

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

CITY COUNCIL MINUTES

November 3, 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 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 NOVEMBER 3, 2014 CITY COUNCIL AGENDA. Add 8c. Police Department: Authorization to order 2015 Police Squad Motion carried 5-0.
4. **Consent Agenda:** MOTION BY KANE SECOND McCLISH TO APPROVE THE NOVEMBER 3, 2014, CITY COUNCIL CONSENT AGENDA AS A-D AS FOLLOWS:
 - a. City Council Minutes – October 20, 2014
 - b. Enter into a Management Agreement with the St. Francis Homerun Club for the staffing and maintenance of the Warming House/Rinks this season.
 - c. St. Francis Lions Club – One Day Gambling Permit (Bingo) @ St. Francis Am Legion for 11/22/14.
 - d. Payment of Claims \$167,863.94 (Check #68076-68152)
Motion carried 5-0.
5. **Meeting Open to the Public:** Roger Hjellming signed up before the meeting but would like to address the city council on his fines. Therefore, the council will hear from Mr. Hjellming during the public hearing.
6. **Petitions, Requests, Applications:**
 - a. **Public Hearing: Certifying Assessments for Delinquent Utilities, Miscellaneous Invoices and Administrative Fines: Resolution 2014-35:** Mayor Tveit opened the Public Hearing at 6:03 pm.

Roger Hjellming, 23612 Tamarack Street stated he has lived at that location about 30 years. Wondering why I am on this list (delinquent invoices). I have been working on cleaning up my property. I am older now and want to know why my fines are so high and I have been trying to work with you. Is the person here from the City that I get the letters from? I gave up finally talking to him. I don't know how to do it any faster by mine means. Tveit said let us ask our building official about the background information. Building Official Andy Schreder said, unfortunately I did not bring the supporting documents with me tonight. I had tried on a great number of occasions to contact him. He did not return my attempts to contact me. I have been to the property a several different times. There have been some removal of items but still has numerous items. We do go on complaint basis. Roger Hjellming said I have talked to him and

tried to stay in touch. I still have stuff to be removed but why do you want to beat me up with the fines. These notices didn't start until I had a fire a couple years. Plus now being sued by my neighbor. I will just go sit down. Why is it someone unanimous can make a complaint and you act on it. It is not right. Tveit said we are not attacking your character and your bad luck. Hjellming said I do not have one neighbor that would have complained. If I paid the fine, can I leave it there for a while? I guess it is whatever you decide. Good luck on the elections. No one else was in attendance to address the city council on the assessments.

Mayor Tveit closed the Public Hearing at 6: 20 pm

MOTION BY McCLISH SECOND KANE TO ADOPT RESOLUTION 2014-37 A RESOLUTION CERTIFYING ASSESSMENTS FOR DELINQUENT UTILITIES, MISCELLANEOUS INVOICES AND ADMINISTRATIVE FINES. Tveit asked when does this need to be certified. Mulvihill said by the end of the month. Tveit would like some background information on the fines. I ask that we pull his name from the list at this time. Mulvihill said these citations are from 2013 roughly a year and half ago. McClish and Kane agreed to withdraw the motion and table this until the November 17, 2014 City Council meeting. MOTION BY McCLISH SECOND LAZERE TO TABLE THE CONSIDERATION OF RESOLUTION 2014-35 UNTIL THE NEXT REGULAR CITY COUNCIL MEETING NOVEMBER 17, 2015. Motion carried 5-0.

b. Public Hearing: Certifying Assessments for the Aztec Street Improvement: Resolution 2014-36: Voge reported this is the final step in the Aztec Street Improvement using the MN 429 Process. Voge gave a power point presentation on the proposed assessment. Mayor Tveit opened the Public Hearing at 6:31 pm. No one was in the audience to address the Aztec Street Improvement.

Mayor Tveit closed the Public Hearing at 6:31 pm.

MOTION BY KANE SECOND BROWN TO ADOPT RESOLUTION 2014-36 A RESOLUTION CERTIFYING ASSESSMENTS FOR THE AZTEC STREET IMPROVEMENT. Motion carried 5-0.

7. Ordinances & Resolution:

a. Ordinance 200, Second Series: Amending Section 7-4 of the City Code Regarding Winter Parking Restrictions & Parking Violations (Second Reading): MOTION BY KANE SECOND LAZERE TO APPROVE THE SECOND READING OF ORDINANCE 200, SECOND SERIES AMENDING SECTION 7-4 OF THE CITY CODE REGARDING WINTER PARKING RESTRICTIONS & PARKING VIOLATIONS. Kane said he has a couple of questions regarding the winter parking ordinance. In the ordinance, it states we can order emergency snow routes. Teicher said as the city grows we will determine what those routes will be. We wanted to make sure it was in our ordinance so when we did need to determine the routes it was already in place. In addition, it states with the mayor's determination of calling a snow emergency. Teicher again we are not to that point but want the wording in the ordinance. Kane said in the city of Isanti they have signs stating when you cannot park on the streets during certain times of the year. Teicher said we too have streets posted. Roll Call: Ayes: Lazere, Brown, McClish, Kane and Tveit. Nays: None. Motion carried 5-0.

