: BAUER TO APPROVE THE 1ST READING OF ORDINANCE 322 REZONING LOT 1 BLOCK 1 CROWN 2ND ADDITION FROM BPK BUSINESS PARK TO B-2 GENERAL BUSINESS AS PRESENTED BY STAFF.

A roll call vote was performed:

Mayor Muehlbauer aye

Councilmember Robinson aye

Councilmember Udvig aye

Councilmember Bauer aye

Motion carried 4-0

MOTION BY: BAUER SECOND: ROBINSON TO APPROVE RESOLUTION 2023-51 APPROVING THE SITE PLAN FOR THE AUTOZONE PROJECT WITH CONDITIONS AND FINDINGS OF FACT BY STAFF.

Ayes: Udvig, Robinson, Bauer and Mayor Muehlbauer.

Nays: None

Motion carries: 4-0

MOTION BY: UDVIG SECOND: BAUER TO APPROVE RESOLUTION 2023-52 APPROVING THE VACATION OF AN EXISTING INGRESS AND EGRESS EASEMENT ACROSS LOT 1 BLOCK 1 CROWN 2ND ADDITION WITH CONDITIONS AND FINDINGS OF FACT BY STAFF.

Ayes: Udvig, Robinson, Bauer and Mayor Muehlbauer.

Nays: None

Motion carries: 4-0

8. OLD BUSINESS

A. Serenity at Seelye Brook Rezoning – 2nd Reading

Ordinance 312 approving rezoning land located north of Bridgestone Road NW and South of Seelye Brook from A-2 to RR - Second Reading

Resolution 2023-53 authorizing the summary publication of ordinance 312. second series rezoning land located north of Bridgestone Road NW and South of Seelye Brook from A-2 to RR

Richmond reviewed the Staff report in regard to Serenity at Seelye Brook Development.

MOTION BY: ROBINSON SECOND: BAUER TO APPROVE THE 2ND READING OF ORDINANCE 312 REZONING THE SERENITY AT SEELYE BROOK SITE FROM A-2 TO RR.

A roll call vote was performed:

Mayor Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye

Motion carried 4-0

MOTION BY: SECOND: TO APPROVE RESOLUTION 2023-53 TO ALLOW PUBLICATION OF ORDINANCE 312 BY SUMMARY.

Ayes: Udvig, Robinson, Bauer and Mayor Muehlbauer.

Nays: None

Motion carries: 4-0

B. Turtle Ponds 6th Addition Rezoning (PUD Amendment) – 2nd Reading
Ordinance 321 amending the Turtle Run Planned Unit Development - Second
Reading
Resolution 2023-54 authorizing the summary publication of ordinance 321
amending the Turtle Run Planned Unit Development

Richmond reviewed the Staff report regarding the Turtle Pond Development.

MOTION BY: UDVIG SECOND: BAUER TO APPROVE THE 2ND READING OF ORDINANCE 321 AMENDING THE TURTLE RUN PUD.

A roll call vote was performed:

Mayor Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Bauer	aye

Motion carried 4-0

MOTION BY: SECOND: TO APPROVE RESOLUTION 2023-54 TO ALLOW PUBLICATION OF ORDINANCE 321 BY SUMMARY.

Ayes: Bauer, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 4-0

9. **NEW BUSINESS**

A. Adjust the Tax Levy for Bonded Indebtedness

Resolution 2023-55 adjusting the debt service tax levy for 2024

Finance Director Muhlvihill reviewed the Staff report concerning adjusting the debt service tax levy for 2024.

Bauer asked if this adjustment will affect how much they pay monthly for the levy. Muhlvihill explained that this is lowering what they have to levy and some of the bond is being paid by the water and sewer users.

MOTION BY: ROBINSON SECOND: BAUER TO APPROVE RESOLUTION 2023-55 ADJUSTING THE DEBT SERVICE TAX LEVY FOR 2024.

Ayes: Bauer, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 4-0

B. Resolution Providing for the Preliminary Approval of a Proposed 2024 Tax Levy and Setting the Budget Public Hearing Date

Resolution 2023-56 providing preliminary approval of a proposed 2024 tax levy and setting budget public hearing date

Muhlvihill reviewed the Staff report in regard to setting the preliminary levy and setting a public hearing date. She stated that there is a 9.6% levy increase over last year's levy. She noted that the tax rate will go up from 44.718% to an estimated 49.83%. She shared that the public hearing would be held December 4 at 6:00 p.m.

