

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

CITY COUNCIL MINUTES

April 6, 2015

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, Tim Brown, and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk), City Planner Nate Sparks (Northwest Associated Consultants), Police Chief Jeff Harapat, Acting City Administrator/Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY BROWN SECOND McClish TO ADOPT THE APRIL 6, 2015 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY SKORDAHL SECOND McClish TO APPROVE THE APRIL 6, 2015, CITY COUNCIL CONSENT AGENDA AS A-D AS FOLLOWS:
 - a. City Council Minutes – March 16, 2015
 - b. City Council Work Session Notes – March 15, 2015
 - c. Accepting the Financial Management Plan
 - d. Approve the Payment of Claims for \$454,591.36 (Checks 68791-68896)Motion carried 5-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **St. Francis Ambassador Program:** Mayor Kane presented the St. Francis Ambassador program a check in the amount of \$100.00. Kane thanked the Ambassadors for all they do for the City of St. Francis. These funds are from the 2015 Mayors Trail Ride. Even though the event did not take place due to the lack of snow, the Sno-Ghost Snowmobile Club in St. Francis wanted their donation to this event to still go out to the individual charities from the Mayors cities involved.

Kane reported the St. Francis Ambassador Program is now a 501c3. Jacquie Goedel the St Francis Ambassador Coordinator is asking for up to \$800 for the repair of the springs for the float. Ms. Goedel also asked for a joint cooperation with the St. Francis City Council for a couple of years to help with the funding of taking over the float. Kane said the funding for the float always came out of the Pioneer Day Fund. Now that we no longer have a Pioneer Day Fund, I would ask that we help them over a period of time the same as we are helping with the St. Francis Chamber. Brown asked the condition of the float and if they received another quote for the repairs. Ms. Goedel said the quote was received from St. Francis Collision and they indicated to her the frame was in very good shape. They tried to get a quote from Gerdins but they are unable to get the springs that are needed. MOTION BY SKORDAHL SECOND

ORPEN APPROVING THE ST. FRANCIS AMBASSADORS TO REPAIR THE FLOAT, PAY THEM \$1,200 THIS YEAR AND THE NEXT TWO YEARS \$1,000 EACH WITH FUNDING COMING FROM THE LIQUOR STORE FUNDS. Orpen asked do we take owner ship for the three years. Kane said they would take ownership this year. Motion carried 5-0.

b. Variolite Street: Temporary Housing Application: City Planner Nate Sparks reported Robert Bierwerth has made a request for a temporary habitation at 23316 Variolite St NW. The house on the property was damaged by fire. Mr. Bierwerth would like to place a 12.6' x 41.6' park model mobile home on the property while construction activities occur on the site. A temporary habitation permit allows for the erection of and habitation in temporary structures needed for emergency purposes or for temporary use during the construction of a permanent structure. The zoning permit to allow for this temporary structure may only be initially approved by the City Council. Kane asked does this have to go to Planning Commission first. Sparks said it is usually in an emergency situation so no it does not need to go to the Planning Commission first. Kane said for future thought we could always hold a special meeting to expedite the process in cases like this. **MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION 2015-12 A RESOLUTION APPROVING THE TEMPORARY HABITATION FOR 23316 VARIOLITE STREET NW.** Motion carried 5-0.

c. Martinson Addition: Preliminary Plat: City Planner Nate Sparks reported Martinson Machine LLLP has made an application for a preliminary plat located at Stark Drive and Ambassador Blvd. The site is located at an unaddressed property to the south of 3845 Stark Drive. The site currently consists of the Northland Screw facility (on two parcels), the Stark Drive right-of-way, the former Stark Drive right-of-way, and an empty lot. Stark Drive was relocated about 250 feet south in 2007. Its former location is to be vacated as part of the final plat. The current location of the road is proposed to be platted as right-of-way as part of this process. The Planning Commission found the plat to be generally consistent with the review criteria and recommended approval with four conditions. **MOTION BY BROWN SECOND SKORDAHL TO ADOPT RESOLUTION 2015-13 A RESOLUTION APPROVING THE PRELIMINARY PLAT OF MARTINSON ADDITION.** Motion carried 5-0.

