CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
MAY 20, 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 Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Dave Schmidt, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**
MOTION BY MUEHLBAUER SECOND UDVIG APPROVING THE REGULAR CITY COUNCIL AGENDA. Motion carried 4-0.

4. **CONSENT AGENDA**
MOTION BY ROBINSON SECOND MUEHLBAUER TO APPROVE THE CONSENT AGENDA ITEMS A-F AS FOLLOWS:
A. City Council Minutes – May 6, 2019
B. Annual Routine Street Patch Filling Quote
C. St. Francis Area Chamber of Commerce – Parade Permit June 8, 2019
D. City Hall Copier – Lease Agreement
E. Master Partnership Agreement with MnDOT – Resolution 2019-20
F. Payment of Claims $320,402.20 (ACH 258E - 259E $151,153.41 & Checks #75928-075854 $169,248.79)
Motion carried 4-0.

5. **MEETING OPEN TO THE PUBLIC**
None

6. **SPECIAL BUSINESS**
A. Swearing in of Fire Fighters: Lucas Phelps, Will Mangan, Kristina Kizer, Isaiah Brunette, Albert Garza and Aaron Hill.
Fire Chief Dave Schmidt stated it is my honor and privilege as the Fire chief to stand before you tonight to introduce our latest group of fire fighters to complete their first

year of service to the citizens and visitors of our community. They have spent the last year going through the initial training. Chief Schmidt formally introduced the six fire fighters with a formal badge pinning ceremony.

Will Mangan invited Logan Robinson a St. Francis Fire Fighter and mentor to pin on his badge.

Lucas Phelps invited his father Rick Phelps who is also a St. Francis Fire Fighter to pin on his badge.

Isaiah Burnette invited a friend Paul Meyers to pin on his badge.

Albert Garza invited his father in law Tom Larson a retired Fridley Fire Fighter pin on his badge.

Aaron Hill invited his girlfriend Liz Jackson to pin on his badge.

Kristina Kizer invited her husband Tim Kizer a St. Francis fire fighter to pin on her badge.

Mayor Feldman said thank you to the fire fighters and thank you for your service. Council also said thanked them and appreciated their service.

B. Abdo Eick & Myers: 2018 Annual Audit Presentation

Justin Nilson of Abdo Eick & Myers thanked the city for hiring their firm to be able to be your auditors and staff for their help. Nilson gave a power point presentation on the 2018 Annual Financial Statement Audit.

Mayor Feldman thank Nilson for the audit and thank him for the graphs in the presentation, easy to read and follow. Feldman touched on a couple different departments and liked what he sees.

Muehlbauer also thanked him for the presentation.

Robinson asked about the comment on segregation of duties. Nilson stated it is a common finding in smaller cities but just want you to be aware of it, some suggestions are in the management letter. Robinson said so this is a common situation, Nilson said yes.

Sarah thank you for making this understandable.

Finance Director Darcy Mulvihill also wanted to thank Abdo Eick & Myers.

MOTION BY UDVIG SECOND ROBINSON TO ACCEPT THE 2018 ANNUAL FINANCIAL STATEMENT AUDIT. 4-0.

7. **PUBLIC HEARING**
None

8. **OLD BUSINESS**

A. Joan O'Brien-Waller/Richard Waller: Special Assessments on 2019 Property Taxes 23040 Butterfield Drive NW Administrative Fines – Resolution 2019-18

Community Development Director Kate Thunstrom reported since last council meeting we did an inspection of the property at 23040 Butterfield Drive. Staff recommends to lower the Administrative Citations to $1,500 to cover staff time. In addition, it is recommended to continue the assessment for utilities, $1,146.32 and stormwater fee, $66 for a total of $2,712. A resolution would be forwarded on to Anoka County if council is in agreement.

Feldman thanked Thunstrom for reaching out to Anoka County housing rehabilitation program for some assistance. Six notices were sent between October 2015 and December 2017. Try to be as fair as possible but this has been going on for four years. I would suggest we assess $1,500 for the notices sent from 2015-2017 and $1,500 for the notices sent in 2018, keep the $1,146.32 for the unpaid utilities and $66 for the unpaid stormwater (MS4) fee for a total $4,212.32.
I feel this is right. I understand there has been some health and family issues, glad you contacted city hall… getting a break this time for extenuating circumstances this time but don't let it happen again. Suggest you work worth us.

Udvig was a little uncomfortable with the $2,712.32 and think $4,212.32 is fair and they have been making improvements and hopefully continue.

Muehlbauer said in the future communicate with staff and agrees with the mayor's amount.

Robinson said it's fair, firm and reasonable with that amount. What is the timeline on this? Mulvihill said the original assessment is on their 2019 tax statement. The resolution will be sent to Anoka County.

Kohlmann said the resolution would need to be amended changing the administrative fines to $3,000. Feldman said I think we were fair, firm and square here. I think we all learned something here.

