

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

CITY COUNCIL MINUTES

April 21, 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, Steve Kane, Tim Brown and Chris McClish. Also present were City Engineer Jared Voge (Bolton & Menk, Inc.), City Attorney Scott Lepak (Barna, Guzy & Steffen) Police Sergeant Jake Rehling, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, City Administrator Matt Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY KANE SECOND LAZERE TO ADOPT THE APRIL 21, 2014 CITY COUNCIL AGENDA. Add St. Francis Ambassador's request under new business. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND McCLISH TO APPROVE THE APRIL 21, 2014 CITY COUNCIL CONSENT AGENDA AS A – H AS FOLLOWS:
 - a. City Council Minutes – April 7, 2014
 - b. Final Pay Request and Change Order No. 2 for \$1,569.75 to Magney Construction, Inc. of Chanhassen-Woodhaven Metering Manhole Replacement Project.
 - c. Payment of Claims \$268,965.13 (Checks 67115-67180 \$176,719.02 and ACH 84E-85E \$92,246.11) Motion carried 5-0.
5. **Meeting Open to the Public:** Janette Liddle, Oak Grove, requested to have the rental fee waived for the St. Francis High School Dance using the warming house for a garage sale fund raiser. Tveit thanked Ms. Liddle and stated this will be brought up under new business.
6. **Petitions, Requests, Applications:**
7. **Ordinances & Resolution:**
 - a. **Ordinance 195, Second Series: Amending Section 3-4-1 through 3-4-8 of the City Code Regarding Individual Sewage Treatment Systems Ordinance (1st Reading):**
A memorandum from City Planner Nate Sparks regarding septic system installation and maintenance was included in your council packet. The Planning Commission has recommended this Ordinance for approval. MOTION BY LAZERE SECOND McCLISH APPROVING THE FIRST READING OF ORDINANCE 195, SECOND SERIES AMENDING SECTION 3-4-1 THROUGH 3-4-8 OF THE CITY CODE REGARDING INDIVIDUAL SEWAGE TREATMENT SYSTEMS. Roll Call: Ayes: Brown, Kane, Lazere, McClish and Tveit. Nays: None.
8. **Reports of Consultants & Staff Members:**
 - a. **Engineer: Aztec Street Improvement-Easements:** Lepak stated we are trying to line up the Aztec Streets along 233rd Avenue. In doing so we will need an easement from the

Abbey Field Townhome property owners. The paperwork was just finalized this afternoon. Abbey Field Townhome property owners will agree with an assessment for p to \$25,000 for the street improvement and agree to convey the City the permanent and temporary easements described within the Easement Agreement. The remainder of the assessment cost will be paid by O'Reilly Auto Parts.

MOTION BY KANE SECOND BROWN APPROVE THE AGREEMENT REGARDING IMPROVEMENT PROJECT THAT INCLUDE EXHIBIT A & B SUBJECT TO REVIEW AND APPROVAL BY CITY ATTORNEY. Motion carried 5-0.

MOTION BY LAZERE SECOND McCLISH APPROVE THE EASEMENT AGREEMENT SUBJECT TO REVIEW AND APPROVAL BY CITY ATTORNEY. Motion carried 5-0.

MOTION BY BROWN SECOND McCLISH TO APPROVE THE PETITION AND WAIVER AGREEMENT SUBJECT TO REVIEW AND APPROVAL BY CITY ATTORNEY. Motion carried 5-0.

Aztec Street Improvements: Resolution 2014-13 Approving Plans and Specifications and Ordering Advertisement for Bids: Voge gave a brief background on the construction of the Aztec Street Improvement. O'Reilly platted property and dedicated right-of-way to the City of St. Francis. Since the dedicated right-of-way does not line up with the existing right-of-way of Aztec Street north of 233rd Avenue and in, order to construct the safest intersection possible. The City Council authorized staff to work with the adjacent Abbey Field Townhomes property owner to obtain property to facilitate a safe intersection. This was completed tonight with the documents presented to the City Council by the City Attorney. The City Council authorized the preparation of a Preliminary Engineering Report, called for a public hearing on the improvements to satisfy Minnesota Statute 429 requirements, held the public hearing, and ordered the preparation of plans and specifications. MOTION BY KANE SECOND LAZERE TO ADOPT RESOLUTION 2014-13 A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE AZTEC STREET IMPROVEMENT. Motion carried 5-0.

b. **Attorney:**

c. **Staff:**

Building Official:

Finance Dept.:

Fire Dept.:

Public Works:

Liquor Store: Department Report: Liquor Store Manager John Schmidt gave an update to the City Council on pricing and resetting coolers, which allows us to increase new products. We are going to try to be more active with social media with our tastings, pricing and what is going on at the store. I believe 2013 audit will show it was a good year. Kane asked what do you keep the cooler temperature at. Schmidt stated around 40 degrees. Tveit said I believe you have a great staff and have heard nothing but good things about our liquor store.

