

1  
2 CITY OF ST. ANTHONY  
3 CITY COUNCIL REGULAR MEETING MINUTES  
4 MAY 9, 2023

5 **CALL TO ORDER.**

6 Mayor Stille called the meeting to order at 7:00 p.m.

7  
8 **PLEDGE OF ALLEGIANCE.**

9  
10 Mayor Stille invited the Council and audience to join in the Pledge of Allegiance.

11  
12 **ROLL CALL.**

13  
14 Present: Mayor Stille, Councilmembers Jenson, Randle, Walker and Webster.

15  
16 Absent: None

17  
18 Also Present: City Manager Charlie Yunker and City Planner Steve Grittman.

19  
20  
21 **CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION ON ALL OF THE FOLLOWING**  
22 **ITEMS.**

23  
24 **I. APPROVAL OF MAY 9, 2023 CITY COUNCIL MEETING AGENDA.**

25  
26 Motion by Councilmember Webster, seconded by Councilmember Jenson, to approve the City  
27 Council Meeting Agenda of May 9, 2023 as amended adding the Students in Government  
28 Presentation.

29  
30 **Motion carried 5-0.**

31  
32 **II. PROCLAMATIONS AND RECOGNITION.**

33  
34 A. Students in Government Presentation – Kayla Perkins.

35  
36 Ms. Kayla Perkins participated in the Students in Government Program. She thanked all who  
37 participated in the program. She reviewed some of the experiences.

38  
39 Councilmember Randle thanked Kayla for sharing this evening.

40  
41 Councilmember Webster thanked Kayla for her time and for sharing the impact of the event.

42  
43 Mayor Stille thanked Kayla for participating in the program.

44  
45 **III. CONSENT AGENDA.**

46  
47 A. Approval of April 25, 2023 City Council Meeting Minutes.

48 B. Licenses and Permits.

49 C. Claims.

1  
2 Motion by Councilmember Jenson, seconded by Councilmember Randle, to approve the Consent  
3 Agenda items.

4  
5 **Motion carried 5-0.**

6  
7 **IV. PUBLIC HEARING - NONE.**

8  
9 **V. REPORTS FROM COMMISSION AND STAFF - NONE.**

10  
11 **VI. GENERAL BUSINESS OF COUNCIL.**

12  
13 A. Resolution 23-029 – Denying a Request for a Vacation of An Easement and Easement  
14 Agreement in the C Commercial District.

15  
16 City Planner Stephen Gritman reviewed the applicants are seeking vacation of an Easement  
17 Agreement originally held by the HRA, but since assigned to the City of St. Anthony Village.  
18 The easement encumbers the northwest area of Hannay’s commercial property at 2550 Highway  
19 88.

20  
21 At the April 25 City Council Meeting a public hearing was held on the proposed easement  
22 vacation, history discussed, current conditions and future prospects for the site were reviewed.  
23 The Council voted 4-1 to direct staff to prepare a resolution denying the vacation, based on a  
24 number of factors, including findings that the easement was purchased, rather than given to the  
25 City; that the easement could still be integral in promoting its original purpose, which include  
26 facilitating redevelopment and preservation of a public open space or access to the area; and that  
27 losing access to the easement area at this time could preclude the objectives raised by the City’s  
28 long-term plans, even if those plans may change when fully implemented.

29  
30 The vote in opposition to the motion was based in support of the idea that enough time had  
31 passed to believe that the easement was no longer necessary, and favored returning the use of the  
32 property to the private owner.

33  
34 Staff has prepared the resolution and provided it to Council for review and adoption. The  
35 resolution lays out the background and findings for the City’s retention of the easement rights,  
36 and denying the request for vacation.

37  
38 Councilmember Jenson stated when he first read this prior to learning the City had purchased the  
39 easement, his mind was changed to support the resolution.

40  
41 Councilmember Walker stated from the last meeting, the fact that this was purchased, it should  
42 not be deemed as unfair. It is in the best interest of the City if the ownership is retained by the  
43 City.

44  
45 Councilmember Randle stated he disagrees, he feels the applicant’s reasons for the request are  
46 justified and we should support the request.

1  
2 Councilmember Webster stated she appreciates Councilmember Randle’s perspective. This  
3 highlights some of the complex decisions the Council must make.  
4

5 Mayor Stille stated that during a bus tour Council was encouraged to keep the corridor. He does  
6 not feel a storage facility at that location is appropriate.  
7

8 Motion by Councilmember Webster, seconded by Councilmember Walker, to approve  
9 Resolution 23-029 a Resolution Denying a Request for a Vacation of an Easement and Easement  
10 Agreement in the C, Commercial District.  
11

12 **Motion carried 4-1 (Randle).**  
13

14 B. Resolution 23-030 – Approving a Contract with the City Planner.  
15

16 City Manager Yunker reviewed for the past 5 years, Steve Gritman has served as the contract  
17 City Planner for the City of Saint Anthony Village, through a contractual relationship with  
18 Northwest Associated Consultants, Inc. (NAC). NAC is re-ordering its work and company  
19 arrangements, to become effective on June 1, 2023. NAC will continue as a company handling  
20 the majority of the company’s current clients, but under new ownership.  
21

