

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

CITY COUNCIL MINUTES

January 6, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:05 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Amy Lazere, Tim Brown and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk, Inc.), Fire Chief Dean Kapler, Building Official Andy Schreder, Police Chief Jeff Harapat, Police Sergeant Jake Rehling, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND BROWN TO ADOPT THE JANUARY 6, 2014 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND LAZERE TO APPROVE THE JANUARY 6, 2014 CITY COUNCIL CONSENT AGENDA AS A – E AS FOLLOWS:
 - a. Approve the City Council Minutes of December 16, 2013.
 - b. Pay Estimate No. 3 for Rum River Bluffs-Phase 2 for \$25,827.17 to LaTour Construction, Inc. of Maple Lake.
 - c. Accept the resignation of Fire Fighter Dimitrios (Buddy) Vangelof
 - d. Accept the resignation of Planning Commission Member Roni Ronyak
 - e. Payment of Claims \$257,879.38 (Check #66663-66723 \$162,457.29 and ACH76E & 77E \$95,422.09)Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Recognition of Planning Commission Member Roni Ronyak:** Mayor Tveit and Council member Tim Brown thanked Roni Ronyak for serving on the Planning Commission from March 2011 to December 2013.
 - b. **Royal Oaks Park Property: Purchase Agreement:** A copy of the purchase agreement was provided to the City Council along with an addendum for the Royal Oaks Park property. The City had this parcel for sale. MOTION BY LAZERE SECOND BROWN TO APPROVE THE SALE OF THE ROYAL OAKS PARK PROPERTY (Lot 8, Block 2 Royal Oaks Addition 33-34-24-33-0019) TO RYAN TEPPPO FOR \$7,500. Lazere stated a street improvement was completed in this area. A \$7588.35 assessment was not assessed to the parcel being the city owned the parcel. Now when the city doesn't own the parcel will the assessment be placed on the parcel. The council did not forward the assessment on to the parcel. Motion carried 4-0.
7. **Ordinances & Resolution:**

a. **Ordinance 191, Second Series – Amending the City Charter to Hold a Primary (2nd Reading):** MOTION BY McCLISH SECOND BROWN TO APPROVE THE SECOND READING OF ORDINANCE 191, SECOND SERIES AMENDING THE CITY CHARTER TO HOLD A PRIMARY. Roll Call: Ayes: Lazere, Brown, McClish and Tveit. Nays: None. Motion carried 4-0.

b. **Ordinance 192, Second Series – Amending the City Charter to Clarify Vote counting for Write in Candidates and to Comply with Current Law (2nd Reading):** MOTION BY BROWN SECOND LAZERE TO APPROVE THE SECOND READING OF ORDINANCE 192, SECOND SERIES AMENDING THE CITY CHARTER TO CLARIFY VOTE COUNTING FOR WRITE IN CANDIDATES AND TO COMPLY WITH CURRENT LAW. Roll Call: Ayes: McClish, Lazere, Brown, and Tveit. Nays: None. Motion carried 4-0.

c. **Resolution 2014-01: Appointments for 2014:** MOTION BY LAZERE SECOND BROWN TO ADOPT RESOLUTION 2014-01 A RESOLUTION APPROVING THE APPOINTMENTS FOR 2014. Motion carried 4-0.

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

a. **Engineer: Aztec Street: Requesting Authorization for a Feasibility Study – Resolution 2014-02:** O'Reilly is currently constructing a facility located south of the City municipal liquor store on the south side of 233rd Avenue. During the development process, O'Reilly platted the property and dedicated right-of-way to the City of St. Francis. The dedicated right-of-way does not line up with the existing right-of-way of Aztec Street located north of 233rd Avenue. In order to provide the safest intersection possible, the City Council authorized City Staff to work with the Abby Field Townhomes property owner to obtain the property necessary to ensure that Aztec Street south of 233rd aligns with Aztec Street north of 233rd. Staff has been in contact with the property owner and the next step in the process is identify the costs associated with the street improvements and property acquisition. A Feasibility Report is required to determine those costs. MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2014-02 A RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT. Motion carried 4-0.

