

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

July 1, 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, Crystal Kreklow, and Sarah Udvig.

Also present: City Administrator Kate Thunstrom, Deputy City Administrator-City Clerk Jenni Wida, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Public Works Director Paul Carpenter, Fire Chief Dave Schmidt, Police Chief Todd Schwieger.

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carries: 4-0

4. CONSENT AGENDA

A. City Council Minutes - June 17, 2023

B. Authorization to Purchase SCBA Compressor

C. Police Department Policy Manual

D. Dellwood River Park Riverbank Stabilization Project Final Pay Estimate

E. 2025 COLA

F. Change Orders – City Hall / Fire Station Project

G. Payment of Claims

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

Ayes: Kreklow, Udvig, Robinson, 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 - NONE

7. PUBLIC HEARINGS

A. Public Hearing Cancelled

2nd Addition of the Rivers Edge Development - drainage and utility easement

8. OLD BUSINESS - NONE

9. NEW BUSINESS

A. City Hall Facility Hours Update

Thunstrom reviewed the Staff report in regard to changing the City Hall hours to Monday through Thursday 7:00 a.m. to 4:30 p.m. and Friday from 7:00 a.m. to 11:00 a.m.

MOTION BY: KREKLOW SECOND: UDVIG APPROVING THE UPDATED CITY HALL HOURS.

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

Nays: None

Motion carries: 4-0

B. City of St. Francis Outlot Rain Garden Project

Public Works Director Carpenter reviewed the Staff report concerning the first City outlot rain garden project.

Kreklow said she loves the look of the design. She asked if residents would be eligible for the same grants that the City is receiving for this project. Carpenter said yes and added that the grant is done by the Anoka County Conservation District who is looking for candidates for these projects.

Kreklow asked if Staff has been communicating with residents about this grant opportunity. Carpenter said yes. He explained that they had a meeting in the County Park and encouraged residents to attend. He said there were three residents who attended, and they seem to be a little uneasy about the maintenance at this time. He noted that he wanted to move forward with the project for the City in hopes that these residents would see how little effort there is for maintenance. He added that there are quite a few residents who are interested but are waiting to see how it will work.

Robinson shared that he appreciates the initiative for this project. He asked if this will be in the outlot by City Hall. Carpenter said no and that it is 225th, on the southside of town, east of Public Works. He stated this outlot can be built on; however, they decided to move forward with the rain garden in this location as this

would only be a 10 year program and he did not see this outlot being used in the next 10 years.

Robinson asked if there are any practices that they can experiment with for the rain garden. Carpenter explained that the rain garden is a drainage basin that filters the water to be cleaner water that is able to be used for watering vegetation. He noted that the drainage basin at the new City Hall building is a much larger engineered basin.

Mayor Muehlbauer asked if this is related to anything having to do with MS4. Carpenter stated that this is unrelated as this project is under the Upper Rum River WMO.

MOTION BY: ROBINSON SECOND: UDVIG APPROVING THE GRANT AGREEMENT FOR THE PROJECT INSTALLATION, OPERATION, AND MAINTENANCE.

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

Nays: None

Motion carries: 4-0

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. Fire Department Monthly Report - May 2024

Fire Chief Schmidt reviewed the Fire Department report for May. He shared that response times averaged eight minutes and 34 seconds, which is lower than last year. He added that there were 56 calls for service for the month, which has been consistently trending down since 2021. He shared there was an increase in the average number of firefighters per call to 5.4 per response. He noted there were 39 EMS calls and 17 fire calls for the month. He shared that there were no ambulance response times over 20 minutes for the month of May, which is the first time they have not had any response times over 20 minutes in quite a few months. He noted there was a total for seven fire inspections, four fire inspections and three reinspections.

Robinson asked how the new fire truck is working out and if it is having any issues. Schmidt shared that the only repair issue that they had with the vehicle was self-inflicted by a small crash when they were moving it over to the new facility. He noted that it has had no mechanical or operations issues.

Robinson asked if there is any update on Bethel's acceptance of the fire services contract. Schmidt explained that their consultant has been going through and doing all of the meetings for bringing this group together and the consultant received very encouraging and positive feedback. He noted that they are continuing to move through this process and hope to start data collection soon.

Robinson asked how things are going with Nowthen. Schmidt stated that the relationship is going well. He shared that Nowthen has been working through some land use issues; however, they were able to post a Fire Chief position and are reviewing six applications. He said he will be assisting them with this whole process.

Mayor Muehlbauer asked Schmidt if he sees anything changing with the ambulance response times and if they will be able to continue to stay low. Schmidt said he is hopeful for this change to continue; however, the job market when it comes to EMS continues to struggle. He shared that they met with the Medical Director and County Chiefs a few weeks ago and they shared that they had just graduated their largest class of paramedics and EMTs. He explained that during the legislative session, they eliminated the Emergency Medical Services Regulatory Board which could change things as they do not know what things are going to look like.

The Council thanked Schmidt for his presentation and for his and his staff's work.

12. COUNCIL MEMBER REPORTS

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

Robinson wished everyone a safe and Happy 4th of July.

13. UPCOMING EVENTS

July 4 & 5 - City Offices Closed in observance of Independence Day

July 15 - City Council Meeting @ 6:00 pm

July 17 - Planning Commission Meeting @ 7:00 pm

July 20 - Recycling Event @ 8:00 am - 12:00 pm

July 29 - City Council Special Meeting - Council Vacancy

14. ADJOURNMENT

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

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

Nays: None

Motion carries: 4-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:17 p.m.

Jennifer Wida, City Clerk

Minutes Prepared by: TimeSavers Secretarial