

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

CITY COUNCIL MINUTES

January 7, 2013

Pursuant to due call and notice duly given, a special meeting of the “outgoing” City Council was held at ISD #15 District Offices at 6:00 pm. The meeting was called to order by Mayor Jerry Tveit at 6:00 pm with the following council members present: Jeff Sandoval, Amy Lazere, Steve Kane, and Chris McClish. Also present was City Attorney Scott Lepak (Barna, Guzy & Steffen), Public Works Director Paul Teicher, Police Chief Jeff Harapat, Finance Director Darcy Mulvihill, Fire Chief Dean Kapler, City Administrator Matt Hysten and City Clerk Barb Held.

MOTION BY KANE SECOND SANDOVAL TO APPROVE THE DECEMBER 17, 2012 CITY COUNCIL MINUTES. Motion carried 5-0.

Points of Privilege: Mayor Tveit presented to Council members Steve Kane and Jeff Sandoval certificates of appreciation for their years of service as a councilmember. Tveit said it was his pleasure to work with both of the council members. Kane stated I said my “thank you’s” at the last city council meeting. Sandoval honor and privilege to serve the City of St. Francis. Great respect for the staff we have. We serve the community as a whole. MOTION BY SANDOVAL SECOND KANE TO ADJOURN AT 6:05 PM. Motion carried 5-0.

Oaths of Office: The following individuals having been duly elected with valid Certificates of Election and qualified themselves to take the Oath of Office. City Attorney Scott Lepak administered the Oaths of Office to elected Mayor Jerry Tveit and Councilmembers Tim Brown and Mike Haggard.

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:12 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Mike Haggard, Amy Lazere, Tim Brown, and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, Fire Chief Dean Kapler, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY BROWN SECOND McCLISH TO ADOPT THE JANUARY 7, 2013 CITY COUNCIL AGENDA. Motion carried 5-0.

Mayor Tveit gave a brief overview of the Roberts Rule of Order.

4. **Consent Agenda:** MOTION BY McCLISH SECOND LAZERE TO APPROVE THE JANUARY 7, 2013, CITY COUNCIL CONSENT AGENDA AS A-D AS FOLLOWS:

- a. Approve the Criminal Justice System Services Agreement (CJIIN) between the County of Dakota, Minnesota and the City of St. Francis.
 - b. Enter into a 2013 Animal Control Officer Agreement with Marline Skinner.
 - c. Accept the 2012 Donation of \$2,000 for Police/Fire from an Anonymous Donor.
 - d. Approve the Payment of Claims for \$326,173.24 (ACH 48E and 49E \$95,636.18 and Check #64874-64941 \$326,173.24)
- Motion carried 5-0.

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

6. **Petitions, Requests, Applications:** None.

7. **Ordinances & Resolution:**

a. **Resolution 2013-01: Approving Appointments for 2013:** MOTION BY LAZERE SECOND BROWN TO ADOPT RESOLUTION 2013-01 A RESOLUTION APPROVING THE APPOINTMENTS FOR 2013. Tveit said I know Council member Haggard said he was not able to meet on Wednesdays for the URRWMO meetings. Tveit said why don't you stay, as the representative and I will be your alternate. Motion carried 5-0.

b. **Resolution 2013-02: Approving State of Minnesota Joint Powers Agreements with the City of St. Francis on Behalf of its City Attorney and Police Department:**

MOTION BY LAZERE SECOND McCLISH TO ADOPT RESOLUTION 2013-02 A RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF ST. FRANCIS ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT. Motion carried 5-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Bldg. Official: Update/Annual Report: Building Official Andy Schreder gave a brief re-cap of activity in the building department for 2012. It was a busy year in the building department. We went from contracting out this servicer to going in house fulltime. Schreder stated seven (7) new homes were started in 2012. Over 432 building permits were applied for which includes residential and commercial. The required inspections are 942 for the 432 permits. The goal is to be revenue neutral. The City started to contract at the end of June with the City of Nowthen. The Administrative Citation Program was also implemented in 2012. We have been able to gain compliance on some properties and still working on others. We believe this will continue to increase as residents see properties being taken care of and will be more willing to report nuisances. Private septic systems need to be inspected every three years by a licensed hauler and we are working on keeping the list current. Another area we will be looking at this year is property identification mostly in the rural areas. Being the only one conducting inspections the City has contacted the city of Elk River and are working on an agreement in case I am not able to conduct inspections due to illness, vacation or an unforeseen incident.

