

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

CITY COUNCIL MINUTES

April 20, 2015

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, Rich Skordahl, and Chris McClish. Mayor Steve Kane excused. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk), Fire Chief Dean Kapler, Police Chief Jeff Harapat, Acting City Administrator/Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY McCLISH SECOND SKORDAHL TO ADOPT THE APRIL 20, 2015 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY ORPEN SECOND McCLISH TO APPROVE THE APRIL 20, 2015, CITY COUNCIL CONSENT AGENDA AS A-B AS FOLLOWS:
 - a. City Council Minutes – April 6, 2015
 - b. Approve the Payment of Claims for \$440,528 (ACH 112E – 113E \$99,203.11 and Checks 68894-68952 \$341,324.89)Motion carried 4-0.
5. **Meeting Open to the Public:** None.
6. **Petitions, Requests, Applications:**
 - a. **Martinson Easement Vacation-Public Hearing:** Martinson Machine LLLP has made an application for a vacation of the roadway easement for Zea Street and the former location of Stark Drive. This is related to the recently approved preliminary plat for the Martinson Addition. Planner Nate Sparks provided a memorandum in regards to their request. A public hearing is required for the vacation of the easements related to the re-plat. The final plat will be brought forward at a later date along with a resolution for the vacation. Mayor Pro-Tem Brown opened up the public hearing for any public comment at 6:03 pm. Brown closed the public hearing at 6:03 pm after hearing no public comment. The city council directed staff to bring back a resolution of approval for the easement vacation at the same time as the consideration of the final plat.
 - b. **SFYBA Request to have their field usage fee waived in 2015:** The St. Francis Youth Baseball Association would like to use the Hidden Park this year three nights a week. A letter was received from the president of the St. Francis Youth Baseball Association asking the fee be waived this year due to their committed donation of \$3,000 to the City for the improvements this year to this park. MOTION BY SKORDAHL SECOND McCLISH TO WAIVE THE 2015 FEE FOR THE ST FRANCIS YOUTH BASEBALL ASSOCIATION FOR

THE USE OF THE HIDDEN PONDS PARK. Motion carried 4-0.

7. **Ordinances & Resolution:**

a. Ordinance 201, Second Series: Amending Section 2-9-1 of the City Code

Regarding the Fee Schedule- First Reading: In the packet is an amended Fee Schedule reflecting the changes in the water/sewer fees, excavation/mining, trunk line charge along with a couple minor changes. McClish stated regarding the water and sewer rates, under the new fee schedule you'll see a large increase in the monthly water and sewer fees. This is to pay for an upgrade to our current wastewater facility that is almost at full capacity. Without the upgrade, the city would not be able to allow new developments and/or businesses to build within the city utility area as we would be at full capacity. The State also has some strict regulations that the city must follow. Yes, our water and sewer rates will be higher than the metro area but we have a stand-alone system. This will be very tough for me as I pay the water and sewer rates as well, but I am also looking at the future of the City. McClish stated, I do have just a few questions here for you Paul that I would like clarification on.

MCCLISH: How many more connections can our current system hold?

TEICHER: Mayor Pro Tem, and Council, our current capacity, we would probably be able to handle about 200-250 more service connections to our existing facility but that is just capacity. That is not meeting the State regulations as far as what is required by the MPCA.

MCCLISH: If we upgrade our current wastewater facility, how many more years do we expect out of that facility before we look at another upgrade option?

TEICHER: Our currently designed, new facility will be 20 years, so 2035 before we would expect to see an upgrade. There is design in there for some thought of regionalization and the capacity of our population projections based on Met Council and our city comprehensive plan.

MCCLISH: Would it be possible for the rates to come down in the future if the City experiences a larger growth over the next 5 years?

TEICHER: Mayor Pro Tem and Council, the idea of rates going down I'm sure is not unheard of but I think there'd be more of a thought of stabilizing those rates for the future and not having to see those additional increases on rates year after year if we do experience a larger amount of growth. Therefore, I would say it is more stabilizing rates for future years.

MCCLISH: Having the Met Council run a line to St. Francis to take over our wastewater facility is not an option.

TEICHER: That option was explored at length many years ago and it was again explored when we did our wastewater facility plan in March of 2014 and the Met Council was not interested in making that happen at that time.

MCCLISH: The city did purchase some property in Isanti County for a future wastewater facility, are we ever going to use it?

TEICHER: We do have some discussion that we need to have on that property. The original purchase of that property was to build a treatment facility almost identical to the current facility. Council will need to explore that option and see what we can do with that property in the future, but we do have some concerns on that property right now.

MCCLISH: That is all I have for you.

Brown thanked McClish for coming up with those questions. I do have one question. Now, you said there are 250 available hookups, possibly right around there. Now any commercial comes in, they will greatly reduce that I'm assuming. Teicher said yes they could be used up very quickly.

Brown asked if anybody else had any questions. Skordahl asked for a clarification on what trunk line charges are. If I read this right, trunk line charges are new charges in the fee schedule and what are those? I'm just not familiar with the term trunk line charges. Teicher asked Voge if he would explain the charges. Voge stated, Mayor and Council, trunk line charges are essentially the charges that are charged to developments as they come in to pay for the extension of utilities to those properties. In the past, what has happened is we receive a development application request and it is a reactive process rather than a proactive process. Essentially what this does is it allows collections of those fees so we can systematically and appropriately plan for the future sewer and water distribution systems to accommodate those properties that we have identified in our comp plan as being served by municipal utilities. Skordahl said so it's kind of like the sewer and water version of park dedication fees so to speak, where you start building up the funds. Voge said yes, that is the principle behind it. MOTION BY ORPEN SECOND BROWN TO APPROVE THE FIRST READING OF ORDINANCE 201, SECOND SERIES. Roll Call: Ayes: McClish, Skordahl, Orpen, Brown Nays: None.

