

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

**CITY COUNCIL MINUTES**

**July 6, 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 Kevin Robinson, Sarah Udvig, Robert Bauer, Joe Muehlbauer, 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 ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA.

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

Nays: None

Motion carried 5-0.

**4. CONSENT AGENDA**

- A. City Council Minutes – June 15, 2020
- B. Resolution 2020-26 Approving Additional Election Judges
- C. Accepting a donation from Matthew Bleifuss for City Parks
- D. Accept the Resignation of Police Officer and Authorization to fill Vacancy
- E. GIS Contract – Approving the Professional Service Agreement with WSB & Associates Inc. for GIS Services
- F. Nixle Contract – Approving the renewal of the Everbridge Nixle subscription for 12 months with a renewal date of July 25, 2020.
- G. UHL Contract – Approving the agreement with UHL and authorize the Public Works Director to sign renewal letter with UHL.
- H. Resolution 2020-27 Stormwater Management Plan
- I. Rum River Bluffs Surety Release – Approving the release of the Letter of Credit and all outstanding bonds
- J. Dust Control Second Application
- K. Payment of Claims \$462,131.97 Check #'s 77681-77753

Mayor Feldman asked that items D, F, H, J and K be pulled from the consent agenda for discussion and clarification.

MOTION BY MUEHLBAUER SECOND BAUER APPROVING THE CITY COUNCIL  
CONSENT AGENDA ITEMS A-C, E, G AND I.

Ayes: Feldman, Udvig, Robinson, Bauer and Muehlbauer

Nays: None

Motion carried 5-0.

D. Accept the Resignation of Police Officer and Authorization to fill Vacancy

Feldman questioned whether or not the school would be paying a full year for the school resource officer (SRO). I know there was discussion if the pandemic comes back and the school is closed down for 60 or more days there would be some type of refund or rebate given to the school district on the cost of the SRO. I am not for giving a refund or rebate.

Muehlbauer said with a contract you are always going to take a risk. I would like to hold off until we maybe discuss this more, like at the work session.

Police Chief Schwieger stated just for a clarification we are not posting the job for just a SRO it would be for a police officer. Feldman asked why should we be in the SRO business.

Udvig stated she spoke with Superintendent Beth Giese and they are not looking at getting rid of the SRO. However, she did mention item 10 and I am assuming that is the area discussed earlier about if the schools have to shut down again and it last longer than 60 days.

Robinson said he agrees with Muehlbauer; let us discuss this further at a work session.

Bauer agrees to post pone this item this evening for all the reasons already discussed. We may not need another officer if we still have one SRO and a code enforcement officer.

MOTION BY ROBINSON SECOND UDVIG TO DELAY ACCEPTING THE  
RESIGNATION AND AUTHORIZATION TO FILL THE VACANCY UNTIL AFTER A  
WORK SESSION WITH DATE TO BE DETERMINED LATER IN THE MEETING.

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

Nays: None

Motion carried 5-0.

F. Nixle Contract

Feldman stated the City uses Nixle to provide the public notifications of important information. Currently there are approximately 1200 customers. City Administrator Joe Kohlmann said there is one change in the new subscription. It is how advisory and emergency messages are sent out, text versus emails.

Feldman said he just wanted people to be aware.

Robinson asked if there is a price difference. Chief Schwieger stated there is no price increase over last year's amount.

Bauer asked how could we relay the message to the residents of the change.

Staff will put something together to send out notifying the customers of the change.

H. Resolution 2020-27 Stormwater Management Plan

Feldman stated this adoption is needed for our 2040 Comp Plan. City Engineer Craig Jochum stated this plan that was drafted was a budgeted item within the Comp Plan budget. Added was to complete a culvert inventory as required by the Upper Rum River Watershed Management organization and to review ordinances to see if any need to be amended.

J. Dust Control

Feldman stated the City had to re-apply calcium chloride due to the rainfall shortly after it was applied. Public Works Director Jason Windingstad stated NSI has agreed to the same price they quoted us earlier this year. It always is a risk factor when you put it down. We did it earlier this year than in years past so they is something we will take into consideration next year. This will be paid out of the street maintenance fund.

K. Payment of Claims

Feldman asked Finance Director Darcy Mulvihill for a clarification on one of the vendors on the payment list and what it was for. Mulvihill answered his question. In addition, Feldman explained why this meetings claims were higher than usual.

