

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

CITY COUNCIL MINUTES

October 20, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:03 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Steve Kane, 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, Building Official Andy Schreder, Finance Director Darcy Mulvihill, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND KANE TO ADOPT THE OCTOBER 20, 2014 CITY COUNCIL AGENDA. Tveit stated he needs to leave early tonight so I ask if we can move City Attorney to before Meeting Open to the Public. Motion carried 5-0.
4. **Consent Agenda:** Add 4e. Letter of Resignation from Part Time Liquor Store Clerk Katie Rextraw. MOTION BY KANE SECOND McCLISH TO APPROVE THE OCTOBER 20, 2014, CITY COUNCIL CONSENT AGENDA AS A-E AS FOLLOWS:
 - a. City Council Minutes – October 6, 2014
 - b. Receive and File Economic Development Authority Meeting Minutes – August 4, 2014
 - c. Pay Estimate No. 2 in the amount of \$102,996.63 to North Pine Aggregate, Inc. of Forest Lake for the Aztec Street Improvements
 - d. Payment of Claims for \$338,640.19 (Check numbers 68000-68075 \$235,044.36 and ACH \$103,595.83)
 - e. Accept Letter of Resignation from Part Time Liquor Store Clerk Katie Rextraw
Motion carried 5-0.
8. b. **Attorney: Closed meeting pursuant to Minn. Stat. Sec. 13D.05 to discuss allegations or charges against individual subject to council authority:** Motion by Tveit second Kane to go into a closed meeting at 6:08 pm. Motion carried 5-0.

The City Council was back in session at 6:39 pm. Lepak stated he had nothing further to report out of the closed meeting. Lepak asked the remainder of the Attorney Report be kept at 8b.

Mayor Tveit left the meeting at 6:40 pm.

Mayor Pro Tem Tim Brown presided over the remainder of the meeting.

5. **Meeting Open to the Public:** Troy Ferguson, Acting Superintendent for ISD #15 stated he just wanted to take a minute to welcome back Chief Harapat. I would also like to mention what a wonderful job Sgt. Rehling did during Chief Harapat's absence. We have nothing but positive things to say about the police department. Ferguson thanked the City Council for their time.

6. **Petitions, Requests, Applications:**

7. **Ordinances & Resolution:**

a. **Ordinance 200, Second Series: Amending Section 7-4 of the City Code Regarding Winter Parking Restrictions & Parking Violations (First Reading):** The City's Winter Parking Ordinance recently was reviewed and the section regarding restriction of on-street parking after larger snowfalls is somewhat vague. The ordinance requires cars to be removed from the streets if the snow depth exceeds two inches. However, who makes the determinations of the two-inch snowfall was not defined. MOTION BY LAZERE SECOND McClish TO APPROVE THE FIRST READING OF ORDINANCE 200, SECOND SERIES AMENDING SECTION 7-4 OF THE CITY CODE REGARDING WINTER PARKING RESTRICTIONS & PARKING VIOLATIONS. Roll Call: Ayes: Kane, Lazere, McClish, and Brown. Nays: None. Motion carried 4-0.

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

a. **Engineer:**

b. **Attorney: 1. Transfer of Master Declarant Rights form Master Meadows of St. Francis to the Economic Development Authority:** Lepak reported the prior documents approved by the council were submitted to the County to be recorded. Upon proof that the documents were accepted and recorded by the County, transfer of the townhome lots can be accomplished by executing two documents. If the council wishes to accomplish this transfer a motion would be in order. MOTION BY LAZERE SECOND KANE TO TRANSFER THE MEADOWS OF ST. FRANCIS TOWNHOME LOTS TO THE EDA A NO COST TO THE EDA AND AUTHORIZE THE MAYOR AND CITY STAFF TO SIGN THE ATTACHED QUIT CLAIM DEED, TRANSFER OF MASTER DECLARANT RIGHTS DOCUMENT AND ANY OTHER DOCUMENTS NECESSARY TO ACCOMPLISH SUCH TRANSFER UPON PROOF OF RECORDING OF THE RECORDED TRANSFER OF SPECIAL DECLARANT RIGHTS AND FIRST AMENDMENT TO DECLARATION. McClish stated as the EDA president the EDA is in full support of this transfer. Motion carried 4-0.