MOTION BY MUEHLBAUER SECOND UDVIG TO ADOPT RESOLUTION 2019-18 A RESOLUTION FOR APPLICATION FOR ABATEMENT OF SPECIAL ASSESSMENT FOR PROPERTY LOCATED AT 23040 BUTTERFIELD DRIVE NW TO THE AMENDMENTS THAT WERE DISCUSSED CHANGING $1,500 TO $3,000.
Motion carried 4-0.

B. Ordinance 248, Second Series: Amending the Fee Schedule (Second Reading)

Thunstrom reported the amendment to the fee schedule included three changes. Adding a per transaction item to the Pawnbroker Fee, language addition to the Building Plan Review fee and a small cell fee.
MOTION BY ROBINSON SECOND MUEHLBAUER TO APPROVE THE SECOND READING OF ORDINANCE 248, SECOND SERIES AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING FEE SCHEDULE.
Roll Call: Ayes: Udvig, Feldman, Muehlbauer and Robinson
Nays: None
Motion carried 4-0.

9. **NEW BUSINESS**

A. Summary Publication for Ordinance 248, Second Series – Resolution 2019-19
MOTION BY MUEHLBAUER SECOND UDVIG TO ADOPT RESOLUTION 2019-19 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 248, SECOND SERIES.
Motion carried 4-0.

B. Street Reconstruction Project – Project Schedule and Workshop
City Engineer Jochum reported they are preparing preliminary plans and specifications for the reconstruction of a portion of Poppy Street, Butterfield Drive, Zea Street, and 225th Lane, 226th Avenue and Tulip Street in the River Shores neighborhood. All of these streets are on the City's Municipal State Aid (MSA) system and MSA funds are proposed to be used for the street and storm related items of this project. A map was in the packet of each street segment. The improvements will include the complete reconstruction of the street surface and some improvements to the storm sewer and watermains and water services. The watermain and service improvements are generally in the River Shores neighborhood and on Butterfield Drive. Jochum is asking for a workshop on June 12 to discuss this further. Council directed staff to set a Work session for June 12 at City Hall starting at 5:30 pm.

10. **MEETING OPEN TO THE PUBLIC**
None

11. **REPORTS**

A. Public Works – Monthly Report
Public Works Director Paul Teicher gave his monthly report for all four departments. They are currently transitioning from winter to summer mode.

Feldman asked on the roads that will be repaired next year would they be patched as needed this year? Teicher said yes. We do have a street surface improvement plan for patching being bid out for the other streets.

Would like to see in the future electronic meter reading.

Council thanked Teicher for the efficient and easy to read report. Robinson asked if they keep the street sweeping material. Teicher explained the different uses of the material that they have tried. Muehlbauer asked about the HVAC work that was completed. Udvig good report and the water fountain has some pennies in it already. Compliment you Paul, Todd and Dave for having great staff. Always very friendly to the kids.

B. Councilmember Reports-

Udvig – went to a block captain meeting a couple weeks ago. If you want to be a block captain contact Lori at the police department. Attended the Madrigal dinner at the high school. Encourage people to purchase the Pioneer Days button and coupon book. Many opportunities to volunteer too during Pioneer Days.

Robinson opportunity to sit in front of three fifth grade classes was accompanied by Schoolboard member Jake Humphreys and East Bethel Mayor Voss. They had very good and pointed questions. Happy to be a part of that. Sounds like the survey numbers for the MnDOT public input are down. For as much noise that was made when the tragic accident happened it is disappointing of the low count for the survey and attendance at the public meetings. Something terrible happened and people rose up and where are they now. MnDOT was well represented. Let's stay involved. What MnDOT does is for the long term.

Muehlbauer get off social media for 5 minutes and complete the MnDOT survey. Attended the last school board meeting. Thanked the Police Chief and the two SRO officers that spoke. Met the new school superintendent.

Feldman this is the time to put your input in. When you have these times to speak and give input you need to. Some responsibility you need to take yourself. Keep an open mind; get the facts from MnDOT or us. Go to our website or directly to MnDOT. This Wednesday I will be going to a social studies class. First three-day holiday this summer, be safe and do not drink and drive, please don't do it. Enjoy the holiday. Bike Rodeo May 30, Pioneer Days June 7-9, parade route is changed this year. Before you go out on social media please ask us, contact us. Thanked all department heads and staff.

Wish everyone a good holiday weekend and hopes the weather cooperates.

C. Upcoming Events -

May 22 MnDOT Meeting @ Police/Public Works Facility 8 am - Noon
May 27 Memorial Day – City Offices Closed
May 30 3rd Annual Bike Rodeo @ SF Police Department 5:00 – 7:00 pm
June 3 City Council Meeting @ St. Francis Area Schools District Office 6:00 pm
Jun 7-9 Pioneer Days Weekend

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:16 pm.

Barbara I. Held, City Clerk