

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

**CITY COUNCIL MINUTES
OCTOBER 5, 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, 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, Finance Director Darcy Mulvihill, Liquor Store Manager John Schmidt, and City Clerk Barb Held.

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carried 5-0.

4. CONSENT AGENDA

A. City Council Minutes – September 21, 2020

B. Appointment of Additional Election Judges – Resolution 2020-36

C. 2021 Squad Car Purchase/Replacement-Approving the purchase of two 2021 Dodge Durango Pursuit Vehicles from Burnsville Dodge off State Contract #169037 and trading in two 2017 Dodge Chargers.

D. Payment of Claims \$500,531.27 (Check #'s 78091-78159)

MOTION BY ROBINSON SECOND MUEHLBAUER APPROVING THE CONSENT AGENDA AS AMENDED ITEMS A – D.

Ayes: Udvig, 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. Rezoning Request – Meadows of St. Francis Block 1 (06-33-24-11-0069) Ordinance 265, SS Creating the Meadows of St. Francis Planned Unit Dev. (First Reading)

Planner Beth Richmond reported the Meadows of St. Francis is an existing 66-unit townhome development located along Cree Street in the southern portion of St. Francis. The final plat was approved in 2004 with roughly half of the subdivision remains undeveloped today. The developer recently requested to construct one of the approved townhome structures when staff realized this development does not conform to the City's Code in a number of ways; lot size, setbacks and private streets. In the interest of allowing the development to continue as originally approved, staff is suggesting to rezone this development from R-3 Medium Density Residential to PUD R-3. A public hearing was held at the Planning Commission meeting September 3, 2020 on the proposed rezoning. No members of the public were present. The Planning Commission had discussion on the lack of guest parking and suggested one-way streets with parking on one side only. They did however, recommend approval of the rezoning.

Feldman said he is really not in favor of the setbacks but it was poorly planned initially. Looks like there is no other way to get this built out. Richmond said it is very challenging, a lot of non-conforming issues. The width of the roads and the length of the driveways were discussed.

Robinson doesn't see a problem with rezoning the area. We deal with what we are dealt. Plan better next time.

Muehlbauer agreed to move forward with the rezoning.

Bauer said Beth (Richmond) answered my questions in her presentation. Move forward with the rezoning to build it out.

Udvig said unique situation but agreed to move forward.

MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE THE FIRST 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: Robinson, Udvig, Bauer, Muehlbauer, and Feldman.

Nays: None

Motion carried 5-0.

B. Zoning Code Update

Following the adoption of the 2040 Comprehensive Plan in March 2020, city staff and HKGi began to work on a process to update the City's Zoning Code. Planner Richmond gave a power point presentation on the Zoning Code Update that included the purpose of the update, zoning district updates and the next steps of the process for both the Planning Commission and City Council. The City Council thanked Richmond for her thorough presentation and liked how it will work with the St. Francis Forward Plan.

C. Turtle Run 5th Addition – Revised Final Plat Resolution 2020-37

Richmond reported the final plat and plans for the 5th Addition of the Turtle Ponds PUD were approved by the City Council on March 2, 2020. The original final plat included 2 single family lots on a 10-acre parcel with access onto 229th Avenue NW. The majority of the site consists of wetlands and is located within the floodplain, leaving a fairly small building site. The applicant is now requesting to revise the plat to create one large single-family lot on the property. Though approved the final plat was never recorded with Anoka County therefore, the Council is requested to rescind the original resolution and approve the revised final plan and plans.

Feldman stated I think it is a good choice to go from two lots to one with all the wetland.

Udvig said she remembers this lot split and how difficult and challenging it was, agree I like the two lots into one.

Bauer said he remembers this very well and the discussion we had, agree one lot is better.

Muehlbauer said he was good with the recommendation.

Robinson asked about the driveway width. Richmond stated the City Engineers are reviewing the plans too so I see no problem with it.

