

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

CITY COUNCIL MINUTES

December 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, Council members Richard Orpen, Rich Skordahl 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 Chief Todd Schwieger, 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 ORPEN TO ADOPT THE DECEMBER 5, 2016 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY ORPEN SECOND BROWN TO APPROVE THE DECEMBER 5, 2016, CITY COUNCIL CONSENT AGENDA A-H AS FOLLOWS:
 - a. City Council Minutes –November 21, 2016
 - b. Accept the resignation of Fire Fighter David Jorgenson
 - c. Payment of Claims \$237,971.40 (Checks #71735 - 71804)Motion carried 4-0.
5. **Meeting Open to the Public:** Tim Holen, PO Box 457 St. Francis, said he was glad hear you (city council) said the Pledge of Allegiance. It is the Pledge of Allegiance to the Republic for which we stand. Holen said he would let the residents talk about the taxes. I would like to have you contact the Anoka County Assessor regarding the values of the properties in St. Francis and the depressed areas. The rental rate the Federal Government gave us for the post office was the same rate as the 1990 and their reasoning is because it is in a depressed area. We had the option of keeping the rent the same or not having the post office. We felt the post office is important for the community. If that is the case, our value of the building should go back to the 1990's. I would like to ask the council to address the tax assessor about the depressed area. Holen also noted the economic state of St. Francis.

Kent Eittreim, 2930 239th Avenue NW, question about the open council position. My understanding and I was at the last meeting, that there was a special meeting called for Monday, December 12 to appoint a new councilmember to fill the vacancy is it correct. It is kind of an ethics question and why not wait and let the new city council vote. Is there somewhere it states you have to have the current councilmembers appoint? It was noted yes, City Charter. Eittreim said well then that is something that should be changed.

Kelly Anderson, 3220 Bridge Street NW, #105 I just wanted to introduce myself and inform you that I am opening up a new childcare center in the St. Francis Mall. It is called Destination Academy.

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

a. **2017 Proposed Budget Presentation:** City Finance Director, Darcy Mulvihill gave a power point presentation on the proposed 2017 Budget. Mulvihill stated the proposed budget is online. The proposed levy is \$3,244,573.00.

Mayor Kane opened up for public input at 6:00 pm.

Bob King, County Market I have my tax paper's with me. I did hear Tim did mention to get some help with the valuations of the buildings here in St. Francis. I have been hearing the taxes; water rates are too high and people are leaving. Had a city employee take the water bills one day when it was close to the 10th (due date) and they looked at the amount and said oh wow thanks. Tim also said it is a distressed area according to the Baker Tilly Corporation. The shopping center is in this area. I love this town, it has been good to us and you have some good kids here. I don't want to go anywhere. I ask that you get an appraiser up here. Kane asked if Kohlmann would like to contact Anoka County. Kane closed the public input session at 6:36 pm.

7. **Ordinances & Resolution:**

a. **Resolution 2016-61: Certifying Taxes Payable in 2017:** MOTION BY SKORDAHL SECOND BROWN TO ADOPT RESOLUTION 2016-61 CERTIFYING TAXES PAYABLE IN 2017. Motion carried 4-0.

b. **Resolution 2016-62: Adopting a Budget for 2017:** MOTION BY BROWN SECOND ORPEN TO ADOPT RESOLUTION 2016-62 ADOPTING A BUDGET FOR 2017. Motion carried 4-0.

c. **Resolution 2016-63: License Renewals for 2017:** MOTION BY ORPEN SECOND BROWN APPROVING THE LICENSE RENEWALS FOR 2017. Skordahl asked what happens if the Ponds would like to open before April 1st. Held stated they do have a caterers license they would be able to use. Motion carried 4-0.

d. **Resolution 2016-64: Declaring Surplus Property – Tablets:** MOTION BY SKORDAHL SECOND ORPEN TO ADOPT RESOLUTION 2016-64 A RESOLUTION DECLARING SURPLUS PROPERTY (COUNCIL TABLETS) AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY. Motion carried 4-0.

e. **Resolution 2016-65: Provide a Cost of Living Adjustment (COLA) for Wages of Non-Union City Employees for 2017:** MOTION BY BROWN SECOND SKORDAHL TO ADOPT RESOLUTION 2016-65 A RESOLUTION TO PROVIDE A COST OF LIVING ADJUSTMENT (COLA) FOR NON-UNION CITY EMPLOYEES FOR 2017. Motion carried 4-0.

f. **Resolution 2016-66: 23611 Ambassador Blvd Abatement:** Kane said he heard a rumor. City staff did not make a mistake with this one, it is how Anoka County list property owners on their records. MOTION BY BROWN SECOND SKORDAHL TO ADOPT RESOLUTION 2016-66 A RESOLUTION FOR APPLICATION FOR ABATEMENT OF SPECIAL ASSESSMENT FOR PROPERTY LOCATED AT 23611 AMBASSADOR BOULEVARD NW. Motion carried 3-1. Orpen voting nay.

g. **Resolution 2016-67: Cancelling Second Meeting in December:** MOTION BY ORPEN SECOND SKORDAHL TO ADOPT RESOLUTION 2016-67 A RESOLUTION CANCELING THE DECEMBER 19, 2016 REGULAR CITY COUNCIL MEETING. Motion 4-0.

h. Ordinance 226, Second Series: Setting the Fee Schedule for 2017 (Second Reading): MOTION BY BROWN SECOND ORPEN TO APPROVE THE SECOND READING OF ORDINANCE 226, SECOND SERIES SETTING THE FEE SCHEDULE FOR 2017. Roll Call: Ayes: Orpen, Skordahl, Brown and Kane. Nays: None. Motion carried 4 -0.

i. Resolution 2016-69: Summary Publication of Ordinance 226, Second Series: MOTION BY SKORDAHL SECOND ORPEN TO ADOPT RESOLUTION 2016-69 A RESOLUTION AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 226, SECOND SERIES AMENDING SECTION 2-9-1 OF THE CITY CODE REGARDING THE FEE SCHEDULE FOR THE CITY OF ST. FRANCIS. Motion carried 4-0.

