

CITY OF ST. FRANCIS
CITY COUNCIL AGENDA
JANUARY 5, 2015
ISD #15 CENTRAL SERVICES CENTER (DISTRICT OFFICES)
4115 Ambassador Blvd. NW

5:30 pm Reception for Outgoing and Incoming Council

6:00 pm Special Meeting of Outgoing Council
a. Roll Call
b. City Council Minutes – December 15, 2014
c. Adjournment

OATHS OF OFFICE

Regular City Council Meeting

1. Call to Order
2. Roll Call
3. Adopt Agenda
4. Consent Agenda
 - a. Change in Fire Fighter Pay Increments for Calls
 - b. Appoint Yvonne Beebe to the Planning Commission
 - c. Payment of Claims
5. Meeting Open to the Public
6. Petitions, Requests, Applications
 - a. Transfer of Master Declarant Rights for Master Meadows of St. Francis
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
 - b. Resolution 2015-02: Approving Appointments for 2015
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
2) Nepotism Policy
3) Consideration of tentative agreement with police officers on 2015-2017 union contract.
 - c. Staff:
Bldg. Official:
Fire Dept:
Public Works:
Liquor Store:
Police:
City Administrator Report: Non-union pay adjustment
9. Reports from Council Members
10. Report from Mayor:
11. Old Business
 - a. City Administrator Hiring Process
 - b. Consideration of appointment of Police Sergeant at Grade 13, Step 4
 - c. Social Media Contract
12. New Business
13. Adjournment

Calendar of Events

Jan 19: City Offices Closed for the Martin Luther King Holiday
Jan 20: (Tues) City Council Meeting @ ISD #15 Central Services Center (District Offices) 6:00 pm
Jan 21: Planning Commission Meeting @ ISD #15 Central Services Center (District Offices) 7:00 pm
Jan 30: Annual Chamber Dinner @ Refuge Golf Club for more info www.stfrancischamber.org

TO: Mayor & City Council
FROM: Paul Teicher, Acting City Administrator
RE: Agenda Memorandum – January 5, 2015 Meeting

Agenda Items:

4. Consent Agenda:

a. *Change in Fire Fighter Pay Increments for Calls:* Attached is an agenda report from Fire Chief Kapler on a clarification on the pay for fire fighters are calculated. A motion would be in order to approve the change on how the fire fighters are paid beginning in 2015.

b. *Appoint Yvonne Beebe to the Planning Commission:* Attached is an application form Yvonne Beebe who is interested in serving on the Planning Commission. Now with the vacancy because of Rich Skordahl on the city council there is one vacant seat. A motion would be in order to appoint Yvonne Beebe to the Planning Commission.

6. Petitions, Requests, Applications:

a. *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:* Attached are all of the necessary documents that we will need to be signed by the city and the EDA to complete the transfer of title and the master declarant rights to the city. A motion would be in order 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.

7. Ordinances & Resolutions:

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:* The Examiner of Titles required another resolution by the city to transfer title and master declarant rights out to the EDA. A motion would be in order to approve this Resolution.

b. *Resolution 2015-02: Approving Appointments for 2015:* Attached is a list of appointments for 2015. A motion would be in order to approve this resolution.

8. Reports:

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:* City Attorney Scott Lepak will ask for a motion to go into a closed meeting pursuant to the statute listed.

2) *Nepotism Policy:* Mr. Lepak provided a memorandum on the Nepotism Policy that was brought up a number of months ago. If in favor of the changes an amendment would need to be made to the existing personnel policy.

3) *Consideration of tentative agreement with police officers on 2015-2017 union contract:* Attached is a memorandum from Mr. Lepak on the details of the tentative agreement along with a proposed Resolution 2015-03 approving the tentative agreement with the police officers. If in agreement, a motion would be in order to approve the resolution.

c. Staff:

Building Official:

Fire:

Public Works:

Liquor Store:

Police:

City Administrator: *Non-union pay adjustment:* Mayor Kane will be presenting this item.

11. Old Business:

a. *City Administrator Hiring Process:* At the last City Council meeting the three council members in attendance agreed to wait and let the incoming council make the decision on how to proceed. Council direction is requested on whether to appoint BGS as the entity to assist the City on an administrator recruitment and hiring. BGS would perform this service as an additional hourly contract item not to exceed \$14,000.

b. *Consideration of appointment of Police Sergeant at Grade 13, Step 4:* Lepak had a previous agenda item on whether the city council would be in favor of amending the personnel policy. Chief Harapat has an agenda report on the promotion of one of the existing officers to the sergeant position. If in agreement with the promotion a motion would be in order.

c. *Social Media Contract:* A couple of meetings ago the question was raised about our Social Media person. Attached you will find a copy of the contract that was approved on May 5, 2014 with Cre8 Graphic Design.

12. New Business:

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

CITY COUNCIL MINUTES

December 15, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Pro Tem Tim Brown at 6:00 pm.

2. **Roll Call:** Present were Mayor Pro Tem Tim Brown, Council members Richard Orpen, and Amy Lazere. Mayor Jerry Tveit and Councilmember Chris McClish excused. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Fire Chief Dean Kanfer, Finance Director Darcy Mulvihill, City Clerk Barb Held and Council Elect Steve Kane and Rich Skordahl.

3. **Adopt Agenda:** MOTION BY LAZERE SECOND ORPEN TO ADOPT THE DECEMBER 15, 2014 CITY COUNCIL AGENDA. Motion carried 3-0.

4. **Consent Agenda:** MOTION BY LAZERE SECOND ORPEN TO APPROVE THE DECEMBER 15, 2014, CITY COUNCIL CONSENT AGENDA AS FOLLOWS:

- a. City Council Minutes – December 1, 2014
- b. Payment of Claims \$410,598.97 (Check #68298-68421 \$305,355.16 and ACH 102E-103E \$104,243.81) Motion carried 3-0.

5. **Meeting Open to the Public:** None.

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

7. **Ordinances & Resolution:**

a. **Resolution 2014-43: Certifying Taxes Payable in 2015:** MOTION BY LAZERE SECOND ORPEN TO ADOPT RESOLUTION 2014-43 A RESOLUTION CERTIFYING TAXES PAYABLE IN 2015. Motion carried 3-0.

b. **Resolution 2014-44: Adopting a Budget for 2015:** MOTION BY LAZERE SECOND ORPEN TO ADOPT RESOLUTION 2014-44 A RESOLUTION ADOPTING A BUDGET FOR 2015. Motion carried 3-0.

c. **Resolution 2014-45: End of Year Transfers:** MOTION BY LAZERE SECOND ORPEN TO ADOPT RESOLUTION 2014-45 A RESOLUTION APPROVING THE END OF YEAR TRANSFERS FOR THE YEAR 2014. Motion carried 3-0.

d. **Resolution 2014-46: License Renewals for 2015:** MOTION BY LAZERE SECOND ORPEN TO ADOPT RESOLUTION 2014-46 A RESOLUTION APPROVING THE LICENSE RENEWALS FOR 2015. Orpen asked about the Ponds prorated liquor license fee request. Brown stated the council has prorated the fee in the past because they are not open during the winter months. Lazere asked about Tasty Pizza and didn't they have a beer/wine license in the past. Held said they did but did not apply for one at this time. Motion carried 3-0.

