

CITY OF ST. FRANCIS
ST. FRANCIS, MN

CITY COUNCIL MINUTES

January 7, 2008

1. **Call to Order:** The City Council Meeting was called to order by Mayor Randy Dressen at 6:00 pm at the ISD #15 District Offices.
2. **Roll Call:** Present were Mayor Randy Dressen, Council members LeRoy Schaffer, Steve Kane, Ray Jones and Tim Brown. Also present was Assistant City Engineer Jared Voge (Bolten & Menk, Inc.), Attorney Scott Lepak (Barna, Guzy & Steffen), Interim Police Chief Jeff Harapat, City Administrator Matt Hysten and City Clerk Barb Held
3. **Adopt Agenda:** MOTION BY KANE SECOND BROWN TO ADOPT THE JANUARY 7, 2009 CITY COUNCIL AGENDA. Hysten asked to add 8b. Closed Meeting to Discuss Labor Negotiations. MOTION CARRIED 4-1. Schaffer voted nay.
4. **Consent Agenda:** MOTION BY JONES SECOND BROWN TO APPROVE THE JANUARY 7, 2008, CITY COUNCIL CONSENT AGENDA A-L:
 - a. Approve the City Council Minutes – December 17, 2007.
 - b. Approve the Rum River Blvd. Project Pay Request #3 to Andrews Excavating of Princeton for \$159,737.92 with the recommended retainage withheld.
 - c. Approve the Water Treatment Plan Pay Request #3 for \$138,021.00 and Pay Request #4 for \$350,976.00 to Staab Construction of Marshfield, WI with the recommended retainage withheld.
 - d. Accept the Dellwood Meadows one year warranty period and release the Letter of Credit.
 - e. Approve the Animal Control Officer Agreement with Marline Skinner.
 - f. Approve the Joint Powers Agreement with Anoka County for Assessing of Properties for
 - g. Approve the Construction General Local 523 Contract Agreement for 2009-2011.
 - h. Appoint Ray Steinke to the Planning Commission for a three-year term.
 - i. Approval of Invoice for \$585.00 to Mediation Services.
 - j. Approval of the Cost Share for the Rum River Bluffs oversizing to watermain and sanitary sewer pipe to Emmerich Development in the amount of \$32,703.60 for watermain oversizing and \$17,165.20 for sanitary sewer oversizing
 - k. Approving the Letter of Support to Anoka County Community Action Program, Inc to receive CDBG funds through Anoka County.
 - l. Approve the Payment of Claims for \$301,182.06.

Motion carried 4-1. Schaffer stated his reasoning for voting against the adoption of the agenda was because the police chief appointment was not on the agenda. Lepak noted that I am waiting for some material to come back on the closed case, and it is coming out of Chicago.

5. **Petitions, Requests, Applications:**

a. None

6. **Ordinances & Resolution:**

a. **Resolution 2008-01: Approving Appointments for 2008:** MOTION BY BROWN SECOND KANE TO ADOPT RESOLUTION 2008-01 APPROVING APPOINTMENTS FOR 2008. Motion carried 4-1. Schaffer voted nay.

b. **Resolution 2008-02: Setting Municipal Fees for 2008:** MOTION BY BROWN SECOND KANE TO ADOPT RESOLUTION 2008-02 SETTING MUNICIPAL FEES FOR 2008. Schaffer asked why we did not get any comparison from other communities. Hylen said staff did do comparisons. A sample resolution was sent out several weeks ago asking for any suggestions. Motion carried 4-1. Schaffer voted nay.

c. **Resolution 2008-03: Setting Fees for the Use of the Community Center:** MOTION BY KANE SECOND BROWN TO ADOPT RESOLUTION 2008-03 SETTING THE FEES FOR THE USE OF THE COMMUNITY CENTER. Schaffer thought the fees were too high. Motion carried 4-1. Schaffer voted nay.