b. Resolution 2014-37: Authorizing Summary Publication of Ordinance No. 200, Second Series Amending the City Code Regarding Winter Parking Restrictions and Violations: MOTION BY McCLISH SECOND LAZERE TO ADOPT RESOLUTION 2014-37 A RESOLUTION AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE NO. 200, SECOND SERIES AMENDING THE CITY CODE REGARDING WINTER PARKING RESTRICTIONS AND VIOLATIONS. Motion carried 5-0.

c. Resolution 2014-38: Approving Transfer of Master Declarant Rights and First Amendment: This Resolution Approves the Transfer of Master Declarant Rights and First Amendment (The Meadows of St. Francis) is the same action previously approved by the City Council by motion. The Recorder's Office would like this in a Resolution format to assist with recording these documents. MOTION BY LAZERE SECOND McCLISH TO ADOPT RESOLUTION 2014-38 A RESOLUTION APPROVING TRANSFER OF MASTER DECLARANT RIGHTS AND FIRST AMENDMENT. Motion carried 5-0.

8. Reports of Consultants & Staff Members:

a. Engineer: Water System Model Memorandum: City Engineer Jared Voge provided a memorandum on developing a Water System Model for St. Francis after staff discussion. With the discussion of expanding the City's water service area this document would be used to evaluate the existing system and developing the best value plan for implementing future capital improvements for a safe and reliable water supply. The estimated cost for the Water System Model is \$17,500. MOTION BY KANE SECOND LAZERE AUTHORIZING THE PREPARATION OF A WATER SYSTEM MODEL FOR THE CITY OF ST. FRANCIS. Tveit asked who makes the updates on this model. Voge said the model drawings are completed the same as the record drawing. Kane said I look at this as another tool to help future businesses. Motion carried 5-0.

Miscellaneous Items: 235th Avenue Parking: I have been informed that parking along 235th is problem during school sporting events. We will look at the various options.

Voge also reported the Pederson Drive pedestrian crossing should be at a future meeting.

School Speed Zone: Have been in contact with MnDOT and should have more information on this item too in the near future.

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 McClish to go into a closed meeting at 6:51 pm. Motion carried 5-0.

The City Council was back in session at 8:04 pm. Lepak stated he had nothing further to report.

c. Staff:

Building Official:

Finance Dept.: 2013 Certificate of Achievement for Excellence in Financial

Reporting: Mayor Tveit presented Finance Director Darcy Mulvihill the 2013 Certificate of Achievement. St. Francis received a Certificate of Achievement for Excellence in Financial

Reporting on our comprehensive annual financial report (CAFR) for the fiscal year ended December 31, 2014. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual or department designated by the government as primarily responsible for its having earned the Certificate. Therefore, Finance Director Darcy Mulvihill was awarded the AFRA. Mulvihill acknowledge the auditing firm of Abdo, Eick and Meyers office for all their help.

Fire Dept.: Department Update: Tabled

Public Works:

Liquor Store:

Police Dept.: 2015 Police Squad: Chief Harapat said they have heard that Dodge is going to be making some changes to the 2015 squads. Chief Harapat was informed by the dealership; the waiting time may be longer, so Chief Harapat asked the City Council authorization to be placed on the waiting list for 2015 squads. We have budgeted buying two for 2015. They more than likely will not be here until March or April of 2015. MOTION BY BROWN SECOND KANE TO AUTHORIZE THE POLICE DEPARTMENT TO ORDER TWO NEW 2015 POLICE SQUADS. Motion carried 5-0.

City Administrator:

9. **Reports from Council Members:** Lazere stated don't forget to vote tomorrow.

Kane stated he is honored to be part of the strategic plan process for ISD #15. There are three essential teams; Core Planning, Action Planning and Measurement Design. I am on the core planning committee. This is the first for ISD #15. It is a ten-year plan with a five-year action plan. There is also an action plan committee. This plan should be implemented for the 2015-2016 school year. I really enjoyed this experience.

Kane also stated I will be done with this council seat after tomorrow's election. I will not be at the next meeting.

10. **Report from Mayor:** Mayor Tveit reminded everyone to vote. There is a special two-year election on the ballot. Richard Orpen is running unopposed. Assuming he wins, Orpen will then take over the remaining two years of the term (Mike Haggard's). Therefore, I would like to thank Kane for his service.

We need to set a date to certify the election results. I would like set that date tonight so I will bring it back up in New Business. I also got a call from a person about the rapid flashing lights on Hwy 47. This person said it was not working one morning. In addition, could we get more lighting at that intersection?

11. **Old Business:** None.

12. **New Business:** McClish would like to address the EDA committee membership. After the election tomorrow, we may have three councilmembers on the board. Tveit said I would resign from the Economic Development Authority board.

Tveit said I received a letter from the American Legion in regards to the gambling proceeds. Lepak said what we are doing is the same as a number of other cities. We can contact the attorney general's office for their opinion.

The date to certify the election will be set for Wednesday, November 12, 2014 at 4:30 pm. This meeting will take place at city hall.

13. **Adjournment:** The Regular City Council meeting adjourned at 8:23 pm.

Barbara I. Held, City Clerk