

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

CITY COUNCIL MINUTES

APRIL 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 at the St. Francis Community Center.

2. ROLL CALL

Members present: Mayor Steve Feldman, Councilmembers Kevin Robinson, Joe Muehlbauer, Robert Bauer and Sarah Udvig. Also present: Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Administrator Joe Kohlmann and Community Development Director Kate Thunstrom.

3. APPROVAL OF AGENDA

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVING THE REGULAR CITY COUNCIL AGENDA. Motion carried 5-0.

4. CONSENT AGENDA

- A. City Council Minutes – March 16, 2020
 - B. Participation in the 2020 Street Consortium - Seal Coating and Crack Filling
 - C. Replacement of HAVA Election Equipment as per Anoka County JPA
 - D. Interim Policy 2020-02 COVID-19 Program for Employees
 - E. Police Sergeants 2020-2021 Contract Approval – sent under separate cover
 - F. River's Edge 3rd Addition – Grading Plan Agreement
 - G. Payment of Claims \$313,659.51 (Check #77323-77384)
- Mayor Feldman asked to pull items C and D from the consent agenda for clarification.

MOTION BY UDVIG SECOND BAUER APPROVING THE CONSENT AGENDA ITEMS A, B AND E-F. Motion carried 5-0.

C. Replacement of HAVA Election Equipment as per Anoka County JPA:

Mayor Feldman questioned the last column total on the cost spreadsheet that is previously in place for payment of the voting equipment. After general discussion, City Administrator Joe Kohlmann stated he would have a clarification on the calculation in the Off Week Memo.

D. Interim Policy 2020-02 COVID-19 Program for Employees

Mayor Feldman asked for a clarification on the term primary stressors. Kohlmann stated that memo should have been under the City Administrator's report and not with the Interim Policy 2020-02: COVID-19.

MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE ITEMS C AND D.
Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

A. 2020 Street Reconstruction and Watermain Imp. Project – Postponed to April 20, 2020

B. Trail Easement Vacation – Postponed to a date to be determined

Mayor Feldman states these two public hearings have been postponed to the mentioned dates.

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. Ordinance 263, Second Series Temporarily Establishing Moratorium on Auto Sales (Second Reading)

Thunstrom said this will put a temporary moratorium on Auto Sales for twelve months.

MOTION BY ROBINSON SECOND UDVIG APPROVE THE FIRST READING IN OF ORDINANCE 263, SECOND SERIES TEMPORARILY ESTABLISHING MORATORIUM ON AUTO SALES.

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

Nays: None

Motion carried 5-0.

B. Geographic Information Systems (GIS) Provider - Request for Proposals

Thunstrom reported the GIS Software the city currently uses was created by Bolton and Menk, Inc. Since the release of their services in 2017, the software has not been updated. This creates errors in mailings, updates to the water/sewer and infrastructure that has been installed or corrected since that date are not being completed. The GIS software is a computer based tool that is widely used by numerous city departments and consultants to map, store and analyzed information. Thunstrom also stated the council might want to consider what the city of East Bethel did when they recently updated their GIS system. They created a path for users to see information that is considered public.

Feldman said he likes the idea that we will be updating what we have.

Robinson asked by not just use Anoka County's GIS. The city GIS software is different from what is available through Anoka County. They do not track the individual land use and infrastructure specific to our City. The base of our system starts with Anoka

County information. Robinson asked about the expenses. Thunstrom said one larger city paid about \$24,000 for the startup and about \$12,000 annually. It will vary and depend on the features we would want. Robinson asked would we have to hire a person for this. Thunstrom said no, the RFP asks that they would be the administrator and maintain the program.

Robinson asked how would we pay for these services. This would be a budgeted line item. Thunstrom and Kohlmann stated it is an expense but what we currently are using has not been updated since 2017 and we have added a lot of new infrastructure that has been put in place and property changes since 2017 that are not currently updated.

City Attorney Dave Schaps explained how these licenses for these type of programs work.

Udvig asked in the future would we be able to print maps with information on it for residents. Would all the information be on these maps? Thunstrom said that would be more of a data request and have to figure out what we could print. They would be better off to still go to Anoka County for the maps.

Feldman stated being we made the break from Bolton and Menk we might as well go out for RFP's. Expense we don't want to spend but we need to spend.

Muehlbauer said so does Hakanson and Anderson have this? Kohlmann said I don't believe Hakanson and Anderson have the capability or someone on staff that does this for their company. Feldman said we need the updates.

Robinson isn't there any updates Bolton and Menk should have given us? Thunstrom said we would have had to pay for the updates. Not saying they can't bid on this.

