

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

CITY COUNCIL MINUTES

May 20, 2013

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 Mike Haggard, Amy Lazere, Tim Brown and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Chief Jeff Harapat, Fire Chief Dean Kapler, 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 20, 2013 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY LAZERE SECOND McCLISH TO APPROVE THE MAY 20, 2013, CITY COUNCIL CONSENT AGENDA AS A-C AS FOLLOWS:
 - a. Approve the City Council Minutes of May 6, 2013.
 - b. Receive and File URRWMO Minutes-May 7, 2013 and 2014 Budget
 - c. Approve the Payment of Claims for \$ (Check #'s 65583-65646 \$179,502.14 and ACH #58E & #59E \$91,955.55)Motion carried 5-0.
5. **Meeting Open to the Public:** William Gardner, St. Francis would like to discuss tonight Ordinance 182, Second Series on how it was placed back to agenda. Mr. Gardner referenced the Robert Rules of Order. Mr. Mayor it is clear you could not have this ordinance placed back on the agenda. Mr. Gardner suggested the City Council read the Roberts Rules of Order and bring this ordinance back per Roberts Rule of Order.

I think the pedestrian lights seem to be working really well. Good for the City and a great improvement. Still would like to see the squad cars in the area.
6. **Petitions, Requests, Applications:**
7. **Ordinances & Resolution:**
 - a. **Ordinance 184, Second Series: Amending the Official City of St. Francis Zoning Map to Rezone Outlot A, Meadows of St. Francis (Second Reading):** MOTION BY McCLISH SECOND BROWN APPROVE THE SECOND READING OF ORDINANCE 184, SECOND SERIES AMENDING THE OFFICIAL CITY OF ST. FRANCIS ZONING MAP TO REZONE OUTLOT A, MEADOWS OF ST. FRANCIS. Roll Call: Ayes: Lazere, McClish, Haggard, Brown and Tveit. Nays: None.

b. **Resolution 2013-15: Authorization for Summary Publication of Ordinance 184, Second Series:** MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION 2013-15 A RESOLUTION GIVING AUTHORIZATION FOR SUMMARY PUBLICATION OF ORDINANCE 184, SECOND SERIES. Motion carried 5-0.

c. **Ordinance 185, Second Series: Amending the St. Francis Zoning Ordinance Section 10-8 Regarding Variance Review Criteria (Second Reading):** MOTION BY LAZERE SECOND McCLISH TO APPROVE THE SECOND READING OF ORDINANCE 185, SECOND SERIES AMENDING THE ST FRANCIS ZONING ORDINANCE SECTION 10-8 REGARDING VARIANCE REVIEW CRITERIA. Roll Call: Ayes: Brown, Haggard, McClish, Lazere, and Tveit. Nays: None. Motion carried 5-0.

d. **Resolution 2013-16: Authorization for Summary Publication of Ordinance 185, Second Series:** MOTION BY LAZERE SECOND BROWN GIVING AUTHORIZATION FOR SUMMARY PUBLICATION OF ORDINANCE 185, SECOND SERIES. Motion carried 5-0.

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

a. **Engineer: Street Improvements: 239th Avenue, Kerry Street & 232nd Lane:** Voge reported the surface of Kerry Street north of 231st Lane NW to the cul-de-sac at the north end, and the roadway surface of 232nd Lane NW from Kerry Street to 233rd Lane NW is deteriorating quickly. This portion was constructed approximately 20 years ago as part of the Royal Oaks 3rd Addition. Repairs to Kerry Street and 232nd Lane are necessary in the short term. However, the street will continue to deteriorate. Milling the existing bituminous surface and repairing the streets is the best solution at this time. If the streets are to be milled and over laid, a Feasibility Study is required for assessment and cost determination purposes. 239th Avenue which is a rural section located east of Rum River Blvd, is also showing extensive deterioration. The City Council authorized the preparation of a Feasibility Study in December 2011 for 239th Avenue, which has been in the City's CIP for a number of years. The study was not completed because of budget constraints. For assessment purposes as well as to determine the appropriate repairs required on 239th Avenue, a Feasibility Study is needed. Tveit asked if this was in the budget. Hylen said we make every attempt to stay within the street budget. We do not have a specific line item for each. McClish said 232nd Lane and Kerry Street is totally falling about. The estimated costs for the 239th Feasibility Study is \$7,500 and the Kerry Street and 232nd Lane is \$5,000. MOTION BY TVEIT SECOND McCLISH AUTHORIZING THE PREPARATION OF A FEASIBILITY STUDY FOR STREET IMPROVEMENTS FOR 239th AVENUE AND THE KERRY STREET AND 232nd LANE. Motion carried 5-0.