d. **Resolution 2008-04: Adopting a List of Reimbursable Per Diems for Mayor and City Council:** MOTION BY BROWN SECOND KANE TO ADOPT RESOLUTION 2008-04 ADOPTING A LIST OF REIMBURSABLE PER DIEMS FOR MAYOR AND CITY COUNCIL. Schaffer against the reimbursement. Motion carried 4-1. Schaffer voted nay.

e. **Resolution 2008-05: Reducing the Tax Levy for the G.O. Improvement and Utility Revenue Bonds, Series 2007A:** MOTION BY KANE SECOND BROWN TO ADOPT RESOLUTION 2008-05 A RESOLUTION REDUCING THE TAX LEVY FOR THE G.O. IMPROVEMENT AND UTILITY REVENUE BONDS, SERIES 2007A. Motion carried 5-0.

7. **Meeting Open to the Public:** Bruce Hildebrandt a representative of Allina Ambulance was before the City Council to ask if the City would be open to the idea of having the ambulance stationed in St. Francis. Hildebrandt stated back in the early nineties the ambulance use to be stationed here. On a yearly basis, we evaluate where the activity is and we believe it is time to bring back the Allina Ambulance to St. Francis as early as February. Recently we met with the City Administrator, Police Chief and the Fire Chief. The only question the Fire Chief had was would this discontinue their rescue. Mr. Hildebrandt stated it would not. Jones asked would you need inside parking. Hildebrandt said they would not have to have it. Consensus of the City Council was yes bring it back, it would be great. MOTION BY BROWN SECOND KANE TO DEVELOP A LETTER OF AGREEMENT BETWEEN THE CITY OF ST. FRANCIS AND ALLINA AMBULANCE FOR THE JANUARY 22ND CITY COUNCIL AGENDA. Motion carried 5-0.

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

a. **Engineer: Water Treatment Plant Update:** Voge reported the Water Treatment Plant is on schedule with no issues of concern to report. Jones had a question on where the reclaimed water ends up. Voge explained the water reclaim process.

b. **Attorney: City Council Code of Conduct:** Lepak stated that the council packet contains two documents. Lepak stated that he and the City Administrator responded to the Mayor's direction some time ago by obtaining sample codes of conduct from approximately 15-20 other cities. Some were very lengthy. In reviewing these samples, Lepak said the first seven of the ten items in the draft pledge were common to

these samples. Lepak stated that this formed the basis for the draft pledge. Lepak stated that the pledge references following the second document, which was a proposed amendment to the City's employee code of conduct outlined in the City's personnel policies. Lepak stated that this draft would apply the same standards expected of employees to the mayor and council in a number of areas. Lepak noted that employees are expected to meet these standards and failure to meet these standards of employees may result in termination. Lepak stated that, if approved tonight this would be included in the City's personnel policy.

Schaffer asked if the proposed pledge a law. Lepak responded no, it is a promise. Mayor Dressen read each of the pledges and ask for council member's comments. Council members Schaffer read a pre written response to all the Pledge Items. The general theme in each of the responses was they were common sense, but he believed in democracy and freedom of speech. After all the pledges were read, Mayor Dressen asked the Council members again for any comments. The rest of the Council stated the ten pledges were mostly common sense. Dressen then noted that rule number eleven in the pledge stated Council Members would follow the City Code of Conduct. Dressen along with other council members stated they should be held to the same standard as our employees. Consensus of the Mayor and four council members was to keep it in the Pledge.

MOTION BY KANE SECOND BROWN TO ADOPT THE PLEDGE OF THE CITY OF ST. FRANCIS-MAYOR AND COUNCIL MEMBERS. Motion carried 4-1. Schaffer voted nay.

MOTION BY BROWN SECOND KANE TO ADOPT RESOLUTION 2008-06 A RESOLUTION AMENDING THE CITY PERSONNEL POLICIES AND REVISE THE CITYWIDE WORK RULES/CODE OF CONDUCT AND APPLYING CERTAIN STANDARDS TO COUNCIL MEMBERS. Motion carried 4-1. Schaffer voted nay.

Closed Meeting to discuss labor negotiations: MOTION BY KANE SECOND BROWN TO GO INTO CLOSED SESSION AT 6:50 PM TO DISCUSS LABOR NEGOTIATIONS. Motion carried 5-0.

