

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

**CITY COUNCIL MINUTES
JULY 1, 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, Water/Wastewater Utility Supervisor Parish Barten, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill and Accounting Tech/Deputy Clerk Jenni Wida.

3. **APPROVAL OF AGENDA**

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

4. **CONSENT AGENDA**

MOTION BY BAUER SECOND UDVIG APPROVE THE CONSENT AGENDA ITEMS A-B and D-G AS FOLLOWS:

A. City Council Minutes – June 17, 2019

B. Ratify the Appointment of Jennifer Wida for the Acct Tech/Deputy Clerk position

~~C. Rivers Edge – Land Surveyor's Certificate of Plat Correction~~

D. The Meadows Development Agreement

E. Routine Replacement of Zero Turn Mower

F. HVAC Contract Renewal with UHL

G. Payment of Claims \$140,962.83 (Check #'s 76067-76113)

Motion carried 5-0.

4. C **Rivers Edge – Land Surveyor's Certificate of Plat Correction**

Update on the revisions on some of the numbers on the survey that was previously in the packet for the Rivers Edge Development.

MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE THE REVISIONS TO THE LAND SURVEYOR'S CERTIFICATE OF PLAT CORRECTION FOR THE RIVERS EDGE DEVELOPMENT. 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. Ordinance 249, Second Series - Chapter 6, Section 8. Pawn Brokers
Community Development Director Kate Thunstrom reported it has been identified that the City's pawnbroker license ordinance does not meet the needs of the City in regards to the type of process, State Statutes and fee requirements. Pawnshops are businesses with a strict reporting and tracking requirement. In order to get our ordinance in line we used existing cities, models from organizations with businesses that work with pawnbrokers to update our code. This will make sure we are meeting State Statute, law enforcement and tracking requirements. Due to the length of the revised ordinance, I have included the existing two-page code along with the drafted new code language for comparison. Thunstrom then went into more detail of what is all included in the revised ordinance.

Mayor Feldman asked about the control, looks like with the revision we have more control. Thunstrom said, correct.

Robinson – Business owner in full agreement? Thunstrom stated yes the business owner is in full agreement and is in aware of what is being presented.

The rest of the Council members were concerned that the business owner was aware of the licensing and that the business owner understood what would be required of him and the business.

Police Chief Schwieger said this would allow us to monitor what is going in and out of the business. Again, the business owner is aware of how the reporting will work.

MOTION BY ROBINSON SECOND BAUER APPROVING THE FIRST READING OF ORDINANCE 249, SECOND SERIES – CHAPTER 6, SECTION 8 ENTITLED PAWN BROKERS – PRECIOUS METAL DEALERS - SECOND HAND GOODS DEALERS.

Roll Call: Ayes: Robinson, Muehlbauer, Feldman, Bauer, and Udvig
Nays: None

Motion carried 5-0.

B. Ordinance 250, Second Series-Chapter 4, Section 6. Rental Housing Licensing

Thunstrom reported cities use rental programs to serve the community needs by holding property owners to a standard of safe and decent housing. The City established a rental housing license ordinance in December 2013. All properties starting January 15, 2014 with even numbered addresses would renew on even years and odd numbered addresses would renew on odd years. In 2017, staff worked with Council and reduced the rental program fees. Thunstrom then gave an overview of the staff recommendations that are included in the revised ordinance.

Mayor Feldman read from the packet the five bullet items from the memorandum on the changes that are being recommended by staff.

- Administering the Rental License as a business license to create a consistent and transparent process
- Clarifying language on when and how a property would require an inspection
- Removing language that is beyond the City's enforceable capacity
- Identifying site capacity and the process for conversion
- Creating a minimum standard of conduct to address properties with high volume call and enforcement issues

Feldman said I am all in favor of the recommended changes.

Bauer commented that he was in agreement because it didn't overstep homeowners versus renters.

Udvig stated that she is in agreement, as a renter I like to know what is going on.

Muehlbauer had no additional comments.

Robinson asked about adjusting the fee. Thunstrom stated that our fees were high compared to neighboring communities. We also tweaked the level of our costs and the fee for the number of units. Robinson questioned updates on fees? When would something like this need to be updated? Every two years? Thunstrom stated that updating would occur, as it is needed instead of fixing once it is broken. Robinson said it sounds like a reasonable proposal.

MOTION BY UDVIG SECOND MUEHLBAUER APPROVING THE FIRST READING OF ORDINANCE 250, SECOND SERIES – CHAPTER 4, SECTION 6 ENTITLED "RENTAL HOUSING LICENSING".

