

CITY OF ST. FRANCIS
ST. FRANCIS MN
ANOKA COUNTY

CITY COUNCIL MINUTES
NOVEMBER 20, 2017

1. **CALL TO ORDER/PLEDGE OF ALLEGIANCE**

The regular City Council meeting was called to order at 6:00 pm by Mayor Steve Feldman.

2. **ROLL CALL**

Members present: Mayor Steve Feldman, Councilmembers Jerry Tveit, Joe Muehlbauer, Robert Bauer and Rich Skordahl.

Also present; Assistant City Attorney Dave Schaps (Barna, Guzy & Steffen), City Engineer Craig Jochum (Hakanson Anderson), City Administrator Joe Kohlmann, Police Chief Todd Schwieger, Assistant Fire Chief Joe Lawrence, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill and City Clerk Barb Held.

3. **APPROVAL OF AGENDA**

MOTION BY TVEIT SECOND BAUER APPROVING THE AGENDA AS AMENDED.
Motion carried 5-0.

4. **CONSENT AGENDA**

Bauer asked to pull 4H. from the consent agenda.

MOTION BY SKORDAHL SECOND MUEHLBAUER TO APPROVE THE CONSENT AGENDA AS FOLLOWS A-G AND I-K:

- A. City Council Minutes – November 6, 2017
- B. Hire Dolores (Lori) Streich as an Accounting Technician/Deputy Clerk
- C. Hire Emily Becker as an Assistant Community Development Director
- D. Acknowledge the receipt of the Exempt Permit for the St. Francis Youth Hockey Association for January 1, 2018 at the Community Center
- E. St. Francis Public Works Building Lease with ISD #15
- F. Authorizing Mail Balloting for Precinct 3 – Resolution 2017-39
- G. Establishing Precincts and Polling Locations for the City of St. Francis – Res 2017-40
- ~~H. Construction and General Laborers Local 363 Agreement – Resolution 2017-41~~
- I. Acknowledge the receipt of a \$500 donation to the fire department from Kwik Trip
- J. Renew Subscription for “PATROL On-Line” Training Course offered through the League of MN Cities
- K. Payment of Claims \$376,288.65 (ACH 213E-214E \$120,486.69 Check #'s 73278 \$40.00 and 73373-73431 \$255,801.96)

Motion carried 5-0.

4H. **Construction and General Laborers Local 363 Agreement – Resolution 2017-41**

Bauer said he asked to remove this from the consent agenda to let public know

these union members are getting 3% for three years. Want to inform the public it's not a percentage increase that most residents see from their employers.

Muehlbauer felt 3% is standard in his field, but I can see where Bauer is coming from.

Skordahl said this was for the Public Works employees union, feels it is fair.

Feldman said you do have to pay to keep/retain good quality people, no problem with this at this time.

Bauer again stated to the council, the resident's increases were not more than 2.5%.

MOTION BY MUEHLBAUER SECOND SKORDAHL. 4-1. Bauer voting nay.

5. **MEETING OPEN TO THE PUBLIC**

None

6. **SPECIAL BUSINESS**

None

7. **PUBLIC HEARING**

None

8. **OLD BUSINESS**

A. **Assessing Contract**

This is a continued item from the last two council meetings. Proposals received from Erik Skogquist, SAMA and Mary Wells, CMA and Anoka County Property Records and Taxation/Assessing Department.

Skordahl asked is the cost we see is annual cost, Kohlmann said yes.

Alex Guggenberger, Anoka County Assessor said all their contracts are five years; statutorily you need to visit each parcel every five years. Keeps staff level consistent too.

Feldman asked if there is an out clause with the county. Guggenberger said yes. Thank you for allowing us to speak on the contract. Guggenberger stated we have made changes to the agreements in the last year. Currently we have 3 senior appraisers and 10 other appraisers.

Skordahl said if we go the other route for three years but decide to go back to you (Anoka County) how does work if not all our parcels not reviewed.

Guggenberger stated if it were just three years and not all assessed we would work it out.

Feldman asked about an out clause, so we need to give you a two year out clause. Do you see a problem with working together? Guggenberger said no.

Feldman said to Erik Skogquist now that you just took over Ham Lake, do you have a one-year contract with them. No, it is a five-year contract, said Skogquist. Feldman said do you think you are spreading yourself too thin. We have to look at the city with a broader picture. Because you are not tried and tested with taking on another larger city.

Skogquist explained how he expects to handle the cities he assesses for around here and in southern MN. I too do not want to be spread too thin and could hire another assessor or contract out some of our southern cities. Don't really like too short of an opt out clause.

Feldman said the first contract you sent us was more than Anoka County. Skogquist said he sent an old contract.

Discussion from the council was on the annual cost and the out clause. Skordahl said this discussion does not reflect our service from the county, solely cost driven.

Bauer said I am torn but leaning to give a small business a chance to prove themselves. Questioned the out clause.

Muehlbauer agrees with Skordahl and Bauer with the smaller business, give them an opportunity. Save about \$23,000 in three years.

Feldman said to Skogquist, we do not want you to fail. We are not trying to set you up for failure. In three years, I want to say we made the right decision. Feldman said this is a tough decision.

Tveit said I agree with the rest of the council. I like the cost savings. At the end of three years and if we get bad feedback we can then go somewhere else. This is not our only option.

