

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

CITY COUNCIL MINUTES

January 3, 2017

Pursuant to due call and notice duly given, a special meeting of the “outgoing” City Council was held at ISD #15 District Offices at 6:00 pm. The meeting was called to order by Mayor Steve Kane at 6:00 pm with the following council members present: Tim Brown, and Rich Skordahl. Richard Orpen excused. Also present was City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk) Kate Thunstrom, Community Development Director, Police Chief Todd Schwieger, Fire Chief Matt Kohout, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Joe Kohlmann and City Clerk Barb Held.

MOTION BY BROWN SECOND SKORDAHL TO APPROVE THE DECEMBER 5, 2016 CITY COUNCIL MINUTES. Motion carried 3-0.

MOTION BY SKORDAHL SECOND BROWN TO APPROVE THE DECEMBER 12, 2016 CITY COUNCIL MINUTES. Motion carried 3 - 0.

Mayor Kane said he just wanted to say “thank you”. First to the St. Francis Ambassador Program and for all they do, the city council for all they have been through and standing tall and the public. It has been an honor to serve the community the past 14 years. This special meeting adjourned at 6:02 pm.

**Oaths of Office:** The following individuals having been duly elected with valid Certificates of Election and qualified themselves to take the Oath of Office. City Attorney Scott Lepak administered the Oaths of Office to newly elected Councilmembers Joseph Muehlbauer, Robert Bauer and council appointed Jerry Tveit along with Mayor Steve Feldman.

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Steve Feldman at 6:07 pm.
2. **Roll Call:** Present were Mayor Steve Feldman, Council members Jerry Tveit, Joe Muehlbauer, Robert Bauer and Rich Skordahl.
3. **Adopt Agenda:** MOTION BY MUEHLBAUER SECOND SKORDAHL TO ADOPT THE JANUARY 3, 2017 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** Mayor Feldman asked that City Administrator Joe Kohlmann explain how the consent agenda works. MOTION BY BAUER SECOND TVEIT TO APPROVE THE JANUARY 3, 2017, CITY COUNCIL CONSENT AGENDA AS A-B AS FOLLOWS:

- a. Acknowledge the URRWMO Minutes – November 29, 2016
- b. Approve the Payment of Claims for \$187,399.80 (Checks 71864-71944 )

Motion carried 5 -0.

5. **Meeting Open to the Public:** Leroy T. Schaffer, 4526 235<sup>th</sup> Avenue, Woodhaven Manufactured home Park, stated I am hoping the new administration will give the average citizen/common man a voice. He would like to participate in projects that cost a lot. Schaffer stated he is a very compassionate and emotional man that has compassion for the average person.

Sarah Udvig, 3709-229<sup>th</sup> Lane, welcomed the new council. Udvig stated she started to get involved with the wastewater treatment facility upgrade discussion. She stated she had been down that road before with the city of East Bethel. I believe you will work for all of us, Udvig stated. We expect you to listen and vote how the people want you to vote.

Angie Bray, 22901 Rum River Blvd., first, congratulations to the new members. I look forward to you listening to us. I agree with what Sarah said to.

Liz Fairbanks, 24360 Yukon Street, want to thank everyone even if I don't agree with you. Regarding Robert Bauer, I think he should be able to be left on the fire department. The police chief's brother works in the same department you changed the charter for that. Even if he (Robert) has to not vote on certain issues, he should be able to stay on the fire department. Please start fixing what is broken and not add. People come to me; I see it, live it and hear it. Like that old ugly gas station and water/sewer rates. Some peoples water bills went up over 100%. I know you three, I worked with you the last year, you will help us. If you want to be liked, work for the people.

Feldman stated just a clarification regarding the police department issue; it was a policy change and not a Charter amendment.

6. **Petitions, Requests, Applications:** None

7. **Ordinances & Resolution:**

a. **Request for Proposals (RFP's) for Engineering and Planning Services:**

Request for Proposals were prepared for City Engineer and City Planning Services.

The tentative timeline for the proposals was presented for council consideration.

