

Pursuant to due call and notice thereof, the City Council for the City of St. Joseph met in regular session on Monday, April 19, 2021, at 6:00 PM in the St. Joseph Government Center.

Members Present: Mayor Rick Schultz. Councilors Bob Loso, Brian Theisen, Kevin Kluesner

City Representatives Present: Administrator Therese Haffner, City Clerk Kayla Klein, Finance Director Lori Bartlett, Community Development Director Nate Keller, Public Works Superintendent Ryan Wensmann, Police Chief Dwight Pfannenstein, City Engineer Randy Sabart

Public Comment: Jacob Czech, SJU Senate spoke to the Council regarding CASE day. Czech read the article he published in The Record advising students to be smart and respectful.

Approve Agenda: **Loso made a motion to approve the agenda, removing item 11 Social Media Policy Discussion; seconded by Theisen and passed unanimously.**

Consent Agenda: **Theisen made a motion to approve consent agenda; seconded by Loso and passed unanimously.**

- a. Bills Payable – **Requested Action:** Approve check numbers 057592-057652 and Payroll EFT # 112056-112062 and Accounts Payables EFT # 1977-1982, Regular Pay Periods 7 and 7.01, and City Council Pay Period 4
- b. Treasurer's Report – **Requested Action:** Approve the 1st Quarter and March 2021 Financial Reports as presented.
- c. Donations – **Requested Action:** Accept the donations and contributions as presented.
- d. Well Maintenance – **Requested Action:** Approve well #7 maintenance as budgeted.
- e. America's Water Infrastructure Act (AWIA) Certification – **Requested Action:** Approve the project plan prepared by SEH and authorize execution of the Supplemental Letter Agreement between the City of St. Joseph and SEH.
- f. Wastewater System Use Agreement – **Requested Action:** Adopt Resolution 2021-011 Authorizing Approval of the Wastewater Treatment Sewer Use Agreement Exhibit C Wastewater Treatment Facility Pool Capacity Amendment No. 1.
- g. Resignation Acceptance – **Requested Action:** Accept the resignation of Senior Accountant Hannah Kurkowski, accept the amendments to the job descriptions for Finance Technician and Account Technician, and approve the filling of the Finance Technician position.
- h. MOU Between City and AFSCME – **Requested Action:** Approve the MOU.
- i. Police Award Policy – **Requested Action:** Approve the Police Award Policy as presented.

Public Hearing – Outdoor Event, La Playette: The La Playette has applied for an outdoor event on August 27, 2021 from 7:00 PM – 12:00 AM. Ordinance requires a public hearing for events that extend beyond 9:30 PM. The application has been reviewed by the Police Chief and Public Works Superintendent with the following recommendations: follow the current CDC and MDG guidelines at time of event; contact Gopher State One Call for underground utilities prior to pounding stakes into the ground.

Loso made a motion to approve the Outdoor Permit with the conditions identified by the Police Chief and Public Works Superintendent for an event to be held at the La Playette on August 27, 2021; seconded by Theisen and passed unanimously.

Special Event/Street Closure Request – Millstream Night Market: Representatives of the Millstream Arts Festival submitted special event and street closure applications to hold a vendor market every Monday night from June 21st – September 27th in the alleyway just south of Krewe Restaurant. The event would be from 5PM – 9PM and include light music and vendors. The street closure request is to close the alley from 3Pm – 10PM to allow for event setup and teardown. The special event fee is \$150.00 and the applicants have request that the fee be waived.

Alicia Peters, Millstream: Peters stated she has been involved in the Millstream Arts Festival for fifteen years. The festival will not occur this year because of COVID and the committee is looking for an alternate way to help out vendors that have been struggling since the start of COVID.

Schultz expressed concerns about neighboring properties that were not involved in the planning process until the decisions were already made.

Mateo Mackbee, Krewe Owner: Mackbee stated he had discussions with owners of the La Playette regarding the events and they were supportive.

Kluesner made note that the council can always rescind the event if any issues arise, but was fully supportive of having the event in that location.

With alcohol being served, the entire event area will need to have a barrier to prevent people from freely walking in and out. Schultz also suggested organizers reach out to the church to use their parking lot for event parking. Loso added that organizers should reach out to neighbors within a block radius.

Schultz moved to approve the special event and street closure for Millstream Night Market contingent upon the following: the event area is surrounded with a barrier to prevent the free flow of pedestrian traffic; reach out to church for utilization of their parking lot; reach out to neighbors within a block radius. The motion was seconded by Theisen and passed unanimously.

Kluesner moved to approve the city waive the \$150.00 event fee; seconded by Schultz. Kluesner moved to amend the previous motion to include waiving the fee for all 12 Millstream Night Market events; seconded by Schultz and passed unanimously.

Request for Proposal (RFP) – Portion of PID 84.53843.0005: An RFP has been prepared to solicit interested developers to submit a proposal to purchase and develop the old police station and old fire hall garage. The water treatment plant located behind the fire hall would remain city as it is still operational. There are several parties interested in purchasing the property. Haffner noted that the City does have the opportunity to conduct an appraisal of the property if desired.

Schultz was not in favor of having the RFP be so bureaucratic. He asked why the city couldn't hire a realtor to market and sell the property and asked why the city would not choose whomever submits the highest offer.

Keller responded that the building is in a redevelopment area and the city wants to have a project that will not only benefit the city now, but also into the future.

Kluesner and Loso agreed that they do not want to have someone purchase the property just to have the building sit vacant.

Loso moved to approve and release the Request for Proposals for the Sale by City of Real Property, the Old Police and Fire Hall Stations; seconded by Theisen.

**Aye: Theisen, Loso, Kluesner
Nay: Schultz**

Motion Carried: 3:1

Request for Proposal (RFP) – Design of Community Center: An RFP has been prepared to solicit qualified firms to submit a proposal to provide design and construction services for the development of a new community center.

Theisen moved to approve and release the Request for Proposals for Design of the Community Center; seconded by Loso and passed unanimously.

Interim Ordinance Allowing for Outdoor Business Expansion: In 2020, the city allowed for businesses to temporarily expand their outdoor seating areas for serving food and drink. There were no guidelines on the expansion into the public right of way. Instances arose around customers having open containers on sidewalks.

Schultz stated that this is a common-sense ordinance and there is no need to further regulate in an area where flexibility is needed.

Council consensus was to not act on Ordinance 2021-06 An Interim Ordinance Temporarily Allowing Expanded Outdoor Business.

Full Time Police Clerk: The Police Department has had only one support staff person since 2002. As the needs of the department increase and number of officers increase, additional support is needed. The Personnel Committee met in March and discussed the position. They were supportive of adding staff but discussed the position as a Community Services Officer (CSO). Staff is recommending the approval to hire a full time Police Clerk to meet the administrative needs of the department.

Theisen moved to approve the Police Clerk and Record Office Specialist job descriptions and authorized staff to conduct the hiring process for a full-time Police Clerk; seconded by Kluesner and passed unanimously.

Department Reports: The department heads presented their monthly reports.

Mayor Reports: Schultz reached out to Representative Tom Emmer's office to obtain utility grants to extend utilities to the Industrial Park and Gateway Commons.

Adjourn: **Loso made a motion to adjourn at 7:50 PM; seconded by Theisen and passed unanimously.**



Kayla Klein
City Clerk