Bridge Street: Requesting Authorization for a Feasibility Study-Resolution 2014-03: Anoka County's application for federal funding was approved for funding in 2015. Anoka County is currently preparing plans and specifications for improvements to the corridor which consist of the construction of two roundabouts. City utilities including sanitary sewer and watermain exist within the corridor. It would be prudent to investigate the condition, capacity and alignment of the existing utilities prior to the reconstruction of the corridor so that should modifications be required, they can be completed during the county improvement project in 2015. In addition, Council has previously discussed the desire for doing the project right and referenced the installation of lighting along the corridor as long as trail and sidewalk facilities. Additionally, Council has inquired regarding the City's portion of the cost associated with the improvements, most recently at the December 2, 2013 City Council meeting. A Feasibility Report will identify the improvements recommended to any utilities within the corridor as well as identify potential costs associated with those improvements. Lazere asked if we are going to include connecting the trails between the county and city. I also would like to have the speed limits included. Brown asked about the approximate cost of the feasibility report. Voge said approximately

\$10,000 MOTION BY McCLISH SECOND LAZERE TO ADOPT RESOLUTION 2014-03 A RESOLUTION ORDERING PREPARATION OF REPORT ON 2015 BRIDGE STREET IMPROVEMENT. Motion carried 4-0.

b. **Attorney: Closed meeting to evaluate the performance of City Administrator pursuant to Minn. Stat. Sec. 13D.05, Subd. 3:** Lepak asked that he be moved until after department reports.

c. **Staff:**

Building Official:

Fire Dept.: Department Report: Chief Kapler stated the next city council meeting would be Tuesday, January 21, 2014. I believe it would be beneficial for the city council to have a quick tour of the fire station. That way you can see what we are planning on remodeling and look at the equipment.

Public Works:

Liquor Store:

Police Dept.:

City Administrator:

Closed meeting to evaluate the performance of city administrator pursuant to Minn. Stat. Sec. 13D.05, Subd. 3: Lepak asked the city council to go into a closed meeting to evaluate the performance of city administrator pursuant to Minn. Stat. Sec. 13D.05, Subd.3. After the meeting, we will give a summary of the closed session. MOTION BY TVEIT SECOND McCLISH TO GO INTO A CLOSED MEETING AT 6:24 PM TO EVALUATE THE PERFORMANCE OF CITY ADMINSTRATOR. Motion carried 4-0.

The City Council was back in session at 6:53 pm. The City Administrator's performance evaluation was summarized by noting that on a scale of 0 to 7 with 0 unacceptable and 7 excellent, he received a 5.183. His strengths were identified as bringing the City departments together into a cohesive group and seeking input of staff. He is also willing to make himself available. The Administrator's focus on the future is to update the council on the status of projects and matters that arise at the council level and engaging in professional relationships with local business, community and partners. The plan going forward is seeking additional training opportunities that may arise related to communications.

9. **Reports from Council Members:** No reports.

10. **Report from Mayor:**

a. **Leadership Academy:** During the council retreat we received a brochure on a Leadership Academy. Tveit asked if interested in going how would we fund this. Hylen said there are limited funds available but if you are interested, we could fund it with a transfer at the end of year. Tveit stated if any of the council members are interested in attending, please fill out a training request.

Just a reminder of the Area Mayors Snowmobile Ride February 1, 2014 it is a great fundraiser.

11. **Old Business:**

a. **Non-Union 2014 Pay Rate:** At the last City Council meeting, discussion was held on a rate increase from 2-3%. The City Council received more information from staff on the cost of the different percentage of increases. McClish said he would be ok with a 3% increase with Lazere and Brown agreed with. Two percent was budgeted. Tveit stated staff indicated the budget would be balanced. **MOTION BY TVEIT SECOND McCLISH APPROVING A 3% RATE INCREASE FOR FULL AND PART TIME EMPLOYEES.** McClish said I would really like to see this discussed earlier in the year. Motion carried 4-0.

12. **New Business:**

a. **Council Computers:** Hysten briefly discussed some ideas for replacing our city distributed council computers. Lepak stated his concern always goes back to how do we stay in compliance with the Data Practice Act. We need to segregate between public and private data. Tveit asked the City Council if they have any idea of what should be done. Lazere said she likes the Apple products. The technology has changed so much since the notebooks were purchased. McClish said he has had the iPad for a couple years and a big supporter of the iPad. Brown said he would support the iPad.

Brown stated the June 16, 2014 City Council meeting I will not be here.

b. **Interview Council member Applicants at Approximately 7:00 pm:** The applicants will be interviewed by the city council in the order the applications were received. Steve Kane, Richard Orpen, Jeff Sandoval and Richard Skordahl had submitted an application for the council vacancy. Steve Kane is out of the country and not able to attend. Tveit stated he was given the questions and will submit the answers.

Tveit stated when I receive Kane's answers; I will contact staff to set a special meeting.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:40 pm.

Barbara I. Held, City Clerk