



CITY COUNCIL REGULAR MEETING

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

Monday, April 04, 2022 at 6:00 PM

AGENDA

- 1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CONSENT AGENDA**
 - A. City Council Minutes - March 21, 2022
 - B. Investment Advisory Services
 - C. Transient Merchant/Food Truck Permit Application
 - D. Payment of Claims
- 5. MEETING OPEN TO THE PUBLIC**
- 6. SPECIAL BUSINESS**
- 7. PUBLIC HEARING**
- 8. OLD BUSINESS**
- 9. NEW BUSINESS**
 - A. Pre -Architectural RFP – Building Design Feasibility
 - B. Zoning Preemption Legislation
Resolution 2022-18 Supporting Housing and Local Decision Making Authority
- 10. MEETING OPEN TO THE PUBLIC**
- 11. REPORTS**
- 12. COUNCIL MEMBER REPORTS**
- 13. ATTORNEY'S REPORT**

Move into closed meeting pursuant to Minn. Stat. 13D.03, Subd. 1(b), for the purposes of considering strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- 14. UPCOMING EVENTS**

April 11 - Work Session at Police/Public Works Building - 5:30 pm
April 14 - Citizens Academy - Police Dept. 6:00 - 8:00 pm
April 18 - City Council Meeting - 6:00 pm
April 20 - Planning Commission Meeting - 7:00 pm
April 30 - Spring Recycling Event - 8:00 am - 2:00 pm
- 15. ADJOURNMENT**

Councilmember Muehlbauer will attend via Zoom from: 5223 S Priest Dr, Tempe, AZ

Join Zoom Meeting

<https://us02web.zoom.us/j/85878489417?pwd=eTc1TldMd0xEVHByeTlwdUNxZ2Nydz09>

Meeting ID: 858 7848 9417

Passcode: gnh92f

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CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
St. Francis Area Schools District Office 4115 Ambassador Blvd. NW
MARCH 21, 2022
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 Steve Feldman.

2. **ROLL CALL**

Members Present: Mayor Steve Feldman, Councilmembers Kevin Robinson, and Sarah Udvig, and Joe Muehlbauer (attended via Zoom)

Members Absent: Councilmember Robert Bauer

Also present: Interim City Administrator Kate Thunstrom, Deputy City Administrator/City Clerk Jenni Wida, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), Fire Chief Dave Schmidt, Finance Director Darcy Muvihill, Police Chief Todd Schwieger, Liquor Store Manager John Schmidt, Water and Sewer Supervisor Parish Barten, and Streets and Parks Supervisor Jeremy Shook

3. **APPROVAL OF AGENDA**

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

A roll call vote was performed:

Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Mayor Feldman	aye
Councilmember Udvig	aye

Motion carried 4-0.

4. **CONSENT AGENDA**

- A. City Council Minutes – March 7, 2022
- B. Approve Application for On-Sale Wine and 3.2% Malt Liquor License for Burro Loco
- C. Payment of Claims

MOTION BY: ROBINSON SECOND: MAYOR FELDMAN APPROVING THE
CONSENT AGENDA ITEMS A-C.

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Udvig	aye
Councilmember Robinson	aye
Councilmember Muehlbauer	aye

Motion carried 4-0.

5. MEETING OPEN TO THE PUBLIC

Mayor Feldman asked if anyone wanted to speak. No one came forward.

6. SPECIAL BUSINESS

A. Life Saving Awards and Citizen Awards

Mayor Feldman stated this is a special time in the meetings where they give awards and tonight there are life-saving awards and citizen awards. He stated he will pass it on to the Chiefs.

Police Chief Todd Schwieger detailed the emergency event that took place at the Kwik Trip in St. Francis and the life-saving actions that were taken. He publicly recognized Officer Amanda Dzuris and Officer Nate Schwieger by presenting them with Life Saving Awards. He also presented St. Francis residents Robert Larson and Kathleen Swing with Citizen Awards for their outstanding performance and superior dedication to the community during this emergency situation. He noted Cody, the patient, was in the audience. He highlighted the great working relationship between the Police and Fire Departments.

Mayor Feldman commented this is truly what community is all about and thanked them.

Fire Chief Dave Schmidt presented Life Saving Awards to Fire Fighters Aaron Hill, Carl Johnson, and Bridgit Marshall for their efforts during the life saving emergency.

Mayor Feldman commented the department heads, or chiefs, have taken St. Francis to a different level; they are able to save a life here. He stated that if someone is lucky enough to have an ambulance close by, then the chances of being saved are high. He continued, on the other hand if that ambulance is in another city and has to get to them, the services the St. Francis public safety people, the Police and Fire do, is the difference between life and death. He stated he is proud himself of the staff that are in place, and the feelings the community have in working with government, that is how it all comes together. He applauded

everyone for the services and for Cody being able to be present today.

7. PUBLIC HEARINGS – NONE

8. OLD BUSINESS – NONE

9. NEW BUSINESS

A. Assessing Update

MN Assessor Erik Skogquist presented an update on the property valuations for this year. He reviewed the staff report, highlighting the market sales rates for residential as well as commercial properties in the City. He explained the process for setting the assessment and stated that a value increase doesn't mean taxes are going to go up at the same rate.

Mayor Feldman asked how much commercial went up. Skogquist replied commercial, industrial together was around 11%.

Mayor Feldman asked if market trends play a role. Skogquist confirmed this, that it is factored in the valuation.

Mayor Feldman commented with the pandemic, it is causing people to have less of a commute so they are able to move farther out, which is what is being seen in St. Francis.

Skogquist replied he serves some other areas as well and this year is the most consistent he has seen in his career where there are increases. He stated it has been a unique situation where people are living and working in their houses now. He emphasized, for the public, that if they have questions his number will be on the letter and they are encouraged people to call him or City Assessor Chris Larson. He stated every five years, they are required to visit every property to verify information.

Mayor Feldman stated for the public that if they have a question about the valuation of their property, to call. Instead of getting mad to call, talk it over, and get a valuation based on facts and the market that goes with it. He referenced the staff report and stated he wanted to understand the annual State trend of 17% because as he did the math, he and Finance Director Darcy Mulvihill couldn't figure out how the State gives 17%. He continued because they can't figure it out, he wants to know how and why.

Skogquist replied there are only a few people in the State that could actually explain it. He stated a spreadsheet is provided to the County and assessors and the time trend is based on a two-year study. He stated 2020 may not have been as hot as 2021 and those two years are looked at in combination. That is where the 17% comes from.

Mayor Feldman asked if they are not just picking it out of the air. Skogquist replied, no there is a bunch of mathematics that create a situation that if there is 90% significance then they feel comfortable doing it.

Mayor Feldman commented all the other math pans out but he didn't understand how they got to 17% and how they came up with 311. He was sure they look at all the data on a larger scale to come out with that.

Skogquist replied this is one of the years that helps people understand because the sale prices are changing. He stated there are a lot of homes in St. Francis that have been built in the last 15- 20 years in neighborhoods that are similar. Because of that, sale prices for similar models can be looked at and see how the trends have increased. He stated labor, land, and material prices have gone up which have effected everything across the board. At this point, people are still paying for those.

Mayor Feldman stated the problem the public sees is, with the example of a home he was talking about, they bought it 30 years ago and if no improvements have been done on the land and their price has gone up, they are not looking at the market around then. But it's the market trends that dictate the assessment.

Skogquist confirmed this and added that in Minnesota, they are statutorily required to put things at the market value, which means what is the most typical sale price for that property. So as acreage or extra land sells, that dictates, as he said land increases because people have been paying more for land. As the prices for property closer to the City go up people tend to move out. The aspect of virtual working has changed things.

Mayor Feldman stated the public has to be educated because no one likes their taxes going up. They don't understand why it's going up because they haven't done anything to their property, as he's mentioned. But it is what is around them that has. The home that sold last year, or six months ago, now costs \$100,000 more than we paid for it, that is what makes the difference for their property. He stated he brought this up for the public so they wouldn't take it out on the Assessor.

Skogquist emphasized for people to call with questions so they can come out. He added there is something called an open book session that is on the letter and that is where the City of St. Francis has the Assessors sit in the Court House in Anoka to be available.

Mayor Feldman replied, right, open and transparent. He turned it over to Council for comment and question.

Muehlbauer didn't have any questions but thanked Skogquist for his work the last couple of years.

Udvig commented she liked how everything was broken down so they could understand. She thanked him for his work.

Robinson asked Skogquist what area of the City they will be working in. Skogquist replied they are starting in the more urban portion of the City. He stated when they go out there are notes to check on different things to follow up on so if residents don't like the zone listed in the newsletter, they still may come out if there are questions that need to be answered.

Robinson asked if he was in charge of doing raw land, not just structures. Skogquist confirmed this, adding they are in charge of doing every parcel in the City whether it is a ditch or an expensive property.

Robinson asked if he used any algorithms when they can't get into certain places or if other information is used other than physically walking and measuring. Skogquist replied there are a few things that primarily make up the value. One is the square foot size of the house, another is a quality factor, a third factor is depreciation. He stated if they don't have the information or don't know for sure, a basement finish for example, if there is no indication they will ask the homeowner to call them back with updates or they will base it on the assumption that it is typical. If the home sells and corrections need to be made, they will correct the record.

Robinson asked if deficiencies such as lack of upkeep is also taken into consideration. Skogquist replied absolutely. He stated in the case where homes are around the same age but one has had updates to windows, kitchen, a percentage of depreciation would be considered. He stated this is why it is important that they come around every five years because sometimes, there is damage so adjustments can be made up or down. He repeated that if there are questions to call them.

Robinson asked about 2005 and 2008 when the housing market went down, but now people are paying over the asking price. He asked where the guidelines come from to change their theories and if he thinks things will slow down based on the current trends. Skogquist replied they have to go by what things sell for over the prior year. He explained to set values for 2022, which people will be getting in the mail shortly, they looked at sales from October 2020 through September 2021 and what is typical. He recalled angry phone calls from 2008 when he had to explain that values are based on sales from the prior year. An appraiser that comes out bases their valuation on sales from the last three months. He stated that is where a difference comes in. He stated regarding trends, he hasn't seen things slow down yet but in his experience, people will buy based on the payment versus the overall price.

Mayor Feldman commented that trend is changing too. Skogquist agreed that it is, adding it'll be interesting to see what happens. He stated the values are based

on sale prices.

Robinson asked if it was correct that he was asking residents to call him. Skogquist confirmed this, that his number will be included in the letter along with the open book event. He stated there is a cut off date for appraisal adjustments, he thought it was the middle of June, it will be listed on the appraisal letter. He stated that phone calls from residents helps educate them with development and to make sure their information is accurate.

Robinson thanked Skogquist for his work and his time.

Mayor Feldman commented on the current market, because of the increase of mortgage rates and inflation are in play, it will be interesting to hear the next report. He asked if it was correct that Skogquist assesses the value but that actual tax amounts come from the County. Skogquist confirmed this adding they set their valuation and classification, that is their job. The calculations are done by Anoka County and they send the valuation notices out.

Mayor Feldman referenced the example of the house with an unfinished basement, but the assessors don't have access to the house and assumes it is similar to other homes in the area and give it a higher value. He asked what happens if next year they go out and it doesn't have what they assume, it is actually less than that and has a lesser value, but the taxes have been based off the higher level. He asked where does the correction come in?

Skogquist replied typically when corrections are made, as with the example, it isn't retroactive. He stated the only case that could happen is if there is a significant clerical error on the part of the Assessor. He stated even with those it goes through a process at the County.

Mayor Feldman commented he liked the open and transparent policy and the opportunity for residents to question the assessment. He added he is stating this more for audience that may be listening, that the Assessor assesses the property and it is the County that sets the taxes. Residents may be paying high off of an averaging of what the basement may be more than what it might actually be, as the example. It is not reflective backwards, that it will catch up in the long run. He emphasized that the Assessor shouldn't be blamed because it is the County that sets the taxes.

Skogquist replied he appreciated that. He stated most people are understanding and reasonable, especially once the process is explained.

Mayor Feldman thanked Skogquist for the report. He stated he is glad the decision to put him in place is working out.

B. Final Plat Recording Extension- Turtle Ponds 4th and 5th Additions

1. Resolution 2022-13 Extending the deadline for the final plat of Turtle Ponds 4th Addition
2. Resolution 2022-14 Extending the deadline for the final plat of Turtle Ponds 5th Addition.

Interim City Administrator Kate Thunstrom reviewed the staff report and presented on the final plats for the Turtle Ponds additions.

Mayor Feldman commented they are looking for September 22, 2022 because of the sale. He asked if anything was known about the new people taking over. Thunstrom replied she has been working with them for the last six months. They are looking at a couple different parcels within the City of St. Francis. One is acquiring this from the current owners. The son of the original owner, who passed away, is now transferring it to these new developers. She stated they have been in constant communication with them.

Mayor Feldman asked if Blue Waters Construction is not what was seen in Meadows One. Thunstrom confirmed this.

Mayor Feldman replied that is important, to have reputable and long term development. Thunstrom confirmed this.

Mayor Feldman commented he didn't have any issues with it, if it goes forward that is a big deal. He asked for Council input.

Robinson asked, circumstances aside, if the City is being compensated for the extra time that she and other City staff put into this. Thunstrom confirmed this, adding that all of the extension of City Planner Richmond's time, legal time, and engineering time is paid through their escrows. She stated it is paid for directly by the Blue Water's group.

Mayor Feldman added it states that at the time of closing, the fees owed to the City will be paid so the obligation will be cleared with the City and moving forward. Thunstrom confirmed this.

Robinson interjected the City probably haven't been paid up to this point and the invoice has been out there. Mayor Feldman confirmed this, adding he will pay that and then Blue Waters will continue for the new extension.

Muehlbauer and Udvig didn't have any questions.

Mayor Feldman commented there are two extensions of deadlines, two different resolutions, so two votes are needed.

MOTION BY: ROBINSON SECOND: UDVIG TO ADOPT RESOLUTION 2022-13 EXTENDING THE DEADLINE FOR THE FINAL PLAT OF TURTLE PONDS 4TH

ADDITION.

A roll call vote was performed:

Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Mayor Feldman	aye
Councilmember Udvig	aye

Motion carried 4-0

MOTION BY: UDVIG SECOND: MUEHLBAUER TO ADOPT RESOLUTION 2022-14 EXTENDING THE DEADLINE FOR THE FINAL PLAT OF TURTLE PONDS 5TH ADDITION.

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Udvig	aye
Councilmember Robinson	aye
Councilmember Muehlbauer	aye

Motion carried 4-0

C. Consortium Seal Coating and Crack Filling

Street and Parks Supervisor Jeremy Shook reviewed the staff report and recommendation to allow participation along with the City of Coon Rapids on this Consortium.

Mayor Feldman asked if it is correct, that the price they are paying is for 25 areas. Shook confirmed this, adding 25 different streets. Mayor Feldman commented it is \$286,586 by 25. Shook confirmed this.

Mayor Feldman commented this consortium is working out. Shook confirmed this, adding he expected an increase this year just in petroleum prices which is what happened when they got the bids.

Mayor Feldman replied if they didn't have the consortium it wouldn't have been a lot higher. Shook confirmed this. Referring to the staff report, he commented that the fluctuation with the different companies can be seen.

Mayor Feldman asked about the break down on the bids and asked if it was the top company they were going with for the different services they offer. Shook confirmed this, adding what happens is although a lot of them will bid on the same thing some will be cheaper for different services.

Mayor Feldman pointed out for the Council that is the advantage through the consortium. They bid things out and piece it together with individual service items and get a bigger price because it is bulk. Shook confirmed this. Mayor Feldman continued if they didn't have that right now, they would be paying a lot more than \$286,000 so this was a good move.

Udvig commented this looks good and she looks forward to improvement on these streets.

Muehlbauer replied he is glad to be participating in the consortium and pool the funds together similar to how Met Council does sewer or Joint Powers works that they all benefit and save money.

Mayor Feldman commented that consortiums, Joint Powers (JP's), and regionalization are the key to saving money, supplying more effective services, and benefitting residents on all sides which is good governing.

Robinson asked if Shook and his department spot check the areas where work is done to ensure quality. Shook confirmed this, adding staff is out there most of the time the work is being done to ensure the proper amount and specifications are being met.

MOTION BY: MAYOR FELDMAN SECOND: MUEHLBAUER TO AUTHORIZE THE ACCEPTANCE OF THE BID TABULATION AND SUMMARY OF BIDS FROM THE STREET CONSORTIUM. AUTHORIZE STAFF TO CONTINUE PARTICIPATION IN THE STREET MAINTENANCE PROGRAM ANTICIPATING THE CITY OF ST. FRANCIS PORTION TO BE APPROXIMATELY \$286,586.00 AS PRESENTED.

A roll call vote was performed:

Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Mayor Feldman	aye
Councilmember Udvig	aye

Motion carried 4-0

Mayor Feldman thanked Shook and asked him to keep up the good work. He commented he is glad they went that route. He stated it is no different than going preemptive and proactive in their thinking with the City and maintenance on the buildings that it is a smart businesses. He stated it shows government can do that if it wishes to.

D. Poppy Street & 229th Lane Reconstruction

1. Resolution 2022-15 Approving Plans and Specifications and Ordering Advertisement for Bids for the Poppy Street and 229th Lane Reconstruction and Watermain Improvement Project

Mayor Feldman commented it has taken two years to get to this point.

City Engineer Craig Jochum reviewed the staff report. He stated this resolution is to take this project to the next step.

Mayor Feldman referenced the staff report on page 78 and asked about a line that says “remove and replace existing driveways and driveway aprons within the street right of way.” He asked how far of the driveways are going to be replaced, cutting off the amount to get the sidewalk in and dig out the culvers. He asked how much of the driveways are they replacing. Jochum replied most of the driveways that would go back to the right of way.

Mayor Feldman asked if the apron is against the house. Jochum replied no, they call the apron on the curb and gutter. Mayor Feldman replied okay, because when he looks at an apron as a contractor he is looking at the apron at the garage part. Jochum replied no.

Mayor Feldman asked if he was going to get a new driveway. Jochum replied they call that aprons also, but everyone will require an apron now that they have a curb.

Mayor Feldman replied, okay that is the apron there. He noted Jochum will get some questions on this. He thought if people think about aprons as he does, it is the three-foot sections in the front of garage doors. He thought that is how contractors define it and novices as well.

Mayor Feldman asked about parking and if it was true that parking would be on the east side, not the west side. Jochum replied it is proposed to park on the east side of Poppy Street and the south side of 229.

Mayor Feldman asked about sod versus seeding. Jochum replied he is going to try to get that letter out this week. He added this won't go online for another week or two.

