

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

**CITY COUNCIL MINUTES
OCTOBER 19, 2020**

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 Robert Bauer, Joe Muehlbauer, and Sarah Udvig. Kevin Robinson logged on at 6:01 pm.

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

3. APPROVAL OF AGENDA

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

Ayes: Bauer, Muehlbauer, Udvig, and Feldman.

Nays: None

Motion carried 4-0.

4. CONSENT AGENDA

A. City Council Minutes – October 5, 2020

B. 2020 Street Reconstruction and Watermain Improvement Project - Pay Estimate No. 4 for \$313,130.02 to Kuechle Underground Inc.

C. HVAC Contract Renewal: Three quotes-Harris \$20,878 three-year contract, NAC \$20,878 three-year contract and Yale \$26,965.50 three-year contract. Harris was awarded the three-year contract.

D. High Service Pump Maintenance at Well House: Two quotes-E.H. Renner \$28,672 and Traut \$51,660. E.H. Renner was awarded the contract.

E. Payment of Claims \$777,277.63 (ACH 298E-299E \$211,520.42 and Check #'s 78160-78239 \$565,757.27)

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE CONSENT AGENDA ITEMS A – E.

Ayes: Robinson, Bauer, Udvig, 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. Rezoning Request – Meadows of St. Francis Block 1 (06-33-24-11-0069)
Community Development Director Kate Thunstrom stated this was continued from the last meeting and staff is suggesting to rezone this development from R-3 Medium Density Residential to PUD R-3.

Council had no further comments.

1) Ordinance 265, Second Series Creating the Meadows of St. Francis Planned Unit Dev. (Second Reading)

MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE THE SECOND READING OF ORDINANCE 265, SECOND SERIES APPROVING THE REZONING OF BLOCK 1, MEADOWS OF ST. FRANCIS FROM R-3 TO PUD R-3 AS PRESENTED BY STAFF.

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

Nays: None

Motion carried 5-0.

2) Resolution 2020-39 Summary Publication of Ordinance 265, Second Series.

MOTION BY UDVIG SECOND BAUER ADOPTING RESOLUTION 2020-39 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 265, SECOND SERIES CREATING THE MEADOWS OF ST. FRANCIS PLANNED UNIT DEVELOPMENT.

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

Nays: None

Motion carried 5-0.

B. Surplus Property – Land Transfer to Anoka County 28-34-24-24-0002
Ordinance 266, Second Series Approving the Sale of City Owned Real Estate
(Second Reading)

MOTION BY ROBINSON SECOND UDVIG APPROVING THE FIRST READING OF ORDINANCE 266, SECOND SERIES APPROVING THE SALE OF CITY OWNED REAL ESTATE 28-34-24-24-0002.

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

Nays: None

Motion carried 5-0.

C. Demolition Request for Proposals – 22708 Rum River Blvd. NW

Thunstrom stated as written in her report that on September 3, 2020, the City was approved by the Courts to move forward on the abatement of the structures located at 22708 Rum River Blvd. The Order determined that the structures on the property constitute hazardous structures within the meaning of the Hazardous and Substandard Building Act. It was also determined that it was within the Cities authority to remove the structures and assess costs incurred in removing the hazardous structures against the property.

As it is the city's procedure to complete a Request for Proposal (RFP) for demolition contractors, the same process will be followed with this property. Included in the packet was the draft demolition RFP for the removal of all structures and debris located at the identified address. This RFP is a draft and is subject to update depending on the information received with the Completion of the pre-demolition testing. These changes may include identified hazards such as asbestos, paints or solvents.

Once the pre-demolition testing is completed, the RFP will be released to the City website and forwarded to the contractors that have expressed interest or submitted past RFP's on demolition projects.

Feldman stated this is long overdue. He asked City Attorney Schaps if the city could assess the cost that we will occur. Schaps stated the demolition and attorney's cost will be able to be assessed when property is sold.

Council didn't have any further comments.

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE REQUEST FOR PROPOSAL FOR 22708 RUM RIVER BLVD. FOR DEMOLITION IN PREPARATION FOR RELEASE.

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

Nays: None

Motion carried 5-0.

