

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

CITY COUNCIL MINUTES

August 3, 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: Councilmembers Joe Muehlbauer, Robert Bauer, Sarah Udvig, Kevin Robinson, and Mayor Steve Feldman.

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, and City Clerk Barb Held.

3. APPROVAL OF AGENDA

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

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

Nays: None

Motion carried 5-0.

4. CONSENT AGENDA

A. City Council Minutes – July 20, 2020

B. ~~Authorization Not to Waive the Statutory Tort Liability Limits to the extent of the coverage purchased with LMCIT~~

C. Third Amendment Lease with Century Link Building Site

D. Accept the Resignation of Fire Fighter Albert Garza

E. Rental License Approvals – Mid Year

F. Payment of Claims \$1,340,516.36 (ACH 295E \$1,118,722.15 and Check #77834-77892 \$221,794.21)

Robinson asked for clarification on item B.

MOTION BY ROBINSON SECOND BAUER APPROVING CONSENT AGENDA ITEMS A and C-F.

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

Nays: None

Motion carried 5-0.

B. Authorization Not to Waive the Statutory Tort Liability Limits to the extent of the coverage purchased with LMCIT

City Attorney Dave Schaps reported this is an annual action taken by the City Council. During the City's insurance coverage renewal time each year, the council must decide whether to waive or not waive the statutory limits. By not waiving statutory liability limits you are capping the exposure to \$500,000 per claimant and \$1.5 million per occurrence.

Council had no further questions.

MOTION BY ROBINSON SECOND UDVIG NOT TO WAIVE THE STATUTORY LIABILITY LIMITS.

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

Nays: None

Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

Mayor Feldman stated he had a resident that lives along Arrowhead Street asking why there is no parking along his side of the street when there are only three residents on the other side. Feldman asked the engineer was it because MSA funds were used? City Engineer stated MSA funds were used and with the width of the street only one side can have parking. It does not determine which side. However, with the mailboxes and the sidewalk on the side he lives it just made sense to use that side at the no parking side. Feldman asked would that be enforced during holiday time when homeowners have more people over.

Police Chief Schwieger stated it all depends. If there is a storm and the plow truck and emergency vehicles need to get through, yes. Our officers do use their discretion and usually try to make contact with the homeowner first before towing.

Udvig stated I am sure at times it will be inconvenient for the homeowners

Bauer said you have to look at safety too.

Robinson agreed with Bauer we are not going to please everyone.

City Engineer Jochum stated he has not heard any concerns from other residents.

Muehlbauer stated the street is already signed, it is a MSA road and has to do with the width of the road. Good points brought up about the safety and mail carriers.

Feldman said he told the person why the city uses MSA funds but also agreed with the reasoning of having the no parking on that side for safety concerns, sidewalk and mail carriers. The resident did say he might join the August 17th meeting.

Muehlbauer said there was a post on Facebook of why can't we have a splash pad. I know our other public works director was not for them. He asked the current Public Works Director Jason Windingstad about them. Windingstad stated if that's what the people and council want we will look into them. Feldman asked about insuring them.

Attorney Schaps stated other cities have them and the LMC insure them but it would raise your insurance cost. Feldman said let's discuss it at our work session.

Bauer said a resident got in touch with me about the area in the new development where the park is suppose to go in, when is that supposed to happen. City Administrator Joe Kohlmann said we can get you a rough timeline of when that will happen.

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

A. **Capital Improvement Plan (CIP) 2021-2025**

Finance Director Darcy Mulvihill reported each year the City must approve the Capital Improvement Plan (CIP) for the next 5 years by August 15. The proposed CIP was distributed to the Council and put on the City's website in June. Funding for the capital equipment is coming from transfers from Water and Sewer \$10,000 each per year and for 2020, \$250,000 from the general tax levy.

Mayor Feldman opened the Public Hearing at 6:24 pm. Feldman asked if there was any public comment on the CIP. Hearing none Mayor Feldman closed the public hearing at 6:24 pm.

Feldman referenced how the City purchased new handguns in 2020 but are putting money away each year for replacement in the future. Feldman referenced different examples of how the city is putting money away for future purchases. Plan-it Software that we purchased several years ago has been a great budgetary tool. It allows us to use our money wiser. The one question I did have for our Public Works Director was regarding the 2021 purchase of Material Bins. Kohlmann stated Jason was having internet problems and is not connected to the Zoom meeting but will send him an email tomorrow and ask him. General discussion continued on the CIP.

Muehlbauer stated glad we have this software and are using it.

Bauer said I like the way we are planning and this software shows us how and where we are spending the money.

Robinson said he had nothing further to add.

Udvig also said with this software it is good way the watch how and where we are spending the money.

MOTION BY MUEHLBAUER SECOND BAUER APPROVING THE 2021-2025 CAPITAL IMPROVEMENT PLAN.

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

Nays: None

Motion carried 5-0.

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. **Westman - Nacre Street/Lot Split – Resolution 2020-30**

City Planner Beth Richmond reported the applicant; Kimberly Westman submitted an application to subdivide a 33-acre parcel along Nacre Street south of Hill and Dale Drive into two parcels. The proposed parcels will be 11.05 and 23.47 acres and meet all requirements found with the City's zoning and subdivision codes and are consistent with the City's Comprehensive Plan. The Planning Commission reviewed the request at their July 15 meeting and recommended approval after a discussion on the park dedication fee associated since conveyance of this parcel is by metes and bounds. The only comment from the council was Robinson asking about park dedication on rural lots. Maybe in the future, if a person is selling a lot in the rural area to a family member that we could waive the park dedication fee like once in a three-year span, something to think about.