Mayor Feldman referenced the staff report and stated, for the benefit of the Council, that the total amount for the project is \$967,436, of that \$152,000 is Oak Grove's end. He stated this is what boggles his mind is that it has been dropped down to their \$152,000. And they have over \$600,000 in their MSA account and yet St. Francis is picking up \$815,436 on the St. Francis side and of that \$448,856 is coming from the Minnesota State Aid (MSA) program. So, what will be assessed for utilities, water and storm water, will be \$366,578.

Mayor Feldman stated his point is that this has taken two years of having a city

with the only road in common, eleven hundred feet, for \$152,000. He emphasized two years. He stated if he had taken the amount of time it has taken between engineering and Staff and Council, \$152,000, that is it like pulling teeth out of a mule. He continued that his point was, as they just did recently about the fees for SAC and WAC to non-residents, that is why they drew the line in the sand.

Mayor Feldman stated it is time for Oak Grove to act like a real city and work with St. Francis with reasonable requests and mutually beneficial situations that benefit residents on both sides. He stated he can't emphasize that enough, that as he looks at these numbers and thinks to himself two years of trying to convince them to spend \$152,000, which comes out of an MSA account of theirs. He asked if that makes sense. He stated he calls it illogic logic.

Mayor Feldman wanted to point that out, how hard St. Francis has worked to be a sister-city and the reciprocation they get on the other end isn't as good as it could be. He stated if it was, the JP's the regionalization, these cities would be working like a fine tuned machine and benefiting residents on both sides.

Mayor Feldman stated Fire Chief Dave Schmidt has pointed out to him, they are looking at remodeling and building a new fire station so it is a great time to talk to St. Francis and put the cost together for a better project, better services for both sides, and cost savings. He stated this would be the time, but he is not going to go there. He hoped to see the road done this year but would believe it when he sees the shovels in the ground. He asked for Council comment.

Udvig commented the Mayor stated a lot and she thought the Council may agree with some of it. She stated she is glad Oak Grove is going to contribute even the little bit to get it done. She stated St. Francis has fought with Oak Grove and taken staff time all to benefit Oak Grove. She stated she is done doing that for them.

Mayor Feldman stated he appreciated that. He added, for emphasis, that the numbers he has shown show how progressive St. Francis is in doing the right thing for residents. He continued the roads and how they don't assess for overlays and how they have done plowing, they have taken a preemptive and proactive approach to running the City in the last six years and it really has paid off. He wished the cities could do just that because the potential is limitless, what they could do together.

Muehlbauer commented he didn't have anything to add.

Robinson asked if there was a hand-shake agreement or a signed agreement that the \$152,000 is where Oak Grove is at and they will participate. Jochum replied as far as he knows it is a hand-shake agreement.

Robinson stated he knew there were some members of their council that are still wishing they had voted no across the board on this so he is not holding his breath.

He stated he was glad to see it come to this point and hoped they could get it done.

Mayor Feldman replied he agreed with that and will have to wait and see. He stated Jochum's job has been exemplary. He thanked Jochum for his effort and for patience of Staff that has worked with Oak Grove over the years. He stated it boggles his mind that they are asking for so little on a big project, that it isn't their money, and they aren't raising taxes.

Mayor Feldman stated he wanted to go on record saying that after handling the 220 residents on the Ponds and how well St. Francis treated them, to get them to hooked on to the system, that they wanted to annex. That after, they went through the whole process of eight months of discussion and only one participating meeting from them. He thought Oak Grove would have dealt with St. Francis a little nicer and kinder on Poppy Street.

MOTION BY: ROBINSON SECOND: MAYOR FELDMAN TO ADOPT RESOLUTION 2022-15 APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE POPPY STREET AND 229TH LANE RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT.

A roll call vote was performed:

Mayor Feldman	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Councilmember Muehlbauer	aye

Motion carried 4-0.

Mayor Feldman commented they will see how this plays out and hopefully Oak Grove will start working with them and they can have some benefits to residents on both sides. He stated he only says that because, as he campaigned, that there are residents on both sides that want them to act like sister-cities but because it has been only one side that hopefully that will catch on as time goes on.

E. Parking Restriction on Municipal State Aid Routes for the Poppy Street and 229th Lane Reconstruction and Watermain Improvement Project

1. Resolution 2022-16- Relating to Parking Restrictions on S.A.P. 235-117-002 Poppy Street NW and S.A.P. 235-147-001 229th Lane NW

Mayor Feldman asked for an explanation on that. City Engineer Craig Jochum replied this is required and he has to submit this to MnDOT for the final plan approval. He stated there will be no parking on the west side of Poppy Street and the south 229th.

Mayor Feldman asked if there was parking on the east side and no parking on the west side. Jochum confirmed this.

Mayor Feldman asked for Council comment before the vote. There were none.

MOTION BY: ROBINSON SECOND: MUEHLBAUER TO ADOPT RESOLUTION 2022-16 RELATING TO PARKING RESTRICTIONS ON S.A.P 23-117-002 POPPY STREET NEW AND S.A.P 235-147-001 229th LANE NW.

A roll call vote was performed:

Councilmember Muehlbauer	aye
Councilmember Robinson	aye
Councilmember Udvig	aye
Mayor Feldman	aye

Motion carried 4-0.

Mayor Feldman asked if there has to be agreement with Oak Grove of if MSA decides. Jochum replied both cities would have to agree. He stated parking is allowed on one side of the street.

Mayor Feldman replied it has been talked about at a public hearing that there is no way parking can be done on the west side. Jochum confirmed this and added it is designed now so the mailboxes are on the west side and the hydrants are on the west side making parking difficult.

Mayor Feldman confirmed this and added Fire Chief Dave Schmidt wants to have hydrants accessible at all times. He stated hopefully that logic will follow though.

F. City Administrator Search Update

Assistant City Attorney Dave Schaps stated a panel interviewed the semi-final candidates for the City Administrator search process on March 15, 2022 via Zoom. He thanked Mayor Feldman and Udvig for participating. He thanked City Clerk Jenni Wida for making sure all the technology went off flawlessly. He stated three final candidates will be coming in on Thursday, March 31, 2022. He asked if a 3:00 p.m. start time would work with everyone's schedule. He stated it would be three different interviews with one hour each. He asked Council to email him any topics or questions they wanted included in the interview process.

Mayor Feldman commended Schaps for his work on this, stating it was excellent. He liked the format of Schaps asking the questions and there was time to write notes down. He stated at the end, they were able to have a conversation about their thoughts on it. He stated it was a long day but it went really well and he thought it made the participants more comfortable.

Schaps asked if that timing would work.

Muehlbauer asked about the day. Schaps replied Thursday, March 31, 2022.

Muehlbauer replied he will have to make it work but he is two hours behind now where he is.

Mayor Feldman replied this is very important. Schaps replied that is why he wanted to check in with the Council.

Mayor Feldman asked if there was consensus.

Schaps stated some similar questions will be asked that were at the semi-finalist stage because the full Council has not heard the answers to the questions. He repeated if Council has additional questions they would like candidates to respond to, to let him know by the end of this week and he will format them and provide the Council with the planned questions ahead of time.

Mayor Feldman commented that while the other three Councilmembers didn't have the knowledge he and Udvig have through the interview process, they can get some information from that time. Schaps confirmed this and added if other topics will be include, that can be done.

Mayor Feldman asked if this will be at City Hall or the Community Room. Deputy City Administrator/City Clerk Jenni Wida replied she has the Community Room reserved right now.

Muehlbauer asked if it is possible to get answers to questions the candidates have already answered. Schaps replied he can provide that.

The consensus of the Council was to conduct final interviews on Thursday, March 31, 2022 starting at 3:00 p.m. at the Community Room.

G. Work Session Request

Interim City Administrator Kate Thunstrom stated she is requesting two separate Work Sessions. She stated one is requested for April 11, 2022 to talk about some City business and emergency management updates. MnDOT and WSB are scheduled to come May 9, 2022 to discuss the Highway 47 project. She asked if those dates work.

Mayor Feldman replied April 11, 2022 is a Monday. He asked if it would start at 5:30 p.m. Thunstrom confirmed this. Mayor Feldman asked where that would be. Thunstrom replied the conference room at City Hall.

Mayor Feldman asked if April 11, 2022 would work for Muehlbauer.

Muehlbauer replied that should work. He asked if it was 5:30 p.m. Minnesota time.

Mayor Feldman confirmed this, adding that would be 3:30 p.m. for Muehlbauer. He stated the next day is Monday, May 9, 2022. He asked where that would be held.

Thunstrom replied she would like it to be at the Public Works building.

Mayor Feldman asked Muehlbauer if that would work. He asked about if it would be the same time, 5:30 p.m.

Muehlbauer replied he could make that work.

Mayor Feldman asked if it would work for the rest of the Council.

Robinson asked if there was a Work Session on Tuesday as well.

Thunstrom replied Monday, March 28, 2022.

The consensus of the Council was to have a Work Session on Monday April 11, 2022 at 5:30 p.m. in the conference room at City Hall. Muehlbauer will attend remotely. A Work Session was also scheduled for Monday, May 9, 2022 at 5:30 p.m. at the Public Works Building. Muehlbauer will attend remotely.

10. MEETING OPEN TO THE PUBLIC – NONE

11. REPORTS

A. Bottle Shop Annual Report- 2021

Liquor Store Manager John Schmidt gave the 2021 annual report. He stated 2021 was the second best year for sales even with the construction. He highlighted that credit card intake was higher than cash which got them thinking about credit card processors.

Mayor Feldman asked if credit card processors are not being done now. Schmidt replied they are, but they should shop around.

Mayor Feldman commented shopping around is always good. He continued that he just got a debit card that he can tap to pay which is really easy. He said he sees mostly cards coming to the store and very few pay cash even for little amounts.

Schmidt reported the customer count and sales were down 10% but multiple customers have said it is the first time back in the store after the construction and

there are many compliments on the construction.

Mayor Feldman commented that 10% is very good with construction going on, they could have closed the store but that would have been really hard and it wasn't known how long it was going to take. It could have taken five months or seven months and they could have been left with no income. He commended the Schmidt and his staff for their work. He stated that they knew there would be a reduction in revenue because they were not at full capacity with product or space so by limiting those two items it was still really good to get 10%.

Schmidt replied they also adjusted the hours.

Mayor Feldman replied he was glad he brought that up. He stated they adapted to the construction but were not down 50% or 60% which he would have questioned. They also weren't down 100% by being closed, so being down 10% was ok. He stated he figures when he bids out projects that if it is within a 5-10% range, because they all use the same vendors, he is fine but he isn't going to get beat by 25-50%. He stated his point is that 10% is acceptable through a construction period. Now as promotion is being done through a new digital sign, that is the key now, to promote the store to let people know it is a new Bottle Shop because it may not be known that the addition is to the back.

Mayor Feldman continued if the addition was side-by-side it would be perceived as a new building but once people come in they will see the difference. He stated regulars are always important but to expand revenue the base has to be expanded. He complimented Schmidt, Crystal and Corrine for keeping the store running as they did. He stated Schmidt has a real rapport with customers, which he feels is a part of their purchasing. He thanked Jeremy and Parish and Paul for helping him out on his end, it was a lot of hard work. He stated he is still getting the paperwork adjusted, he stated it is usually within 30 days to get thing finished and it has gone longer but he'll get it finished. He asked for Council comment.

Muehlbauer thanked Schmidt and his staff. He asked Schmidt to pass that on to his staff.

Udvig commented it was a great report. She stated with the reduced hours and limited space available, that 10% reduction was already. She asked if there was still a difficulty in getting some of the product.

Schmidt replied, yes, it improved since his original concern of having a brand new store and not being able to fill the shelves. He stated he doesn't have an issue with filling the shelves, but if he couldn't get one product, he could get something else.

Robinson commented it was a great report. He asked about future marketing plans, if there is a visual calendar of events coming up. Schmidt replied, there isn't

anything yet but once the weather warms up they will start getting more tastings set up. With advertising, they are doing better with the webpage, Crystal is doing Facebook, he is doing Instagram and they are putting things up to get people in. He stated they are going to do an in-store advertising where there are different businesses around town advertising because they have the space.

Robinson asked if a grand re-opening has been thought about as the weather gets nicer. Schmidt replied they did a grand re-opening in December. Robinson said it was pretty cold then and suggested another re-opening. Schmidt replied he hasn't thought about it because they already did one.

Mayor Feldman commented they have a food truck coming every Tuesday and Wednesday starting in April and through the summer. He stated he posted that on his Facebook page and the City is also.

Mayor Feldman stated he will have information for the Council at the March 28, 2022 Work Session about the new digital sign that they are considering putting off of 47. He stated it will be two sided, five feet by eleven, a big sign 20 feet up with 10mm pixel spacing, Cloud based, and more up to date. He stated they will decide which way to go with that at the March 28, 2022 Work Session. He stated they are taking advantage of the 12,000-16,000 cars every day that go down that road.

Robinson asked if product growth or change was going to be tracked to look at beer sales versus wine. Schmidt replied they have that ability and he likes spreadsheets. He stated they track things like that.

Robinson asked about credit card fees and commented that some restaurants are charging a small fee and that some stores refuse to accept some cards because of the complicated fees. He stated it was a good report and he was happy about the new building which looks nice.

Mayor Feldman complimented Staff and Council for the fiber-optic that went into that building because they couldn't be in the credit card level they are with the old system they had. He stated software and hardware are just as important as plows, cars for patrolling, and firetrucks for fighting fires.

Mayor Feldman stated there are some issues that will be discussed at the Work Session on March 28, 2022 about software and it is time to bring St. Francis into the modern day because software is on a 10-year cycle, just as digital signs are on a 15-year cycle and when the end of the cycle comes changes need to be made. He stated it is important to keep current.

B. Fire Department Monthly Report

Fire Chief Dave Schmidt gave the monthly fire report. He highlighted that response time goals were met, statics on EMS runs versus Fire, and call volume as listed in

the staff report. He stated three fire fighters are currently out on leave. He stated the fewest COVID related calls were flagged during the month. He stated four fire inspections were completed for the month.

Mayor Feldman commented he was glad about the COVID number and hoped that continues to decrease. He pointed out to Staff and Council that the runs for EMS versus Fire calls is not just in St. Francis but that he has been in contact with Fire Chiefs in multiple areas who report the same thing. He continued that if that is expanded to the whole United States that it is there.

Mayor Feldman stated as he talked to the Fire Chiefs he mentioned how nice it would be to have an ambulance service in every city and they recognized how hard that is going to be to achieve. He stated that is time and money. He complimented Schmidt and Police Chief Todd Schwieger for bringing the EMS capability, for the awards they did today.

Mayor Feldman emphasized the importance of having a safety department, which is two thirds of the budget, to be counted on to actually save lives. He stated having the gentleman in the audience shows the positive of that because that person could have been gone. He was glad to have community members step up to the plate because that is what community all about. He thought the two chiefs have done a good job in brining that and it has changed the structure of public safety and how it is perceived. He stated if he has to have a heart attack this is where he would like to have it, although he had one in Ramsey and they did fine too. He asked for Council comments.

Muehlbauer thanked Schmidt and his staff and asked that he pass that on.

Udvig commented it was a great report. She liked the decrease in COVID calls and hoped they would continue. She asked if things are still going well with Nowthen. Schmidt replied they are. He stated it is very time consuming but they continue to have a high degree of success over there.

Robinson commented it was a great report. He stated that he appreciated having the Mayor and City Administrator of Nowthen come and express their gratitude for the work they are doing.

Mayor Feldman added it shows that Schmidt leads by example.

C. Public Works Monthly Report- February 2022

Water and Sewer Supervisor Parish Barten gave the Public Works monthly report for February. He highlighted that lift stations had plugs again.

Mayor Feldman stated those two lift stations tend to be problematic. Barten replied that they had talked about how DL6 got better since the newsletter but that is not

the case anymore. He stated there were no meters that were unable to read this month.

Mayor Feldman asked if that is unusual because he didn't think he has ever seen that. Barten replied it has happened a couple of times but is sporadic throughout the year. He stated the new equipment is working well.

Mayor Feldman asked if that is the new equipment they had just asked for. Barten confirmed this.

Mayor Feldman asked if the new locates were working for them. Barten replied that no fields locates have been done yet but guessed that would be done some time in April.

Robinson commented it was a good report and he appreciated the work they do. He asked about the granite that is spread around if that sweeping will be done again this year because there are more in some areas and questioned if that effected driveways. Shook answered yes, he just talked to the street sweeping company they use and was told they will be starting next week.

Robinson asked if the company will do any vacuuming along the edges because there is a lot of stuff that is going to be in the grass. It seems like an exceptional amount. Barten replied there are a lot of factors for that including how plowing is done. He stated vacuuming is not typically done.

Mayor Feldman asked if the public could rake it into the street and let the company sweep it. Barten replied definitely, then it will get swept up into their machine.

Robinson stated they are repurposing a product which he supports.

Udvig commented it was a great report. She hoped the pumps could be worked on and get people to stop flushing things they shouldn't be.

Muehlbauer expressed gratitude to all the staff for stepping up at a time when they are needed.

D. Streets and Parks Monthly Report- February 2022

Streets and Parks Supervisor Jeremy Shook gave the Streets and Parks report for February 2022. He stated it was pretty typical February for the department where the majority of time is spent snowplowing. He highlighted an increase in salt usage due to ice.

Mayor Feldman asked how much more salt it was. Shook replied it was probably 30% higher.

Mayor Feldman asked it was weather dependent. Shook agreed it depended on the type of snow and ice.

Mayor Feldman commented they didn't want to not use enough and not be able to get around. Shook agreed.

Mayor Feldman stated both Sewer and Water, and Streets and Parks do a great job. He was glad the Council was open minded enough and forward thinking to give the equipment that was needed, noting the update to the grader, the two beasts and tool cats have made their lives safer. Having the right equipment is a big key and he was glad the Council had the foresight to put those things in place six years ago.

Mayor Feldman stated there are trucks scheduled for 2029 for a change but he knows the trucks are maintained well. He complimented them for being innovative with the improvements they have done. He stated the grader upgrade was done by Paul and Jeremy. Shook replied everything held up well.

Mayor Feldman commented the Council appreciated how each department along with Police and Fire takes care of the equipment because it makes things last longer and allows for a better trade in value. He stated it makes the Council's job easier and spending money wiser. He stated that is their job to get the equipment that they need and at a savings that are effective spending for the City and the residents they serve. He asked for Council comment.

Muehlbauer indicated he didn't have any comments.

Udvig stated she noticed Shook had been out inspecting the parks and asked if he found anything with the buildings.

Shook replied yes, there are some things they will be addressing once it warms up. He stated they are seeing an increase in garbage and parks being used more.

