

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

CITY COUNCIL MINUTES

November 17, 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 Tim Brown, and Chris McClish. Steve Kane excused. Amy Lazere absent. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Fire Chief Dean Kapler, Building Official Andy Schreder, Liquor Store Manager John Schmidt, Finance Director Darcy Mulvihill, City Clerk Barb Held and Council Elect Rich Skordahl.

Council member Lazere arrived at 6:01 pm.

a. **City Council Minutes-November 3, 2014:** MOTION BY BROWN SECOND McCLISH TO APPROVE THE NOVEMBER 3, 2014 CITY COUNCIL MINUTES. Motion carried 4-0.

b. **Special City Council Minutes-November 12, 2014:** MOTION BY BROWN SECOND LAZERE TO APPROVE THE SPECIAL CITY COUNCIL MINUTES OF NOVEMBER 12, 2014 THAT INCLUDED RESOLUTION 2014-39 A RESOLUTION ACCEPTING THE RESULTS OF THE 2014 GENERAL ELECTION HELD TUESDAY, NOVEMBER 4, 2014. Motion carried 4-0.

Mayor Tveit thanked Steve Kane, who was not here this evening for filling the vacancy created by Mike Haggard's resignation.

**Tveit would like to pause and have Richard Orpen take the Oath of Office.**

**Oath of Office:** City Attorney Scott Lepak administered the Oath of Office to Richard Orpen who is filling the unexpired two year term due to the resignation of Michael Haggard. The council welcomed Richard Orpen.

3. **Adopt Agenda:** MOTION BY LAZERE SECOND McCLISH TO ADOPT THE NOVEMBER 17, 2014 CITY COUNCIL AGENDA. Motion carried 5-0.

4. **Consent Agenda:** MOTION BY LAZERE SECOND BROWN TO APPROVE THE NOVEMBER 17, 2014, CITY COUNCIL CONSENT AGENDA AS FOLLOWS:

a. Payment of Claims \$345,500.32 (Check #68153-68243 \$ 245,367.95 and ACH 100E & 101E \$100,132.37)  
Motion carried 5-0.

5. **Meeting Open to the Public:** Bob and Mary Olson, 7175-245<sup>th</sup> Avenue NW, Isanti County. We understand you have business on the agenda regarding 245<sup>th</sup> Joint Powers Agreement. We always considered 245<sup>th</sup> a small township road. We request that maintenance be

approved especially snow plowing. We have contacted St. Francis Public Work Department but they had trouble turning their equipment around. This road is a partially registered road. The Isanti side was recorded but the Anoka County side was never recorded back in 1988. There is a limited number of people that live on this road. A Stanford Township board member said they are not sure how they are going to address the Joint Powers Agreement. Bob said we want to work with the city but are not sure what the document says. Mary said we are here for the other residents too. The easements obtained should be equal on both sides of the road. Tveit asked how many residents live on this road. Bob said three but we own 75% percent of the property along the road. We just want to be kept informed on what is going on.

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

a. **Tammy Omdal of Northland Securities: Long Range Financial Planning:** Tammy Omdal was present to discuss the item in the City Council packet on the long range financial planning. This gives you a tool for a continuous plan to manage the City. Tveit asked how would future councils use this. Omdal stated this would be a better tool for staff to use for budgeting purposes. Tveit asked Teicher is this something that we could use? Teicher said it is up to the City Council but it would be utilized. Tveit asked how would we identify the funding source. Teicher stated each department would contribute to pay their allocation. Lazere asked about the maintenance of this plan. Omdal said once the initial plan is completed, it will be given to the City and then the staff would make the annual or necessary changes. Lazere so this is a one-time fee for the plan. Omdal said yes. **MOTION BY LAZERE SECOND McCLISH ENTER INTO THE FINANCIAL PLANNING AGREEMENT WITH NORTHLAND SECURITIES, INC.** Orpen asked is this something the staff would be able to utilize. Teicher said yes we did see some samples and Finance Director Darcy Mulvihill said she feels comfortable using it. Motion carried 5-0.

7. **Ordinances & Resolution:**

a. **Resolution 2014-35: Certifying Assessments for Delinquent Utilities, Miscellaneous Invoices, Administrative Fines and unpaid Escrow Accounts:** This was tabled at the last City Council meeting for clarification on the background of the Administrative Fines Roger Hjellming received. Tveit stated in the packet there was a document showing about 15 or 16 different documented contacts in 2013. Lazere asked if this property is cleaned up. Tveit said it is my understanding the property still is not cleaned up. Building Official Andy Schreder said the property owner had made a goal to have it cleaned up by last November but it is still not cleaned up. Lazere asked if he still is being fined. Schreder said no he is not incurring fines this year. Tveit said I think the property is making some progress and this program gives them time. Brown said I did go out to the property and it does need work however, he is on a fixed income and has lived there for 30 years. I think we need to look on these case by case. I do not want anybody put out of there place. Tveit said but we should not change or alter our ordinance for a one time occurrence. Currently this is our policy. Orpen said 18 months should be plenty of time to have it cleaned up. **MOTION BY LAZERE SECOND ORPEN TO ADOPT RESOLUTION 2014-35 A RESOLUTION AUTHORIZING AND DIRECTING CERTIFICATION OF MUNICIPAL UTILITY SERVICES, MAINTENANCE OF PRIVATE PROPERTY, ADMINISTRATIVE CIVIL NOTICE FEES, REPAIR OF LEAKS AND UNPAID ESCROW ACCOUNTS AS A LIEN UPON PREMISES.** Motion carried 4-1. Brown voting nay.

