

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

CITY COUNCIL MINUTES

February 3, 2014

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 Steve Kane, Tim Brown and Chris McClish. Council member Amy Lazere excused. Also present were 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:** Mayor Tveit welcomed Council member Steve Kane. MOTION BY KANE SECOND McCLISH TO ADOPT THE FEBRUARY 3, 2014 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND McCLISH TO APPROVE THE FEBRUARY 3, 2014 CITY COUNCIL CONSENT AGENDA AS A – E AS FOLLOWS:
Council member Kane asked how does Anoka County calculate the tonnage for our goal and should we open a recycling center for maybe three days a week to meet the next level of funding. Public Works Director Paul Teicher and City Clerk Barb Held explained how the tonnage goal is determined and the history of why the City no longer has a recycling drop off site. With the addition of one of the part timer employees going to full time and taking on more of the recycling duties we are hoping to meet or exceed our goal.
 - a. Approve the City Council Minutes of January 21, 2014
 - b. Extending EDA Commission Member Chris McClish's term until January 2015
 - c. Enter into a 2014 Animal Control Contract with Marline Skinner
 - d. Enter into an Agreement for Residential Recycling Program with the County of Anoka
 - e. Payment of Claims \$ (Check #66789-66846 \$115,786.66 and ACH 83E \$96,894.22)Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
7. **Ordinances & Resolution:**
 - a. **Resolution 2014-02: End of Year Transfers:** MOTION BY BROWN SECOND KANE TO ADOPT RESOLUTION 2014-02 A RESOLUTION APPROVING THE END OF YEAR TRANSFERS. Motion carried 4-0.
 - b. **Resolution 2014-03: Declaring Surplus Property:** MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2014-03 A RESOLUTION DECLARING SURPLUS PROPERTY. Motion carried 4-0.
 - a. **Ordinance 193, Second Series: Approving the Sale of City Owned Real Estate (Second Reading):** MOTION BY KANE SECOND McCLISH APPROVING THE SECOND READING OF ORDINANCE 193, SECOND SERIES APPROVING

THE SALE OF CITY OWNED REAL ESTATE. Roll Call: Ayes: Brown, McClish, Kane and Tveit. Nays: None.

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

a. **Engineer: Aztec Street Improvement – Resolution 2014-04: Receiving Report and Calling for a Hearing:** City Engineer Jared Voge gave a power point presentation on the Aztec Street Improvement. Voge stated the City Council authorized a Preliminary Engineering Report to be completed for the Aztec Street Improvements at the January 6, 2014 City Council meeting. O'Reillys, who is currently constructing a facility south of the St. Francis Bottle Shop along 233rd Avenue, platted the property and dedicated right-of-way to the City of St. Francis. Voge stated the dedicated right-of-way does not line up with the existing Aztec Street located north of 233rd Avenue. In order to provide the safest intersection possible, the Council had authorized City Staff to work with the Abby Filed Townhomes property owner to obtain the property necessary for the two streets to be aligned. A preliminary engineering report was provided to identify project costs, estimated land acquisition impacts, and assessments related to the extension of Aztec Street. The project funding will include assessments to private property owners therefore, Minnesota State Statute Chapter 429 procedures must be followed. A public hearing is required for a Chapter 429 assessment. An example resolution was in your packet receiving the report and calling for the Public Hearing on March 3, 2014. Kane asked what is O'Reillys going to use for a driveway in the meantime. Voge showed the City Council the temporary driveway location from his power point presentation. MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2014-04 A RESOLUTION RECEIVING REPORT AND CALLING A HEARING ON THE AZTEC STREET IMPROVEMENT. Motion carried 4-0.

b. **Attorney:**

c. **Staff:**

Building Official:

Finance Director: Continuing Disclosure Document: Finance Director Darcy Mulvihill reported the Securities and Exchange Commission requires any government issuing bonds to meet specific continuing disclosure standards. This document was filed by the City's bond consultant Northland Securities. This annually submitted document can be viewed by investors to see the financial and operating condition of the bond issuer. Kane asked about the building permit activity in the report. Mulvihill stated she will see how the numbers were calculated and will put the correct information in the off week memorandum.

At the end of January 2014, Mulvihill stated she filed the Outstanding Debt Report with Anoka County. The City started the year with outstanding debt of \$23,289,000. Issued \$2,730,000 and paid \$1,228,000 to leave an outstanding debt of \$24,791,000 at the end of 2013.

Fire Dept.:

Public Works:

Liquor Store:

Police Dept.:

City Administrator: City owned Property Update: Updated maps are being prepared for a report that will be presented at the February 18 City Council meeting. This report will include all government owned property (city, county, school, state).The

City's property will then be broken down to park land, out lots, and parcels for sale.

Setting Work Session Date: Mayor Tveit and I have discussed holding a 5:15 pm work session for February 18 to further discuss the City Council's direction on community engagement. Council agreed with the date and time.

Wastewater Feasibility Report Update: City Engineer Jared Voge has informed staff the report will be ready for Council review for the March 3, 2014 meeting.

Royal Oaks Park Land Sale: The City has received the escrow money for the lot but not have officially closed. Hysten stated he talked to the realtor late this afternoon and is hoping to close this Friday.

9. **Reports from Council Members:** Kane wanted to thank the council for the appointment and allowing him to serve on the City Council again. Kane also stated he wanted to thank the public works department for the excellent job this winter on our City streets.

McClish wants to send out a reminder to shovel out the fire hydrants in your neighborhood. Bridge Street is following apart and Anoka Highway Department has been trying to keep up with the potholes. McClish also thanked the mayor for attending the Mayor's Snowmobile ride and representing the City of St. Francis.

10. **Report from Mayor:** Tveit reported that last year there were 165 riders and this year there were over 220. He thanked everyone for showing up; it was a great fund raiser. Tveit also wanted to thank the police department for having a squad at Pederson Drive and allowing the snowmobiles cross over in groups. I know the snowmobilers really appreciated this. Hysten stated it was our police department but it was actually the police reserves, who volunteer with the police department, were the ones controlling the intersection.

On Friday, I received a call from a resident/property manager about a leaky pipe in a home. I talked to the city administrator and public works director throughout the day regarding this matter. I just want to say a special thank you to our public works employees for staying late on Friday and coming back Saturday to help our customer.

11. **Old Business:** None.

12. **New Business:** Don't forget about the Political Party Caucuses Tuesday, February 04, 2014 at 7:00 pm.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:38 pm.