8. Reports of Consultants & Staff Members:

a. Engineer:

b. Attorney:

c. Staff:

Community Economic Development: Senior/Assisted Housing Tax Increment

Financing Request: Kate Thunstrom, Community Economic Development Director said before you is an application for Tax Increment Financing Assistance from LeGen Companies. Funding is requested to assist in the development of an 81 unit senior housing facility. This facility was approved by the Planning Commission and Council for the Development Amendment and site and building plans in November, 2015. That approval did not include any business subsidy's. LeGen is requesting \$1.5 million over a period of 10 years. There are several action steps required if council moves forward with tonight's consideration. A public hearing must be held first. This public hearing is not an adoption of a plan or approval of the development agreement. A timeline was provided listing the required meetings dates and actions. Tonight we have before you with two document for consideration. First is the resolution calling for a public hearing and second is the financial planning agreement.

a. Resolution 2016-68 – To Call for a Public Hearing: MOTION BY BROWN SECOND ORPEN ADOPT RESOLUTION 2016-68 A RESOLUTION CALLING A PUBLIC HEARING ON THE PROPOSED ESTABLISHMENT OF DEVELOPMENT DISTRICT NO. 2 AND THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 2-1 WITHIN THE DEVELOPMENT DISTRICT AND THE PROPOSED ADOPTION OF THE DEVELOPMENT PROGRAM AND TAX INCREMENT FINANCING PLAN. Motion carried 4-0.

b. Enter into a Financial Planning Agreement: MOTION BY SKORDAHL SECOND ORPEN TO ENTER INTO A FINANCIAL PLANNING AGREEMENT BETWEEN THE CITY OF ST. FRANCIS AND NORTHLAND SECURITIES TAX INCREMENT FINANCING DISTRICT (HOUSING). Motion carried 4-0.

Finance: 2015 GFOA Certificate of Achievement for Excellence in Financial

Reporting: Kane stated once again it is my pleasure to present a Certificate of Achievement for Excellence in Financial Reporting for the fiscal year ending December 31, 2015 to Finance Director Darcy Mulvihill.

Fire: a. Fire Calls Report: Fire Chief Matt Kohout gave a brief background of what the on-call firefighters regular full time occupations are. We are moving forward with the heart safe community. A report was provided summarizing the number and type of calls they respond to along with the number of meetings and drills. Orpen asked if we do all the training for medicals. Every second Wednesday we have medical training taught through Allina.

b. Succession Plan Update: A report was provided with some updates of the actions that have been taken to fulfill the Succession Plan effort.

Police:

Public Works:

City Administrator: Police Chief Position: Kohlmann reported on April 20, 2016 the City Council interview two candidates for the Chief of Police position left vacant by the retirement of Chief Harapat. At that time, Sergeant Rehling was appointed as Chief of Police. Both candidates successfully completed and were recommended for firing by the City's workplace assessment consultant. With the passing of Chief Rehling the city council appointed Todd Schwieger acting chief. Orpen said I think both interviewed really well and he has proven he can do the job while he was acting chief. MOTION BY ORPEN SECOND BROWN TO APPOINT TODD SCHWIEGER AS POLICE CHIEF. Kane said first I want to thank you. Brown said do you want to do it. Schwieger said I would take on the challenge. Motion carried 4-0.

With the permanent appointment of Chief Schwieger, the City will need a motion to delete a portion of Section D of the personnel policy referencing relatives be supervised by another relative. Chief Schwieger's brother Nate works as the City's Investigator. MOTION BY ORPEN SECOND BROWN TO DELETE SECTION D OF PERSONNEL POLICY PERTAINING TO SUPERVISING RELATIVES. **Motion carried 4-0.**

9. **Report from Councilmembers:** Skordahl said I think the City did a fabulous job in a tough situation.

Skordahl I don't think you can hear very good with people speaking at the microphone during council meetings.

10. **Report from Mayor:** Kane stated this is my last public meeting. Thank you to the voters for the last fourteen years. If I take, anything away is that we have defibrillators in the squad cars and Jake said it did save one live. There is a solid foundation of employees here and everyone works together. I see the city moving along.

11. **Old Business:** None.

12. **New Business:** Kane said I would like the City to buy a brick for Jake (Chief Rehling) as we did as a parting gift for Chief Jeff Harapat when he retired.

MOTION BY STEVE SECOND BROWN TO BUY A BRICK IN MEMORY OF CHIEF JAKE REHLING. Motion carried 4-0.

13. **Adjournment:** Mayor Kane said I am adjourning for the last time as mayor at 7:03 pm.

Barbara I. Held, City Clerk