Robinson asked about the salt and if that is something that is purchased ahead of time and what he sees happening with supply chain. Shook explained it is a consortium thing, so each year cities, counties, and MnDOT go together and a bid is given. He stated last year, there was an increase of about \$10 per ton for delivery costs and he expects something similar this year.

Robinson asked if much salt gets carried over from year to year or if it has a shelf life. Shook replied as long as it is stirred it can be reused. He stated this year he will end up taking the max quantity because they could get it for a cheaper price than they could get it the next year.

Robinson asked about the recycling survey and if anything was learned from that.

Shook replied definitely there is an interest in compostables so they are looking at doing a station at community parks for compostables.

Mayor Feldman asked if it has been considered to do daily recycling like Andover has where there is a place where residents don't have to wait for recycling days but cardboard and things can be brought anytime. He questioned if that is something they should be looking in to. Shook replied definitely but that is going to require Staff time.

Mayor Feldman replied there is a domino effect to it but it is a service he thought they could do. He stated when he lived in Andover, he loved it because he didn't have to wait for recycling to be picked up at certain times but could get things out of the garage faster. He stated staff should look in to that. Shook replied the City of Nowthen offers that as well; they have a full-time recycling center.

Mayor Feldman replied if they can do it, we can do it.

12. COUNCIL MEMBER REPORTS

Muehlbauer reported he is still out of town so he didn't have much to report.

Udvig didn't have anything to report.

Robinson welcomed two new members to the Planning and Zoning Board. He commented it is nice to see new faces and have a full crew. He stated Kate and Beth did a great job, as they always do, and it was great to see community involvement. He stated they also have some senior transitional housing coming before the Council soon. He stated it is a big deal for the community. He commended Kate for the work she has done.

Mayor Feldman reported he is going to bring information about the new digital sign for the Liquor Muni to the Work Session. He stated they are also looking at a digital sign for the community park but that will be on the Capital Improvement Plan for 2023.

Mayor Feldman stated tomorrow the construction committee will be taking tours of Fire Stations and City Halls in different cities as they vet architectural firms. He stated there are three firms that are in the vetting process which are all professional but they want to ensure they are getting the best. He stated reference checks have already been done and they will be vetting the projects. The committee will put together a wish list of what they would like to see in the project and then with the expertise of the architectural firm they will see how it all starts to get together. He stated, for the public, that the City has been planning for this for quite a while and it is time for St. Francis to have activities in the city for residents so they don't have to go to other cities to enjoy those activities. He stated this facility will be able to do just that. He stated they are looking at meeting rooms with full kitchens for weddings, graduations, and continuing education courses. They are also looking for indoor playgrounds and activities to benefit the residents. He stated it is time for the City to start thinking like this because St. Francis is growing.

Mayor Feldman noted that Siwek is a park that is coming into play this year. He commended Community Development for getting the grant dollars together. He stated broadband is expanding coming up. He complimented Staff and Council for having the foresight to think ahead, think farther out, because this city, in the five to ten years, is going to look a lot different than it does today, especially as they get to the magic number of 10,000 in population. He stated they are about 1,800 shy of that. He stated they are going in the right direction.

Mayor Feldman stated once the City Administrator position is filled, they will have a coach again. He stated the owner of the team is the residents, the managers are the Council, the coach of the team is the City Administrator and then there is the team. He stated Staff has shown that they are willing to work with residents because they are a customer service business. He hoped residents will see that. He thought that has highlighted during the public hearing on Poppy Street when residents came with misinformation and once they had it explained, they were on board. He stated residents need to talk to City Council and Staff, get off Facebook, and talk to them to get answers. They are open and transparent.

Mayor Feldman thought the Assessor was a good idea because it brought it more on a personal level without the County being involved. He thanked Staff for putting up with Council and for their patience. He thanked Muehbauer for his participation the best he could from where he was. He reported there was a cleaning on the contracting end on the Liquor Muni and there are minor replacements such as fans that will be taken care of and little things that will be done. He reported he is getting to the final paperwork end with Webber. Usually within two to four weeks after a project ends, paperwork is done but this company takes a little longer and he is trying to be as patient as he can.

Mayor Feldman stated then he will move on to the City Hall/Fire Station project. He pointed out for the public that the City Hall/Fire Station project is a long-haul process and they are just in the preliminary parts of it. It will be a long process to vet the architectural firms and talk to the Council. He stated they do want public input and they will notify the public at the time their input is requested. He hoped this will be a situation that will benefit the City in a big way with activities and more efficient Fire Department.

Mayor Feldman stated the only building that has ever been built and is being used for what it has been built for is the Police/Public Works building. This will be the first building, other than that, that will be designed for a purpose for City administration and for Fire. This is huge to bring them into the next decade which is why they need to be smart and build a building that will last 40 to 50 years. He stated he knows they can do that, as shown at the Liquor Muni. He stated he sees the team they have and any problem that comes before them they will solve in a matter of time and with the dollars behind it.

Mayor Feldman stated in the first two years they had problems from past administrations which took them longer timewise and moneywise to solve. He stated there will always be problems, but because they are preemptive and proactive, the problems will be a little less severe, not as time consuming, and solvable because they are on top of it. He stated

government is hard work. He noted one thing about this City and Staff is that they do the work which is important and makes the difference from the cities around them. He thanked everyone for their service.

13. UPCOMING EVENTS

March 28, 2022 – Work Session

March 31, 2022 – Special Meeting

April 4, 2022 – City Council Meeting – 6:00 p.m.

April 18, 2022 – City Council Meeting – 6:00 p.m.

April 20, 2022 – Planning and Zoning Meeting

14. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular City Council at 7:53 p.m.

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, Interim City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Investment Advisory Services
DATE: April 4, 2022

OVERVIEW:

With the bond refinancing that happened in 2021, the city worked with Ehlers Public Finance Services to handle the proceeds of the bonds until the existing bonds needed to be paid off. They have submitted a proposal to partner with the city to provide investment advisory services. This would mean that they would handle finding investments for the city. It would streamline the reporting of investments. Right now, we have investments at 3 different institutions and tracking them between the three is cumbersome. They would also be able to have a strategy to invest more of the city's cash which should generate more interest for the city.

ACTION TO BE CONSIDERED:

Approve engaging Ehlers Public Finance Advisors for Investment Advisory Services.

BUDGET IMPLICATION:

More interest income to help all city funds.

March 29, 2022

Darcy Mulvihill – Finance Director
City of St. Francis
23340 Cree Street NW
St. Francis, MN 55070

RE: Ehlers' Summary Proposal for Independent Investment Advisory Services

Ms. Mulvihill,

Thank you again for discussing with us St. Francis' needs in regard to fulfilling its investment function in a prudent manner. We are pleased to present this proposal to provide independent investment advisory services to St. Francis (the "City"). We believe our experience, exclusive focus on public sector investors and dedication to outstanding client service provide a compelling relationship option for St. Francis to consider.

For more than 60 years, Ehlers has partnered with public sector clients to build strong and vibrant communities through financial planning, debt issuance and management, economic development consulting, arbitrage, and investment advisory services.

We believe the following factors set us apart from other firms:

Public Sector Focus. Our only clients are governmental entities, agencies, school districts and special authorities. Ehlers' exclusive focus on the public sector uniquely positions us to provide a level of service that is unsurpassed in the markets we serve. We have an extensive understanding of our clients' operations, which allows us to speak to best practices and specifically tailor our advice to meet their needs and surpass their expectations.

Fiercely Independent. Ehlers' fiduciary responsibility is to you and you alone. We will always place your interests first, delivering investment advisory solutions that fulfill your needs as cost-effectively as possible and provide maximum benefit to your learning community. We adhere strictly to the prioritized principles of safety, liquidity and yield. We have no investment banking affiliation, no brokerage activities and do not maintain a securities inventory from which we would engage in principal trading activities. Our interests are always aligned with yours.

Fully integrated. Using a collaborative approach in advising our clients, Ehlers offers a fully integrated suite of services designed to help clients navigate every facet of public finance, including investments, treasury management consulting, arbitrage, financial management planning, debt issuance and management, paying agent services and continuing disclosure. We believe this approach delivers the greatest insight, highest value and the most reasonable cost to our clients.

Fee Only. Ehlers' investment advisory fees are based solely on assets under management. We receive no additional compensation or commission on securities or other transactions. Further, we do not offer any proprietary pooled investment vehicle or other form of liquidity product from which an administrative or other fee is derived. All client portfolios are managed as separate accounts.

Scope of Services

The Ehlers Investment Advisory service offering shall remain in place as noted in the Investment Advisory Agreement as a month-to-month engagement. Ehlers proposes the following scope of work in our role as the City's investment advisor:

- Review the City's investment policy and provide any recommendations for amendment.
- Establish any investment or cash management accounts, as requested and necessary.
- Review the City's existing portfolio and set investment objectives with City staff, including (but not limited to) near- and long-term objectives that incorporate cash flow requirements, diversification parameters, policy limitations, risk tolerance and portfolio duration and average maturity measures. Provide recommendations, accordingly.
- Input all client securities/investment holdings in Ehlers' systems.
- Coordinate notification to any of the City's third-party service providers of our engagement as the City's advisor of record.
- Prepare a comprehensive cash forecast.
- Provide for all trade execution on the City's behalf, including managing settlement procedures for all investment transactions. Maintain records for all cash and investment transactions and provide reporting to the City for its own records.
- Investment Management of Governmental, Proprietary, ARP and Bond Proceed Funds
- Act as the City's agent to qualify trading counterparties, using industry-standard due diligence.
- Act as the City's agent with respect to its custodian and custodial account(s). Provide reconciliations with the custodian's balances for all accounts we manage.
- Provide GASB-compliant investment and other (performance, holdings, etc.) reporting to the City no less frequently than monthly, as well as any required attestations to the City's auditor for which we are qualified to do so.
- Participate in meetings with City personnel, as requested, including in-person meetings.
- Participate in Committee and Board meetings to present information related to the City's investment portfolio.
- Perform any compliance duties on behalf of the City, as needed.
- Other duties, as requested, and customary under our investment advisory agreement.

Ehlers would provide additional services/scopes of work under separate engage upon mutual agreement of both parties billed through flat or hourly fee arrangements. These may include, but are not limited to the following:

- Coordinate with any third-party(ies) with respect to regulatory examinations, i.e. IRS examinations or audits of tax advantaged bonds.
- Evaluation of banking relationships/services or other treasury management providers.
- Assist with requests for proposals for banking or other treasury management services.
- Escrow portfolio bidding agent

Fees For Services

Ehlers proposes an assets under management fee for our scope of work as investment advisor. Investment advisory fees shall be incurred for all assets under the management of Adviser. Investment advisory fees shall be charged based on average daily assets under management calculated on market value of said assets, payable and deducted monthly from interest earnings.

10 basis points (0.10%) total fixed annualized rate
Assessed monthly at 0.0083% out of Interest Earnings

Fees are all inclusive of other services provided by Adviser to the Client under an investment advisory engagement. This fee shall be all-inclusive for all services rendered, including any materials, time and travel.

This fee structure shall remain in place through December 31, 2024.

Please refer to our Investment Advisory Agreement for specific disclosures regarding conflicts, including those associated with our fees and affiliations.

The primary contact for this engagement shall be Ryan Miles, Senior Investment Advisor. Ehlers' personnel authorized to provide instructions on behalf of the City shall be assigned at the time of engagement with notice provided to St. Francis of those individuals.

We sincerely appreciate the opportunity to build on our relationship and look forward to further discussing how we can best serve St. Francis as your investment advisor. It would be our pleasure to deliver immediate value to your community with the highest level of integrity.

Sincerely,



Ryan Miles, CIPFM
Managing Director – Investments



Cliff Janney
Client Service Advisor



Investment Advisory Services

An Introduction for the City of St. Francis

About Ehlers' Investments

Agenda Item # 4B.

- SEC Registered Investment Adviser (est. 2007)
- More than \$1.85 billion Assets Under Management
- 165+ clients & 250+ Separately Managed Accounts
- Focus = Client-centric Fixed Income Solutions

**Bond Proceeds &
Escrow Bidding
Agent**

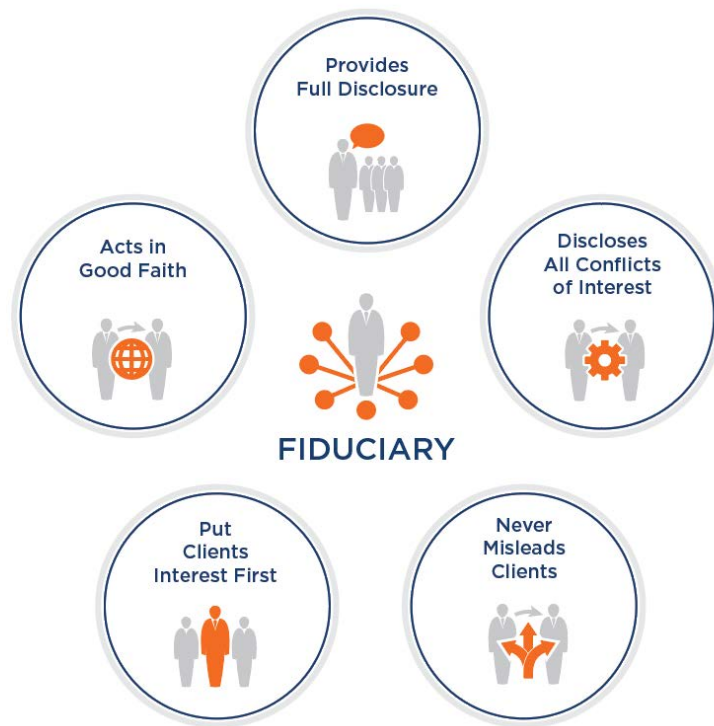
**Investable Cash
Assets**

**Banking Services
Evals & RFPs**

What is a Registered Investment Advisor?

Agenda Item # 4B.

- Your investment fiduciary
 - ✓ Duty of loyalty
 - ✓ Duty of care
 - ✓ Place your interests ahead of our own
- Extension of your staff
- Always your partner



Why Ehlers Investments?

Agenda Item # 4B.

Public sector focus

- Only serve local governments, public agencies & special authorities
- Unique insight into best practices

Fiercely independent

- Fiduciary responsibility to you alone
- Prioritized principles: safety, liquidity, yield

Fee only pricing

- Transparent AUM fee structure
- Hourly or flat-rate fees for other services

Fully integrated services

- Clients rely on a cohesive team to navigate all facets of public finance
- Tailored investment solutions

Fully Integrated Services

Agenda Item # 4B.



Investments & Treasury Management Services

Agenda Item # 4B.



Our Process

Agenda Item # 4B.

1



ANALYSIS & DEVELOPMENT

Review current portfolios & policies

Complete credit analysis

Develop cash flow forecast

Draft new policies to align with community goals

Create investment strategies supporting cash flow needs

2



IMPLEMENTATION

Build investment portfolio based on approved policy & analysis

Monitor portfolio performance

Rebalance & adjust asset mix (as needed)

Deliver monthly performance & benchmark reporting

3



COMPLIANCE

Examine & adjust portfolio characteristics to maintain IRS, state statute & internal policy compliance

Collaborate with Ehlers' Arbitrage Consultants to:

- Develop Arbitrage strategy

- Complete necessary reporting

- Conduct rebate analysis

Robust Reporting & Analysis

Agenda Item # 4B.



Risk Summary - Fixed Income

01/01/2021 - 03/31/2021

Sample Client

Dated: 06/01/2021

Exposure - Security Type

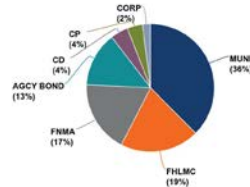
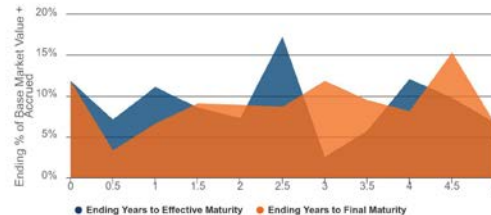


Chart calculated by: Ending Market Value + Accrued

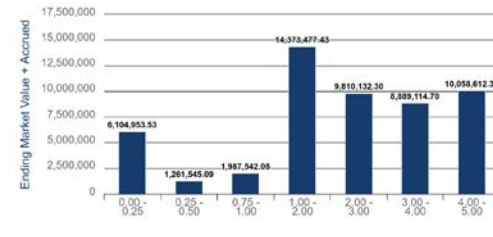
Credit Quality Heat Map

Rating	0 - 1	1 - 2	2 - 3	3 - 4	4 - 5	5 - 7	7 - 10	10 - 15	15 - 30
AAA	0.000%	1.913%	1.969%	0.731%	0.885%	0.000%	0.000%	0.000%	0.000%
AA	12.850%	32.133%	18.844%	15.849%	13.998%	0.000%	0.000%	0.000%	0.000%
A	5.296%	1.529%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
BBB	0.000%	0.000%	0.000%	0.000%	1.068%	0.000%	0.000%	0.000%	0.000%
BB	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
B	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
CCC	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
CC	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
C	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%	0.000%
NA	1.039%	1.418%	1.764%	0.000%	3.041%	0.000%	0.000%	0.000%	0.000%

Time to Maturity



Exposure - Duration



Delivering Client Value

Agenda Item # 4B.

Time savings for
highest & best use
of staff time

Service continuity
with Ehlers'
Municipal Advisor
& your team

Easy to use
reporting tools &
generation

Best price
execution on all
transactions

Fiduciary
relationship

Cash flow
forecasting &
planning

Ehlers' Investment Fees

Agenda Item # 4B.

- Transparent fees based on average monthly assets under management
 - ✓ Includes all finance committee or council meetings & travel expenses
 - ✓ Includes cash flow forecasting and strategy planning
 - ✓ All terms memorialized in Investment Advisory Agreement
 - ✓ Can establish flat fee structures for specific scopes of work
- We charge NO other management, check writing, ACH or wire fees. And No investment mark-ups

Important Disclosures

Agenda Item # 4B.

Ehlers is the joint marketing name of the following affiliated businesses (collectively, the “Affiliates”): Ehlers & Associates, Inc. (“EA”), a municipal advisor registered with the Municipal Securities Rulemaking Board (“MSRB”) and the Securities and Exchange Commission (“SEC”); Ehlers Investment Partners, LLC (“EIP”), an SEC registered investment adviser; and Bond Trust Services Corporation (“BTS”), a holder of a limited banking charter issued by the State of Minnesota.

