



CITY COUNCIL SPECIAL MEETING
City Hall: 3750 Bridge St NW
Monday, April 13, 2026 at 5:30 PM

AGENDA

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. SPECIAL BUSINESS**
 - A.** City Charter Amendment to Section 2.05 Vacancies in Office
Ordinance 353 amending the City Charter relating to section 2.05 "Vacancies in Office"
 - B.** City Charter Amendment to Section 3.09 When Ordinances take effect
Ordinance 354 amending the City Charter relating to section 3.09 "When Ordinances and Resolutions Take Effect"
 - C.** City Charter Amendment to Section 5.01 General Provisions Filing Fee
Ordinance 355 amending the City Charter relating to Chapter 5 "Nominations and Elections" Sections 5.01, Subd. 2 "Filing and Nomination"
 - D.** City Charter Amendment to Section 8.01 Improvement & Levy Assessments
Ordinance 356 amending the City Charter relating to Chapter 8 "Public Improvements & Special Assessments" Section 8.01 "Power to Make Improvements & Levy Assessments"
- 5. ADJOURNMENT**



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: City Charter Amendment to Section 2.05 Vacancies in Office
DATE: April 13, 2026

OVERVIEW:

Updates to the City Charter can be necessary as the city makes changes through budget, policy or through changes in state law. The following item has been identified in the current city charter.

2.01 Vacancies In Office.

Current language: In such case the Council shall by resolution declare the vacancy to exist shall power and publish notice of vacancy and after **thirty (30) days**, appoint an eligible person to fill the vacancy until the next Municipal election

Proposed language: In such case the Council shall by resolution declare the vacancy to exist shall power and publish notice of vacancy and after **fourteen (14) calendar days**, appoint an eligible person to fill the vacancy until the next Municipal election

Per City Charter, when a vacancy occurs Council declares a resolution. At that time, we must wait 30 days before the process of filling the seat takes place. Currently, the applications are collected during the 30-day period and interviews and completed around 40 days. The council ends up being short on members for roughly 60 days. Shortening the application process would not eliminate the steps taken to fill a seat. With the ability to publish vacancies quickly through the website and social media, staff propose shortening this vacancy time to 14 days. Lengthy vacancies can have a direct impact on ordinances and processes and with our current technology, the city is no longer dependent on printed papers which delayed actions.

Timeline for Charter Amendments:

- March 16 – Public Hearing
- March 16 – First Reading
- April 6 – Second Reading
- April 10 – Public Notice in Anoka Union Herald
- July 9 - Effective

Requested Action:

Motion, Second to (approve / disapprove / continue) to the City Council to adjust the language to reduce the vacancy length from 30 days to 14 days.

Attachments:

- Ordinance 353 – amending the City Charter relating to Section 2.05 “Vacancies in Office”

ORDINANCE 353
CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE AMENDING THE CITY CHARTER RELATING TO SECTION 2.05
“VACANCIES IN OFFICE”

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Charter Revised. That Chapter 2, Section 2.05, of the St. Francis City Charter be amended as follows:

Section 2.05. Vacancies in Office. A vacancy in office on the Council shall be deemed to exist in the case of the failure of any person elected or appointed to the Council to qualify on or before the date of the second regular meeting of the Council following the person’s election or appointment, or by reason of the death, resignation, removal from office, removal from the City, continuous absence from the City or from Council meetings for more than (3) months unless excused by the Council, being adjudged incompetent by a Court of appropriate jurisdiction, or conviction of a felony of any such person after his qualification. In such case the Council shall by resolution declare the vacancy to exist shall post and publish notice of vacancy and after ~~thirty~~ ~~(30)~~ fourteen (14) calendar days, appoint an eligible person to fill the vacancy until the next Municipal election.

Section 2. Effective Date. This ordinance shall take effect 90 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 13TH DAY OF APRIL, 2026.

APPROVED:

Mark Vogel, Mayor

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: City Charter Amendment to Section 3.09 When Ordinances take effect
DATE: April 13, 2026

OVERVIEW:

Updates to the City Charter can be necessary as the city makes changes through budget, policy or through changes in state law. The following item has been identified in the current city charter.

3.09 When Ordinances and Resolutions Take Effect.

Current language: Every other Ordinance shall take effect **30 days** after the date of publication or at such later date as fixed therein. If during the **30 days** after the publication or before such later date if a later date is fixed in the Ordinance, a petition be made for Referendum by such percentage of the electors of the City...

