

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

CITY COUNCIL MINUTES

April 7, 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 Amy Lazere, Tim Brown and Chris McClish. Council member Steve Kane excused. Also present were City Engineer Cody Holmes (Bolton & Menk, Inc.), City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Sergeant Jake Rehling, Fire Chief Dean Kapler, 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 APRIL 7, 2014 CITY COUNCIL AGENDA. Mayor Tveit asked the New Hire report from tonight's agenda. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND McCLISH TO APPROVE THE APRIL 7, 2014 CITY COUNCIL CONSENT AGENDA AS A – H AS FOLLOWS:
 - a. Approve the City Council Minutes of March 17, 2014
 - b. City Council Work Session Notes – February 18, 2014
 - c. City Council Work Session Notes – March 31, 2014
 - d. Receive and File URRWMO Minutes January 7, 2014 and draft Minutes of March 4, 2014
 - e. TNT Fireworks Retail Sale Permit in County Market Parking Lot
 - f. V3 Triathlon (MinneMan) Event June 28, 2014 – Biking portion comes through St. Francis
 - g. Renewal Agreement for Interim Fire Chief Services between the City of Ramsey and St. Francis
 - h. Payment of Claims \$196,057.87 (Checks 67029-67113)Motion carried 4-0.
5. **Meeting Open to the Public:** Angela Willenbring, 23127 Eldorado Street NW was before the council to address having the City of St. Francis to have an Off-Leash Dog Park. Right now, I have to drive to Ramsey's Dog Park. I have met St. Francis residents at the Ramsey Dog Park. We do not have a yard to along our dog to run. Tveit stated I have had contact with Ms. Willenbring and invited her here to the meeting tonight. Maybe we can have the St. Francis Recreation group look at this type of park.
6. **Petitions, Requests, Applications:**
7. **Ordinances & Resolution:**
 - a. **Ordinance 194, Second Series: Adopting Section 4-7 regarding Vacant Building Registration (2nd 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 McCLISH SECOND LAZERE TO APPROVE THE SECOND READING OF ORDINANCE 194, SECOND SERIES ADOPTING SECTION 4-7 REGARDING VACANT BUILDING REGISTRATION. Roll Call: Ayes: Brown, Lazere, McClish, Tveit Nays: None.

b. **Resolution 2014-11 : Authorizing Summary Publication of Ordinance 194, Second Series:** MOTION BY BROWN SECOND McCLISH ADOPTING RESOLUTION 2014-11 A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 194, SECOND SERIES. Motion carried 4-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Building Official:

Finance Dept.: OPUS 21 Management Services Agreement: Finance Director Darcy Mulvihill provided an agenda report on the OPUS 21 Contract Extension for Utility Billing. Mulvihill reported the City has been using OPUS 21 for Utility Billing since 2009. They handle the readings, billings and some of the payments to all water and sewer accounts. MOTION BY LAZERE SECOND McCLISH ENTER INTO A CONTRACT EXTENSION WITH OPUS 21 FOR UTILITY BILLING. Motion carried 4-0.

Credit Card Payments Implementation: Finance Director Darcy Mulvihill provided an agenda report on the City accepting credit cards as a form of payment. Mulvihill has been working with Payment Service Network (PSN) on the implementation of accepting credit cards. The City also has been in discussion with OPUS 21 on how this would work. The one area of consideration for the City Council is how and who will cover the fees associated with taking credit cards for payment. The three options Mulvihill reported on how to cover the fees are; 1) Fees absorbed by the City, 2) Free eChecks for the customers, but the credit card fees are paid by the customer, 3) All fees paid by the customer. To start, Mulvihill is recommending the second option. The eCheck fee of \$.50-\$1.50 depending on the way the transaction is initiated would be paid by the City. Credit card payments would show an additional charge to the consumer of 2.75%. Kane did contact me this morning about the possibility of fraud. I did contact other cities using this same system and they have not had any problems. It is all web based off their system not ours. MOTION BY LAZERE SECOND BROWN APPROVING THE PROPOSAL SUBMITTED BY PAYMENTS SERVICE NETWORK FOR CREDIT CARD PROCESSOR FOR UTILITY BILLING AND OTHER MISCELLANEOUS RECEIPTS ALONG WITH THE eCHECKS BEING PAID BY THE CITY AND THE OTHER CREDIT CARD FEES BEING PAID BY THE CUSTOMER. Tveit stated his only concern is the eCheck fee would be coming from water/sewer fund. Lazere asked if we could use this system for building permits too. Mulvihill stated yes. Mulvihill stated PSN would also help with the marketing of the credit card implementation. Motion carried 4-0.

