

CITY OF ST. FRANCIS  
ST. FRANCIS, MN  
ANOKA COUNTY

CITY COUNCIL MINUTES

AUGUST 17, 2015

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Steve Kane at 6:00 pm.
2. **Roll Call:** Present were Mayor Steve Kane, Council members Richard Orpen, Chris McClish and Tim Brown. Rich Skordahl excused. Also present were City Engineer Jared Voge (Bolton & Menk), City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Sergeant Todd Schwieger, Public Works Director Paul Teicher, Fire Chief Matt Kohout, City Finance Director Darcy Mulvihill, City Administrator Joe Kohlmann, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY BROWN SECOND McCLISH TO ADOPT THE AUGUST 17, 2015 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY ORPEN SECOND BROWN TO APPROVE THE AUGUST 17, 2015, CITY COUNCIL CONSENT AGENDA A-C AS FOLLOWS:
  - a. City Council Minutes – August 3, 2015
  - b. Acknowledgement of Gambling Exempt Permit for the SF Youth Hockey, January 1, 2016
  - c. St. Francis Lions Club: Temporary 3.2 Permit for Corn Fest September 12, 2015 in Community Park
  - d. Approve the Payment of Claims for \$427,132.90 (ACH 121E-122E \$151,912.30 Checks 69448-69515 \$275,220.60.Motion carried 4-0.
5. **Meeting Open to the Public:** Joseph Muehlbauer, 3459-228<sup>th</sup> thanked for those who met with me and those of the council members who said would still would meet with me.
6. **Petitions, Requests, Applications:**
  - a.
7. **Ordinances & Resolution:**
  - a. **Resolution 2015-39: Providing for an Extension of the Existing Cable Franchise Agreement:** MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION 2015-39 A RESOLUTION PROVIDING FOR AN EXTENSION OF THE EXISTING CABLE FRANCHISE AGREEMENT AND CALLS FOR A SEPTEMBER 8, 2015 PUBLIC HEARING. Motion carried 4-0.
8. **Reports of Consultants & Staff Members:**

a. **Engineer: Herbst Annexation:** The City received a Petition for Annexation by Ordinance dated August 5, 2015 from property owner Joshua and Melissa Herbst. The petition indicates that this is an approximately 20 acres parcel currently unincorporated and located in Athens Township, Isanti County. The property owners also applied for a driveway permit to provide access to a new house they plan to build off Hummingbird Street NW. They will be applying for a building permit through Athens Township. Lepak stated the City Council will need to establish a public hearing date that is at least thirty (30) days following notice to all of the property owners in the affected area (within and contiguous to the area to be annexed) and the town board. Lepak outlined in his memorandum to the City Council the steps that need to be followed in filing an annexation by ordinance.

MOTION BY ORPEN SECOND McCLISH TO ESTABLISH A PUBLIC HEARING ON SEPTEMBER 21, 2015 BEGINNING ON OR AFTER 6:00 PM AT THE REGULARLY SCHEDULED CITY COUNCIL MEETING TO CONSIDER THE ANNEXATION PETITION BY JOSHUA AND MELISSA HERBST. Motion carried 4-0.

b. **Attorney:**

c. **Staff:**

**Bldg. Official:**

**Fire Dept.:**

**Public Works:**

**Liquor Store:**

**Police Dept:**

**City Administrator: Community/Economic Development Director:** Staff is proposing the creation of a Community/ EDA Development Director. This position will primarily work on managing the comprehensive planning, land-use, zoning, economic development and oversee the building inspection services. Provided to you is the job description. Orpen asked if the person is offered the top of the scale where is the money coming from. This position would be put in the 2016 budget and also there is a small amount budgeted for consulting. If offered the top wage the funds could come from this budget line item. Orpen asked if the money for the benefits were covered too. Kohlmann said yes.

MOTION BY McCLISH SECOND BROWN TO DIRECT STAFF TO PREPARE AN ORDINANCE AMENDMENT ESTABLISHING THE DEPARTMENT OF COMMUNITY/ECONOMIC DEVELOPMENT DIRECTOR AND POST THE ATTACHED JOB ADVERTISEMENT TO THE LEAGUE OF MN CITIES. Motion carried 4-0.

9. **Reports from Council Members:** Brown stated he received a call from a Fire Department Relief Association board member. The city previously put money toward the relief association but now that they are fully vested and the city does not have to put money in their fund. They have been discussing reducing the number of the years vested from ten to five. With that, they think they would attract more firefighters. They also have talked about going with PERA. Brown asked if they could come to the next so we could discuss some changes. The council agreed.

McClish said he met with two residents regarding the speed along Poppy Street and the improvements along Bridge Street.

10. **Report from Mayor:** Kane reported he met with one resident last week, Mr. Muehlbauer.
11. **Old Business:**
12. **New Business:**
13. **Adjournment:** Mayor Kane adjourned at 6:13 pm.

---

Barbara I. Held, City Clerk