

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

CITY COUNCIL MINUTES

January 5, 2015

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 Jerry Tveit at 6:00 pm with the following council members present: Richard Orpen, Tim Brown, and Chris McClish. Excused Amy Lazere. Also present was City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk) Public Works Director Paul Teicher, Police Chief Jeff Harapat, Finance Director Darcy Mulvihill, Fire Chief Dean Kapler, and City Clerk Barb Held.

**MOTION BY BROWN SECOND ORPEN TO APPROVE THE DECEMBER 15, 2014 CITY COUNCIL MINUTES.** Motion carried 4 -0.

Mayor Tveit said he just wanted to say a couple words of gratitude. It has been an honor to serve the community and to sit here with my fellow councilmembers the past six years. I would also like to say thank you to the staff. This special meeting adjourned at 6:02 pm.

Mayor Elect Steve Kane presented to former Mayor Tveit an engraved gavel for his six years of service as the Mayor of St. Francis. Tveit thanked the council and community again. A certificate of appreciation will be sent out to Amy Lazere thanking her for her service to the community.

**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 elected Mayor Steve Kane and Councilmembers Rich Skordahl and Chris McClish.

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Steve Kane at 6:08 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), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, Fire Chief Dean Kapler, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY McCLISH SECOND BROWN TO ADOPT THE JANUARY 5, 2015 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY SKORDAHL SECOND McCLISH TO APPROVE THE JANUARY 5, 2015, CITY COUNCIL CONSENT AGENDA AS A-C AS FOLLOWS:
  - a. Change the Fire Fighter Pay Increments for Calls
  - b. Appoint Yvonne Beebe to the Planning Commission

c. Approve the Payment of Claims for \$ \$150,000.88 (Checks 68422-68484)  
Motion carried 5-0.

5. **Meeting Open to the Public:** David Roberts, Chair of ISD #15 School Board wanted to just say welcome to the newly appointed mayor and council members and thanked them for serving.

John Kysylyczyn, owner of Anoka County Record, wanted to speak to the city council on the publication of legal notices. Mr. Kysylyczyn showed a graph of the number of people in the St. Francis community that are currently receiving the other local papers. Our charges are a flat fee and the others offer would be in the thousands of dollars and not hundreds like it would be in our publication. Our paper is free on line. Do you have a better place to spend the thousands of dollars? Maybe the extra money saved could be spent on more newsletters or website. However, you can print your notices wherever you want.

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

a. **Transfer of Master Declarant Rights for Master Meadows of St. Francis:** Lepak stated hopefully this would be the last document that will need to be passed to transfer the property over to the EDA. MOTION BY BROWN SECOND McCLISH TO TRANSFER THE MASTER DECLARANT RIGHTS FOR MASTER MEADOWS OF ST. FRANCIS. Motion carried 5-0.

7. **Ordinances & Resolution:**

a. **Resolution 2015-01: Resolution Approving the Deed Conveying Title to Property and Transfer of Master Declarant Rights for Master Meadows of St. Francis to the Economic Development Authority for the City of St. Francis:** MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2015-01 A RESOLUTION APPROVING THE DEED CONVEYING TITLE TO PROPERTY AND TRANSFER OF MASTER DECLARANT RIGHTS FOR MASTER MEADOWS OF ST. FRANCIS TO THE ECONOMIC DEVELOPMENT AUTHORITY FO THE CITY OF ST. FRANCIS. Motion carried 5-0.

b. **Resolution 2013-01: Approving Appointments for 2015:** MOTION BY SKORDAHL SECOND McCLISH TO ADOPT RESOLUTION 2015-02 A RESOLUTION APPROVING THE APPOINTMENTS FOR 2015. Motion carried 5-0.

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

a. **Engineer:**

b. **Attorney: 1) Closed meeting pursuant to Minn. Stat. Sec. 13D.05, Subd. 2(a)(2) and (b) regarding charges or allegations against employee:** Lepak requested to go into a closed meeting. MOTION BY BROWN SECOND SKORDAHL TO GO INTO A CLOSED MEETING PURSUANT TO MINN. STAT. SEC. 13D, SUBD.2(a)(2) AND (b) REGARDING CHARGES OR ALLEGATIONS AGAINST EMPLOYEE AT 6:20 PM. Motion carried 5-0.

The City Council was back in session at 6:42 PM.

MOTION BY SKORDAHL SECOND BROWN TO TERMINATE A. J. GENNARO. McClish said he would abstain. Motion carried 4-0. McClish abstaining.

