

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
JUNE 5, 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 Assistant City Attorney David Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Administrator Joe Kohlmann, Community Development Director Kate Thunstrom, Police Chief Todd Schwieger, Fire Chief Matt Kohout, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

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

4. **CONSENT AGENDA**

MOTION BY MUEHLBAUER SECOND SKORDAHL TO APPROVE THE CONSENT AGENDA ITEMS A-E AS FOLLOWS:

- A. City Council Minutes – May 15, 2017
 - B. Hire Part Time Liquor Store Clerk Rhonda Knutson and Lacey Levitt
 - C. Adopt the Amended Sections of the Police Department Policies Handbook
 - D. Stericycle Service Agreement
 - F. Payment of Claims \$203,224.73 Checks # 72561-72644
- Motion carried 5-0.

5. **MEETING OPEN TO THE PUBLIC**

- A. None

6. **SPECIAL BUSINESS**

- A. Abdo, Eick & Meyers – 2016 Annual Financial Audit Report – *This was delayed until representative is present. Moved on to 8 A.

At 6:38 pm Justin Nilson of Abdo, Eick & Meyers gave a power presentation on the 2016 Audit. The City Council thanked Nilson. The fund balance was discussed. 2018 is the first year that we will be partnering with nine other cities for sealcoating roadways to keep the cost down. We are preparing our plans ahead of time.

7. **PUBLIC HEARINGS**

None

8. **OLD BUSINESS**

- A. Pete Karpe – Administrative Fine-Reduction Request – Pete Karpe, 24069 Rum River Blvd. Feldman asked if there was anything you want to add since your last request. Karpe said I don't think so. Feldman said I do have a number of questions. Feldman read the timeline that was outlined by city staff. Karpe said the project was now completed. Feldman asked what year was the building construction started. Karpe said 2007. Feldman said I don't remember you coming before the council the last couple years because I sat out there, are you coming back now because it is a new council. Karpe stated I am asking for some leniency on the fine, what did the fine accomplish.

Tveit said by the notes, the first administrative notice was in 2013, did you ever come before the city council during the first meeting in November to contest the assessment.

Karpe explained what happened when different mortgage companies had their mortgage. We didn't even know who had our mortgage. I didn't disagree with the fine but did disagree with the amount.

Tveit said the intent of the administrative fine is to encourage you to act in a certain way. It takes a lot of city resources. Karpe said if council feels the \$4,600 is reasonable, okay.

Muehlbauer said I completely understand what you said, what did the fine accomplished. I think the staff time should be paid back. We are basically a non-profit organization. The timeline is baffling. I don't know the total staff time that was put into this.

Tveit said I am a firm believer the fees to be equitable. If we do it for one, we need to do it for all. Policy needs to be consistent. Other people have paid their citations, do we go back and re-pay them if we reduce yours.

Karpe said was it equitable for a couple years for staff not to come out and still fine me.

Feldman said if the council was going to be mean, we would have continued with the fees. I would have been fighting this since you received the first fine. Karpe said if the council feels \$4,600 is equitable, reasonable I have nothing further to say.

Skordahl said I do remember Mrs. Karpe came before the council not sure exactly when. Our fee schedule is fair. We have to have some teeth in our fines. Question is not that is it equitable, it is fair. Do we have Karpe give back some community service to the City to bring the dollar down?

Karpe asked Kohlmann if you had a total of staff hours. Kohlmann said to the council we could back with staff hours if the council wants them.

Bauer said he agrees with Skordahl, our fee schedule is fair. My question is more about after the first \$100 fine if you came to the city and say you can't finish. How do we get residents to pull a permit and suddenly have a life changing event and be able to pull out? That is what my concern is. Feldman asked Thunstrom to explain how this works.

Thunstrom explained the process. At every notice they are given opportunities to come forward. If an appeal would have been received the fees would have stopped from that point on and would have gone through the appeal process. A third party administrative hearing officer would have come in to hear both sides. Karpe said I was never given the opportunity.

Muehlbauer said I am willing to believe that on any of your citations there is somewhere on there saying who you could call or what to do.

Tveit said you would have been sent a notice also to appear before the council at the first meeting in November to contest the assessment.

