

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

CITY COUNCIL MINUTES

NOVEMBER 2, 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, Rich Skordahl, Chris McClish and Tim Brown. Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), City Attorney Scott Lepak (Barna, Guzy & Steffen), Public Works Director Paul Teicher, Police Chief Jeff Harapat, 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 NOVEMBER 2, 2015 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND ORPEN TO APPROVE THE NOVEMBER 2, 2015, CITY COUNCIL CONSENT AGENDA A-D AS FOLLOWS:
  - a. City Council Minutes – October 9, 2015
  - b. Enter into a Management Agreement with the St. Francis Homerun Club for the staffing and maintenance of the Warming House/Rinks this season
  - c. Embedded Systems, Inc. (Tornado Sirens) Maintenance Contract Renewal for 2016
  - d. Payment of Claims \$193,530.53 (Checks 69814- 69871) Motion carried 5-0.
5. **Meeting Open to the Public:** Steve Feldman, 22766 Poppy Street, thank you to the City Council for the purchase of the new (electronic) speed sign. It is going to be a retraining. Only been there since Thursday, I know. Tagging people and the police presence is a good thing. I would also think a stop sign on 227<sup>th</sup> and 228<sup>th</sup> would make it more user friendly. I think the stop signs along with police presence will help with the speed.

Melissa Alm, 23909 Ute Street, questioning the order to stop work on a temporary building that is not on a slab. I didn't think you had to pull a permit. Other people have permanent structures and they did not have to pull a permit. Council suggested she discuss this the building official.

6. **Petitions, Requests, Applications:**
  - a. **Public Hearing: Certifying Assessments for Delinquent Utilities, Miscellaneous Invoices and Administrative Fines: Resolution 2015-60:** Finance Director Darcy Mulvihill stated the property owners did receive notification of the delinquent bills and of this public hearing. Provided to the City Council was a list of utilities, miscellaneous invoices and administrative fines that are delinquent. Mayor Kane opened the public hearing at 6:06 pm for any public comment on the delinquent accounts. After no public comment, Mayor Kane

closed the public hearing at 6:07 pm. MOTION BY BROWN SECOND SKORDAHL TO ADOPT RESOLUTION 2015-60 A RESOLUTION CERTIFYING ASSESSMENTS FOR DELINQUENT UTILITIES, MISCELLANEOUS INVOICE AND ADMINISTRATIVE FINES. Motion carried 5-0.

**b. PUD Amendment & Site Plan Review – St. Francis Transitional Care Facility – Resolution 2015-61:** Planner, Nate Sparks reported Able Companies, Inc. has submitted an application for a planned unit development amendment and building and site plan review for a transitional care and assisted living facility. The property is located at an unaddressed parcel on the north side of 229th Avenue NW in the 2900 block between the golf course clubhouse and the American Legion. This is part of The Ponds Golf Course PUD.

The applicant seeks to build a three-story facility with up to 40 assisted living, 34 memory care, and 15 transitional care units. Transitional care units are typically temporary lodging for patients before and after hospital stays. The facility will employ about 50-75 people. The Planning Commission recommended considered the request at their October meeting. They found that the flexibilities being requested to allow for a more residential/institutional style of architecture than that of a typical commercial building with a flat roof and block style construction were acceptable and met the City’s PUD requirements. The Planning Commission recommended approval of the request with six conditions as noted in the proposed resolution. Sparks stated I could answer any questions you may have. Skordahl said the memorandum does outline what was discussed at the Planning Commission meeting. Kane stated he is excited for this type of facility in St. Francis. MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2015-61 A RESOLUTION APPROVING A PLANNED UNIT DEVELOPMENT AMENDMENT & SITE & BUILDING PLAN REVIEW FOR THE ST. FRANCIS TRANSITIONAL CARE FACILITY. Motion carried 5-0.

7. **Ordinances & Resolution:**

**a. Ordinance 209, Second Series: Amending Section 10-81 Adopting Revised Flood Plain Ordinance – Second Reading:** MOTION BY ORPEN SECOND SKORDAHL APPROVING THE SECOND READING OF ORDINANCE 209, SECOND SERIES AMENDING SECTION 10-81 ADOPTING THE REVISED FLOOD PLAIN ORDINANCE. Motion carried Ayes: Orpen, Brown, Skordahl, McClish, and Kane. Nays: None Motion carried 5-0.

**b. Resolution 2015-62: Summary Publication of Ordinance 209, Second Series:** Motion by Brown second McClish to adopt Resolution 2015-62 a resolution authorizing the summary publication of Ordinance 209, Second Series. Motion carried 5-0.

**c. Ordinance 210, Second Series: Declaring City Owned Property as Surplus Property – Second Reading:** This ordinance declares the “east shop site” as surplus property; includes the properties of 32-34-24-43-0003, 32-34-24-43-0004, 32-34-24-43-0005, 32-34-24-43-0006, 32-34-24-43-0008, and 32-34-24-43-0009. MOTION BY SKORDAHL SECOND ORPEN APPROVING THE SECOND READING OF ORDINANCE 210, SECOND SERIES DECLARING CITY OWNED PROPERTY AS SURPLUS PROPERTY. Ayes: McClish, Brown, Orpen, Skordahl, and Kane Nays: None Motion carried 5-0.

