

1 CITY OF ST. ANTHONY
2 CITY COUNCIL REGULAR MEETING MINUTES
3 DECEMBER 13, 2022
4

5 **CALL TO ORDER.**

6
7 Mayor Stille called the meeting to order at 7:00 p.m.
8

9 **PLEDGE OF ALLEGIANCE.**

10
11 Mayor Stille invited the Boy Scouts present, Council and audience to join in the Pledge of Allegiance.
12

13 **ROLL CALL.**

14
15 Present: Mayor Stille, Councilmembers Jenson, Walker and Webster
16

17 Absent: Councilmember Randle.
18

19 Also Present: City Manager Charlie Yunker, Finance Director Shelly Rueckert, City Planner Steve
20 Grittman, Assistant to the City Manager Nicole Miller, and POLCO Senior Survey
21 Associate Joe Dell'Olio (remote),
22
23

24 **CONSIDERATION, DISCUSSION, AND POSSIBLE ACTION ON ALL OF THE FOLLOWING**
25 **ITEMS.**

26
27 **I. APPROVAL OF DECEMBER 13, 2022 CITY COUNCIL MEETING AGENDA.**

28
29 Motion by Councilmember Jenson, seconded by Councilmember Walker, to approve the City
30 Council Meeting Agenda of December 13, 2022 as presented.
31

32 **Motion carried 4-0.**

33
34 **II. PROCLAMATIONS AND RECOGNITION - NONE.**

35
36 **III. CONSENT AGENDA.**

- 37
38 A. Approval of November 22, 2022 City Council Meeting Minutes.
39 B. Licenses and Permits.
40 C. Claims.
41 D. Resolution 22-082 – Approving the 2023 Salary of the City Manager.
42 E. Appoint Student Liaison to Parks and Environmental and Planning Commissions.
43

44 Motion by Councilmember Webster, seconded by Councilmember Jenson, to approve the
45 Consent Agenda items.
46

47 **Motion carried 4-0.**

48
49 **IV. PUBLIC HEARING.**

1
2 A. Resolution 22-083 – Setting the Final 2023 Tax Levy and General Operating Budget for
3 the City of St. Anthony Village.
4

5 Mayor Stille opened the public hearing at 7:03 p.m.

6
7 Finance Director Shelly Rueckert reviewed at the September 13, 2022 City Council meeting City
8 Staff presented the proposed 2023 general fund operating budget and 2023 overall levy. The
9 2023 Budget Calendar was reviewed in detail. Staff has affirmed the proposed 2023 overall levy
10 is \$8,687,425 which represents an increase of \$444,333 or a 5.39% increase compared to the
11 2022 overall levy. The standard parameters used for preparing the General Fund Budget and
12 Levy include City revenues budgeted at current run rates for sources that are subject to trends
13 and conservative baseline estimates for re-occurring aids and charges for services; expenses
14 budgeted at amounts that will maintain present level of City services; and liquor transfers to the
15 General Fund are based on liquor operating results. The charts of the Path to the 2023 Tax Levy
16 were shown. The overall Levy by Fund Type is General/HRA 65%, Debt Service 29% and
17 Capital & Building Improvements 6%. The General Fund Revenues and General Fund
18 Expenditures charts were shown.
19

20 Ms. Rueckert reviewed the 2023 Budget Cost Drivers which consisted of Personnel costs: 70.9%
21 of expenditures, overall costs up \$615,423 or 10.98%; Contracted services: 10.3% of
22 expenditures, overall costs up \$15,913; Other Insurance Costs – 4.3% of expenditures, overall
23 costs up by \$25,077; Pass through costs: 2.3% of expenditures, costs up \$18,572; and
24 Remaining budget line items combined total \$1,067,109 or 12.2% of expenditures, costs up
25 \$85,835.
26

27 The 2023 Property Taxes were reviewed. A median single family home value of \$396,000, 8.2%
28 increase over 2022. A chart showing the 2023 Property Tax Distribution and also a chart of the
29 Distribution of City Taxes were displayed.
30

31 Ms. Rueckert reviewed the Issuance of 2022A G.O. Bonds to cover Street Reconstruction and
32 Utilities replacement; mills and overlays and alleys. The Impact of Debt Levy Relief was
33 reviewed. A summary of the 2023 budget was provided.
34

