

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

CITY COUNCIL MINUTES

December 16, 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 Amy Lazere, Tim Brown and Chris McClish. Also present were Police Chief Jeff Harapat, Police Sergeant Jake Rehling, Public Works Director Paul Teicher, City Administrator Matt Hylen and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY LAZERE SECOND BROWN TO ADOPT THE DECEMBER 16, 2013 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** Tveit stated just a note that revised minutes were distributed out before the meeting. MOTION BY McCLISH SECOND LAZERE TO APPROVE THE DECEMBER 16, 2013, CITY COUNCIL CONSENT AGENDA AS A –F AS FOLLOWS:
 - a. Approve the City Council Minutes of December 2, 2013.
 - b. Receive and file the EDA Minutes of October 7, 2013.
 - c. Accept the resignation of Public Works Employee Aaron Schroeder
 - d. Approve the Tobacco License for All Seasons Home Furnishing at 3220 Bridge Street
 - e. Approve the 3.2 Malt Liquor Permit for Reliance/Super America at 22945 Lake George Blvd.
 - f. Payment of Claims \$290,176.37 (Check #66575-66662 \$199,711.33 and ACH 74E & 75E \$90,465.04)Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:** None.
7. **Ordinances & Resolution:**
 - a. **Ordinance 186, Second Series –Amending Section 8-7-3 Entitled “Disposal of Excess Property” (2nd Reading):** MOTION BY McCLISH SECOND BROWN TO APPROVE THE SECOND READING OF ORDINANCE 186, SECOND SERIES AMENDING SECTION 8-7-3 ENTITLED “DISPOSAL OF EXCESS PROPERTY”. Roll Call: Ayes: Brown, Lazere, McClish, and Tveit Nays: None. Motion carried 4-0.
 - b. **Ordinance 187, Second Series - Amending Section 2-9-1 Regarding the Fee Schedule 2014 (2nd Reading):** MOTION BY BROWN SECOND LAZERE TO APPROVE THE SECOND READING OF ORDINANCE 187, SECOND SERIES AMENDING SECTION 2-9-1 REGARDING THE 2014 FEE SCHEDULE, Roll Call: Ayes: McClish, Brown, Lazere, and Tveit. Nays: None. Motion carried 4-0.
 - c. **Ordinance 188, Second Series – Amending Section 4-2 Entitled “Rental Housing Licensing” (2nd Reading):** MOTION BY McCLISH SECOND LAZERE TO APPROVE THE SECOND READING OF ORDINANCE 188, SECOND SERIES

AMENDING SECTION 4-2 ENTITLED “RENTAL HOUSING LICENSING”. Roll Call: Ayes: Lazere, Brown, McClish, and Tveit. Nays: None. Motion carried 4-0.

d. Ordinance 189, Second Series – Amending Section 10-20-2-D Regarding District Standards for Fences (2nd Reading): MOTION BY BROWN SECOND LAZERE TO APPROVE THE SECOND READING OF ORDINANCE 189, SECOND SERIES AMENDING SECTION 10-20-2-d REGARDING DISTRICT STANDARDS FOR FENCES. Roll Call: Ayes: Brown, McClish, Lazere, and Tveit. Nays: None. Motion carried 4-0.

e. Ordinance 190, Second Series – Amending Sections 10-16-15 and 8-2-6 Regarding Property Access and Parking in Residential Areas (2nd Reading): MOTION BY McCLISH SECOND LAZERE TO APPROVE THE SECOND READING OF ORDINANCE 190, SECOND SERIES AMENDING SECTION 10-16-15 AND 8-2-6 REGARDING PROPERTY ACCESS AND PARKING IN RESIDENTIAL AREAS. Roll Call: Ayes: Lazere, Brown, McClish, and Tveit. Nays: None Motion carried 4-0.

f. Ordinance 191, Second Series – Amending the City Charter to Hold a Primary (1st Reading): MOTION BY McCLISH SECOND BROWN TO APPROVE THE FIRST READING OF ORDINANCE 191, SECOND SERIES AMENDING THE CITY CHARTER TO HOLD A PRIMARY. Roll Call: Ayes: Brown, Lazere, McClish and Tveit. Nays: None. Motion carried 4-0.

g. Ordinance 192, Second Series – Amending the City Charter to Clarify Vote counting for Write in Candidates and to Comply with Current Law (1st Reading): MOTION BY LAZERE SECOND McCLISH TO APPROVE THE FIRST READING OF ORDINANCE 192, SECOND SERIES AMENDING THE CITY CHARTER TO CLARIFY VOTE COUNTING FOR WRITE IN CANDIDATES AND TO COMPLY WITH CURRENT LAW. Roll Call: Ayes: McClish, Brown, Lazere, and Tveit. Nays: None. Motion carried 4-0.