Street Improvements-Crack Filling and Seal Coating: The 2013 budget includes a line item for crack filling and sealcoating in 2013. Crack filling previously was completed on various streets throughout the city in 2009, 2010 and 2011. In 2012, the crack filling and sealcoating line item was eliminated from the budget. Voge reported based on correspondence with colleagues throughout the state, specifically within the metro area where street maintenance programs are more prevalent, bituminous surface failures beneath sealcoats are relatively prevalent. There has been some preliminary research conducted regarding the effects of sealcoating a bituminous street and the occurrence of bituminous surface deterioration. Preliminary studies indicate that the bituminous surface failure beneath sealcoats is a result of construction techniques and

practices employed when the bituminous wearing course was installed. Due to the uncertainty associated with sealcoating and its effect on bituminous pavements and the fact that the City of St. Francis must continue to pursue pavement maintenance or risk falling behind and having to reconstruct streets rather than maintaining them. City Staff will be pursuing an alternate product for street maintenance for 2013. Cracks in the bituminous surface will be routed and sealed as they have been previously, however rather than applying a sealcoat which consists of a bituminous material with rock over the top of it, an agricultural oil sealant and preservation agent will be applied in lieu of the sealcoat. The product, RePLAY is an agricultural oil seal and preservation agent with penetrates the asphalt matrix and adds new polymers to the existing mix which has been proven to reverse the oxidation process. This product was used on the City Hall parking lot in 201. City staff is proposing to use the Replay. We still have not finalized the streets that will be seal coated. We will be doing the streets that have not been seal coating because we cannot apply this project over a street that has been sealcoated.

b. Attorney: Closed Meeting Pursuant to MN Statute 13D.05 Subd. 3 (c) MOTION BY LAZERE SECOND McCLISH TO GO INTO A CLOSED MEETING AT 6:25 PM. PURSUANT TO MN STATUTE 13D.05 SUBD. 3 (C). Motion carried 5-0. The City Council was back in open session at 6:51 pm. The property of discussion was identified as the Meadows of St. Francis. Hysten read a resolution aloud. The resolution would be Resolution 2013-17. MOTION BY LAZERE SECOND BROWN TO ADOPT RESOLUTION 2013-17 A RESOLUTION REQUESTING FUNDS FROM ANOKA COUNTY HRA FROM THE ACQUISITION OF THE TOWNHOME BUILDING SITES IN THE MEADOWS OF ST. FRANCIS DEVELOPMENT. Motion carried 5-0.

c. Staff:

Building Official: Seasonal Part Time Building Inspector: Andy Schreder, Building Official gave an update of this year's building activity. We took over building inspection for the City of Nowthen last year. Their building permits have seen a 20% increase over last years. The seasonal employee we put on for both cities is Jeremy Wells. He is very knowledgeable in the building field. He will help out as needed for both cities. Tveit asked how are the wages being paid for. Schreder stated it would be the same agreement as mine for reimbursement. Haggard asked how many new homes for St. Francis this year. Schreder stated three new homes this year but we are still finishing inspections from new construction last year. Tveit ask if there are funds. Hysten said revenues from the permits pay for both employees. Schreder stated the fees we take in are a fee for service.

Fire Dept.: Fire Department Celebrating "50th" Anniversary during Pioneer Days: Fire Chief Dean Kapler introduced Dan Thompson as Assistant Chief and Barry McDonough as Captain. The Fire Department is celebrating their 50th Anniversary. Founded in 1963 but did not operated on their own until 1975. We were part of the Anoka Fire Department. Charter members will be this year's Pioneer Days Grand Marshal. I contacted Ray Jones, James Myers, Steve and Jerry Braastad and Don Leathers. All of them except Ray Jones will be in the Pioneer Day parade this year. We also will be redesigning our patch and selling t-shirts.

Public Works:

Liquor Store:

Police Dept.: COPS Fast Grant: Police Chief Jeff Harapat explained how the COPS Fast Grant works. MOTION BY LAZERE BY SECOND McCLISH TO PURSUE THE COPS FAST GRANT. Motion carried 4-1. Haggard voting nay.

Organization of the Department: Currently the department has a chief, a sergeant, and investigator, a liaison officer, six officers and two office personnel. In 2006, the City paid for an Organizational Study completed by Springsted Inc. In this study they viewed staffing data for police departments. Both the State's and IMCA's data show a staffing ratio of 1.6 sworn officers per 1,000 population. We have restructured but have not added any officers. Difficulty with short staff is lack of patrol and filling shifts when officers take vacation. I wish our vehicles would have time just to be able to drive through neighborhoods. When you cut personnel in the City it effects all departments.

Pedestrian Light in the Crosswalk: We have been asked to work the crosswalk more and have had contact with both drivers and pedestrians. Tveit thanked Chief Harapat for patrolling that area more and will again put it in the newsletter. At the start of next school year, we will try and educate the students at school the importance of pushing the crosswalk signal button.

Haggard asked the Chief for the police department's overtime and work schedule. Without anyone on vacation we work 37.5 hours of patrol time per day.

McClish when officers take call depending on the call it can take an officer off the street for a couple hours.

City Administrator: ISD #15 Superintendent Saxton said the school did make a video of how to use the crosswalk and have played it for the students.

Joint Fire Service Update: Looking at alternate date for the five-city meeting. We thought June 24 would work out but a member city has a council meeting that evening.

Seal Coating: Voge stated I should have asked before for a motion to proceed with crack filling/seal coating using the RePlay material not to exceed the budgeted amount. MOTION BY TVEIT SECOND McCLISH TO PROCEED WITH CRACK FILLING/SEALCOATING USING THE REPLAY MATERIAL NOT TO EXCEED BUDGET AMOUNT. Motion carried 5-0.

9. **Reports from Council Members:** No report.
10. **Report from Mayor:** Would like to put a plug in for the fire department shirts that they are selling.
11. **Old Business:** None.
12. **New Business:** None.
13. **Adjournment:** The Regular City Council meeting adjourned at 7:35 pm.