MOTION BY MUEHLBAUER SECOND BAUER APPROVING CONSENT  
AGENDA ITEMS F, H, J, AND K.

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

Nays: None

Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

A. Resolution 2020-28 River's Edge 3<sup>rd</sup> Addition - Drainage and Utility Easement Vacation – Public Hearing

City Planner Beth Richmond reported the applicant is seeking vacation of drainage and utility easement of Outlot B, River's Edge 2<sup>nd</sup> Addition. At the time the 3<sup>rd</sup> Addition was approved, this easement was meant to be vacated to allow development of the 3<sup>rd</sup> Addition and then reestablished over the Outlots in the 3<sup>rd</sup> Addition. It has come to Staff's attention that the drainage and utility easement over Outlot B, 2<sup>nd</sup> Addition was never vacated as intended. Council is requested to approve the drainage and utility easement vacation to remove the underlying easement from 3<sup>rd</sup> Addition area that was final platted on August 19, 2019.

Mayor Feldman opened the public hearing at 6:33 pm. After asking for public comment and hearing none the public hearing closed at 6:34 pm.

Council had no comments.

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING RESOLUTION 2020-28 VACATING THE DRAINAGE AND UTILITY EASEMENT OVER OUTLOT B, 2<sup>ND</sup> ADDITIONAL RIVERS EDGE AS PRESENTED BY STAFF.

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

Nays: None

Motion carried 5-0.

B. Resolution 2020-29 – Easement and Final Plat Approval – Public Hearing

City Planner Beth Richmond reported the applicant is seeking final plat and final plan approval for five (5) lots in the River's Edge Subdivision. This request conforms to the approved preliminary plat. A draft developer's agreement for the 4<sup>th</sup> Addition has been created for Council's review. The proposed conditions of final plat approval and findings of fact are listed in the draft resolution provided for Council review and approval.

Mayor Feldman opened the public hearing at 6:40 pm. After asking for public comment and hearing, none the public hearing closed at 6:40 pm.

MOTION BY UDVIG SECOND BAUER ADOPTING RESOLUTION 2020-29 A RESOLUTION APPROVING THE FINAL PLAT AND FINAL PLANS FOR THE 4<sup>TH</sup> ADDITION OF THE RIVERS EDGE PLANNED UNIT DEVELOPMENT WITH CONDITIONS AND FINDING OF FACT AS PRESENTED BY STAFF.

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

Nays: None

Motion carried 5-0.

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Ordinance 265, Second Series – Amending Chapter 10, Sections 62-5 and 63-4 of the Zoning Code of St. Francis to Allow Drive-Thru Establishments as Conditional Uses(2<sup>nd</sup> Reading)

Community Development Director Kate Thunstrom reported at the June 15<sup>th</sup> City council meeting, staff decided we would like to clarify some items in this ordinance at our next team meeting with HKGi and Hakanson Anderson that was scheduled for June 25<sup>th</sup>. At that meeting, staff and consultants determined this ordinance needed additional conversations with the Planning Commission and Council. Staff will move those conversations through the process when the zoning ordinance is updated as part of the Comprehensive Plan updates. Therefore, this evening staff is requesting to table the second reading of this amendment. Council agreed to wait.

MOTION BY ROBINSON SECOND MUEHLBAUER TO TABLE THE SECOND READING OF ORDINANCE 265, SECOND SERIES AN ORDINANCE AMENDING CHAPTER 10, SECTIONS 62-5 AND 63-4 OF THE ZONING CODE OF ST. FRANCIS TO ALLOW DRIVE-THRU ESTABLISHMENTS AS CONDITIONAL USES UNTIL A LATER DATE.

Ayes: Muehlbauer, Udvig, Robinson, Bauer and Feldman

Nays: None  
Motion carried 5-0.

**B. Capital Equipment – Hustler Mower**

Public Works Director Jason Windingstad reported when he started he looked at the inventory and Capital Improvement Plan for the equipment. The city is currently mowing with two 60-inch zero turn mowers and a 12-foot batwing mower coupled to the front of the Belo's. The Belo's is better used as a sidewalk snow removal machine than mowing. The Belo's is 13 years old and accrued years of added maintenance cost due to using it for snow removal and mowing. At the time of the Belos purchase the parks department was mowing roughly 30 acres of land, now we are mowing 83 acres and the Belo's is no longer efficient, reliable nor safe for our mowing needs. Instead of trading in the Belo's we could keep that for snow removal and purchase a Hustler 104 wide area mower. With monies set aside in the CIP staff would like to purchase a Hustler Super 104 wide area mower off the State Contract for an amount of \$25,866.00 from Elite Lift Truck out of Ramsey MN. The other quote the City received was for a Toro Z Master 7500 from MTI of Brooklyn Center for an amount of \$26,766.18.

