

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
APRIL 17, 2017

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 Jerry Tveit, Joe Muehlbauer, Robert Bauer and Rich Skordahl. Also present City Attorney Scott Lepak (Barna, Guzy & Steffen), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Matt Kohout, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

MOTION BY BAUER SECOND MUEHLBAUER TO APPROVE THE AGENDA AS PRESENTED. Motion carried 5 -0.

4. **CONSENT AGENDA**

MOTION BY FELDMAN SECOND TVEIT TO APPROVE THE CONSENT AGENDA ITEMS A-H AS FOLLOWS:

- A. City Council Minutes – April 3, 2017
 - B. Accept the Letter of Resignation from Fire Fighter Jennifer McDonough
 - C. Approve Pay Request No. 21 for \$143,736.00 to Gridor Construction for Wastewater Treatment Improvements
 - D. Acknowledge the donation from the St. Francis American Legion to the Police Department
 - E. Acknowledge the donation of \$2,000 from Blaine Festival for Pioneer Days
 - F. Authorization to place an Ad for a Part Time Fire Chief and approve job description
 - G. Discontinue the Contract with Stericycle and use Hazardous Waste Experts on an “as needed” basis
 - H. Payment of Claims \$512,302.92 (ACH 189E-190E \$334,443.70 & Checks #72328-72408 \$177,859.22)
- Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

None

7. **PUBLIC HEARINGS**

None

8. **OLD BUSINESS**

None

9. **NEW BUSINESS**

- A. Northland Securities – George Eilertson of Northland Securities before you to talk about the possibility of refunding one of the City's bond. Eilertson explained the different bonds the City has issued in the past years.
- 1) Possible Refunding of the \$8,200,000 EDA Lease Rev Bond, Series 2012A: The new issuance of \$7,520,000 General Obligation Refunding Bonds, Series 2017A will advance refund the 2018-2037 maturities of the Economic Development authority of the City's Public Project Lease Revenue Bonds, Series 2012A. The new bonds will mature annually on February 1. We wouldn't change the date of the maturity date but look at lowering the interest rates. Good opportunity for the city to save money on interest. The EDA Bonds have annual Trustee fee of approximately \$1,600 compared to the annual Paying Agent fee of \$495. This fee differential will create an approximately \$17,000 overall savings over the remaining term of the bonds. Bauer asked if we could shorten the length of the bond would it lower the interest rate. Eilertson said yes it would lower the interest rate. Feldman asked if it makes a difference with shortening the number of years. Mulvihill if we would cut out a couple years our upfront cost (principal) would be higher. Tveit said the savings now is worth more than probably years down the road.
- 2) Resolution 2017-11 Approving the Issuance of General Obligation Capital Improvement Plan Bonds, Series 2017A: MOTION BY TVEIT SECOND BAUER TO ADOPT RESOLUTION 2017-11 APPROVING THE ISSUANCE OF GENERAL OBLIGATION CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2017A. Motion carried 5-0.
- B. City Website – Staff has looked into website upgrades to offer a professional, secure, ADA compliant and accessible format. Features include a mobile-friendly design, email newsletter subscription, property listings (commercial/industrial) to assist in city development, and business directory. Two proposals were received. One from Revize and the other from Aha Consulting. Information on both of the company's features was included in the council packet. Feldman said the changes won't go into effect until August. Feldman stated the benefits are more updated information, availability to subscribed and be able to search the site easier. We are trying to get the get the public involved. Muehlbauer said you can currently search all codes it will just be easier. Feldman said I think Aha is a better fit with Municode and more user friendly. MOTION BY MUEHLBAUER SECOND SKORDAHL TO ENTER INTO A CONTRACT WITH AHA CONSULTING TO UPGRADE THE CITY'S NEW WEBSITE. Motion carried 5-0.
- C. Municode-Online Code – Staff has reviewed services that offer an easier search feature for our website database. Several neighboring cities use the company Municode. There were a number of features they offer that staff feels would benefit our users when looking up our city code and ordinances.

MOTION BY BAUER SECOND TVEIT TO ENTER INTO AN AGREEMENT WITH MUNICODE FOR THE CONVERSION OF THE CITY'S DATABASE AND REPLICATION OF THE CITY CODE. Motion carried 5-0.