22 Mr. Gritman will be transferring his ownership share to a senior staff member with the except  
23 that he will retain the contracts of four current clients, one of which is Saint Anthony Village.  
24 The others being Monticello, Buffalo and currently Montrose.  
25

26 The change will allow relinquishing some of the other client and supervisory responsibilities, a  
27 significant amount of company administration, allow him to be responsive to his retained clients  
28 and shed some of the current overhead, which allows for cost efficiencies that can be passed onto  
29 the City.  
30

31 The contract that is attached for Council’s review, serves as Mr. Gritman’s proposal to retain  
32 Saint Anthony as a client. Essentially, it creates 3 categories of work:

- 33 1. City-initiated routine/daily work, research, and correspondence as part of a retainer;  
34 2. Privately initiated work assignable to development applications and escrows;  
35 3. Non-retainer City work, which would be jointly budgeted due to the uniqueness and  
36 scope of each project.  
37

38 For the work under the retainer, items such as meetings, routine City correspondence and  
39 ordinance/planning work that is generated and initiated by the City itself (as currently done with  
40 NAC), would be covered for all related City-initiated costs. The proposed retainer level in the  
41 attached contract draft is set to reflect the pattern of the last few years of City-initiated invoicing.  
42 Looking back to see NAC’s City-initiated invoices to the City, they have averaged slightly more  
43 than the proposed amount on an annual basis.  
44

45 The second category is the work that is generated/initiated by private property  
46 owners/developers, etc. who usually will have established an escrow for their inquiries and  
47

1 applications with the City. Mr. Gritman would continue to invoice for this work on a detailed  
2 basis so the City could assign his costs to the applicant's escrow account.

3  
4 The third category is a separately budgeted set of City projects, but outside of the routine  
5 correspondence, research, and inquiries. These would be projects that the City may ask him to  
6 work on under either an hourly or fixed-fee amount. These are relatively rare, usually larger  
7 projects, and would be negotiated as they come up.

8  
9 Staff recommends approval, as Mr. Gritman has served the City very well to date, and little  
10 would change from the form and substance in service to the City. To effect this change, the City  
11 would cancel the agreement with NAC as of May 31, 2023, and approve a new contract with  
12 Gritman Consulting, LLC effective June 1, 2023.

13  
14 Councilmember Walker asked for an example of the 3<sup>rd</sup> category. Mr. Yunker stated items  
15 outside the normal day-to-day duties. It would be very rare.

16  
17 Councilmember Jenson asked how long the contract will last. Mr. Yunker stated it can be  
18 cancelled by either party with 30 days' notice. Mr. Gritman stated the fee structure would be  
19 evaluated annually.

20  
21 Councilmember Webster stated she appreciates the thoughtfulness of putting together this  
22 contract.

23  
24 Mayor Stille stated Mr. Gritman's expertise is valuable to the City. St. Anthony is too small to  
25 have a full time City Planner.

26  
27 Motion by Councilmember Walker, seconded by Councilmember Webster, to approve  
28 Resolution 23-030 a Resolution Approving a Contract with the City Planner.

29  
30 **Motion carried 5-0.**

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32 **VII. REPORTS FROM CITY MANAGER AND COUNCIL MEMBERS.**

33  
34 City Manager Yunker reminded residents of branch chipping will be done May 15-17, 2023.  
35 Residents are requested to register on-line. Mayor Stille stated another option is to take branches  
36 to Ramsey County.

37  
38 Councilmember Walker stated he attended cleanup day last Saturday.

39  
40 Councilmember Jenson stated on April 27, he attended the Northeast Youth and Family Services  
41 Board Meeting. On April 28, he attended the Ramsey County Local League of Governments  
42 Meeting. On May 4, he attended the Northeast Youth and Family Services Open House and  
43 Open House for Ramsey County Local League of Governments. He also attended cleanup day.

44  
45 Councilmember Randle stated he attended the cleanup day.

1 Councilmember Webster stated she attended a zoom meeting on May 1 with Ramsey County  
2 Commissioner McGuire.

3  
4 Mayor Stille stated on May 3, he and Mr. Yunker attended a Mayor's Luncheon and the  
5 retirement for Dave Unmacht from League of Minnesota Cities. On May 8, Luke Fischer was  
6 named the new President of League of Minnesota Cities. On May 6, he attended cleanup day,  
7 and this year Aspen handled the day. On May 8, he had coffee with Commissioner McGuire. He  
8 attended the Regional Council of Mayors meeting on May 8. He attended the Mississippi  
9 Management Organization Board Meeting earlier today.

10  
11 **VIII. COMMUNITY FORUM.**

12 No one appeared to address the City Council.

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14  
15 **IX. INFORMATION AND ANNOUNCEMENTS - NONE.**

16  
17 **X. ADJOURNMENT.**

18 Mayor Stille adjourned the meeting at 7:45 p.m.

19  
20  
21 Respectfully submitted,  
22 Debbie Wolfe  
23 *TimeSaver Off Site Secretarial, Inc.*

24  
25 \_\_\_\_\_  
26 Mayor

27 ATTEST: \_\_\_\_\_  
28 City Clerk  
29