

CITY OF ST. FRANCIS  
CITY COUNCIL AGENDA

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

December 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 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), Fire Chief Dave Schmidt, Liquor Store Manager Joe Pfeifer, Finance Director Darcy Muvihill, City Engineer Craig Jochum (Hakanson Associates, Inc.), and Police Chief Todd Schwieger, (HKGi).

**3. APPROVAL OF AGENDA**

Assistant City Attorney Schaps shared that they will be removing item 9A and adding item 9E.

MOTION BY: MAYOR MUEHLBAUER SECOND: UDVIG APPROVING THE REMOVAL OF ITEM 9A AND THE ADDITION OF ITEM 9E.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

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

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

**4. CONSENT AGENDA**

A. City Council Minutes - December 4, 2023

B. Towing Memorandum of Understanding

C. Conditional Offer of Employment

D. Hiring of Tim Kizer- Administrative Captain-Hybrid Position

E. Police Department Donation

- F. Application for Exempt Gambling Permit – MN Deer Association
- G. Change Orders – City Hall / Fire Station Project
- H. Planning Commission Appointments
- I. Stahl Construction – Pay Application No. 3 – Labor & Material
- J. Payment of Claims

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

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

**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 - NONE**

**9. NEW BUSINESS**

**A. City Hall Fire Station Fire and Security System**

This item was removed from the agenda.

**B. Personnel Policy Revisions**

City Administrator Thunstrom reviewed the Staff report in regard to the Personnel Policy revisions. She reviewed the updated changes.

The Council thanked Staff for all of their hard work updating these policies.

MOTION BY: ROBINSON SECOND: UDVIG TO APPROVE THE PERSONNEL POLICY REVISIONS.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

**C. MOU between City of St. Francis and LELS 319 Police Officers**

Thunstrom reviewed the Staff report concerning the MOU between the City and LELS 319 Police Officers.

MOTION BY: UDVIG SECOND: ROBINSON TO APPROVE UPDATES TO THE COLLECTIVE BARGAINING AGREEMENT AS PROPOSED.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.  
Nays: None  
Motion carries: 3-0

D. MOU between City of St. Francis and LELS 411 Sergeants

Thunstrom reviewed the Staff report concerning the MOU between the City and LELS 411 Sergeants.

MOTION BY: ROBINSON SECOND: UDVIG TO APPROVE UPDATES TO THE COLLECTIVE BARGAINING AGREEMENT AS PROPOSED.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.  
Nays: None  
Motion carries: 3-0

E. MOU between the City of St. Francis and EUOE Union Local 49

Thunstrom reviewed the Staff report in regard to the MOU between the City and EUOE Union Local 49 which is the Public Works Staff.

Robinson asked why this item was not in the regular agenda packet and was added last minute. Thunstrom explained it was an error on her end that it was added to the packet late.

MOTION BY: UDVIG SECOND: ROBINSON TO APPROVE UPDATES TO THE COLLECTIVE BARGAINING AGREEMENT AS PROPOSED.

Ayes: Udvig, Robinson, and Mayor Muehlbauer.  
Nays: None  
Motion carries: 3-0

**10. MEETING OPEN TO THE PUBLIC – NONE**

**11. REPORTS**

A. 2023 Year End Report

Thunstrom reviewed the 2023 Year End Report for the City. She highlighted administrative projects, including the software conversion which is an ongoing item. She added that there are many legislative items they are still working through. She shared that they had the highest history for introductions this year; however, they are not in the top 50 for items passed. She noted that the City adopted 21 new ordinances in 2023. She discussed the Highway 47 redesign and added that they had just submitted a grant application for \$17,900,000 to the Met Council in an attempt to get this highway completed. She shared there is a second grant that will be going to the State on February 1, 2024, which is just tied to the roundabout intersections. She added that the City Hall Fire Station is under construction and they have a great team in place that is working on this project. She thanked Hakanson Anderson for their work on Highway 47 and the City Hall Fire Station. She shared that there were 23 Council meetings, eight Work Session meetings,

and five Special meetings throughout the year. She acknowledged the passing of Mayor Feldman. She discussed all of the work that has been done with parks this year and noted the new Parks Commission. She added there were 16 land use applications that were submitted this year. She noted that the Council also approved the UAB program which has to do with the safety of both residents and Staff in the Police and Fire Departments. She shared that they are ending the year with 64 Staff members, with 27 being part-time Staff. She applauded the 12 Staff members who have been with the City for over 15 years. She shared that the long-term financial plan of the City was a big item that they were able to work through this year. She discussed what the goal for 2024 is, including starting the new year with a new Staff member. She added that they hope to have substantial completion of the City Hall Fire Station in 2024 and are hoping to have it complete by September to November of 2024. She noted that 2024 will be an election year and it will consume a lot of Staff time in regard to these elections. She shared that they will continue to request funds for Highway 47. She added that they expect legislation to be heavy in 2024. She encouraged the Council to attend the local officials meetings. She thanked all Staff for their work and shared that she is proud of all the progress that they were able to make this year.

The Council thanked Staff for their hard work during this very eventful year.

Mayor Muehlbauer thanked Staff for their help with his transition to Mayor after the passing of Mayor Feldman.

## **12. COUNCIL MEMBER REPORTS**

The Council shared the meetings and events they attended for the last few weeks. They wished everyone a safe and happy holiday season.

Mayor Muehlbauer shared he has been emailing with the Mayor of Oak Grove and is hoping to meet up with him this week to touch based and hopefully further the cities commitments to each other.

## **13. UPCOMING EVENTS**

December 20 - Planning Commission Meeting @ 7:00 pm  
December 25 - City Offices closed in observance of Christmas Day  
January 1 - City Offices closed in observance of New Year's Day  
January 2 - New City Hall Hours in effect  
January 2 - City Council Meeting @ 6:00 pm  
January 2 - URRWMO Meeting @ Oak Grove City Hall  
January 11 - City Council Work Session

## **14. ADJOURNMENT**

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

Ayes: Udvig, Robinson, and Mayor Muehlbauer.

Nays: None

Motion carries: 3-0

There being no further business, Mayor Muehlbauer adjourned the regular City Council at 6:18 p.m.

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Jennifer Wida, City Clerk

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