- D. Rental Housing Licensing – Program Revisions – The City finalized a rental housing license ordinance in December 2013 and implemented in 2014. Community Development Director Kate Thunstrom provided the City Council a history of how the rental program is working. We need to continue to create a program that serves the community needs by holding property owners to a standard of safe and decent house we do need to continue to review our fee schedule. Staff is recommending amending the changes in the fee structure along with adding a late fee, a conversion fee and a re-inspection fee. All fee changes would be reflected beginning with the 2018 Fee Schedule. The proposed fee structure was part of the council packet. Also with the amendments to the fee schedule we could also like to revisit the city code language and application forms. Feldman said these proposed numbers are more friendly than the past numbers. Can we review these numbers annually? Skordahl said it was a problem we had to deal with and glad we are re-valuating this. Tveit said I have hears from some landlords too. Tveit said what ordinance would we follow. Thunstrom said we will look at surrounding cities look at more health safety issues. MOTION BY TVEIT SECOND MUEHLBAUER AMENDING THE 2018 FEE SCHEDULE FOR RENTAL HOUSING TO INCLUDE THE NEW AND RENEWAL FEE STRUCTURE, ADD A LATE FEE, ADD A CONVERSION FEE, ADD A RE-INSPECTION FEE AND INSTRUCT STAFF TO REVIEW AND UPDATE CITY CODES. Motion carried 5-0.
- E. City Newsletter Quotes – The City was working with local agency for our printing of the newsletter and was questioned by another vendor. So the City reviewed the pricing and services of several additional printing offices. Seven quotes were received. Feldman said I talked to staff today and they really have been impressed by Minuteman Press who also was the low quote. Also sounds he is going to join the Chamber. MOTION BY SKORDAHL SECOND MUEHLBAUER TO GO WITH MINUTEMAN PRESS FOR THE PRINTING AND SERVICES OF THE NEWSLETTER. Motion carried 5-0.

10. **MEETING OPEN TO THE PUBLIC**

- A. Liz Fairbanks, 24360 Yukon Street, sprinklers were on last year in the park at around 5 pm not a good time for the sprinklers to be on.

Also by my house, there are two houses going up and there seems to be a large hole. I am concerned with the large hole, it needs to filled up.

Feldman just wanted to remind everyone that we now have two “meeting open to the public” on the agenda. No clocks anymore but be reasonable with your request.

11. **REPORTS**

- A. Administrator's Report – Kohlmann reported that the city received an offer from someone interested in the property located at 4201 St. Francis Blvd. The offer is below the value that we are asking. Feldman said we do have to be careful in our discussion because we choose not go behind closed doors and have a closed meeting. Difference between asking price and what they are offering are close. Tveit said from a business perspective it doesn't hurt to ask a lower price. People have complained we(the city) have too much property. I would be in favor in going for it. Muehlbauer said I can argue either way. Thunstrom said I have talked to small businesses that say they can't afford rent here or find a place. Bauer asked who would receive the interest. Thunstrom if we would finance it we would. Tveit said by selling this property we do put it back on the tax roll. Skordahl said I agree with Tveit let's get this property back on the tax roll. Skordahl asked if this was through the firm the City hired. Thunstrom said yes, this is from our commercial broker we hired and it is going through that process. Feldman said Tveit brings up a good point with getting this parcel back on the tax roll. Kohlmann said we will have legal review the documents. Feldman asked if they fault where are we on the list of being paid back. Lepak stated we will address that topic in the documents being prepared.
- B. Public Works Director - Monthly Report – Public Works Director Paul Teicher gave his monthly report. Road restrictions did go off on Friday, April 14th. We are now treating the water down at the WWTF. We are about 90% completed. MPCA will be out on Wednesday. We will be getting our official startup date soon and then will have 90 days to be in compliance.
- C. Councilmember Reports –
Tveit said been in contact with residents about our work session. A lot of positive things going on.

Muehlbauer stated at the work session we talked about Sunday liquor, animals, and meeting times. Kohlmann said I have not had a chance to talk to one of the council members regarding the meeting time.

Bauer stated ISD #15 Bond referendum meeting here at 7:00 pm tomorrow night. Election is May 23rd, remember to vote.

Skordahl would like to see bullet points on what is coming up on the agenda. It is on the website but I think it should be under council/mayor or somewhere. I just want to say “thank you” to every single one of you that work at a health care facility. My father just passed away and the staff at all of the different facilities were great, thank you again.

Feldman also said the ISD #15 Bond Referendum information is on our website too. So read it and be informed. Meeting will last as long as it takes to complete the city's business whether they are meetings or work session.

Feldman said in regards to what Liz said earlier please call city hall and find out what is going on. Here to help you.

Round about remember signal your turns when you exit the roundabouts.

Pioneer Days is coming and our recycling is also next Saturday, need volunteers.

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 6:51 pm.

Barbara I. Held, City Clerk