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

a. **Engineer:**

b. Attorney: City Administrator Search: Lepak reported he had contact with the incoming mayor to see if he wanted to wait for the new council to discuss how to proceed on the recruitment and hiring process of a city administrator, or does the city council want to act on it tonight. Lepak stated Kane had expressed an interest in getting the city administrator search underway as soon as possible and is supportive of using Barna, Guzy and Steffen to assist in the recruitment and hiring process. Lazere would like to wait for the new council to make that decision being we are short members this evening. Orpen and Brown agreed to wait.

c. Staff:

Building Official:

Finance Dept.:

Fire Dept.: Joint Fire Update: Lepak stated after extensive discussions and work toward creating a joint powers fire department, the representatives from the various cities (Bethel, Nowthen, Ramsey and St. Francis) have not been able to resolve a number of key issues associated with such an entity, notably the contribution toward a fire relief association was the main issue. Accordingly, this matter is not going to be pursued further at this time. Brown said when it failed the last time wasn't it for the same reason. Lepak said exactly. Brown said perhaps the next time we should start with the relief association contributions.

Public Works: Public Works Director Paul Teicher presented three different items for council consideration. Teicher gave a background on the number of staff they have had over a the years including both full and part timers. Orpen asked are the two supervisory positions going to additional training or are we just going to add a supervisory title. Teicher said they would be the go to person and will be working supervisors. It definitely helps me out with the administrative portion of my job, stated Teicher.

1) Minor Revisions to Job Descriptions: MOTION BY LAZERE SECOND ORPEN APPROVING THE MINOR CHANGES TO ALL THE PUBLIC WORKS JOB DESCRIPTIONS. Motion carried 3-0.

2) Reclassify and Fill Two Supervisory Positions: MOTION BY ORPEN SECOND LAZERE TO RECLASSIFY AND FILL THE TWO SUPERVISORY POSITIONS. Motion carried 3-0.

3) Authorization to Hire Additional Streets/Parks Employee: MOTION BY LAZERE SECOND ORPEN AUTHORIZING STAFF TO ADVERTISE FOR A STREETS/PARKS EMPLOYEE. Motion carried 3-0.

Liquor Store:

Police Dept.

City Administrator: Acting City Administrator Paul Teicher stated just as a reminder there will be a picture with Santa this Thursday at the Police/Public Works building from 5 – 8 pm. I would also like to wish everyone a Happy and Safe Holidays. Starting at 5:30 pm before the next council meeting, January 5 we will have a reception for the outgoing and incoming mayor and council members.

9. **Reports from Council Members:** Brown thanked Council member Lazere for her two years of service. In addition, I too would like to wish everyone Happy Holidays.

10. **Report from Mayor:** None.

11. **Old Business:** None.

12. **New Business:** None.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:18 pm.

Barbara I. Held, City Clerk

DRAFT

AGENDA REPORT

TO: Paul Teicher, Acting City Administrator
FROM: Dean Kapler, Fire Chief
SUBJECT: Change FF pay increments from quarter hours to whole hours
DATE: January 5, 2015

INTRODUCTION

Purpose of this case is to change the payroll of the St Francis Fire Department from quarter hours to full hours after the first hour.

BACKGROUND

It was discovered that the Fire Departments Policy and Procedure Manual states "Time worked in excess of one hour for a fire call shall be paid in additional hour increments after the 15 minute increment mark".

It has been the practice of payroll to pay the first hour or any portion at a full hour, but after that pay in quarter hour increments. The Fire Department thought the full hours pay had been accepted by council in the past but staff could not find any record of this action.

RECOMMENDATION

Council to authorize the fire payroll to be changed to pay in full hours, with a minimum of 1 hour and any call, meeting, or drill that exceeds 15 minutes into the next hour will be paid as a complete hour. This change would start at the beginning of 2015 and no retroactive pay will be calculated for previous activity.

BUDGET IMPACT

Budget impact is a direct factor of the length of calls. Obviously this length of time is difficult to predict, although historically the vast majority of the Fire Department calls are one hour or less in duration. Staff is predicting a very small impact to its payroll budget.

CITY OF ST. FRANCIS
APPLICATION FOR COMMISSIONS

Planning Commission Park Commission Upper Rum River Charter Commission EDA

1. Name: Yvonne Beebe Home Phone: _____
Work Phone: _____
Cell _____
2. Address: 23077 Guarani Street NW
3. How long have you lived in the City? 9 mos
4. Occupation: Retired Employer: _____
5. Education: (Please indicate highest grade completed or degree and course of study)
High School Diploma; many seminars, classes
6. What skills do you have that you feel would benefit the City? Common sense and the intelligence to go with it. Leadership skills as well.
7. Why do you want to serve on this Commission/City Council?
Being retired gives me lots of time to work on issues or concerns. And gives me something to do.
8. What experience do you have that you feel would be pertinent to this Commission/City Council?
I have served on 2 Parks & Rec Boards; Served as President of No. St. Paul & Cottage Grove Athletic Ass'n's; Served as secretary to No. Maplewood Livness.
9. What other civic activities are you involved in? None at present since I'm new to the area.
10. Do you participate in any activities that may be viewed as a Conflict of Interest in serving on this Commission/City Council?
No
11. Have you attended a Commission/City Council meeting within the past year? No If yes, please indicate the reason for attending:

12. Have you served on any City Commission/Council or board in the past? See above If yes, please indicate the Commission and the date of service:

I'm attaching my resume for your convenience.

Signature: Yvonne A. Beebe Date: 8/18/14

Yvonne A. Beebe
23077 Guarani Street Northwest
St. Francis, MN 55070

Objective:

I am looking for part-time employment as I retired January 1, 2014. I wanted to continue working but not at the full-time level. I wish to keep my skills sharp and interact with people, as well as have another financial source to help me through retirement.

Work Experience:

*Position: Legal Secretary
Lind Jensen Sullivan & Peterson, P.A.*

*August 2004-January 2014
Minneapolis, MN*

Perform all duties assigned to legal secretaries, to include working with Dragon dictation, electronic court filing, opening and processing all mail, opening and closing files, maintaining up-to-date filing, calendaring dates, diary dates, answering phones, scheduling IMEs, depositions, scanning documents to file system and to emails, creating correspondence when required and proficient in Microsoft Word, Outlook, and Lexis Nexis; have knowledge of PowerPoint and Microsoft Excel.

*Position: Legal Secretary
MSI Insurance*

*1992 to August 2004
Arden Hills, MN*

Moore, Warner, Kruger law firm – in-house counsel for MSI Insurance. Duties included typing dictation; answering phones, scheduling IMEs, depositions, opening and processing mail, open and close files, maintain filing on daily basis.

Reason for leaving: Country Insurance bought out MSI Insurance and eliminated legal department; Jack Moore went to above law firm and asked me to go with him.

Other Positions:

Office Administrator for law firm; temporary legal secretarial positions; secretary for program for adjudicated juvenile delinquents; secretary for organization that scheduled CLEs and seminars for eye doctor professionals and secretary in personnel department for Macalester College.