MOTION BY UDVIG SECOND ROBINSON APPROVING RESOLUTION 2020-20 APPROVING THE METES AND BOUNDS SUBDIVISION OF THE 33 ACRE PARCEL TO CREATE TWO LOTS WITH CONDITIONS AND FINDING OF FACT AS PRESENTED BY STAFF.

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

Nays: None

Motion carried 5-0.

B. **Schedule a Work Session**

City Administrator Joe Kohlmann stated staff is looking to schedule a work session with the city council. This work session would be a continuation of the previous work session and an overview of the Proposed 2021 budget. After some discussion, it was agreed upon to hold a work session on August 10, 2020 via Zoom at 6:00 pm.

C. **CARES Act Grants – Resolution 2020**

Community Development Director Kate Thunstrom reported at the July 20th City Council meeting the Council reviewed the draft CARES Act Small Business Relief Grant Program Policy. Since that time, Staff and the City Attorney learned that the Economic Development Authority (EDA) would be more appropriate to administer this program. We had an EDA meeting this evening at 5:00 pm to discuss and accept the responsibility of the budget and administration of the program and adopt the policies and application to be released to the businesses. A resolution was in your packet to transfer the responsibility of the CARES Act Small Business Relief Grant Program Budget and Administration to the St. Francis EDA.

Robinson asked what is window for businesses to apply. Thunstrom stated we are hoping to get the applications out this week with an August 20th deadline to return them back to us. The EDA will meet again on September 14 to approve the applications. Robinson said just make sure no businesses are left out. Thunstrom said we will do a mailing and also sending out emails and social media.

Bauer stated so the EDA would make the decisions. Thunstrom said yes, but some funds will also be used by the City. Udvig and Muehlbauer had no further questions.

Feldman stated right now if we don't use the funds they go back to Anoka County. If they don't use the funds they go back to the Federal Government. There is also discussion of that changing too. Our main priority right now is to try and get the funds into the businesses hands.

MOTION BY BAUER SECOND ROBINSON ADOPTING RESOLUTION 2020-31 APPROVING THE CARES ACT SMALL BUSINESS RELIEF GRANT PROGRAM BUDGET AND ADMINISTRATION BE TRANSFERRED TO THE ST. FRANCIS ECONOMIC DEVELOPMENT AUTHORITY.

Ayes: Bauer, Robinson, Udvig, Muehlbauer and Feldman

Nays: None

Motion carried 5-0.

10. **MEETING OPEN TO THE PUBLIC**

None.

11. **REPORTS**

A. Department Reports – Public Works Department – June Monthly Reports

Kohlmann stated that Windingstad asked that I submit his reports for the record. The Council did have a question on what is used when they have a lift station pump fail and needs to be replaced. What do they use in the meantime. Feldman said he will contact Windingstad tomorrow. Again, the council all agreed it is a good report.

B. Councilmember Reports -

Robinson – attended the Planning Commission meeting. For Night to Unite we will be having a block party for our neighborhood. Thank you to St. Francis Police and Fire for your appearances at these events.

Udvig – looking forward to seeing pictures from Night to Unite. Love to see the kids faces when a fire truck or squad pull up. Be safe and have fun.

Muehlbauer – attended EDA meeting earlier this evening and will be attending an Oak Grove city council meeting with City Administrator Joe Kohlmann tomorrow evening regarding Poppy Street.

Bauer – everyone have fun with Night to Unite parties, stay safe.

Feldman – thanked both police and fire with the organization of Night to Unite, good job working around COVID.

Feldman said I have a question for the engineer. Could we reduce the speed along Arrowhead Street to 20 mph? Engineer Jochum stated they are posted at 30 mph like they were before. According to the State, there are guidelines. Be careful because it is a collector street and before you would want to do that; ask the police department for their comments because they would have to enforce it. Feldman said I guess 20 mph is too low. Chief Schwieger stated we do go through that area a lot and we don't issue many speeding tickets and we are not going to get them all. Chief Schwieger said 20-25 mph may look good on paper but enforcement is tough. Feldman suggested getting a third portable sign. Chief Schwieger said we could look into that.

Feldman also stated that Sarah (Udvig) and I are working on getting some food vendors to set up in town. I spoke with a vendor today and they are interested bringing in some State Fair food. They discussed Community Park for the location and possibly the weekend before Labor Day. Both police and fire discussed having enough parking and safe routes for traffic flow.

Robinson said I think it is a great idea; get a little taste of the fair.
Bauer liked the idea too. Would like to have more than one vendor. Bauer said he liked the temporary speed sign on Arrowhead.
Muehlbauer said I am in favor of people making money if they follow the rules.
Udvig asked if we could contact local vendors too. Agrees with the location of Community Park.
Fees were also discuss for the vendors and possibly the council would waive them. They all were in favor at this time.

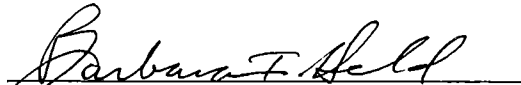
Feldman wanted to thank staff and council for continuing the council meetings via Zoom, I appreciate it.

Engineer Jochum said I do have one more item. I received a quote for the additional light on Bridge Street/Butterfield, it was \$910. Feldman asked the attorney could we just do it? City Attorney Schaps said being it was part of the project you should bring it back as a change order. Jochum stated I would let the residents know this will be discussed in case it is added to the project and part of their assessments.

- C. Upcoming Events -
 Aug 11 State Primary Election 7am to 8 pm
 Aug 17 City Council Meeting @ 6:00 pm
 Aug 19 Planning Comm. Meeting @ 7:00 pm

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:29 pm.


Barbara I. Held, City Clerk