c. **Staff:**

Building Official: Rental Housing Ordinance Update: Building Official Andy Schreder stated he appreciated the opportunity to update the City Council. At the October 6, 2014 City Council meeting staff was asked to bring back a comparison of Rental Licensing programs from neighboring municipalities including the fees charged after two property owners raised concerns over our fees. St. Francis' Rental Ordinance became effective January 2014. This ordinance required owners of rental property in the City to obtain a rental license and conform to details of the programs. The program summary and a comparison page was provided to the City Council. It takes a fair amount of staff time to implement this program at the front end. Letters were sent out and if there is no response another set of letters are mailed along with phone calls to set up the inspections. The inspector then goes out for the inspection and documents the findings. We were directed to make this program self-sufficient. After the initial two years when you look at the renewal fees, we are similar to other communities. I just want to clarify if there was any miss understanding on the license programing and how it works.

Kane said the Mayor Tveit said he has received a number of calls from Mr. Weaver regarding the fees. Schreder said I too have spoken with Mr. Weaver. Lazere said we do want multifamily homes in St. Francis. Some cities have per building instead of per unit. Schreder said that was discussed during the research stage of the program. Brown said he really doesn't know the best way to proceed. It does keep a lot of buildings up to code. Schreder said it does take time to administer this program. Brown asked about a tiered program. Schreder said we have talked at the staff level and we do have one property owner that approached us. We have agreed to work with them on payments. Once we get past the implementation of the program, we will be similar to most communities.

Update on Building Activity: Building Official Andy Schreder gave a brief summary of the Building Permit activity for year to date. Duties of the Building Department includes providing permit plan reviews, issuance and inspections for projects including building, plumbing, heating and on-site septic on commercial and residential properties in the cities of St. Francis and Nowthen. Staff also conducts code enforcement follow ups for resident complaints in both cities. However, rental dwelling and vacant property registration activities are enforced in accordance with City Ordinances only in St. Francis. Anoka County identified 250 homes as non-homestead tax status and of those 100 are rental dwellings, 20 are vacant and another 90 are yet to be classified. Some of the non-homestead properties have been determined to be sold through contract for deed, relative rental or seasonal properties that do not qualify as a rental property or vacant. To date 218 building permits have been issued in St. Francis and approximately 175 in Nowthen. As of October 16, 2014 fifteen (15) new home permits were issued in St. Francis comparing to eight (8) at this time last year. Today we started with a non-paid intern that is a student at North Hennepin for building inspection. There is no budget impact with the internship as it is a non-paid position as the student gains experience in a municipal setting and the City benefits from additional help.

Finance Dept.:

Fire Dept.:

Public Works:

Liquor Store:

Police Dept.:

City Administrator:

9. **Reports from Council Members:** McClish attended the Fire Prevention Open House on Saturday, October 11 at the fire station. Thank you to the Fire Department, St. Francis Lions and the Boy Scouts for volunteering.

Kane reported the St. Francis Rec Committee met with the EDA and the space needs study contract should be at city hall this week for signatures.

10. **Report from Mayor:** None.

11. **Old Business:** McClish would like to bring up the parking problem along 235th East of Rum River Blvd. During soccer games, you can hardly get traffic through. I believe we have discussed this before. Council asked staff to see what could be done to solve this problem.

12. **New Business:** Brown stated he overheard a conversation before the meeting with council member Lazere and some students who are in the audience. Lazere stated they would like to do a Community Garden in the city of St. Francis. Brown thanked them for coming forward and this will be placed on a future agenda.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:07 pm.

Barbara I. Held, City Clerk