Miscellaneous Volunteer Positions:

President of North St. Paul Athletic Association – Girls' Softball; also coached softball and basketball in No. St. Paul. President of Cottage Grove Athletic Association – Girls' Softball; also coached softball and basketball. Member of Parks and Rec boards of North St. Paul and Cottage Grove. Secretary North Maplewood Lioness – Lions organization.

Qualities:

Hardworking, work well independently or part of a team, dependable, welcome new challenges, self-directed and motivated, and excellent problem solving skills.

References available upon request.



PAYMENT BATCH AP 01-05-15

ANOKA COUNTY TREASURY DEPT.

12/08/2014	B141208W	E 101-42110-321	Telephone	BROADBAND	37.50
12/08/2014	B141208W	E 101-42210-321	Telephone	BROADBAND	37.50
12/08/2014	B141208W	E 101-43100-321	Telephone	BROADBAND	37.50
12/08/2014	B141208W	E 101-45200-321	Telephone	BROADBAND	37.50
12/08/2014	B141208W	E 601-49440-321	Telephone	BROADBAND	37.50
12/08/2014	B141208W	E 602-49490-321	Telephone	BROADBAND	37.50
					\$225.00

ANOKA CTY-CHIEF OF POLICE ASSN

12/17/2014	121714	E 101-42110-208	Training and Instruction	2014 MEETING EXPENSES	126.00
					\$126.00

ASPEN MILLS

12/22/2014	158958	E 101-42110-437	Uniform Allowance	SCHWIEGER	76.82
12/22/2014	158959	E 101-42110-437	Uniform Allowance	SCHWIEGER-VEST	967.95
					\$1,044.77

ASSURANT EMPLOYEE BENEFITS

12/30/2014	5447229.01	E 101-41400-130	Employer Paid Insurance	JANUARY PREMIUM	171.80
12/30/2014	5447229.01	E 101-41500-130	Employer Paid Insurance	JANUARY PREMIUM	65.92
12/30/2014	5447229.01	E 101-42110-130	Employer Paid Insurance	JANUARY PREMIUM	721.37
12/30/2014	5447229.01	E 101-42400-130	Employer Paid Insurance	JANUARY PREMIUM	98.69
12/30/2014	5447229.01	E 101-43100-130	Employer Paid Insurance	JANUARY PREMIUM	115.65
12/30/2014	5447229.01	E 101-43210-130	Employer Paid Insurance	JANUARY PREMIUM	25.71
12/30/2014	5447229.01	E 101-45200-130	Employer Paid Insurance	JANUARY PREMIUM	115.65
12/30/2014	5447229.01	E 601-49440-130	Employer Paid Insurance	JANUARY PREMIUM	50.62
12/30/2014	5447229.01	E 602-49490-130	Employer Paid Insurance	JANUARY PREMIUM	50.62
12/30/2014	5447229.01	E 609-49750-130	Employer Paid Insurance	JANUARY PREMIUM	113.03
					\$1,529.06

BELLBOY CORPORATION

12/11/2014	91262300	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	31.00
12/12/2014	46108500	E 609-49751-251	Liquor For Resale	LIQUOR	564.00
12/23/2014	91334000	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	30.00
12/24/2014	46308200	E 609-49751-251	Liquor For Resale	LIQUOR	1,371.23
					\$1,996.23

BERNICK COMPANIES, THE

12/24/2014	185773	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	68.00
12/24/2014	185774	E 609-49751-255	N/A Products	N/A	20.50
					\$88.50

CEDAR CREEK BAKING COMPANY

12/30/2014	123014	E 101-42110-200	Office Supplies	COOKIES	57.00
					\$57.00

CENTERPOINT ENERGY

12/17/2014	5944643-5.1214	E 609-49750-383	Gas Utilities	LIQUOR	294.51
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12/17/2014	5945449-6.1214	E 101-42210-383	Gas Utilities	FIRE	1,425.46
12/17/2014	5963820-5.1214	E 101-45200-383	Gas Utilities	WARMING HOUSE	287.11
12/17/2014	6002544-2.1214	E 601-49440-383	Gas Utilities	PUBLIC WORKS	121.58
12/17/2014	6002544-2.1214	E 602-49490-383	Gas Utilities	PUBLIC WORKS	121.58
12/17/2014	6002548-3.1214	E 602-49490-383	Gas Utilities	WWTP	807.70
12/17/2014	6886465-1.1214	E 101-41940-383	Gas Utilities	CITY HALL	40.78
12/17/2014	6886468-5.1214	E 101-41940-383	Gas Utilities	CITY HALL	32.97
12/17/2014	6886472-7.1214	E 101-41940-383	Gas Utilities	CITY HALL	46.94
12/17/2014	6886475-0.1214	E 101-41940-383	Gas Utilities	CITY HALL	35.38
12/17/2014	7900331-5.1214	E 601-49440-383	Gas Utilities	WATER	1,239.44
12/17/2014	8964221-9.1214	E 602-49490-383	Gas Utilities	LIFT STATION	13.06
12/17/2014	9680285-5.1214	E 101-42110-383	Gas Utilities	POLICE/PW	1,259.82
12/17/2014	9680285-5.1214	E 101-43100-383	Gas Utilities	POLICE/PW	314.96
12/17/2014	9680285-5.1214	E 101-45200-383	Gas Utilities	POLICE/PW	314.96
12/17/2014	9680285-5.1214	E 601-49440-383	Gas Utilities	POLICE/PW	314.96
12/17/2014	9680285-5.1214	E 602-49490-383	Gas Utilities	POLICE/PW	314.94
12/17/2014	9878416-8.1214	E 101-42210-383	Gas Utilities	FIRE-GENERATOR	21.95
					\$7,008.10

CLASSIC CONSTRUCTION

12/16/2014	16225	E 101-45200-229	Project Repair & Maintenance	MATERIAL AND LABOR	9,195.00
					\$9,195.00

COCA COLA REFRESHMENTS

12/16/2014	168090312	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	844.68
					\$844.68

COLONIAL INSURANCE

12/26/2014	7129661-0105648	G 101-21712	Colonial Insurance	MONTHLY PREMIUM	221.41
					\$221.41

CONNEXUS ENERGY

12/18/2014	298392.1214	E 101-41940-381	Electric Utilities	CITY HALL	242.20
12/18/2014	298393.1214	E 602-49451-381	Electric Utilities	LIFT STATIONS	6,346.73
12/18/2014	298394.1214	E 101-45200-381	Electric Utilities	PARK	248.83
12/18/2014	298395.1214	E 601-49440-380	Electric-System	WATER	3,895.04
12/18/2014	298396.1214	E 101-43100-386	Street Lighting	STREET LIGHTS	3,420.97
12/18/2014	301895.1214	E 101-41940-381	Electric Utilities	SIGN	46.34
12/18/2014	301895.1214	E 101-42110-381	Electric Utilities	SIGN	757.08
12/18/2014	302965.1214	E 101-42110-381	Electric Utilities	WOODBINE SIREN	5.00
12/18/2014	302965.1214	E 101-42110-381	Electric Utilities	AMBASSADOR SIREN	5.00
12/18/2014	302965.1214	E 101-42210-381	Electric Utilities	FIRE	418.00
12/18/2014	302965.1214	E 609-49750-381	Electric Utilities	LIQUOR	863.55
12/18/2014	303103.1214	E 101-43100-381	Electric Utilities	POLICE/PW	189.28
12/18/2014	303103.1214	E 101-45200-381	Electric Utilities	POLICE/PW	189.28
12/18/2014	303103.1214	E 601-49440-381	Electric Utilities	POLICE/PW	189.28
12/18/2014	303103.1214	E 602-49451-381	Electric Utilities	POLICE/PW	189.28
					\$17,005.86

CRYSTAL SPRINGS ICE

12/22/2014	48770	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	98.88
					\$98.88

DAHLHEIMER DIST. CO. INC.

