

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

CITY COUNCIL MINUTES

DECEMBER 16, 2019

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman.

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 Engineer Craig Jochum (Hakanson Associates, Inc.), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Supervisor Parish Barten, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. APPROVAL OF AGENDA

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

4. CONSENT AGENDA

- A. City Council Minutes – December 2, 2019
- B. Declaring Surplus Property/Forfeiture Vehicle - Resolution 2019-58
- C. Anoka County Economic Development – Memorandum of Understanding
- D. Kings Highway & Riverbank Lane Project – Pay Estimate No. 4 to North Valley, Inc. for \$60,879.28
- E. 2019 Water Meter Replacement Project – Pay Estimate No. 2 to Ferguson Waterworks for \$203,720.31
- F. Winning with Cops Receipt of Donation from CHOPS Pull Tabs of \$400.00
- G. Payment of Claims \$555,740.04 (ACH 274E-275E \$183,057.47 and check numbers #76783-#76886 \$372,682.57)
- H. 2019 Street Rehabilitation Project – Pay Estimate No. 2 to ASTECH Corporation for \$13,137.28

MOTION BY BAUER SECOND MUEHLBAUER APPROVING THE CONSENT AGENDA ITEMS A-H. Motion carried 5-0.

5. MEETING OPEN TO THE PUBLIC

None

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

A. **2020 Street Reconstruction & Watermain Imp. Project - Feasibility Report Resolution 2019-59**

City Engineer Craig Jochum referenced the agenda report in the council packet regarding the 2020 Street Reconstruction and Watermain Improvement Project. There are four project areas; Butterfield Drive (north of Bridge Street, Poppy Street & 229th Lane, the River Shores neighborhood, and a Rum River Blvd watermain loop. Jochum reviewed the proposed schedule for this project that includes a neighborhood meeting. Bid results will help determine final assessment. The public improvement and property assessment process will be carried out in accordance with MN Statutes chapter 429. The assessments will be calculated as per the City's Assessment Policy; water service assessments shall be 100% property owner, watermains shall be 40% property owner and 60% city, storm sewer shall be 40% property owner and 60% city. The assessment will be based on a 15-year period. Total engineer estimated cost is \$3,427,464. Funding sources will be Municipal State Aid (MSA), Water Fund, Stormwater Fund, local Street Fund, and City of Oak Grove. It is anticipated that a bond will be issued to finance the municipal water improvements. This bond will be re-paid by project assessments and user fees. More detail of the full project was provided in the packet. Staff looking for approval of resolution 2019-59, receiving the Feasibility Report and ordering Plans and Specifications for the 2020 Street Reconstruction and Watermain Improvement Project.

Mayor Feldman stated Riverbank Lane/Kings Hwy did the two hearings at one meeting. This will be handled a little different where there will be a public improvement hearing and also an assessment hearing.

Feldman asked how are you going to do this project. All at once? Jochum said we will probably do it in phases.

Udvig was curious about the neighborhood meeting; do people show up at these? Jochum said time slots will be given with the different development areas. They are very informal.

Bauer's only concern is do you see any sticker shocks with these projects? Jochum said hopefully not.

Muehlbauer did we get it figured out with Oak Grove's share of the Poppy Street project. Jochum said we have had meetings but they are not totally committed. Council asked what happens if they don't agree with the project. Jochum said in order to get MSA funds we need their partnership. Just in case they don't participate, that portion of the project could be split.

Robinson asked how old are the streets or when was the last time the streets were reconstructed. Jochum stated River Shores has the original 1979 6-inch thin wall PVC watermain, Butterfield Drive we'll replace the 1973 6-inch thick wall PVC watermain, Poppy Street the north end has 1973 watermain and the south part was done in late 1990's. What effects the MSA use of funds? Jochum stated all streets qualify except for 229th. There is different criteria the streets must meet; one being if the street is not wide enough you must have no parking on one side. Jochum said it will be good to display this information at the neighborhood meeting.

MOTION BY MUEHLBAUER SECOND BAUER TO ADOPT RESOLUTION 2019-59
A RESOLUTION RECEIVING REPORT AND ORDERING PLANS AND
SPECIFICATIONS FOR THE 2020 STREET RECONSTRUCTION AND WATERMAIN
IMPROVEMENT PROJECT. Motion carried 5-0.

