

1 CITY OF ST. ANTHONY
2 CITY COUNCIL REGULAR MEETING MINUTES
3 SEPTEMBER 12, 2023
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 Council and audience to join in the Pledge of Allegiance.
12

13 **ROLL CALL.**

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

17 Absent: None
18

19 Also Present: City Manager Charlie Yunker, Finance Director Deborah Maloney, City Planner
20 Steve Gritman, and Assistant City Engineer Katie Koscielak.
21
22

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

25
26 **I. APPROVAL OF SEPTEMBER 12, 2023 CITY COUNCIL MEETING AGENDA.**
27

28 Motion by Councilmember Randle, seconded by Councilmember Walker, to approve the City
29 Council Meeting Agenda of September 12, 2023 as presented.

30 **Motion carried 5-0.**
31

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

34 **III. CONSENT AGENDA.**
35

- 36 A. Approval of August 22, 2023 City Council Meeting Minutes.
37 B. Licenses and Permits.
38 C. Claims.
39 D. Resolution 23-046 – Opting to Increase the Benefit Level for Firefighters Who are
40 Vested in the Statewide Volunteer Firefighter Plan.
41

42 Motion by Councilmember Webster, seconded by Councilmember Jenson, to approve the
43 Consent Agenda items.
44

45 **Motion carried 5-0.**
46

47 **IV. PUBLIC HEARING.**
48

- 49 A. Resolution 23-047 – Setting the 2024 Preliminary Operating Budget and Levy.

1
2 Mayor Stille opened the public hearing at 7:02 p.m..
3

4 Finance Director Deborah Maloney reviewed the Budget Calendar and noted at the August 22,
5 2023 City Council Meeting, Staff presented the proposed 2024 General Fund Operating Budget
6 and the 2023 Overall Levy. Staff has affirmed the proposed 2024 overall levy is \$9,191,133
7 which represents an increase of \$503,708 or a 5.80% increase compared to the 2023 overall levy.
8

9 The standard parameters used for preparing the General Fund Budget and Levy include:

- 10 • City revenues budgeted at current run rates for sources that are subject to trends and
11 conservative baseline estimates for re-occurring aids and charges for services.
- 12 • Expenses budgeted at amounts that will maintain the present level of City services.
- 13 • Liquor transfers to the General Fund based on liquor operating results.
14

15 Ms. Maloney provided the General Fund Budget and Levy details including General Fund
16 Expenditures and General Fund Revenues. Updates from the 8/22/2023 Budget Presentation
17 were provided. The overall levy by fund type includes General/HRA 67%; Debt Service 21%;
18 and Capital & Building Improvements 12%. Charts showing the 2024 General Fund Revenues
19 and General Fund Expenditures.
20

21 Charts showing 2024 Proposed Levies and Impact of Debt Levy Relief were displayed. The
22 Summary of 2024 Budget includes:

- 23 • General Fund operating budget totals \$9,386,736 supported by a property tax levy of
24 \$5,938,338.
- 25 • Personnel costs represent 70.0% of General Fund expenditures.
 - 26 ○ Personnel costs up \$353,945 or 5.71%.
 - 27 ○ Wages and benefits for \$260,355 additional for Public Safety positions
 - 28 ○ Health insurance costs up \$28,909.
- 29 • Other Insurance expenditures up \$114,862.
- 30 • Contracted services up \$66,615.
- 31 • Capital Funds levies increased by \$45,000.
- 32 • Increase in all levies totals \$503,708 or 5.80%.
33

34 The 2024 Budget Cost Drivers include:

- 35 • Personnel costs: 70.0% of expenditures, overall costs up \$353,945 or 5.71%.
- 36 • Contracted services: 10.4% of expenditures, overall costs up \$66,615.
- 37 • Other Insurance costs: 5.9% of expenditures, overall costs up by \$114,862.
38

39 The upcoming budget meetings will be:

40
41 October 10, 2023 Council work session, Staff will present the proposed 2024 updates to the
42 long-term capital budget plans.
43

44 October 24, 2023 Council work session, Staff will present the proposed 2024 utility rate
45 adjustments and budgets.
46