MOTION BY LAZERE SECOND McCLISH TO ADOPTING THE CREDIT CARD ACCEPTENCE POLICY. Motion carried 4-0.

Fire Dept.: Architectural Services for Remodel: Chief Dean Kapler reported with the fire station remodeling project being part of the 2014 budget, staff is recommending hiring a consultant to create architectural drawings. These drawings would be used to solicit bids for the project. Chief Kapler met with the owner of Distinctive Drafting and Design to discuss the scope of the project. We received a quote of \$2,430 to complete the architectural drawings. Our building official has experience working with this company and did not have any issues with them. MOTION BY McCLISH SECOND BROWN AUTHORIZING STAFF TO ENTER INTO A CONTRACT WITH DISTINCTIVE DRAFTING AND DESIGN TO CREATE ARCHITECTURAL DRAWINGS FOR THE FIRE STATION REMODEL IN AN AMOUNT OF \$2,430. Tveit stated previously Chief Kapler gave us all a tour and explained what was going to be changed and was very impressed with the information provided. Motion carried 4-0.

Public Works: Truck Replacement: Public Works Director Paul Teicher provided an agenda report on the truck replacement of the 2006 Ford F-450 4x4 pickup truck. Teicher stated this truck has had several large mechanical failures over the last few years making it unreliable as an emergency snow removal vehicle. Therefore, we will be keeping the 2002 and trade in the 2006. We also will be keeping the current plow. To help us be more efficient and safe, we have added a few pieces of equipment to this new truck. Added were an external fuel tank/tool box for filling equipment in the field rather than trailering and or driving the equipment to the gas station. Also added was a road length measuring tool. Staff obtained State bid pricing from Dodge and Chevrolet and is recommending the purchase of a 2014 Dodge pickup outfitted with the additional equipment for \$27,318. This price includes sales tax, license and trade in value of the 2006 Ford. The Chevrolet pricing is higher and does not include the road length measuring tool. MOTION BY TVEIT SECOND McCLISH AUTHORIZING STAFF TO PURCHASE THE 2014 DODGE PICKUP OUTFITTED WITH THE ADDITIONAL EQUIPMENT FOR \$27,318 OFF STATE BID. Brown said the 2006 motor is known to have issues and is a good idea to replace it. Lazere asked if it was a 2015 or 2014. Teicher stated the Chevrolet was a 2015 the Dodge is a 2014. Tveit asked if we could get extended warranties. Teicher said we have never added an extended warranty. I can check into it more if you want me to. Motion carried 4-0.

Woodbury Park Fountain Replacement: Public Works Director Paul Teicher reported due to the vandalism, deterioration from the environment, age and ease of maintenance the fountain and basin at Woodbury Park needs to be replaced. The fountain is about 14 years old and has several large cracks in the bowls and last year vandals destroyed the top three sections of the fountain. The company which supplied the fountain is no longer in business and replacement parts could not be found. We had this project in the 2015 CIP however; due to the vandalism we are recommending using Park Dedication funds to pay for this new project this spring. The City did receive \$7,000 from our insurance company due to the vandalism. Two estimates were obtained. They are Hidden Falls Inc. of Blaine \$36,289 and Tru Renovations, LLC of East Bethel \$38,278. MOTION BY TVEIT SECOND LAZERE TO ACCEPT THE TWO BIDS FOR THE WATER FOUNTAIN REPLACEMENT FROM HIDDEN FALLS INC OF BLAINE \$36,289 AND TRU RENOVATIONS, LLC OF EAST BETHEL \$38,278. Motion carried 4-0.

MOTION BY BROWN SECOND LAZERE APPROVING THE PURCHASE OF A NEW FOUNTAIN FOR WOODBURY PARK FROM HIDDEN FALLS INC FOR \$36,289 WITH \$7,000 FROM THE INSURANCE CLAIM AND THE BALANCE BEING PAID FOR FROM

THE PARK DEDICATION FUND. Lazere said it is a shame that it was vandalized. Motion carried 4-0.

