

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

CITY COUNCIL MINUTES

JANUARY 4, 2016

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 Cody Holmes (Bolton & Menk, Inc.), City Attorney Scott Lepak (Barna, Guzy & Steffen), Public Works Director Paul Teicher, Police Chief Jeff Harapat, Fire Chief Matt Kohout, City Finance Director Darcy Mulvihill, Community Development Director Kate Thunstrom, City Administrator Joe Kohlmann, and City Clerk Barb Held.

3. **Adopt Agenda:** MOTION BY BROWN SECOND McCLISH TO ADOPT THE JANUARY 4, 2016 CITY COUNCIL AGENDA. Motion carried 5-0.

4. **Consent Agenda:** MOTION BY McCLISH SECOND ORPEN TO APPROVE THE JANUARY 4, 2016, CITY COUNCIL CONSENT AGENDA A-B AS FOLLOWS:

a. City Council Minutes – December 21, 2015

b. Payment of Claims \$ 95,484.54 (Checks 70103-70155) Motion carried 5-0.

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

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

a.

7. **Ordinances & Resolution:**

a. **Resolution 2016-01: Appointments for 2016:** Skordahl asked are we still keeping Northwest Associated Consultant (NAC). Kohlmann said yes for special projects. Orpen asked about the official newspaper. After brief discussion, it was not changed from the original recommendation. MOTION BY SKORDAHL SECOND BROWN TO ADOPT RESOLUTION 2016-01 A RESOLUTION APPROVING THE APPOINTMENTS FOR 2016. Motion carried 5-0.

b. **Ordinance 213, Second Series: Amending Ordinance 208, Second Series: Annexing Land Located in Athens Township, Isanti County, Minnesota (Second Reading):** MOTION BY McClish SECOND BROWN TO APPROVE THE SECOND READING OF ORDINANCE 213, SECOND SERIES ANNEXING LAND LOCATED IN ATHENS TOWNSHIP, ISANTI COUNTY, MINNESOTA PURSUANT TO MINNESOTA STATUTES 414.033 SUBDIVISION 2(3), PERMITTING ANNEXATION BY ORDINANCE. Roll Call: Ayes: Orpen, Skordahl, McClish, Brown and Kane Nays: None Motion carried 5-0.

**c . Resolution 2016-02: Resolution Authorizing the Summary Publication of Ordinance 213, Second Series:** MOTION BY SKORDAHL SECOND BROWN ADOPT RESOLUTION 2016-02 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 213, SECOND SERIES ANNEXING LAND LOCATED IN ATHENS TOWNSHIP, ISANTI COUNTY, MINNESOTA PURSUANT TO MINNESOTA STATUTES 414.033 SUBDIVISION 2(3), PERMITTING ANNEXATION BY ORDINANCE. Motion carried 5-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

**Finance: Special Assessment Policy:** Finance Director Darcy Mulvihill stated the council requested staff to review our assessment policy fees. The current Special Assessment Policy was adopted in March 2007. The policy explains how street and utility projects may be special assessed to properties. Currently, the assessment terms are consistent with bond issuance terms. The maximum the City can assess for is 30 years. Ultimately, the term of the assessment is a Council decision. Staff is also looking to put together a comprehensive road improvement package that considers a variety of financing techniques. Currently the city of Elk River uses a franchise fee to reduce or eliminate special assessments. We are hoping to bring this option forward sometime in 2016. At this time we are not recommending changing the Special Assessment Policy. Orpen asked about the franchise fee. Mulvihill explained on what she had learned at a seminar of the franchise fee. We are hoping to bring this option forward sometime in 2016. No council action was taken.

**Fire: Fire Chief Succession Plan:** Fire Chief Matt Kohout provided to the City Council a detailed Fire Chief Succession Plan. He has been working on this for some time and asked if there were any questions. Skordahl said he liked what he saw. Orpen said in the interest of transparency I would like to see a list of what officers are doing the items on the list. How many of these items have been implemented by you or the previous chief. How are you addressing the budget, is it a one on one or the whole officer groups. Orpen I would like a plan of who the fire fighters are receiving the training. Skordahl said this is what I like; I like to see what we are doing to make us better. McClish, Brown and Kane said thank you and keep up the good job to Fire Chief Kohout.

**Public Works:**

**Liquor Store:**

**Police:**

**City Administrator:**

9. **Reports from Council Members:** Skordahl said before we met this evening a young gentle came up to talk to some of the council members. I asked him to stay but did not want to address this for public mic time. Some of his concerns were is there no place to swim in the city. He would like a pool.

10. **Report from Mayor:** Kane reported the Mayor's Snowmobile Ride February 2 and the application should be on the website soon.

11. **Old Business:**

a. **Animals and Fowl Ordinance Revisited:** Staff provided information at council Orpen’s request, the ordinance pertaining to chickens. Orpen said he would like to talk to other cities to see how they handle how much land you must have and if they have had problems. Skordahl said if we were going to change this I believe it would go to the Planning to hold a public hearing. More information will be provided to Orpen.

12. **New Business:** Brown said I have let my opinion known about ordinance enforcement and that we need to follow the ordinances that we have in place. The curbing alone does not support the semi-trailer that is parked on the person’s lawn. This one in particular is about 600 feet out the front door here.

13. **Adjournment:** Mayor Kane adjourned the City Council meeting at 6:24 pm

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Barbara I. Held, City Clerk