D. Emergency Ordinance

City Administrator Joe Kohlmann reported on the Emergency Ordinance that was put in place due to COVID-19. Under the State of Minnesota's initial Executive Orders regarding COVID-19, the City did modify operations by closing buildings to the public, holding electronic meetings, rotating staff to reduce infection of entire departments, adjusted the Bottle Shop hours, and continued City Hall operations by allowing staff to work remotely.

Since May 18th, and consistent with the Governor's Executive Orders – the City has reopened buildings to the public and Staff are within the building for the workday. Since Jun 1st, the Bottle Shop has been restored to normal business hours.

COVID-19 appears here to stay for a while. Since this was last discussed, the City has had more than six incidents with COVID-19. Almost all had to deal with potential exposure to COVID-19. In addition, through our COVID-19 Response Team meetings – it is becoming a trend that schools that have opened, are either reverting back to hybrid or going full distance learning. We have also discussed Contingency Plans for snowplowing, water department, police and elections in case any of those departments are hit with cases.

Council all agreed to keep the emergency ordinance in effect.

E. Poppy Street

Kohlmann reported the City received an offer from the City of Oak Grove in regards to the Poppy Street Project. Oak Grove's City Council agreed to pay \$50,000 plus cost for easements/right of way acquisition on the Oak Grove side for the project. In the Council Packet was City Engineer Craig Jochum comments on Oak Grove's proposal. With Oak Grove willing to obtain the road right of way, this allows both cities to use Municipal State Aid money.

Feldman said we have had numerous people speak with them regarding this project. Now after all this time they only want to spend \$50,000 towards the project, this puts a burden on our residents. Feldman stated that Joe (Kohlmann) wants both himself and our engineer meet with the City of Oak Grove again.

Robinson said I would like to thank Oak Grove councilmember Weston Rolf for putting it back on the table for discussion. It has been disappointing but maybe let's wait until after the election to discuss it further.

Muehlbauer said let's move forward to at least meet closer to the middle. Don't care if the meeting is before or after the election.

Udvig said she is not happy with their unwillingness to pay their share especially after the wastewater situation. We can wait.

Bauer stated let's work with them for the road right of way acquisition to be able to use MSA funds.

Feldman asked Jochum, does their stormwater run into our stormwater and which Jochum replied, yes. Praise all of your patience in wanting to meet again.

Council agreed to have the city administrator and city engineer meet with Oak Grove council.

F. Curb Stop Issue – Rum River Blvd.

Kohlmann reported that Staff was sent out to shut off the water for a household that had a plumbing issue/ water leak. When staff went to the site – it was realized that the

water was already “shut off” but water was continuing to flow.

It was realized that one two-inch service provides water to three homes; 22935 and 22921 Rum River Blvd along with 3725 River Drive. The two-inch service and curb stop is in the driveway of 22921 Rum River Blvd. Normally, it would be considered a non-conforming issue and the homeowner would be responsible for the upgrade. However, it appears the City did significant work in this area in 2007. The water connection issue could/should have probably been addressed at this time. Staff is looking to repair the connection issue and provide independent connections for the homes. The estimated amount to repair this issue is about \$7,000. Or another option is to run a new service line off of the new/stubbed in curb stop for 22935 Rum River Blvd. and connect or splice to existing service. Then excavate in the driveway of 22921 Rum River Blvd and separate 22921 Rum River Blvd and 3725 River Drive. This option would definitely have more cost associated with it.

Feldman stated according to our City Code 3-2-4, no more than one home per connection. What is the correct way to fix this.

Public Works Superintendent Jason Windingstad stated the right way would be the second option but with the first option an approximately \$7,000 repair, each home would still have an independent connection. In St. Francis the homeowner owns from the curb stop to the main. Cities handle who owns what in different ways. Not sure why this was not corrected in 2007 when the street was in reconstruction. The \$7,000 option is less invasive.

Robinson said he would be in favor of the first option being it is still in the road right of way and serviceable.

Muehlbauer said he too would go with the first option as long as we are not bombarding one driveway with curb stops.

Udvig said she is comfortable with option 1 too.

Bauer said he is for fixing it but not 100% on board with the first options. If we have a problem with one is it going to destroy the homeowner's landscape where we put all three in?

