

1 CITY OF ST. ANTHONY
2 CITY COUNCIL REGULAR MEETING MINUTES
3 JUNE 28, 2022
4

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 him in the Pledge of Allegiance.
11

12 **ROLL CALL.**

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

15 Absent: Councilmember Randle

16 Also Present: City Manager Charlie Yunker, Redpath CPA Andy Hering, Finance Director Shelly
17 Rueckert, and Foth Representatives.
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19

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

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23 **I. APPROVAL OF JUNE 28, 2022 CITY COUNCIL MEETING AGENDA.**

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25 Motion by Councilmember Webster, seconded by Councilmember Jenson, to approve the City
26 Council Meeting Agenda of June 28, 2022 as presented.
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28 **Motion carried 4-0.**
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30 **II. PROCLAMATIONS AND RECOGNITION – NONE.**

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32 **III. CONSENT AGENDA.**

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34 A. Approval of June 14, 2022 City Council Meeting Minutes.

35 B. Licenses and Permits.

36 C. Claims.

37 D. Resolution 22-054 – Designating Steven P. Carlson, Attorney at Law as the Prosecuting
38 Attorney for the City of St. Anthony Village for 2022.
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40 Motion by Councilmember Jenson, seconded by Councilmember Walker, to approve the Consent
41 Agenda items.
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43 **Motion carried 4-0.**
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45 **IV. PUBLIC HEARING – NONE.**

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47 **V. REPORTS FROM COMMISSION AND STAFF – NONE.**

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49 **VI. GENERAL BUSINESS OF COUNCIL.**

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A. Resolution 22-055 – Release the Request for Proposal for Solid Waste and Recycling Collection Services.

City Manager Yunker reviewed the City’s current organized collection contract is set to expire April 1, 2023. At the annual goal setting and City Council Work Session, Council expressed an interest in moving forward with a single hauler for the next contract. Following a Work Session on March 8, 2022 the final RFP was prepared.

Mr. Yunker stated Ramsey County offers technical assistance through Foth Infrastructure & Environment, for cities going through the RFP process related to solid waste and recycling. The City has been working with Foth to incorporate the comments from the City Council and to finalize the RFP and contract. The City has also worked with Foth to provide assistance on the RFP process and evaluation criteria of proposals.

Mr. Dan Krivit and Ms. Cami Van Abel, representing Foth appeared before the Council. Mr. Krivit reviewed the draft contract was based on a three-hauler contract and has been revised for a single hauler. The goal was to make this as fair, open and transparent as possible to all parties.

The proposal evaluation criteria includes price schedules, disruption of service, experience and capacity, thoroughness and responsiveness and references. Restricted Communication includes release and publicize release of RFP, equal and consistent communications to all prospective proposers, communications about RFP limited to City Manager and City RFP web page to post RFP packet. The RFP Schedule was provided and reviewed.

Mayor Stille reminded the Council that tonight’s decision is whether or not to send out the RFP.

Councilmember Webster thanked Mr. Krivit for his presentation. She stated this is a process and the City Council wants quality service for the residents.

Mayor Stille stated it was nine years ago that the City went from open hauler system to organized collection. St. Anthony was the first City to take advantage of a new state statute to open the door for organized collection. A single hauler system would benefit the community in many ways.

Councilmember Jenson referred to the schedule and noted it was a good process.

Mayor Stille asked about timing and whether this is enough time for hauler’s to respond. He would be ok with moving the schedule out. Staffing concerns is addressed in the RFP. The organics collection is not incorporated into the RFP but is included as far as the hauler would be positioned to include organics in the future. Mr. Krivit stated a performance bond is standard in the contract. There is an inclusion clause that would not allow the haulers to band together not to bid to attempt to drive up the price.

1 The final draft of the RFP was provided for City Council. The final draft has been reviewed by
2 the City Attorney, with the final comments anticipated prior to the July 1st RFP release date. New
3 items added to the RFP since the March 8 Work Session included:

- 4 • Added pricing option for weekly recycling.
- 5 • Updated current customer counts.
- 6 • Added question regarding Diversity, Equity and inclusion plan under Qualifications and
7 Proposal Elements.

8
9 Motion by Councilmember Walker, seconded by Councilmember Webster, to Approve
10 Resolution 22-055 – Release the Request for Proposal for Solid Waste and Recycling Collection
11 Services.

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13 **Motion carried 4-0.**

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15 B. 2021 Financial Audit Presentation.

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17 Redpath CPA Andy Hering reviewed a power point summary of the 2021 Financial Audit. The
18 reports issued were the annual comprehensive financial report including the Independent
19 Auditor’s Report; State Legal Compliance Report; Report on Internal Controls; and
20 Communication with Those Charged with Governance.

21
22 The audit fieldwork involves the auditor performing tests to verify:

- 23 • Occurrence: recorded transactions and events pertaining to the City.
- 24 • Completeness: all transactions and events that should have been recorded were recorded.
- 25 • Data mining techniques: review of journal entries and disbursement register.
- 26 • Unmodified opinion on the financial statements.

27
28 The State Legal Compliance Report which is required by Minnesota Statute §6.65 covers seven
29 categories for the OSA audit guide:

- 30 • Contracting and bidding
- 31 • Deposits and investments
- 32 • Conflicts of interest
- 33 • Public indebtedness
- 34 • Claims and disbursements
- 35 • Other miscellaneous provisions
- 36 • Tax increment provisions

37
38 There were no compliance findings.

39
40 The Report on Internal Controls had no internal control findings after Redpath gained an
41 understanding of internal controls in place and their effectiveness in order to design our audit
42 procedures for expressing an opinion on the financial statements; obtained narratives of controls
43 on each major class of transaction and account balance and performed walkthroughs and other
44 tests to determine adherence to controls in place and effectiveness.