Roll Call: Ayes: Muehlbauer, Feldman, Bauer, Udvig and Robinson.
Nays: None.

Motion carried 5-0.

10. MEETING OPEN TO THE PUBLIC
None

11. **REPORTS**

A. Department Reports – Community Development /Building-Quarterly Report

Community Development Director Kate Thunstrom gave the council an overview of the department's last quarter's activity.

-MnDOT's second open house will be held Thursday, September 19th at the First Baptist Church. At this open house MnDOT should have some initial designs or ideas.

-Kwik Trip is seven weeks from completion.

-Meridian is still on track to break ground late summer.

- Bridge Street properties are in various stages.

-Meadows Townhomes closed with Joshua Markum Homes last week and have started building.

-Woodhaven Expansion are adding units.

-Rivers Edge continue to move forward with the next phases as well.

-Permits are down from last year but with the new projects coming in we should be at or above last year

-Permit Revenue is higher this year, 74% of the permit revenue this year is commercial (School buildings and Kwik Trip)

-Administratively, we continue to work with the DNR Variance, efficiency with in the department, ordinances and Comprehensive Plan.

-Code Enforcement, currently approximately 30 properties we are dealing with.

Mayor Feldman stated on page 5 of your report– of these 30 properties would some of these people be more likely to respond if they were updated with the codes or sent a reminder? Thunstrom stated that we have some that comply right away.

Mayor Feldman asked in your paragraphs you state, we have given some extensions, are these people complying. Thunstrom stated that yes they are in constant communication with staff. Mayor Feldman asked, once people are notified do they comply. Thunstrom stated yes they do, but once you start looking at the properties with multiple code violations they are not complying. Mayor Feldman stated that a meeting would be scheduled in the future for a work session to discuss this further down the road.

Udvig, Bauer and Muehlbauer - said good report.

Mayor Feldman– our commercial permits fees are split with Metro West Inspections – Thunstrom – correct we are splitting some of the fees with Metro West. Metro West has the designation with the State for the school buildings.

Robinson –like the comprehensive report. How do we compare with residential permits in other communities?

Thunstrom – we are on trend with what is around us. Further south there are more permits, but those are multi-family and higher density housing. We probably have more affordable single-family lots.

Mayor Feldman– The key to this is long-term development with reputable builders and developers. Also, like your report.

B. Councilmember Reports-

Udvig – Attended the school board meeting and had a farewell to Superintendent Troy Ferguson and welcome the new Superintendent Beth Giese.

Bauer – Enjoy the summer and be safe for the 4th, and don't over indulge.

Robinson - Night to Unite is coming up. It is important for neighbors to get together, beware of not leaving your garage open. Be safe for the 4th and respect your neighbors.

Muehlbauer - will be absent the next meeting, July 15.

Feldman – First I have a question for John (Schmidt -Liquor Store Manager) this year we didn't have food truck come to the store parking lot like last year. Schmidt stated he did contact a vendor and our paths have not crossed. Feldman said if we don't get one this year we can get one next year. Something was brought to my attention today, a problem that was created because they didn't call ahead. I have said this at numerous meetings. This person should have called ahead before building something. I can't emphasize this enough, before you dig, put a footing in or before you install HVAC - please call ahead before starting. Let's work together to serve you better. Please be safe with the fireworks this week and have a safe and happy 4th. Discussed the upcoming events: Free Car Seat July 11, Recycling Day July 20th, Night to Unite coming up.

Mayor Feldman asked Parish (Barten – Water/Wastewater Utility Supervisor), do you know how far the guys are on installing the solar panels on the signs? Barten said I believe there are one or two left. Feldman wanted to commend public works; there are six solar panels, we went from lithium to solar to charge the batteries. These signs will move around the city to capture speed of vehicles. Mayor Feldman stated this helps keep our community safe and our police officers safe as well. Good job on raising the height so that it is harder to vandalize. Riverbank and Kings Hwy residents have been notified of construction starting.

City Engineer Craig Jochum stated – Century Link and Connexus should be out next week. They should be able to start July 8th.

C. Upcoming Events -

July 4 City Offices Closed – Holiday

July 11 Free Car Seat Safety Clinic @ St. Francis Police Dept. 4-7pm

July 15 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm

July 20 Recycling Event @ LePage and Sons, 9 am - noon

Aug 5 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 6:37 pm.


Jenni Wida, Acct Tech/Deputy Clerk