

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

CITY COUNCIL MINUTES

December 15, 2014

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Pro Tem Tim Brown at 6:00 pm.
2. **Roll Call:** Present were Mayor Pro Tem Tim Brown, Council members Richard Orpen, and Amy Lazere. Mayor Jerry Tveit and Councilmember Chris McClish excused. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Fire Chief Dean Kapler, Finance Director Darcy Mulvihill, City Clerk Barb Held and Council Elect Steve Kane and Rich Skordahl.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND ORPEN TO ADOPT THE DECEMBER 15, 2014 CITY COUNCIL AGENDA. Motion carried 3-0.
4. **Consent Agenda:** MOTION BY LAZERE SECOND ORPEN TO APPROVE THE DECEMBER 15, 2014, CITY COUNCIL CONSENT AGENDA AS FOLLOWS:
  - a. City Council Minutes – December 1, 2014
  - b. Payment of Claims \$\$410,598.97 (Check #68298-68421 \$305,355.16 and ACH 102E-103E \$104,243.81 ) Motion carried 5-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
7. **Ordinances & Resolution:**
  - a. **Resolution 2014-43: Certifying Taxes Payable in 2015:** MOTION BY LAZERE SECOND ORPEN TO ADOPT RESOLUTION 2014-43 A RESOLUTION CERTIFYING TAXES PAYABLE IN 2015. Motion carried 3-0.
  - b. **Resolution 2014-44: Adopting a Budget for 2015:** MOTION BY LAZERE SECOND ORPEN TO ADOPT RESOLUTION 2014-44 A RESOLUTION ADOPTING A BUDGET FOR 2015. Motion carried 3-0.
  - c. **Resolution 2014-45: End of Year Transfers:** MOTION BY LAZERE SECOND ORPEN TO ADOPT RESOLUTION 2014-45 A RESOLUTION APPROVING THE END OF YEAR TRANSFERS FOR THE YEAR 2014. Motion carried 3-0.
  - d. **Resolution 2014-46: License Renewals for 2015:** MOTION BY LAZERE SECOND ORPEN TO ADOPT RESOLUTION 2014-46 A RESOLUTION APPROVING THE LICENSE RENEWALS FOR 2015. Orpen asked about the Ponds prorated liquor license fee request. Brown stated the council has prorated the fee in the past because they are not open during the winter months. Lazere asked about Tasty Pizza and didn't they have a beer/wine license in the past. Held said they did but did not apply for one at this time. Motion carried 3-0.
8. **Reports of Consultants & Staff Members:**
  - a. **Engineer:**

**b. Attorney: City Administrator Search:** Lepak reported he had contact with the incoming mayor to see if he wanted to wait for the new council to discuss how to proceed on the recruitment and hiring process of a city administrator, or does the city council want to act on it tonight. Lepak stated Kane had expressed an interest in getting the city administrator search underway as soon as possible and is supportive of using Barna, Guzy and Steffen to assist in the recruitment and hiring process. Lazere would like to wait for the new council to make that decision being we are short members this evening. Orpen and Brown agreed to wait.

**c. Staff:**

**Building Official:**

**Finance Dept.:**

**Fire Dept.: Joint Fire Update:** Lepak stated after extensive discussions and work toward creating a joint powers fire department, the representatives from the various cities (Bethel, Nowthen, Ramsey and St. Francis) have not been able to resolve a number of key issues associated with such an entity, notably the contribution toward a fire relief association was the main issue. Accordingly, this matter is not going to be pursued further at this time. Brown said when it failed the last time wasn't it for the same reason. Lepak said exactly. Brown said perhaps the next time we should start with the relief association contributions.

**Public Works:** Public Works Director Paul Teicher presented three different items for council consideration. Teicher gave a background on the number of staff they have had over a the years including both full and part timers. Orpen asked are the two supervisory positions going to additional training or are we just going to add a supervisory title. Teicher said they would be the go to person and will be working supervisors. It definitely helps me out with the administrative portion of my job, stated Teicher.

**1) Minor Revisions to Job Descriptions:** MOTION BY LAZERE SECOND ORPEN APPROVING THE MINOR CHANGES TO ALL THE PUBLIC WORKS JOB DESCRIPTIONS. Motion carried 3-0.

**2) Reclassify and Fill Two Supervisory Positions:** MOTION BY ORPEN SECOND LAZERE TO RECLASSIFY AND FILL THE TWO SUPERVISORY POSITIONS. Motion carried 3-0.

**3) Authorization to Hire Additional Streets/Parks Employee:** MOTION BY LAZERE SECOND ORPEN AUTHORIZING STAFF TO ADVERTISE FOR A STREETS/PARKS EMPLOYEE. Motion carried 3-0.

**Liquor Store:**

**Police Dept.:**

**City Administrator:** Acting City Administrator Paul Teicher stated just as a reminder there will be a picture with Santa this Thursday at the Police/Public Works building from 5 – 8 pm. I would also like to wish everyone a Happy and Safe Holidays. Starting at 5:30 pm before the next council meeting, January 5 we will have a reception for the outgoing and incoming mayor and council members.

9. **Reports from Council Members:** Brown thanked Council member Lazere for her two years of service. In addition, I too would like to wish everyone Happy Holidays.

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

11. **Old Business:** None.

12. **New Business:** None.
13. **Adjournment:** The Regular City Council meeting adjourned at 6:18 pm.

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Barbara I. Held, City Clerk