B. Pawn Shop Regulation Vendor

Police Chief Todd Schwieger reported effective January 1, 2020 Automated Property Services (APS) will no longer be operated by the Minneapolis Police Department and therefore will no longer be in operation. Our local pawnshop did report to APS. We felt this type of service was a useful tool. It offered aid to the police department in local pawn regulation and investigation of criminal activity. So staff researched other vendors and found Business Watch International (BWI) and LeadsOnline who provide similar services and are used by agencies through out the nation. LeadsOnline is being used by other agencies in Anoka County as well as the State of Minnesota. Staff is recommending to move forward with LeadsOnline. The initial subscription agreement would be effective for a period of 3 years with an annual renewal fee of \$2,192 per year. Council asked what the city was paying per year with APS. Schwieger stated \$400 per year.

Feldman stated LeadsOnline is being used by Anoka County and State of MN. Pricing three-year contract for \$2192 each year also has a 60 day out clause.

Muehlbauer said can we still have the pawnshop reimburse the city with the per transaction fee?

Thunstrom stated raising the Annual Fee could be an option to make up for the per charge fee. Muehlbauer said I don't think the residents should have to pay for the per transaction fee. Chief Schwieger stated we were with APS 10 plus years. We will have the capability to look up on a data base lost or stolen goods whether we have a pawn shop or not. It is a good tool to have.

Robinson agreed with Muehlbauer what do other cities do. Schwieger stated when APS was in operation everyone was on that system. Easy to look up their data base. Robinson said I don't like the idea of paying more.

Feldman asked if the \$1000 annual fee is comparable with other cities. Thunstrom stated we could look at other cities if they are also going to change their annual fee due to the change. Thunstrom said we do want to remain competitive with our fees.

Udvig stated even if we didn't have the pond shop or it goes out of business doesn't mean we are going to get rid of this service. They expect us to investigate and helpful to have this tool.

Schwieger stated the police department used APS as an investigative tool and was used even before the pawnshop was open.

Robinson said I wasn't aware we were using it in the past, different spin on it. Muehlbauer agreed.

Bauer so we paid about \$400 a year in the past, can we have the company come back with a better price. Maybe we table this until we have more information of how the transaction fee will work.

Schwieger said these are the two major vendors. Most agencies are using them.

Udvig stated this is the last meeting before January 1st. Not a huge market for this type of company.

Feldman said he likes the out clause; why not try it one year. After one year, we can reevaluate the contract.

MOTION MUEHLBAUER SECOND UDVIG TO APPROVE THE CONTRACT WITH LEADSONLINE WITH THE CONDITION TO REVIEW IT AGAIN SEPTEMBER 2020. Motion carried 5-0.

C. 2019 Water Meter Replacement Project – Change Order No. 1

Jochum reported Change Order No. 1 is a no cost change order for the 2019 Water Meter Replacement Project. This change order is requesting a 60-day extension to the contract time. The reasons for the request to extend the contract time are as follows:

Item 1 -Delays from Opus 21 (Utility Billing Vendor for St. Francis) in creating a Neptune transfer file.

Item 2 - Delays from Connexus Energy in running power to the new collector site located at Highland Woods Park.

Item 3 - More time needed to address Utility customers that haven't replied to the project notifications sent by Ferguson Waterworks.

Item 3 is the main reason for the extension request. Approximately 140 customers have not responded to the notifications, that have been sent by the Contractor, to schedule a time to have their meters replaced.

Feldman said you actually could benefit you if you have old meters, might get better water pressure. Don't understand the holdout, comply.

Public Works Supervisor Parish Barten said Ferguson really wants to get this done. City Administrator Joe Kohlmann stated per our city code we have the right to go in and change our equipment.

Discussed different options the city has in order for last residents to have their water meter changed out.

Feldman said we don't like to charge fines but this needs to get done. It is so easy to comply.

Robinson said could we have our code enforcement officer knock on their door. Barten stated Ferguson does go back to the homes with door hangers and gives out notices.

Again discussed what the notices should say, potential water shut offs, huge fines. Public works staff would probably have to go out and read the non-compliant residents.

Feldman said stressed the urgency to get the meter's replaced and comply. Muehlbauer said I am not a huge fine person.

MOTION BY MUEHLBAUER SECOND BAUER TO APPROVE THE CHANGE ORDER NO. 1 FOR THE 2019 WATER METER REPLACEMENT PROJECT BEING DONE BY FERGUSON WATERWORKS. Motion carried 5-0.

