

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

CITY COUNCIL MINUTES

November 21, 2016

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 Tim Brown. Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), City Attorney Scott Lepak (Barna, Guzy & Steffen), Fire Chief Matt Kohout, Public Works Director Paul Teicher, Liquor Store Manager John Schmidt, Acting Police Chief Todd Schwieger, City Finance Director Darcy Mulvihill, Community Development Director Kate Thunstrom, City Administrator Joe Kohlmann, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY BROWN SECOND SKORDAHL TO ADOPT THE NOVEMBER 21, 2016 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** Mayor Kane would like the minutes of November 7th reflect that we have requested a face to face meeting with the governor and have not been granted one as of yet. MOTION BY ORPEN SECOND SKORDAHL TO APPROVE THE NOVEMBER 21, 2016, CITY COUNCIL CONSENT AGENDA A-I AS FOLLOWS:
 - a. City Council Minutes –November 7, 2016
 - b. Special City Council Minutes-Canvassing Election Results – November 14, 2016
 - c. Pay Request No. 16 for \$599,194 to Gridor Construction, Inc. for the Wastewater Treatment Facility Improvements
 - d. 2017 PATROL Subscription Renewal
 - e. Acknowledge receipt of MN Lawful Gambling (Raffle) Application from MN Deer Hunters Assn. Rum River Chapter for December 13, 2016 at Beef O’Bradys of St. Francis
 - f. Acknowledge receipt of MN Lawful Gambling (Bingo) Application from St. Francis Lions December 17, 2016 at St. Francis American Legion
 - g. Metropolitan Council Local Planning Assistance Program – Grant Agreement
 - h. Amending Job Description for Police Records Clerk Position
 - i. Payment of Claims \$931,545.12 (ACH #172-174 \$121,152.49 and Check #71645-71734 \$810,392.63) Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Keven Bachman: 23611 Ambassador Blvd. Assessment:** City Administrator Joe Kohlmann reported that Keven Bachman requested to appear before the city council. This is due to an assessment of \$7,923 to the property in unpaid Administrative Fines, payable in 2016. All notices were sent to Dan Norenberg who lives at 23611 Ambassador Blvd NW. Through Keven Bachman’s letter we found out that he is the owner on a contract for deed. Bachman is claiming that he as the owner and never received notices regarding the violations. According to the Anoka County Property

Records it shows Dan Norenberg as the owner. Staff has noticed substantial improvements since Keven Bachman has been involved. Kohlmann said Mr. Backman would like to address the city council

Keven Backman, 20050 Westford Brook Drive, Nowthen stated I am the property owner on a contract for deed. I was never notified of the administrative penalties issued to 23611 Ambassador Blvd. I am responsible for the taxes. I have read the ordinance for St. Francis and I am the property owner with the deed for the property. I did have discussion with him (Dan Norenberg) once I received the notice and I believe it is in compliance. Being I was not notified I would like you to treat it as a first time notification. I suggest maybe tweaking your notification procedure. Kane said this did fall through some cracks. When Mr. Backman found out, he did clean up the property. Brown said the ordinance was not written to generate revenue. Skordahl said there needs to be a corrective action plan. Make sure we treat everyone fairly and that this doesn't happen again with a contract for deed. Orpen asked do you know the city's cost with this violation. Kohlmann said we could go back and quantify the amount of time spent on the property. Skordahl said I understand what Orpen is saying but we didn't get to the right person. Brown said let's go with the first citation and learn a lesson. Council directed staff to charge the property owner as if it was the first citation. A resolution will be brought to the next council meeting for authorizing the removal of the citations.

7. **Ordinances & Resolution:**

a. **Ordinance 225, Second Series: Authorizing the Conveyance of City Surplus Property to State of Minnesota PID 32-34-24-22-0002 (Second Reading):**

MOTION BY BROWN SECOND ORPEN TO APPROVE THE SECOND READING OF ORDINANCE 225, SECOND SERIES AUTHORIZING THE CONVEYANCE OF CITY SURPLUS PROPERTY TO STATE OF MINNESOTA PID 32-34-24-22-0002.

Roll Call: Ayes: Orpen, Skordahl, Brown, and Kane. Motion carried 4 -0.

b. **Ordinance 226, Second Series: Setting the Fee Schedule for 2017 (First Reading):**

Orpen said it is about time that we increased the escrow amount. Even though the amount might be high make sure there are no surprises. Brown asked about \$25 fee for a water softener installation. MOTION BY SKORDAHL SECOND BROWN TO APPROVE THE FIRST READING OF ORDINANCE 226, SECOND SERIES SETTING THE FEE SCHEDULE FOR 2017. Roll Call: Ayes: Brown, Skordahl, Orpen, and Kane. Nays: None. Motion carried 4-0.

c. **Resolution 2016-60: Declaring Police Recovered Property Surplus Property and Authorizing the Disposal of said Property:** MOTION BY SKORDAHL SECOND ORPEN TO ADOPT RESOLUTION 2016-60 A RESOLUTION DECLARING POLICE RECOVERED PROPERTY SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY. Motion carried 4-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Community Economic Development: Building and Administration Software:

Thunstrom referenced her agenda report in regards to the implementation of PermitWorks. Based on the City's needs, workflow and types of programs

administered, PermitWorks was identified as the most effective program. This is a 2017 Budgeted item. MOTION BY ORPEN SECOND BROWN TO MOVE FORWARD AND ENTER INTO AN AGREEMENT WITH PERMITWORKS TO IMPLEMENT THE SOFTWARE PROGRAM MODULES FOR BUILDING AND ADMINISTRATION. Motion carried 4-0.

