

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

CITY COUNCIL MINUTES

MARCH 16, 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, and Robert Bauer. Sarah Udvig excused. Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Jason Windingstad, 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 ADDING COVID-19 EMERGENCY DECLARATION ORDINANCE TO THE AGENDA. Motion carried 4-0.

4. CONSENT AGENDA

- A. City Council Minutes – March 2, 2020
- B. City Council Work Session Notes – March 4, 2020
- C. Northern Lighter Pyrotechnics Fireworks Contract-Pioneer Days June 13, 2020
- D. St. Francis Fire Dept. Auto-Aid Enhanced Agreement with the Bethel Fire Department
- E. Accept the \$2,000 Donation from Blaine Blazin 4th Festival for Pioneer Days
- F. City Council Work Session Notes – March 9, 2020
- G. Calling for Hearing on 2020 Street Reconstruction & Watermain Improvement Project – Resolution 2020-20
- H. Payment of Claims \$452,725.30 (ACH 282E-283E & 286E \$183,813.60 and Check Numbers 77243-77322 \$268,911.70)
- I. Rivers Edge 2nd Addition – Amendment to Developers Agreement

Feldman asked to pull item D. from the consent agenda for clarification.

MOTION BY ROBINSON SECOND BAUER APPROVING THE CONSENT AGENDA A-C and E-I. Motion carried 4-0.

Mayor Feldman asked with this Auto-Aid Enhanced Agreement with Bethel Fire Department are we gaining or losing calls? Feldman asked Fire Chief Dave Schmidt to explain. Fire Chief Dave Schmidt reported we recognized there are service areas that we cannot service the residents at a highest level because of our geographical layout. We had one call on Dogwood Street and I drove through Bethel past their fire station to get to this address. That is why we are proposing to create a dual dispatch response for any significant incident from Tamarack Street to the eastern border of Bethel. Both fire departments would be dispatched simultaneously for those responses within that geographic area. Likely start sometime in mid-April because Anoka County Dispatch will need to complete a programming change.
MOTION BY BAUER SECOND MUEHLBAUER APPROVING THE ENHANCED AUTO-AID AGREEMENT WITH BETHEL FIRE DEPARTMENT. Motion carried 4-0.

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. **Ordinance 262, Second Series dealing with Top Soil (Second Reading)**

Thunstrom reported the City needed a definition of top soil in the Zoning Chapter. If approved this evening the ordinance would be effective April 20, 2020.

MOTION BY MUEHLBAUER SECOND ROBINSON APPROVE THE SECOND READING OF ORDINANCE 262, SECOND SERIES AMENDING CHAPTER 10, SECTION 2 "RULES AND DEFINITIONS".

Ayes: Feldman, Bauer, Robinson and Muehlbauer.

Nays: None

Motion carried 4-0

B. **Ordinance 263, Second Series Temporarily Establishing Moratorium on Auto Sales (First Reading)**

As per stated in the agenda report Community Development Director Kate Thunstrom stated the City currently allows auto sales in all commercial districts (B1, B2, B3) through the Conditional Use process including our redevelopment and Downtown District. Since that time the city has additionally adopted design standards for this area. This area is currently zoned B1 – Central Business District and will remain so in the 2040 Comprehensive Plan updates. As this industry continues to change it has been discussed that the downtown district may not be a suitable place for this type of

business. The City desires to conduct a study for the purpose of considering a possible amendment to the City's official controls to address the issues and questions relating to auto sales. The City finds that this Interim Ordinance gives us a year to protect the planning process and the health, safety and welfare of its residents. Council agreed this is a good idea.

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

Ayes: Bauer, Robinson, Muehlbauer, and Feldman.

Nays: None

Motion carried 4-0.

C. Rivers Edge – Sale of City Owned Property – Resolution 2020-21

Thunstrom reported The City obtained the parcel from Anoka County and does not have an identified use for the parcel. The developer of the Rivers Edge Development has approached the city with a Purchase Agreement to acquire the northwestern section to incorporate this parcel into the Development. The property was declared surplus on April 15, 2019

- Property Location: 236th and Rum River Blvd NW
- Current use: Vacant Land
- Property Zoned: R2 – Single Family Residential
- Permitted Use includes: Single and Two family residential units
- Lot Size: 2.45 acres
- Project to create: Single family villa units

Council discussed this offer at a work session on January 15, 2020 and staff was instructed to move the offer forward to a Council Meeting. The Planning Commission had a responsibility to review and comment as it relates to the use of the property and its ability to meet the consistency of the Comprehensive Plan. The Planning Commission completed this step on February 19, 2020. Legal has reviewed and approved the language within the purchase agreement. The next step is to approve authority for Staff to sign on behalf of the City.

Bauer asked how soon would they develop it. Thunstrom stated soon.

Robinson asked about the Villas will they be marketable. Thunstrom said yes, they should follow the same aesthetic as the single family homes.

MOTION BY BAUER SECOND MUEHLBAUER TO ADOPT RESOLUTION 2020-21 A RESOLUTION AUTHORIZING THE SALE OF CITY SURPLUS PROPERTY TO ST. FRANCIS LAND DEVELOPMENT LLC. Motion carried 4-0.

D. Emergency Ordinance Adopting a Proclamation and Declaration of Emergency

City Administrator Joe Kohlmann reported this Emergency Ordinance allows staff to bypass purchasing requirements if emergency equipment is needed; allows staff to make decisions regarding the health and safety of employees and residents, allows staff to potentially qualify for funding that could become available, and allows staff to hold council meetings electronically if need be.

There are all sorts of criteria. Trying to put everything together quickly. Just tonight before this meeting Governor ordered bars and restaurants closed. All reservations for community room and parks have been cancelled at least for the month of March.