1 October 24, 2023 Council meeting, Staff will present the 2024 long term capital budgets as
2 revised. Requested City Council action will be the approval of 2024 capital levies and long-term
3 plans.
4

5 The final presentation of the 2024 Budget and Property Tax Levy (Truth in Taxation) hearing is
6 scheduled for the December 12, 2023 Council Meeting. At the meeting, Staff will present a recap
7 of the final 2024 Budget and the 2024 Property Tax Levy's impact on property tax bills. Since
8 1999 to date the City has been awarded \$34,881,946 in grants and donations.
9

10 Mayor Stille stated this is a lot of information presented and Council has had the opportunity to
11 review it previously. Mayor Stille summarized the details.
12

13 Councilmember Walker asked what would be included in equipment sales and Ms. Maloney
14 stated sale of vehicles.
15

16 Mayor Stille closed the public hearing at 7:24 p.m.
17

18 Motion by Councilmember Jenson, seconded by Councilmember Walker, to approve Resolution
19 23-047 Setting the 2024 Preliminary Operating Budget and Levy.
20

21 Councilmember Webster stated she will be abstaining.
22

23 **Motion carried 4-0-1 (Webster).**
24

25 Councilmember Webster stated she abstained from this vote because the Preliminary Operating
26 Budget and Levy includes \$55,000 in a grandfather levy which is paid to Community Services
27 which is the department where she is employed through the school district.
28

29 **V. REPORTS FROM COMMISSION AND STAFF.**
30

31 A. Resolution 23-048 – Approving a Request for a Conditional Use Permit for An Electronic
32 Dynamic Display Sign at 3312 Silver Lake Rd in the R-1, Single Family Residential
33 Zoning District.
34

35 City Planner Steve Gritman reviewed the applicant (Nativity Lutheran Church) is proposing to
36 upgrade an existing ground sign for message displays located at 3312 Silver Lake Road. The
37 ground sign would be located along the east side of the building, adjacent to Silver lake Road in
38 the location of the current sign. Because a portion of the sign will include an electronic digital
39 display, the sign requires a Conditional Use Permit pursuant to Section 155.29 of the City's Sign
40 Ordinance.
41

42 The Planning Commission considered this request at a public hearing on August 15, 2023. The
43 applicant had representatives at the meeting, but no other members of the public were present nor
44 provided comment. The Commission discussed the proposal and requirements for dynamic
45 display signs in the Village. Based on a review of the proposed sign and the applicable
46 regulations, the Planning Commission adopted the Staff recommendation for approval of the

1 CUP request, with conditions related to compliance with code requirements applicable to
2 dynamic display signs.

3
4 Mr. Grittmann provided the Dynamic Display CUP – Review Summary. It is recommended the
5 City Council motion to adopt Resolution approving the request for CUP at 3312 Silver Lake
6 Road, with the following conditions:

- 7 1. Applicant will submit plans verifying a setback from Silver Lake Road no closer than the
8 existing sign which is being removed.
- 9 2. Compliance with the operational standards of the code in Section 155.29, notably the
10 requirements for a static, monochrome message of at least 8 seconds duration, a black
11 background, and other related requirements.

12
13 Councilmember Walker asked if the only issue is the electronic display and Mr. Grittmann stated
14 that puts the CUP into play.

15
16 Councilmember Jenson asked if the legal non-conforming issue is the distance from the road and
17 asked if it was conforming prior to the road being widened. Mr. Grittmann stated there was
18 discussion at the Planning Commission regarding this. Mayor Stille stated if it remains on the
19 current foundation it is fine.

20
21 Motion by Councilmember Webster, seconded by Councilmember Walker, to approve
22 Resolution 23-048 a Resolution Approving a Request for a Conditional Use Permit for an
23 Electronic Dynamic Display Sign at 3312 Silver Lake Road in the R-1 Single Family Residential
24 Zoning District with conditions noted.

25
26 **Motion carried 5-0.**

27
28 **VI. GENERAL BUSINESS OF COUNCIL.**

- 29
30 A. Resolution 23-049 – Receiving Feasibility Report and Ordering Plans and Specifications
31 for the 2024 Street Improvement Project.