The Council shared that they have discussed and worked through this thoroughly at past meetings and work sessions and even got the overall levy increase down from the original proposed 19% to the now 9.6%. They explained that this is a preliminary levy which means it cannot increase; however, it could decrease.

MOTION BY: BAUER SECOND: UDVIG TO APPROVE RESOLUTION 2023-56 PROVIDING PRELIMINARY APPROVAL OF A PROPOSED 2024 TAX LEVY AND SETTING BUDGET PUBLIC HEARING DATE.

Ayes: Bauer, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 4-0

C. Dellwood River Park Riverbank Stabilization Project

Resolution 2023-57 accepting bids and awarding contract for the Dellwood River Park Riverbank stabilization project

City Engineer Jochum reviewed the Staff report concerning the Dellwood River Park riverbank stabilization project. He shared the low bid for the project was received from Bituminous Roadways Inc. and shared recommendation to award

the contract to Bituminous Roadways Inc. He added that this is a cost share project with the City contributing 15% of the construction costs. He noted that there will also be trail repairs that are needed in this area.

Mayor Muehlbauer asked about the price estimate for the trail repairs. Jochum stated that it should be approximately \$6,000.

MOTION BY: ROBINSON SECOND: BAUER TO APPROVE RESOLUTION 2023-57 ACCEPTING BIDS AND AWARDING CONTRACT FOR THE DELLWOOD RIVER PARK RIVERBANK STABILIZATION PROJECT.

Ayes: Bauer, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 4-0

D. Schedule Interviews and Work Session

Thunstrom shared the request to schedule meetings for interviews for the Bottle Shop Manager and for a Work Session.

The Council scheduled the Bottle Shop Manager interviews for October 3rd at 5:00 p.m. and the Work Session for October 17th at 5:00 p.m.

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Fire Department Monthly Report - August

Fire Chief Schmidt reviewed the Fire Department report for August, highlighting response times of an 8 minutes and 5 seconds average. He noted that there was an increase in call for the month for a total of 69 calls for service. He shared that there was an increase in the number of firefighters responding to each call with an average of 5.4 responding to each call. He stated that there were 19 fire calls and 50 EMS calls for the month. He reviewed the variance usage and noted that there were 3 ambulance response times over 20 minutes. He shared that there were 7 total fire inspections for the month with 6 inspections and 1 re-inspection. He gave an update on how the things were working in the new building.

Bauer asked if there was anything that can be done about the ambulance response times over 20 minutes. Schmidt explained that this issue is not unique to St. Francis and is a County, and Metro-wide issue. He noted that the Fire Chief's have been working on getting some legislative changes that will give the municipalities some help.

Schmidt gave an update on the Bethel and Nowthen partnerships. He stated that the last meeting with Bethel was very proactive and Bethel seems comfortable moving forward. He added that they are also working on a contract extension with Nowthen.

Mayor Muehlbauer stated that there has been discussion that Fire and EMS services will be put on the cities. He asked if there was any information on this. Schmidt explained that the legislation was unable to get a bill for a hearing last year. He stated that this is now the focus for this year to get this legislation crafted.

The Council shared their appreciation for the report and the hard work of the Fire Department.

12. COUNCIL MEMBER REPORTS

The Council shared the recent meetings and events they attended. They also noted that the school is having a referendum on November 7th and encouraged residents to get out and vote on this.

13. UPCOMING EVENTS

September 19 - Special Meeting - Councilmember Interviews - 5:00 pm

September 20 - Planning Commission Meeting - 7:00 pm

October 2 - City Council Meeting - 6:00 p.m.

14. ADJOURNMENT

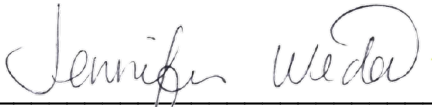
MOTION BY: BAUER SECOND: ROBINSON TO ADJOURN THE MEETING.

Ayes: Bauer, Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 4-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:43 p.m.



Jennifer Wida, City Clerk