

Worksession Notes - August 7th, 2016

- Meeting was called to order at 3:00 p.m.
- Roll Call – Mayor and Council were all in attendance. Along with Community Development Director Kate Thunstrom, Finance Director Darcy Mulvihill, and City Administrator Joe Kohlmann.
- Agenda was adopted as presented. (Motion by Brown, second by Orpen, 5-0)
- **City Owned Property – Real Estate Broker** – Kate Thunstrom provided an overview of city owned property that is most likely to be developable in the near future. The properties included Meadows Townhome Lots; 4201 St. Francis Blvd.; Crown 2nd (north of liquor store); Village East-East Shop; and 183 acres. Kate Thunstrom was looking for direction on whether Staff should continue their marketing efforts and facilitating the sale of these properties or engage in a Real Estate Broker. The differences in the two approaches were acknowledged to be that Staff time is and has been intensive to market these properties without having access to the most professional tools and connections in the industry. Real Estate Brokers would provide a greater exposure for the properties and are paid at the time of sale of the property, if the City agrees to sell. There was discussion on the status of the Meadows property purchase agreement that was in place in earlier in the year. Direction was provided to continue with the group that had signed the purchase agreement on the Meadows. It was noted that any engagement with a broker should have a definitive timeline on it. There were questions as to how engaging with a Broker would be processed in conjunction with the corridor studies. It was noted that they would be processed concurrently. There were questions as to which broker, why, and what Staff's relationship with any broker was. It was noted that the only relationship with this particular Broker was through professional working relationships in the past and they have a history of facilitating local government owned land. It was the general consensus and direction to pursue the current purchase agreement on the Meadows townhome lots and list the following properties with a Real Estate Broker – 4201 St. Francis Blvd.; Crown 2nd; and Village East (East Shop site).
- **4020 233rd Avenue NW (Old Food n' Fuel)** – Kate Thunstrom provided an overview of the property located at 4020 233rd Avenue NW. She noted that it is a substandard building with no electricity and has code compliance issues. She also noted the concerns of criminal activity at the site and other properties owned by the same owner. She provided a list of options that included continue as is, continue code enforcement efforts while working through the legal process, city acquire and demolish- funding options include County/Federal Community Development Block Grant funds; Anoka County HRA/EDA funds; proceeds from the Meadows Townhome sales; and State Deed or other funding grant opportunities. There was discussion about getting the building demolished and not owning it. The pros of owning and controlling prime real estate in the city were also discussed. It was noted that this building seemingly has to come down. General direction was pursue all options and vet out the most effective means to address the property.
- **Storm Water Fees** – Darcy Mulvihill provided some background on the storm water fees. She discussed the possibilities and logistics of moving away from the fees and putting it on the tax levy. She discussed the impact to homeowners to move it to property taxes. Council discussed

the logistics and directed Staff to create more informational materials to address why the City is charging storm water fees. Also, Council provided direction that it should be a separate bill, considering the property owner impact by putting it on the tax levy.

- **Oak Grove Water Agreement** – Joe Kohlmann provided an overview of the letter received from Oak Grove concerning the water agreement. The three main options to respond to Oak Grove included – 1) The City can voluntarily renegotiate with Oak Grove. 2) Put Oak Grove on formal notice that it is the opinion of St. Francis that the parties have a valid binding agreement and if Oak Grove defaults, the City will terminate the agreement under specified provisions. 3) Institute a civil lawsuit in District Court requesting declaratory action seeking to bar Oak Grove from terminating the agreement. The Council discussed the issue and directed Staff to bring back a letter outlining that they are in an agreement with St. Francis.
- **Miscellaneous Items** – Staff discussed the effort to have more employees cross trained in functions of their jobs. Last year, the City hired an additional Office Assistant at City Hall. In addition, the Office Assistant was moved to Administrative Assistant. Their job descriptions were both updated to include assisting the Community Development Director, Finance Director, City Clerk, Building Official, City Clerk, City Administrator and take on special projects. This model has been effective in providing administrative support to all of the departments located at City Hall and making staff versatile in their functions. When the Public Works administrative position was replaced, that job description was updated to include help with the police administrative functions as well. This leaves the Police Records Clerk who is in an established position and description. Staff was proposing to update that job description to include more overlapping functions in Public Works. The end result of this may include an approximate \$0.80 an hour increase due to the adjusted pay class. General direction was given to staff to update the job description and come back with a proposal. It was recognized that cross training and overlapping duties provides efficiencies.
- Staff gave a verbal report on the Fire Chief. Joe Kohlmann updated Council as to the direction the fire department is going with training and functions. Council gave Staff direction to look into the longer term plan for the fire department since the contract with Chief Kohout is coming due in the spring.
- The City Administrator acknowledged his performance reviews and things he will work on and things he thought were going well.

Joseph Kohlmann