Feldman asked Mulvihill if the funding is available and she said yes. With the Plan-It Software, we can plan ahead. We have been more budget conscious.

Bauer said he is all for it. Agree I like the software too, we can see all the numbers in front of us.

Robinson asked if we checked with neighboring cities to see what they use.

Windingstad said we currently have a Hustler mower and will be able to interchange some parts.

Udvig said she agrees with the information but asked if the Belos would last.

Windingstad stated yes being we are taking the wear and tear it gets from mowing away.

Muehlbauer said happy equipment is being used for what it is intended.

Feldman stated the public works department takes very good care of their equipment. We are spending money but getting a return.

**MOTION BY BAUER SECOND UDVIG AUTHORIZING THE PUBLIC WORKS DEPARTMENT TO PURCHASE A HUSTLER SUPER 104 WIDE AREA MOWER OFF THE STATE CONTRACT FROM ELITE LIFT TRUCK FOR \$25,866.**

Ayes: Feldman, Robinson, Muehlbauer, Bauer and Udvig

Nays: None

Motion carried 5-0.

**C. Driveway Credit**

During the 2020 Street Reconstruction and Watermain Improvement Project, the City is removing and replacing a portion of the existing driveways to match them to the new concrete curb and gutter and in some cases replacing the exiting water service and shut off. Several property owners would like to repave their entire driveway in lieu of having the patch. Most cases these driveways are in very poor condition and are ready for replacement. These property owners have requested consideration for reimbursement of the portion of driveway the City was going to replace as part of the

project. City Engineer Jochum stated if the Council approves the reimbursement request, Staff recommends that:

1. The property owner would be responsible to have their driveway replaced by their own contractor.
2. The property owner shall complete and submit a Driveway Permit Application along with the required fees.
3. The City reimbursement is made to the property owner after all work is complete and the permit is closed.

Jochum stated the average replacement cost of the driveways is \$400 when the water service is not in the driveway and \$800 when the water service is in the driveway. No additional costs will be incurred by the City for reimbursement of the driveways other than staff time to facilitate the reimbursement. The permit fee for the driveway permit is \$50 plus \$250 Escrow for under 75' and \$100 plus \$500 Escrow for over 75'.

Muehlbauer said he does not see an issue with it.

Robinson stated his questions regarding the driveway permit were answered. I feel we are offering a good hand.

Udvig agreed with Muehlbauer and Robinson's comments.

Bauer said he first questioned why they need a permit but agrees now they get one and the escrow fee makes sure they complete it.

Feldman said once the driveway is approved they receive the credit.

MOTION BY MUEHLBAUER SECOND BAUER APPROVING THE DRIVEWAY REIMBURSEMENT FOR THE 2020 STREET RECONSTRUCTION AND WATERMAIN IMPROVEMENT PROJECT.

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

Nays: None

Motion carried 5-0.

#### D. Water Meters – Payment

Ferguson Waterworks is requesting Final Payment for the 2019 Water Meter Replacement Project. The Final Payment of \$11,560.31 releases the 2% retainage. The original contract amount for this project was \$604,812.95. The final contract amount is \$578,015.72.

Feldman stated I like how it came in below budget.

Bauer asked are all individual meters replaced? Public Works Director Windingstad said, yes. Feldman ask is the software working out?

Robinson thanked Darcy for all her help. Mulvihill stated the extra money would go towards the next payment.

Udvig said sounds good and asked about a property at 3709-229<sup>th</sup>, she still does not have her meter replaced. Windingstad yes I will check into it, not sure why it has not been replaced.

Muehlbauer thanked Darcy for her help in detecting he had a leaky toilet because the new software showed he used water while not running any. Also thanked Public Works for helping out a friend who had a problem with a cracked meter horn.

MOTION BY ROBINSON SECOND UDVIG APPROVING THE FINAL PAYMENT TO FERGUSON WATERWORKS FOR \$11,560.31.