D. Non-Union – 2020 Cost of Living

Kohlmann reported the Public Works Union contract was approved with a 3% Cost of Living for 2020. Staff is asking for consideration to be consistent with the Public Works Union and be provided a 3% COLA for non-union employees.

Udvig said she was okay with the 3%.

Bauer asked about the years of the Public Works Contract. Kohlmann they had a three-year contract that goes through 2020. Bauer said he was all for it.

Robinson asked is this national norm for government. Kohlmann said it was at the time when we settled the Public Works Union contract, it varies.

Feldman said we are being more than fair but not out of line.

MOTION BY BAUER SECOND ROBINSON APPROVE 3% COST OF LIVING ADJUSTMENT FOR THE 2020 WAGES TO NON-UNION EMPLOYEES. Motion carried 5-0.

E. Holiday Hours

Kohlmann said there was an error in his agenda report. Staff does not receive a ½ day off on New Year's Eve. During the Christmas and New Year's Day holidays it usually is a time you can anticipate a flood of time-off request. Wanted to see if council would be willing to close the city offices the day after Christmas and New Year's, both are Thursdays. Not very busy time right after a holiday.

Robinson said the sister cities are open Thursday and Friday. The regular citizens have to work the day after doesn't make logistical or common sense to close. We serve the residents.

Bauer said I agree with Robinson. Could we have had this request done earlier? At my work, I have to have my vacation in a year in advance.

Udvig agree with Robinson and Bauer, most of us will be working on the Thursday and Friday. Track to see what kind of traffic we have that day.

Kohlmann said we can make it work with staff, not a problem we'll stay open.

Feldman said as Robinson said we are a city and we serve the residents. Council consensus to keep the city offices open the Thursday after Christmas and New Year's.

10. MEETING OPEN TO THE PUBLIC
None.

11. REPORTS

A. Department Reports – Public Works Monthly Reports

Barten reported the last couple of weeks has been busy with snowplowing and cold weather.

Feldman spoke again about all the lift station pumps pulled; do not flush anything down that should not be.

Udvig said good reports. Snow banks are high already, remember proceed cautiously and carefully.

Bauer said clean water is coming out of our wastewater facility doing an excellent job. It takes man-hours to work on lift stations because someone flush something down the toilet that doesn't belong there. Plow out your fire hydrants, very important.

Muehlbauer nothing to add.

Robinson said can you introduce yourself and do you need help. Parish introduced himself and stated he has been with the City for fifteen years.

Feldman asked about the Oak Grove connections. Is everything going okay with the additional flow. Barten said yes we are seeing more flow. Could we entertain private dumping in our system. Barten said yes, in the future. Barten said they are still looking for more land for land application.

Discussion on the replacement of the former public works director. Barten said I have my Class A license.

B. Councilmember Reports -

Udvig - Friday there was a Safe Routes to School meeting, good discussion.

Feldman said MnDOT was going to have a meeting in December regarding Hwy 47 corridor. Thunstrom said their intent is to have a third meeting.

Bauer -Saturday went to Lions "Gathering of Friends" encourage people to attend it next year, good time. Enjoy the holidays, safe driving.

Muehlbauer - Winning with Cops event December 19, I cannot make it but encourage staff and our council to check it out, good events.

Robinson - had a work session December 11th. Working on a Christmas committee, rewarding. Gladiators wrestling tourney on Sunday December 22 come out and watch the little kids wrestle. Have a safe holiday season. Don't drink and drive.

Feldman- agrees don't drink and drive. Want to make sure Riverbank Lane/Kings Hwy residents know we still have a retainage from the contractor. until it is completed and signed off by council. City offices are closing at noon on Christmas Eve, closed Christmas Day, closed New Year's day. If you have a concern or issue bring it to us not on Facebook. We will look into. Help us to serve you better.

C. Upcoming Events -

Dec 5 Santa on the Fire Truck 5:30 pm in various neighborhoods

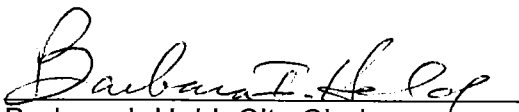
Dec 12 Santa at the SF Police Department 5-7 pm

Dec 16 City Council Meeting @ St. Francis Area Schools District Offices 6:00 pm

Dec 18 Planning Comm. Mtg @ St. Francis Area Schools District Offices-CANCELLED

12. ADJOURNMENT

There being no further business, Mayor Feldman adjourned the regular city council at 7:25 pm.


Barbara I. Held, City Clerk