

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

CITY COUNCIL MINUTES

February 19, 2013

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 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, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND McCLISH TO ADOPT THE FEBRUARY 19, 2013 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** Move Item e to 8c. City Administrator's Report. MOTION BY BROWN SECOND McCLISH TO APPROVE THE FEBRUARY 19, 2013, CITY COUNCIL CONSENT AGENDA AS A-D and F AS FOLLOWS:
 - a. Approve the City Council Minutes of February 4, 2013.
 - b. Adopt the Debt Management Policy.
 - c. Approve Pay Request # 15 from Amcon Construction Management for \$114,113 to Straughan Hardware Inc. \$6,697, Overhead Door of the Northland \$2,671, Stronghold Industries \$1,220, Multiple Concept Interior \$1,267, Grazzini Brothers and Company \$1631, Acoustics Associates \$1,407, Mid America Business Systems \$2,155, New Line Products Inc. \$55, St. Cloud Refrigeration \$48,821, Electrical Solutions Inc. \$34,363, Midwest Fence \$6,187, and Brothers Fire Protection \$7,639.
 - d. Accept the Resignation of Administrative Assistant Karla Keys.
 - e. ~~Authorization to fill the position of Administrative Assistant.~~
 - f. Approve the Payment of Claims for \$266,215.68 (Check #'s 65081-65166)Motion carried 5-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:** None.
 - a. **Northland Securities – Resolution 2013-03 A Resolution Awarding the Sale of General Obligation Crossover Refunding Bonds, Series 2013A, in the Original Aggregate Principal Amount of \$2,730,000; fixing their Form and Specifications; Directing their Execution and Deliver; Providing for their payment; Providing for the Escrowing and Investment of the Proceeds thereof; and providing for the Redemption of Bonds Refunded Thereby:** George Eilertson of Northland Securities was present to report on the Bond Sale that occurred this morning and gave a brief overview. St. Francis has an AA- Bond Rating; Eilertson stated you have done a great job, which is a good rating. The City received five bids for the

bonds this morning with Robert W. Baird & Co. Inc. of Milwaukee, WI coming in with the lowest average interest of 1.93%. Total net savings is approximately \$173,000. Eilertson explained why the bond amount came in \$20,000 less than what was initially presented. MOTION BY LAZERE SECOND BROWN TO ADOPT RESOLUTION 2013-03 A RESOLUTION AWARDDING THE SALE OF GENERAL OBLIGATION CROSSOVER REFUNDING BONDS, SERIES 2013A IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF \$2,730,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVER; PROVIDING FOR THEIR PAYMENT; PROVIDING FOR THE ESCROWING AND INVESTMENT OF THE PROCEEDS THEREOF; AND PROVIDING FOR THE REDEMPTION OF BONDS REFUNDED THEREBY. Motion carried 5-0.

7. **Ordinances & Resolution:** None.

a. **Resolution 2013-04: Supporting the Anoka County Rum River Regional Trail:** MOTION BY BROWN SECOND McCLISH ADOPTING RESOLUTION 2013-04 SUPPORTING THE ANOKA COUNTY RUM RIVER REGIONAL TRAIL. Motion carried 5-0.

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

a. **Engineer:**

b. **Attorney: Closed meeting permitted by attorney-client privilege pursuant to Minn. Stat. Sec. 13D.05 Subd. 3(b):** Lepak asked the City Council to go into a closed meeting permitted by attorney-client privilege pursuant to Minn. Stat. Sec. 13D.05 Subd. 3(b) in regards to pending litigation. Mayor closed the meeting to go into a closed session at 6:16 pm. The City Council was back in session at 6:36 pm. Lepak reported he updated the council of the pending litigation and has no further action on that item.

c. **Staff:**

Finance Director:

Fire Dept.:

Public Works: Department Report: First, I want to say thank you, because with the right equipment you have allowed us to purchase, equates to efficiency. We have a 2” or greater snow plowing policy before we plow. We do not have a bare street policy like the State or Anoka County. We are not staffed 24/7 so we do our best to get out once the event tapers off. Things that slow us down are contractors and homeowners that plow their snow across the road, trashcans, and cars parked on streets but we do have a great working relationship with the police department and they do help us out. We try to educate and get the word out about snow removable and safety tips.