Where an activity requires registration as a municipal advisor pursuant to Section 15B of the Exchange Act of 1934 (Financial Management Planning and Debt Issuance & Management), such activity is or will be performed by EA; where an activity requires registration as an investment adviser pursuant to the Investment Advisers Act of 1940 (Investments and Treasury Management), such activity is or will be performed by EIP; and where an activity requires licensing as a bank pursuant to applicable state law (paying agent services shown under Debt Issuance & Management), such activity is or will be performed by BTS. Activities not requiring registration may be performed by any Affiliate.

This communication does not constitute an offer or solicitation for the purchase or sale of any investment (including without limitation, any municipal financial product, municipal security, or other security) or agreement with respect to any investment strategy or program. This communication is offered without charge to clients, friends, and prospective clients of the Affiliates as a source of general information about the services Ehlers provides. This communication is neither advice nor a recommendation by any Affiliate to any person with respect to any municipal financial product, municipal security, or other security, as such terms are defined pursuant to Section 15B of the Exchange Act of 1934 and rules of the MSRB. This communication does not constitute investment advice by any Affiliate that purports to meet the objectives or needs of any person pursuant to the Investment Advisers Act of 1940 or applicable state law.



CITY COUNCIL AGENDA REPORT

TO: Kate Thunstrom, Interim City Administrator
FROM: Jenni Wida, Deputy Administrator-City Clerk
SUBJECT: Transient Merchant/Food Truck Permit Application
DATE: April 4, 2022

OVERVIEW:

Mama's Taco Truck (formally Casa Rio) submitted an application for a transient merchant permit for their food truck. This approval will be contingent on the company's name change as they have to still submit paperwork with their current name.

They will serve food in the Bottle Shop parking lot starting April 6th.

ACTION TO BE CONSIDERED:

Approve application for transient merchant permit.



CITY COUNCIL AGENDA
REPORT

TO: Kate Thunstrom, Interim City Administrator
FROM: Darcy Mulvihill, Finance Director
SUBJECT: Payment of Claims
DATE: March 31, 2022

OVERVIEW:
Attached are the bills received since the last council meeting. Total checks to be written are \$169,761.27 plus any additional bills that are handed out at council meeting.

Other Payments to be approved:
Debt service payments –N/A
Direct Transfers from Previous Month-N/A
Credit Card Payment-N/A
Manual Checks-N/A

ACTION TO BE CONSIDERED:
Approved under consent agenda to allow the Finance Director to draft checks or ACH withdrawals for the attached bill list. Please note additional bills may be handed out at the council meeting.

BUDGET IMPLICATION:
City bills

Attachments:
• 04-04-2022 Packet List-\$169,761.27

CITY OF ST FRANCIS

*Claim Register©

AP 04-04-2022

March 2022

Claim Type

Claim#	13929	ADVANCED GRAPHIX INC				
Cash Payment	E 101-42110-237	Small Equipment	DECAL			\$187.50
	Invoice	208792				
Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$187.50

Claim Type

Claim#	13926	BELLBOY CORPORATION				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$8.49
	Invoice	0104891200				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$21.45
	Invoice	0094136200				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$536.20
	Invoice	0104891200				
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$1,309.90
	Invoice	0094136200				
Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$1,876.04

Claim Type

Claim#	13891	BERNICK COMPANIES, THE				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$342.40
	Invoice	313336				
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$13.80
	Invoice	313335				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$777.45
	Invoice	315595				
Transaction Date	3/23/2022	Due 3/23/2022	CASH	10100	Total	\$1,133.65

Claim Type

Claim#	13890	BREAKTHRU BEVERAGE				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$29.48
	Invoice	343351004				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			-\$1.45
	Invoice	409506095				
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$1,193.59
	Invoice	343351004				
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			-\$210.49
	Invoice	409506095				
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$490.40
	Invoice	343351004				
Transaction Date	3/23/2022	Due 3/23/2022	CASH	10100	Total	\$1,501.53

Claim Type

Claim#	13970	CHETS SAFETY SALES, INC.				
Cash Payment	E 101-43100-417	Uniform Clothing & PPE	UNIFORMS			\$285.67
	Invoice	21550				
Cash Payment	E 101-45200-417	Uniform Clothing & PPE	UNIFORMS			\$285.67
	Invoice	21550				
Cash Payment	E 101-43210-417	Uniform Clothing & PPE	UNIFORMS			\$285.68
	Invoice	21550				
Cash Payment	E 601-49440-417	Uniform Clothing & PPE	UNIFORMS			\$285.68
	Invoice	21550				
Cash Payment	E 602-49490-417	Uniform Clothing & PPE	UNIFORMS			\$285.68
	Invoice	21550				

CITY OF ST FRANCIS

*Claim Register©

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March 2022

Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$1,428.38
Claim Type						
Claim#	13979	COMPASS MINERALS AMERICA, I				
Cash Payment	G 101-14100	Inventory of Material/Supply	BULK SALT			\$14,414.52
Invoice	978053					
Cash Payment	G 101-14100	Inventory of Material/Supply	BULK SALT			\$6,801.12
Invoice	978650					
Transaction Date	3/31/2022	Due 3/31/2022	CASH	10100	Total	\$21,215.64
Claim Type						
Claim#	13969	CORE & MAIN				
Cash Payment	E 405-43100-303	Engineering Fees	COLD PATCH			\$1,099.00
Invoice	Q543461					
Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$1,099.00
Claim Type						
Claim#	13933	CRYSTAL SPRINGS ICE				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$4.00
Invoice	4002311					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC ITEMS			\$84.64
Invoice	4002311					
Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$88.64
Claim Type						
Claim#	13931	DAHLHEIMER DIST. CO. INC.				
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$13,010.64
Invoice	1557067					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			\$7,340.12
Invoice	1553522					
Cash Payment	E 609-49751-252	Beer For Resale	BEER			-\$802.95
Invoice	1557049					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$276.00
Invoice	1553522					
Cash Payment	E 609-49751-255	N/A Products	N/A PRODUCTS			\$59.00
Invoice	1553522					
Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$19,882.81
Claim Type						
Claim#	13968	EAGLE GARAGE DOOR CO.				
Cash Payment	E 101-43100-401	Repairs/Maint Buildings	SEMI ANNUAL MAINTENANCE			\$155.00
Invoice	7769					
Cash Payment	E 101-42110-401	Repairs/Maint Buildings	PD DOOR MAINTENANCE			\$240.00
Invoice	7768					
Cash Payment	E 101-45200-401	Repairs/Maint Buildings	SEMI ANNUAL MAINTENANCE			\$155.00
Invoice	7769					
Cash Payment	E 601-49440-401	Repairs/Maint Buildings	SEMI ANNUAL MAINTENANCE			\$155.00
Invoice	7769					
Cash Payment	E 602-49490-401	Repairs/Maint Buildings	SEMI ANNUAL MAINTENANCE			\$155.00
Invoice	7769					
Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$860.00
Claim Type						
Claim#	13914	ECM PUBLISHERS, INC.				
Cash Payment	E 609-49750-340	Advertising	CITY OF ST. FRANCIS MUNICIPAL			\$270.00
Invoice	882632					

CITY OF ST FRANCIS

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Cash Payment	E 101-41400-351 Legal Notices Publishing	RESOLUTION 2022-17				\$64.50
	Invoice 883401					
Cash Payment	E 101-41400-351 Legal Notices Publishing	RESOLUTION 2022-16				\$86.00
	Invoice 883400					
Cash Payment	E 101-41400-351 Legal Notices Publishing	RESOLUTION 2022-15				\$86.00
	Invoice 883399					
Cash Payment	E 101-41400-351 Legal Notices Publishing	RESOLUTION 2022-14				\$107.50
	Invoice 883398					
Cash Payment	E 101-41400-351 Legal Notices Publishing	RESOLUTION 2022-13				\$102.13
	Invoice 883397					
Cash Payment	E 609-49750-340 Advertising	CITY OF ST. FRANCIS MUNICIPAL				\$270.00
	Invoice 883794					
Transaction Date	3/24/2022	Due 3/24/2022	CASH	10100	Total	\$986.13

Claim Type

Claim#	13944	GRANITE CITY JOBBING CO.				
Cash Payment	E 609-49750-210 Operating Supplies	OPERATING SUPPLIES				\$206.70
	Invoice 273806					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$4.25
	Invoice 273806					
Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC				\$153.64
	Invoice 273806					
Cash Payment	E 609-49751-256 Tobacco Products For Res	TOBACCO				\$2,119.63
	Invoice 273806					
Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$2,484.22

Claim Type

Claim#	13913	GREEN AND CLEAN RECYCLING				
Cash Payment	E 602-49490-384 Refuse/Garbage Disposal	WASTE WATER UV LAMPS				\$402.60
	Invoice 22-1026					
Transaction Date	3/24/2022	Due 3/24/2022	CASH	10100	Total	\$402.60

Claim Type

Claim#	13985	HAKANSON ANDERSON ASSOC., I				
Cash Payment	E 405-43100-806 2021 Street Improvements	2021 STREET REHAB				\$472.00
	Invoice 48050					
Cash Payment	E 405-43100-805 2020 Street Improvements	2020 STREET RECONSTRUCTION				\$522.50
	Invoice 48049					
Cash Payment	G 803-22178 Green Valley Subdivision	GREEN VALLEY PRESERVE				\$113.00
	Invoice 48047					
Cash Payment	E 405-43100-806 2021 Street Improvements	POPPY ST & 229TH LN RECON				\$9,475.75
	Invoice 48051					
Cash Payment	E 101-41910-303 Engineering Fees	EAST SHOP SITE SF109				\$304.75
	Invoice 48043					
Cash Payment	E 101-43100-303 Engineering Fees	MISC SITE PLAN REVIEWS 2022				\$175.00
	Invoice 48044					
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	RIVERS EDGE MUNICIPAL REVIEW				\$391.50
	Invoice 48045					
Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	RIVERS EDGE 5TH ADDITION				\$500.00
	Invoice 48046					
Cash Payment	E 101-41910-303 Engineering Fees	BUILDING PERMIT REVIEWS 2022				\$174.00
	Invoice 48054					
Cash Payment	E 101-43100-303 Engineering Fees	GENERAL ENGINEERING 2022				\$463.00
	Invoice 48052					

CITY OF ST FRANCIS

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***Claim Register©**

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Cash Payment	E 405-43100-806 2021 Street Improvements	MUNICIPAL STATE AID 2022				\$718.00
	Invoice 48048					
Cash Payment	E 601-49440-303 Engineering Fees	ROUTINE SERVICES				\$266.67
	Invoice 48053					
Cash Payment	E 602-49490-303 Engineering Fees	ROUTINE SERVICES				\$266.67
	Invoice 48053					
Cash Payment	E 603-49490-303 Engineering Fees	ROUTINE SERVICES				\$266.66
	Invoice 48053					
Transaction Date	3/31/2022	Due 3/31/2022	CASH	10100	Total	\$14,109.50

Claim TypeClaim# 13967 *HAWKINS, INC.*

Cash Payment	E 602-49490-216 Chemicals and Chem Prod	CHEMICALS				\$6,122.85
	Invoice 6145331					

Cash Payment	E 601-49440-216 Chemicals and Chem Prod	CHEMICALS				\$1,583.38
	Invoice 6145333					

Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$7,706.23
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Claim TypeClaim# 13943 *HOISINGTON KOEGLER GROUP, I*

Cash Payment	E 101-41910-311 Contract	GENERAL PLANNING				\$1,351.98
	Invoice 018-041-42					

Cash Payment	E 101-43100-311 Contract	PW (SIWEK PARK)				\$1,660.00
	Invoice 018-041-42					

Cash Payment	E 101-43100-311 Contract	CIVIC CAMPUS				\$405.00
	Invoice 018-041-42					

Cash Payment	E 225-45100-441 Miscellaneous	PARK PLAN				\$6,736.25
	Invoice 018-041-42					

Cash Payment	G 803-22043 Esc-Laketown (Rivers Edge)	RIVERS EDGE				\$472.50
	Invoice 018-041-42					

Cash Payment	G 803-22178 Green Valley Subdivision	GREEN VALLEY 2ND SUBDIVISION				\$1,267.07
	Invoice 018-041-42					

Cash Payment	G 803-22179 Vista Prairie-Site Plan	VISTA PRAIRIE SENIOR SITE PLAN				\$675.00
	Invoice 018-041-42					

Cash Payment	G 803-22192 Dollar General-Hwy 47	DOLLAR GENERAL HIGHWAY 47				\$202.50
	Invoice 018-041-42					

Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$12,770.30
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Claim TypeClaim# 13941 *INNOVATIVE OFFICE SOLUTIONS,*

Cash Payment	E 101-42110-200 Office Supplies	OFFICE SUPPLIES				\$124.72
	Invoice IN3724557					

Cash Payment	E 101-43100-200 Office Supplies	OFFICE SUPPLIES				\$30.24
	Invoice IN3721799					

Cash Payment	E 101-45200-200 Office Supplies	OFFICE SUPPLIES				\$30.24
	Invoice IN3721799					

Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$185.20
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Claim TypeClaim# 13912 *ISD #15*

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	CAR 118 MAINTENANCE				\$61.61
	Invoice 8537					

Cash Payment	E 101-42110-221 Vehicle Repair & Maintena	CAR 121 MAINTENANCE				\$80.37
	Invoice 8538					

CITY OF ST FRANCIS

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Transaction Date	3/24/2022	Due 3/24/2022	CASH	10100	Total	\$141.98
Claim Type						
Claim#	13897 JOHNSON BROS WHLSE LIQUOR					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$28.30
Invoice	2012821					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$40.31
Invoice	2012822					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$112.00
Invoice	2017410					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$5.25
Invoice	2017411					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$2,692.90
Invoice	2012821					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$1,204.00
Invoice	2012822					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$212.00
Invoice	2017411					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$6,032.61
Invoice	2017410					
Transaction Date	3/23/2022	Due 3/23/2022	CASH	10100	Total	\$10,327.37
Claim Type						
Claim#	13945 KIMS KLEANING					
Cash Payment	E 101-42210-402 Janitorial Service	FIRE DEPT CLEANING				\$150.00
Invoice	8387					
Cash Payment	E 601-49440-402 Janitorial Service	WATER TREATMENT PLANT CLEANING				\$160.00
Invoice	8384					
Cash Payment	E 101-42110-402 Janitorial Service	POLICE DEPT CLEANING				\$900.00
Invoice	8383					
Cash Payment	E 101-45000-402 Janitorial Service	COMMUNITY CENTER CLEANING				\$80.00
Invoice	8385					
Cash Payment	E 101-41940-402 Janitorial Service	CITY HALL CLEANING				\$240.00
Invoice	8386					
Cash Payment	E 601-49440-402 Janitorial Service	WASTE WATER PLANT CLEANING				\$220.00
Invoice	8382					
Cash Payment	E 101-43100-402 Janitorial Service	CLEANING				\$225.00
Invoice	8381					
Cash Payment	E 101-45200-402 Janitorial Service	CLEANING				\$225.00
Invoice	8381					
Cash Payment	E 601-49440-402 Janitorial Service	CLEANING				\$225.00
Invoice	8381					
Cash Payment	E 602-49490-402 Janitorial Service	CLEANING				\$225.00
Invoice	8381					
Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$2,650.00
Claim Type						
Claim#	13919 KORMAN SIGNS INC					
Cash Payment	E 101-43100-226 Sign Repair Materials	SIGN REPAIR				\$226.10
Invoice	361862					
Transaction Date	3/24/2022	Due 3/24/2022	CASH	10100	Total	\$226.10
Claim Type						
Claim#	13893 MCDONALD DIST CO.					

CITY OF ST FRANCIS

*Claim Register©

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March 2022

Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$7,284.10
	Invoice 622661					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$338.90
	Invoice 622655					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$87.50
	Invoice 622656					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				\$11,071.65
	Invoice 623637					
Cash Payment	E 609-49751-252 Beer For Resale	BEER				-\$976.18
	Invoice 623700					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$58.50
	Invoice 623636					
Transaction Date	3/23/2022	Due 3/23/2022	CASH	10100	Total	\$17,689.47

Claim Type

Claim# 13918 MHSRC/RANGE

Cash Payment E 101-42110-208 Training and Instruction EVOT/PIT CLASS-JOHNSON \$455.00
 Invoice 337900-9117

Transaction Date 3/24/2022 Due 3/24/2022 CASH 10100 **Total** \$455.00

Claim Type

Claim# 13916 MORRELL & MORRELL LP

Cash Payment E 405-43100-441 Miscellaneous CLASS 5 \$2,991.97
 Invoice 53257

Cash Payment E 405-43100-441 Miscellaneous CLASS 5 \$364.56
 Invoice 53256

Cash Payment E 405-43100-441 Miscellaneous CLASS 5 \$3,356.99
 Invoice 53273

Transaction Date 3/24/2022 Due 3/24/2022 CASH 10100 **Total** \$6,713.52

Claim Type

Claim# 13965 M-R SIGN COMPANY, INC.