Feldman asked Thunstrom if an opportunity was provided. Thunstrom again explained the appeal process. Feldman said we need to be consistent. The timeframe is what I am not receptive to. Project started in 2007 and we are now talking about it. We have given you the attention you deserve. I don't think I want to have you do community service which would include more staff time.

Karpe said there is a lot that our stable does that we don't get paid for. Karpe thanked the council for their time.

No council action was taken.

9. **NEW BUSINESS**

- A. Ordinance 229, Second Series – Text amendments to certain sections (First Reading) Simple text amendments for our code. Positions, roles and responsibility have changed over time. These amendments will help and ensure that we will have the most accurate city code for the new website. MOTION BY SKORDAHL SECOND MUEHLBAUER TO ADOPT THE FIRST READING OF ORDINANCE 229, SECOND SERIES, TEXT AMENDMENTS AMENDING 1-1-2-C, 2-2-2, 2-2-3-B, 2-3-2,-7-2-A, 2-7-2-B, 2-7-2-C, 2-7-3-A, 2-7-4-E-1, 2-7-4-E-2, 2-7-4-F-1, 2-10-1, 3-3-8-F, 3-3-9-B, 4-5-1, 6-1-3-A, 6-1-3-D, 6-1-5-B, 6-1-5-F, 6-1-11, 6-6-4-B, 6-1-3-A, 6-1-3-D, 6-1-5-B, 6-1-5-F, 6-1-11, 6-6-4-B, 6-6-4-E, 7-2-1-C, 7-2-1-D, 7-2-1-E, 7-2-3-B, 7-2-3-D, 7-2-3-E, 7-2-3-F, 7-2-5-B, 7-2-5-C, 7-2-5-D, 7-2-6-A, 7-2-6-E, 7-4-4-B, 8-2-3-B, 8-3-1-C-1, 8-3-1-R, 8-3-1-V, 8-7-2-B, 8-7-2-C.

Roll Call: Ayes: Feldman, Bauer, Skordahl, Tveit and Muehlbauer Nays:
None. Motion carried 5-0.

- B. Fire Department – SCBA Air Pack Purchase & Resolution 2017-13 Transfer of Funds – Fire Chief Kohout referenced his agenda report on the departments Self Contained Breathing Apparatus (SCBA). The existing SCBA's are non-compliant to current standards without major overhaul. Currently the fire department has approximately 20 individual SCBA units and 40 Air Bottles. Each firefighter has their own fitted SCBA mask. The officer researched the different vendors and recommended Emergency Response solutions of East Bethel, Minnesota with a quote of \$139,113.70. Feldman said I feel this is an important and a necessary item. This is an unbudgeted item but considers this as an emergency item. The funds will be transferred out of the liquor store fund to purchase the SCBA's. MOTION BY FELDMAN SECOND MUEHLBAUER ADOPT RESOLUTION 2017-13 A RESOLUTION AUTHORIZING THE TRANSFER OF \$139,113.70 FROM THE LIQUOR STORE FUND TO THE CAPITAL EQUIPMENT FUND FOR THE PURCHASE OF SELF CONTAINED BREATHING APPARATUS (SCBA) FOR THE FIRE DEPARTMENT. Motion carried 5-0.
- C. Public Works – Routine Replacement of Emergency Snow Removal Truck – Public Works Director Paul Teicher stated I can answer any questions you may have regarding the purchase of 2018 Mack Truck. We did try and save this truck a little longer but it didn't pencil out to keep it any longer. The 2004 International single axle dump truck has been in service for approximately 13 years. At the time of the purchase it was put on a 10 year replacement plan due to the harsh environment it had to exist in. Feldman stated the truck that we have was before Teicher was hired and was purchased from a warmer climate and some thought was not put into it. This was a budgeted item originally for 2015 so it is still in the budget. The trade value is not in there. In 2015 the trade in value was \$42,000 but I do not think we will get that now. The new truck has a design that will allow one pass instead of two. A larger engine will also provide more power resulting in less downtime due to overheating during heavy snowfalls. This truck will also carry more salt. So we will be able to salt and plow at the same time. Feldman said so now we will be more efficient and a budgeted item. With the trade in and the cost of truck and snow plow equipment, we are hoping to be close to our budgeted \$200,000. Teicher said it will likely be a year out before we see this vehicle. MOTION BY TVEIT SECOND MUEHLBAUER TO PURCHASE THE MACK CAB AND CHASSIS SPECIFIED BY NUSS TRUCK PER MN STATE BID CONTRACT IN THE AMOUNT OF \$117,987.00 PLUS TAX AND LICENSE , DOES NOT INCLUDE TRADE IN AND AUTHORIZING THE PURCHASE OF THE PLOW EQUIPMENT FROM TOWMASTER PER MN STATE BID CONTRACT IN THE AMOUNT OF \$117,993.00. Motion carried 5-0.

