

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

CITY COUNCIL MINUTES

June 3, 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 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:** Move 7a to 6a and add Police Update. MOTION BY LAZERE SECOND McCLISH TO ADOPT THE JUNE 3, 2013 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY LAZERE SECOND BROWN TO APPROVE THE JUNE 3, 2013, CITY COUNCIL CONSENT AGENDA AS A-C AS FOLLOWS:
 - a. Approve the City Council Minutes of May 20, 2013.
 - b. Approve the Addendum to Agreement of Building Official Services Between the City of Nowthen and the City of St. Francis
 - c. Approve the Payment of Claims for \$ 131,405.09 (Check #'s 65647-65717)Motion carried 5-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Donation(s) Acknowledgement from St. Francis Lions Club:** Mayor Tveit thanked the St. Francis Lions Club for their donation of \$250 to the St. Francis Fire Department and \$1,250 to Pioneer Days. MOTION BY McCLISH SECOND HAGGARD TO OFFICIALLY ACCEPT THE TWO DONATIONS FROM THE ST. FRANCIS LIONS CLUB. Tveit asked about the donation to the fire department would this go to the general fire department fund or the relief association. Being the Lions Club did not specifically note the Relief Association it would go into the Fire Department General Fund. Motion carried 5-0.
7. **Ordinances & Resolution:**
8. **Reports of Consultants & Staff Members:**
 - a. **Engineer: Rum River Bluffs Phase 2:** At the April 15, 2013 City Council meeting, it was noted the Emmerich Development's requested to enter into a 429 Assessment Agreement for the purpose of completing the second phase of the Rum River Bluffs Development. Plans and Specifications are required to be prepared for the project so that costs can be obtained for the improvements. An assessment agreement is currently being prepared for the project. The developer desires that the improvements be constructed beginning in July 2013. A resolution is

before you authorizing the plans and specifications along with a resolution authorizing the advertisement. A public hearing is not required since an assessment agreement is being prepared. Lazere asked if there was another phase to this development. MOTION BY BROWN SECOND HAGGARD TO ADOPT RESOLUTION 2013-18 A RESOLUTION ORDERING IMPROVEMENT AND DIRECTING PREPARATION OF FINAL PLANS AND SPECIFICATIONS. Motion carried 5-0.

MOTION BY LAZERE SECOND McCLISH TO ADOPT RESOLUTION 2013-19 A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT OF BIDS. Motion carried 5-0.

b. **Attorney:**

c. **Staff:**

Building Official: Building Department Report: Building Official Andy Schroeder asked for a few minutes to give a re-cap of the building department. Schroeder stated I was hired as a part time employee a year ago in July and went full time in January 2013. A lot is going on within the two cities (St. Francis and Nowthen). Schroeder explained the funding of the building inspections department. It is fee for service; the fees are generated by the building permit fees. Schroeder addressed the different expenses in the building department. Due to the terrain of both cities, I have been able to utilize the old squad car but not in all areas. I realized a more versatile vehicle is needed with the seasons and some of the area we need to get to. The Public Works Department has let me use the Escape when it is available. That type of vehicle would allow me to get to the areas I need to go. The vehicle has a higher clearance. Tveit asked if the Escape is on the State Bid. Hysten stated yes. Tveit asked this be placed on the next agenda as part of the packet. Haggard said if we would be subbing (contracting) out the service we wouldn't be buying manuals, vehicles etc. Brown said we have more of an influence on the customer service, workmanship and accountability when the inspector is an employee. Schroeder stated if any of the city council has questions regarding the vehicle or anything about his department let him know.