Cash Payment E 101-43100-226 Sign Repair Materials SIGN REPAIRS \$4,327.21
 Invoice 215408

Transaction Date 3/30/2022 Due 3/30/2022 CASH 10100 **Total** \$4,327.21

Claim Type

Claim# 13905 PACE ANALYTICAL SERVICES

Cash Payment E 602-49490-313 Sample Testing COOLER 1 WEEKS 2-5 \$239.00
 Invoice 22100368318

Cash Payment E 602-49490-313 Sample Testing COOLER EVERY 2 WEEKS \$145.00
 Invoice 22100368513

Cash Payment E 602-49490-313 Sample Testing COOLER 2 EVERY WEEK \$199.00
 Invoice 22100369122

Cash Payment E 602-49490-313 Sample Testing EVERY WEEK 1ST EVENT \$197.00
 Invoice 22100369065

Transaction Date 3/23/2022 Due 3/23/2022 CASH 10100 **Total** \$780.00

Claim Type

Claim# 13923 PATRIOT LANES & LOUNGE

Cash Payment E 101-42110-308 Community Education BOWLING WITH COPS \$180.00
 Invoice 03012022

Transaction Date 3/24/2022 Due 3/24/2022 CASH 10100 **Total** \$180.00

Claim Type

Claim# 13952 PAUSTIS WINE COMPANY

***Claim Register©**

AP 04-04-2022

March 2022

Cash Payment Invoice 159600	E 609-49751-206 Freight and Fuel Charges	FREIGHT				-\$1.25
Cash Payment Invoice 159373	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$12.50
Cash Payment Invoice 159600	E 609-49751-253 Wine For Resale	WINE				-\$104.00
Cash Payment Invoice 159373	E 609-49751-253 Wine For Resale	WINE				\$1,023.75
Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$931.00

Claim Type

Claim#	13904 PEPSI COLA					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$654.47
Invoice	81629404					
Transaction Date	3/23/2022	Due 3/23/2022	CASH	10100	Total	\$654.47

Claim Type

Claim#	13962	PHILLIPS WINE & SPIRITS CO.				
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$56.00
Invoice	6369308					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$29.75
Invoice	6369307					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$47.28
Invoice	6365768					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$29.75
Invoice	6365767					
Cash Payment	E 609-49751-206	Freight and Fuel Charges	FREIGHT			\$216.18
Invoice	6365766					
Cash Payment	E 609-49751-254	Miscellaneous Merchandis	MISC			\$1,173.95
Invoice	6365768					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$1,574.70
Invoice	6369308					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$12,026.49
Invoice	6365766					
Cash Payment	E 609-49751-251	Liquor For Resale	LIQUOR			\$1,311.90
Invoice	6369307					
Cash Payment	E 609-49751-253	Wine For Resale	WINE			\$747.90
Invoice	6365767					
Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$17,213.90

Claim Type

Claim#	13961	PUSH PEDAL PULL				
Cash Payment	E 101-42110-237	Small Equipment	EXERCISE EQUIPMENT			\$147.30
Invoice	332680					
Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$147.30

Claim Type

Claim#	13995	SIGN SOLUTIONS USA, LLC				
Cash Payment	E 101-43100-226	Sign Repair Materials	SIGN REPAIRS			\$2,494.66
Invoice	400783					
Transaction Date	3/31/2022	Due 3/31/2022	CASH	10100	Total	\$2,494.66

Claim Type

Claim#	13899	SOUTHERN GLAZERS OF MN
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March 2022

Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$34.56
	Invoice 2190448					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$38.40
	Invoice 2190447					
Cash Payment	E 609-49751-206 Freight and Fuel Charges	FREIGHT				\$15.57
	Invoice 2192844					
Cash Payment	E 609-49751-253 Wine For Resale	WINE				\$1,320.00
	Invoice 2190448					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$6,563.00
	Invoice 2190447					
Cash Payment	E 609-49751-251 Liquor For Resale	LIQUOR				\$1,110.25
	Invoice 2192844					
Transaction Date	3/23/2022	Due 3/23/2022	CASH	10100	Total	\$9,081.78

Claim TypeClaim# 13922 *STREICHER S*

Cash Payment	E 101-42110-237 Small Equipment	UNIFORMS				\$95.00
	Invoice 1557501					

Transaction Date	3/24/2022	Due 3/24/2022	CASH	10100	Total	\$95.00
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Claim TypeClaim# 13928 *THE AMERICAN BOTTLING COMP*

Cash Payment	E 609-49751-254 Miscellaneous Merchandis	MISC ITEMS				\$236.90
	Invoice 3562326030					

Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$236.90
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Claim TypeClaim# 13959 *TJ ASSOCIATES*

Cash Payment	E 101-42110-308 Community Education	EDUCATION MATERIALS				\$677.85
	Invoice 237965					

Cash Payment	E 101-43210-439 Recycling Days	SPRING 22' RECYCLING NEWSLETTER				\$1,763.89
	Invoice 237977					

Cash Payment	E 101-43210-439 Recycling Days	RECYCLING DAY MATERIAL				\$136.50
	Invoice 237983					

Transaction Date	3/30/2022	Due 3/30/2022	CASH	10100	Total	\$2,578.24
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Claim TypeClaim# 13993 *TOM LYNCH ELECTRIC*

Cash Payment	E 601-49440-401 Repairs/Maint Buildings	WATER PLANT ELECTRIC REPAIRS				\$1,130.00
	Invoice .03172022					

Cash Payment	E 101-41940-401 Repairs/Maint Buildings	CITY HALL ELECTRICAL REPAIR				\$825.00
	Invoice .031722					

Cash Payment	E 609-49750-401 Repairs/Maint Buildings	LIQUOR STORE ELECTRIC REPAIRS				\$2,305.00
	Invoice .02202022					

Transaction Date	3/31/2022	Due 3/31/2022	CASH	10100	Total	\$4,260.00
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Claim TypeClaim# 13920 *WIN-911 SOFTWARE*

Cash Payment	E 601-49440-310 Computer Consulting Fee	ANNUAL RENEWAL				\$330.00
	Invoice 226XT072-202262					

Cash Payment	E 602-49490-310 Computer Consulting Fee	ANNUAL RENEWAL				\$330.00
	Invoice 226XT072-202262					

Transaction Date	3/24/2022	Due 3/24/2022	CASH	10100	Total	\$660.00
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CITY OF ST FRANCIS

03/31/22 4:41 PM

Agenda Item # 4D.

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*Claim Register©

AP 04-04-2022

March 2022

Pre-Written Checks	\$0.00
Checks to be Generated by the Compute	\$169,761.27
Total	\$169,761.27



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, Interim City Administrator
SUBJECT: Pre -Architectural RFP – Building Design Feasibility
DATE: 04-04-2022

OVERVIEW:

The City has completed studies that identified space shortages and building concerns as it relates to the existing city hall and fire station. These issues have been reviewed in the past and, in each attempt, to correct the issues the project has failed pushing out concerns with spacing and building condition continued to deteriorate. Some of the immediate issues with existing spaces include:

Fire

- Building was not designed to be a fire station creating issues with function and operation and does not meet industry standards
- Lacking in environmental controls creating a higher risk for job related illnesses
- Department has exceeded the capacity of the current building
- Building was constructed in the 1960's, becoming costly due to required repairs, replacement needs and increasing maintenance costs

City Hall

- Shortages in staffing and work room creating an inability to increase staff or staff functions
- Building was not designed for its current use creating issues. Costs of building deficiencies including maintenance and improvements for current needs
- Storage and secure space for sensitive equipment and documents
- Lack of city council facility has required cancelled meetings

NEXT STEPS:

Staff released a Pre-Architectural RFP to review the feasibility of a project for a joint building that would decrease the overall number of buildings, create energy and staffing efficiencies and include community space such as multipurpose rooms and other components.

This is a planning step that will identify:

- The anticipated space needs for the proper daily functions of city hall and fire
- Site planning (acreage, access, parking placement, utility challenges)
- Community use space (tot room, playroom, community rooms with kitchens)
- Design details (one or two floors, use of or availability of shared space)
- Project cost analysis (what works, what is affordable)

Seven proposals were received and four moved forward to be interviewed by the Building Committee. The Committee toured sites on March 22nd and completed several references on three of the finalists. Of those, the Committee is recommending that the City work with Brunton Architects and Engineers to complete this step of this project. If Council agrees with the Building Committee to move forward, the next step would be to bring a contract for services forward for approval.

STRATEGIC PLAN RELATIONSHIP:

This step will continue the work already completed through existing planning studies such as, but not limited to, the St. Francis Forward, Bridge Street Design guidelines, 2040 Comprehensive Plan and River Crossing Study. In addition, this step will review the likelihood of the project placement on the property acquired for this project. This step is necessary to determine the likelihood and proposed cost of this project.

BUDGET IMPLICATION:

As identified on page 29 of the attached proposal, the following fees for services have been identified:

Comprehensive Review \$4,500

Site Analysis \$12,500

Pre-Design report \$3,000

Programs/Space needs \$4,500

ACTION TO BE CONSIDERED:

Council to consider entering into contract with Brunton Architects & Engineers for the pre-architectural needs of a City Hall and Fire Station including community use space.

Attachments: Brunton Architects & Engineering Pre-Design Architectural Services Statement
Civic Building Project Timeline



Statement of Qualifications for
City of St. Francis Request for
Pre-Design Architectural Services:
City Hall, Fire Station, and
Community Center Projects
St. Francis, MN



MINNEAPOLIS
1040 SIXTH STREET SOUTH
HOPKINS, MN 55343

NORTH MANKATO
225 BELGRADE AVE
NORTH MANKATO, MN 56003

INTRODUCTION LETTER

January 13, 2022

ATTN: Joe Kohlmann
City Administrator
23340 Cree Street NW
St. Francis, MN 55070

RE: Request for Professional Pre-Design Architectural Services

Dear Mr. Kohlmann,

All of us at Brunton Architects & Engineers are truly honored to be submitting a proposal that encompasses our professional design services. It is the attention to detail that determines the difference between a good project and a great one. Our staff is dedicated to working side by side with our clients and guiding them through the entire design and construction process.

Collaboration and intense communication are essential for a successful project and this belief is integrated throughout all phases of design. As with all our projects, we will assign a designated representative to your project to ensure clear communication channels. Brunton Architects & Engineers has carefully assembled a design team with skills best suited for the services requested by the City of St. Francis.

We wholeheartedly want these projects to exceed your expectations and become facilities that will serve your City for years to come. Our experienced team is ready and excited to provide design services to ensure your new facilities are tailored to your specific needs. To serve you and your team, we have aimed at providing you with the most comprehensive information, in this document, regarding our professional experience and services. We hope that it is evident through review of our past projects and in visiting with our references that we truly have a passion for designing municipal facilities across the country. Feel free to contact me with any questions or concerns you may have relative to the information contained herein.

Sincerely,



Corey Brunton, AIA, NCARB, CID
President / CEO - Brunton Architects & Engineers, Ltd.
corey@bruntonarchitects.com
Phone: 507.386.7996
Fax: 507.386.7992

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ABOUT US

OUR MISSION

Designing with Integrity,
Building on Trust



For well over a decade, Brunton Architects & Engineers has been delivering dynamic and economical design solutions to municipalities across the country. Our vast portfolio of municipal work showcases our creativity and expertise in the field. Every client is unique in their wants and vision. We are attentive to these requests to ensure that our projects are tailored to fit each client's requirements and community. Our approach to design is successful through client collaboration and attention to both form and function. Professionalism is at the core of our company values, and it is evident with our reputation in the field and with our clients. We maintain this high standard of customer satisfaction by approaching every partnership with respect, honesty, integrity, and accountability.

CONTACT US

507.386.7996

www.bruntonarchitects.com

255 BELGRADE AVE
N. MANKATO, MN 56003

1040 SIXTH STREET SOUTH
HOPKINS, MN 55343

Brunton Architects & Engineers is unique among architectural firms in that our President and CEO, Corey Brunton, is not only the Lead Design Architect with over 30 years of design experience, but he also has over a decade of firefighting experience. This dual perspective provides valuable insight which is incorporated into our designs. Corey retired from his firefighting position in 2021, but he is still actively involved in the firefighting community. He and the design team stay up to date on continuing education and trends in the public safety industry. With the first-hand knowledge of the day-to-day operations of a fire department, Brunton Architects & Engineers is prepared to assist in the design of St. Francis's next public safety and municipal projects.

FIRM OVERVIEW

BRUNTON ARCHITECTS & ENGINEERS

ARCHITECTURAL | MECHANICAL | INTERIORS

LOCATIONS

225 Belgrade Avenue
N Mankato, MN 56003
507.386.7996

1040 Sixth Street South
Minneapolis, MN 55343

LEGAL STATUS

Sub-chapter S Corporation

OWNERSHIP

Private (Corey Brunton)

Brunton Architects & Engineers is committed to being your one stop shop for architectural, engineering, and interior design services. With mechanical engineering in-house, we are able to collaborate on the highest level possible for our clients. We have worked with our consultants on many successful projects and they have been a trusted part of our design team for many years.

Year Established	2007
Staffing Total	22
Administrative	2
Architects	5
Mechanical Engineers	2
Construction Services	1
Technical	7
Interiors	2
Business Development	3



ASSOCIATED CONSULTING ENGINEERING

ELECTRICAL

LOCATION

304 S. Philips Ave.
Sioux Falls, SD 57104

PHONE

605.335.3720

Year Established	1987
Staffing Total	17
Administrative	1
Mechanical PE's	4
Electrical PE's	3
Mechanical Staff	1
Electrical Staff	1
Technical	7

ALBERTSON ENGINEERING INC.

STRUCTURAL ENGINEERING

LOCATION

315 North Main Ave, Suite 200
Sioux Falls, SD 57104

PHONE

605.343.9606

Year Established	1999
Staffing Total	16
Administrative	2
Engineers	8
Technical	6

PROJECT TEAM

COREY BRUNTON AIA, NCARB, CID
BRUNTON | President / CEO / Project Architect



Registered Architect

AZ, IA, IL, MN, MT, ND, NE, OH,
SD, TX, WI, WY, SC [Pending]

32 years of Experience,
Established Brunton in 2007

Bachelor of Architecture

North Dakota State University
[1993]

Bachelor of Science, Environmental Design

North Dakota State University
[1992]

Contact

Office: 507.386.7996
corey@bruntonarchitects.com



PROJECT RESPONSIBILITY

Corey will be the Lead Architectural Designer and will be responsible for the coordination of the Brunton staff assigned to your project, as well as each consultant included in the design team. He will work closely with City staff through the entire consulting and design processes.

RELEVANT PROJECTS

Newport City Hall & Public Safety Building - Newport, MN
Mayer Fire Station - Mayer, MN
Baldwin Public Safety - Baldwin, WI
Montgomery Police Station - Montgomery, MN
Monticello Fire Department - Monticello, MN
Albert Lea Fire & Rescue - Albert Lea, MN
Hudson Fire Department - Hudson, WI
White Shield Public Safety - White Shield, ND
Clarks Grove Fire Station - Clarks Grove, MN
Windom Emergency Services - Windom, MN
Jackson Fire Hall - Jackson, MN
Hinckley Fire & Ambulance - Hinckley, MN
Morristown Fire Station - Morristown, MN
Kenyon Fire Station - Kenyon, MN
Cokato Fire Station - Cokato, MN
Victoria City Hall - Victoria, MN
Elgin City Hall - Elgin, MN
Blue Earth Maintenance Garage - Blue Earth, MN
Blue Earth Light & Water - Blue Earth, MN
Blue Earth Museum & Welcome Center - Blue Earth, MN
White Shield Community Center - White Shield, ND
Four Bears Community Center - New Town, ND
Ponemah Community Center - Ponemah, MN

PROFESSIONAL ORGANIZATIONS

American Institute of Architects [AIA]
National Council of Architectural Registration Boards [NCARB]
Certified Interior Designer [CID]

PROJECT TEAM

GEOFF LITTLE AIA, NCARB, LEED Green Associate
BRUNTON | Project Architect



Registered Architect
Minnesota, South Dakota

14 years experience,
Joined Brunton in 2017

Masters of Architecture
North Dakota State University
(2008)

**Bachelor of Science,
Environmental Design**
North Dakota State University
(2007)

Contact
Office: 507.344.4688
geoffl@bruntonarchitects.com



PROJECT RESPONSIBILITY

Geoff will be responsible for overseeing the completion of all phases of the consultation and design processes. He will also be responsible for coordination between the owner, contractor, and consultants. Geoff has extensive experience as a registered Project Architect and has been a part of many successful municipal projects. He is driven by his desire to bring the best quality of work to our first responders and the communities they serve.

RELEVANT PROJECTS

Mayer Fire Station - Mayer, MN
Albert Lea Fire & Rescue - Albert Lea, MN
White Shield Public Safety - White Shield, ND
Mayo Ambulance Facilities - Albert Lea, MN
Mayo Ambulance Facilities - Austin, MN
Mayo Helicopter Crew Quarters - Mankato, MN
Cokato Fire Hall - Cokato, MN
Clarks Grove Fire Station - Clarks Grove, MN
Montgomery Police Station - Montgomery, MN
Decorah Fire Station Feasibility Study - Decorah, IA
Dassel Fire Station Feasibility Study - Dassel, MN
*Brookings Fire Station Addition - Brookings, SD
White Shield Bus Garage - White Shield, MN
White Shield Community Center - White Shield, ND
Palmer Bus Service - Mankato, MN
Blue Earth Maintenance Garage - Blue Earth, MN
Dassel City Hall & Capital Improvement Plan - Dassel, MN
Elgin City Hall - Elgin, MN

*Designed While Under Prior Association

PROFESSIONAL ORGANIZATIONS

American Institute of Architects (AIA)
National Council of Architectural Registration Boards (NCARB)
Leadership in Energy and Environmental Design | Green Associate (LEED)

PROJECT TEAM

GINNIE SCHNEIDER AIA BRUNTON | Project Architect



Registered Architect
Minnesota

9 years experience,
Joined Brunton in 2020

Masters of Architecture
North Dakota State University
(2013)

**Bachelor of Science,
Environmental Design**
North Dakota State University
(2012)

Contact
Direct: 612.435.0692
ginnies@bruntonarchitects.com



PROJECT RESPONSIBILITY

Ginnie will be responsible for managing the project documentation and internal coordination through the design process from our Minneapolis office. She makes a priority of ensuring the design is appropriate to its context, aesthetically pleasing, within the client's budget, sustainable, and functional for all users. She is passionate about making all of the components of the project come together seamlessly through open and frequent coordination with all team members.

RELEVANT EXPERIENCE

Newport City Hall & Public Safety Building - Newport, MN
Baldwin Public Safety - Baldwin, WI
Ponemah Community Center - Ponemah, MN
Ponemah Public Works - Ponemah, MN
Red Lake Wellness Center - Redby, MN
Red Lake TV & Radio Studio - Red Lake, MN
White Shield Medical Clinic - White Shield, MN
White Shield Sports Complex - White Shield, MN
*Scheels Sports Arena - Fargo, ND
*Nolan Mains Mixed-Use Development - Edina, MN
*Forest Lake Retail - Forest Lake, MN
*Green Grass Community Center - Green Grass, SD
*Eagle Butte Cultural Center Renovation - Eagle Butte, SD
*Eagle Butte Youth Softball Complex - Eagle Butte, SD
*Hillsboro Elementary Fitness Center Addition - Hillsboro, ND
*Turning Point Health and Wellness, Grand Forks, ND
*Pierre Events Center, Pierre, SD

*Designed under prior association

PROFESSIONAL ORGANIZATIONS

American Institute of Architects (AIA)

PROJECT TEAM

JESSICA NELSON NCIDQ
BRUNTON | Director of Interior Design



Interior Designer
NCIDQ

6 years experience,
Joined Brunton in 2018

**Bachelor of Science,
Interior Design
Minor-
Business Administration**
University of Nebraska -
Lincoln (2017)

Contact
Office: 507.344.4680
jessican@bruntonarchitects.com



PROJECT RESPONSIBILITY

Jessica, as an Interior Designer, provides clients with personalized finish plans that are appropriate for each specific project. Jessica will be working closely with our design team and City staff throughout the design process. She will assist in conceptual design and space planning. All design decisions will help enhance the overall aesthetic of the building while protecting users' health and safety.