- D. Riverbank Lane Work Session-Work session will be set for Tuesday, June 13, 2017 and not the June 12th date as previously noted. A letter will be sent out tomorrow to all residents regarding the work session. MOTION BY TVEIT SECOND BAUER TO HOLD A WORK SESSION TO DISCUSS THE RIVERBANK LANE/KINGS HWY STREET IMPROVEMENT ON JUNE 13, 2017. Motion carried 5-0.

- E. July 3rd City Council Meeting- Bauer said he will be out of town July 3rd. Tveit's said I am in favor of cancelling, Skordahl agreed and stated I don't expect staff to stay in town. MOTION BY BAUER SECOND FELDMAN TO ADOPT RESOLUTION 2017-14 A RESOLUTION CANCELLING THE JULY 3, 2017 REGULAR CITY COUNCIL MEETING. Motion carried 5-0.

10. **MEETING OPEN TO THE PUBLIC**

- A. NONE.

11. **REPORTS**

- A. Community Development Monthly Report – New building permits on the May report show 31 but have about 10 in progress. The City currently has had more new home construction than all of last year. Thunstrom gave an overview of different Economic Development Highlights for this year.

Skordahl asked if there is any change in the whole in my neighborhood. Thunstrom reported he did submit an excavation permit, waiting for an escrow to repair the damage to the street and a right of entry permit. Staff will notify him the fence needs to be maintained and up at all times. The property owner wants to move forward with a building permit.

- B. Councilmember Reports- Skordahl said your (Feldman) message is getting through about signaling in the roundabouts. This is a week late but this last weekend I visited Fort Snelling, everyone should go to a national cemetery very impressive. At work we had the opportunity to meet Senator Benson. Was not any party affiliation, she came and spoke to the company. She was very interesting to listen to. So if you get a chance, go and listen to a political representative.

Bauer reported everyone is gearing up for Pioneer Days this weekend. Fire Department will have Bingo; brats/hot dogs and Cold Stone ice cream at the fire station after the parade. Enjoy the whole weekend.

Muehlbauer said on the Chamber's website for Pioneer Days they are still looking for volunteers this weekend. Also a resident asked me when will be have our first town hall meeting.

Tveit stated I too would like to talk about Pioneer Days and all of events going on.

The St. Francis Ambassador Program will have their coronation this Saturday at 3:00 pm at the St. Francis Elementary School. Our mayor will be handing out certificates to the outgoing royalty. They do a great job for St. Francis. Last Friday, I had the privilege to see my daughter graduate, congratulation to Class of 2017. Police did a great job on getting people through the roundabouts. With school now out, watch out for all the kids.

Feldman said he is on trash and barricade duty along with handing out certificates to the St. Francis Ambassadors during Pioneer Days. Glad people are signaling. Not required by law but a good thing. Agree kids will be out. Our newsletters will be going out soon, please read it. There is a lot of good information in there.

Skordahl stated I know Night to Unite is a ways away but let's have a discussion on what we will be doing.

Feldman said we want you to come to meetings and your engagement; we would like to hear from you. Enjoy Pioneer Days.

Tveit said the last half a dozen meetings people are coming here on issues after the fact. So much easier to guide people before you start do something.

Feldman said we do respond to emails and phone calls.

- C. Upcoming Events - June 6 Bike Rodeo @ St. Francis Police Department 6-8:00 pm
June 8 Car Seat Safety Clinic @ St. Francis Police Dept. 3-6:00 pm
June 9-11 Pioneer Days
June 16 Movies in the Park "Hotel Transylvania 2" Comm.Park @ dusk

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:27 pm.

Barbara I. Held, City Clerk