

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

CITY COUNCIL MINUTES

July 5, 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, Councilmembers 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), Fire Chief Matt Kohout, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Police Sgt. Todd Schwieger, City Finance Director Darcy Mulvihill, Community Development Director Kate Thunstrom, City Administrator Joe Kohlmann, and Administrative Assistant Anna Anderson.
3. **Adopt Agenda:** MOTION BY BROWN SECOND McCLISH TO ADOPT THE JULY 5, 2016 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND BROWN TO APPROVE THE JULY 5, 2016, CITY COUNCIL CONSENT AGENDA A-F AS FOLLOWS:
  - a. City Council Minutes – June 20, 2016
  - b. Acknowledge the Planning Commission Minutes of April 20, 2016 and Draft Minutes of June 15, 2016
  - c. Hire Jennifer Urbano as the Public Works/Police Records Clerk contingent upon successful completion of background and workplace assessment evaluation
  - d. Hire Amanda Komorous as a Part Time Liquor Store Clerk
  - e. Hire Emily Nickel as a Part Time Liquor Store Clerk
  - f. Pay Request No. 7 for \$9,107.01 to LaTour Construction for the Bridge Street Utility Improvement
  - g. Pay Request No. 1 for \$173,410.06 to Park Construction Co. of Minneapolis for the Pederson Drive Improvement
  - f. Payment of Claims \$353,443.17 (Check #70906-70988) Motion carried 5-0.
5. **Meeting Open to the Public:**

Andy Schreder, St. Francis Building Official. Schreder makes a statement on allegations/charges described in section 8 by the City Attorney.

Joseph Murrell, 24360 Yukon Street NW, St. Francis, came to address Pederson Drive Improvements; states he believes there will be an issue with traffic jam because curb went in and they should widen the lane. Murrell addresses the wastewater treatment plant. Why didn't we go to the Met Council? What about the water run off fee for \$60 and will there be a plan implemented next year when the funds are provided by the Rum River Authority for some of that funding?

6. **Petitions, Requests, Applications:**
  - a. **St. Francis Ambassador Program – Float Agreement & Resolution 2016-25:**  
The City Attorney drafted an updated agreement and resolution that would regain ownership of the float by the City so it can be insured and all maintenance costs and storage would be

maintained by the St. Francis Ambassador Program with the exception that the City has previously donated dollars to it. Orpen asks if it costs anything to insure it and if they would pay that cost. Lepak says it will be covered under the City's general fleet policy so it's not going to cost the city any money, it will just be one of the items listed on the coverage. Orpen asks if it is free for the Ambassadors to get insurance on the float. Lepak says that is correct and they could not get their own. Orpen questions what other cities do. Lepak says he doesn't know the answer to that question. MOTION BY SKORDAHL SECOND BROWN TO ADOPT RESOLUTION 2016-25 A RESOLUTION ACKNOWLEDGING THE OWNERSHIP OF THE ST. FRANCIS AMBASSADOR PROGRAM PARADE FLOAT/TRAILER AND AUTHORIZING EXECUTION OF AN OWNERSHIP, INSURANCE, AND MAINTENANCE AGREEMENT. Motion carried 5-0

**b. Tamarack Street: Emmerich & Wallace Minor Subdivision: Resolution 2016-26:** Bruce Emmerich & Nancy Wallace have made an application to divide an approximately 40 acre parcel into two lots that are each about 20 acres in size. The parcel is located north of 229th Avenue on the west side of Tamarack Street in the 2300 block of addresses. The property is zoned A-2, Rural Estate Agriculture. The property is currently owned by Ann Johnson, who is a co-applicant. In the City's Transportation Plan, Tamarack Street is identified as a minor collector under municipal jurisdiction. Currently, the property line extends into the centerline of the Tamarack Street right-of-way. The applicant has provided a 40 foot wide easement over the right-of-way. Minor Collectors are required to have a right-of-way width of 80 feet. The City's Transportation Plan also identifies a future roadway on the south side of the subject site. The applicant is providing for half of the right-of-way for this road by an easement. There is already an easement for the other half of the road on the property to the south. The road is not proposed to be constructed, at this time. Tamarack Street is identified as a future trail corridor. The proposed right-of-way width is sufficient to include the trail. The A-2 District requires a minimum lot size of 10 acres. As proposed, both lots are depicted as being about 19.9 acres in size. With reductions from the right-of-way easements the two lots will be about 19.3 acres and 18.5 acres, both exceeding the minimum lot size requirements. The minimum lot width is 300 feet and both properties are about 660 feet in width. The Planning Commission found the proposed subdivision to be generally consistent with the City's Zoning and Subdivision Ordinances and the Comprehensive Plan, and recommended approval of the request with the following conditions:

1. The subdivision shall be recorded with Anoka County within 90 days of approval in a manner acceptable to the City Attorney.
2. All recommendations by the City Engineer shall be addressed.
3. The wetland delineation and related easement is subject to review and approval of the City Engineer.
4. Park dedication shall be paid.
5. Drainage and utility and right-of-way easements shall be recorded in a manner acceptable to the City Attorney.
6. Building Official approves septic and soil borings for the site.

MOTION BY BROWN SECOND MCCLISH TO ADOPT RESOLUTION 2016-26 A RESOLUTION APPROVING A MINOR SUBDIVISION FOR BRUCE EMMERICH &

NANCY WALLACE TO SUBDIVIDE A 39 ACRES PARCEL ON TAMARACK STREET.  
Motion carried 5-0.

**c. Crown 2nd Addition Preliminary & Final Plat: Resolution 2016-27:** The City of St. Francis is proposing to plat an existing City owned outlot into one buildable site located near the intersection of Highway 47 and 233<sup>rd</sup> Avenue. The property is located north of the City's liquor store. Outlot A of the Crown Addition was reserved for future development and contains a drainage pond on the north side of the lot. There is also an exit drive from the City liquor store parking lot through the site. The site is zoned B-2, General Commercial. It is guided for a commercial land use in the Comprehensive Plan. The City intends to plat the lot in order to make it a buildable site. The Planning Commission recommended approval with the following conditions:

1. All requirements of the State Department of Transportation shall be addressed.
2. Easements over the drainage pond and access drive shall be recorded with the final plat.

MOTION BY BROWN SECOND SKORDAHL TO ADOPT RESOLUTION 2016-27 A RESOLUTION APPROVING A PRELIMINARY AND FINAL PLAT FOR CROWN 2<sup>nd</sup> ADDITION. Brown reminds everyone that we acquired this land several years ago and when Highway 47 was re-innovated the state paid us for the easement on this land. This was about what we paid for this land, so this is a totally free piece of land that we got. Motion carried 5-0.

Kane asks City Administrator to make arrangements with Murrell to answer his previous questions at some point.

**d. East Village (3518 Bridge Street -Old East Shop & Water Tower Site) :** The City of St. Francis is proposing to combine six parcels of land located around 3518 Bridge Street. The site is a former City public works facility adjacent to County parkland along the Rum River. The purpose of the plat and amendments is to create a buildable site for future use. The site is zoned and guided in the Comprehensive Plan for multiple designations. Two properties are zoned R-2, Single Family, one property is zoned Conservancy, two are zoned B-2, General Commercial, and one bears no zoning designation. In the Comprehensive Plan, the site is guided partially Commercial and partially Public. These designations are related to former uses and plans that are no longer in place. It is proposed to guide the entire property Commercial and rezone it to B-2, General Commercial. The plat would require a singular designation in order to be one building site. These designations appear to be most consistent with the Comprehensive Plan goals of having commercial uses along the Bridge Street corridor. It is likely the site is most marketable for the City as a commercial site. Other uses may be considered at an applicant's request in the future. The property to the east is a commercial site (Casey's) and the property to the south is used for single-family residences. Future construction may require screening to these properties to the south. Discussions are still in place regarding the right of way. Once this is resolved, the City will update the site plan so it can be shown to those interested in the property. Discussions are also taking place about possibly sharing an access point in the future with Casey's. The Planning Commission

recommended the City Council approve the Comprehensive Plan Amendment, Rezoning, and Plat with the following conditions:

1. All requirements of Anoka County shall be met.
2. Easements, including a trail easement for the County, shall be recorded with the final plat.