1 The required communications with those charged with Governance included No new accounting
2 standards were adopted by the City; The City updated its fund balance policy during 2021,
3 increasing the targeted range for unassigned general fund balance to 35% - 50% of the ensuing
4 year's budgeted expenditures; net pension liability is an estimate; and sensitive footnotes: Note 6
5 – long-term debt, Note 19 – subsequent events. No difficulties were encountered during the
6 audit, no disagreements with management. There were no corrected misstatements identified
7 during the audit. The Apache TIF District (Walmart) now has positive fund balance for the first
8 time (\$151,357 at 12/31/21).

9
10 Mr. Hering reviewed the financial results statements for the City Council. The fund balance
11 available as of December 31, 2021 is sufficient to meet the City's policy for minimum
12 unassigned fund balances.

13
14 Councilmember Jenson commented the level of detail and information is overwhelming. He
15 thanked Mr. Yunker, Ms. Rueckert and staff for their work all year. He thanked Redpath for their
16 work.

17
18 Mayor Stille gave kudos to staff.

19
20 Councilmember Webster thanked Mr. Hering, and Ms. Rueckert and her team. She thanked Mr.
21 Yunker for seeing the internal controls are in place. She asked Mr. Hering about the footnotes
22 and where they are located in the report. Mr. Hering stated the footnote 6 is on page 60 and
23 footnote 19 is required to be disclosed.

24
25 Mayor Stille referred to the Apache TIF District having a positive balance. He noted this stems
26 from an event when revenue bonds were going to pay that debt service. The developer had
27 arranged for them. The City paid the bonds off at a lower interest rate which allowed the City to
28 have that debt paid down. The City can capture the revenue at the tail end of that. The policy was
29 changed regarding the fund balance was done some time ago.

30
31 Councilmember Walker asked why the operating expenses were higher in 2018 and 2019. Mr.
32 Hering stated he did not know. Mayor Stille stated the light bulbs in the advanced oxidation plant
33 is what Ms. Rueckert was speaking about. The bonding exercise tells the City about their
34 financial strength in their rating.

35
36 Motion by Councilmember Webster, seconded by Councilmember Walker, to accept the 2021
37 Financial Audit Presentation.

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39 **Motion carried 4-0.**

40
41 C. Resolution 22-056 – Approving Installation of a Telecommunications Facility on the
42 City's Water Tank Located at 3109 33rd Avenue.

43
44 Finance Director Shelly Rueckert reviewed DISH Wireless, LLC wants to install a high speed
45 wireless internet facility on the City's Water Tank located at 3109 33rd Avenue. The facility will
46 be installed where Clear Wireless LLC (Sprint) was located before terminating the lease with the

1 City on February 28, 2017. Staff utilized information available on recent wireless facility leases
2 in the region to determine an appropriate monthly rent and accelerator, to negotiate a lease
3 agreement with DISH Wireless, LLC. The terms are comparable to other communication leases,
4 and acceptable for both parties. Ms. Rueckert summarized the terms as:

- 5 • Initial lease term: 5 years
- 6 • Renewal term: 4 options for 5 year automatic renewal terms
- 7 • Rent: \$2700 per month
- 8 • Annual Rent Escalator: 2.5%

9
10 Ms. Rueckert stated staff recommends approval of Resolution 22-056 approving the
11 Communications Site Lease Agreement between the City of Saint Anthony and DISH Wireless,
12 LLC.

13
14 Mayor Stille asked how many leases are there currently. Ms. Rueckert stated at one point there
15 were 3. With this new lease there will be a total of two leases.

16
17 Motion by Councilmember Jenson, seconded by Councilmember Walker, to approve Resolution
18 22-056 – Approving Installation of a Telecommunications Facility on the City’s Water Tank
19 Located at 3109 33rd Avenue.

20
21 Mayor Stille referred to the City Attorney and City Engineer approve the final plans and
22 specifications. He requested the City Attorney review the lease sooner. City Manager Yunker
23 stated it was sent to Dorsey for review.

24
25 **Motion carried 4-0.**

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

28
29 City Manager Yunker had no report.

30
31 Councilmember Webster shared her gratitude that the City Council values professional
32 development of both Councilmembers and staff and she attended the League of Minnesota Cities
33 conference in person. She appreciates how the LMC both addresses the technical skills that City
34 leaders as well as the adaptive skills. She summarized some of the sessions she attended.

35
36 Councilmember Jenson stated he appreciates a number of City staff attended the LOMC
37 conference. He reviewed the sessions he attended. The LMC provides a valuable resource.

38
39 Councilmember Walker also attended the LMC conference. He was impressed with the number
40 of staff from St. Anthony that attended including the Fire Chief. He reviewed the sessions he
41 attended.

42
43 Mayor Stille thanked the Council for attending the LMC conference. The theme that was
44 brought out heavy to him was being intentional to promote non-partisanship. The Braver Angels
45 tool they provide may be a resource St. Anthony can use.

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VIII. COMMUNITY FORUM – NONE.

IX. INFORMATION AND ANNOUNCEMENTS.

Mayor Stille noted he spoke with Kelly Dorn about the project in St. Anthony at the old Walmart site and Kelly provided an update on the project. He plans to start leasing in July with the first phase of occupancy October 1st.

X. ADJOURNMENT.

Mayor Stille adjourned the meeting at 8:05 p.m.

Respectfully submitted,
Debbie Wolfe
TimeSaver Off Site Secretarial, Inc.

Mayor

ATTEST: _____
City Clerk