The City Council was back in session at 7:19 pm. No action from the closed meeting.

c. Staff: Fire Dept: None

Water/Wastewater: None

Streets/Parks: None

Liquor Store: None.

Police Dept: Discussion on Snowmobile Patrol: Interim Police Chief Jeff Harapat stated that he and City Administrator Matt Hylan have been discussing the options and future of the snowmobile patrol. Currently the City has two snowmobiles, a trailer, helmets and snowsuits. With the limited

use of the snowmobiles would the council be open to discontinue the snowmobile patrol. If the Council decides to discontinue the snowmobile patrol, the City would need to declare the equipment surplus. MOTION BY BROWN SECOND KANE TO ADOPT RESOLUTION 2008-07 A RESOLUTION DECLARING THE TWO SNOWMOBILES, TRAILER AND EQUIPMENT SURPLUS PROPERTY. Jones asked would these be sealed bids, Hylen stated yes. Motion carried 5-0.

Harapat handed out a flyer that could be used by the police department if the City council likes the idea. The flyers would be used when the St. Francis Police stops by a home for various reasons and no one is home. This notice would be left on the door, letting the resident know they were there. Consensus was the City Council liked the idea.

City Administrator Report: Approval of Assistant Public Works Director Job Description: Hylen reported this job description was graded at a Grade 14 with a 2008 salary range of \$56,056.00 to \$70,075.20. MOTION BY KANE SECOND BROWN TO ACCEPT THE JOB DESCRIPTION FOR THE ASSISTANT PUBLIC WORKS DIRECTOR. Jones asked do we have someone on staff that is qualified. Hylen said that is the next item. We have Eric Peterson who does meet the minimum qualifications. Schaffer asked about the salary and is it comparable. Hylen reported last year we had a consultant, Sherrie Le review the job descriptions and salary comparisons. Motion carried 5-0.

MOTION BY KANE SECOND BROWN TO APPOINT ERIC PETERSON TO THE ASSISTANT PUBLIC WORKS DIRECTOR POSITION AT GRADE 14, STEP 3. Brown said he wants to make sure our streets and parks are not neglected. Schaffer would like to see Peterson's resume'. Hylen said he worked for the City a couple years. Hylen asked the Council do you want Mr. Schaffer or myself to conduct a background, Dressen stated Hylen should conduct the background. Motion carried 5-0.

Authorization to Advertise for a Public Works Director: MOTION BY KANE SECOND BROWN TO AUTHORIZE TO ADVERTISE FOR A PUBLIC WORKS DIRECTOR. Motion carried 5-0.

Website Discussion: The City is in the process of updating the City's website. Would the City Council like to have the pictures, individual/group on the website? Consensus was to have their individual picture on the website.

East Water Tower Removal Discussion: Currently the City has a lease agreement on the eastern water tower with Genesis, who use to provide free computer access to the City. With our current computer system we have in place we no longer use this service. Therefore we need to contact Genesis.

If the tenant would want to go on the new tower, there would need to have brackets put on the tower.

9. Reports from Council Members:

10. **Report from Mayor:** We previously went through Mr. Hylan's review. In the past, the Council has authorized me to negotiate with the City Administrator on wages and benefits. The final agreement would be brought back for the full council approval.

MOTION BY JONES SECOND BROWN AUTHORIZING MAYOR DRESSEN TO NEGOTIATE WITH THE CITY ADMINISTRATOR, WAGES AND BENEFITS, WITH THE FINAL AGREEMENT BEING APPROVE BY THE FULL COUNCIL. Motion carried 4-1. Schaffer voted nay.

The Fire Department trailer is here, we are just waiting for some of the detailing.

11. **Old Business:** Jones asked what legal right we have to clear the trees in the road right away along City streets. Lepak said we have the right to trim if they are in the easement. Jones is just worried about the tree falling down on the roads.

12. **New Business:** None

13. **Adjournment:** The Regular City Council meeting adjourned at 7:57 pm.

Barbara I. Held, City Clerk