

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

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

August 19, 2024

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 Kevin Robinson, Sarah Udvig, and Mark Vogel.

Also present: City Administrator Kate Thunstrom, Deputy City Administrator/City Clerk Jenni Wida, Community Development Director Jessica Rieland, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, City Engineer Craig Jochum (Hakanson Associates, Inc.), Police Chief Todd Schwieger, Liquor Store Manager Joe Pfeifer

**3. APPROVAL OF AGENDA**

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

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

Nays: None

Motion carries: 4-0

**4. CONSENT AGENDA**

A. City Council Minutes - August 5, 2024

B. City Council Special Meeting Minutes - July 29, 2024

C. Police Department Policy Manual

D. Approve Policy and Training Agreement- Lexipol

E. Hiring Part-Time Firefighter- Contingent

F. Stahl Construction – Pay Applications No. 11 – Labor & Material

G. 2025 HVAC Contract

H. Acknowledgement to Conduct a Raffle

I. Accept Resignation of Accounting Tech/Deputy Clerk Natalie Santillo

J. Payment of Claims

Vogel asked about the Lexipol service and if this will be funded using State funds for the first year. Fire Chief Schmidt said yes and added that there will be an ongoing expense associated with this that will have to come out of the Fire Department's operation budget and cannot be funded using State dollars.

Mayor Muehlbauer shared his thanks and appreciation for Accounting Tech/Deputy Clerk Natalie Santillo and wished her well in her future endeavors.

MOTION BY: VOGEL SECOND: UDVIG APPROVING THE REGULAR CITY COUNCIL CONSENT AGENDA.

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

Nays: None

Motion carries: 4-0

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

Derek Lind with the Anoka County Election Integrity Team (ACEIT) came forward and asked the Council to allow him and his team to come back and give a formal presentation to the City as they have done with many other Anoka County cities. He shared that two cities in Anoka County have voted to extend post-election reviews with hand-counting votes. He noted that current post-election reviews require that four precincts in Anoka County be checked. He said they can choose as a City to do more post-election reviews and added that both Ramsey and Oak Grove have voted to extend these post-election reviews. He shared sentiments from both the Ramsey and Oak Grove councils on why they find it important to have more post-election reviews in place. He reiterated that he and ACEIT would like the opportunity to bring a formal presentation to the Council.

Robinson asked who would be responsible for hand-counting the votes. Mr. Lind said the election judges would be the ones who would hand count the votes at the County.

Robinson asked what is done with the data that they gathered if they discovered any discrepancies. Mr. Lind explained that they are currently just trusting the ballot machines, and this is mainly a way to double-check that the machines are correct.

Vogel said he would like to see a full presentation on this. He asked how long ACEIT has been around. Mr. Lind said they have been around just over two years.

Mr. Lind gave the Council examples of the types of resolutions that Ramsey and Oak Grove have passed. He added that the Anoka County Canvassing Board has to approve this after the City approves it.

Mayor Muehlbauer shared that there are already verification processes in place. He noted that he does not have an issue with reviewing this information further.

Mr. Lind added that their group is not accusing Staff or anyone in the City, they just aim to make sure elections keep their integrity and residents can trust the election process.

## **6. SPECIAL BUSINESS - NONE**

**7. PUBLIC HEARINGS - NONE****8. OLD BUSINESS****A. Rivers Edge 7th Addition PUD Amendment – 2nd Reading****Ordinance 332 amending the Rivers Edge Planned Unit Development****Resolution 2024-30 authorizing summary publication of Ordinance 332**

City Administrator Thunstrom reviewed the Staff report in regard to the Rivers Edge PUD amendment request.

MOTION BY: UDVIG SECONDED: ROBINSON TO ADOPT THE 2ND READING OF ORDINANCE 332 AMENDING THE RIVERS EDGE PLANNED UNIT DEVELOPMENT.

A roll call vote was performed:

Mayor Muehlbauer	aye
Councilmember Vogel	aye
Councilmember Robinson	aye
Councilmember Udvig	aye

Motion carried: 4-0

MOTION BY: VOGEL SECONDED: ROBINSON TO ADOPT RESOLUTION 2024-30 AUTHORIZING THE SUMMARY OF PUBLICATION OF ORDINANCE 332.

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

Nays: None

Motion carries: 4-0

**9. NEW BUSINESS****A. Compensation Study Overview**

Michael Mooney, Abdo Solutions, came forward and gave the Council a brief presentation on the compensation study that Abdo will be conducting for the City.

Vogel asked if the information that Abdo gathers from other cities is public data. Mr. Mooney said yes and added that they will be able to provide a high level recap of the survey results provided.

