

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

CITY COUNCIL MINUTES

August 5, 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, 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 AUGUST 5, 2013 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY LAZERE SECOND McCLISH TO APPROVE THE AUGUST 5, 2013, CITY COUNCIL CONSENT AGENDA AS A –H AS FOLLOWS:
 - a. Approve the City Council Minutes of July 15, 2013.
 - b. Receive and File City Council Work Session Notes- July 15, 2013
 - c. Terminate Employment of Part Time Liquor Store Clerk Heidi Lefavor
 - d. Hire Part Time Liquor Store Clerk Lisa Anderson
 - e. Offer a conditional hire to Police/School Resource Officer Thomas Jerome pending background and testing.
 - f. Approve Pay Estimate No. 1 totaling \$66,946.50 to Barga, Inc. for 2013 Street Maintenance-Replay Areas.
 - g. Approve Pay Estimate No. 1 totaling \$70,202.25 to Barga, Inc. for 2013 Street Maintenance-Crack fill.
 - h. Payment of Claims \$320,282.98 (Check 65927-66012)Motion carried 5-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Capital Improvement Plan 2014-2018: Public Hearing:** Mayor Tveit called the public hearing to order at 6:03 pm. Mayor Tveit asked if there was any public that wanted to speak. After asking three times, Mayor Tveit closed the public hearing at 6:03 pm. MOTION BY BROWN SECOND LAZERE TO APPROVE CAPITAL IMPROVEMENT PLAN 2014-2018. Tveit said this is not set in stone because the Council still votes on all items. Motion carried 5-0.
 - b. **St. Francis Area Chamber of Commerce: Pioneer Days Discussion:** Joe Raus, president of the St. Francis Area Chamber of Commerce asked to be on the agenda to discuss Pioneer Days. We understand the City is trying to phase themselves out of operating/running the event. We are seriously considering that as a Chamber board. However, we do have some reservation on doing that. We currently have around 85 Chamber members. Are resources somewhat limited. Our biggest concern with moving forward is funding. We did some research in additional cost if we take it over. Just liability insurance it is approximately \$3,000-\$5,000. No one wants to see the event go away. We are looking at the City for some

cost sharing. We would take the event on but if we had a bad year that could be the end of Pioneer Days and the Chamber. We are looking for some financial help from the City along with funds from the liquor store. It will take a couple years to get it going. Raus asked the council for \$15,000 from the City and \$10,000 from the Liquor Store. There were events that didn't happen this year and maybe should of. The insurance is a huge cost for us. Lazere said Pioneer Days is a very important event for the City. Raus stated they are looking at a minimum for a four-year commitment. Once we get going, it should work well but it will be a learning experience. McClish said we need to support our community and have not heard negative comments from the resident about Pioneer Days. Brown said I think Pioneer Days is important but I am not sure of the long-term commitment. We need to watch our budget and keep the taxes low. Raus said we have the same concerns. Tveit said we are looking at 1% of our Levy to support Pioneer Days. Raus said we do not need a commitment tonight. Our board meeting is August 21st. Lazere said this is not a new expenditure, the City has been funding Pioneer Days the last, what 25 years. Haggard said we have had Pioneer Days for years. Raus said this year we had a transitional year and we did cut back this year. We would like to get more businesses involved. Raus stated it is a long-term process and it won't happen overnight. The consensus is to bring it back to the next city council meeting and vote on it at that time. Council would like to see the budget for the last five years.

c. **St. Francis Lions Club-Signage:** St. Francis Lions Club member Corey was before the City Council asking for the Lions Club sign to be displayed. We use to have about ten signs on all the roads coming into St. Francis. We are down to just one. Corey passed out pictures of other cities and how they display city organizational signs. The Lions Club gives money back to the City, Pioneer Days and the schools. We don't have any signs saying there is a Lions Club in St. Francis. We have a very small organization. We are asking the City Council to post that there is a Lions Club in St. Francis. We do more than raise money for the community. We help individual people in time of need. A Lions Club sign on the existing monument in Community Park would be great. Tveit said we would also have to let other organizations put up their signs. Lazere thanked Corey for coming in and agree with the signage in Community Park. Brown said being it was a gift from the Chamber and being there are here let's ask them. The Chamber's representatives said yes it would be fine. Hylen said we will look into if we need a sign permit.