35 Councilmember Webster thanked Ms. Rueckert for listening for feedback from residents and for
36 taking extra steps to make the presentation very clear.
37

38 Councilmember Jenson complimented Ms. Rueckert for the presentation with the detail and
39 transparency provided. He knows it takes a lot of time to prepare. He thanked City Staff for their
40 work.
41

42 Mayor Stille asked to review the Distribution of City Taxes slide. He stated this is the City taxes.
43 An average home in St. Anthony will pay \$2,430.96 in taxes.
44

45 Mayor Stille closed the public hearing at 7:33 p.m.
46

1 Motion by Councilmember Webster, seconded by Councilmember Walker, to approve
2 Resolution 22-083 – Setting the Final 2023 Tax Levy and General Operating Budget for the City
3 of St. Anthony Village.
4

5 **Motion carried 4-0.**

6
7 **V. REPORTS FROM COMMISSION AND STAFF.**
8

9 A. Resolution 22-084 – Approving the Lot Split at 2601 Stinson Blvd NE.
10

11 City Planner Steve Gritman reviewed in late 2020, the owners of the Urban Grove manufactured
12 home park requested a simple subdivision of the Urban Grove 15+ acre parcel, carving out a
13 separate 4.3 acre parcel along Stinson Parkway for an assisted-living residential project, to be
14 known as Hayden Grove. That subdivision was approved by the City Council and the Hayden
15 Grove project was commenced. As part of the due diligence process by a prospective purchaser
16 of the Urban Grove site, it was discovered that the recorded subdivision did not match that of the
17 original application nor the Council’s approval. Two discrepancies were found. First, the north-
18 south boundary line between the two parcels appeared to be shifted west by 100 feet,
19 significantly reducing the size of the Hayden Grove site. Second, the Hayden Grove property
20 was shown to have also acquired a narrow strip of land along the north side of the Urban Grove
21 site, along the south side of the existing alley.
22

23 In investigating the discrepancies, it was found that the north-south boundary line was in fact a
24 mistake of the Hennepin County GIS department and that boundary is being redrawn on the
25 County’s property website to match the original approval. The narrow strip, however, was a
26 mistake in the legal description submitted by the original applicant’s surveyor. As such, the two
27 property owners (of both Hayden Grove and Urban Grove) have submitted a joint application to
28 redraw the subdivision, correcting the errant descriptions.
29

30 The new application subdivides that remnant strip from the Hayden Grove (SA Senior Living)
31 parcel and re-conveys it to the owners of the Urban Grove parcel (The Village LLC). To ensure
32 that this remnant strip is not left as a separate parcel, a condition of this approval is to require
33 that the strip is concurrently recombined with the Village LLC parcel. That intent is expressed in
34 the proposed legal descriptions submitted as a part of the application. By approving this minor
35 subdivision, the Council would return the properties to match the descriptions as originally
36 intended and approved.
37

38 Minor subdivisions proceed directly to the City Council for consideration, without a requirement
39 for Planning Commission review or public hearing.
40

41 Staff recommends approval of the proposed subdivision, based on the following findings:
42

- 43 1. The proposed parcels exceed both zoning requirements and the minimum thresholds for
44 consideration of subdivision without platting.
- 45 2. The parcels created will accommodate the proposed land uses allowed on the property under
46 existing and/or future plans.

3. Platting is not necessary for these two parcels, and the process for platting would create an unnecessary procedural requirement for a minor subdivision as proposed.
4. The minor subdivision does not interfere with the purposes of the Subdivision Ordinance, the Zoning Ordinance, or other applicable regulations and plans.

Staff recommends approval subject to the following conditions:

- a. County acceptance of the descriptions for recording, as submitted.
- b. The Village, LLC, concurrently recombines the subdivided narrow strip described in the document entitled “Legal Description for Conveyance from SA Senior Living LLC to The Village LLC” to the principal Village parcel, and no more than 2 parcels remain once all actions have been recorded. No separate use or building rights are granted to the narrow strip created by this subdivision.
- c. Continued cooperation with the City related to any final review of utility needs and impacts serving the proposed uses.

