

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

CITY COUNCIL MINUTES

March 17, 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, Amy Lazere, Tim Brown and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineers Jared Voge and Paul Saffert (Bolton & Menk, Inc.), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Administrator Matt Hylan.
3. **Adopt Agenda:** MOTION BY McCLISH SECOND KANE TO ADOPT THE MARCH 17, 2014 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY LAZERE SECOND BROWN TO APPROVE THE MARCH 17, 2014 CITY COUNCIL CONSENT AGENDA AS A – C AS FOLLOWS:
  - a. Approve the City Council Minutes of March 3, 2014
  - b. Authorization to Hire a Part Time Liquor Store Clerk Katie Rextraw
  - c. Payment of Claims \$143,205.93 (Check #66901- 66963)Motion carried 5-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
  - a. **Waste Water Facility Plan: Public Hearing:** City Engineer Jared Voge gave a brief history on why this Facility Plan needed to be completed for the improvements. These improvements are required at the existing wastewater treatment facility to meet the new permit requirements. Voge stated on component of the Facility Plan is that a public hearing be held to obtain public comment regarding the Facility Plan. Mayor Tveit opened the Public Hearing at 6:21 pm. City Engineer Paul Saffert gave a power point presentation on the Wastewater Facility Plan. Saffert stated the city's existing plant was built in the 1970's and upgraded in 2000. It is not equipped to address existing and future regulations regarding ammonia and phosphorus. It also need to be expanded to provide additional capacity for the city's growth. Saffert summarized several options along with their pros, cons and some estimated costs. The recommended option would be Alternative 5.1: Activated Sludge with Enhanced Nutrient Removal. This would allow the bacteria to consume waste in a controlled process; the aeration basins followed by filters and disinfection; it meets current and future nutrient removal regulations; achieves phosphorus removal and meets future regulations and allows for reuse of wastewater. The approximate cost for the construction is around \$17 million. The annual operation and maintenance cost is an estimated \$402,000. This has a 20-year design life. Possible funding sources are rural Development, Clean Water Revolving Fund, Point Source Implementation Grant and Wastewater Infrastructure funding. Saffert also provided the User Rates Impact depending on loan interest rates and grant amounts. The City may need to soften the water at the treatment

plant with in ten years. Design would begin the fall of 2014 with the construction portion of this plan tentatively would start the fall of 2015 and take approximately two years.

Public Input: Ray Jones, 23725 Nacre Street, Elk River asked where will the site be. Saffert stated it would be at the original/existing sight. Mr. Jones asked if this is a closed treatment system and what type of system does East Bethel have? Saffert reported East Bethel uses a Membrane Bioreactor and they discharge to land application sites. St. Francis will have a choice of land or to Rum River or Seelye Brook. Mr. Jones asked if we could use the City land in Isanti County. Saffert said it would be for future use when needed. Mr. Jones wondered what will the city do with the sludge? Who hauls it? Saffert said the sludge would be land applied and the city would contract haul to permitted farmland. Mr. Jones questioned the Council on why wasn't this in the recent newsletter and was only in the newspaper? Mayor Tveit indicated this is a pretty good turnout for our regular city council meeting. Mayor Tveit asked what class of plant will this be? Saffert informed the Council this would be a Class B solids plant; we would like to stay at Class B since Class A plants are more expensive.

Kent Eittreim 2930 239<sup>th</sup> Avenue NW, St. Francis questioned if this is a 20-year loan and 20 year lifecycle of the plant? Saffert explained everything is on a 20-year plan. Mr. Eittreim asked if this is an expansion, a replacement or an overall upgrade of the existing system. Saffert indicated it is a replacement; however, we will be utilizing portions of the existing plant. Mr. Jones questioned if the Council was previously misled due to the land being purchased on the east side of the river several years ago. Jared Voge reminded Mr. Jones back in 2006 when the land was purchased, the city was still in a strong growth pattern and this was the best option. Economic times have changed; however, as part of the analysis for this report, staff looked at utilizing the east side land for a new plant. After no further public comment or questions, Tveit declared the public hearing closed at 6:52pm.

Both Council member Brown and McClish stated we are only approving the facility plan tonight that will be sent to the MPCA. Kane asked what if the Metropolitan Council would allow St. Francis to access East Bethel's treatment systems. Saffert stated the Facility Plan can allows be amended.