1) **Comp Plan Amendment: Resolution 2016-28:** MOTION BY McCLISH SECOND ORPEN TO ADOPT RESOLUTION 2016-28 A RESOLUTION APPROVING A COMPREHENSIVE PLAN AMENDMENT TO A COMMERCIAL LAND USE FOR PROPERTY ASSOCIATED WITH THE EAST VILLAGE ADDITION. Motion carried 5-0.

2) **Ordinance 220, Second Series: Amending the Official City of St. Francis Zoning Map to Rezone Property at 3518 Bridge Street Associated with the East Village Final Plat to B-2, General Commercial- (First Reading):** MOTION BY BROWN SECOND ORPEN APPROVING THE FIRST READING OF ORDINANCE 220 SECOND SERIES AMENDING THE OFFICIAL CITY OF ST. FRANCIS ZONING MAP TO REZONE PROPERTY AT 3518 BRIDGE STREET ASSOCIATED WITH THE EAST VILLAGE FINAL PLAT TO B-2 GENERAL COMMERCIAL. Roll Call: Ayes: Orpen, Skordahl, McClish, Brown, and Kane. Nays: None.

3) **Preliminary & Final Plat Resolution 2016-29:** MOTION BY McCLISH SECOND SKORDAHL TO ADOPT RESOLUTION 2016-29 A RESOLUTION APPROVING A PRELIMINARY AND FINAL PLAT FOR EAST VILLAGE ADDITION. Motion carried 5-0

4) **Easement Vacations Related to the East Village Final Plat: Resolution 2016-30:** MOTION BY ORPEN SECOND BROWN TO ADOPT RESOLUTION 2016-30 A RESOLUTION APPROVING EASEMENT VACATIONS RELATED TO THE EAST VILLAGE FINAL PLAT. Skordahl thanks staff for putting in the legwork to get these parcels to prepare them for the market. Brown says these were also donated to the city by the county. Mayor Kane opened the Public Hearing at 6:19 pm. No one was in the audience to address the East Village Final Plat. Mayor Kane closed the Public Hearing at 6:19 pm. Motion carried 5-0.

7. **Ordinances & Resolution:**

a. **Resolution 2016- 31: Appointment of Election Judges:** MOTION BY BROWN SECOND SKORDAHL TO ADOPT RESOLUTION 2016-31 A RESOLUTION APPOINTING ELECTION JUDGES FOR THE STATE PRIMARY AND GENERAL ELECTIONS. Motion carried 5-0.

b. **Resolution 2016- 32: Supporting Anoka County Federal Funding Application for TH 47 Trail/Tunnel Crossing:** Public Works Director Paul Teicher says the county has been seeking federal funds for the 2019-2021 funding cycle. They are looking for a resolution of support from Council to seek funding to add a tunnel under State Hwy 47 to make it safer for pedestrians and bike travel. Right now, it is very preliminary, but they do need to submit this

application so they can get on the funding cycle. The concept drawing in the packet is the one they decided to go with after four or five different drawings. Kane adds in discussions with Commissioner Look stating they've already done boring samples so they know they can build a tunnel deep enough. They've already done the preliminary work and it's ready to go. McClish states it is his understanding that the tunnel option is cheaper than a bridge. Teicher responds yes, through their studies they've determined that bridges have a much higher cost due to ramps, ADA requirements, and related items. McClish says he believes there is going to be lighting underneath the tunnel. Teicher says yes, there would be lighting in the tunnel. McClish says this intersection has been an issue for years and since he's been on the Council we've been addressing this with the State and the only thing that's been done so far is the pedestrian light. He's happy to see this come before the Council. Brown says we did put the lights in there and warnings, and now we're going to get a tunnel. He's concerned about safety of young kids running through the tunnel. Will this be the final thing we do or are we going to put in a bridge a few years from now? We have to stop throwing money at it to fix it. That's my concern. MOTION BY McCLISH SECOND ORPEN TO ADOPT RESOLUTION 2016-32 A RESOLUTION SUPPORTING ANOKA COUNTY FEDERAL FUNDING APPLICATION FOR TH 47 TRAIL/TUNNEL. Motion carried 5-0.