12/09/2014	101968	E 609-49751-252	Beer For Resale	BEER	(48.00)
12/17/2014	102012	E 609-49751-252	Beer For Resale	BEER	7,999.00
12/17/2014	102012	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	126.00
12/24/2014	102281	E 609-49751-252	Beer For Resale	BEER	1,600.70

12/24/2014	102281	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	256.00
					<u>\$9,933.70</u>
DAY DISTRIBUTING CO.					
12/19/2014	783169	E 609-49751-252	Beer For Resale	BEER	862.35
12/22/2014	783480	E 609-49751-252	Beer For Resale	BEER	133.30
					<u>\$995.65</u>
DELTA DENTAL					
12/15/2014	5799967	G 101-21711	Dental Insurance	JAN PREMIUM	586.80
					<u>\$586.80</u>
FERGUSON WATERWORKS					
12/09/2014	122140	E 601-49440-259	Water Meters	METER	383.39
12/19/2014	122139	E 601-49440-259	Water Meters	METER	371.10
					<u>\$754.49</u>
FLAHERTYS HAPPY TYME CO					
12/17/2014	121714	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	48.60
					<u>\$48.60</u>
G&K SERVICES, INC					
12/16/2014	1043873505	E 609-49750-219	Rug Maintenance	RUG MAINTENANCE	11.23
12/16/2014	1043873508	E 101-42110-402	Janitorial Service	MAT	8.52
12/16/2014	1043873508	E 101-43100-402	Janitorial Service	MAT	8.52
12/16/2014	1043873508	E 101-45200-402	Janitorial Service	MAT	8.52
12/16/2014	1043873508	E 601-49440-402	Janitorial Service	MAT	8.52
12/16/2014	1043873508	E 602-49490-402	Janitorial Service	MAT	8.52
12/16/2014	1043873509	E 601-49440-417	Uniform Clothing & PPE	CLEANING	4.20
12/16/2014	1043873509	E 602-49490-417	Uniform Clothing & PPE	CLEANING	4.20
					<u>\$62.23</u>
GARY FIX & SONS					
12/23/2014	34730	E 101-43100-218	Equipment Repair & Maintenance	INSTALL BACKGLASS	62.50
12/23/2014	34730	E 101-45200-218	Equipment Repair & Maintenance	INSTALL BACKGLASS	62.50
					<u>\$125.00</u>
GRANITE CITY JOBBING CO.					
12/16/2014	840240	E 609-49750-210	Operating Supplies	OPERATING	29.52
12/16/2014	840240	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
12/16/2014	840240	E 609-49751-256	Tobacco Products For Resale	TOBACCO	1,311.88
12/23/2014	840993	E 609-49750-210	Operating Supplies	OPERATING	148.42
12/23/2014	840993	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.25
12/23/2014	840993	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	37.20
12/23/2014	840993	E 609-49751-256	Tobacco Products For Resale	TOBACCO	408.45
					<u>\$1,943.97</u>
HAWKINS, INC.					
12/08/2014	3673584	E 601-49440-216	Chemicals and Chem Products	BULK	1,188.09
12/08/2014	3673585	E 602-49490-216	Chemicals and Chem Products	CHLORIDE	1,609.74
12/11/2014	3674872	E 602-49490-216	Chemicals and Chem Products	CHLORIDE	1,619.74
					<u>\$4,417.57</u>
ISD #15					
12/02/2014	1735	E 101-42110-221	Vehicle Repair & Maintenance	2014 DODGE	58.22
12/16/2014	1789	E 101-42110-221	Vehicle Repair & Maintenance	2011 CHEVROLET TAHOE	50.66
12/22/2014	1823	E 101-43100-218	Equipment Repair & Maintenance	2012 CAT-924K	690.74
12/22/2014	1824	E 101-42400-221	Vehicle Repair & Maintenance	2013 FORD ESCAPE	31.65
12/23/2014	1825	E 602-49490-228	Equipment Maintenance	2006 RIVEDG GENSET	41.43

\$872.70

JJ TAYLOR DISTRIBUTING

12/17/2014	2291721	E 609-49751-206	Freight and Fuel Charges	FREIGHT	3.00
12/17/2014	2291721	E 609-49751-252	Beer For Resale	BEER	227.05
					<hr/>
					\$230.05

JOHNSON BROS WHLSE LIQUOR

12/17/2014	5051681	E 609-49751-206	Freight and Fuel Charges	FREIGHT	27.36
12/17/2014	5051681	E 609-49751-251	Liquor For Resale	LIQUOR	1,770.10
12/17/2014	5051682	E 609-49751-206	Freight and Fuel Charges	FREIGHT	18.24
12/17/2014	5051682	E 609-49751-253	Wine For Resale	WINE	573.90
					<hr/>
					\$2,389.60

KIMS KLEANING

12/28/2014	3094	E 101-41940-402	Janitorial Service	CITY HALL	150.00
12/28/2014	3095	E 101-45000-402	Janitorial Service	COMMUNITY CENTER	60.00
12/28/2014	3096	E 101-43100-402	Janitorial Service	CLEANING	173.75
12/28/2014	3096	E 101-45200-402	Janitorial Service	CLEANING	173.75
12/28/2014	3096	E 601-49440-402	Janitorial Service	CLEANING	173.75
12/28/2014	3096	E 602-49490-402	Janitorial Service	CLEANING	173.75
12/28/2014	3097	E 601-49440-233	Water Treatment Plant Maint	WATER TREATMENT PLANT	200.00
12/28/2014	3098	E 101-42110-402	Janitorial Service	POLICE DEPARTMENT	800.00
12/28/2014	3099	E 101-42210-402	Janitorial Service	FIRE DEPT	375.00
					<hr/>
					\$2,280.00

MARTIES FARM SERVICE

12/12/2014	222508	E 101-43100-408	Ice& Snow Removal	SIDE WALK SALT	462.00
					<hr/>
					\$462.00

MCDONALD DIST CO.

12/18/2014	145033	E 609-49751-252	Beer For Resale	BEER	9,816.65
12/18/2014	145033	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	13.00
12/23/2014	147107	E 609-49751-252	Beer For Resale	BEER	(52.00)
12/24/2014	147082	E 609-49751-252	Beer For Resale	BEER	3,688.82
					<hr/>
					\$13,466.47

MN BUREAU OF CRIMINAL APPREHEN

07/14/2014	4542	E 101-42110-208	Training and Instruction	CE COURSES	115.00
					<hr/>
					\$115.00

MN CRIME PREVENTION ASSN.