d. Northland Securities: Calling for a Public Hearing on Issuance of G.O. Capital Improvement Plan Bonds: George Eilertson of Northland Securities was present asking for the City Council to adopt Resolution 2015-14 a resolution calling for a public hearing on May 4, 2015 that relates to the issuance of general obligation capital improvement plan bonds. The capital improvement plan and subsequent issuance of bonds will be for a not to exceed \$550,000 in funds to remodel the existing fire hall and make exterior improvements to the parking lot and alley. Also, to allow for the City to acquire the police and public works facility which is currently owned by the St. Francis Economic Development Authority with a cost not to exceed \$8.1 million. The benefit is by acquiring the facility through the issuance of general obligation bonds, annual debt service may be reduced by approximately \$40,000 per year or \$800,000 over the remaining term of the bonds. **MOTION BY ORPEN SECOND BROWN TO ADOPT RESOLUTION 2015-14 A RESOLUTION CALLING A PUBLIC HEARING ON THE ADOPTION OF A FIVE-YEAR CAPITAL IMPROVEMENT PLAN AND THE ISSUANCE OF GENERAL OBLIGATION BONDS THEREUNDER.** Motion carried 5-0.

7. **Ordinances & Resolution:** None.

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

a. Engineer: Bridge Street Trail: City Engineer Jared Voge provided a memorandum on the proposed trails that will be constructed during the Bridge Street Improvement Project.

Voge asked if the City Council would be interested in constructing a trail between Dollar General and Zion Parkway that was not identified before. This would fill the gap in the trail network. If this is, something you want to move forward with authorization is needed for staff to prepare plans, specifications, and the easements necessary for the trail construction. The funding source would be potential Municipal State Aid (MSA) funding or the Park Dedication Fund. McClish asked about the north side in this general area from Kerry Street to Arrowhead Street. Skordahl asked if we still have a trail and park plan. Voge stated yes, there is a plan in place. The City Council would like the north side of this general area looked at too for a possible trail. Consensus was for staff to prepare plans, specifications, and the easements necessary for the trail construction.

b. Attorney: Consideration of Contract and Appointment of City Administrator: City Attorney Scott Lepak stated before you is an employment agreement for the City Administrator position. If approved I will contact him this evening and he would contact the other city where he is a finalist. Lepak stated his contract has a start date of May 11, 2015 but we will try to start get him involved as soon as possible. MOTION BY McCLISH SECOND BROWN TO APPROVE THE EMPLOYMENT AGREEMENT WITH JOSEPH KOHLMANN. Motion carried 5-0.

c. Staff:

Bldg. Official:

Fire Dept.:

Public Works:

Liquor Store:

Police Dept: Police Chief Harapat first wanted to comment on the Eddie Eagle Safety Training that was held at the police department last week. This was a program to educate 2nd and 3rd graders of what to do when they see a gun. Officer Jody Cole did an excellent job of educating not only the 2nd and 3rd graders but also their parents and the newspaper reporter that was there.

Temporary Full Time Patrol Officer: Police Chief Jeff Harapat stated the Police Department has one officer on paid leave, one officer on paid medical leave and one that is on a hiring list with another agency. With the current two-officer shortage we are posting approximately 20 hours of overtime a week, if the third officer accepts an offer from another agency we will have to schedule 20+ additional mandatory overtime hours. This would maintain school contracts and a single officer for 24-hour coverage and nothing else. Chief Harapat is asking for authorization to hire a temporary six-month full time officer to help reduce overtime cost. This is not a budgeted item. Orpen asked if the temporary full time would perform the field training. Harapat said yes, for two months. Orpen said so for two months you have two officers in the same car. Orpen asked if you considered hiring just part time officers so you do not have to pay the insurance and benefits. Harapat said with many part time officers they already have full time jobs. If you have a temporary full time and a full time opening should occur you already have a trained officer. Brown asked so this temporary position could be potentially a full time person. McClish said I would be in favor of this position. Orpen asked if you are going through a regular hiring process. Orpen said I am not in favor of the temporary hiring. MOTION BY McCLISH AUTHORIZING THE POLICE DEPARTMENT TO HIRE A TEMPORARY SIX-MONTH FULL TIME OFFICER. Motion failed for a lack of a second. Skordahl asked if we hire a full time officer and everyone comes back, we have an extra officer. Skordahl asked if there was any more information on the officer on leave. Lepak said there is a hearing set for June 25, 2015 for the police officer on paid administrative leave. Skordahl asked isn't there help from the county until June 25.