MOTION BY UDVIG SECOND ROBINSON TO RESCIND RESOLUTION 2020-14 AND APPROVE RESOLUTION 2020-37 APPROVING THE REVISED TURTLE PONDS 5th ADDITION FINAL PLAT WITH CONDITIONS AND FINDINGS OF FACT AS PRESENTED BY STAFF.

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

Nays: None

Motion carried 5-0.

D. Surplus Property – Land Transfer to Anoka County 28-34-24-24-0002

Community Development Director Kate Thunstrom reported Anoka County contacted the City in regards to a very small triangular piece of land west side of Rum River Blvd. the City owns. Anoka County is redesigning the curve where Rum River Blvd becomes 243rd. This road design was anticipated when the Johnson Acres Development to the east of that intersection was approved in 1997. At the time of platting there was additional right of way planned for Anoka County to make future road changes. It is projected that construction will begin in 2021. This small parcel has a driveway on it that extends north into Isanti County. That would be the only property that would be directly impacted by the City transfer. Anoka County will work with that property owner through the construction changes. Staff recommends that Council approves the resolution declaring this surplus property and authorizing the disposal of said property. After that action staff would also recommend approving the first reading of Ordinance 266, Second Series approving the sale of the City owned Real Estate.

Council all agreed to transfer the property to Anoka County as there is no City purpose for the small parcel.

1) Resolution 2020-38 Declaring Surplus Property and Authorizing the Disposal of Property

MOTION BY MUEHLBAUER SECOND BAUER APPROVING RESOLUTION 2020-38 DECLARING SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY (28-34-24-24-0002).

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

Nays: None

Motion carried 5-0.

2) Ordinance 266, Second Series Approving the Sale of City Owned Real Estate (First Reading)

MOTION BY UDVIG SECOND ROBINSON 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 Robinson, and Udvig.

Nays: None

Motion carried 5-0.

E. CARES Act Funds

City Administrator Joe Kohlmann reported The City received \$593,079 in CARES Act Funding from the State of Minnesota. There are strict requirements on how this money can be spent. A total of seven businesses have applied for CARES Act money and the EDA awarded \$228,174.75 to these seven businesses. Myself, the police chief, fire chief and public works director have been meeting 2 to 3 times a week since the start of the pandemic. The City has utilized \$89,157.07 for increased fire personnel costs, to enhance remote access for City employees during the shutdown, and personal protective equipment.

If the City does not spend the remaining dollars by November 15th, 2020 – the remaining balance of funds is returned to Anoka County. Counties have received CARES Act funds too and Anoka County has already reached out to the City to get a list of properties in St. Francis – presumably to assist with things like Food Programs, Housing Support, Medical Expenses, and potentially Nursing Home Assistance, Public Health, and possibly Unemployment. The schools presumably have a different set of funding coming from the State of MN to assist in managing COVID-19 related matters.

City Staff prepared a list of possible expenditures that fall within the guidelines that are in the council packet.

Administration – the upgrading of Laserfiche software and a higher level of integrations with Permit Works will allow City Staff to better access records off site, allow residents and staff to process permits online – which would eliminate the requirement to come in to City Hall – or assist in operations if there were to be another shutdown. **\$31,400.**

Administration – upgrading to touchless fixtures for potentially less exposure to COVID-19 within City Hall and Fire Station. This would include bathrooms, light switches, garbage cans, and less porous conference table and chairs. In addition, an improved fan system for the HVAC to move air around better within City Hall. **\$32,810.**

Fire Department – list and justifications are in council packet.

Public Works – list and justifications are in council packet.

Police – list and justifications are in council packet.

Some of the purchases are estimated and will becoming finalized in the next few weeks. Any remaining balance after the estimates – will be used to offset Public Safety Salaries – which is currently projected at **\$63,132.18.**

Total Funds requested - **\$593,079.** (Including previously approved businesses grants).

Feldman stated as noted on page 47 of the council packet, \$89157.07 has already been spent. I want to commend all staff that worked on this project. We were able to help businesses first, thanks to Kate (Thunstrom) and Brenda (Pavelich-Beck) going over all the business applications and presenting it to the EDA, great job. I also like all the back up information of why it is or was needed.

