

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

**CITY COUNCIL MINUTES
FEBRUARY 1, 2021**

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman through a virtual setting via Zoom.

2. **ROLL CALL**

Members present: Mayor Steve Feldman, Councilmembers Joe Muehlbauer, Robert Bauer, Kevin Robinson, and Sarah Udvig.

Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Associates, Inc.), City Planner Beth Richmond (HKGi), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Jason Windingstad, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

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

Ayes: Robinson, Udvig, Bauer, Feldman, and Muehlbauer.

Nays: None

Motion carried 5-0.

4. **CONSENT AGENDA**

A. City Council Minutes – January 19, 2021

B. City Council Work Session Notes – January 25, 2021

C. Accept Resignation of Melinda (Mindy Seamon) Michels Effective 01-31-2021 and Authorization to Fill Vacancy

~~D. Resolution 2021-04 Tax Forfeit Property (33-34-24-34-0076) – Anoka County 2020 Classification List Resolution 2020-139~~

E. Bottle Shop Expansion – Approve Resolution 2021-05 Approving Plans and Specifications and Authorization ordering advertisement for bids for the Bottle Shop Addition/Renovation

F. Ordinance 268, Second Series: Amending Chapter 8, Section 12 of the City Code Regulating the Residency Location of a Predatory Offender within the City (Second Reading)

G. Payment of Claims \$288,158.72 (ACH 378e \$130,380.41 and Check #'s 78658-78709 \$157,778.31)

H. Authorization to Submit a FEMA Grant Application to the Assistance to Firefighters Grant Program (AFG)

Mayor Feldman asked to remove item 4D. as it is no longer in forfeiture. He said he

contacted Anoka County and the taxes were paid in full in January 2021.

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE CONSENT AGENDA ITEMS A–C and E-H.

Ayes: Udvig, Bauer, Robinson, Muehlbauer, and Feldman.

Nays: None

Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Zoning Code Updates Chapters 10 and 11 - Ord 269, Second Series (First Reading)

City Planner Beth Richmond reported staff and HKGi have been working to update Chapters 10 Zoning and Chapter 11 Subdivision of the City Code. These updates resulted from a need to implement the St. Francis 2040 Comprehensive Plan that was adopted in March 2020. It also will bring the City Code up to date to reflect current land use trends. Both the Planning Commission and City Council have given feedback and input throughout the ordinance drafting process. The draft code chapters were prepared for public review and were published on the City's website back in December and continue to be on there for public review. Richmond gave a power point presentation on the changes.

Richmond stated the Planning Commission held a public hearing on January 20, 2021 on the changes. One member of the public attended the meeting and asked for a clarification on the Urban Reserve District. After discussion, the Planning Commission unanimously recommended approval of the zoning and subdivision chapters. Following the adoption of the updated zoning ordinance and establishment of the new zoning districts, the zoning map will be updated. Staff is tentatively planning to present the updated zoning map for review by the City Council in March. Additional community engagement is planned for this step in the update process.

Feldman wanted to commend staff and consultants for working on this project for the last six months. Happy with the results, good job to everyone that put time into it and just like anything I am sure at some point we will have to tweak something.

The council all agree they liked how the chapters were simplified, consistent and was summarized very well. They also thanked staff and consultants again for their time commitment to get this done.

MOTION BY MUEHLBAUER SECOND BAUER APPROVING THE FIRST READING OF ORDINANCE 269, SECOND SERIES REPEALING AND REPLACING THE EXISTING CHAPTERS 10 AND 11 OF THE CITY CODES WITH THE NEW ZONING AND SUBDIVISION CHAPTERS.

Ayes: Bauer, Feldman, Udvig, Robinson, and Muehlbauer.

Nays: None

Motion carried 5-0.

B. Fire Department Pay Discussion

The report giving an overview of the recommended pay increases for the Fire Chief and Assistant Chief due to the addition of St. Francis signing a Fire management Service Contract with the City of Nowthen has been included in the packet of each work session and council meeting.

Mayor Feldman said this topic has been discussed for sometime and it seems Bauer still has some concerns so I will let him speak first.

Bauer stated we discussed this at 3 work sessions and went over the numbers again and again. There seemed to be some confusion before the last work session and still some questions. So, I would like to propose to table this pay raise at this time.

Udvig said I am on board with the raises for the two. We have rehashed this over and over. Yes, we don't know the exact hours they are going to put in but they are going to be putting in extra hours and I don't think the pay is out of line. They know these raises are tied to the contract, if we lose the contract whether it is St. Francis or Nowthen that would make that decision, their pay will be adjusted back to what it would be without a contract. They fully understand that. Feldman said the extra pay is for the extra duties because of the contract paid for through the contract.

Muehlbauer said being I wasn't at the work session I would like to hear what Robinson has to say before I make my comments. I read the summary and spoke with Kohlmann about the work session.

Robinson said I thought about it too again last week. We had a pretty spirited conversation at the last couple work sessions on this. But I really this it comes down to a) both the chief and assistant chief are willing to make a commitment to a three-year project, b) we are getting paid for this project by Nowthen c) we are increasing the population by 4,000 by taking on this contract. It will be taking time away from their families but I believe they are committed otherwise they wouldn't have even put in an application to take this on, it wasn't a must do situation. I am not sure how many additional employees they are going to take on above our 27 firefighters. With St.