7. **Ordinances & Resolution:**

a. **Resolution 2013-25: Declaring Surplus Property:** Public Works Director, Paul Teicher would like to donate some obsolete equipment to the St. Cloud Technical and Community College Water Environment Technologies (WET) Program. The equipment is an obsolete level pump control for wastewater treatment plant, water, and sewer equipment and an altitude valve for old water tower. MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2013-25 A RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY. Motion carried 5-0.

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

a. **Engineer:**

b. **Attorney: Closed Meeting to discuss the Consideration of the Purchase of Real Property. The Real Property(s) that is of subject of the closed meeting is described as, 32-34-24-34-0012 and 32-34-24-34-0013. The Closed Session is Pursuant to Minn. Stat. Sec. 13D 05, Subd.(c)(3) and 13.44 Subd. 3(a):** City Attorney Scott Lepak asked the council to go into a closed meeting to discuss the Consideration of the Purchase of Real Property. The Real Property(s) that is of subject of the closed meeting is described as, 32-34-24-34-0012 and 32-34-

24-34-0013. The Closed Session is Pursuant to Minn. Stat. Sec. 13D 05, Subd.(c)(3) and 13.44 Subd. 3(a). MOTION BY TVEIT SECOND LAZERE TO GO INTO A CLOSED SESSION AT 6:36 pm. Motion carried 5-0. The City Council was back in session at 6:48 pm. Decision was not to pursue the property at this time.

c. Staff:

Building Official-Inspection Vehicle: Haggard said I still don't understand why we need a four wheel drive vehicle. MOTION BY BROWN SECOND TVEIT TO AUTHORIZE THE PURCHASE A 2014 FORD ESCAPE FOUR WHEEL DRIVE VEHICLE FOR THE BUILDING INSPECTION VEHICLE OFF STATE BID. Tveit said I guess I too agree with Council member Haggard. Brown said we do live in MN and we do need a four-wheel drive in some remote areas. Let's get a vehicle he can actually use. McClish asked what is the cost of the new vehicle. The 2014 State Bid is not out yet, but last year the State Bid was around \$24,000. Schreder said it is not only four-wheel drive; the vehicle also has higher clearance and will hold all the equipment I need to conduct the inspections. The public works department has allowed me to utilize the Escape on occasions but then I need to move all my equipment from vehicle to vehicle. Tveit said I would be more in favor to have the building inspection department pay for it and not the liquor store. As in the memo, it would be the funds we are short in the building inspection fund that would be transferred from the liquor store. McClish asked would the current squad that you use be traded in. Schreder said there are a couple options; either we keep it for all departments to use or trade it in. Schreder said I would take measured steps on buying equipment. McClish asked how busy are you in Nowthen. Schreder said I am very busy there. Lazere said being in real estate, I know you never know what the road conditions will be. I think he needs a four-wheel drive. Haggard said I am 150% against it. I don't want any money coming from the liquor store. Tveit asked would there be enough money in the building inspections at the end of the year. Finance Director Darcy Mulvihill explained how the building department funds fluctuate every year depending on building activity. Hylen said we could take out a loan but then we are paying interest. Haggard said I don't think we need it and don't want our taxes to go up because the citizens don't want that. Hylen said we are protecting the taxpayers by using liquor store funds. Haggard said so what you are saying we could use liquor store funds for Pioneer Days. Tveit said some of the liquor store funds are ear marked for Pioneer Days. Brown said we have used liquor store funds for Pioneer Days about twenty years. Motion carried 4-1. Motion carried. Haggard voting nay.

Fire Dept.:

Public Works: Organized Waste Collection Meeting Re-Cap: Public Works Director attended a presentation on the new legislation pertaining to the Organized Waste Collection. This meeting was put on by Metro Cities along with the League of MN Cities. This meeting removed some the political fear by organizing waste collection. It can be beneficial for everyone through the competitive bid process. Through the competitive bid process, you are getting the best price along with putting some accountability on the hauler. Some of the other benefits are better recycling and less wear and tear on the city streets. One city was rebuilding 3.5 miles a year to keep up with the deterioration of roads. Another city had four haulers but the city was sectioned off. The recycling numbers also increased. The next direction is up to you. We could invite other cities in that have gone through this experience. The council thanked Paul.

Liquor Store:

Police Dept.:

City Administrator: I would just like to follow up with Mr. Teicher's presentation. Are you comfortable with four to eight trucks per week drive through your City streets? Would you like to have staff do more research? A little work on staff and council's part may help us in the end. McClish said he would like to see all the options in the next off week memo. Hylen said yes we could do that.