12/30/2014	2015-NEW1	E 101-42110-208	Training and Instruction	MEMBERSHIP	45.00
					<hr/>
					\$45.00

MN NCPERS LIFE INSURANCE

12/22/2014	7334115.01	G 101-21713	MN Life	JANUARY PREMIUM	16.00
					<hr/>
					\$16.00

MY ALARM CENTER

12/30/2014	RINV04344517	E 609-49750-445	Security	JANUARY MONITORING	1.34
					<hr/>
					\$1.34

PACE ANALYTICAL SERVICES

12/10/2014	141245689	E 602-49490-229	Project Repair & Maintenance	PLANT EXPANSION COLLER #2	80.00
12/11/2014	141245733	E 602-49490-229	Project Repair & Maintenance	PLANT EXPANSION COOLER #3	186.50
12/12/2014	141245771	E 602-49490-229	Project Repair & Maintenance	PLANT EXPANSION EFFLUENT	59.10
12/18/2014	141245902	E 602-49490-313	Sample Testing	WASTEWATER	103.00

\$428.60

PHILLIPS WINE & SPIRITS CO.

12/17/2014	2715197	E 609-49751-206	Freight and Fuel Charges	FREIGHT	27.36
12/17/2014	2715197	E 609-49751-251	Liquor For Resale	LIQUOR	1,960.28
12/17/2014	2715198	E 609-49751-206	Freight and Fuel Charges	FREIGHT	106.41
12/17/2014	2715198	E 609-49751-253	Wine For Resale	WINE	3,072.50
12/17/2014	2715199	E 609-49751-206	Freight and Fuel Charges	FREIGHT	4.56
12/17/2014	2715199	E 609-49751-255	N/A Products	N/A	168.00
12/19/2014	204531	E 609-49751-206	Freight and Fuel Charges	FREIGHT	(16.72)
12/19/2014	204531	E 609-49751-251	Liquor For Resale	LIQUOR	(1,140.00)
					<hr/>
					\$4,182.39

PRINTING UNLIMITED

12/15/2014	7319	E 101-41110-344	Newsletter	WINTER NEWSLETTER	38.49
12/15/2014	7319	E 101-41400-441	Miscellaneous	WINTER NEWSLETTER	38.49
12/15/2014	7319	E 101-41500-441	Miscellaneous	WINTER NEWSLETTER	38.49
12/15/2014	7319	E 101-42110-441	Miscellaneous	WINTER NEWSLETTER	38.49
12/15/2014	7319	E 101-42210-441	Miscellaneous	WINTER NEWSLETTER	38.48
12/15/2014	7319	E 101-42400-352	General Notices and Pub Info	WINTER NEWSLETTER	38.49
12/15/2014	7319	E 101-43100-441	Miscellaneous	WINTER NEWSLETTER	38.49
12/15/2014	7319	E 101-43210-439	Recycling Days	WINTER NEWSLETTER	43.12
12/15/2014	7319	E 101-45200-441	Miscellaneous	WINTER NEWSLETTER	38.49
12/15/2014	7319	E 601-49440-441	Miscellaneous	WINTER NEWSLETTER	38.49
12/15/2014	7319	E 602-49490-441	Miscellaneous	WINTER NEWSLETTER	38.49
12/15/2014	7319	E 609-49750-441	Miscellaneous	WINTER NEWSLETTER	38.49
					<hr/>
					\$466.50

RJM DISTRIBUTING INC.

12/15/2014	IND005565	E 609-49751-252	Beer For Resale	BEER	231.79
12/15/2014	IND005565	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	18.75
					<hr/>
					\$250.54

ROYAL SUPPLY

12/19/2014	15877	E 101-41940-210	Operating Supplies	SUPPLIES	23.14
12/19/2014	15877	E 101-42110-217	Other Operating Supplies	SUPPLIES	46.28
12/19/2014	15877	E 101-43100-217	Other Operating Supplies	SUPPLIES	23.14
12/19/2014	15877	E 101-45200-217	Other Operating Supplies	SUPPLIES	23.14
12/19/2014	15877	E 601-49440-217	Other Operating Supplies	SUPPLIES	23.14
12/19/2014	15877	E 602-49490-217	Other Operating Supplies	SUPPLIES	23.16
					<hr/>
					\$162.00

SCHARBER & SONS

12/20/2014	P66571	E 101-43100-218	Equipment Repair & Maintenance	PARTS	596.47
12/20/2014	P66571	E 101-45200-218	Equipment Repair & Maintenance	PARTS	596.48
					<hr/>
					\$1,192.95

SOLDO CONSULTING

12/26/2014	122614	E 101-41400-311	Contract	COMPLAINT INVESTIGATION	10,590.35
					<hr/>
					\$10,590.35

SOUTHERN WINE & SPIRITS OF MN

12/18/2014	1236567	E 609-49751-206	Freight and Fuel Charges	FREIGHT	7.60
12/18/2014	1236567	E 609-49751-251	Liquor For Resale	LIQUOR	667.84
12/18/2014	1236568	E 609-49751-206	Freight and Fuel Charges	FREIGHT	16.25
12/18/2014	1236568	E 609-49751-253	Wine For Resale	WINE	758.00
					<hr/>
					\$1,449.69

THE AMERICAN BOTTLING COMPANY

12/15/2014	2449812366	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	259.76
12/29/2014	2450122807	E 609-49751-254	Miscellaneous Merchandise	MISCELLANEOUS	127.06
					<hr/>
					\$386.82

THORPE DISTRIBUTING COMPANY

12/19/2014	866516	E 609-49751-252	Beer For Resale	BEER	186.50
					<hr/>
					\$186.50

UNIFORMS UNLIMITED

12/05/2014	229538	E 101-42110-437	Uniform Allowance	HARAPAT	61.75
					<hr/>
					\$61.75

WINE MERCHANTS

12/17/2014	7010758	E 609-49751-206	Freight and Fuel Charges	FREIGHT	0.76
12/17/2014	7010758	E 609-49751-253	Wine For Resale	WINE	403.26
					<hr/>
					\$404.02

WIRTZ BEVERAGE MN

12/18/2014	1080266763	E 609-49751-206	Freight and Fuel Charges	FREIGHT	89.72
12/18/2014	1080266763	E 609-49751-251	Liquor For Resale	LIQUOR	7,577.57
					<hr/>
					\$7,667.29

\$105,616.06

FUND SUMMARY

101 GENERAL FUND	\$37,662.19
601 WATER FUND	\$8,239.10
602 SEWER FUND	\$11,829.04
609 MUNICIPAL LIQUOR FUND	\$47,885.73
Total	<hr/> <hr/> 105,616.06

**TRANSFER OF MASTER DECLARANT RIGHTS
FOR
MASTER MEADOWS OF ST. FRANCIS**

THIS TRANSFER OF MASTER DECLARANT RIGHTS (the "Transfer") is made and entered into as of this _____ day of _____, 20___, by the City of St. Francis, a public body corporate and politic created pursuant to the laws of Minnesota (the "Transferor"), in favor of the Economic Development Authority for the City of St. Francis, a public body corporate and politic created pursuant to the laws of Minnesota (the "Transferee"), located at 23340 Cree Street N.W., St. Francis, MN 55070, for the purpose of transferring all Master Declarant Rights for Master Meadows of St. Francis pertaining to real property legally described as:

Lots 1 through 22, inclusive, Block 1, and Lots 43 through 66, inclusive, Block 1;
Meadows of St. Francis,
Anoka County, Minnesota

(collectively, the "Property"); and

WHEREAS, the Master Declarant Rights arise under the declaration for Master Meadows of St. Francis, dated May 4, 2006, recorded as Document No. 1805012 in the Office of the County Registrar in and for Anoka County, Minnesota (the "Master Declaration"); and

WHEREAS, the initial master declarant transferred all Master Declarant Rights to the Transferor pursuant to that Transfer of Master Declarant Rights dated May 22, 2014, and recorded as Document No. 527370.005.