Francis and Nowthen firefighters he is taken on more responsibilities for supervisory of these people. Looking at the surrounding communities and their pay, different people get a different pay for their skill sets. Also, accountability, with Kohlmann, the chief and assistant chief if $\frac{1}{2}$ or $\frac{1}{4}$ through this or at the end of the first year into this contract, we're going to know what is going on. I would not have voted for a full time chief a year ago if I would have thought he won't have St. Francis best interest in mind. With this contract and if it works, other avenues could open up that could be beneficial to St. Francis. I am on board 100%. Muehlbauer said the only thing I thought of was to start at a lower rate and then go higher the second year of the contract. Robinson said the numbers don't lie, if they are going to do quality work then pay them for the work. With the understanding that our City comes first. That is why I changed my mind from the first work session.

Muehlbauer said I was open for everything. I really didn't take a strong stance either way. With the job pointing the City has to do with each position and if we hired someone today with this contract we would pay what is being proposed.

The council discussed this further. Feldman and Udvig said the reason they were not for the full raise at first was because they thought they were getting paid by Nowthen too, which is not the case. Nowthen pays the City of St. Francis and that's it. They both know the pay increase is tied to the contract, no contract, no pay increase.

MOTION BY UDVIG SECOND ROBINSON ADOPT THE PAY DISCUSSION FOR FIRE CHIEF GRADE 19, STEP 3 AND ASSISTANT FIRE CHIEF TO \$17,500 ANNUAL BOTH CONTINGENT UPON RETAINING THE FIRE MANAGEMENT SERVICE CONTRACT WITH THE CITY OF NOWTHEN AS PRESENTED BY THE STAFF REPORT.

Bauer said I don't understand this, is this pay tied to just these personnel or is it tied to the position. Don't know why there is such a push for these people. The City of St. Francis is not big enough for a full time chief and that comes from my experience as a fire fighter. Their budget is growing expediential each year. Feldman said they are being paid for services rendered to Nowthen through the contract. Feldman asked Kohlmann to do a roll call.

Ayes: Feldman, Udvig, Robinson, and Muehlbauer.

Nays: Bauer

Motion carried 4-1.

10. **MEETING OPEN TO THE PUBLIC**

City Administrator Joe Kohlmann asked if anyone watching would like to speak to the council on an item not on the agenda. Hearing none the council continued.

11. **REPORTS**

A. Department Reports –

1) Fire Department 2020 Annual Report

Fire Chief Dave Schmidt gave a presentation on the Fire Department 2020 Annual

Report. Council thanked Chief Schmidt for his excellent report. Report was included in Council Packet.

2) Bottle Shop 2020 Annual Report

Liquor Store Manager John Schmidt gave a presentation on the Bottle Shop's 2020 Annual Report. Council thanked John for his excellent report. Report was included in Council Packet.

3) Public Works Departments 2020 Annual Report

Public Works Director Jason Windingstad gave a presentation on all the departments in the Public Works 2020 Annual Report. Council thanked Jason for his detailed report. Report was included in Council Packet.

The Council wanted everyone to thank their staff and that they appreciate their hard work.

B. Councilmember Reports -

Udvig – questioned if the Newsletter was posted on Facebook. I see at the post office that people that have po box seem to throw them away. Also, would like to see if the fire department could follow the police department lead and post weekly/monthly calls on Facebook. Udvig also suggested if work session could be different days than always Mondays. She would like to join the school board meetings on Mondays being she is the liaison to the school district. There is a Charter Commission meeting this Wednesday.

Muehlbauer – nothing to report.

Robinson – attended spirited but constructive work sessions. Attended the Planning Commission meeting. Would like to thank Commission member Greg Zutz for serving on the Planning Commission as it was the end of his term. He made some excellent points of “what is St. Francis about”. Why would people come here to visit? There used to be more events but now just car show and Pioneer Days.

Bauer – nothing to report.

Feldman – like to mention that the Local Government Aid (LGA) is intact for 2021. Also mentioned the different changes that will be coming to the website. Pictures will change each season, spotlight window and tabs on the right will be on the bottom. The cost is about \$1,200 and nothing has been changed on the site for four years. Thanked Kate, Jen, Lori and Barb for their help. Also working with Attorney Dave Schaps on the Zimmerman easement. Feldman then asked the fire, police and public works how the employees morel was. Each department head said it was going well. Feldman said I have not heard one complaint about city hall being closed so keep up the good work. Hope 2021 is refreshing and good reports from all department heads.

C. Upcoming Events –

Feb 3 Charter Commission Meeting – 5:30 pm, Zoom meeting

Feb 15 City Offices Closed in Observance of Presidents Day Holiday

Feb 16 City Offices Closed in Observance of Presidents Day Holiday

Feb 17 City Council Meeting – 6:00 pm, Zoom meeting

Mar 1 City Council Meeting – 6:00 pm, Zoom meeting

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 9:04 pm.

A handwritten signature in black ink, appearing to read "Barbara I. Held". The signature is written in a cursive, flowing style.

Barbara I. Held, City Clerk