Proposed language: Every other Ordinance shall take effect **7 days** after the date of publication or at such later date as fixed therein. If during the **7 days** after the date of publication or before such later date if a later date is fixed in the Ordinance, a petition be made for Referendum by such percentage of the electors of the City...

Current process for non-emergency ordinances requires that Council hear the ordinance through two readings, at the end of the week after the second reading, a notice goes into the newspaper for a 30-day comment period. Total time allowed to process an ordinance is now roughly 60 days from the first reading to the end of the 30-day comment period.

If a resident or business is requesting an ordinance change or update, including the deadline of the application, this is a minimum of 12 to 14 weeks from application submission to effective.

Recently a local and long-time business was delayed on leasing space for three months due to the full process.

This process delays ordinances that impact, or are requested by, residents, development and businesses. Staff is proposing a 7-day comment period. By this time the item has been addressed potentially at a planning meeting and at a minimum of two separate council meetings.

Current	Proposed
1 st Reading	1 st Reading
2 nd Reading	2 nd Reading
Following Friday Publication	Following Friday Publication
30-day comment period	7-day comment period

Timeline for Charter Amendments:

- March 16 – Public Hearing
- March 16 – First Reading
- April 6 – Second Reading
- April 10 – Public Notice in Anoka Union Herald
- July 9 - Effective

Requested Action:

Motion, Second to (approve / disapprove / continue) the proposed change to City Charter Section 3.09, to adjust the language to replace the length of comment period from 30 days to 7 days after the second reading.

Attachments:

- Ordinance 354 amending the City Charter relating to section 3.09 “When Ordinances and Resolutions Take Effect”

ORDINANCE 354
CITY OF ST. FRANCIS
ANOKA COUNTY

AN ORDINANCE AMENDING THE CITY CHARTER RELATING TO SECTION 3.09
“WHEN ORDINANCES AND RESOLUTIONS TAKE EFFECT”

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Charter Revised. That Chapter 3, Section 3.09, of the St. Francis City Charter be amended as follows:

Section 3.09. When Ordinances and Resolutions Take Effect. A Resolution and emergency Ordinance shall take effect immediately upon its adoption or at such later date as is fixed therein. Every other Ordinance shall take effect ~~30~~ 7 days after the date of publication or at such later date as fixed therein. If, during the ~~30~~ 7 days after the publication or before such later date if a later date is fixed in the Ordinance, a petition be made for Referendum by such percentage of the electors of the City as is required under Chapter 6 of this Charter, protesting against the passage of such Ordinance, the Ordinance will not take effect until the petition is determined to be insufficient and cannot be remedied pursuant to the provisions of Section 6.03 of this Charter, or the same is voted on at an election held for such purposes according to the provisions found in Section 6.05 of this Charter.

Section 2. Effective Date. This ordinance shall take effect 90 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS
13TH DAY OF APRIL, 2026.

APPROVED:

Mark Vogel, Mayor

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL
AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: City Charter Amendment to Section 5.01 General Provisions Filing Fee
DATE: April 13, 2026

OVERVIEW:

Updates to the City Charter can be necessary as the city makes changes through budget, policy or through changes in state law. The following item has been identified in the current city charter.

3.09 When Ordinances and Resolutions Take Effect.

Current language: Upon receipt of a filing fee in the amount of **five dollars (\$5.00)** the City Clerk shall place the name of the candidate on the official ballot without partisan designation.

Proposed language: Upon receipt of a filing fee in the amount of **fifteen dollars (\$15.00)** the City Clerk shall place the name of the candidate on the official ballot without partisan designation.

Staff is proposing that a change be made to the filing fee as an increase to \$15.00. This fee is applied towards the administrative process and requirements of a received filing.

Timeline for Charter Amendments:

- March 16 – Public Hearing
- March 16 – First Reading
- April 6 – Second Reading
- April 10 – Public Notice in Anoka Union Herald
- July 9 - Effective

Requested Action:

Motion, Second to (approve/disapprove/continue) the proposed change to adjust the language to increase the filing fee from five dollars to \$15.00.