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

a. **Engineer: Speed Limit Update - Resolution 2016-33:** At the last meeting, the speed limit of 235<sup>th</sup> was discussed. Subsequent to the meeting, some analysis was done regarding driveway spacing's along that corridor. The corridor referred to is found on the west by Rum River Boulevard and on the east by Arrowhead Street. Some driveways in this area are significantly spaced apart. Minnesota Statute allows for a classification of an area as urban based on driveway and intersection spacing's not exceeding 100 feet. There are some driveways in this corridor with spacing's of less than 100 feet. Based on the analysis, it appears as though that segment meets the definition of the statute with the exception of those two areas. However, based on the analysis of sign placement, enforceability, and driver experience, it wouldn't make sense to have 30 mph go to 35 and back down to 30. Statute does provide for the opportunity for Council to pass a resolution declaring that an urban area, indicating that an access analysis has been completed. That resolution, if so approved by Council, can be forwarded to the Commissioner of Transportation and that needs to be done ten days prior to erecting the signs. MOTION BY ORPEN SECOND McCLISH TO ADOPT RESOLUTION 2016-33 A RESOLUTION ESTABLISHING SPEED LIMIT ON 235<sup>TH</sup> AVENUE NW BETWEEN RUM RIVER BOULEVARD AND ARROWHEAD STREET NW. McClish says the residents are really going to appreciate this. They've been talking about it for the last five years. Motion carries 5-0.

b. **Attorney: Closed meeting pursuant to Minn. Stat. Sec. 13D.05 to discuss allegations or charges against individual subject to council authority:** Requested as an open meeting by the Building Official. Anything you feel the need to discuss at this point, you can as long as it's related to the general topic. Discussions ensued and direction was given to withdraw performance improvement plan with work on time accounting.

c. **Staff:**

**Economic Development: 1) Request for Anoka County HRA/EDA Funding- Resolution 2016-34:** The City of St. Francis participates with the Anoka County HRA/EDA.

As a participating city, funds are available for qualified HRA/EDA projects and activities. Per Statute, HRA/EDA funds may be used for the development of a redevelopment project including preparation of a redevelopment plan. The city has utilized funds in the past for site acquisitions, plans and studies. Funds accumulate on an annual basis. Thunstrom stated Staff is requesting support of the approval of Resolution 2016-33 requesting Anoka County HRA/EDA funds for the completion of the Redevelopment Plan. Kane asks if the plan we currently have is more of a macro plan and this would be a micro plan. Kate says that is correct. Brown asks how much is the city's cost for this. Kate states we would be requesting HRA/EDA Funds from Anoka County to cover the full \$92,000. Brown says so there will be no costs to the city? Kate responds that there wouldn't be any funds coming out of the general fund, correct. MOTION BY SKORDAHL SECOND McCLISH TO ADOPT RESOLUTION 2016-34 A RESOLUTION REQUESTING FUNDS FROM THE ANOKA COUNTY HRA/EDA FOR THE COMPLETION OF A REDEVELOPMENT PLAN. Motion carried 5-0.

