

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA

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

March 4, 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 Robert Bauer, Kevin Robinson, and Sarah Udvig.

Also present: City Administrator Kate Thunstrom, Deputy City Administrator/City Clerk Jenni Wida, Liquor Store Manager Joe Pfeifer, 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.), and Police Chief Todd Schwieger.

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carries: 4-0

4. CONSENT AGENDA

- A. City Council Minutes - February 20, 2024
- B. Approve Purchasing Lucas Device
- C. Police Department Policy Manual
- D. URRWMO Update
- E. S.F. Education Local 1977
- F. Payment of Claims

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

Ayes: Bauer, 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 - NONE

8. OLD BUSINESS

**A. Update City Code – Chapter 2 Administration - Second Reading
Ordinance 328 - Amending Chapter 2 Administration of the City Code**

City Administrator Thunstrom reviewed the Staff report in regard to the City Code updates.

MOTION BY: UDVIG SECOND: ROBINSON ADOPTING ORDINANCE 328 AMENDING CHAPTER 2 ADMINISTRATION OF THE CITY CODE.

A roll call vote was performed:

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

Motion carried: 4-0

9. NEW BUSINESS

A. City Hall / Fire Station – Public Safety Antenna

Thunstrom reviewed the Staff report with quotes for the public safety antenna at the new City Hall Fire Station. She shared the low bid for the project was from Mobile RA for \$27,033.

Robinson asked if there are any concerns with the large difference in bid prices from the different bidders. Fire Chief Schmidt shared that he spoke to other Fire Departments in the County and they are all very confident in Mobile RA Engineering and their ability to do this work. He added that he was also thrown off by the difference in bids.

MOTION BY: BAUER SECOND: UDVIG APPROVING THE BID FROM MOBILE RA IN THE AMOUNT OF \$27,033.

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

Nays: None

Motion carries: 4-0

B. Fire Services Study

Thunstrom reviewed the Staff report concerning the joint fire services study with the city of Bethel. She shared the low bid was from Triad Paradigm for \$49,900.

Robinson thanked Schmidt, Thunstrom, and all others who were involved in this and helped them get the grant. He asked about the timeline for this. Schmidt stated that Triad Paradigm is projecting a nine month window to complete the core work of what the JPA is intended to be.

Robinson asked if they will be able to use this as a template for another joint venture down the road. Schmidt said that was the hope and they intend to expand this in the future as the County evolves with fire protection services in the future.

MOTION BY: ROBINSON SECOND: BAUER APPROVING THE BID FROM TRIAD PARADIGM IN THE AMOUNT OF \$49,900.

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

Nays: None

Motion carries: 4-0

10. MEETING OPEN TO THE PUBLIC - NONE

11. REPORTS

A. Liquor Store Annual Report-2023

Liquor Store Manager Pfeifer reviewed the Liquor Store annual report for 2023. He shared that total sales increased over previous years, totaling over \$3,000,000 in gross sales, with a gross profit margin of around 25%. He reviewed the sales by month, with June and July being the highest. He added that customer counts are also up. He shared that beer sales account for more than half of the total sales. He noted they had a positive net operating income this year. He discussed the trends they are seeing at the Liquor Store. He added that they did monthly giveaways and other events and fundraisers throughout the year.

Robinson asked if he has made any changes in hours for the staff at the Liquor Store and if he is happy with the shift coverage. Pfeifer said yes and added that the employees have not changed since he took over as manager.

Robinson asked if there has been any enhancements with customer service and if the employees have been seen on their laptops when customers have come into the store. Pfeifer said he has not seen any issues with employees being on their laptops; however, they did talk about it at the beginning of his time. He stated all employees work hard while he is there. He noted that customer satisfaction is prevalent as he has not heard any negative feedback.

Robinson asked about the status of credit cards and the associated fees. Pfeifer said there are a lot of other options that they could be utilizing. He shared that he met with someone at the Capitol last week who handles a service for credit cards where a surcharge is added onto the receipt. He noted this may not be something that the residents would like.

Robinson asked if it would be to their advantage to explore these other credit card options. Pfeifer said he would be comfortable trying new things and will be looking into this.

Robinson asked about what is being discussed at the legislature in regard to liquor store sales. Pfeifer said this is being voted on right now. He added that he does not think that anything will change for this year.

Robinson noted that the store looks very good. He asked if they have been able to expand the use of the wine tasting area. Pfeifer said they will be utilizing this space a lot more in the coming months and they have three different tasters scheduled for every Friday starting in April.

Robinson asked how dormant inventory is handled. Pfeifer stated the slow moving items remain as slow moving items so it is a matter of having these items on display so that people want to purchase them. He added that changing the layout of the store made a huge difference with this.

Robinson shared his appreciation for Pfeifer and his great work so far at the Liquor Store.

Udvig shared that she has heard from quite a few residents who have returned to visiting the Liquor Store after years of not going because of how good it looks and the good selection.

Bauer asked Pfeifer where he sees the gross profit margins going for 2024. Pfeifer said he would like to see the gross profit margins increase by a percentage or two. He added that if they can continue to grow the THC category this will definitely help to increase the profit margins.

Bauer asked if they are able to expand the sales of the fast selling products. Pfeifer said yes and explained that with the remodel, they could add an entire row of shelving just for popular items like THC products.

Mayor Muehlbauer asked if there is anything the Council could do to try to help Pfeifer do better. Pfeifer said he is not sure. He encouraged the Council to stop into the store and share their honest opinions with him.

Mayor Muehlbauer thanked Pfeifer for his great work so far as Liquor Store Manager.

12. COUNCIL MEMBER REPORTS

The Council shared the meetings and events they attended in the past few weeks, as well as highlighting upcoming events. They shared that the Council was able to

go and view the new City Hall Fire Station during their Work Session meeting last week.

Robinson shared that they heard from a developer at the last Work Session who is interested in getting into the City which would bring a lot more housing.

Mayor Muehlbauer shared that he received a call from a new resident to St. Francis who wanted to share her appreciation for two gentlemen, Jacob Heddan and Nicholas Ploussard, who assisted her when she was having car problems, and they were able to fix the issue for her. He reminded residents that the Presidential Primary is tomorrow.

13. UPCOMING EVENTS

March 05 - Presidential Primary Election - Polls Open 7:00 am - 8:00 pm

March 05 - URRWMO Meeting @ Oak Grove City Hall - 6:30 pm

March 18 - City Council Meeting - 6:00 pm

March Planning Commission Meeting is cancelled

14. ADJOURNMENT

MOTION BY: UDVIG SECOND: BAUER 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 6:29 p.m.

Jennifer Wida, City Clerk