Well Head Protection Joint Powers Agreement: Public Works Director Paul Teicher reported that provided in your packet is a resolution authorizing the City of St. Francis to enter into a Joint Powers Agreement with the Anoka County Municipal Wellhead Group. This Group is comprised of Anoka County and currently six cities within Anoka County. The purpose of this group is to implement common elements of their wellhead protection plans; establish a joint user group to address common activities related to this agreement, authorized the County to act as a facilitator and as agent contracting for any consultant services or applying for any common or jointly pursued grants, allocated the cost, and receive the disburse grant funds. The City already has a Wellhead Protection Plan as required by the Department of Health. St. Francis is currently completing the required update and amendment process of this ten-year plan. By joining this group are will be able to network and share the information of what works and what does not for Wellhead Protections Plan implementation purposes. Right now, there is no cost. MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2014-12 A RESOLUTION AUTHORIZING JOINDER OF THE WELLHEAD PROTECTION IMPLEMENTATION JOINT POWERS AGREEMENT BETWEEN ANOKA COUNTY AND VARIOUS CITIES. Tveit asked how often does this group meet? Tveit said through the Wellhead Protection Plan we have a manager and that person would be attending these meetings. Motion carried 4-0.

Tveit also added keep up the good work on the trails.

Liquor Store:

Police Dept.: New Hire Conditional Offer pending successful background and testing: This item was pulled from the agenda.

City Administrator: URRWMO 2015 Draft Budget: The Upper Rum River Watershed Management Organization (URRWMO) is developing their 2015 Budget. They are asking for any comments on this budget be sent to them by May 1. Looks like the budget for 2015 will be the same as 2014.

Request for Special Meeting Notices: A form was in your packet that allows individuals to request a notice of special meetings. The question is should the City have an end date to these request. Staff is suggesting having an annual expiration of these request. MOTION BY TVEIT SECOND McCLISH TO THE REQUEST FOR SPECIAL MEETING NOTICES BE RENEWED ANNUALLY. Motion carried 4-0.

Part Time Community/Economic Development Specialist Position: Based on the input from the City Council at the past work session on how do we expand our social media and marketing, staff is recommending hiring a part-time Community/Economic Specialist. In 2007, we had a full time job description for a Community/Economic Development Director created. Staff took that job description and made some changes. First by making it a part time position, and included the social media and marketing to this position. Tveit said I think we have been talking about a position like this for some time. Hysten said we could keep this person busy from the social media to marketing our City. I am not sure how many hours this position could be. It is whatever you want and whatever the budget can handle. If you were comfortable with a position like this, the council would first have to approve the job description. Tveit stated I would be in favor of creating this position. McClish asked if they would be working with our website. Hysten stated yes. McClish I think it would be good to have one person handle this. Tveit asked or should this be outsourced. Lazere would like to

hire a marketing specialist and contract with them for six months to start with. Brown would like to start out slow like 10-15 hours a month. We also need to identify how we are going to pay for this. Tveit thinks 10-15 is going to be enough. McClish stated maybe staff can get ahold a couple firms to see what their price and how many hours they think it will take. Lazere said a couple firms that she is familiar with would do an analysis and give you a report. Tveit how do you give them the information. Council would like staff to investigate an outside firm to handle the social media, mailer, you tube and website. Hylen said in order to expedite this I would prefer to work with council member Lazere because I don't know about these firms or would you want use to go out for proposals. Consensus was for Hylen to work with Lazere on getting proposals.

Bridge Street Roundabouts: An Open House will be held this Thursday, April 10 on the Bridge Street Roundabouts at the St. Francis High School. The open house is from 6-8 pm with a short presentation at 6:30 pm. Hylen stated he would encourage the council to attend.

9. **Reports from Council Members:** Lazere reported there will be a Pioneer Days meeting, April 24, 6:00 pm at the Police/Public Works Building. We do need volunteers for Pioneer Days. We will have a sign-up sheet at the Chamber Business and Community Expo April 26.

10. **Report from Mayor:** I apologize for leaving the work session early. A Professional BMX person contacted me for information on Pioneer Days; I forwarded the information onto Lazere. I think there is a lot of excitement for Pioneer Days.

Another plug for our trails, there was a lot of use this past weekend. The fence along Pederson Drive that was damaged this winter, when will this be fixed. Teicher stated as soon as the frost is out it will be repaired. The footings were damaged and that is why we need to wait so hopefully within the next month.

11. **Old Business:** None.

12. **New Business:** Tveit asked about the availability of permits online. Is that something we will be looking at in the near future? Let's maybe look at the software, so forms would be available to be completed online. McClish said it would be a great idea and more convenient for people. Tveit said I know it cannot be available tomorrow but would like to get us thinking about it and have staff look into it.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:14 pm.