

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

CITY COUNCIL MINUTES

May 16, 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 Tim Brown, Council members Richard Orpen, Rich Skordahl, Chris McClish, and Tim Brown. Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), Nate Sparks planner for Northwest Associated Consultants, Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), Fire Chief Matt Kohout, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, City Finance Director Darcy Mulvihill, Building Official Andy Schreder, 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 MAY 16, 2016 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY SKORDAHL SECOND ORPEN TO APPROVE THE MAY 16, 2016, CITY COUNCIL CONSENT AGENDA A-G AS FOLLOWS:
 - a. City Council Minutes –May 2, 2016
 - b. URRWMO Minutes – March 8, 2016 and Unapproved Minutes – May 3, 2016
 - c. Pay Request No. 10 for \$1,668,317.00 to Gridor Construction, Inc. for the Wastewater Treatment Facility Improvements
 - d. Pay Request No. 5 for \$75,282.04 to LaTour Construction for the Bridge Street Utility Improvement
 - e. St. Francis Chamber of Commerce Parade Permit for Pioneer Days – June 4 @ 1:00 pm
 - f. St. Francis Lions Party Permit for June 3 at the St. Francis Hardware Store
 - g. Payment of Claims \$2,088,748.60 (ACH 150E-152E \$121,317.02 and Check #70660-70752 \$1,967,431.58)
5. **Meeting Open to the Public:** None
6. **Petitions, Requests, Applications:**
 - a. **Abdo, Eick & Meyers: 2015 Financial Statement & Audit:** Justin Nilson of Abdo, Eick and Meyers gave a power point presentation on the 2015 Financial Statement and Audit. Thanked Finance Director Darcy Mulvihill for all her help with the audit. Thanked the council for allowing them be the auditors for the city. MOTION BY BROWN SECOND McCLISH TO ACCEPT THE 2015 FINANCIAL STATEMENT AND AUDIT. Motion carried 5-0.
 - b. **Rum River Terrace: PUD Amendment & Minor Subdivision:** Nate Sparks of NAC provided a memorandum and supporting documents on this request. NP Properties and Pentagon Holdings have made an application for a Planned Unit Development Amendment lots within the Rum River Terrace development. Pentagon Holdings is the original developer and NP Properties is assuming the remaining portions of the development. The purpose of the amendment is to convert twinhome lots to detached townhome style single family units.

The amendment is only for Lots 3-18, 21-30 of Block 3 and Lots 1-6 of Block 4, which is the portion of the development intended for twinhomes that is currently not built. The amendment includes adjustments of lot lines to accommodate the single family houses. The Planning Commission held a public hearing on this request at their April 20th meeting and recommended approval of the request.

1) **Resolution 2016-17:** MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2016-17 A RESOLUTION APPROVING A MINOR SUBDIVISION AND ADOPTING FINDINGS OF FACT FOR A PLANNED UNIT DEVELOPMENT AMENDMENT FOR RUM RIVER TERRACE. Motion carried 5-0.

2) **Ordinance 219, Second Series – First Reading:** MOTION BY ORPEN SECOND McCLISH APPROVING THE FIRST READING OF ORDINANCE 219, SECOND SERIES AMENDING THE RUM RIVER TERRACE PLANNED UNIT DEVELOPMENT FOR CERTAIN PARCELS. Developer wants to change the twin homes from attached to detached homes. Roll Call: Ayes: Brown, McClish, Skordahl, Orpen and Kane. Motion carried 5-0.

3) **Development Agreement:** MOTION BY BROWN SECOND ORPEN TO APPROVE THE DEVELOPMENT CONTRACT PLANNED UNIT DEVELOP AGREEMENT WITH NP PROPERTIES, LLC. Motion carried 5-0.

7. **Ordinances & Resolution:**

a. **Resolution 2016-18: Amending the SFFD Relief Association Retirement Plan:** This resolution would increase from \$2,100 to \$2,900 for each year of service. MOTION BY ORPEN SECOND McCLISH TO ADOPT RESOLUTION 2016-18 A RESOLUTION AMENDING THE ST. FRANCIS FIRE DEPARTMENT RELIEF ASSOCIATION RETIREMENT PLAN. Motion carried 5-0.

b. **Resolution 2016-19: Approving the SFFD Relief Association Bylaws to Include PERA:** MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2016-19 A RESOLUTION APPROVING THE ST. FRANCIS FIRE DEPARTMENT RELIEF ASSOCIATION BYLAWS TO INCLUDE PERA. Motion carried 5-0.

c. **Resolution 2016-20: Approving SFFD Relief Association Article III Vesting:** By changing to PERA, vesting would change from ten years to five. MOTION SKORDAHL SECOND ORPEN Motion carried 5-0.

d. **Resolution 2016-21: Approving SFFD Relief Association Contribution:** The bylaws will be amended to include the contribution plan of \$500 per year per fire fighter in good standing. Brown asked does this start in 2017. Kohlmann yes we could implement that for 2017. MOTION BY McCLISH SECOND SKORDAHL TO ADOPT RESOLUTION 2016-21 A RESOLUTION APPROVING THE ST. FRANCIS FIRE DEPARTMENT RELIEF ASSOCIATION CONTRIBUTION PLAN. Motion carried 4-1. Kane voting nay.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Economic Development: St. Francis Economic Development Plan Presentation: Community Development Director Kate Thunstrom gave a summary of the 2016 Economic Development Plan completed by Northwest Associated Consultants (NAC). This plan helps provide consistency on what people receive in regards to the development opportunities within

the City. Skordahl said good job on the report. All our plans need to come together. We need to now start focusing on where we want to go and guide us to get to where we need to go. McClish said the EDA also supports this plan. Brown said good job. Orpen asked if we could put this on the front page at least for a while on the City's website. There is a lot of good information in this report. Kane said he also wants to thank Mr. Sparks. A lot of hours were put into developing the plan.

Fire:

Public Works: Public Works/Police Records Clerk Position and Job Description: Public Works Director Paul Teicher stated the Public Works/Police Records Clerk Position has been open since the end of March due to an employee resignation. Since the implementation of this created position in the spring of 2015 the job description has been amended to have more focus on the public works tasks while still being able to fill the needs of the police department. Orpen asked would this position still have to have all the credentials being they are working same area. Teicher said yes. MOTION BY BROWN SECOND ORPEN APPROVING McCLISH THE JOB DESCRIPTION AS PRESENTED. Motion carried 5-0. MOTION BY McCLISH SECOND BROWN DECLARING A PUBLIC WORK/POLICE RECORDS CLERK POSITION VACANCY AND AUTHORIZE STAFF TO FILL THE POSITION. Brown said I just want it known this position is in the budget and not a new position. Motion carried 5-0.

Liquor Store:

Police:

City Administrator:

9. **Report from Councilmembers:** Orpen this weekend enjoy yourself at Pioneer Days a lot of things going on. A couple meetings ago I brought up the need for a pedestrian ramp. It was installed and I appreciate staffs work on this and looks fantastic. Skordahl said get out and enjoy Pioneer Days. McClish stated there are openings on the EDA and Planning Commissions. A great opportunity to get involved.

10. **Report from Mayor:** There is still a need for volunteers during Pioneer Days, please call the Chamber. Volunteer want you can, the Chamber does a great job.

11. **Old Business:** Orpen asked if there was an update on high school interest in serving on the planning commission.

McClish stated being the building inspector was here could he ask for an update on building activity.

12. **New Business:** None.

13. **Adjournment:** Mayor Kane adjourned the regular city council meeting at 6:38 pm.