MOTION BY KANE SECOND McCLISH TO ADOPT RESOLUTION 2014-10 A  
RESOLUTION APPROVING THE WASTEWATER TREATMENT FACILITY PLAN.  
Motion carried 5-0.

#### 7. **Ordinances & Resolution:**

a. **Ordinance 194, Second Series: Adopting Section 4-7 regarding Vacant Building Registration (1st Reading):** The Planning Commission has been studying a Vacant Building Registration Ordinance. The ordinance would require the registration of properties within 60 days of vacancy. With the registration, vacant buildings would need to meet certain minimum standards and keep contact information on file with the City. Planner Nate Sparks provided an agenda report explaining the ordinance in more detail. The Planning Commission recommended the draft ordinance. MOTION BY KANE SECOND BROWN TO APPROVE THE FIRST READING OF ORDINANCE 194, SECOND SERIES ADOPTING SECTION 4-7 REGARDING VACANT BUILDING REGISTRATION. Roll Call: Ayes: Kane, Lazere, Brown, McClish and Tveit. Nays: None.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

**Building Official:**

**Finance Dept.: Document Imaging:** Finance Director Darcy Mulvihill has been working with our IT personnel on the implementation of document imaging. This would tie into our network system so staff could scan documents to store and retrieve digitally, therefore eliminating the need to keep paper copies. St. Francis' portion of the license cost would be \$6,257.09. MOTION BY KANE SECOND LAZERE TO PROCEED WITH THE IMPLEMENTATION OF DOCUMENT IMAGING. Motion carried 5-0.

**Fire Dept.: Department Report:** Fire Chief Dean Kapler reported there is an internal group deciding on the style of the replacement of the old tanker. This purchase would be through a catalog order from Houston Galveston Area Consortium (HGAC) a nationwide government procurement service. Chief Kapler commented that some will question how will this affect the shared fire group and the ISO? Chief Kapler stated it does not affect it at all. Actually, the study showed we should not change the bulk water availability.

**Public Works: Business District Signage:** Public Works Director Paul Teicher provided an agenda report explaining the process of trying to able to place "Business District" signs along Hwy 47. MnDOT's comments on denying certain signs and suggestions on what signage and their placement would be allowed. This documentation was forwarded on to the City Council. Consensus of the City Council was to appeal to MnDOT allowing the City to have a sign saying "East Business District" for the southbound direction. The Council also agreed the intersection they would like to have the signage at would be 233<sup>rd</sup> Avenue. McClish stated when Highway 47 was improved they removed our southbound business district sign.

**Liquor Store:**

**Police Dept.:**

**City Administrator: 4020-233<sup>rd</sup> Avenue (Old Food-n-Fuel) Update:** On March 13, 2014, work was being completed to address the pollution issues with this property. The State of MN is funding this work and they will be seeking reimbursement from the property owner.

**Roundabout Update:** Anoka County will be at the St. Francis Chamber of Commerce Business Expo on April 26<sup>th</sup>. Council will need to approve the County plan on Roundabout in June or July.

Council Items: Metro Cities Annual meeting will be held April 24 and the League of MN Cities will be held June.

9. **Reports from Council Members:** McClish stated he will be unable to attend the April 21 City Council meeting.

Lazere reported there would be a Pioneer Day meeting tomorrow evening, March 18 at the Patriot Lanes starting at 6 pm. Also, the St. Francis Community Recreation Center group will have a meeting March 26 at the St. Francis High School, 7:00 pm. All school organizations are invited to this meeting.

Kane stated he will be unable to attend the April 7 City Council meeting.

10. **Report from Mayor:** Tveit thanked Brown for running the last City Council meeting in his absence. O'Reillys is now open, stop in and welcome them to their new location. Potholes have been a problem. Check out the City's website for information on who to contact.

Tveit discussed an email he receives from a citizen who requested consideration on a City created Dog Park. Tveit suggested this to be forwarded to the St. Francis Recreation Committee to perhaps incorporate this into their plan.

11. **Old Business:** The next work session will be held Monday, March 31, 2014 starting at 5:00 pm. The Council would like to invite David Roberts of the School Board to this work session. Question was is the Community Room open. The location of the work session will be in the Off Week Memorandum.

12. **New Business:** None.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:53 pm.

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Matthew Hylen, City Administrator