Feldman said I don't think closing city hall right now is a good thing. Think we should stay open and be strong for the residents. Feldman also suggested placing the Liquor store expansion on hold.

Muehlbauer said if you don't have to be at work and can work from home, stay home.

Kohlmann said we are trying to figure this out.

Muehlbauer said city hall is a small area. So if you have the ability to stay home. Fire and police they are pretty self sufficient.

Feldman go ahead with the plan stage of liquor store expansion but let's wait this out. I think we should go with Microsoft 365 when Metro I-net gets the JPA in place.

Robinson said concern with liquor store staying open, let's put people before profit. Leave it up staff, this is all new to us.

Bauer said I don't know the right answer. Close the buildings and the phone could be forwarded.

Robinson close the doors but have someone come in to answer the phones and rotate.

Feldman said the department heads can figure this out. Phase it in if you can but do the best we can without setting panic in motion. We need leadership right now to be strong.

Kohlmann said after fire and police attend Anoka County Emergency Management meeting tomorrow we should know more.

Feldman agrees we need to be make changes as necessary. From day to day it is changing rapidly.

Robinson maybe put it on Nixle on what is decided.

Feldman said staff and residents need confidence and reassurance with us.

Bauer going to a skeleton crew now would be a good time. Have sometime protocol of cleaning up after each other. Limit contacts between staff members. Separate water people from sewer people to street people. We need to be smarter now than larger crews. Post a note on the door and go mobile and don't think we should wait. A lot of safety precaution we can do.

Public Works Director Jason Windingstad said he met with our whole group today. Our department is set up to run 24-7 right now. I think we kind of have a solid plan right now in place. We also will know more tomorrow after the emergency management meeting. Glad Joe (City Administrator) brought this forward this evening.

Feldman said I understand but I just don't know if we should go to 0 to 60 right now.

Schmidt said this is coming fast after us. This is a very real threat. This is not a week long problem that can change daily. The plans I think we are talking about are far ahead of what other cities are doing. This is not to be taken lightly. Information is changing daily. We have to have the flexibility to change day by day. This is serious. We have to be careful this is different. Should be proud of how staff has been discussing this. This emergency ordinance is a smart move.

Feldman said take this day by day and glad you (Dave) is fulltime.

Police Chief Todd Schwieger said the police department is taking this seriously. We have protocol that we are doing already. I do like this idea of approving this declaration of emergency this evening.

Feldman said we have to use common sense. We do know our staff and keep us informed.

Robinson is there a sunset or end to this? Kohlmann said when you lift it.

MOTION BY BAUER SECOND ROBINSON APPROVING ORDINANCE 2020-264,
SECOND SERIES AN EMERGENCY ORDINANCE ADIPTING A PROCLAMATION
AND DECLARATION OF EMERGENCY.

Ayes: Robinson, Muehlbauer, Feldman, and Bauer.

Nays: None

Motion carried 4-0.

10. **MEETING OPEN TO THE PUBLIC**

None.

11. **REPORTS**

A. Department Reports – Public Works Monthly Reports

Currently there are 14 outstanding meters. Windingstad stated we did change the way we are going into people homes. Had some rescheduled because of the what is

going on. Windingstad said I know you think this process has been long but this number is remarkable. I did go through this in another city and it took a lot longer. Feldman said Darcy said the software is working better too. We do have a meeting tomorrow on the billing. The pool of no reads will be eventually smaller. Feldman said once this is all said and done the leaks will be detected better, this is a good system. No fines this month if the bills are late. We don't generate revenue by fines, we generate revenue by growth. Good report. Feldman said glad Jen (Gulbrandson) sent out a letter to the neighborhood about what to and not to flush, think that helped too. Windingstad it is all about educating the people that really helps.

Bauer said I have been an advocate of bring revenue in by allowing pumping trucks for dumping. Windingstad said we did discuss this today. When a new plant goes in you want to make sure it runs well first. But once it is running good we can look at revenue sources. Feldman said we don't want hot loads. Feldman stated we want to protect our system. Right now we have 48% capacity. We have approximately 271 acres in play and our plant is set up for.

Muehlbauer said welcome aboard. Like the new software, I had a leaky toilet without knowing.

Robinson good report, welcome aboard.

Feldman said welcome aboard.

B. Councilmember Reports -

Bauer - let our residents know we are taking precautions to keep our city running smooth. Tell the employees use precautions if sick, stay home. At work we have our temperature checked, make sure you wash, wash your hands.

Robinson - put information out there and have some common sense. Professionalism and patience should prevail. Should be fine with our staff. We will learn a lot from this.

Muehlbauer - think of other people. Anoka County had a second case today.

Feldman - have some common courtesy. Before public goes on social media call city hall to get the facts. Our Facebook page should put out the correct information. Call city hall before you go on social meeting and ask questions.

Commend staff on handling what is going on and keep informed, patience and common sense will get us through this.

Bauer asked being we are in this room (Community Center) today unfortunately we could not stream the meeting. We should have been able to stream this meeting. We should have been able to use the meeting room(School District Board room). Good point Feldman said we will have to work on that in the future.

C. Upcoming Events -

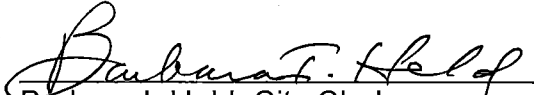
Mar 3 Presidential Nomination Primary Election Polls Open 7am to 8 pm

Mar 4 City Council Work Session @ City Hall 5:30 pm

Mar 16 City Council Meeting @ St. Francis Area Schools District Offices 6:00 pm
Mar 18 Planning Comm. Meeting @ St. Francis Area Schools District Offices
7:00 pm

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:33 pm.


Barbara I. Held, City Clerk