MOTION BY MUEHLBAUER SECOND TVEIT AUTHORIZE CITY STAFF TO SEND OUT REQUESTED FOR PROPOSALS FOR CITY ENGINEER AND CITY PLANNING SERVICES. These will also be put on the City's website and sent out. Motion carried 4-1. Skordahl voting nay.

b. **Resolution 2013-01: Approving Appointments for 2017:** MOTION BY SKORDAHL SECOND MUEHLBAUER TO ADOPT RESOLUTION 2015-01 A RESOLUTION APPROVING THE APPOINTMENTS FOR 2017. Motion carried 5-0.

c. **Resolution 2017-02: Authorizing the Public Safety Director to enter into and execute the Master Service Agreement of MN Court Data Services for**

**Governmental Agencies:** MOTION BY BAUER SECOND MUEHLBAUER TO ADOPT RESOLUTION 2017-02 A RESOLUTION AUTHORIZING THE PUBLIC SAFETY DIRECTOR TO ENTER INTO AND EXECUTE THE MASTER SERVICE AGREEMENT OF MN COURT DATA SERVICES FOR GOVERNMENTAL AGENCIES. Motion carried 5-0.

d **Resolution 2017-03: Approving State of Minnesota Joint Powers Agreements with the City of St. Francis on behalf of its City Attorney and Police Department:** MOTION BAUER BY SKORDAHL SECOND TO ADOPT RESOLUTION 2017-03 A RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF ST. FRANCIS ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT. Motion carried 5-0.

e. **Resolution 2017-04:** Changing the Order of the City Council Agenda: Staff has been working with the mayor to simplify and streamline the agenda. The one main change to the agenda is to have residents be able to address the council twice. Once towards the beginning of the meeting and one towards the end. MOTION BY MUEHLBAUER SECOND BAUER TO ADOPT RESOLUTION 2017-04 A RESOLUTION CHANGING THE ORDER OF THE CITY COUNCIL AGENDA. Skordahl said I am okay with two open to the publics during a meeting but I do not want to lose the reports from the departments. Tveit asked are the speakers still going to have to sign in? Discussion was held on how to handle the signing in and the reports from staff. Motion carried 5-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

**Community Development Director: Comprehensive Plan RFP**

**Selection:** Thunstrom reported cities within the Metropolitan area are required to complete a local Comprehensive Plan every ten years. A local Comprehensive Plan addresses land use, transportation, wastewater, surface water, water supply, parks and trails, housing resilience, economic competitiveness and the implementation. A checklist of minimum requirements for the City of St. Francis and the details of each section to meet the requirements for the 2040 Comprehensive Plans were sent out to four firms. To assist in the work necessary for the Comp Plan, the City was able to obtain a \$32,000 planning grant from the Met Council. To date the City has completed an Economic Development Plan (NAC) to identify the local workforce and labor needs. Currently we are in the process for a Master Plan (HKGi) that will identify the vision and the future of the city over the next 25 years. The Comprehensive Plan reflects not only the regional policies but works towards identifying the important local goals and objectives to meet the gaps identified in other planning initiatives. Of the four requests for proposals sent out, two were received back. The two received were from Bolton & Menk and Northwest Area Consultants (NAC) – Joint Proposal and Hoisington Kogler Group Inc. (HKGi). The two proposals came in with the same base price but Bolton & Menk/NAC had an additional \$4,000 to complete a full resilience plan. Discussion was held by the city council on the two proposals. MOTION BY MUEHLBAUER SECOND

SKORDAHL TO ACCEPT THE TWO REQUEST FOR PROPOSALS. Motion carried 5-0.

MOTION BY MUEHLBAUER SECOND FELDMAN TO APPOINT HOISINGTON KOEGLER Group Inc. (HKGi) TO COMPLETE THE NECESSARY COMPONENTS OF THE 2040 COMPREHENSIVE PLAN, ENTER INTO AN AGREEMENT AND MEET DEADLINES AS SET FORTH BY MET COUNCIL. Motion carried 4-1. Skordahl voting nay.

**City Administrator:** Kohlmann asked the city council to check their schedules, so a day and time for a work session in February can be set.

9. **Reports from Council Members:** Skordahl reported he will be missing the next city council meeting due to a work conflict. Skordahl also wanted to acknowledge Eagle Scout Matthew Zastoupil who was in attendance at the meeting this evening.

Tveit stated he is looking forward in working with the city council. My pledge during my campaign was to hold a town hall meeting and I still plan on doing that sometime in February.

Bauer said “thank you” and I would like to have an open dialogue with the residents and businesses.

Muehlbauer said same as what Bauer said. He also stated if you have a question, contact us.

10. **Report from Mayor:** Feldman said first, Happy New Year. As a resident, I was not happy with the previous council. We will not leave a stone unturned. We will work with staff. I want the public to feel comfortable coming to the meetings and I will not forget whom I work for.

11. **Old Business:** None.

12. **New Business:** None.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:58 pm.

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Barbara I. Held, City Clerk