Police Dept.: New Hire Conditional Offer pending successful background and testing: Sgt. Rehling was before the council tonight to recommend hiring Police Officer/School Resource Officer candidate Jody Cole. Ms. Cole passed all pre-employment testing required for this position. In December of 2013, the St. Francis Police Department was approached by

Independent School District #15 with the request to add an additional liaison officer. This was approved by ISD #15 as well as the St. Francis City Council. The 5-person interview panel consisted of three ISD #15 school personnel. Ms. Cole comes to St. Francis with 15 years in law enforcement as a police officer/school resource officer as well as an experienced investigator for the State of MN. With the amount of experience Ms. Cole has, I would recommend hiring Jody Cole at Step 4 on our current pay scale. I would also recommend starting Ms. Cole with a vacation and sick leave bank of 10 hours each, with the accrual rate as a 6-year employee based on experience. MOTION BY TVEIT SECOND TO OFFER EMPLOYMENT TO JODY COLE AT STEP 4, A VACATION AND SICK LEAVE BANK OF 10 HOURS EACH WITH THE ACCRUAL RATE AS A 6-YEAR EMPLOYEE. McClish wanted to point out this will be the first female officer in the department for St. Francis. Sgt. Rehling stated I will be introducing Ms. Cole to both the city council and school board at a future meeting. Motion carried 5-0.

City Administrator: Update on the Bridge Street Roundabouts: On April 10, 2014, another open house was held to gather community input on the proposed improvements to Bridge Street in 2015. The meeting was less attended compared to the November 2013 open house. I would estimate about 40 people in attendance. They had a more enhanced video than they had at a previous council meeting. They had video tape of an actual large vehicles maneuvering around the roundabouts. They are preparing what numbers will be the responsibility of the city's. The next step is for the City Council to review project cost estimates (when available) and to enter into a Joint Powers agreement with Anoka County sometime in June to continue this project.

Administrative Internship: In the packet, you will find an ad for an Administrative Intern. This was put out last Thursday on our website, Facebook and the City Managers list serve and as of today, we have had two inquiries.

Recreation Club Committee will have a meeting this Wednesday night with representatives of the various booster and school organizations. Tveit asked that the dog park interest be brought up to this committee.

9. **Reports from Council Members:** Lazere reported the Pioneer Days meeting this Thursday, April 24 starting at 6:00 pm. The meeting will be held at the Police/Public Works building.

St. Francis Area Chamber Business and Community Expo is this Saturday, April 26 at the St. Francis High School. The hours are 9 am to 2 pm.

10. **Report from Mayor:** Last Thursday we had a joint fire district meeting. Committee did talk about entering into a joint powers agreement. After some discussion, we agreed upon to obtain our City Attorney for preparing the JPA. In addition, we discussed hiring a financial consultant to address some of the concerns of the current fire fighters in regards to the relief association.

Tveit said I too want to put in a plug for the Expo, asked that all of the council members try to attend. If you would like to have anything, specific at the city's table that day please let city hall know.

Just a reminder Recycling Days and Pet Clinic are both Saturday, May 3.

11. **Old Business:** Lazere reported Matt and I would be meeting with the social media consultant tomorrow.

12. **New Business:** Tveit stated we had a request tonight to waive the rental fee for the use of the warming house by the high school dance team. MOTION BY LAZERE SECOND KANE TO WAIVE THE RENTAL FEES FOR THE ST. FRANCIS DANCE TEAM THAT ARE USING THE WARMING HOUSE FOR A GARAGE SALE. Motion carried 5-0. Direct staff to amend the fee schedule to waive all booster clubs and school organizations rental use fees. The damage deposit will still be required.

St. Francis Ambassador Program: The St. Francis Ambassador Program submitted a letter to the City Council requesting financial help on the maintenance and decorations for the float. Discussion was held on the amount and where the funds would come from. MOTION BY LAZERE SECOND TO REIMBURSE THE ST. FRANCIS AMBASSADOR PROGRAM NOT TO EXCEED \$1,000 WITH FUNDS COMING FROM THE LIQUOR STORE FOR THE REPAIR AND DECORATIONS OF THE FLOAT. Tveit said these young ladies do work hard for our community. Tveit asked can we give them the float. It was noted they are not currently a 501c(3) but are in the process of becoming one. Motion carried 5-0.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:47 pm.

Barbara I. Held, City Clerk