Liquor Store:

Police Dept.:

City Administrator: Budget Discussion: Hysten reported as a follow-up to Council and staff discussions on cuts to the 2013 Budget. In order to reduce expenses to not deficit spending the 2013 Budget as currently budgeted (\$116,748), the following reduction ideas are proposed:

1. \$20,000 – Street Maintenance and Repair – Graveling Streets
2. \$25,373 – Elimination of Receptionist/Office Support position at City Hall (low estimate due to anticipated unemployment and accrual payouts; additional savings for 2014)
3. \$13,800 – Eliminate two seasonal workers (summer help).

This will change in how we do service delivery. We are looking at utilizing the full potential of our automated phone service. Staff will be working on a phone tree to direct customers to the appropriate personnel. We will also work aggressively to try and change how our customers pay their water/sewer bills. In addition to those three recommendations and why I removed 4e. from the consent agenda, we had a long term employee resign in the police department as of last Thursday. If the council appoints the current police records clerk to our administrative assistant position, that would create a vacancy for the records clerk position and not the administrative assistant.

Mayor Tveit asked who would help the walk in traffic at city hall. Hylen stated it would be the city clerk, the finance director and I helping the walk in traffic. Haggard asked why do they have an administrative assistant title and couldn't we just have a couple part timers to save money. Hylen said the administrative assistant is just a title and is the title that goes with the job. Not sure why but it is just a title. Why not just two part timers, is to create stability. Police Chief Harapat said the amount of training that is required and by training two you will use up all the money you may have thought would be saved with two part timers. Approximately 6,000 contacts are handled in a year by these two positions. They all have to be typed, entered and transmitted to the different agencies. Tveit stated at the last meeting McClish asked about the budget cuts and last year during budget time, we did talk about discussing budget cuts at the beginning of the year instead of waiting until the end of the year.

Tveit said I would support all four recommendations.

1. Cut \$20,000 Streets Maintenance and Repair-Graveling Streets
2. Eliminate Receptionist/Office Support position
3. Eliminate two seasonal workers (summer help)
4. Appoint Lori Roberts as the Administrative Assistant at Step 2 and open up the position of police records clerk.

Brown stated I agree with the recommendations but we need to look at the real numbers when it comes to budget time so we don't have to keep doing this. MOTION BY McCLISH SECOND LAZERE TO APPROVE THE FOUR RECOMMENDATIONS AS NOTED. Lazere asked about the timeline for all four of these recommendations. Hylen said in regards to the automated phone system, possibly as early as the end of the week. In regards to Kathy Lind's position, as Receptionist/Officer Support by the end of month. The promotion of Lori Roberts to Administrative Assistant and starting at Step 2 would take effect tomorrow. With that, we will be able to advertise already tomorrow and are hoping to fill that position within six weeks to two months. Tveit said so for a short time we are going from 80 hours to 40 hours of clerical work in the police department. Hylen said we did have a temporary person help at the end of 2012. We will contact her to see if she would be interested in helping out during this time. Motion carried 5-0.

MOTION BY McCLISH SECOND BROWN TO DECLARE A VACANCY FOR THE POLICE RECORDS CLERK POSITION. Motion carried 5-0.

