

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

CITY COUNCIL MINUTES

March 2, 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, and Chris McClish. Tim Brown excused. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Cody Holmes (Bolton & Menk), Police Chief Jeff Harapat, Fire Chief Dean Kapler, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY SKORDAHL SECOND McCLISH TO ADOPT THE MARCH 2, 2015 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND ORPEN TO APPROVE THE MARCH 2, 2015, CITY COUNCIL CONSENT AGENDA AS A-D AS FOLLOWS:
 - a. City Council Minutes – February 17, 2015
 - b. Hire Colin McDonagh as a Streets/Parks Maintenance full time person contingent upon successfully fulfilling the four pre-employment requirement/testings.
 - c. Enter into an Agreement with Northern Lighter Pyrotechnics, Inc. for the Pioneer Days Fireworks
 - d. Approve the Payment of Claims for \$ 162,237.46 (ACH Checks 68666-68720Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Green Valley Estates Preliminary Plat – Resolution 2015-09:** Green Valley Development LLC has made an application for a preliminary plat to be known as Green Valley Estates. The property is located within the 6500 block of Ambassador Blvd. The plat is proposing to split the approximately 38-acre property into three separate lots. The wetland delineation was approved last year. The Planning Commission is recommending the Green Valley Estates preliminary Plat with six conditions. MOTION BY McCLISH SECOND SKORDAHL TO ADOPT RESOLUTION 2015-09 A RESOLUTION APPROVING THE PRELIMINARY PLAT OF GREEN VALLEY ESTATES. Motion carried 4-0.
7. **Ordinances & Resolution:**
 - a. **Resolution 2015-10 Resolution 2015-10: Supporting Dedicated State Funding for City Streets:** The League of MN Cities Board of Directors passed a resolution demonstrating support for new dedicated state funding for city streets. The League is encouraging cities to consider

passing the same resolution of support at their next city council meeting. The resolution supports “an omnibus transportation funding bill that provides additional dedicated state funding for city streets including funding that can be used for non-MSA (municipal state aid) city street maintenance, construction and reconstruction.” MOTION BY McCLISH SECOND ORPEN TO ADOPT RESOLUTION 2015-10 A RESOLUTION TO APPROVE SUPPORTING DEDICATED STATE FUNDING FOR CITY STREETS. Motion carried 4 -0.

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

a. **Engineer:**

b. **Attorney: Youth Service on Commissions:** Lepak provided a memo and supporting information regarding potential youth service on City Commissions (other than the City Charter Commission). As noted in the memo, the City has considerable flexibility to include youth in these commissions, including as full members, student representatives or on a project by project basis. Kane stated he would like to see students involved in government and fill vacancies. The council as a whole were in favor of the students be a full voting member. Discussed was also the timing of the implementation. It was agreed on to wait until fall for appointments which would give time or bring it to the school board for their review and approval.

City Administrator Search Update: Due to the possibility of Mayor Kane not being able to attend the March 16 City Council meeting, Lepak suggested holding a special meeting to conduct the interviews of the finalist by the city council. The special meeting was set for Tuesday, March 10 at 5:00 pm at the District Office.

c. **Staff:**

Bldg. Official:

Fire Dept.: Draft Job Description for Part Time Paid On-Call Fire Chief: Fire Chief Dean Kapler presented the draft job description for the part time paid on-call fire chief. Chief Kapler stated if approved tonight he would post the position internally. We are asking for a city application allow with a resume’. I did stress to the department this position besides the firefighting responsibilities is the role of a manager and work within the city structure. The interview panel would consist of me, City Clerk Barb Held, Paul Teicher if he would like, a police department representative and an outside fire department member. I would also recommend this position have six-month probation along with reviews every two months. Orpen asked how many do we have on the department that meet the minimum qualifications. Kapler stated around six. Kapler did state if we do not find qualified candidates internally, we would then recommend going outside the department. Skordahl stated we was surprised by the number of hours recommended. Kapler said it also depends on the team you have below you, definitely could be more hours. Consensus of the city council was to go with the job description as presented and post internally. Kapler stated with your permission, I would like to conduct the two-month interviews. The Council agreed they would be happy to have Kapler handle the reviews.

Chief Kapler stated he had one more item to report. Last week the 1998 Tanker developed a leak. The pump cooler froze and broke which was a design error and not a operate error. The repairs plus the installation of a pump heater, which it should have had, the estimated cost is \$5,100. The truck will last a long time.

Public Works:

Liquor Store:

Police Dept:

City Administrator Report: Sugar Hills Regional Trail Alignment Change:

Notification was received from Karen Blaska, Park Planner for Anoka County Parks Department which stated that in discussing the regional trail alignment change with the Highway Department, we agree that the route proposed by Council Member Skordahl is feasible. Blaska is still trying to connect with the School District, but since there is a trail already there, she is assuming they will not have any issues with it. Provided the school is amenable to the route through their property, Anoka County will be revising the master plan accordingly. They follow the existing trail most of the way on Pederson Drive. There is not enough space or elevation change at Pederson Drive and Hwy 47 to do a tunnel, so for now; it would be an at-grade crossing (which currently exists) and in the end, a pedestrian bridge over the highway. Attached is a concept map for reference. Teicher ask is the realignment something the city council accepts. The council was in agreement with the realignment.

9. **Reports from Council Members:** Council member Orpen stated he would not be at the July 20, 2015 City Council meeting.

Skordahl said he would have to miss the March Planning Commission meeting again this month. Skordahl also asked when we have our new city administrator on staff would we be have a meeting to discuss all the different projects that are happening in St. Francis. Kane stated yes, we will have a meeting with the new administrator.

10. **Report from Mayor:** Kane reported staff came up with a tag line; A City of Progress, Pride and Possibilities that he would like to use in our newsletters, website and wherever. The council agreed to use the phrase. Kane also stated last week he attended the long-range financial planning meeting with staff and consultants. We would like to hold a workshop to discuss this plan with the rest of the city council. After some discussion on available dates, it was determined to have a workshop Sunday, March 15 at 1:00 pm in the community center. Kane also wanted to remind everyone about the St. Francis Lions Bingo March 20 at the St. Francis American Legion starting at 7 pm. Along with the St. Francis Lioness Easter Egg Hunt, March 21 in Community Park starting at 10 am.

11. **Old Business:** None.

12. **New Business:** None.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:32 pm.