**d. Resolution 2015-63: Summary Publication of Ordinance 210, Second Series:** Motion by Brown second McClish to adopt Resolution 2015-63 a resolution authorizing the summary publication of Ordinance 210, Second Series. Motion carried 5-0.

**e. Ordinance 211, Second Series: Amending Fee Schedule for Building Permits (1997 Uniform Building Code) within the City of St. Francis – First Reading:** The changes recommended are to follow what the State allows for calculating permits over one million dollars in value from the 1997 Uniform Building Code Fee Schedule. MOTION BROWN SECOND KANE APPROVING THE FIRST READING OF ORDINANCE 211, SECOND SERIES AMENDING THE FEE SCHEDULE FOR BUILDING PERMITS (1997 Uniform Building Code) WITH IN THE CITY OF ST. FRANCIS. Orpen asked about the fee changes. Kohlmann states this ordinance amendment has to do with the 1997 Uniform Building Code fee schedule. To bring it back in line with what the State has adopted. Ayes: Brown, Skordahl, Orpen, and Kane Nays: None Motion carried 5-0.

**f. Ordinance 212, Second Series: Amending Section 2-9-1 of the City Code Regarding the Fee Schedule-First Reading:** The building official provided a list new fee recommendations. MOTION BY McCLISH SECOND ORPEN TO APPROVE THE FIRST READING OF ORDINANCE 212, SECOND SERIES AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING THE FEE SCHEDULE. Ayes: McClish, Orpen, Skordahl, Brown, and Kane Nays: None Motion carried 5-0.

**8. Reports of Consultants & Staff Members:**

**a. Engineer:**

**b. Attorney:**

**c. Staff:**

**Bldg. Official:**

**Fire Dept.:**

**Public Works:**

**Liquor Store:**

**Police Dept: Electronic Speed Sign:** Police Chief Jeff Harapat gave an update on the new electronic speed sign. The police department has placed the sign out on various streets. We have not had official training on all the options or data the sign can collect. We are getting some information off the machine. Pederson Drive we were logging over 1,000 vehicles a day. Last Wednesday, we did have some speeders on Poppy Street. Average speed in the 30 mph area was 25.06 mph. There were some 38, 37 and 33 mph in the numbers that were received. We will be doing a more detail traffic count and mph after our training. McClish asked if it does two way traffic? Harapat said we are not sure. Hopefully in the very near future we will have some more specific details.

**City Administrator: Community/Economic Development Director Update:** Kohlmann reported that Kate Thunstrom has passed all necessary backgrounds and has accepted a conditional employment offer for the Community/Economic Development Director position, contingent upon Council approval. Kohlmann is recommending to start Ms. Thunstrom at Grade 16, Step 6 of the City's 2015 salary schedule, vacation accrual 120 annually and starting with 40 hours of vacation and sick time. MOTION BY BROWN SECOND SKORDAHL TO APPOINT KATE THUNSTROM AS OUR COMMUNITY/ECONOMIC DEVELOPMENT

DIRECTOR AT GRADE 16, STEP 6 OF THE CITY'S 2015 SALARY SCHEDULE STARTING WITH 40 HOURS OF VACATION AND SICK TIME AND STARTING VACATION ACCRUAL OF 120 HOURS ANNUALLY. Motion carried 5-0.

9. **Reports from Council Members:** Orpen went out trick and tricking nice to see everyone out together in the community.

Skordahl may miss the November 18<sup>th</sup> Planning and Zoning Commission meeting and may miss December 7<sup>th</sup> City Council because of his work travel. At the last meeting, I asked for more information from the departments and maybe I did not choose my words correctly. Our staff does good things; I want them to bring those forward.

Brown reported last Thursday evening I attended the Anoka County Joint Fire District Meeting. Not enough elected officials present to vote on the items presented.

10. **Report from Mayor:** October 21<sup>st</sup> I attend the Anoka County Joint Law Enforcement meeting. Kane stated he was surprised on the number of car thefts in Anoka County.

October 23, 2015, I attend the Police Lives Matter in Coon Rapids. Over \$8,100 raised for fallen officers and still taking in money on the sale of t-shirts. I also had a nice discussion with the Mayor of Coon Rapids

For those of you in the audience and listening at home, St. Francis does not have an election tomorrow.

Kane said he may not be at the next meeting due to business conflict.

11. **Old Business:** Some time ago, we spent a lot of time and expense on the sign ordinance. There is a box truck in the County Market parking lot that is in one spot with advertising on the sides.

12. **New Business:** None.

13. **Adjournment:** Mayor Kane adjourned the regular City Council meeting at 6:27 pm.