WHEREAS, pursuant to the Master Declaration and common law authority, Transferor has obtained unconditional authority to exercise certain Master Declarant Rights identified in the Master Declaration or pursuant to common law authority; and

WHEREAS, Transferee has acquired the Property; and

WHEREAS, Transferor is desirous of transferring to Transferee all Master Declarant Rights set forth in the Master Declaration or pursuant to common law, solely as they relate to the Property; and

WHEREAS, Transferee is desirous of obtaining the transfer of all Master Declarant Rights set forth in the Master Declaration or pursuant to common law, solely as they relate to the Property.

NOW, THEREFORE, for good and valuable consideration, Transferor and Transferee herewith voluntarily agree to the transfer of all Master Declarant Rights, all as more fully set forth herein below.

1. Transferor hereby transfers and conveys to Transferee all Master Declarant Rights set forth in the Master Declaration, or pursuant to common law, relating to the Property.
2. Transferee, by signature hereupon, expressly accepts the transfer of Master Declarant Rights relating to the Property as set forth herein.
3. Some or all of the rights transferred by the Transferor to the Transferee pursuant to this document may be voluntarily transferred, temporarily or permanently, by the Transferee by a separate instrument signed by the Transferee and the person or entity receiving the transferred rights, and recorded against the portions of the Property owned by the Transferee or the person or entity receiving the transferred rights and affected by the transfer.

IN WITNESS WHEREOF, Transferor and Transferee have caused this document to be executed as of the day and year first above written.

TRANSFEROR:
The City of St. Francis,
a public body corporate and politic created
pursuant to the laws of Minnesota

By: Steve Kane
Its: Mayor

By: Barbara Held
Its: Clerk

STATE OF MINNESOTA)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by Steve Kane, the Mayor, and by Barbara Held, the Clerk, of The City of St. Francis, a public body corporate and politic created pursuant to the laws of Minnesota, on behalf of the public body corporate and politic.

Notary Public

TRANSFeree:
The Economic Development Authority
for the City of St. Francis,
a public body corporate and politic created
pursuant to the laws of Minnesota

By: _____
Its: President

STATE OF MINNESOTA)
)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 20___, by _____, the President of The Economic Development Authority for the City of St. Francis, a public body corporate and politic created pursuant to the laws of Minnesota, on behalf of the public body corporate and politic.

Notary Public

THIS INSTRUMENT DRAFTED BY:
BARNA, GUZY & STEFFEN, LTD.
400 Northtown Financial Plaza
200 Coon Rapids Boulevard
Minneapolis, MN 55433
(763) 780-8500 (TDE)
637518-v2

EXHIBIT A

[this Transfer of Special Declarant Rights shall be recorded against all units within the common interest community legally described below]

Lots 1 through 67, inclusive, Block 1,
MEADOWS OF ST. FRANCIS,
Anoka County, Minnesota.

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED

Business Entity to Business Entity

eCRV number: n/a

DEED TAX DUE: \$1.65

DATE: _____, 20__

FOR VALUABLE CONSIDERATION, the City of St. Francis a public body corporate and politic under the laws of Minnesota ("Grantor"), hereby conveys and quitclaims to the Economic Development Authority for the City of St. Francis a public body corporate and politic under the laws of Minnesota ("Grantee"), real property in Anoka County, Minnesota, legally described as follows:

Lots 1 through 22, inclusive, and Lots 43 through 66, inclusive, Block 1, MEADOWS OF ST. FRANCIS, Anoka County, Minnesota,

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto. **This deed conveys after acquired title. The total consideration for this transfer is less than \$500.**

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: [...].)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

The City of St. Francis

By: _____

Steve Kane

Its: **Mayor**

By: _____

Barbara Held

Its: **Clerk**

State of Minnesota, County of _____

This instrument was acknowledged before me on _____, 20____, by **Steve Kane** as mayor and by **Barbara Held** as city clerk of **The City of St. Francis**.

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
Barna, Guzy & Steffen, Ltd. (TDE)
200 Coon Rapids Blvd., Suite 400
Minneapolis, MN 55433-5894

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
The Economic Development Authority for the City of St. Francis
23340 Cree Street N.W.
St. Francis, MN 55070

**City of St. Francis
St. Francis, MN
Anoka County**

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**

BE IT RESOLVED THAT, the City Council of the City of St. Francis, Minnesota hereby approves the Deed and Transfer of Master Declarant Rights for Master Meadows of St. Francis conveying title and master declarant rights regarding Lots 1 through 22, and Lots 43 through 66, inclusive, Block 1, MEADOWS OF ST. FRANCIS, Anoka County, Minnesota, to the Economic Development Authority for the City of St. Francis.

The motion for the adoption of the foregoing resolution was made by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:
and the following abstained:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS _____ DAY OF _____, 20____.

APPROVED:

Steve Kane
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

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

RESOLUTION 2015-02

A RESOLUTION APPROVING THE APPOINTMENTS FOR 2015

Mayor Pro Tem	Tim Brown, Council member
City Assessor	Anoka County Assessor's Office
City Attorney	Barna, Guzy & Steffen, Ltd.
City Engineer	Bolton & Menk, Inc.
Planning Consultants	NAC – Northwest Associated Consultants
Health Officer	Allina Medical Clinic – Coon Rapids
Weed Inspector	Steve Kane, Mayor
Assistant Weed Inspector	Paul Teicher, Public Works Director
Emergency Management Director	Jeff Harapat, Police Chief
Joint Law Enforcement Council: Police Chief	Jeff Harapat, Police Chief
Council Representative	Steve Kane, Mayor
Official Newspaper	Anoka County Union
Official Public Depository	Village Bank of St. Francis Anoka County Federal Credit Union Morgan Stanley Northland Securities RBC Dain Rauscher US Bank 4 M Fund
Financial Consultant/Bond Underwriter	Northland Securities
Official Signatures	Steve Kane, Mayor Tim Brown, Mayor Pro Tem Paul Teicher, Acting City Administrator Barbara I. Held, City Clerk Darcy Mulvihill, Finance Director (2 signatures required)

Council Representative to Boards/Commissions/Committees:

Planning Commission	Richard Skordahl, Council member
Charter Commission	Steve Kane, Mayor
School District #15	Chris McClish, Council member
Park Commission	Tim Brown, Council member
Economic Development Authority: Council Representative Council Representative	Chris McClish, Council member Richard Orpen, Council Member
Upper Rum River Watershed: Council Representative/Consultant Rep. Resident Member	Richard Orpen/Jared Voge, City Engineer Lan Tornes
Metropolitan Council	Steve Kane, Mayor
Heritage Preservation Commission	Ray Steinke, Resident
Pioneer Days: Council Representative Staff Representative	Chris McClish, Council Member Barb Held, City Clerk
Anoka County Joint Fire Powers Agreement Fire Chief Council Representative	Dean Kapler, Fire Chief Tim Brown, Council Member

The motion for the adoption of the foregoing resolution was made by Councilmember _____ and was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same:
and the following abstained:
and the following were absent:

ADOPTED BY THE CITY COUNCIL OF ST. FRANCIS THIS 5th DAY OF JANUARY 2015.

