

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

CITY COUNCIL MINUTES

February 17, 2015

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Steve Kane at 6:00 pm.
2. **Roll Call:** Present were Mayor Steve Kane, Council members Richard Orpen, Tim Brown, and Chris McClish. Rich Skordahl excused. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), Cody Holmes (Bolton & Menk), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, Liquor Store Manager John Schmidt, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY BROWN SECOND McCLISH TO ADOPT THE FEBRUARY 17, 2015 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY ORPEN SECOND BROWN TO APPROVE THE FEBRUARY 17, 2015, CITY COUNCIL CONSENT AGENDA AS A-C AS FOLLOWS:
 - a. City Council Minutes – February 2, 2015
 - b. Approve Trinity Lutheran Church and School: 5K Run Walk for May 2, 2015
 - c. Approve the Payment of Claims for \$344,620.18 (ACH 107E-108E \$230,605.65 Checks 68601-68685 \$114,014.53Motion carried 5-0.
5. **Meeting Open to the Public:** Robert Tueffel, 23068 Kerry Street NW, was before the city council about the curve in street, sight distance problems and blind driveways along Kerry Street. My wife was hit by a car that came around the corner too fast and they did not see each other. Wondering if we could get some street signs for speed or maybe some signage that says blind driveway a head due to the trees. Mayor Kane said please meet with our public works director and police chief after the meeting to discuss this further.
6. **Petitions, Requests, Applications:**
 - a. **Wellhead Protection Plan Amendment: Public Hearing:** Robyn Hoerr of MN Rural Water Association gave a summary on the Wellhead Protection Plan Amendment. Hoerr stated she has been working with Paul (Public Works Director) on this plan and am here to supply technical support. The wellhead protection (WHP) plan amendment for the City of St. Francis was prepared by the city and in cooperation with the Minnesota Department of Health (MDH) and the Minnesota Rural Water Association. It contains specific actions that the city will take to fulfill WHP requirements that are specified under Minnesota Rules, part 4720.5100 to 4720.5590. There is a table addressing the plan of action. In addition, the support that Minnesota state agencies, federal agencies, Anoka County, and others will provide is presented to identify their roles in protecting the city's drinking water supply. The amended plan is effective for 10

years after the approval date specified by MDH, and the city is responsible for implementing its WHP plan of action. Hoerr asked if the city council had any questions. There were no questions from the city council.

Mayor Kane opened the public hearing at 6:08 pm. Mayor Kane asked numerous times if anyone in the public wanted to comment. With no public comment, Mayor Kane closed the public hearing at 6:09 pm. MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION 2015-07 A RESOLUTION ADOPTING THE WELLHEAD PROTECTION POLICY AND APPROVAL OF PLAN (Part 2). Motion carried 4-0.

7. **Ordinances & Resolution:**

a. **Resolution 2015-08: End of Year Transfers:** MOTION BY McCLISH SECOND ORPEN TO ADOPT RESOLUTION 2015-08 A RESOLUTION APPROVING THE END OF YEAR TRANSFERS. Motion carried 4-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Bldg. Official:

Fire Dept.: Drafting Job Description for Part Time Paid On-Call Fire Chief:

Staff has been gathering job descriptions from various communities. This documentation is being used to update our Part time Paid On-Call Fire Chief job description. Once the draft is completed it will be brought to the city council for review, comments and adoption.

Public Works: Hidden Ponds Park: Teicher stated last year we saw an increase in the use of the Hidden Ponds ball field. As a result, the St. Francis Youth Baseball Association (SFYBA) would like to make a donation of \$3000.00 to install dugouts (fence, benches, concrete) on this ball field. City staff obtained a quote to complete this work before the start of the baseball season in the amount of \$7405.00. Funds are available in the parks operation and maintenance budget for this work. Consensus was to move forward with the installation. Orpen asked if there were any other organizations that would want to donate. Teicher said we don't actively go out for donations but we are always open for them.

Liquor Store:

Police Dept:

City Administrator Report: "Old" Food-N-Fuel, 4020-233rd Update:

Documentation from Carlson McCain and the other from the MPCA were received in regards to the site at 4020-233rd Avenue NW. Carlson McCain was contracted by the MPCA to collect soil borings at this site. The letter from MPCA to the property owners stated they have closed the petroleum tank release site file. This means the MPCA does not require any additional investigation and/or clean up works at this time or in the foreseeable future. This property will be listed as a brown field redevelopment project.

Social Media Marketing Dollars: Staff would like to conduct a contest to promote our website and Facebook pages. Along with the memo is a listing of our Facebook post numbers and website views. The contest prize money would be Chamber Cash that way we

are supporting our local businesses too. Staff is asking for \$100.00 to run these promotions. The council was all on board to proceed.

St. Francis Area Chamber of Commerce-Pioneer Days: A memorandum was received from the Chamber president in regards to the Pioneer Days disbursement the city council agreed upon two years ago in the amount of \$12,000. In addition, the Chamber is asking if the St. Francis Bottle Shop would be sponsoring the fireworks again this year. McClish said the previous council agreement regarding the contributions he would support the disbursement. The rest of the council agreed. In regards to the fireworks donation, the council asked that they contact the Liquor Store Manager.

McClish asked if you need a motion for the Hidden Ponds Park. Teicher stated no, this is a budgeted item. Their donation helps us with this project. We were also thinking of putting some type of small plaque on the dugout thanking the SFYBA for the donation.

9. **Reports from Council Members:** McClish would like to extend a special thank you to Andover City Administrator, Jim Dickenson for helping with the interviews on the city administrator search. Also thank you to David Schaps of Barna, Guzy and Steffen for the organization of the interviews. This process was a very professional.

10. **Report from Mayor:** Kane reported the Mayor's Snowmobile Trail Ride has been cancelled this year due to the weather. The moneys that have already been collected will be divided up and go to the participating mayors. Kane stated he would donate the city's proceeds to the St. Francis Ambassador program.

I too want to give my thanks to Mr. Dickenson and Mr. Schaps in the city administrator's position search. It was a very professional process. We started out with twenty-eight applicants that were narrowed down to eight. After the interviews, we will bring that number down to three. Department heads will meet with the three final candidates and then they will come before the whole council for a final interview.

The State of the City address at the Anoka Area Chamber luncheon went fairly well.

ISD #15 Strategic Planning group will meet tomorrow which I am part of.

I will not be here for the March 16, 2015 city council meeting.

11. **Old Business:** Brown asked what is happening to the vacant lot behind the post office. I would like something to happen with that property. Teicher said we have talked to our planner and researching how it was obtained and if there are any restrictions. Brown said we had a group of girls that wanted a community garden. Maybe this would be a good location. Otherwise, I would like it fenced off.

12. **New Business:** Kane wanted to thank the students in the audience tonight. It is encouraging to see their interest in local government.

13. **Adjournment:** The Regular City Council meeting adjourned at 6:29 pm.

Barbara I. Held, City Clerk