Discussion continued between the city council and Windingstad of how repairs would work if something went wrong with one of the three. Along with how these three connections would work. The council discussed what happens if there are legal issues, should there be an agreement between all three homeowners. But in the end agreed to go with option one with some type of agreement drafted so future homeowners are aware of the situation. Windingstad stated the next time there is a reconstruction in this area it could be done correctly at that time.

MOTION BY BAUER SECOND ROBINSON TO GO WITH OPTION 1; DIG IN THE

DRIVEWAY OF 22921 RUM RIVER BLVD AND SPLIT THE 2" SERVICE INTO THREE SEPARATE SERVICES, SO THEY EACH HAVE A CURB STOP. ALONG WITH ATTORNEY DRAFT A LEGAL DOCUMENT TO BE RECORDED WITH ANOKA COUNTY SO FUTURE PROPERTY OWNERS ARE AWARE OF THE SERVICE LINE.

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

Nays: None

Motion carried 5-0

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) Public Works Monthly Reports

Public Works Director Jason Windingstad gave his monthly report on the streets, parks, recycling, water and sewer. Windingstad stated the trucks are ready for the first potential snow event of the year. The new vehicle the city purchase with CARES Act funds is here and being used.

Robinson said he appreciates all the enthusiasm from him and his staff. What is this truck being used for? Windingstad he is using the vehicle, it is a multi-use type truck. I had been sharing the Escape with city hall who also uses it for errands, elections, etc.

The council all agreed it was a good report again and to keep up the good work.

2) Police Department 3rd Quarter Report 2020

Police Chief Todd Schwieger gave the departments third quarter report for 2020. Chief Schwieger briefly reported on how the hiring process was going to fill the vacancy created by Jody Black leaving, the different types of calls, TZD (Towards Zero Deaths), Intern Derek Barck, community outreach and the Community Resource Officer position.

The council all agreed again, good report.

Robinson had a specific question about the school resource officer and how it was going this year. Chief Schwieger stated there are kids in school every day except Fridays but just not as many of them. I still believe it is positive to have them at school. School is going as well as it can be. Robinson said he also appreciates seeing the weekly reports.

Udvig asked about a specific incident where a squad was in the roundabout with their lights off. Chief Schwieger stated he did not know the situation but I am sure there

was a reason they had the lights off.

B. Councilmember Reports -

Bauer – not much to report but just remember do not flush anything down your toilet to clog our lines. Drive safe and slowly, first snowfall is hectic for emergency services.

Muehlbauer – reached out to a resident on 225th and told them the suspected end date was October 23rd for the street project.

Udvig – reported she virtually attended the last school board meeting. School District is having trouble keeping up with having enough school bus drivers and staff. Tough time getting subs for all school districts. Also helped with meet the school board candidate's forum.

Feldman – also received emails on the 225th street project. The city improved the infrastructure and unfortunately it took longer than expected. Long term it is a good thing to have done. Would like to commend council and staff when residents bring something up we do our due diligence to answer their questions. I believe residents are seeing it.

Couple items I would like to address: Oak Grove has been billed for second half in regards to connecting to our wastewater, Biosolids were spread this spring and hopefully again late this fall, 225th project was hoping to get the second lift on this week but with the snow that probably won't happen, Riverbank Lane project working on punch list items, fiber optics for the bottle shop-still waiting on MnDOT, when that goes in we have to make sure it goes in a location we will not have to move it when construction happens. CASA Rio food truck has been coming every Tuesday in the bottle shop parking lot but that will end soon. Absentee voting has been posted on my Facebook page, call city hall if you have questions.

If you have a problem bring it to our attention, we will research it and give you a truthful answer but it may not be the answer you want to hear. Thanked council and staff, be safe with the new snowfall.

C. Upcoming Events -

Oct 21 Planning Comm. Meeting @ 7:00 pm

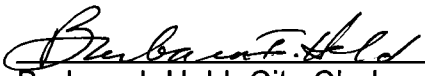
Oct 24 Recycling Event @ PW Facility 8 am- Noon

Nov 2 City Council Meeting 6:00 pm, Zoom meeting

Nov 3 General Election – Polls Open 7 am – 8 pm

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 7:55 pm.


Barbara I. Held, City Clerk