APPROVED:

Steve Kane, Mayor of St. Francis

ATTEST:

Barbara I. Held, City Clerk

JEFFREY S. JOHNSON
RUSSELL H. CROWDER
JON P. ERICKSON
THOMAS P. MALONE
MICHAEL F. HURLEY
DOUGLAS G. SAUTER
HERMAN L. TALLE
CHARLES M. SEYKORA
DANIEL D. GANTER, JR.
BEVERLY K. DODGE
JAMES D. HOEFT
*JOAN M. QUADE
*JOHN T. BUCHMAN
SCOTT M. LEPAK



Barna, Guzy & Steffen, Ltd.

ATTORNEYS AT LAW

200 Coon Rapids Boulevard, Suite 400
Minneapolis, MN 55433-5894
(763) 780-8500 FAX (763) 780-1777
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BRADLEY A. KLETSCHER
DOUGLAS J. DEHN
KRISTI R. RILEY
WILLIAM D. SIEGEL
TIMOTHY D. ERB
KAREN K. KURTH
ANGELA M. WOESSNER
ADRIEL B. VILLARREAL
TAMMY J. SCHEMMELE
JENNIFER C. MOREAU

OF COUNSEL
DARRELL A. JENSEN
W. JAMES VOGL, JR.

* Also Licensed in Wisconsin

MEMORANDUM

TO: St. Francis Mayor and City Council and St. Francis Police Chief
FROM: Scott Lepak, City Attorney
RE: Nepotism policy
DATED: December 29, 2014

This is a follow up to a council action item a number of months ago. In the course of interviewing for Sergeant candidates in the Police Department, a top candidate emerged. This top candidate would currently be prohibited by the City's personnel policies from serving as a Sergeant (supervisor) because his brother also works in the department as a police officer.

In discussing this matter with the Police Chief, he indicated that the Sergeant position at issue would not exercise regular supervision over the candidate's brother. Supervision may exist in limited instances such as during an incident response. The Police Chief indicated that he is comfortable that the command structure in place would be able to effectively address and prevent any problems associated with nepotism concerns.

Rather than have the council operate as an exception to the existing policy, the council may wish to consider amending the policy to allow it discretion to hire or promote in such an instance - provided that certain separation of duties are established and observed as noted by the Police Chief. Amending the policy to have this decision made by the Council rather than Administrator (as it currently states) is the most appropriate policy making body in such an instance.

In the event that the council is interested in this approach, I suggest the following amendments to the existing policy:

SELECTION

- A. The selection process will be a cooperative effort between the City Council, City Administrator, and the department head, subject to final hiring approval of the City Council. For regular full-time positions, the department head will normally recommend the top candidate or candidates to the City Administrator who will make recommendations to the City Council for all hires and promotions. The City Administrator and Council may elect to interview any or all of the candidates.

- B. Hiring of seasonal, part-time (casual), intermittent and temporary employees may be delegated to the department heads or their designee upon approval of the City Council. These latter appointments may be terminated by the supervisor at any time, subject to department head approval.
- C. Except in instances in which the relationship is disclosed to the City Council prior to appointment and the City Council determines that the affected individuals will best serve the needs of the City in their respective positions despite their relationship, the City will normally not employ two members of the same family under any of the following circumstances:
- Where one employee would supervise, evaluate, or participate in the disciplinary action of his/her family member;
 - Where one family member may significantly influence the work or working conditions of another family member;
 - Where one employee would be responsible for auditing the work of another family member; or
 - Where confidentiality of the City would be compromised.

For purposes of this policy only, family members include: parent, stepparent, parent-in-law, child, stepchild, son- or daughter-in-law, sibling or sibling-in-law, grandparent, grandchild, legal guardian, or ward of an employee or elected official.

This policy does not apply to the hiring of casual part-time, seasonal, or temporary positions or to paid-on-call firefighters unless one family member will be supervised either directly or indirectly by another. All appointments of family members in the same department must be approved by the City Administrator Council, including any exceptions to this policy.

- D. ~~Relatives may be hired only if they the City Council determines they are the most qualified and they will not be directly supervised by another relative. In addition, relatives may not evaluate, audit the work of or participate in the disciplinary action of his/her family member. ~~work in the same department unless at least one of the two positions is a temporary or seasonal position and the appointment is approved by the City Administrator. Regular full time and part time employees may not be hired to work in the same department. For this policy only, relative does not include spouses.~~~~

Please let me know if you have any questions or would like to discuss the matter further.

JEFFREY S. JOHNSON
RUSSELL H. CROWDER
JON P. ERICKSON
THOMAS P. MALONE
MICHAEL F. HURLEY
DOUGLAS G. SAUTER
HERMAN L. TALLE
CHARLES M. SEYKORA
DANIEL D. GANTER, JR.
BEVERLY K. DODGE
JAMES D. HOEFT
*JOAN M. QUADE
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JENNIFER C. MOREAU

OF COUNSEL
DARRELL A. JENSEN
W. JAMES VOGL, JR.

* Also Licensed in Wisconsin

St. Francis and
LELS
Police Officer Negotiations
December 31, 2014

TENTATIVE AGREEMENT

1. Duration. 3 years (January 1, 2015 through December 31, 2017)
2. Wages. 2015 - 3.25%; 2016 - 2.5%; 2017 - 2.5%.
3. Shift Differential. Increase shift differential from \$.45 to \$.50 in 2015.
4. Insurance. Add the following language:

In the event that the City is required to amend its insurance reimbursement program in order to meet the requirements of the Affordable Care Act, either party may request to reopen the contract on the limited issue of health insurance. Such reopener request shall be in writing and dated.

5. Sick Leave. Amend sick leave to comply with the new state law:

9.2 Sick leave shall be granted for absence from duty because of illness, injury or legal quarantine of the employee or minor child. In addition, sick leave may be used in the following instances: Sick leave not to exceed three (3) days or one (1) day in the case of the birth of a child, may be used when an employee's presence is required at home or in the hospital by reason of serious illness or hospitalization of an employee's parent living in the employee's household but such sick leave must be authorized by the Chief of Police and City Council Police Liaison and shall be verified by a doctor's certificate or any such other evidence as may be required.

a. An employee may use accrued sick leave benefits for absences due to an illness of or injury to the employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury except that

leaves due to illness of or injury to the employee's adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent to no less than 160 hours in any 12-month period.

b. An employee may also use sick leave for safety leave for such reasonable periods of time as may be necessary up to 160 hours in any 12 month period. Safety leave may be used for assistance to the employee or assistance to the relatives described above. For the purpose of this section, "safety leave" is leave for the purpose of providing or receiving assistance because of sexual assault, domestic abuse, or stalking.