RELEVANT PROJECTS

Newport City Hall & Public Safety Building - Newport, MN
Baldwin Public Safety - Baldwin, WI
Mayer Fire Station - Mayer, MN
Monticello Fire Department - Monticello, MN
Albert Lea Fire & Rescue - Albert Lea, MN
Hudson Fire Department - Hudson, WI
White Shield Public Safety - White Shield, ND
Montgomery Police Station - Montgomery, MN
Mayo Ambulance Facilities - Austin, MN
Mayo Ambulance Facilities - Rochester, MN
Mayo Helicopter Crew Quarters - Mankato, MN
White Shield Community Center - White Shield, ND
White Shield Tribal Administration Building - White Shield, ND
Red Lake Wellness Center - Redby, MN
White Shield Clinic - White Shield, ND
White Shield Bus Garage - White Shield, ND
Blue Earth Light & Water - Blue Earth, MN
Four Bears Community Center - New Town, ND
Ponemah Community Center - Ponemah, MN

PROFESSIONAL ORGANIZATIONS

National Council for Interior Design Qualifications (NCIDQ)

PROJECT TEAM

TED CLAVEL PE, LEED AP
BRUNTON | Mechanical Engineer



Licensed Professional Engineer

Minnesota, North Dakota,
South Dakota, Wisconsin, South
Carolina [Pending]

43 Years of Experience,
Joined Brunton in 2013

Bachelor of Science, Mechanical Engineering

South Dakota State
University, Brookings, SD (1979)

Contact

Office: 507.344.4685
ted@bruntonarchitects.com



PROJECT RESPONSIBILITY

Ted is the Lead Mechanical Engineer and will be responsible for the design of the plumbing and HVAC systems. Understanding the importance of form and function, Ted integrates all aspects of the buildings' systems into the project design. This effort creates a seamless, coherent connection between engineering and architecture.

RELEVANT PROJECTS

Newport City Hall & Public Safety Building - Newport, MN
Baldwin Public Safety - Baldwin, WI
Mayer Fire Station - Mayer, MN
Monticello Fire Department - Monticello, MN
Albert Lea Fire & Rescue - Albert Lea, MN
Hudson Fire Department - Hudson, WI
White Shield Public Safety - White Shield, ND
Mayo Ambulance Facilities - Albert Lea, MN
Mayo Ambulance Facilities - Austin, MN
Mayo Ambulance Facilities - Rochester, MN
Mayo Helicopter Crew Quarters - Mankato, MN
Clarks Grove Fire Station - Clarks Grove, MN
Windom Emergency Services - Windom, MN
Jackson Fire Hall - Jackson, MN
Hinckley Fire & Ambulance - Hinckley, MN
Morristown Fire Station - Morristown, MN
Kenyon Fire Station - Kenyon, MN
Cokato Fire Station - Cokato, MN
White Shield Bus Garage - White Shield, MN
White Shield Community Center - White Shield, ND
Palmer Bus Service - Mankato, MN
Blue Earth Maintenance Garage - Blue Earth, MN
Dassel City Hall & Capital Improvement Plan - Dassel, MN
Elgin City Hall - Elgin, MN

PROFESSIONAL ORGANIZATIONS

Leadership in Energy and Environmental Design | Accredited Professional
American Society of Heating, Refrigerating and Air-Conditioning Engineers

PROJECT TEAM

COLIN JONES PE
BRUNTON | Director of Mechanical Engineering



Licensed Professional Engineer
AZ, MN, ND, SD, TX, WI

5 Years of Experience,
Joined Brunton in 2021

**Masters of Science,
Mechanical Engineering**
University of St. Thomas,
St Paul, MN (2019)

**Bachelor of Science,
Mechanical Engineering**
University of St. Thomas,
St Paul, MN (2017)

Contact

Office: 507.344.4685
colinj@bruntonarchitects.com



PROJECT RESPONSIBILITY

Colin is the Director of Mechanical Engineering and will be responsible for the overseeing the coordination between our mechanical team members. Colin has extensive design-build experience where he is confident in collaborating with the contractor and subcontractors to ensure a seamless transition between producing mechanical construction drawings and overseeing their implementation.

RELEVANT PROJECTS

Mayer Fire Station - Mayer, MN
Madison CBOC - Madison, WI
Lake Havasu CBOC - Lake Havasu, AZ
Cleveland Vet Center - Cleveland, OH
Lincoln Vet Center - Lincoln, NE
Red Lake Nation Radio & TV Studio - Red Lake, MN
White Shield Community Center - White Shield, ND
White Shield Public Safety - White Shield, ND
KJLY Radio Station - Mankato, MN
*Wahlburgers - Maple Grove, MN
*Jersey Mike's - Edina, MN
*Installed Building Solutions Office - Farmington, MN
*Life Time Fitness - Edina, MN
*Life Time Fitness - Frontenac, MO
*Life Time Fitness - Coral Gables, FL
*Life Time Fitness - Peoria, AZ
*Life Time Work - Edina, MN
*Life Time Living - Henderson NV
*Memory Care Senior Living - Savage, MN

*Designed under prior association

PROFESSIONAL ORGANIZATIONS

American Society of Heating, Refrigerating and Air-Conditioning Engineers

PROJECT TEAM

TOM MCCONE

BRUNTON | PM / Construction Services Specialist



**Construction Services
Specialist**

17 years Construction
Management Experience,
Joined Brunton in 2018

**Bachelor of Science,
Construction Management,
Minor in Business**
South Dakota State University
(2005)

Contact

Office: 507.344.4683
tomm@bruntonarchitects.com



PROJECT RESPONSIBILITY

Tom, our Construction Services Specialist, will be overseeing construction management, cost estimating, scheduling, and keeping the project within budget regarding design choices. He has a background in the construction industry and possesses a thorough understanding of the construction process. Tom will be responsible for overseeing the project through a construction lens, advising the team on methods, details, and value assessment options throughout the entire consulting and design process. He is an integral part of the team along every step of the way and is a valuable asset to Brunton Architects & Engineers.

RELEVANT PROJECTS

Newport City Hall & Public Safety Building - Newport, MN
Baldwin Public Safety - Baldwin, WI
Mayer Fire Station - Mayer, MN
Monticello Fire Department - Monticello, MN
Albert Lea Fire & Rescue - Albert Lea, MN
Hudson Fire Department - Hudson, WI
White Shield Public Safety - White Shield, ND
Mayo Ambulance Facilities - Rochester, MN

PROFESSIONAL EXPERIENCE

Tom's comprehensive construction experience allows him to assist with projects in a dynamic way. With his past professional experience he has gained valuable skills to assist in bid solicitation, being the voice that communicates and holds accountability with the Contractor and ensures work is being built according to the Plans & Specifications. His previously held construction positions are outlined below.

Brennan Construction, Mankato, MN (2015 - 2018)
Project Manager
Doran Companies, Bloomington, MN (2013 - 2015)
Project Manager
Twin Cities Roofing, Minneapolis, MN (2008 - 2013)
Licensed General Contractor
Penta Building Group, Las Vegas, NV (2006 - 2008)
Project Engineer

PROJECT TEAM

JEFF RENKEN PE
ACEI | Principal Electrical Engineer



Licensed Professional Engineer
Iowa , Minnesota, South Dakota,
South Carolina (Pending)

28 Years of Experience,
Joined ACEI in 2004

Bachelor of Science,
Electrical Engineering
South Dakota State,
University (2003)

Contact

Office: 605.335.3720
jrenken@aceinet.com



PROJECT RESPONSIBILITY

As the Electrical Engineer for your project, Jeff will be designing the electrical system including fixtures, controls, and life safety signals that will make your facility functional and safe for all building occupants. Jeff will be working closely with our Interior Design and Mechanical Engineering staff to coordinate and specify the location and type of fixtures throughout your projects.

RELEVANT PROJECTS

Mayer Fire Station - Mayer, MN
Monticello Fire Department - Monticello, MN
Albert Lea Fire & Rescue - Albert Lea, MN
Clarks Grove Fire Station - Clarks Grove, MN
Jasper Fire Hall - Jasper, MN
Sioux County Public Safety Center - Orange City, IA
Brandon Fire Station - Brandon, SD
Brookings Fire Station - Brookings, SD
Yankton Public Safety Center - Yankton, SD
Marion Fire Hall - Marion, SD
SD-DCI Emergency Operations Center & Office Facility - Pierre, SD
Fire Station #4 - Sioux Falls, SD
Fire Station #5 - Sioux Falls, SD
Fire Station #10 - Sioux Falls, SD
Watertown Police Department - Watertown, SD
Minnehaha County Jail Expansion - Sioux Falls, SD
South Dakota State Penitentiary-Jameson Courtyard - Sioux Falls, SD
Lyon County Sheriff's Office & Jail Complex - Rock Rapids, IA
South Dakota Women's Prison - Pierre, SD
Juvenile Detention Center - Sioux Falls, SD

PROFESSIONAL ORGANIZATIONS

South Dakota Electrical Council

PROJECT TEAM

MIKE ALBERTSON PE, LEED AP, BD+C
ALBERTSON ENGINEERING | President / Lead Engineer



Licensed Professional Engineer -

Arizona, Colorado, Georgia, Iowa,
Kansas, Missouri, Minnesota,
Montana, Nebraska, North
Dakota, South Dakota, Wyoming,
South Carolina [Pending]

33 years of Experience,
Established Albertson in 1999

Bachelors of Science, Civil Engineering

South Dakota State
University (1989)

Masters of Science Civil Engineering

Iowa State University (1992)

Contact

Office: 605.343.9606



PROJECT RESPONSIBILITY

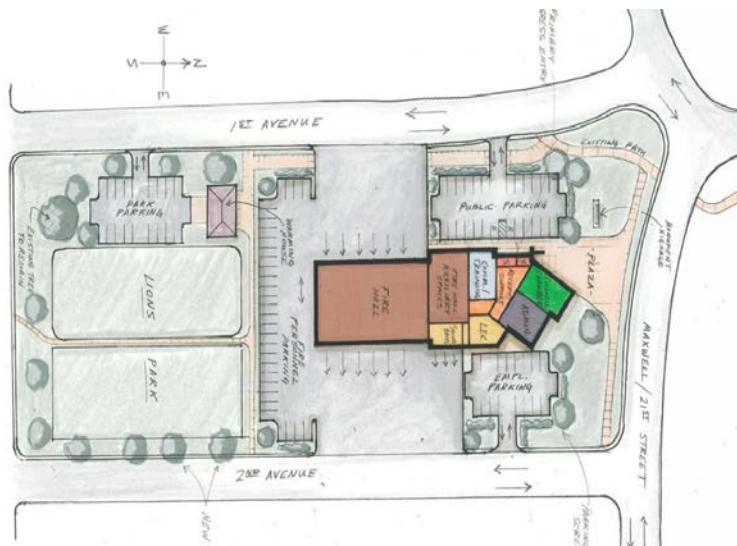
Mike's expertise is the structural design and analysis of new buildings, additions, and renovations. He works closely with architects, clients, and contractors to provide innovative structural design solutions. Mike has earned a highly regarded reputation for his attention to cost reduction, simplified procedures, and accelerated construction. Mike is a trusted team member of Brunton Architects & Engineers as he has been involved with many of our municipal projects since our inception in 2007.

RELEVANT PROJECTS

Newport City Hall & Public Safety Building - Newport, MN
Mayer Fire Station - Mayer, MN
Monticello Fire Department - Monticello, MN
Albert Lea Fire & Rescue - Albert Lea, MN
Hudson Fire Department - Hudson, WI
White Shield Public Safety - White Shield, ND
Mayo Ambulance Facilities - Albert Lea, MN
Mayo Ambulance Facilities - Austin, MN
Mayo Ambulance Facilities - Rochester, MN
Mayo Helicopter Crew Quarters - Mankato, MN
Clarks Grove Fire Station - Clarks Grove, MN
Jackson Fire Hall - Jackson, MN
Windom Emergency Services - Windom, MN
Hinckley Fire & Ambulance - Hinckley, MN
Morristown Fire Station - Morristown, MN
Kenyon Fire Station - Kenyon, MN
Cokato Fire Station - Cokato, MN

PROFESSIONAL ORGANIZATIONS

American Society of Civil Engineers
American Concrete Institute
American Institute of Steel Construction
Prestressed/Precast Concrete Institute
South Dakota Engineering Society
Society of Military Engineering
South Dakota Board of Technical Professions



1



ALBERT LEA FIRE & RESCUE

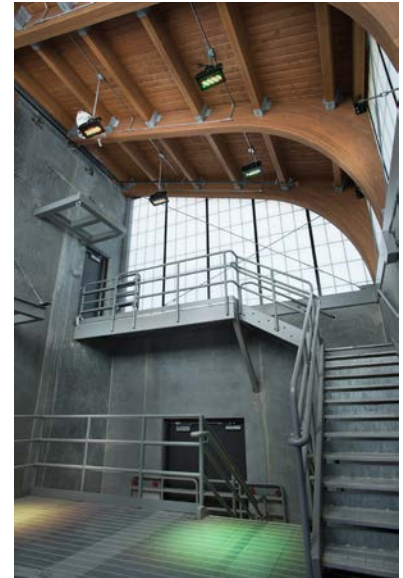
ALBERT LEA, MN

SERVICES

Architectural Design
Civil Engineering
Electrical Engineering
Interior Design
Mechanical Engineering
Structural Engineering

CONSULTANTS

Electrical: Associated, Inc.
Structural: Albertson
Civil: Jones Haugh & Smith



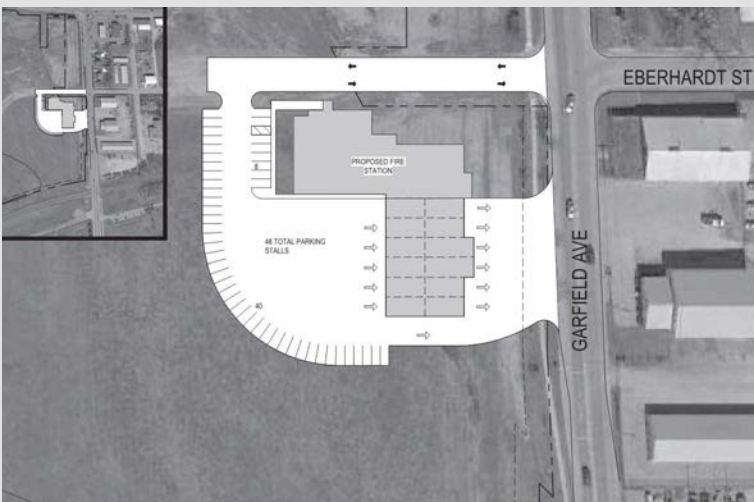
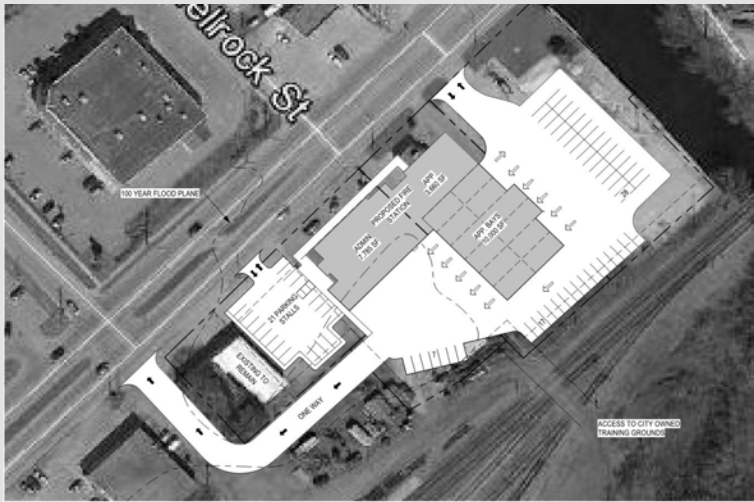
SIZE / SQUARE FEET: 25,692 s.f.
INTERNAL ESTIMATE: \$8,000,000
COST: \$7,993,668
PRICE / SQUARE FOOT: \$311/s.f.
CONSTRUCTION: Precast Concrete
COMPLETED: July 2020

CONTACT: Jeffery Laskowske
TITLE: Deputy Fire Chief
PHONE: 701.739.0000
EMAIL: jLaskowske@ci.albertlea.mn.us

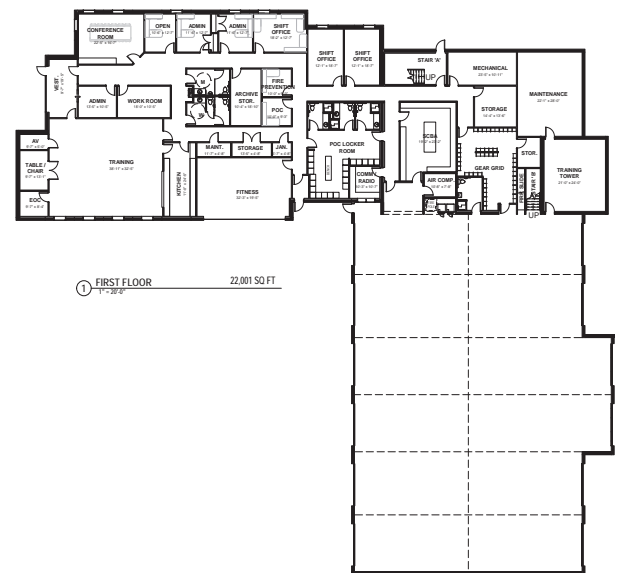
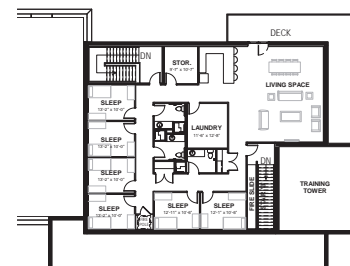
This 25,692 s.f. project is constructed of architectural precast concrete panels, utilizing a variety of colors, textures and finishes that give great interest to the exterior. The program boasts 12 apparatus bays, a large training room, emergency operations center (EOC), offices, combination hose/training tower, second floor living quarters for six full time fire fighters, fitness room, locker rooms for both full time fire fighters and Paid-On-Call (POC) fire fighters, pressurized SCBA room, and laundry facilities. One unique feature of this building is the LED lighting system that spreads across its exterior facade. The lights on the building will alternate colors from white to red to alert you that an apparatus will soon be leaving the station.

ALBERT LEA FIRE & RESCUE

ALBERT LEA, MN



For the City of Albert Lea, our team helped analyze four different site options before selecting the final location for their fire hall. We evaluated soil borings, emergency response time, vehicle flow, existing utilities, and parking requirements for each with sketches and detailed layouts. This process allowed the City focus their goals to make an informed decision, eventually selecting a site with room for additional development to complement the facility.