Councilmember Jenson asked if any reconstruction is necessary for either property owner and Mr. Gritman stated everything is being built as originally approved.

Mayor Stille requested a signed application be obtained and added as a 4th condition for approval. Mr. Gritman stated he will obtain signatures from both parties.

Motion by Councilmember Jenson, seconded by Councilmember Walker, to approve Resolution 22-084 – Approving the Lot Split at 2601 Stinson Blvd NE with four conditions.

Motion carried 4-0.

VI. GENERAL BUSINESS OF COUNCIL.

A. Presentation of the 2022 National Community Survey

Assistant to the City Manager Nicole Miller and POLCO Senior Survey Associate Joe Dell’Olio presented the results of the 2022 National Community Survey. Ms. Miller reviewed the City of St. Anthony conducted The National Community Survey August 1, 2022 through September 19, 2022. The NCS evaluates the “livability” of St. Anthony. The phrase “livable community” is used to describe a place that is not simply habitable, but that is desirable. Great communities include partnerships between government, private sector, community organizations, and residents. The NCS captures residents’ opinions on the following ten facets of community:

- Economy
- Mobility
- Community Design
- Utilities
- Safety
- Natural Environment
- Parks and Recreation
- Health and Wellness

- 1 • Education, Arts and Culture
- 2 • Inclusivity and Engagement
- 3

4 Based on the questions asked, both council and staff can use the results for strategic planning,
5 operations planning and evaluation of comparisons to other cities to gauge how St. Anthony
6 compares to other local or national communities in determining trends. Ms. Miller noted the full
7 survey results can be found at savmn.com/communitysurvey

8
9 Mr. Joe Dell'Olio reviewed the presentation of the results. He introduced himself, his team and
10 talked about POLCO. There were 582 total responses received showing a 22% overall response
11 rate of the 2800 probability-based sample households. The conclusions of the survey were:

- 12
- 13 1. St. Anthony Village's economy is a strong community feature.
- 14 2. Residents appreciate the St. Anthony Village's natural environment and recreational
15 opportunities.
- 16 3. Most residents feel a strong sense of safety in the St. Anthony Village.
- 17 4. Residents value the City's utility infrastructure.
- 18 5. Residents show trust in Village leadership.

19
20 Councilmember Webster asked about the economy by demographic slide. Mr. Dell'Olio stated
21 the ratings were good to excellent.

22
23 Councilmember Jenson stated St. Anthony wants to be a safe walkable and welcoming
24 community. This survey provides a good baseline to work from. He was pleasantly pleased with
25 the results.

26
27 Councilmember Walker referred to slide #12 safety and demographics. He asked why race and
28 Hispanic origin. Mr. Dell'Olio stated that wording is used on the census.

29
30 Mayor Stille stated the survey results will be used in the future. For a thriving community, we
31 need to feel safe. Mayor Stille congratulated Staff on the results.

32
33 B. Resolution 22-085 – Authorizing Transfers and Closing of Specified Funds

34
35 Finance Director Rueckert reviewed generally the approval of transfers is a consent agenda item.
36 This year it is an agenda item as it contains information as to the use of American Rescue Plan
37 Act (ARPA) funds. Staff has reviewed with City Council the elidable uses in prior meetings. The
38 uses listed in the transfers schedule are consistent with the areas of spending approved by the
39 City Council in prior meetings. The 2022 estimated actual expenditures of ARPA funds shown
40 of the attached transfers schedule equal \$433,607. The ARPA funds received by the City
41 \$984,950. These funds were used for the following:

- 42 • Foss Road ditch restoration - \$62,736
- 43 • Alley Storm Water improvement - \$39,415
- 44 • Harding pond 2022 Estimated Restoration costs - \$30,535
- 45 • Fire Engine chassis - \$300,921
- 46

1 This leaves the City with \$551,353 in ARPA funds. These funds will be used in 2023 for the
2 completion of the Harding restoration and the build out of the Fire Engine chassis, consistent
3 with existing guidance. After the completion of the noted projects, if any funds remain, Staff
4 will seek Council guidance for the use of the remaining funds. Staff recommends the approval of
5 the transfers in Resolution 22-085 that includes the use of ARPA funds.