Bauer said I would like to see us lock in this rate for five years.

Feldman said this is no reflection on either of the contracts but more comfortable with three years.

MOTION BY TVEIT SECOND MUEHLBAUER TO ENTER AN ASSESSING CONTRACT WITH PROPOSAL FOR A THREE YEAR CONTRACT AND A ONE YEAR OUT CLAUSE WITH ERIK A. SKOGQUIST, SAMA AND MARY WELLS, CMA. Motion carried 5-0.

Feldman thanked both parties for their submittals.

9. **NEW BUSINESS**

A. Ordinance 235, Second Series – Amending Section 2-9-1 “Fee Schedule” (1st Reading)

The majority of the changes to the fee schedule come from the Community Development Department; administrative penalties, animal license, division and use of property and building department permits. This is an annual review.

Skordahl asked if all the cities call this a fee schedule. Not a problem with the increase fees. City attorney said yes, cities do call it a fee schedule.

MOTION BY BAUER SECOND MUEHLBAUR TO APPROVE THE FIRST READING OF ORDINANCE 235, SECOND SERIES AMENDINGSECTION 2-9-1 “FEE SCHEDULE”.

Roll Call: Yay: Tveit, Muehlbauer, Feldman, Bauer and Skordahl

Nays: None

Motion carried 5-0.

B. Fire Fighter Policy Manual Revisions

In August, the fire department began reviewing the policy manual for firefighters. Several updates needed to reflect how the department is currently operating but also changes made to this edition of the policy manual to increase accountability and efficiency within the department. Once approved all members of the department will receive a copy with an effective date of January 1, 2018. Some of the changes are; grammatical, titles of the officers, pay raises for different levels, COLA increases and with these changes, we are within budget.

Bauer questioned the number of officers versus the number of fire fighters. Assistant Fire Chief Joe Lawrence said you might not always get all the officers at a call. However, with the authorization to hire up to eight fire fighters the number of officers would be good. Bauer asked about 20% across the board for responses. Lawrence explained how the quota would work. We are trying to make it easier to figure it out. We can review this too. Bauer said I like the compensation part for fire fighters that have been there longer with higher pay.

Bauer asked Liquor Store Manager John Schmidt if all of the part time employees get an annual cost of living too. Bauer said I would like to see a cost of living increase for all the part time employees. Schmidt said there were a couple years they were not included with a cost of living increase.

Tveit said as a practical matter it is tough to tell the non-union employees after the unions have negotiated that they are not getting with what the union employees receive.

Skordahl thanked the fire department leadership in letting the fire fighters know what is expected of them.

Muehlbauer said so before their pay was \$12.00 across the board. Lawrence yes it did not matter how many years of service you had with the department.

Tveit is okay with the pay increase.

Feldman said I like the new leadership and cleaning up the policies. Fine with cost of living. With the different types of officers, this would give the fire fighters incentive to apply for the officer position.

MOTION BY BAUER SECOND FELDMAN APPROVING THE UPDATE TO THE FIRE DEPARTMENT POLICY AND PROCEDURE MANUAL. Motion carried 5-0.

10. **MEETING OPEN TO THE PUBLIC**

None.

11. **REPORTS**

A. Public Works Department Report:

Public Works Director presented his monthly reports.

Like to report on the testing and the good results, we are receiving. More tours of fourth grade classes. We were just giving tours at the water treatment plant but now taking them to the wastewater treatment plant too.

Tveit asked how the intern worked out. Teicher said the one-week intern turned out well. Asked good questions and I think he gained some good experience.

Bauer thinks our wastewater treatment facility is looking pretty good, like the numbers.

Skordahl said the only question I have is where could we find when, where and how the gravel roads are being maintained. Could we get a report on that?

Teicher said this report is not specific with the roads, just hours spent maintaining them but we are starting to track when and what roads are graded and when Class 5 is applied. Feldman said maybe this is something we could put on the website.

B. Councilmember Reports-

Skordahl did not have anything to report.

Bauer said the St. Francis Polling locations would change in 2018. This building will be the polling spot.

Muehlbauer wish everyone a "Happy Thanksgiving". Tree lighting next Wednesday in Woodbury Park.

Tveit no new changes at the URRWMO meetings. Sorry was not at last meeting, was at the doctor. Just recently paid the URRWMO invoice. Have a good, happy and safe Thanksgiving.

Feldman said the website went live on November 16, work in progress, good new fresh look. Let us know what you think. Good information out on the site. Feldman said we have been lucky with the snowfall so far this year. Getting dark early so be safe. Working with MnDOT on HWY 47 and Pederson Drive area. Please read the newsletter you will be getting soon in the mail and will be on line.

- C. Upcoming Events - Nov 29: Tree Lighting in Woodbury Park 6:30-8 pm
Dec 4: City Council Meeting 6 pm
Dec 6: Santa on the Fire Truck at County Market 5:30 pm
Dec 7: Santa on the Fire Truck-Various Neighborhoods 5:30 pm
Dec 14: Take your picture with Santa @ Police Dept. 5:30-7:30 pm

12. **ADJOURNMENT**

There being no further business, Mayor Feldman adjourned the regular city council at 7:08 pm.

Barbara I. Held, City Clerk