Attachments:

- Ordinance 355 amending the City Charter relating to Chapter 5 “Nominations and Elections” Sections 5.01, Subd. 2 “Filing and Nomination”

ORDINANCE 355

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE AMENDING THE CITY CHARTER RELATING TO CHAPTER 5
“NOMINATIONS AND ELECTIONS”, SECTION 5.01, SUBD. 2 “FILING AND
NOMINATION”**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Charter Revised. That Chapter 5, Section 5.01, Subd. 2, of the St. Francis City Charter be amended as follows:

Section 5.01, Subd. 2. Filing and Nomination. Not more than eighty-four (84) or less than seventy (70) days before the date of the election, an individual who is eligible and desires to have his name placed on the official ballot as a candidate for an office to be voted for at the election shall file his affidavit of candidacy with the City Clerk. The City Clerk shall also accept an application signed by not less than five (5) voters and filed on behalf of an eligible person whom they desire to be a candidate, if service of a copy of the application has been made on the candidate and proof of service is endorsed on the application being filed. A write-in candidate who wants their write-in votes to be counted in the general election must file a written request with the city clerk no later than seven (7) days before the general election. All write-in votes for candidates who have not filed a written request to have these votes counted shall be treated collectively as votes for a single nonqualified candidate referenced as “other”. Upon receipt of a filing fee in the amount of ~~five dollars (\$5.00)~~ **fifteen dollars (\$15.00)** the City Clerk shall place the name of the candidate on the official ballot without partisan designation.

Section 2. Effective Date. This ordinance shall take effect 90 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 13TH DAY OF APRIL, 2026.

APPROVED:

Mark Vogel, Mayor

ATTEST:

Jennifer Wida, City Clerk



CITY COUNCIL AGENDA REPORT

TO: Mayor and Council
FROM: Kate Thunstrom, City Administrator
SUBJECT: City Charter Amendment to Section 8.01 Improvement & Levy Assessments
DATE: April 13, 2026

OVERVIEW:

Updates to the City Charter can be necessary as the city makes changes through budget, policy or through changes in state law. The following item has been identified in the current city charter.

8.01 Power to Make Improvements & Levy Assessments.

Current language: Any collector street or sidewalk shall be assessed at fifty percent (50%) to the benefited property.

Proposed language: Any collector street or sidewalk may be assessed at fifty percent (50%) to the benefited property.

Per City Charter, “shall” is mandatory in which “may” is permissive. Currently the City operates a street fund and is not charging the 50% assessment to streets. This change would allow the city to continue to the street program, however, protect it in the event a change is made in the future needing where the assessments are brought back.

Timeline for Charter Amendments:

- March 16 – Public Hearing
- March 16 – First Reading
- April 6 – Second Reading
- April 10 – Public Notice in Anoka Union Herald
- July 9 - Effective

Requested Action:

Motion, Second to (approve / disapprove / continue) to the City Council to adjust the language to replace the word “shall” with “may” on public improvements.

Attachments:

- Ordinance 356 amending the City Charter relating to Chapter 8 “Public Improvements & Special Assessments” Section 8.01 “Power to Make Improvements & Levy Assessments”

ORDINANCE 356

**CITY OF ST. FRANCIS
ANOKA COUNTY**

**AN ORDINANCE AMENDING THE CITY CHARTER RELATING TO CHAPTER 8
“PUBLIC IMPROVEMENTS & SPECIAL ASSESSMENTS”, SECTION 8.01 “POWER
TO MAKE IMPROVEMENTS & LEVY ASSESSMENTS”**

THE CITY OF ST. FRANCIS ORDAINS:

Section 1. Charter Revised. That Chapter 8, Section 8.01 of the St. Francis City Charter be amended as follows:

Section 8.01. Power to Make Improvement & Levy Assessments. The City shall have the power to make any and every type of public improvement not forbidden by the laws of this State and to levy special assessments to pay all or any part of the cost of such improvements. The amounts assessed to benefited property to pay for such local improvements may equal the cost of the improvement, including all costs and expenses connected therewith, with interest, until paid, but shall in no case exceed the benefits to the property. Any collector street or sidewalk ~~shall~~ may be assessed at fifty per cent (50%) to the benefited property..

Section 2. Effective Date. This ordinance shall take effect 90 days after its publication.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 13TH DAY OF APRIL, 2026.

APPROVED:

Mark Vogel, Mayor

ATTEST:

Jennifer Wida, City Clerk