Finance Director: Utility Billing: Since February, due to budget cuts and no longer a receptionist out front, both Barb (city clerk) and myself have been helping the customers that come in to city hall. Mulvihill said a good portion of the activity is residents dropping off their water/sewer bills. I would like to see how the city council feels about having a drop box outside city hall and maybe giving the customers a onetime credit for the ones that sign up to pay online. People have stated they don't like dropping it off at the fire station because no one is there. Lazere said she talked to two different cities regarding taking payment. No reason they have to personally drop them off in city hall. Lazere would like to see us go online payments that is what everything is moving to. Tveit agreed to encourage customers to pay online. Sell it as a quick easy way to pay, save gas, stamp. Try to promote it also in the newsletter. Hysten stated we want to make sure you as a council are aware of what we are exploring right now. What we are doing now is inefficient. Consensus of the city council to promote the auto pay, have a drop box at city hall and eliminate the one at the fire station.

Fire Dept.: Quotes for Painting the Fire Station: Two quotes were received for painting the exterior of the fire station. The quotes received were Jadin Painting Inc \$18,500 and Steinbrecher Painting Inc. \$15,434. MOTION BY BROWN SECOND McCLISH TO ACCEPT BOTH QUOTES FROM JADIN PAINTING INC. AND STEINBRECHER PAINTING INC.

Lazere asked when was the last time it was painted. It was noted the building has not been painted since it was built. Motion carried 5-0. **MOTION BY McCLISH SECOND LAZERE TO ENTER INTO A CONTRACT WITH STEINBRACHER PAINTING INC IN THE AMOUNT OF \$15,434 TO PAINT THE FIRE STATION.** Motion carried 5-0.

Public Works: Wellhead Protection Plan: Minnesota Department of Health (MDH) requires every community using ground water as their communities drinking water supply must have a wellhead protection plan every ten years. Our plan is in year 8, the renewal/modification process takes about 2 years to complete and we have started the process.

Refuse Haulers: The legislation this year passed a law to simplify the process for organized solid waste collection. We have interest in a fourth hauler wanting to be licensed in St. Francis. It is something we may want to research by limiting the number of licensed haulers because this would help prolong the life of our city roads. Bidding typically would be bid out every three to five years. Hylen said the reason this was brought to legislation was the process that cities had to go through previously was difficult. We like to have choices but that is why you would go out to get the best price for three to five years. The reason some of the cities are going with just one hauler is again due to the fact of the damage to the city streets. Tveit, Lazere, Haggard and Brown did not support the idea at this time. Haggard stated there are large belly dump trucks going by my house on Rum River Blvd. They are the ones we need to address. McClish said the roads Haggard is talking about are county roads; we are talking about city streets. I would be in support of this.

Liquor Store:

Police Dept.: Grant Update: Sgt. Rehling completed the grant and has been submitted. You will see more and more of Sgt. Rehling and his involvement within the department. Chief Harapat stated his current plan is to retire next year.

City Administrator:

9. **Reports from Council Members:** Lazere would like a workshop date set to discuss what is happening in the City and goal setting. Tveit said that is a good idea. Let's get a list of dates sent out to the City Council. Brown liked the idea of a goal-setting workshop. The last one was more of a recap for the new council members.

McClish thanked the Lions to for their donation. Pioneer Days is this weekend have fun but if anyone drinks make sure they have a sober cab.

10. **Report from Mayor:** Wednesday, June 26 at 7:00 at Ramsey City Hall is the five city joint meeting regarding the Joint Fire Service group.

A resident called a number of us this past weekend about signage in his development. We did tell him the City is trying to go away from the number of signs we have with the new reflectivity requirement. Consensus of the City Council was to limit the number of signage in the city.

Thanked the St. Francis Lions Club for their generous donations. They have over the years given us numerous donations they are a great organization. The Lions Club is looking for new members.

11. **Old Business:** None.

12. **New Business: City Administrator: Staffing:** We are trying to make city hall more efficient along with all of our locations. We have had a number of staffing cuts over the last couple of years. Staff is exploring a number of different ideas that would benefit the whole city and make are service delivery more efficient. This is a dialogue we need to continue having with the city council. Tveit said how can we make a change at city hall so they don't have to jump up each time someone walks in the door. This something we will need to address again.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:09 pm.

Barbara I. Held, City Clerk