Ayes: Bauer, Robinson, Feldman, Udvig, and Muehlbauer  
Nays: None  
Motion carried 5-0.

E. Hydrant Change out – Ambassador Blvd.

As Windingstad reported in his agenda report, the asset management inspection program has identified some water main work that needs to be completed. Staff has identified two hydrants that were installed in 1973 that have come to the end of their useful life. These hydrant's will be replaced with new Clow hydrants that meet our Development Standards and isolation valves will also be installed so maintenance can be performed when needed. Also, crews will be installing a new 10" gate valve in the intersection of 232<sup>nd</sup> and Ambassador. Right now, if the water main has to be shut down, we have to close valves on Bridge Street and 233<sup>rd</sup> to isolate the main. When this happens, we are also shutting water off to the Middle school. The addition of this new valve will reduce the number of customers that would be without water, including the middle school. Money has been set aside for this replacement along Ambassador Blvd. Two quotes were received; Dave Perkins Contracting Inc. \$15,050 and Valley-Rich Co., Inc. \$23,850. Staff is recommending the consideration of accepting the low quote from Dave Perkins Contracting in the amount of \$15,050.

Feldman said he would like to see it get done right.

Muehlbauer said no issue, like the savings.

Bauer also stated he liked the saving.

Robinson stated could the lower bid missed something being there is an \$8,000 difference between quotes.

Udvig had no questions.

Feldman stated we are being preemptive, proactive pays off.

MOTION BY BAUER SECOND MUEHLBAUER ACCEPTING THE LOWEST QUOTE OF \$15, 050 FROM DAVE PERKINS CONTRACTING FOR THE AMBASSADOR BLVD WATER MAIN IMPROVEMENT.

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

Nays: None

Motion carried 5-0.

F. Work Session Scheduling

City Administrator Joe Kohlmann asked the council to set a time and date for a work session to discuss Bridge Street. Council asked the have the police officer vacancy on the agenda too. After some discussion it was determined the Work Session would be held on Tuesday, July 14<sup>th</sup> at 6:00 pm. This meeting will be held at the Public Works/Police Facility.

10. MEETING OPEN TO THE PUBLIC  
None.

11. REPORTS

A. Department Reports – Community Development-2020 Second Quarter Report  
Community Development Director Kate Thunstrom gave the 2020 Second Quarter Community Development Report. Thunstrom highlighted Economic Development,

Housing, Building Department, Administration update and Code Enforcement. The Council all agreed it was a good report again. The council discussed potential future development and the development happening around in the different cities.

B. Councilmember Reports -

Udvig- reported the school district is in discussion regarding the start of the school year. Residents know we are open to discussion and they can ask us questions.

Muehlbauer – went to the Oak Grove City Council meeting about the cost share portion of the Poppy Street project. They are getting numbers from their engineer on the dollar amount for their portion. I don't know if we will get the road right of way needed or the tree removal. Feldman stated I don't believe they have a desire to do it this year. We would like to do some type of shard JPA for that area.

Bauer – thanked Officer Black for her years of service. Thoughts and prayers to the Community during this difficult time. Several students died over the weekend in accidents.

Robinson – thanks the Public Safety (Police and Fire) for making their presence known. Also thank you to city staff.

Feldman – Thanks to Craig, Joe K. and Joe M. for your work with Oak Grove. Also thank you to Darcy and Kate for working on the corona virus funding. Commend all staff and council on what we do. I have been trying to get ahold of a resident along Butterfield and she won't return my calls or emails regarding obtaining some road right away. Jochum stated he did speak with her and her sister last week should move forward. Feldman stated he is sorry to see Officer Black with 22 years of service go. Feldman then asked each of the department heads how their departments and staff are doing. All departments felt it was going pretty good and employees have stepped up when needed. Feldman feels we all work well together as a team. We look into everything, getting trust back. We have strong budgetary practice, we put in a lot of work the last four years, and we care about the residents.

C. Upcoming Events -

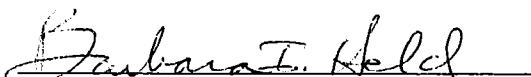
July 15 Planning Comm. Meeting @ 7:00 pm

July 20 City Council Meeting @ 6:00 pm

Aug 3 City Council Meeting @ 6:00 pm

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 8:11 pm.

  
Barbara I. Held, City Clerk