Muehlbauer agreed with everything that has been said, we are moving forward and doing the right thing.

Robinson thanked staff but also said it is a little unnerving that all cities were given this amount of money. During our work session we discussed CARES money for internet service, anything left over?

Bauer asked if we can use some of this money for salaries will that help the general fund budget. Kohlmann stated it would be a one-time off set savings.

Kohlmann said about internet/hot spot concerns, all of these items have to be

purchased and completed by November 15th. Hot spots can be purchased from their provider. Feldman also stated there are adapters they can also purchase.

Udvig said the list of expenditures looked good.

MOTION BY BAUER SECOND MUEHLBAUER APPROVING THE PROPOSED EXPENDITURES THAT WAS PROVIDED TO THE CITY COUNCIL IN ACCORDANCE WITH THE CARES ACT EXPENDITURE GUIDELINES.

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

Nays: None

Motion carried 5-0.

F. Schedule Work Session

Thunstrom asked the City Council for a work session to go over several topics. The Council agreed on October 13th for a work session starting at 5:30 pm via Zoom. Feldman stated John Letourneau has requested to attend one of our meetings to introduce himself. Maybe we could invite him to this one. Robinson asked if the other candidate was given the option too. Feldman said Letourneau reach out to us. Bauer said if other candidates want to attend the Zoom meeting it would be okay with him. Muehlbauer agreed with Bauer. Udvig agreed if Matt Look reaches out to us he can attend too and speak to the council.

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 – Community Development 3rd Quarter Report 2020

Thunstrom gave an overview of the Community Development 3rd Quarter Report. Thunstrom highlighted the Economic Development projects, EDA's projects, Building Department activity, staff projects, Code Enforcement, Planning Commission meetings and Planning Commission future vacancies. Council all agreed it was a great report again and informative.

B. Councilmember Reports -

Udvig – reported she was unable to attend the last school board meeting. Hoping to attend the next one through Zoom. Also, the school district will be starting the Hybrid model for elementary age students too starting October 12th because of the increase in the numbers/cases.

Muehlbauer – attended the EDA meeting. Like to clarify something that I said last meeting regarding cable situation. I am all for getting people what they need for internet but 100% against using public money to further the base of a for profit company in doing so.

Robinson – want to thank all public safety, appreciate the work you do. I enjoy reading the off week. I will be volunteering this year at the fall recycling day.

Bauer – my apologies for missing the last council meeting. Our work schedule was switched.

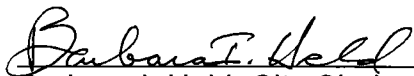
Feldman – asked fire chief if the fire station floor was scheduled to be redone. Chief Schmidt said yes, we are ready for them. Feldman asked City Engineer Jochum for a project up date. Jochum stated on the Riverbank Lane Project punch list items are completed except for a couple small things and will be reseeded again. The Rivershores Development and Butterfield Drive completion deadline is October 23rd. Second lift should hopefully be done this week. Feldman said it has been a long process but thank you and our staff for returning all the phones. Feldman also asked Chief Schwieger if they are aware of poll watchers being out this year. Chief Schwieger said they have been monitoring it since early voting started. Feldman said Casa Rio food truck will be in the bottle shop every Tuesday through October unless the 27th is really cold, then they will not be here. We now have about 6 contacts for food trucks for next year. In regards to internet, there are extenders/adapters you can purchase for a temporary solution, worth a try. I wish we would have known about the poor service earlier in the year. When you have a problem bring it to us sooner. Now in the fall these companies don't want to dig in the frozen ground. If you have an issue bring it to us, we are here to help you. Community Park water will be turned off this next week. I am also working with Muni Code to update our website. We are getting the trust of the people back. For the last 4 years we have done a lot of hard work – good team work. Thank all of you for your hard work.

C. Upcoming Events –

Oct 19 City Council Meeting 6:00 pm, Zoom meeting
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 7:22 pm.


Barbara I. Held, City Clerk