MOTION BY MUEHLBAUER SECOND UDVIG AUTHORIZING THE CITY TO RELEASE A REQUEST FOR PROPOSALS TO UPDATE THE GIS SERVICES SPECIFIC TO THE CITY OF ST. FRANCIS. Motion carried 5-0.

C. Liquor Store Expansion Update

It was discovered during the building design, the existing Liquor Store is a legal non-conforming building because it has an existing 0' setback. The required setback for this type of commercial district now is 25'. This required a full redesign of the original 40' x 63' (2,520 square feet) expansion to meet the 25' setback for the addition. The new design of a 44' x 55' expansion resulted in an additional \$3,440 in design fees. It would build to the north of the building. The result of the redesign did result in a more functional design. Because with the new design of the addition it would make it a conforming addition. Feldman said we may not be on the same time schedule as previously presented because of what is going on in the world.

Bauer said he liked the idea of making the addition a conforming use. The price keeps going up but think it is a good idea to expand. I would agree to move forward.

Udvig agrees to move forward and agrees with Bauer. If you have questions on this, ask us, do not ask on Facebook. We are not hiding anything from you. We will give you the correct answers.

Robinson said it was first \$465,000, then \$642,000 now \$710,000. I thought the cooler expense was under estimated in the first place. This is really the only place in St. Francis that makes money for us. But why was the furniture, fixtures and equipment of \$10,500 not previously added. Along with an additional \$12,000 spread throughout, mainly because the site survey which needs to be sorted out. Why? I really don't believe this is a go to destination. It's more of a convenience. I am for scaling back. I think we need to get back to basics. Not opposed to it but let's take a second look. I want it to look nice. Again, now at \$710,000 I am for scaling back. There a lot of amenities here that don't make it a successful business.

Muehlbauer said I agree with a lot of what Robinson has said. I don't understand about it being non-conforming. When you are designing it and the amount of money we spent on that, shouldn't they have known it was non-conforming? Shouldn't that have been discovered by them? I'm shocked by the cost of it. On the fence with this.

Kohlmann said we can make it work, but we have to be able to make it work regarding the non-conforming.

Muehlbauer said didn't we say to stay under \$650,000, not happy with the increase. Feldman said we could take out some of the things too. We are planning for the future, to be competitive. We stopped the construction right now because we don't know about the COVID-19. We could hold off on the addition of some of the coolers. But we are going to do it right, right from the start.

Council continued on the construction and how we go from here.

Kohlmann said we started out with an extremely small expansion and then we kept adding on. He (Pearl Architect) is just trying to give us an estimate on the cost. It could come in less than the \$710,000. The one item that needs to be addressed tonight is the design plan and cost estimate. Feldman said we could always wait for the additional cooler installation.

Muehlbauer said what are we approving or committing and agreeing on tonight. Kohlmann said tonight would be at least for the design plans and cost estimate \$3,440 for a 44' x 55' addition. Feldman said have Pearl Architects give us options, like add ons.

After more council discussion, they all agreed to move forward with the redesign adding on to the north.

Bauer asked about the location of the fiber optics. Kohlmann said we can also have a basic addition with alternates.

MOTION BY MUEHLBAUER SECOND BAUER APPROVING A WORKSCOPE VARIANCE PAYMENT TO PEARL ARCHITECTURE ON THE 44' X 55 REDESIGN.
Motion carried 5-0.

10. **MEETING OPEN TO THE PUBLIC**

None.

11. **REPORTS**

A. **Administrator's Report – COVID-19**

Kohlmann reported on the COVID-19 pandemic and how it could affect the various departments. Will keep the council informed.

B. **Councilmember Reports -**

Muehlbauer – a person called about a recent lot split and had questions on it. Told him to call Kate.

Robinson – thanked staff, interesting times we are in.

Udvig – thanked staff and the extra hours. Call council if you have questions, stay home.

Bauer – not much to report, stay safe and support your local restaurants and use take outs/drive thru's and deliveries.

Feldman – thanked staff too, council is here to support staff. If you feel it is necessary, wear a mask. Use a common sense approach. You have a council in place that is not hiding anything. If you have questions, ask us. Even if the Hwy 47 takes longer, make sure it is done right; we will still be sitting down with MnDOT to discuss this further. Thanked council, Kate, Joe and Dave for coming tonight.

C. **Upcoming Events -**

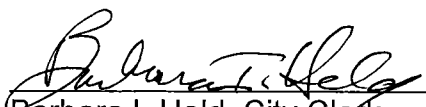
Apr 15 Planning Commission Meeting @ St. Francis Community Center 7:00 pm

Apr 20 City Council Meeting @ St. Francis Community Center 6:00 pm

May 4 City Council Meeting @ St. Francis School District Offices 6:00 pm

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:37 pm.


Barbara I. Held, City Clerk