Police: 2017 Squad Car Purchase/Replacement: Acting Police Chief Todd Schwieger reported the State bid has opened for the 2017 Dodge Chargers and asked for authorization to place an order with Burnsville Dodge for two Dodge Chargers to be used as marked squad cars. The two new marked Chargers would replace the 2013 squad cars. The two vehicles are in the 2017 budget and the state bid price is approximately \$24,751 for each vehicle from Burnsville Dodge who has the State bid. One of the vehicles would be a traded and the other vehicle would be kept as an unmarked squad car for the investigator. We were using a 2008 Dodge Caliber (a forfeiture vehicle) now for the investigator. This vehicle is not fit to be a vehicle to be used for police calls. By ordering them now, we are placed on a list and will not likely see the vehicles until March or April 2017. MOTION BY BROWN SECOND SKORDAHL TO AUTHORIZING THE POLICE DEPARTMENT TO ORDER TWO 2017 DODGE CHARGERS FROM BURNSVILLE DODGE OFF THE STATE BID. Motion carried 4-0.

Public Works: Operator Position Request: Public Works Director Paul Teicher is asking to create a new position to help with the more hours needed to operate the new mechanical activated sludge treatment plant. With the addition of the new facility more hours are associated with lab work, maintenance, quality control and sampling. Skordahl asked where does this position fit compared to the other water/waste operators. Teicher it is the same as the other water/wastewater operators. Orpen asked about the 40-60 additional hours, who makes up the additional hours, overtime or existing staff. Teicher said he would monitor the hours worked. Brown said I thought the plant is not supposed to open until the fall of 2017. Teicher said it is probably going to be closer to April 2017. Brown historically when we have a council switchover there seems to be a rush to hire an additional employee. I would like to wait until after the first of the year. Orpen asked have we looked at outsourcing running the plant? Teicher said the experience I have when talking with other cities that have been with an outside company running your assets have not always been favorable. I had initially wanted to bring in this position in 2016, it was in the budget. We waited for budget reasons and put this position in the 2017 budget. Hiring process does take some time and the person wouldn't start until after the first of the year. Teicher said I have not checked further in to privatization. The water/wastewater staff also back up the streets/parks department like snow plowing and other duties. Skordahl said if we do go out and change things and go about business a different way, we need to do some research. MOTION BY SKORDAHL SECOND ORPEN AUTHORIZING STAFF TO HIRE A WATER/WASTEWATER SYSTEMS OPERATIONS SPECIALIST. Brown said I am just asking to wait until staff could do some research like 30-45 days. Skordahl asked is that a reasonable time to hold off. Teicher said I know of two companies but they typically don't take care of hydrants, lift station, and water treatment plants. Orpen said I would like to keep it in-house and be ready to go when the plant starts up. I would like the council to move forward with the motion before us. Motion carried 3-1. Brown voting nay.

Monthly Report: Teicher gave a brief overview of the monthly report for the streets, parks, water and wastewater departments.

City Administrator: Sergeant Promotion Process: City Administrator Joe Kohlmann gave a brief history on past appointments in regards to the sergeant position(s). With the recent passing of Chief Rehling, staff is looking for approval to potentially appoint two sergeants and hire an additional patrol officer. MOTION BY ORPEN SECOND BROWN TO ACCEPT LETTERS OF INTEREST FOR THE SERGEANT POSITION(S) AND DECLARE A POLICE OFFICER VACANCY. Orpen asked do we still have the eligibility list for the police officer vacancy. Schwieger stated yes, we would look at the candidate list first. Motion carried 4-0.

City Council Vacancy: Staff published a vacancy notice according to City Charter, posted on website and in city hall. Next step is to set up a special meeting date to interview applicants. Skordahl so current councilmembers cannot apply for the appointment. Lepak stated yes, that is a state law. The consensus was to set a special council meeting for Monday, December 12, 2016 to interview council member applicants at city hall, 4:00 pm.

9. **Report from Councilmembers:** Brown said I do have research on the outsource companies. Brown mentioned different cities that currently use these companies.

10. **Report from Mayor: Non-Union Wage Discussion:** Kane reported he met with Non-union City staff representatives November 14, 2016. They typically get the same is the COLA as the unions. During discussion it was mentioned the union members get an additional 2% of their salaries into a health care savings account. So, that is why they are asking for a 3% cost of living increase. Orpen, Skordahl and Brown all felt it was a reasonable request. Staff will bring back a resolution at the next meeting.

Mayor Kane read aloud a Proclamation for Police Chief Jake Rehling, and was adopted unanimously.

11. **Old Business:** None.

12. **New Business:** Kane started with Brown finishing announcing the details for Saturday, November 26. The visitation for Chief Jake Rehling will begin at noon, procession through town at 1:00 pm and service to begin at 2:00 pm at the St. Francis High School. Brown said there is a fund/donation page set up for the family. He (Jake) loved this community. Take a moment and think of Jake this Thanksgiving. Kane asked for a moment of silence.

13. **Adjournment:** Mayor Kane adjourned the Regular City Council Meeting at 7:11 pm.