Office Support Staff -Job Description and Grade: We have some needs on how we are doing business today. This is just not a job description and grade. We would be reorganizing the day-to-day operations of the City. We would move the building inspection to the new public works/police building. There is more foot traffic with that move along with the public works now in the building. Currently we are inefficient on how we handle the public at city hall. This position would be shared with multiple departments and possibly look at limiting the city hall hours of when it would be open to the public. We are trying to minimize the foot traffic at city hall. This is new position, the job description was created and will be utilized by a number of departments as stated before. It was hard to determine who would supervise this person. We also would like to move forward with document imaging. Tveit said what would it take to get city hall all in one place. Hylen said that dialogue has taken place with the management team. The current building works quite well for a public works/police building. Yes, today we all could crunch in there. In the very short future, we may not have space. Tveit said I think we need to pursue the document imaging. Maybe we need to get creative with our space. Not sure if there is space for expansion. McClish said he has mixed feelings with city hall moving to the new building. It was not designed for that purpose. Haggard said well Fridley has all the departments in one building. McClish said the Fridley building was designed for all the departments, for us it was not, that is a big difference. Hylen said to finish my report I would need a motion to approve. Lazere said to have one building with three people I think we need to do a little more research. I am not in favor of selling the current city hall because once you do that you can't get it back. Tveit said I think we need this position regardless of what we do with the buildings. McClish agreed with Lazere to look for more options. Hylen said it is a lot to put before you. Hylen agreed with Lazere once you sell it you can't get it back. Hylen then asked could we do something with limiting hours at city hall. Brown said it seems silly to have three higher paid staff to answer phones and answer the door. Yes, we don't need all the space at city hall and yes we should have built the new building with a city hall. However, we were trying to keep cost down like everyone wanted, Brown stated. Lazere said we had a position like this and were told we didn't need the position. Tveit said that was budget decision not because we didn't need one. Brown said this is a hybrid position. Tveit asked how do we feel about city hall reducing the hours. Lazere said let's look into this more in two weeks with the rest of the council agreeing.

Boards & Commission – Compensation Pay: City Clerk Barb Held was contacted by a member of one of the City's boards and asked about reimbursement for attending the meetings. Held did a quick survey of the neighboring communities to see what they pay. Discussion was held on the various amount and consensus was to pay the same across the board for all commission members. The amount they agreed upon was \$20 per meeting.

Building Department Staffing Discussion: We currently are in contract with the city of Nowthen. The city of Ramsey is currently in need of some help in the building inspection department. Schreder is looking at helping them on as needed or time permitting bases. Schreder indicated that all cities are experiencing some peaks and valleys in the inspection department. The agreement with Nowthen lets us have the flexibility to move hours around. Now Ramsey is looking for some hours. We are looking at the similarities with what the joint fire service is doing. Tveit said I am an advocate with joint agreements. I think this would be a win, win for all cities involved. Tveit asked the council what they thought. Consensus of the city council was to research this more. Schreder said he would come back with more information.

Anoka Ramsey Community College-Professional & Workforce Training: Hylen reported he was contacted a number of weeks ago from the Professional & Workforce Training at Anoka-Ramsey Community College. They were doing more of an outreach seeing what they can do for the cities. Just last week he met again with them and just received the proposal on Friday for a customized Council Development training. The cost of training is \$2,400 for two four-hour sessions. That would include up to ten people. Lazere thought this would be beneficial. McClish asked if this is a two-day retreat. Hylen stated there would be one four-hour session and then thirty days later there would be another four-hour session. Brown said he would after the budget set to look into it further. Consensus was to wait.

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

10. **Report from Mayor:** Thanked the council for letting the Lions member speak regarding the sign.

Tomorrow is Night to Unite at Community Park from 6:00 pm to 8:00 pm, I am hoping everyone can make it to the park sometime that evening.

11. **Old Business:** Haggard asked about the drop box and the pricing at city hall. We did have a contractor stop in and is he is going to give us a proposal. Tveit said Ramsey has a nice one.

Lazere was wondering if we could have an update on the old public works building (east shop) and where Meridian is at in their process. Hylen stated Meridian is having the same title issue that we are experiencing with the purchase of the townhome lots. In regards to the east shop, we will need to get updated demolition proposals.

12. **New Business:** Lazere was in the liquor store over the weekend. Lazere suggested the rugs in the entry way and counter top needs be upgraded.

Lazere reported we had a chamber meeting at the new building and it was great. Lazere asked why don't we have our council meetings there. There was some discussion on the sound system and security of the building.

13. **Adjournment:** The Regular City Council meeting adjourned at 8:02 pm.

Barbara I. Held, City Clerk