Aztec Street Extension Discussion: Hylen reported staff has been working with a developer on the privately held property on the south side of 233rd avenue and T.H. 47. Due to the Trunk Highway 47 improvements in the early 2000's and the upgrade to 233rd Avenue NW at the same time, this lot did not have an ingress/egress. We are working with the developer as well as the

owner of Abbey Fields to obtain a roadway easement to align Aztec behind the Bottle Shop with this new extension. Lazere asked about the development, is it commercial. Hylen stated it is zoned commercial. Tveit said this is something I am in favor of and would make this parcel more marketable. Brown said this would also help for emergency response to Abby Fields with two entrances. Haggard asked why the developer wouldn't pay for the cost of the road extension. Hylen said we are working on getting the road easement. Most of the cost of the actual road would be sent back to the developer and/or abutting property owners. The acquisition of road right away is what the City would have to help with. Tveit said what I am hearing is staff should work on getting acquisition of an easement to allow for the road right of way based on Council input.

9. **Reports from Council Members:**

a. **Lazere: Municipal Liquor Store-Gambling:** Lazere was just wondering if municipal liquor stores could sell Minnesota lottery for additional revenue. Hylen stated our finance director worked at a previous city where the liquor store sold lottery. They ended up not taking in enough money and was taken out. Lazere asked the rest of the council on what they thought. Tveit said I do not know if it would pay off. Tveit asked staff to look into the cost benefit.

Vacant and Rental Property Fees: Lazere asked the council what they thought about looking at charging fees to property owners of empty parcels and rental property. If these properties are consuming a lot of time from staff maybe we look into this. Tveit said I think our new Administrative Fees and Fine ordinance may cover the blighted problems. Hylen said thank you for bringing this up. Several years ago, we did bring a rental-housing ordinance before the council and it was defeated. We can send the proposed defeated ordinance out to you for you to look at. We can also look at vacant parcel fees.

Brown reported he would not be at the June 17 and July 1, 2013 City Council meetings.

Haggard said I think it boils down to micro managing by charging rental fees. If they don't meet standards is one thing, but if they meet standards I don't think we should charge. I would be very much against it. I know a few people that own 5 to 7 rental properties that would get rid of them. I think it would be upsetting many people that live in St. Francis.

10. **Report from Mayor:** Michele Bachmann invited the Anoka County mayors for a round table discussion this past week. I did talk about our transportation issue. The other issue that I addressed was that we get a little frustrated on how grants work. We are often times overlooked for grants because we plan properly and grants sometime reward communities that do not plan.

Also met with our building inspector and a local resident today in regards to a building issue and the building inspector was very professional on how he handled the situation.

11. **Old Business:** None.

12. **New Business:** McClish would like to see the mayor's term goes from a two-year term to a four-year term. I would like to see this go back to the Charter Commission for discussion. I would also like to hear what the current council's input on this topic. Tveit said it does take at

least 1 ½ years to get to know what is going on. You have to be committed and would be in favor of the four-year term. Brown agrees with a four-year term. MOTION BY McCLISH SECOND LAZERE FOR THE CITY CHARTER TO REVISIT THE LENGTH OF TERM FOR THE MAYOR FROM TWO TO A FOUR-YEAR TERM. Motion carried 5-0.

Brown asked if there was any interest in the primary elections to be brought back to the city council for a vote. The charter did bring it forward but was defeated. Tveit said I was interested in it the last time. Everyone is still eligible to run it would just narrow the field after the primary. McClish said he would support it again but again it takes a full council support. MOTION BY BROWN SECOND McCLISH TO HAVE THE CHARTER COMMISSION REVISIT THE PRIMARY ELECTION ISSUE. Motion carried 5-0.

Haggard asked if we could add term limits for the Charter Commission to discuss. Lazere is opposed to term limits. If someone wants to serve the community for twenty years and the voters vote them in, let it be. Tveit said I agree with Lazere. McClish said I could go either way. Brown said you do see the lame duck situation happening with term limits. I can see both ways too. Tveit said if we know it is not going to be a 5-0 vote, I believe it would be a waste of time for the Charter Commission. Let the voters decide. Haggard said he would withdraw the idea for now.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:43 pm.

Barbara I. Held, City Clerk