**2) Nepotism Policy:** City Attorney Scott Lepak provided a memorandum on the Nepotism Policy. This item was before the council several months ago but was tabled. The top candidate for the sergeant position has a brother in the department. I did talk to Police Chief Harapat on the possible conflict. Chief Harapat indicated this sergeant position would not exercise regular supervision over the candidate's brother. Lepak stated if the council is interested in the changes to the Nepotism Policy I would suggest amending the Personnel Policy rather than have the council operating as an exception to the existing policy. **MOTION BY McCLISH SECOND ORPEN TO AMEND THE NEPOTISM POLICY SECTION IN THE CURRENT CITY PERSONNEL POLICY AS PRESENTED BY THE CITY ATTORNEY.** Motion carried 5-0.

**3) Consideration of tentative agreement with police officers on 2015-2017 Union Contract:** Lepak gave a brief overview of the Tentative Agreement with the Police Officers Union Contract for 2015-2017. The changes in the three year contract are: wages 2015 - 3.25%, 2016 – 2.5%, 2017 – 2.5%; Shift Differential increase from \$.45 to \$.50 in 2015; Insurance changes if any to meet the requirement of the Affordable Care Act; Sick Leave to comply with the new state law; and Holidays to recognize holidays hours taken and worked are counted as hours worked. Orpen asked what the previous three years wage increases were. They raises were minimal and some years a zero percent increase the last several years. **MOTION BY ORPEN SECOND SKORDAHL TO ADOPT RESOLUTION 2015-03 A RESOLUTION APPROVING TENTATIVE AGREEMENT WITH THE POLICE OFFICER UNION ON A 2015-2017 COLLECTIVE BARGAINING AGREEMENT.** Motion carried 5-0.

**c. Staff:**

**Bldg. Official:**

**Fire Dept.:**

**Public Works:**

**Liquor Store:**

**Police Dept:**

**City Administrator Report: Non-union pay adjustment:** Kane stated in years past non-union employees have had to wait until union contracts were settled for a cost of living increase if any was given. The non-union employees met with the mayor elect and discussed wages and benefits. At this time, only the wages will be presented to the city council. The wages the non-union agreed to bring forward was a 3.25 % cost of living increase. **MOTION BY SKORDAHL SECOND BROWN APPROVING THE NON-UNION COST OF LIVING INCREASE OF 3.25% FOR 2015.** Motion carried 5-0.

**9. Reports from Council Members:** Rich Skordahl thanked staff for taking some time out of their days to show me around.

Brown welcomed the newly appointed mayor and council looking forward working together with them. Just wanted to inform the council, the second meeting in June I will not be here.

McClish want to thank former Mayor Jerry Tveit along with Council member Amy Lazere for their years of service to the City. Looking for to working with new council members.

**10. Report from Mayor:** Kane also thanked both Mayor Tveit and Council member Lazere.

Kane thanked the public works department for getting the rinks up and running. Kane stated he would like to hold a workshop before the next meeting, January 20 at 5:00 pm. Skordahl said I

will be attending a newly elected workshop that same weekend with the League of MN Cities. Should we wait until after I attend that to hold our workshop? Kane said I don't think it would matter.

Reminder the Mayor's Trail Ride is January 31 and I will have our portion of the donated proceeds go to the St. Francis Ambassador Program. The Experienced Official Conference is the same weekend as snowmobile ride, so unfortunately I will not be able to attend that conference.

11. **Old Business:**

a. **City Administrator Hiring Process:** Kane said we will have to decide on the direction of hiring an administrator. Skordahl does this have to be posted. Lepak said it will be posted and be a very transparent process. We will let everyone know it is open and a chance to apply. Skordahl asked do we have employees on staff that are interested in doing this job and have the qualification. Can we advertise it internally first? Lepak said the job description does have a four-year degree requirement and leadership qualifications. **MOTION BY BROWN SECOND KANE TO HIRE BGS LAW FIRM TO HANDLE THE HIRING PROCESS OF THE NEXT CITY ADMINISTRATOR.** Brown said it will be time consuming and a lot of research to hire an administrator but it is quality cost. McClish asked on average, how long is this process. Lepak would like to see applicant finalist before the end of February. Kane said the last time we had the mayor and a council member on the first panel and the finalist come before the full council for consideration.

b. **Consideration of Appointment of Police Sergeant at Grade 13, Step 4:** Chief Harapat said the recommended candidate, Todd Schwieger started as a reserve officer, then an officer, and went on to be an investigator in our department. **MOTION BY McCLISH SECOND ORPEN TO APPOINT TODD SCHWIEGER AS A POLICE SERGEANT STARTING AT GRADE 13 STEP 4.** Motion carried 5-0.

c. **Social Media Contract:** Kane said we currently are paying \$800 a month to update Facebook and the website. I believe with our employees that we now have on staff I think we can take it back in house. Skordahl said I would like to see some measurable as listed in the previous contract still be applied. **MOTION BY ORPEN SECOND BROWN TO DISCONTINUE THE CONTRACT WITH CRE8 AND HAVE CURRENT STAFF TO TAKE OVER THE DUTIES.** Motion carried 5-0.

12. **New Business:** None.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:09 pm.