32
33 Assistant City Engineer Katie Koscielak reviewed the 2024 Street Improvement Project
34 feasibility report for the following improvements:

35
36 Thin Maintenance Overlay

- 37 • 31st Avenue NE from Silver Lake Road to Rankin Road

38
39 Mill and Overlay

- 40 • Hillsdale Avenue from Silver Lake Road to Rankin Road
- 41 • 32nd Avenue NE from Silver Lake Road to Rankin Road
- 42 • Roosevelt Street from 34th Avenue NE to 37th Avenue NE
- 43 • 35th Avenue NE from Stinson Boulevard to Harding Street
- 44 • Edward Street from 33rd Avenue NE to 35th Avenue NE
- 45 • Harding Street from 34th Avenue NE to 36th Avenue NE
- 46 • Hilldale Avenue from Belden Drive to Silver Lake Road

- 1 • 32nd Avenue NE from Edward Street NE to Silver Lake Road
- 2 • Edward Street from 31st Avenue NE to 33rd Avenue NE
- 3 • Belden Drive from 32nd Avenue NE to 34th Avenue NE
- 4 • 34th Avenue NE from Stinson Boulevard to Silver Lake Road
- 5 • Wilson Street from 30th Avenue NE to 32nd Avenue NE
- 6 • Harding Street from 30th Avenue NE to 31st Avenue NE
- 7 • Roosevelt Avenue from 31st Avenue NE to 33rd Avenue NE
- 8 • Roosevelt Avenue from 33rd Avenue NE to North Terminus
- 9 • St. Anthony Road from Roosevelt Street to Edward Street
- 10 • Townview Avenue from Wilson Street to Silver Lake Road
- 11 • 31st Avenue NE from Stinson Boulevard to Silver Lake Road

12
13 Ms. Koscielak reviewed the Method for Selection for Reconstruction Projects, Mill & Overlay
14 Projects and Thin Maintenance Overlays. The Total Proposed Improvements total \$2,428,700.

15
16 A chart showing the assessed parcels was displayed. The Project Schedule was reviewed. The
17 complete feasibility report was included in the Council packet. Residents can sign up to receive
18 email and/or text message project status updates by visiting the project webpage located under
19 Government then Projects on the City’s website at <https://savmn.com>.

20
21 Councilmember Jenson asked what the 4 inch borings information is used for and Ms. Koscielak
22 stated to review the condition of the pavement to judge if Mill & Overlay is appropriate for that
23 street.

24
25 Mayor Stille noted 20% of the roads in the City will look like new.

26
27 Motion by Councilmember Randle, seconded by Councilmember Webster, to approve
28 Resolution 23-049 – Receiving Feasibility Report and Ordering Plans and Specifications for the
29 2024 Street Improvement Project.

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

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

34
35 City Manager Yunker had no report.

36
37 Councilmember Webster had no report.

38
39 Councilmember Randle had no report.

40
41 Councilmember Jenson stated on August 24, 2023 he attended the Northeast Youth and Family
42 Services Board Meeting. On September 1, 2023 he attended the Executive Meeting for the
43 Ramsey County Local League of Governments and on September 7, 2023 he attended the
44 Collective Action Committee. On September 8, 2023 he attended the Program Meeting for the
45 Ramsey County Local League of Governments along with a Board Meeting that same day.

1 Councilmember Walker had no report.

2

3 Mayor Stille stated on September 11, 2023 he attended the Regional Council of Mayors Meeting.

4 On September 12, 2023 he attended the Mississippi Watershed Management Organization

5 Meeting.

6

7 **VIII. COMMUNITY FORUM - NONE.**

8

9 **IX. INFORMATION AND ANNOUNCEMENTS - NONE.**

10

11 **X. ADJOURNMENT.**

12

13 Mayor Stille adjourned the meeting at 7:54 p.m.

14

15

16

17 Respectfully submitted,

18 Debbie Wolfe

19 *TimeSaver Off Site Secretarial, Inc.*

20

21

Mayor

22 ATTEST: _____

23

City Clerk

Approved