**2) Approval for Redevelopment Plan:** Community Development Director Kate Thunstrom stated she is requesting consideration to continue economic development strategies through organized and efficient planning efforts. The request before you is for the completion of a Master Redevelopment Plan for the Bridge Street and Highway 47 corridors. A Master plan would be completed by pulling together information using market data, existing development, various studies, local and county plans. This document will include stakeholder and community input to create a document that will guide the city now and in the future. A Master plan will also begin setting the floor for required Comprehensive Planning needs due in 2018. This document will support multiple uses including soliciting development and will support the city's needs within the two corridors. This plan will identify information related to corridor parcels, the community gaps and services and existing business. The community involvement includes public meetings and information sessions to work with residents, stakeholders and existing business. The Agreement and Scope of services outlines the responsibilities of the consultant and the City. The proposal before you is to complete a Master Plan for both Bridge Street and Hwy 47 Corridors

- 6-8 month effort
- Budget not to exceed \$92,800
- Cost reduction to complete corridors together, rather than individually
- Will utilize existing plans and data to support planning efforts and history
- Sets base for the required Comprehensive Plan

MOTION BY BROWN SECOND ORPEN APPROVING THE AGREEMENT INCLUDING ATTACHMENTS A AND B, WITH HOISINGTON KOEGLER GROUP, INC. FOR THE COMPLETION OF A MASTER REDEVELOPMENT PLAN FOR THE BRIDGE STREET AND HWY 47 CORRIDORS. Motion carried 5-0.

**Public Works:**

**Liquor Store:**

**Police:**

**City Administrator: Appointment of Acting Police Chief:** Appoint Sergeant Schwieger as Acting Police Chief while Chief Jake Rehling is on temporary absence. This would adjust his pay to Grade 19, Step 4. MOTION BY BROWN SECOND McCLISH

APPROVING THE APPOINTMENT OF TODD SCHWIEGER AS ACTING POLICE CHIEF.  
Motion carried 5-0.

9. **Report from Councilmembers:** Brown had nothing to report. Skordahl reminded citizens to be patient with the road construction. We are making a step in the right direction. McClish had nothing to report. Orpen thanked city staff for working so hard on the speed limit on 235<sup>th</sup>.
10. **Report from Mayor:** Kane wanted to once again bring up Kiana Eide, our Olympian from St. Francis. She's traveling on their own dime. During the last three years of training, she has had to support herself and her family has had to support for her. They have to pay for their trip to Rio. The website for raising money is [gofundme.com/Eidefamilyolympics](http://gofundme.com/Eidefamilyolympics). Kane asks to have the site added to the city website.
11. **Old Business:** McClish would like to know if we have any updates at all for the wastewater treatment plant grants. Kane states the Wastewater Infrastructure Plant is not funded and they need a second session to do that. We've sent letters to both House Speaker Kurt Daudt—I called him personally, I'm expecting a phone call back from him. Next Monday morning at 10 AM, Mr. Kohlmann and I have a meeting with the governor's aides to present our case for them to get this done. McClish says he just wants the public to hear that so they know. Kane says we are trying very hard to get them to move. It wouldn't hurt to send letters and emails to the governor and to the house speaker to ask them to move this along. Brown states that he likes to see staff sitting at the table and is curious why he doesn't see the Building Official. He questions why and whose decision that was. Kohlmann states that the Building Official works under the Community Development Director and is not an official department by ordinance per city code. Brown disagrees.
12. **New Business:** McClish wants to bring to the Council's attention the traffic concerns at Highway 47 and 233<sup>rd</sup> Avenue. We've received calls that people are having a hard time crossing the highway. Our police department has responded to a few accidents. We've talked to the state several times trying to get a stop light somewhere on Pederson Drive or 233<sup>rd</sup>. McClish asks about the school zone that was supposed to be in front of the elementary school on Highway 47 and would like an update. The City Engineer says the school speed zone has been approved by MnDOT. He does believe it was about six months ago when they said they were going to be implementing the school speed zone. He is waiting for an update from the Traffic Department for the schedule. McClish asks what can we do about the intersection at Highway 47 and 233<sup>rd</sup>. Kane agrees with the safety concerns and states that another bad intersection is Ambassador and Highway 47. McClish asks if we could communicate with the state and let them know our concerns.
13. **Adjournment:** Mayor Kane adjourned the regular city council meeting at 7:01 pm.