h. Resolution 2013-42: 2014 License Renewals: MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION 2013-42 A RESOLUTION APPROVING THE 2014 LICENSE RENEWALS. Motion carried 4-0.

i. Resolution 2013-43: Certifying Taxes Payable in 2014: MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2013-43 A RESOLUTION CERTIFYING TAXES PAYABLE IN 2014. McClish just wanted to mention that this includes a zero percent levy increase again this year. Motion carried 4-0.

j. Resolution 2013-44: Adopting a Budget for 2014: MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION 2013-44 A RESOLUTION ADOPTING A BUDGET FOR 2014. Motion carried 4-0.

k. Resolution 2013-45: End of Year Transfers: MOTION BY LAZERE SECOND McCLISH TO ADOPT RESOLUTION 2013-45 A RESOLUTION APPROVING THE END OF YEAR TRANSFERS. Motion carried 4-0.

8. Reports of Consultants & Staff Members:

- a. **Engineer:**
- b. **Attorney:**
- c. **Staff:**

Building Official:

Fire Dept.:

Public Works:

Liquor Store:

Police Dept.:

City Administrator: Joint Fire Update: Hysten reported on last Thursdays Joint Fire meeting. They are still active and a lot of committee work has been completed with some still going on. Four of the five cities have agreed to move on. Continued research is proceeding. The next meeting is January 23, 2014. We are hoping the final reports from the committees will be heard at this meeting.

9. **Reports from Council Members:** Brown just asked Hysten if the City returned the call to the City of Bethel on water

Lazere reported on upcoming dates; this Wednesday the Chamber as a planning Pioneer Days meeting starting at 11:00 am in the community room. The St. Francis Chamber's annual dinner this year will be holding a Murder/Mystery Dinner on January 31, 2014 at the Refuge Golf Course. Lazere stated she was excited about the retreat that we (the city council) attended.

McClish thanked Chief Harapat for his professionalism at the last city council meeting. It was not an easy situation to be in. Wish everyone safe and happy holidays.

10. **Report from Mayor:** Tveit stated he too thought the workshop was very productive.

About three weeks ago, I met with representatives of the non-union employees, not all of them could make it do to fact I get back in town late. They indicated the Federal COLA for 2014 is 3.25 %. McClish was thinking somewhere between 2.5 and 3%. I would like to try to keep up with inflation. Tveit stated we budgeted a 2% increase. Brown asked why are we talking about this after we approved the budget. Therefore, if we give more than 2% we will have to cut somewhere else. Tveit said if you like we could table this. Lazere would also like to table this to see what the amount would be over the 2%. Tveit asked the city clerk to place this item on the January 6, 2014 agenda.

Again, I would just like to mention the Mayor's Snowmobile ride February 1, 2014. Any proceeds made will be divided between the five cities. St. Francis' proceeds will be going to the St. Francis Ambassador program.

11. **Old Business:** Brown said the 40-degree temperatures are coming. Tveit stated Brown is always saying the snowmobile ride will be cancelled and it has been.

12. **New Business:** Tveit stating we brainstormed a lot during the work shop/retreat we attended. One of the topics was to meet for a work session every month. McClish stated maybe start off every other month. Lazere said she would like to meet before the regular city council meetings. Brown said every other month would be good to start with. Tveit said sometimes, it is tough for me to get here early. Tveit asked do we have a date and time. McClish asked what

about the first meeting of every other month. Consensus of the council agreed to meet every other month starting in January 2014 at 5:15 pm before the regular city council meeting.

Unanimously we are supportive of our fire department and they are doing a great job. We agreed we would like the city council to attend their meetings to show support. Tveit asked that their general meetings be listed on the calendar of events. We can talk about who will be attending the meetings at our council meetings that we do not have too many attending, violating the open meeting law.

Brown said coming up in January 2014, we will have applications to fill the council vacancy. How are we going to proceed? Hysten said after 30 days, the council has a number of options. You can just appoint, interview each applicant or however you like. There are no rules of how you fill the vacancy. McClish said if we have just a small amount interview them all. Tveit said if we get a lot of applicants' maybe narrow it down.

At the start of the next year, we will have new appointments to the various commissions and organizations. Therefore, I would like you (the city council) to think of the different committees and let the city clerk know if you are interested in a certain committee. At the retreat, we also talked about expectations of our councilmembers. We also discussed that we want the council members be more involved in the community.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:53 pm.

Barbara I. Held, City Clerk