NEWPORT CITY HALL & PUBLIC SAFETY

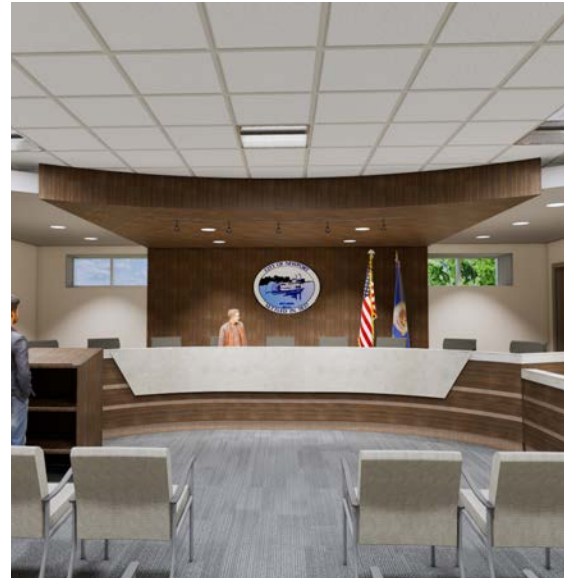
NEWPORT, MN

SERVICES

Architectural Design
Civil Engineering
Electrical Engineering
Interior Design
Mechanical Engineering
Structural Engineering

CONSULTANTS

Electrical: Associated, Inc.
Structural: Albertson
Civil: MSA Professional
Services, Inc.



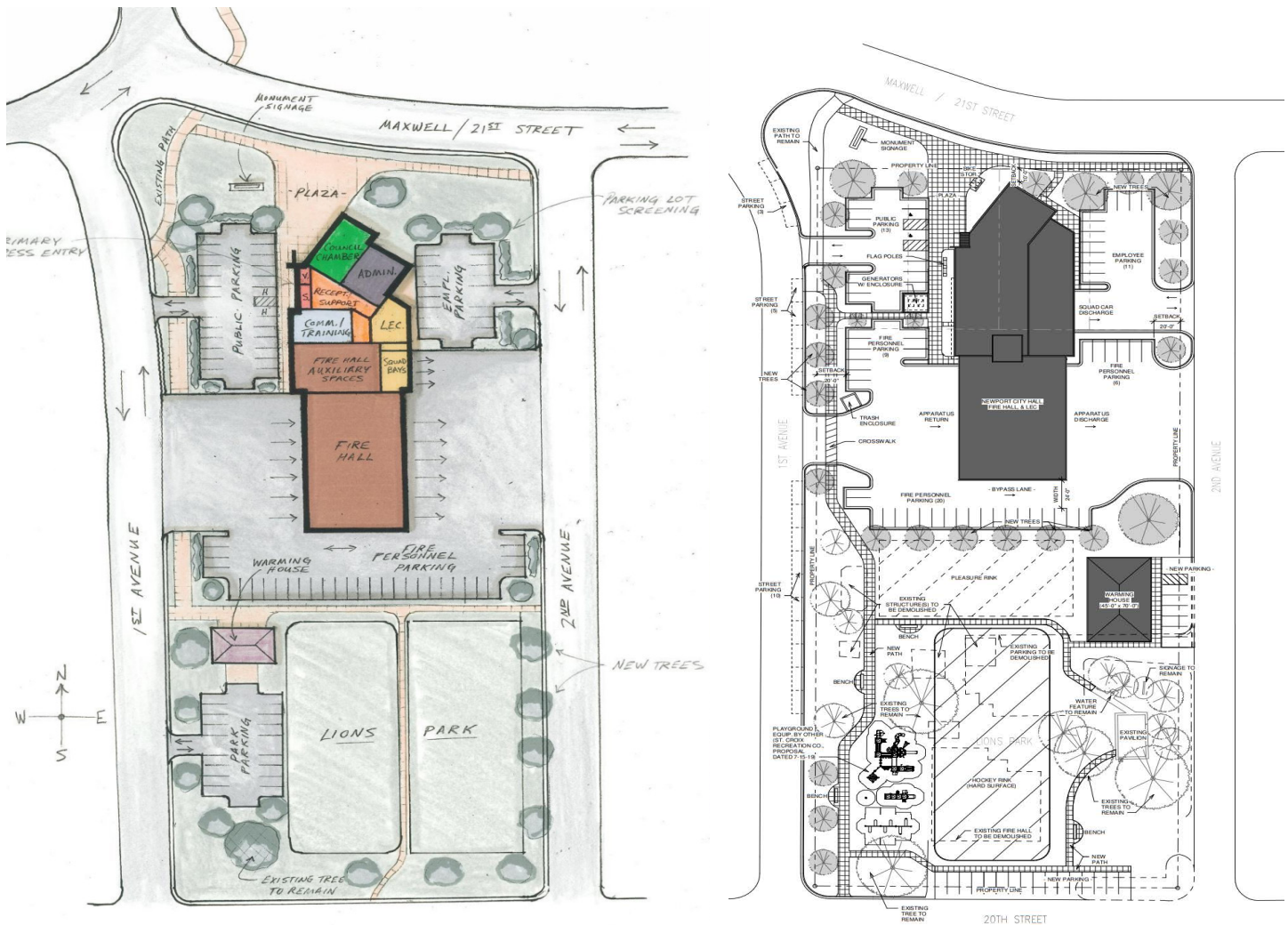
SIZE / SQUARE FEET: 26,650 s.f.
INTERNAL ESTIMATE: \$7,200, 000
COST: \$7,224,613
PRICE / SQUARE FOOT: \$271/s.f.
CONSTRUCTION: Precast Concrete
COMPLETED: Spring 2022

CONTACT: Bruce Hanson
TITLE: Public Works Superintendent
PHONE: 651.459.2475
EMAIL: brhanson@mninter.net

This joint-use building integrates three municipal functions seamlessly under one roof. The City Hall has a large council chamber, private offices, and a public service counter. The Police Department has interview rooms, evidence sorting, and two squad car bays. The Fire Department has apparatus bays to accommodate 10 fire apparatus, emergency operations center (EOC), combination hose/training tower, laundry facilities, pressurized SCBA room, a day room, steam showers, and a storm shelter. The building also incorporates a training room, exercise room, a warming kitchen, conference rooms, and an outdoor seating area. The municipal exterior is constructed of precast panels with inlaid brick and stone, giving a strong and timeless appearance.

NEWPORT CITY HALL & PUBLIC SAFETY

NEWPORT, MN



The existing fire station in Newport, MN is located at the south end of a city block that also includes a small playground, winter hockey rink, picnic shelter and several empty lots. The City chose to acquire the empty lots to consolidate their fire, police, and City Hall into one facility. After the new building is open and operational, the City plans to demolish their existing fire station and revitalize the entire south side of the site with a new park. Our team worked closely with City officials and civil engineers to determine the appropriate site elements and amenities for each separate phase and as a complete project. In addition to the Public Safety & City Hall, the site will include a pleasure rink, hockey rink, warming house, playground, and integral walking paths.

HUDSON FIRE

HUDSON, WI

SERVICES

Architectural Design
Civil Engineering
Electrical Engineering
Interior Design
Mechanical Engineering
Structural Engineering

CONSULTANTS

Electrical: Steen
Structural: Albertson
Civil: KLJ



SIZE / SQUARE FEET: 25,917 s.f.
INTERNAL ESTIMATE: \$6,000,000
COST: \$5,835,016
PRICE / SQUARE FOOT: \$225/s.f.
CONSTRUCTION: Precast Concrete
COMPLETED: May 2020

CONTACT: Scott St.Martin
TITLE: Fire Chief
PHONE: 715.386.4270
EMAIL: sstmartin@hudsonwi.gov

The Hudson Fire Station is a precast concrete facility equipped with 14 apparatus bays. It includes a large training room with a serving kitchen, fitness center with large steam sauna, offices and conference rooms and a training / hose tower designed to allow for a multitude of training functions to occur within its shell. The hose tower provides for its originally deemed function, that of drying hoses. It also accommodates search and rescue training efforts, features repelling on its interior walls, allows for confined space rescue training, allows for raising and lowering down through the provided manhole with tripod, and provides a high volume space for quick evacuation of exhaust fumes and smoke from the space.



MONTICELLO FIRE STATION

MONTICELLO, MN



SERVICES

Architectural Design
Civil Engineering
Electrical Engineering
Interior Design
Mechanical Engineering
Structural Engineering

CONSULTANTS

Electrical: Associated, Inc.
Structural: Albertson
Civil: Bolton & Menk



SIZE / SQUARE FEET: 19,748 s.f.
INTERNAL ESTIMATE: \$5,100,000
COST: \$4,123,712
PRICE / SQUARE FOOT: \$209/s.f.
CONSTRUCTION: Precast Concrete
COMPLETED: February 2020

CONTACT: Dan Klein
TITLE: Fire Marshal
PHONE: 763.271.7463
EMAIL: Dan.Klein@ci.monticello.mn.us

This 19,748 s.f. facility made up of precast concrete structure houses an Emergency Operations Center (EOC), administrative offices, large training room, hose/training tower, twelve apparatus bays, gear grid room, fitness room, radio room, SCBA room, sweat sauna, dirty restroom, emergency generator, display area for historic fire trucks, and storage rooms. The project was also designed to accommodate growth of the department, with space planned for future overnight sleeping rooms and a day room for full time fire fighters. With this efficient and thorough design, the Monticello Fire Station received national recognition and a bronze honor in the 2020 Firehouse Station Design Awards.

CLARKS GROVE FIRE DEPARTMENT

CLARKS GROVE, MN

SERVICES

Architectural Design
Civil Engineering
Electrical Engineering
Interior Design
Mechanical Engineering
Structural Engineering

CONSULTANTS

Electrical: Associated, Inc.
Structural: Albertson
Civil: Jones, Haugh, Smith



SIZE / SQUARE FEET: 7,236 s.f.
INTERNAL ESTIMATE: \$1,400,000
COST: \$1,641,500
PRICE / SQUARE FOOT: \$227/s.f.
CONSTRUCTION: Precast Concrete
DELIVERY: Design Bid Build
COMPLETED: February 2019

CONTACT: Bruce Hansen
TITLE: City Mayor
PHONE: 507.256.4106
EMAIL: bruce.hansen@kibbleeq.com

The Clarks Grove Fire Station experienced significant structural damage after a severe storm in 2017. The city elected to develop a damage assessment and after acquiring official bids for the repairs. It quickly became apparent that a new facility would be a more economical option. With the combination of insurance, state disaster aid, and city financing, Brunton was able to assist the design of a new 7,236 s.f. precast concrete facility. The new fire station includes offices, a large community room with an adjacent kitchen, five apparatus bays, SCBA room, and a mechanical/storage mezzanine. Although this project was a result of an unfortunate event, the new facility allows the department to function more efficiently and in turn, better serve the community.

WHITE SHIELD PUBLIC SAFETY

WHITE SHIELD, ND



SERVICES

Architectural Design
Civil Engineering
Electrical Engineering
Interior Design
Mechanical Engineering
Structural Engineering

CONSULTANTS

Electrical: Steen
Structural: Albertson
Civil: KLJ



SIZE / SQUARE FEET: 18,427 s.f.
INTERNAL ESTIMATE: Prepared by CM
COST: \$7,803,575
PRICE / SQUARE FOOT: \$423/s.f.
CONSTRUCTION: Precast Concrete
DELIVERY: CMAR
COMPLETED: October 2021

CONTACT: Marita Abe
TITLE: Project Manager
PHONE: 701-421-9860
EMAIL: marita@mhanation.com

MHA Nation is located in western North Dakota and the tribe reached out to Brunton to design the White Shield Public Safety Facility that houses White Shield's Police, EMS, and Fire Departments. This facility includes a four-stall apparatus bay, two-stall police car bay, holding cells, training rooms, steam showers, and the appropriate support rooms for all departments. The roof houses a series of solar panels that will supplement their energy needs and in turn, reduce operation expenses. This facility is made from precast concrete that is not only durable but customizable. The client worked closely with our design team to create the pattern that adorns the exterior of the building. This motif is utilized in several additional areas within the facility to create a cohesive design.

VICTORIA CITY HALL & LIBRARY

VICTORIA, MN



SIZE / SQUARE FEET: Victoria, MN
COST: \$1,800,000
PRICE / SQUARE FOOT: \$150/s.f.
CONSTRUCTION: Wood Framed
COMPLETED: July 2015

CONTACT: Cara L. Geheren, P.E.
TITLE: City Project Manager
PHONE: 651.300.4261

This two-story facility was specially designed to fit within the context of downtown Victoria and the south shore of Stieger Lake. The building incorporates a strong entry and municipal exterior that responds to the unique downtown design standards while optimizing the beautiful lake views. The combination building houses the City Hall and a branch of the Carver County Library effectively with its inviting materials, clear circulation patterns and efficient use of space

RALPH WELLS JR. COMMUNITY CENTER

WHITE SHIELD, ND



SERVICES

Architectural Design
Civil Engineering
Electrical Engineering
Interior Design
Mechanical Engineering
Structural Engineering

CONSULTANTS

Electrical: Associated, Inc.
Structural: Albertson
Civil: MSA Professional Services, Inc.

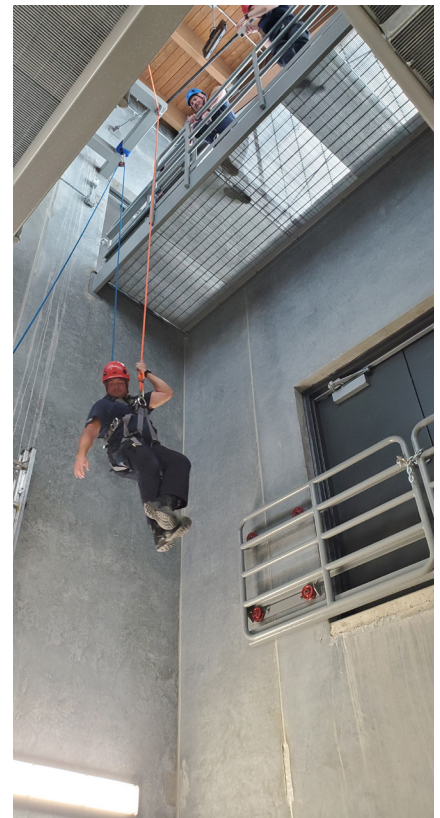
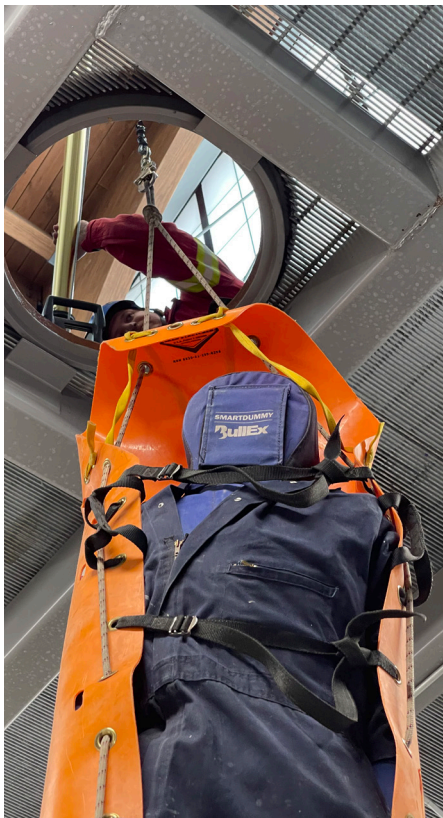


SIZE / SQUARE FEET: 60,400 s.f.
INTERNAL ESTIMATE: By CM
COST: \$21,524,600
PRICE / SQUARE FOOT: \$356/s.f.
CONSTRUCTION: Precast Concrete
COMPLETED: November 2021

CONTACT: Marita Abe
TITLE: Project Manager
PHONE: 701.627.3503
EMAIL: mabe@mhanation.com

The overall design of this facility focused on embodying the heritage of the MHA Nation Tribes and providing a sense of community. The choice of materials and interior/exterior details throughout the building display connections to the tribe's culture, and integrate the building thoughtfully into the town's master plan. The precast concrete construction covers 60,400 s.f. and contains offices, golf simulators, a gymnasium, fitness room, aquatic facilities, and various community spaces. The communal space is functional and flexible, accommodating activities of all types for the community.

OUR FACILITIES IN USE



DESIGN DETAILS



HOSE TOWER FEATURES

- Roof Top Access
- Slide Gate For Rappelling
- Man Hole for Raising and Lowering During Confined Space Training
- Tie Off For Rappelling
- Training Stand Pipe With Hose Connection
- Hose Hoist & Drying Studs
- Manhole Access To Pit For Confined Space Training
- Materials Allow For Full Water & Smoke Submersion
- Search & Rescue Exercises



Enhancing the economy of the building, we aim to integrate multiple programs into one space where appropriate. For example, we design hose towers to double as multi-use training facilities. The hose towers incorporate tie off locations for rappelling, pits for confined space simulations, stairs for search and rescue exercises, standpipes with hose connections, and hose hoists and drying studs. Conference rooms are designed to have serving-kitchens for meetings, presentations, training, continuing education, and community events. By combining the features of a Training Tower with a Hose Tower, we are able to save out clients the difference in construction costs without sacrificing the functionality of either space.

Recognizing the long term health exposures that first responders are subject to has begun to change the way we design public safety facilities. Design implementations include isolation of turnout gear, design of both “clean” and “dirty” toilet rooms, designated decontamination areas, and point of capture exhaust systems, as well as considerations for hot, warm, and cold zones of exposure within the facilities we design. We incorporate innovative spaces to enhance the first responders’ time while they are at the station by incorporating spaces such as day rooms, outdoor patios, rooftops lounges, and exercise rooms that all help with training, relaxation, and socializing.

PRECAST CONCRETE CONSTRUCTION

At Brunton, we have built a reputation for being the premier precast concrete design firm, which not only provides high-end, customizable designs, but does so in an **ECONOMICAL** way. Precast concrete facilities are designed with (6,000 psi) precast concrete walls and roof. They are welded together to create a structure that is resilient, able to withstand major storm events, and even smaller tornadoes. These facilities are **HIGHLY DURABLE** and require **LITTLE MAINTENANCE**. Precast concrete facilities also allow for an Emergency Operations Center (EOC) to be incorporated into the building.

Your new facility will serve your community for the next 75-100 years. We feel that this would be most economically accomplished utilizing a precast concrete structure. Our country is suffering from a shortage of skilled labor in the masonry trades, framing, and finish carpentry trades. With less competition, this ultimately leads to higher costs for these trades. Less competition brings on higher margins and thus higher construction costs. For those reasons, our experience has shown us that a building made of materials that are slightly higher in material costs, but much less in labor costs per square foot of area, is economically more efficient than a building that relies on more labor to construct.



