



**ST. FRANCIS ECONOMIC DEVELOPMENT AUTHORITY**

St. Francis City Hall, 23340 Cree Street NW

**Tuesday, May 3, 2023 at 5:30 PM**

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**MINUTES**

**1. CALL TO ORDER**

Meeting called to order at 5:38 pm on May 3, 2023

**2. ROLL CALL**

Present: Brenda Pavelich-Beck, Joe Muelbauer, MaraLynn Kubacki, Michael Rodger, and Steve Feldman.

Also Present: City Administrator Kate Thunstrom and Community Development Director Colette Baumgardner.

**3. APPROVAL OF MINUTES**

Motion: Muehlbauer

Second: Rodger

Motion Carried: 5-0

**4. APPROVAL OF AGENDA**

Motion: Rodger

Second: Kubacki

Motion Carried: 5-0

**5. NEW BUSINESS**

**A. Annual Report for 2022**

City Administrator Thunstrom reviewed the Staff report in regard to the EDA Annual Report for 2022.

Motion to accept the Annual Report for 2022.

Motion: Muehlbauer

Second: Kubacki

Motion Carried: 5-0

**B. Approve Real Property Transfer from City**

Thunstrom reviewed the Staff report concerning the transfer of property from the City to the EDA. She noted that this is the parcel that is north of the EDA's 3731 Bridge Street property.

Rodger noted that this will give access to the site off of Ambassador.

Thunstrom added that this transfer does not include the site that is a part of the road program.

Motion to adopt Resolution 2023-01 accepting the transfer of real property and granting signatory authority.

Motion: Feldman  
Second: Pavelich-Beck  
Motion Carried: 5-0

C. Transfer Real Property to the City

Thunstrom reviewed the Staff report in regard to the transfer of property from the EDA to the City. She explained that the EDA acquired four properties alongside the City properties that are being developed into the City Hall Fire Station and they all need to be in the name of the City to move forward.

Feldman asked if this would become one PID. Thunstrom said yes.

Rodger asked if funds were taken out of the EDA budget to purchase this property. Thunstrom said yes. Rodger asked if they will be getting any of these EDA funds back. Thunstrom explained that there were limited funds in the EDA budget and the funds that were there were transferred from the City for the EDA to spend. She said she has not have any conversations with the Council about repaying any portion to the EDA. She added that if there were projects done on the line that the EDA wanted to look into, they could put in a request to Council to look into these projects.

Rodger asked if there are still funds available through the County. Thunstrom said yes, around \$300,000.

Motion to adopt Resolution 2023-02 transferring real property and granting signatory authority.

Motion: Kubacki  
Second: Feldman  
Motion Carried: 5-0

D. EDA Application to Register Land

Thunstrom reviewed the Staff report concerning the registration of the land at 3731, 3765, and 3757 Bridge Street. She explained that they would be applying to the courts to set a judicial land marker to seal in a survey point for these locations.

Feldman asked when the 'auditor's plat' was done. Thunstrom said it was done around 100 years ago.

Rodger asked how they are granting a permit to the dentist's office next door if they do not know where the boundary lines are. Thunstrom shared that a lot of the surrounding properties have been surveyed and any errors that are found are very slight. She added that the survey work has been done, this is just a formality to clean things up legally.

Motion to complete the application and proceed with legal counsel on the process.

Motion: Muehlbauer

Second: Kubacki  
Motion Carried: 5-0

E. Easement Agreement with St. Francis Dental

Community Development Director Baumgardner reviewed the Staff report in regard to an easement agreement with the St. Francis Dental Office.

Rodger shared that he is a patient of this dental office and asked if he should recuse himself from the decision. He added that being a patient would not sway his opinion one way or another. The Commission said Rodger would not benefit from this decision so he does not need to recuse himself.

Rodger asked how much of the land will they be letting the dental office use. He asked if they will be putting up a temporary fence around the area that they will be using. Baumgardner said they will not be putting up a temporary fence; however, it is something they could ask to be done. She added that the easement area is shown in the packet.

Rodger said he would like to see some kind of language in the agreement that states that they have to put up temporary fencing if it becomes an issue.

Baumgardner explained that there is language in the agreement that states that the dental offer will need to take out an insurance policy to cover the equipment that will be stored there. She noted they will also have an end date on when they would no longer be allowed to access the easement area.

Kubacki asked if there would also be a trail on the easement or if it would just be equipment. Baumgardner shared that it is her understanding that it would just be equipment.

Rodger shared that he worked in construction for many years and the sites that were not fenced in always had trouble. He said he would like something put into the agreement about this so if the Police Department is getting consistent calls to this location with people vandalizing the equipment, something can be done about it. He noted that when they begin constructing the City Hall Fire Station, this will be chained off for protection.

Feldman noted that the City Hall Fire Station project is much different as it is bigger and will have other equipment. He said they could add this language on the off chance they need it.

The Commission agreed that language should be added about requiring temporary fencing if issues arise.

Thunstrom said they can reach out to the applicant and see if they have any plans in place if these kinds of issues arise.

Baumgardner shared that she believes the applicants will take the safety measures that they feel necessary to protect their construction equipment.

Motion to approve the Temporary Easement Agreement with St. Francis Dental, with addition of language to add temporary fencing if deemed necessary.

Motion: Muehlbauer  
Second: Feldman  
Motion Carried: 5-0

**6. ADJOURNMENT**

Muehlbauer made a motion to adjourn the meeting at 6:06 p.m. Feldman seconded.

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Jennifer Wida, City Clerk

DRAFT