

Pursuant to due call and notice thereof, the City Council for the City of St. Joseph met in regular session on Monday, May 17, 2021, at 6:00 PM in the St. Joseph Government Center.

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

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

Approve Agenda: Theisen made a motion to approve the agenda; seconded by Kluesner and passed unanimously.

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

- a. Minutes – **Requested Action:** Approve the minutes of May 3, 2021.
- b. Bills Payable – **Requested Action:** Approve check numbers 057689-057750, Payroll EFT # 112063-112069, Accounts Payables EFT # 1984-1986, and Pay Periods 9,9.01, and Council Pay Period 5
- c. Treasurer's Report – **Requested Action:** Approve the April Financial Reports as presented.
- d. Donations – **Requested Action:** Approve Resolution 2021-026 accepting donations.

Bollig Engineering: Kris Ambuehl with Bollig Inc. approached the Council to discuss a potential funding opportunity for development near I94. The fee for Bollig to complete the application would be \$7,000 and if awarded and additional \$23,000 would be owed for a total of \$30,000. Also up for consideration was approval of an Agreement for Professional Services via Task Orders between the City and Bollig Inc.

The Council discussed the following items:

- concerns regarding having a 5-year contract with a different engineering firm when the City already has a designated firm
- the agenda item was added late on Friday after packets had already been sent out
- concerns on Mr. Ambuehl being the City Administrator less than a year ago
- city staff is capable of applying for grants on the city's behalf
- which project the funding request would be tied to?

Council consensus was to not engage Bollig Inc. for their engineering services for the Federal Grant Application.

2020 Audit Presentation – BerganKDV: Janel Bitzan with BerganKDV presented the 2020 Audit Findings. The City is required to have an independent audit completed annually.

Schultz moved to accept the 2020 Audited Financial Statements as presented; seconded by Kluesner and passed unanimously.

Request for Proposals – Community Center Fundraising: The Community Center Committee recommended soliciting a fundraising consultant. The Council authorized staff to draft a Request for Proposals (RFP). The RFP process would include an Evaluation Panel consisting of the City Council, Administrator, and Finance Director. The Panel would narrow down the proposals and the finalists will take part in a presentation to the Community Center Committee and City Council in a joint meeting.

Beniek moved to approve and release the Request for Proposals for a Capital Fundraising Consultant for the St. Joseph Community/Recreation Center; seconded by Schultz and passed unanimously.

Engineer Reports – 2021 Street & Utility Improvements: Staff is currently awaiting State approval on the construction plans, but would like to move forward with scheduling the assessment hearing for June 7, 2021.

Loso moved to approve Resolution 2021-027 Declaring Costs to Be Assessed and Ordering Preparation of Proposed Assessments for the 2021 Street and Utility Improvements; seconded by Schultz and passed unanimously.

Loso moved to approve Resolution 2021-028 Calling for Hearing on the Proposed Assessments for the 2021 Street and Utility Improvements; seconded by Schultz and passed unanimously.

Water Plant I: **Schultz moved to approve the purchase of additional chemicals for Water Treatment Plant 1; seconded by Theisen and passed unanimously.**

Department Reports: Department Heads reviewed their monthly reports.

Mayor Reports: Schultz reported the City had a busy weekend with commencement, garage sales, city wide cleanup and the craft fair.

Other Business: Loso requested staff look at either reducing or lifting the winter parking restrictions.

Loso and Kluesner discussed the parklet and would like for the discussion to be brought to a future council meeting for a decision on potentially having the structure removed.

Adjourn: **Schultz made a motion to adjourn at 7:40 PM; seconded by Loso and passed unanimously.**


Kayla Klein
City Clerk