Fire Dept.:

Public Works: Water Test Fee Discussion: In 2010, the City Council changed the water/sewer rates. The water base rate changed to \$12.28 that included the \$.53 for the State Test Fee. These numbers were submitted to our utility billing vendor. Unfortunately, they

entered the base rate as \$12.28 plus charging the \$.53. This created the customers to be billed the \$.53 twice each month. A letter will go out in the January statements explaining the error with credited adjustments to each customer's account. Commercial customers might see more of a credit based on the equivalent connection factor. So this does not happen again anytime there is a change in rates, they need to send us a copy and be approved before they implement it.

Liquor Store:

Police Dept: Purchase of Scheduled Police Chargers: Chief Harapat is asking for authorization to purchase two 2013 Dodge Chargers off State Bid. One is a replacement of the 2009 Charger that has over 110,000 miles and the second is an additional squad. The practice has been to replace one squad per year since the early 1980's. However, that has become impractical, as the department has assigned more personnel to patrol. These are budgeted items between the trade in value of the 2009 Charger and the equipment reused after tear down we should be under budget. However, if not under budget the difference would be made up by purchasing some of the new equipment with forfeiture funds. Tveit asked Finance Director Mulvihill how much do we have in the forfeiture fund. Mulvihill stated the City has over \$9,000 in this fund. Tveit asked why couldn't we just use the whole \$9,000 from the drug forfeiture fund, if there is a shortfall. Hylen stated only non-budgeted amounts can be used from this fund. The use of the funds are strictly governed by the State. **MOTION BY McCLISH SECOND BROWN APPROVING THE POLICE DEPARTMENT TO PURCHASE TWO DODGE CHARGERS OFF STATE BID FOR \$ \$45,272 AND EQUIPMENT/SET UP OF THESE TWO SQUADS IN THE AMOUNT OF \$25,680.** McClish stated this should be a great asset to the department. If one would need repair and one in the shop this would not leave, the department short a vehicle. Motion carried 5-0.

City Administrator Report: 1) G.O. Crossover Refunding Bond Refinance Update:

As I stated in the Agenda Memorandum as interest rates have "crept" up in the last couple of weeks, staff and Northland Securities are watching very carefully if this refinancing should commence. The savings may not be there. We will keep you informed.

2) Setting Date for Council Retreat: Does the January 27, 2013 date work for a Council Retreat? Historically we typically start at 1:00 pm. Hylen asked do you want to hire a facilitator or do you want to handle it internally. Lazere asked how much does a facilitator cost. After a brief discussion, the council agreed to handle it internally this year. All the council members thought they would make it except for Mayor Tveit. Mayor Tveit said he hopes to find out tomorrow.

3) Economic Development Project (s): I have been working on an economic development package. At this time they choose to be confidential. Hylen asked if the Council would be interested on setting some parameters on economic incentives for economic development purposes. Option are Tax Increment Financing (TIF), Tax Abatement, another is utilizing the money we have in the Anoka County HRA funds. Anoka County does have some extra funds but there is not too much available. Hylen said he also has been talking to the State of MN on such fund MIF Funds and the Veteran Job assistance program. What is your tolerance level on using HRA funds, TIF or Tax Abatement, is there any general opinion on using any of these? Tveit said I would be in favor trying to draw businesses to St. Francis. Lazere said we want to bring the right type of businesses and jobs to St. Francis. We need to be creative to get people to come here. Brown is open to these incentives but it may be a case-by-case item. Haggard would

like to know more about the programs. McClish agree with all three and feel we need to get aggressive especially with the condition of the roads we have in the area.

9. **Reports from Council Members:** Brown said it feels good to be back on the Council. Also, excited about getting new businesses to St. Francis.
10. **Report from Mayor:** Mayor's Snowmobile Ride is January 19 this year. Like to invite everyone to participate in the ride. There is also a Vintage Snowmobile Show at the Anoka County Fairgrounds, which is also the starting location for the ride.
11. **Old Business:** Lazere asked about the video equipment. Mulvihill stated she did contact the school representative, but is waiting for a response.
12. **New Business:** None.
13. **Adjournment:** The Regular City Council meeting adjourned at 6:58 pm.

Barbara I. Held, City Clerk