Harapat said we have reserves that may be qualified and gain some experience. If we go off the list from the last hire, we may have to pay higher than Step 1. I feel there is merit in the plan that is laid out before you. Brown stated Chief Harapat guided us well in the past. I will trust your judgement. MOTION BY BROWN SECOND McCLISH AUTHORIZING THE POLICE DEPARTMENT TO HIRE TEMPOARY FULL TIME. Motion carried 4-1. Orpen voting nay.

Full Time Police Records/Public Works Clerk: In regards to the police department, this position is not a budgeted item but in the public works department, it is. Therefore, when public works needed office support the most logical solution was to hire a police clerk/public works clerk. In order for an employee to work in the front area of the police department they would need clearance. This way if we train them for the police records too we can cross train so when someone is gone any one can fill in. The intermediate supervisor would be the police department administrative assistant. This position would be handling the public works calls. The public works department has needed help for some time on the clerical side of the department. This position would be placed at a Grade 5, Step 1. This position would eliminate the part time staff in the police department and was budgeted in the public works department budget. Brown said we just hired a city administrator a short time ago and I think we should table this until our new city administrator starts. Kane and Skordahl feel there should be someone always in the office and not have the doors locked during business hours. Skordahl doesn't feel we really need to wait for the new city administrator. McClish said I thought this was our plan some time ago. MOTION BY McCLISH SECOND SKORDAHL TO APPROVE THE HIRING OF A FULL TIME POLICE RECORDS/PUBLIC WORKS CLERK. Kane said I do believe Mr. Brown has a very good point but the new city administrator will have many items to address. Harapat asked Lepak if we could offer this position to the part time personnel. Lepak said you could reclassify the position. Motion carried 4-1. Brown voting nay.

City Administrator Report: Economic Development Plan Proposal: We have a plan before us developed by Northwest Associated Consultants. This would provide some consistency on telling people what the city has to offer. In addition, would be a guide on where they can be located and help guide them through the process. Kane said during my tenure I have seen where we have been approached and we do not have anything prepared. Kane said they want to see a city that has a plan. When they come into city hall we can have staff show them what we have available. Orpen said when I first read this I thought it was a study but now that I know that we can give them a document I am ok with it. Skordahl asked why have we not had a plan like this before. MOTION BY KANE SECOND ORPEN TO MOVE FORWARD WITH A ECONOMIC DEVELOPMENT PLAN. Motion carried 5-0.

9. **Reports from Council Members:** Skordahl said he will miss May 4, 2015 City Council meeting possibly the May 18 meeting along with the May 20 Planning Commission meeting.

As part of the URRWMO they have had discussion on the audit and whether or not we want to have this audit done. It will now only be required only every five years instead of every year. It is recommend that the URRWMO comply with the BWSR requirement for a 2014 audit. Direction of the city council to continue with the mandatory audit.

Skordahl asked are the Local Government meetings, something we should attend. Kane said it is a nice networking group with cities within Anoka County.

10. **Report from Mayor:** Kane stated he had the pleasure of attending Ms. Schmoll's 5th grade class along with the mayor and a council member of Oak Grove. It was a lot of fun and they asked really good questions.

Kane said he would not be at the next city council meeting.

11. **Old Business:** Kane asked if we have an update on students on commissions. Lepak said we would report back.

12. **New Business:** None.

13. **Adjournment:** The regular City Council meeting adjourned at 7:12 pm

Barbara I. Held, City Clerk