6
7 Motion by Councilmember Walker, seconded by Councilmember Jenson, to approve Resolution
8 22-085 – Authorizing Transfers and Closing of Specified Funds.

9
10 **Motion carried 4-0.**

11
12 C. Ordinance 2022-10 – Amending Chapter 33 Section 33.061 Building Permit Fees

13
14 City Manager Yunker reviewed this is the second reading of the proposed Building permit fees
15 for 2023. In May the City of St. Anthony Village began contracting with MSPECT for Building
16 Official services. MNSPECT along with staff have reviewed our building permit fees and
17 recommend the proposed changes.

18
19 Motion by Councilmember Walker, seconded by Councilmember Webster, to waive Third
20 Reading and adoption of Ordinance 2022-10 – Amending Chapter 33 Section 33.061 Building
21 Permit Fees.

22
23 **Motion carried 4-0.**

24
25 D. Ordinance 2022-08 – Amending Multiple Sections Relating to Sewer, Water, and
26 Stormwater Fees and Other Fees.

27
28 City Manager Yunker reviewed the power point presentation of 2023 Utility Rates. This is the
29 final reading of the Ordinance.

30
31 Motion by Councilmember Jenson, seconded by Councilmember Webster, to adopt final reading
32 of Ordinance 2022-08 – Amending Multiple Sections Relating to Sewer, Water and Stormwater
33 Fees and Other Fees.

34
35 **Motion carried 4-0.**

36
37 E. Resolution 22-086 Approving Summary Publication for Ordinance 2022-08 and
38 Ordinance 2022-10

39
40 City Manager Yunker reviewed this is a resolution approving summary publication for the two
41 ordinances previously adopted.

42
43 Motion by Councilmember Webster, seconded by Councilmember Jenson, to approve Resolution
44 22-086 Approving Summary Publication for Ordinance 2022-08 and Ordinance 2022-10.

45
46 **Motion carried 4-0.**

1
2 F. Ordinance 2022-09 – Amending Section 50.16 of Chapter 50 Storm Water and Sanitary
3 Sewers.
4

5 City Manager Yunker reviewed City Staff has worked closely with the Metropolitan Council of
6 Environmental Services (MCES) to establish a Memorandum of Understanding (MOU) related
7 to the Ongoing Inflow and Infiltration (I/I) Program. This MOU was approved by the City
8 Council on June 14, 2022.
9

10 Under the terms of the MOU, the City has agreed to adopt and implement ordinances which will
11 require an amendment to the City Code, specifically, Section 50.16 of the Chapter 50 Storm
12 Water and Sanitary Sewers.
13

14 The proposed language in the amendment established a “point of sale” I/I inspection of all
15 sanitary sewer service laterals. When existing homes and commercial properties within the City
16 are sold, the City will administer an ongoing program requiring a video condition inspection of
17 the sanitary sewer service lateral. The proposed language adds sanitary sewer service inspection
18 to the “point of sale” I/I inspection.
19

20 Staff recommends the City Council hold Second Reading of the Ordinance.
21

22 Motion by Councilmember Walker, seconded by Councilmember Jenson, to approve second
23 reading of Ordinance 2022-09 – Amending Section 50.16 of Chapter 50 Storm Water and
24 Sanitary Sewers.
25

26 **Motion carried 4-0.**
27

28 G. Resolution 22-087 – Approving the 2023 Fee Schedule
29

30 City Manager Yunker reviewed the resolution is to approve the 2023 Fee Schedule. Staff has
31 reviewed the entire fee schedule and recommends changes noted in the proposed schedule.
32

33 Changes include:

- 34 • Amendments to building, electrical, mechanical, and plumbing permit fees.
- 35 • Addition of special investigation fee (applicable when work is started prior to obtaining a
36 permit).
- 37 • Amendments to manufactured home permit fees.
- 38 • Amendment to bus bench license fee.
- 39 • Amendments to land use application fees.
- 40 • Amendments to rental license fees.
- 41 • Addition of escrow for right of way permits.
- 42 • Amendments to water meter fees.