Robinson asked if Abdo is exposed to the current salaries of Staff before the study is conducted. Mr. Mooney shared that they would collect data from the City concerning their existing pay structure. He explained that they do not use this information to shape the study, it is just to help give the City an idea of where their pay structure falls with other similar cities.

Robinson asked why they need to have this salary information prior to conducting

the study. Mr. Mooney shared that from his perspective, there would be no value in waiting until after the study had been conducted to gather this information.

Mayor Muehlbauer asked if the pay scale that they currently have is regulated by the State. Thunstrom explained that they have a pay equity report; however, when it comes to their individual positions, she uses the old compensation study to give the positions a score to see where the position falls on the pay scale.

Robinson asked if the final report will be shared with any other agencies or used as a comparable for other cities to benefit from. Mr. Mooney said no.

Mayor Muehlbauer said he would like to get some accurate comparables for compensation. He noted that it is important to be competitive and would like to match the market. The Council agreed that they would like to match the market.

Mayor Muehlbauer asked how the study works for union employees versus non-union employees. Mr. Mooney explained that they will not recommend pay for union employees as this is a negotiated item. He added that they will go through a market analysis for all union positions, and they will score every position based on the current union pay structure.

Robinson asked about the lifespan of this study. Mr. Mooney shared that cities typically do a compensation study every five to ten years. He added that market data is becoming more accessible for the public sector, so it is easier for cities to stay competitive.

Robinson asked if there are any updates that are given after the study is complete and presented to the Council. Mr. Mooney explained that they can give market study updates as an add on service to the study.

Robinson asked if Abdo works with private sector clients or just the government. Mr. Mooney shared that he also works with private sector clients.

Mayor Muehlbauer shared that the Council has always been very flexible and is open to hear everything and make decisions based on the more information they receive.

Robinson asked if Abdo is able to tell the longevity of a position based on the information that they gather. Mr. Mooney explained that one of the phases of implementation that they talk about is making a market adjustment to bring any employee below the new minimums up to the new range set. He noted that the second phase would be the market position adjustment. He said if they do not look at doing this market position adjustment, this could become problematic for employees who may have a lot of experience but be on the lower end of the pay scale.

Robinson asked if benefits also factor into their analysis. Mr. Mooney said that is very difficult to compare benefits at this level as there are many variables. He noted that it is easier to look at wages; however, they can collect benefit data, it is just more difficult to make a tangible recommendation based on this information. He added that they can look at vacation time and other similar benefits.

Mr. Mooney thanked the Council for their time this evening.

#### B. Job Description Updates

Thunstrom reviewed the Staff report in regard to updating the job descriptions for the Community Development Specialist, the Office Assistant with an emphasis on permits, and the Office Assistant/Accounting Clerk.

Robinson shared that he is glad they are able to recognize some cost savings with these updates. Udvig agreed.

MOTION BY: ROBINSON SECOND: UDVIG TO APPROVE THE REVISED JOB DESCRIPTIONS AS PROPOSED AND AUTHORIZE STAFF TO FILL THE POSITION OF THE OFFICE ASSISTANT/ACCOUNTING CLERK.

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

Nays: None

Motion carries: 4-0

### **10. MEETING OPEN TO THE PUBLIC - NONE**

### **11. REPORTS - NONE**

### **12. COUNCIL MEMBER REPORTS**

The Council shared the meetings and events they attended in the past few weeks, as well as highlighting upcoming events.

The Council thanked Staff for all their work with National Night Out and gave their congratulations to Dakota Lindwurm who was celebrated on August 8 after returning from the Olympics.

Udvig shared that they are still looking to fill one seat on the Parks Commission.

Mayor Muehlbauer shared that the Council and Staff are currently working on the budget and there are a lot of costs that are different this year as they no longer have ARPA funds that they used to supplement the budget in past years.

### **13. UPCOMING EVENTS**

August 22 - Cone with a Cop - 4:00 p.m.

September 2 - City Offices Closed for Labor Day

September 3 - City Council Meeting - 6:00 p.m.

September 5-8 - 2024 City Wide Garage Sale

**14. ADJOURNMENT**

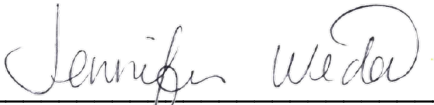
MOTION BY: VOGEL SECOND: UDVIG TO ADJOURN THE MEETING.

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

Nays: None

Motion carries: 4-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 7:01 p.m.

A handwritten signature in cursive script, reading "Jennifer Wida". The signature is written in black ink and is positioned above a horizontal line.

Jennifer Wida, City Clerk