

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

CITY COUNCIL MINUTES

May 5, 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, Building Official Andy Schreder, 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 MAY 5, 2014 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY KANE SECOND McCLISH TO APPROVE THE MAY 5, 2014 CITY COUNCIL CONSENT AGENDA AS A – C AS FOLLOWS:
 - a. Approve the City Council Minutes – April 21, 2014
 - b. Authorize the trade of the old Bobcat Skid Loader and track system for a new Bobcat Skid Loader for \$3,772.60 from Crawford's Equipment of Cambridge, MN.
 - c. Payment of Claims \$131,039.67 (Checks# 67181-67247)Motion carried 5-0.
5. **Meeting Open to the Public:** None.
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 (2nd 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 BROWN SECOND McCLISH APPROVING THE SECOND 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: Lazere, Kane, McClish, Brown, and Tveit. Nays: None.
 - b. **Resolution 2014-14: Summary Publication of Ordinance 195, Second Series:** MOTION BY KANE SECOND COUNCILMEMBER LAZERE ADOPTING RESOLUTION 2014-14 AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE 195, SECOND SERIES. Motion carried 5-0.
 - c. **Resolution 2014-15: Approving Interfund Loans for Financial Reporting:** MOTION BY McCLISH SECOND BROWN ADOPTING RESOLUTION 2014-15 A

RESOLUTION APPROVING INTERFUND LOANS FOR FINANCIAL REPORTING.
Motion carried 5-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Building Official:

Finance Dept.:

Fire Dept.:

Public Works:

Liquor Store:

Police Dept.: Introduction of New Police Officer- Jody Cole: Sgt. Jake Rehling introduced Jody Cole to the City Council. Sgt. Rehling reported Officer Cole started today.

Acting Chief of Police Appointment: City Administrator Hylen reported that Police Chief Jeff Harapat is on a leave of absence. We are not sure when he will be returning with that being said I would recommend temporarily promoting Sgt. Jake Rehling to Acting Chief of Police until further notice. MOTION BY BROWN SECOND LAZERE TO APPOINT SGT. REHLING AS ACTING CHIEF UNTIL THE RETURN OF POLICE CHIEF JEFF HARAPAT AT GRADE 19, STEP 3 EFFECTIVE MAY 5, 2014. **Motion carried 5-0.**

City Administrator: Building Inspection Department: Building Official Andy Schreder and I been discussing the needs of the Building Department as the economy continues to improve. Right now, we have seven new homes along with the other building activity and code enforcement. The building activity alone keeps him busy. That does leave some of the code compliance not being attended to on a timely basis. We recently approved the rental ordinance and vacant home ordinance that falls under his department. We do have a part time seasonal employee whose time is about to expire. Tveit said it does not do us any good to pass ordinances if we do not enforce them. Brown has stated that a number of times. I would be in favor of hiring someone part or even full time if funding is there. Kane asked in past years didn't the police department help with code enforcement in the summer? The police department has not done the administrative portion of the code compliance. However, they do assist on some of the visits. McClish agrees to start part time and if funding is available go with a full time person. I would rather have the police department patrolling and not working on code enforcement.

Scheduling Next Work Session: Council set as the next Work Session for June 2, 2014 at 5:00 pm.

“Old” Food n Fuel Site (3020-233rd Avenue): Tveit stated he noticed the building was recently vandalized. Sgt. Rehling stated they are aware of it and are working on the case.

9. **Reports from Council Members:** None.

10. **Report from Mayor:** Tveit reported he attended the St. Francis Business and Community Expo April 26. I thought the attendance was down but felt it was still a great event. I recently attended the Local Government Officials meeting. Andover was the spotlight city.

11. **Old Business:**

a. **Social Media Marketing Proposal:** Lazere reported the city received a proposal from Cre8 Graphic Design. On April 22 I, Matt and Barb met with Kim Poliszuk of Cre8 Graphic Design. The proposal is a starting point we can change whatever we want. She would be working on the City's Website, Facebook, Twitter accounts along with redesigning the city's quarterly newsletter. She will also research how the city council meetings could be viewed through YouTube. The proposal was for 20 hours per month at \$800 plus additional services if council chooses. Kane asked should we go out for more proposals. Lepak stated this is a contract for service and you do not need to go out for proposals. Kane stated I think this is a very reasonable amount. Brown asked where is the funding coming from. Hysten stated at the next meeting will be our audit presentation. We have done well with our budget which means our fund balance keeps going up. Therefore, we could transfer monies from the fund balance or use liquor store funds. **MOTION BY TVEIT SECOND BROWN TO ENTER INTO A SIX MONTH CONTRACT WITH CRE8 GRAPHIC DESIGN FOR 20 HOURS PER MONTH FOR SOCIAL MEDIA NEEDS.** Lazere reported we will get monthly reports on where the traffic is. She is very talented. Motion carried 5-0.

b. **St. Francis Recreation Committee Update:** Kane stated he wants to stress this really is a grass roots group. The City is there along with the school to listen to their needs and wants. The next meeting will be on May 28 at 7:00 pm at Mansetti's. At this meeting they will meet with all the different organizations. Once they have everyone's input a space needs analysis will need to be completed. Would the council be willing to help this group with the cost of this assessment with funds coming from the liquor store? I am not asking for the council to dedicate an amount tonight, I want to know if the council is willing to help pay for this space needs analysis. Brown does not want to foot the whole bill. Lazere said this idea is long time coming and would be great for our community. They are looking at a 50-year project. Kane said when you bring a lot of people into St. Francis for tournaments I believe you will bring in businesses too.

Lazere asked if we could get an update on Meridian project at the next city council meeting.

McClish wants to make the council and staff aware that Arrowhead Street is starting to get in rough condition.

12. **New Business:** None.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:46 pm.