PRECAST PROJECTS

- Albert Lea Fire
- Hinckley Fire
- Hudson Fire
- Jackson Fire
- Kenyon Fire
- Le Sueur Fire
- Mayer Fire
- Monticello Fire
- Morristown Fire
- Newport Public Safety
- Pine City Fire
- White Shield Public Safety
- Windom EMS



CONTROLLING CONSTRUCTION COSTS

CONTROLLING CONSTRUCTION COSTS

We understand the importance of evaluating the economic influence of all of the various components of the structures we design; all design decisions need to be warranted and provide value to the project. By understanding the needs and priorities of our clients we are able to provide recommendations, based on our professional experience, regarding how the facilities are able to most efficiently accomplish these desired goals.

Throughout the schematic and design development phases of the project we work closely with our in-house construction services specialist, Tom McCone, to develop and refine our expert Opinion of Probable Costs. This, along with input from the Construction Manager, helps to identify financial concerns and effectively address them during the early stages of design rather than after the project bids.

Additionally, with the recent volatility of construction costs, we feel that incorporating Bid Alternates into the project is very valuable in helping to control costs. Bid Alternates allow for full transparency for the cost of selected design elements. Upon receipt of the Bids for the project the Owner is then able to evaluate each Bid Alternate to determine whether or not the cost is warranted based on the value that it will bring to the project.

In each of these situations, as with all of our projects, we make sure to include options that will be acceptable to the Owner, evaluating their priority of cost, value, aesthetics, function, and need for each instance separately.

This up-front cost-control strategy has successfully made traditional “Value-Engineering” unnecessary for nearly all of Brunton’s projects. We feel that the most important part of the design and construction process is effective communication with the Owner and Construction Manager in order to fully understand the priorities and goals for the project and provide the best value.



SUCCESSFUL EXAMPLES

The Mayer Fire Station in Mayer, MN used an Add Bid Alternate to compare the pricing of different roof systems. We had contractors bid a ballasted roof system for the base bid, but also provide a number to upgrade to a 60-mil fully-adhered EPDM roof. Since the project came in right on budget with the base bid, the City decided not to accept the Add Alternate.



At the White Shield Public Safety Building in White Shield, ND, we had the asphalt parking lot included in the base bid, with an Add Bid Alternate to upgrade to concrete. In this case, when the project came in under budget, the City decided to accept the Add Alternate.

PROJECT UNDERSTANDING

PROJECT UNDERSTANDING

It is our understanding that the City of St. Francis is looking to construct a City Hall, Fire Station and Community Center on Bridge Street in the location of the existing Fire Station. The new projects would be components of an overall effort to revitalize the historic downtown to promote commercial development and provide a destination for residents. The new projects should follow the Bridge Street Design Standard Guidelines. At this time, the City is seeking an Architect to complete a **comprehensive document review** of the studies performed to date, **conduct site analysis** of the proposed project location, and **develop a formal pre-design report/needs analysis** with probable cost estimates for the complete project scope. Additionally, the selected firm will work with the Staff and Mayor to provide a **detailed building programming and space needs analysis** for a future Community Center. Our architects and engineers are prepared to collaborate and provide you with consulting services that should pave the way to making your proposed projects a reality.

This is a rough schedule outlining the sequence of each of the services proposed. This is an outline only and is subject to change depending on number of services provided and the results of each meeting.

January 13, 2022	Proposals received from Architectural/Engineering firms
TBD	Kick-Off Meeting <ul style="list-style-type: none"> » Introduce team » Review the current documents » Discuss overall project goals, financing/budget and timeline
2 Months	Comprehensive Document Review <ul style="list-style-type: none"> » Interview Dept. Staff » Develop concept block diagrams » Develop concept site plan
TBD	Review Meeting
1 - 2 Months	Update/Revise block diagrams <ul style="list-style-type: none"> » Update/Revise site plan » Develop Pre-Design Report/Needs Analysis » Develop Professional Opinion of Probable Cost
TBD	Final Review Meeting
TBD	Presentation of Findings as Required

OUR APPROACH

OUR APPROACH

Comprehensive Document Review: Our team will perform a thorough analysis of each of the studies and assessments performed to date. In tandem with this exercise, we believe it will also be important to conduct a meeting(s) with City Staff involved in these studies and the future planning efforts to gain a complete understanding of the project context and goals. This process will be used to guide subsequent steps in the pre-design phase of the project.

Conduct Site Analysis: Our team will compile the Space Needs Analysis, department interviews, and available site information to determine the most effective layout of the proposed site. The foremost consideration our team uses in these studies is safety, from the perspective of both the users and the public. This includes analyzing exiting/returning of emergency vehicles, separation of pedestrians from vehicles, and lines of site. Other items we will review include zoning codes/ordinances, traffic flow/site circulation, orientation, separation of departments, availability for future growth/flexibility, security, and the overall exterior aesthetic in the context of the downtown community. We understand that every department operates differently, and our team will work directly with your fire staff to understand its Standard Operating Procedures to ensure the proposed plan is suitable for its use.

In conjunction with the site analysis, some rough space planning will be required to determine the appropriate building footprint size, as well as space functions that can be allocated to first and second floors. Our team will use the provided Space Needs Analysis (and any edits deemed necessary by the departments) to provide several bubble/block diagrams to inform the functionality of the proposed facility on the proposed site.

Pre-Design Report/Needs Analysis: At this stage, we will present our findings to your team. Our deliverables will include a report including a refined Space Needs Analysis/Program for the building, preliminary site plan, preliminary block diagrams, and a professional opinion of probable cost. Note that the more information we can include in the preliminary programming and space planning phase, the more accurate a cost estimate can be.

Community Center Programming/Space Needs Analysis: We will sit down for a meeting with the Staff and Mayor to discuss the overall vision for a future Community Center. Our team will compile a list of wants and needs and assign appropriate square footages to each specified use. Our programming document will also include notes on desired adjacencies and support spaces that will be required depending on the size and use of the building.

We believe attention to details and great communication are what differentiate Brunton Architects & Engineers from other firms. This project should be unique and custom to the specific needs of the City of St. Francis to serve your community for years to come.

FEE PROPOSALS

PROPOSED FEE

We believe completion of each of these steps is critical to the successful planning of your project, however as we start conversations with your team it may be determined that fewer or additional concepts may be required to provide you with the successful result. As such, we provided the breakdown of available services “a la carte” to provide full transparency. Note: All fees used in the preliminary phase will be applied to the overall architectural contract upon approval to move forward with design documents. In essence, if the project moves forward with our firm, the preliminary efforts will be no charge.

Our proposed services are outlined under the “Our Approach” section of this proposal:

1. **Comprehensive Document Review (City Hall & Fire Station) - \$4,500**
2. **Site Analysis (City Hall & Fire Station) - \$12,500**
 - a. Includes (2) initial concept options and (2) revised versions
 - b. Additional plan concepts - \$1,000
3. **Pre-Design Report/Needs Analysis (City Hall & Fire Station) - \$3,000**
 - a. Includes completed report
 - b. Includes (1) professional opinion of probable cost
 - b. Additional Cost Estimates for variations and/or phasing - \$750
4. **Programming/Space Needs Analysis (Community Center) - \$4,500**
Community Center Cost Estimate, high level - \$1,000

If the project(s) proceeds past the Preliminary Design phase, our team will work with you to determine a fair fee based on the to be determined scope of work.

WHY BRUNTON?



BRUNTON ARCHITECTS & ENGINEERS

Our leadership will walk with you through the process. From site analysis, to programming, to reviewing design options, to hiring a construction manager, to soliciting bids, to the grand opening....Brunton will be your guide for each step.

Our in-house engineers are involved from day one. We discuss system options and ways to integrate them into the project at the early planning stages, rather than forcing items to fit later. This approach saves time, saves money, and results in a more cohesive design.

Our portfolio depicts a range of design styles, each specific to its user and location in a special way. We will design this project in collaboration with you and your community to make it visually unique to the City of St. Francis.

Brunton Architects and Engineers is a specialized, full-service design firm. We are a team of highly-skilled individuals that are passionate about design and enthusiastic about your projects.

APPENDIX A

CITY of CLARKS GROVE

FREEBORN COUNTY, MINNESOTA 56016

"The Nicest Town. . .in the Most Progressive County. . .in the Finest State. . .in the Greatest Country in the World!"

December 27, 2019

Brunton Architects & Engineers of North Mankato came highly recommended to the City of Clarks Grove for the design of our new fire hall and community center after the City experienced a tornado in 2017 which destroyed our previous building.

It certainly was a pleasure in working with Corey Brunton and his staff in designing our new building which we had many meetings and he shared his expertise in designing and overseeing the construction from start to finish. He and his staff were always available to answer questions and helped in any way they could.

Corey and his staff took a lot of pride in their designing of the new fire hall and community center for the fire department members and the residents of our city. It was beautifully designed and we certainly appreciated all they did to make it a safe and useful building for the community today and well into the future.

We have recommended Brunton Architects and Engineers to everyone who has come and viewed our new building. We are certainly very proud of what they have done in designing our building and would use their services again.



Bruce Hansen
Mayor
City of Clarks Grove



Kathy Jensen
City Clerk
City of Clarks Grove



Newport Fire Department

155 20th Street
Newport MN 55055

March 4, 2021

To whom it may concern,

As we prepare to break ground on our new Fire/Police Station, I can confidently recommend Brunton Architects & Engineers from my experience to date. Corey and his team of Architects and Engineers have a strong understanding of the fire service and the unique needs it presents when designing a building.

I was involved in the city's interview process for the Architectural firm. Having been in the fire service for over 30 years, it was refreshing to hear Brunton's insights and knowledge related to the specific hazards of our industry. Between their experience building fire stations and Corey's direct involvement as a firefighter it clearly showed when compared to other firms, including those that have built fire stations. Other firms made statements such as... "it's no different than building a public works garage," we all know there is a large difference. The entire team has been available and communicative through the process and have brought forward ideas, including some I may have not thought of. Corey and his team were able to articulate our needs to the Mayor and City Council, ensuring cost cutting wasn't done on critical components.

Please reach out if you need additional information.

Steve Wiley
Chief

Newport Fire Department
swiley@newportmn.com



Hudson Fire Department
Serving to Save Since 1873

Scott St. Martin, Fire Chief

January 21, 2021

Brunton Architects
255 Belgrade Ave.
North Mankato, MN 56003

Dear Brunton Architects:

I would like to thank the whole team at Brunton for your dedicated commitment to our project from start to finish (roughly 6 years). From working with Todd Meyoff and Corey Brunton at the inception, to at one time or another interacting with most of Brunton's employees.

Corey and his team helped us design a building that fits our needs along with up-to-date technologies and best practices. We did not employ a construction manager for this venture, in lieu of this, we needed strong direction and support through the entire project. Tom McCone did an excellent job with this.

Everybody was always accessible for questions; concerns were addressed and when we ran into any issues Mr. Brunton always had our best interests in solving the issue.

The project came in well within budget, so it was a win-win for all.

Thank you for the great experience.

Sincerely,

Scott St. Martin
Fire Chief

Completed in past attempts:

1999 Police Department, Space Study
 2000 City Hall – Bottle Shop building, Space needs study. Recommendation to move city hall out to expand liquor. Council approved City hall to move to Bridge street 8-6-2001.
 2002 - 2003 City Hall sites identified were the East Shop site, Hwy 47 site and Lighthouse Church. Community Center discussed as part of City Hall Police building. Architectural work completed.
 2003 City Hall space study for Oakland Learning Center site
 2004 City Hall – PD, Space needs study.
 2004 City acquires 40 acres for \$300,000
 2005 City Hall - PD development Study and plan on 40 acres (Roanoke and 241st)
 2009 Public Works, Space needs study. Lead to building of current PW/PD facility
 2007 City moved into 23340 Cree Street building
 2010 Mayor created a video on city space needs
 2011 PPW Facility was built
 2015– Council reviews proposal for \$500,000 for repairs to existing Fire station

**Extensive staff time, professional studies and architectural reviewed completed. Did not move forward
 Total investment to date unable to be determined.**

Bridge Street Investment to date:

\$92,800 2017, HKGi community planning to create the St. Francis Forward Re-Development Plan
\$200,000 2017, acquisition and demolition of 3757 Bridge St
\$225,000 2018, acquisition and demolition of 3765 Bridge St
\$225,000 2019, acquisition and demolition of 3731 Bridge St
\$14,000 2019, Planning and Council adopted Design standards
\$430,000 2020, Acquisition and demolition of 3772 Bridge St and 22791 Ambassador
\$180,000 2021, acquisition and demolition of 23115 Ambassador Blvd
\$1,366, 800 total investment

Most current project – completed to date:

2018 Space needs study (Pearl/Miles).
 2020 Council begins annual allocation of tax levy for new City Hall/Fire facility
 2022, Jan - RPF for Pre-Architectural Services (determine space needed, site ability)
 2022, Feb – Interviewed Architectural firms for pre-design work

Summary of notes organized

Completed by Dave and Kate, meeting March 8th

Called referrals of proposed architectural firms and completed site visits, March 22nd

Next Steps:

- Council to review and consider approving RFP selected by Committee
 - April 4th meeting
- Letters to all RFP Submissions on final decision
 - Mail/email – April 5th
- Begin work with selected Architect – roughly 4 to 6 months
- Discuss plan B – Alternative sites and ideas
 - Ability to bring a public space on existing park space (indoor activity center space)
 - create a public private partnership with activity space on 3518 bridge
 - important to keep city hall with fire to reduce cost of, and keep efficiency of, city space
- EDA and City parcel combination
 - Staff to work with BGS on pro's/con's of each decision leaning towards the city or EDA
 - Make recommendation and complete prior to final site approval or construction.
- Anoka County
 - Will review site plan and comment on site placement, traffic access and parking
 - May require the completion of a traffic study
 - Past design studies have identified the project must access a city street and not the county street if city access exists.
 - Rum River Crossing study identified possible changes at Amb/Bridge intersection. Intersection identified as failing in recent studies.
- Once design and budget identified
 - Staff will schedule a meeting on Bond types and benefits with Kennedy Graven (what can be supported, what is gap)
 - Sale of existing city hall facility (based on market at time of sale)
 - Grant possibilities (which grants, identify cycle, who is writing, match requirements)
 - USDA, LEED and Energy grants, etc.
- Staging plan for Fire department during construction
 - Equipment storage and access
 - Staffing needs



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, Interim City Administrator
SUBJECT: Zoning Preemption Legislation
DATE: April 4th, 2022

OVERVIEW:

Zoning Preemption legislation started in 2019 with a report from the Housing Affordability Institute called *Priced Out: The True Cost of Minnesota Broken Housing Market*. This report was identified as a “Comprehensive review of analysis of data provided by homebuilders, land developers, cities and the State of Minnesota sheds light on the problems.” The review identified that up to 1/3 of the new homes price in the Twin Cities comes from regulation and policies from the local, regional and state level.

From the initial report they created a second report, *Building Permit Fees: Boosting the Bottom Line for Minnesota Cities*. The group used this report to portray the idea that cities are making millions in excessive revenues and this is a major cost of housing creating affordability problems.

After the release of the reports there have been several bipartisan efforts to change local zoning. Both the House and Senate have legislation that has moved forward over the last three sessions and as they are slightly different they are on the same track. The state feels they need to step in and control local zoning and fee structures without understanding the individual issues of each cities as it pertains to infrastructure and growth. Below are a few of the changes as identified in the proposed legislation.

Senate Bill Specifics

- **Limitation on material, design, amenities, or other aesthetic conditions:** No matter the reason — such as energy efficiency or neighborhood character — the bill would prohibit cities from conditioning any approvals of building permits, subdivision development, or PUDs if these things are not required by the State Building Code. Under the bill, the State Building Code would serve as the ceiling, instead of as the floor, for safety reasons.

- **Problematic application of 60–day rule to building permits:** While building permits are administrative in nature, the issue with applying the 60-day rule is that delays are often outside of the city’s control. The time it takes for a homeowner or contractor to address deficiencies isn’t because of the city, but the resulting automatic approval would be detrimental to the health and safety of residents.
- **Prohibition of minimum square footage requirements:** The bill would prohibit cities from imposing any minimum square footage requirement

House Bill Specifics

- **Requiring any housing proposal contemplated by a comprehensive plan in the future be accepted now**, even if needed infrastructure isn’t available to support this new development (including prohibiting the opportunity to study impacts of such residential development).
- **Capping land and park dedication fees** to 10% of the fair market value of the proposed subdivision.
- **Requiring land dedication for streets to be no larger than 32 feet**, while limiting the ability for cities to require adequate off-street parking.
- **Requiring all cities to allow duplexes and accessory dwelling units (ADUs) in single-family zoned areas.**
- **Requiring a 60-day rule for building permits**, which could result in automatic approvals when things are delayed beyond the city’s control.

Not only have several cities testified about the consequences of these bills but organizations such as the League of MN Cities, Metro Cities, Coalition of Greater Minnesota Cities and Minnesota Association of Small Cities. This is not seen as a Twin Cities issue but this is concerning to cities across the state including greater Minnesota.

Since the 2020 session the legislation continues to make its way through committee hearings. As many cities are testifying, one-way St. Francis can show that we are opposed to the attempts at changing our zoning controls is to submit a resolution in solidarity with the other cities.

ACTION TO BE CONSIDERED:

Council to consider adopting Resolution 2022-18 Supporting Housing and Local Decision-Making Authority.

Attachments:

- Resolution 2022-18 Supporting Housing and Local Decision-Making Authority

**CITY OF ST. FRANCIS
ST. FRANCIS, MN
ANOKA COUNTY**

RESOLUTION NO. 2022-18

**A RESOLUTION SUPPORTING HOUSING AND LOCAL DECISION-MAKING
AUTHORITY**

WHEREAS, local elected decision-makers are in the best position to determine the health, safety, and welfare regulations that best serve the unique needs of their constituents; and

WHEREAS, zoning regulation is an important planning tool that benefits communities economically and socially, improves health and wellness, and helps conserve the environment; and

WHEREAS, local zoning regulation allows communities to plan for the use of land transparently, involving residents through public engagement; and

WHEREAS, cities across the state are keenly aware of the distinct housing challenges facing their communities and they target those local housing challenges with available tools; and

WHEREAS, multiple bills restricting local decision-making related to housing have been introduced in the 2021-2022 biennium.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF ST. FRANCIS that this Council supports local decision-making authority and opposes legislation that restricts the ability for local elected officials to respond to the needs of their communities.

LET IT ALSO BE RESOLVED that this Council supports housing policy that advances solutions to support full housing spectrum solutions, local innovation, incentives instead of mandates, and community-specific solutions throughout Minnesota.

APPROVED AND ADOPTED by the City Council of the City of St. Francis, Minnesota
this 4TH day of April 2022.

Steven D. Feldman, Mayor

Attest: Jennifer Wida, City Clerk