43 Motion by Councilmember Jenson, seconded by Councilmember Webster, to approve Resolution
44 22-087 – Approving the 2023 Fee Schedule.
45

46 **Motion carried 4-0.**

1 H. Resolution 22-088 – Approving the 2023 Appointments and Appointing the Chair and
2 Vice Chair to the Planning Commission.
3

4 City Manager Yunker reviewed Council is requested to approve a resolution approving the 2023
5 appointments and appointing the Chair and Vice Chair to the Planning Commission.
6

7 Planning Commission application information was advertised in the Fall 2022 Village Notes and
8 on the City’s website. There are two (2) vacancies, and seven (7) applications were received and
9 all were interviewed by the Mayor and Council. The Mayor and City Council individually and
10 City Council then agreed by consensus on appointing Paul Morita and Corey Erickson for a three
11 year appointment along with appointing Meredith Socha as Chair and Paul Morita as Vice Chair.
12

13 Motion by Councilmember Walker, seconded by Councilmember Webster, to approve
14 Resolution 22-088 – Approving the 2023 Appointments and Appointing the Chair and Vice
15 Chair to the Planning Commission.
16

17 **Motion carried 4-0.**
18

19 I. Resolution 22-089 – Approving the 2023 Appointments and Appointing the Chair and
20 Vice Chair to the Parks and Environmental Commission.
21

22 City Manager Yunker reviewed Council is requested to approve a resolution approving the 2023
23 appointments and appointing the Chair and Vice Chair to the Parks and Environmental
24 Commission.
25

26 Parks & Environmental Commission application information was advertised in the Fall 2022
27 Village Notes and on the City’s website. There are two (2) vacancies, and five (5) applications
28 were received and all were interviewed by the Mayor and City Council. The Mayor and City
29 Council individually and City Council then agreed by consensus on appointing Lona Doolan and
30 Lily Fe for a three-year appointment along with appointing Therese Bordeau as Chair and
31 Michael Guest as Vice Chair.
32

33 Motion by Councilmember Webster, seconded by Councilmember Jenson, to approve Resolution
34 22-089 – Approving the 2023 Appointments and Appointing the Chair and Vice Chair to the
35 Parks and Environmental Commission.
36

37 **Motion carried 4-0.**
38

39 **VII. REPORTS FROM CITY MANAGER AND COUNCIL MEMBERS.**
40

41 City Manager Yunker thanked the entire City Staff for all the great work they did in 2022.
42

43 Councilmember Webster she attended the joint meeting of the City Council, Planning
44 Commission, and Parks and Environmental Commission Meeting on November 29. On
45 December 7, the interviews were wrapped up for the Commission openings. On Thanksgiving
46 morning she saw residents running past her home. She went outside and around the corner and

1 saw that a neighbor had created a Turkey Trot for the residents on Edwards Street. She observed
2 a group of parents who donated toys and posted a buy nothing toy store. Seventy-six families
3 were served. She announced the Holiday Train and the Santa on the fire truck dates.
4

5 Councilmember Jenson participated in the joint meeting on November 29. On December 1, he
6 attended The Northeast Youth and Family Services Board Meeting. On December 2, he attended
7 the Executive Committee for the Ramsey County Local League of Governments. On December
8 7, he attended in the work-session. On December 9, he attended the Ramsey County Local
9 League of Governments Board Meeting.
10

11 Councilmember Walker attended the joint meeting on November 29 and the interviews for the
12 commission openings.
13

14 Mayor Stille stated on December 5 he attended a meeting speaking with the scouts. On
15 December 12, he attended the Regional Council of Mayors Meeting.
16

17 **VIII. COMMUNITY FORUM - NONE.**

18 No one appeared to address the Council.
19

20 **IX. INFORMATION AND ANNOUNCEMENTS.**

21 Councilmember Jenson announced on December 15, 2022, the Ramsey County Local League of
22 Governments has their annual dinner and program.
23

24 Mayor Stille stated the next scheduled meeting is December 27, 2022 and this meeting will be
25 cancelled.
26

27 **X. ADJOURNMENT.**

28 Mayor Stille adjourned the meeting at 8:41 p.m.
29

30 Respectfully submitted,
31

32 Debbie Wolfe

33 *TimeSaver Off Site Secretarial, Inc.*
34

35 _____
36 Mayor
37

38 ATTEST: _____
39 City Clerk
40