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

a. **Engineer: 1) New Kerry Street alignment associated with the Bridge Street project – “Municipal State Aid Designation” – Resolution 2014-40 and Resolution 2014-41:**

City Engineer Jared Voge gave an over view of his memorandum in regards to Municipal State Aid Streets. The roundabout construction will affect the Kerry Street designation as a MSA street. Within this project Kerry Street configuration will change and it will no longer be considered for Municipal State Aid. Adoption of the two resolutions will enable the City to utilize State Aid funds for the City’s portion of the costs associated with the Kerry Street re-alignment, which is part of Anoka County’s 2015 Bridge Street Improvement Project. MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION 2014-40 A RESOLUTION REVOKING MUNICIPAL STATE AID STREETS. Motion carried 5-0.

MOTION BY McCLISH SECOND LAZERE TO ADOPT RESOLUTION 2014-41 A RESOLUTION ESTABLISHING MUNICIPAL STATE AID STREETS. Motion carried 5-0.

**2) Miscellaneous Updates: School Speed Zone and the Waste Water Treatment Facility Project:** Voge gave an update on school speed zone. The metro division of MnDOT supports the change but does not know what the change will be. As soon as I receive any documentation, I will forward it on to the city council stated Voge.

Staff has been assembling documents for the WWTF upgrade. We have toured other facilities that are similar what is being planned for St. Francis. We are currently on track for the PFA deadline in March.

**3) Joint Powers Agreement with Stanford Township regarding 245<sup>th</sup>:** City Planner Nate Sparks provided a memorandum on the 245th Avenue Easement issue. The Olson’s gave a very good background on this street. The City has been working with Stanford Township on a Joint Powers agreement regarding the sharing of maintenance responsibilities for 245th Avenue NW (East of Nacre Street). When researching the right-of-way documents in order to create a cul-de-sac for a turn around, it was discovered that the right-of-way easements for 245th East of Nacre Street were not completely recorded. Staff is requesting permission to acquire the easements needed and continue working with Stanford Township Board on defining the right-of-way and the Joint Powers Agreement. Tveit stated so Stanford Township will maintain this road. Voge stated nothing is in writing at this time. Tveit asked if the cost of obtaining the easements will that be a shared cost? Voge said it is our understanding there would be no cost associated with acquiring the easements. MOTION BY LAZERE SECOND McCLISH TO AUTHORIZE CITY STAFF TO ACQUIRE THE NEEDED EASEMENTS AND WORK WITH STANDFORD TOWNSHIP ON A JOINT POWERS AGREEMENT. Motion carried 5-0.

**b. Attorney: Closed meeting pursuant to Minn. Stat. Sec. 13D.05 to discuss allegations or charges against individual subject to council authority:** Lepak requested a motion to go into a closed session. Motion by Tveit second Lazere to go into a closed meeting at 6:49 pm. Motion carried 5-0.

The City Council was back in session at 7:06 pm. Lepak stated he has nothing further to report.

c. **Staff:**  
**Building Official:**

**Finance Dept.: Fire Dept.:** Department Update: Chief Kapler explained the recruitment process for hiring new fire fighters. Chief Kapler stated the first step is an informational meeting that will be held on December 6, 2014 starting at 9:00 am at the fire station. We want the potential firefighters to bring in their significant others with so they can learn about the time commitment of being a firefighter.

**Public Works:**

**Liquor Store:**

**Police Dept.:**

**City Administrator:** Lepak stated at the last meeting there was discussion about not having more than two council members on the EDA. Mayor Tveit since then submitted his letter of resignation. Council member Orpen was a community member appointment to the EDA. MOTION BY TVEIT SECOND LAZERE TO APPOINT COUNCILMEMBER ORPEN TO THE EDA AS A COUNCIL REPRESENTATIVE. Motion carried 5-0. Lepak stated with that action there is a vacancy on the EDA for a resident member. We could solicit candidates just like other commissions with posting it on the website along with posting notice. Council agrees with this process.

9. **Reports from Council Members:** Brown wants to wish everyone a safe and Happy Thanksgiving and to be thankful for what you have.

Orpen stated he is excited to be here and work for the City for the next couple of years.

10. **Report from Mayor:** I know the last week has been trying for our residents and our public works department with the amount of snow we received. I got calls from residents about the roads so maybe we should hire an additional worker for our public works department. In the budget, Tveit asked Teicher are there funds to hire an additional employee in the public works department. Teicher reported we have budgeted a person in the street/parks department for 2015 and one in the water/wastewater department for 2016. Tveit stated I would like the city council to think about hiring in these two departments. McClish said I would support a hire in 2015. Tveit asked would the Council be opposed for staff to place this on the agenda. Council agreed to place this on a future agenda. Orpen said he would like to see how this person would be utilized.

11. **Old Business:** None.

12. **New Business:** Tveit said I would like to tweak our administrative fine program. I don't think we need to change the ordinance but look at the wording. Some landowners are trying and some don't even try and hopefully we can try and work with the property owners. Brown said I think location is key but not sure how we are going to change it.

13. **Adjournment:** The Regular City Council meeting adjourned at 7:23 pm.