

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

CITY COUNCIL MINUTES

NOVEMBER 16, 2015

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Pro Tem Tim Brown at 6:00 pm.

2. **Roll Call:** Present were Mayor Pro Tem Tim Brown. Council members Richard Orpen, Rich Skordahl, and Chris McClish. Steve Kane excused. 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, Fire Chief Matt Kohout, Building Official Andy Schreder, City Finance Director Darcy Mulvihill, City Administrator Joe Kohlmann, and City Clerk Barb Held.

3. **Adopt Agenda:** MOTION BY McCLISH SECOND ORPEN TO ADOPT THE NOVEMBER 16, 2015 CITY COUNCIL AGENDA. Motion carried 4-0.

4. **Consent Agenda:** MOTION BY McCLISH SECOND SKORDAHL TO APPROVE THE NOVEMBER 16, 2015, CITY COUNCIL CONSENT AGENDA A-D AS FOLLOWS:  
a. City Council Minutes – November 2, 2015  
b. Pay Request No. 3 & No. 4 to Gridor Construction, Inc. for the Wastewater Treatment Facility Improvements  
c. Payment of Claims \$4,135,000.12 (ACH 129E-131E \$113,762.76 and Checks 69872-69941 \$4,021,237.36) Motion carried 4-0.

5. **Meeting Open to the Public:** None.

6. **Petitions, Requests, Applications:**

7. **Ordinances & Resolution:**

a. **Ordinance 211, Second Series: Amending Fee Schedule for Building Permits (1997 Uniform Building Code) within the City of St. Francis – Second Reading:** MOTION BY SKORDAHL SECOND McCLISH APPROVING THE SECOND READING OF ORDINANCE 211, SECOND SERIES AMENDING THE FEE SCHEDULE FOR BUILDING PERMITS (1997 Uniform Building Code) WITH IN THE CITY OF ST. FRANCIS. Ayes: Skordahl, Orpen, McClish and Brown Nays: None Motion carried 4 -0.

b. **Resolution 2015-64: Summary Publication of Ordinance 211, Second Series:** MOTION BY BROWN SECOND ORPEN TO ADOPT RESOLUTION 2015-64 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 211, SECOND SERIES. Motion carried 4-0.

c. **Ordinance 212, Second Series: Amending Section 2-9-1 of the City Code Regarding the Fee Schedule-Second Reading:** The building official provided a

memorandum and a list a surrounding communities current fees. MOTION BY SKORDAHL SECOND McCLISH TO ADOPT THE SECOND READING OF ORDINANCE 212, SECOND SERIES AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING THE FEE SCHEDULE. Orpen asked what is a water conditioning fee. Schreder stated it is a water softening fee. Orpen asked what is the cost associated with this. Irrigation cost is \$75.00 what does that include. Schreder stated thank you for allowing me to explain. There are set fees and some permits are based on valuation. When a permit is pulled Schreder explained what the process is to issue and inspect. Orpen asked how many people are compliant now, is this going to make more people not getting permits. Schreder stated you want to get reimbursed for the time but if the permits are too high they will not pull them that is why there is a fine line on not to charge too much. Ayes: McClish, Skordahl and Brown. Nays: Orpen Motion failed for the lack of a 4/5 vote.

**d. Resolution 2015-65: Summary Publication of Ordinance 212, Second Series:**  
No summary publication resolution due to the fact the ordinance did not pass.

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

**a. Engineer:**

**b. Attorney:**

**c. Staff:**

**Bldg. Official:**

**Fire Dept.: Hiring of Paid On-Call Fire Fighters:** Fire Chief Matt Kohout asked for council consideration to proceed with the hiring of five new fire fighters. The hiring panel interviewed seventeen. This was a very good group of interested candidates. The reasoning for asking to hire five at this time is the Anoka County Fire Academy is conducting their last Academy starting in March 2016. The benefits of sending the new fire fighters to this academy is all the training is free, reimbursement for a majority of the fire gear and reimbursed for the workplace assessment. This is a huge financial savings to the city. The council asked will this keep us ahead or status quo. Kohout said there is a resignation coming in from a current firefighter and there is a potential for some retiring too . MOTION BY BROWN SECOND McCLISH TO MOVE FORWARD WITH FIVE FIRE FIGHTERS TO CONTINUE GOING THROUGH THE HIRING PROCESS. Motion carried 4-0.

**Public Works:**

**Liquor Store:**

**Police Dept: Forfeiture Fund:** Police Chief Jeff Harapat reported on the Forfeiture Fund. The law is specific on how these expenditures can be spent. There is no council action needed but I wanted you to be informed. Forfeiture expenditures cannot be a budgeted items but must be equipment for the police department. Three actions we are looking at doing. 1) Replace 4 Tazers \$890.66 each, 2) Add 2 Motorola Radios that are encrypted \$3,990 each, and 3) Replace the 2008 Black UTV CF Moto, with a Polaris Ranger Crew at approximately \$21,000. This would end with our Forfeiture Fund reduced to \$5,500. Again, Chief Harapat stated statutorily the expenditures need to be used for unbudgeted items. Orpen asked wouldn't it be more cost effective to buy another squad than a UTV? Chief Harapat said he thought the same thing too at first but with looking at the cost of the car, set up cost , radio and computer it is not cost effective. This vehicle can now go down park trail, fields in areas we cannot get there by a squad car. Brown asked about the encrypted radios. Harapat said that is a

movement that is already happening, not just in our department. Brown asked what the life expectancy of the UTV? They say the Polaris 10 years but I think it will last much longer. McClish feel all three of these items are important to the department. Skordahl said I too support this. How often does this type of action happen? Harapat said not yearly but when the balance gets higher and we realize we need items that are more expensive.

Audience member stated, “Point of order” why wasn’t the resolution for Ordinance 212 acted on? Brown asked Lepak to explain the reasoning. Lepak stated an ordinance needs a 4/5 vote there for with a 3 to 1 vote the ordinance did not pass and there was no need for the summary publication.

**City Administrator: Authorization to Advertise for Office Support:** Kohlmann gave the back on the creation of the Office Assistant position. MOTION BY McCLISH SECOND SKORDAHL TO APPROVE THE CREATION AND ADVERTISEMENT OF THE OFFICE ASSISTANT POSITION. Motion carried 4-0.

9. **Reports from Council Members:** Skordahl said I will not be at the December 7, 2015 City Council meeting. Skordahl thanked the department heads for coming to tonight’s meeting.

10. **Report from Mayor:** None.

11. **Old Business:** McClish reported that MnDOT has reviewed and approved the new school speed zone during school hours from 50 mph to 40 mph. Question was asked what type of signage will be used. Voge said the notice just came out recently but not a lot of detail on the type of signage. We will forward any information on to you.

12. **New Business:** Orpen asked about allowing chickens in back yard. Orpen ask the rest of the council’s opinion. Staff will come back with a report.

13. **Adjournment:** MOTION BY ORPEN SECOND SKORDAHL TO ADJOURN THE REGULAR CITY COUNCIL MEETING at 6:32 pm. Motion carried 3-1. Brown voting nay.