6. Holidays. Delete obsolete language and recognize holiday hours taken are counted as hours worked::

13.1 The following days are established holidays:

New Year's Day	Columbus Day
Martin Luther King's Birthday	Veteran's Day
President's Birthday	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas Eve Day (½ Day)
Labor Day	Christmas Day

~~For January 1, 2012 through December 31, 2012, "individuals who are not scheduled to work on an actual holiday will be paid for eight (8) hours of work." "Individuals who are scheduled to work on an actual holiday and take the day off will only be paid a maximum of eight (8) hours. The provisions of this paragraph will expire on December 31, 2012.~~

~~For January 1, 2012 through December 31, 2012, Employees who are scheduled to work on an actual holiday shall receive two times (2.x's) their regular rate of pay for any hours worked on that holiday. The provisions of this paragraph will expire on December 31, 2012.~~

- 13.2 ~~Effective January 1, 2013, the Holiday leave provisions of Section 13.1 will no longer apply but the Holidays will continue to be listed. Employees will be annually credited with a holiday bank of 92 hours on January 1 of the applicable year, 2013 and on January 1 of each subsequent year of the Agreement. This holiday bank will be administered as follows:~~

- a. ~~Employees may request to utilize the hours in the holiday bank subject to the City's discretion on whether such request may be granted consistent with the needs of the department.~~

- b. Holiday banked hours that are not used by December 31 of the applicable year will be cashed out and paid to the employee on the last pay period for the applicable year.
- c. Holiday banked hours taken will be considered time worked for purposes of calculating an employee's eligibility for overtime pursuant to Section 12.2 of this Agreement.
- d. In the event that an employee leaves during the year, the City will identify which of the Holidays in Section 13.1 have occurred prior to the separation date. Each holiday that has occurred will be multiplied by eight (8) hours to establish the prorated Holiday bank. In the event that the separating officer has utilized fewer hours than this pro rated Holiday bank, the officer will receive compensation for the balance of hours in the bank. In the event that the separating officer has utilized more hours than this pro rated Holiday bank, the officer's final check will be reduced to reflect the negative balance of hours in the bank.

13.3 ~~Effective January 1, 2013, e~~Employees will receive one and one-half times their regular hourly rate for all hours actually worked on a Holiday.

- a. These hours will ~~not~~ be considered hours worked for purposes of calculating overtime eligibility.
- b. There will be no pyramiding or inclusion of Holiday hours worked for compensation purposes. Specifically, no other premium or supplemental pay will apply for the hours actually worked on the holiday except for the Shift Differential and FTO pay (if applicable) as outlined in Appendix A.
- c. For purposes of this Section, the designated holiday will be defined as any shift that starts on an actual holiday. The entire shift will be considered holiday hours. ~~midnight of the day prior to the actual holiday until 11:59 p.m. of the actual holiday. This time does not need to correspond to a full shift.~~

**City of St. Francis
St. Francis, MN
Anoka County**

RESOLUTION 2015 - 03

**Resolution Approving Tentative Agreement
With the Police Officer Union on a 2015-2017 collective bargaining agreement**

WHEREAS, representatives of the City and representatives of Law Enforcement Labor Services, Inc., the exclusive representative of the police officers bargaining unit, met and negotiated a three year agreement; and,

WHEREAS, the attached document summarizes the tentative agreement between the parties; and

WHEREAS, the LELS business agent advised the City's representative that the police officers have ratified the tentative agreement;

NOW, THEREFORE, BE IT RESOLVED that the St. Francis City Council approves the tentative agreement and that the Chief Negotiator for the City is authorized and directed to prepare contract documents incorporating this tentative agreement and further, that upon receipt of the three original contracts executed by the Union, the Mayor and other appropriate individuals be authorized and directed to execute the original contracts.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF ST. FRANCIS THIS 5th DAY OF JANUARY, 2015.

APPROVED:

Steve Kane
Mayor of St. Francis

ATTEST:

Barbara I. Held
City Clerk

AGENDA REPORT

TO: Paul Teicher, Acting City Administrator
FROM: Chief Harapat
SUBJECT: **Sergeant Promotion**
DATE: 01/05/15

INTRODUCTION

Would like to promote officer Todd Schwieger to the position of Sergeant. This would be an internal promotion and would not change our current staffing levels. This process was started in August of this year when Schwieger was pointed as the number one candidate.

BACKGROUND

If approved the two Sergeants' would work shifts that rotate and oppose each other. This would give our officers increased access to a working supervisor, both day and night shifts.

RECOMMENDATION

This action is dependent on changes in the personnel policy regarding nepotism. Those changes need to be approved by the council prior to this promotion, as we currently employ Todd Schwieger and his brother Nathan Schwieger at the Police Department. The City Attorney will be addressing this policy change at the council meeting. I would then recommend promoting Todd Schwieger to the position of Sergeant.

BUDGET IMPACT

I would recommend Todd Schwieger be placed at Step 4 Grade 13. This would result in an approximate increase of \$4,000 to the budget. However as this position is not paid overtime unless the City is reimbursed for the hours, (ex: Safe & Sober, school events, etc.), the actual budget impact will be significantly less.

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Attachments:

1. None



Thank you for the opportunity to submit a proposal for the Social Media Management for the City of St Francis.

This proposal is for a comprehensive and coordinated campaign to build a greater social media presence on the popular social media outlets, particularly Facebook, Twitter, and YouTube, but can include other social media outlets as well. Social media provides the opportunity to increase community awareness, transmit messages to residents, and drive website traffic.

Effective social media marketing takes quality and consistency over time to build interest and a following. Weekly sessions will be held between Cre8 and the City of St. Francis to brainstorm ideas, topics, and messages for on-going activity, review social media results compared to the plan, and make adjustments as required.

The objectives of the campaign are as follows:

- Strengthen community awareness with increased social media presence
- Provide an information source for the community through multiple channels
- Improve positive messaging and stories through social media
- Build awareness and grow fan base
- Increase website and Facebook traffic
- Create a more successful newsletter

Pricing:

20 hours per month - social media presence	\$ 800 per month
1 hour per week reviewing messaging strategy & topics	
3 hours per week engaging in social media messaging to increase fan base	
2 hours per week adding features, points of interest, and information to the website and integrating all social media sites to maximize exposure	

Additional services:

Redesign Newsletter Template	\$ 250 one time fee
Quarterly Newsletter Updates	\$ 50 per quarter
Redesign website for a more visually interesting site	\$1,200 one time fee

Terms:

This is a 6 month agreement that executes the above outlined consulting and managed service areas. Payments are scheduled on a monthly basis, beginning on the date of this agreement and continuing every month on the monthly anniversary date.

Accepted and Agreed to:

Kim Poliszuk — Cre8 Graphic Design

Date

Signature — Client

Date