8. Reports of Consultants & Staff Members:

a. Engineer: 1) Stormwater Partnership Project with Anoka Conservation District:
The Anoka County Conservation District (ACD) has secured Clean Water Legacy Funding for Stormwater retrofit studies and has approached the city regarding a partnership opportunity to conduct a study within the city. The Stormwater Retrofit Analysis Project is an opportunity to partner with ACD to complete a study which will provide valuable data required for the MS4 Permit process. The purpose of the project is to improve Stormwater quality and reduce the volume of runoff from areas within the city which drain to the Rum River with little or no treatments. The City's share of the cost is a not to exceed \$6,000 the funding source would be from the Stormwater budget line item within the Streets Department budget.. Brown asked how long is the study good for . Voge said his best estimate is about ten years. Skordahl asked on the bottom of one the diagrams it shows a \$6,500 as the cost share. Voge stated I have a typo error in my memorandum, it should be \$6,500. MOTION BY MCCLISH SECOND ORPEN

AUTHORIZING THE PUBLIC WORKS DIRECTOR TO EXECUTE THE CONTRACT FOR SERVICES FOR THE ST. FRANCIS STORMWATER RETROFIT ANALYSIS PROJECT BETWEEN THE CITY AND ANOKA CONSERVATION DISTRICT WITH A COST SHARE OF \$6,500. Motion carried 4-0.

2) **Kerry Street and 232nd Lane Improvements- Resolution 2015-15 Calling for a Public Hearing:** City Engineer Jared Voge provided a memorandum on the Kerry Street and 232nd Lane Improvements. At the meeting, Voge gave a power point presentation on the project. Back on May 20, 2013 the City Council authorized a Preliminary Engineering Report be prepared for the Kerry Street and 232nd Lane Improvements. The council decided not to move forward with this project at that time. However, this project was identified in the Financial Management Plan as a project for 2015. The Preliminary Engineering Report has been updated to more accurately reflect 2015 unit prices. Looking at the area just tonight the street is in worse condition since the last time I drove this area. After seeing the recent condition of the street, I would ask if the council would want to extend this project north to 235th Avenue. I will be discussing this further with the public works director. If the City Council chooses to move forward at this time a motion would be in order to adopt Resolution 2015-15 receiving preliminary engineering report and calling a public hearing on the Kerry Street NW and 232nd Lane NW Improvements project. Orpen asked about going south to the roundabout connection. We can discuss that but that portion is not in the condition as the rest of the area. McClish would recommend continuing north to 235th. That is a heavily used road with garbage/recycling trucks, school busses and the local street traffic. Late 1990's and early 2000's developments are all having problems in the metro area with the bituminous mix designs. Brown asked are we going continue to have problems. Voge said the mix designs were changed and the newer developments are doing just fine. Orpen said when I was campaigning in the area of Ivywood Street the residents complained about the speed of the traffic. Voge said maybe work with the police department and put a portable speed sign. McClish asked the different price between concrete and asphalt. Voge said this year the bid prices on bituminous has been lower so the cost benefit would lean to bituminous. MOTION BY McCLISH SECOND ORPEN TO ADOPT RESOLUTION 2015-15 RECEIVING PRELIMINARY ENGINEERING REPORT AND CALLING A PUBLIC HEARING ON THE KERRY STREET NW AND 232nd LANE NW IMPROVEMENTS PROJECT. Motion carried 4-0.

3) **239th Avenue and Bittersweet Street Improvements- Resolution 2015-16 calling for a Public Hearing:** This project too had a Preliminary Engineering Report prepared by the City Council on May 20, 2013 and was chosen not to proceed at that time. The Financial Management Plan also identifies this project for 2015. The prices were updated to more accurately reflect 2015 unit prices. Voge gave a power point presentation on this project. Skordahl asked when that street went in? Voge stated he does not have that in his paperwork but I believe it is 20-25 years ago. The stormwater improvements are what raised the cost. Orpen asked if the stormwater improvements are required. The stormwater improvements are put in place to help with the future of the street. Teicher said we have had a number of complaints on this area. We also have problems from our snowplow operators. We have to mark certain areas. The thickness of the bituminous is not what it should be. McClish said if we move forward and choose not proceed due to resident complaints because of the cost we can still turn it down.

Brown stated I think we should at least move forward we could at a future date decide whether or not to proceed. Teicher asked Voge the reclaim material from that street can we use that for shouldering. Voge said I believe we can use some of it but would still need additional gravel. MOTION BY McCLISH SECOND SKORDAHL TO ADOPT RESOLUTION 2015-16 RECEIVING PRELIMINARY ENGINEERING REPORT AND CALLING A PUBLIC HEARING ON THE 239th AVENUE NW IMPROVEMENTS PROJECT. Orpen said the only reason I am interested in moving forward to see if the residents want to see it upgraded. Motion carried 4-0.

b. Attorney:

c. Staff:

Bldg. Official:

Fire Dept.: Fire Chief Search and Extension of Fire Chief's contract: Fire Chief Dean Kapler provided an agenda report in regards to the fire chief search. On March 2, 2015 the Council approved to look internally for a part time chief. Four fire fighters applied for the position. All four were interviewed by the panel of the acting city administrator, the city clerk, a fire fighter, a police representative, the Elk River Fire Chief and myself. Two people moved on for a personality profile. The snapshot of today we are not ready to move forward with the internal applicants. Chief Kapler is recommending conducting and outside search at this time. The new person would begin a succession planning. I would also want to report that Assistant Chief Dan Thompson put in his resignation some time ago but I asked that he keep the position until we went through the interview process. Now that is complete I would like to honor his request. With that, I would like to appoint on an interim basis Captain Barry McDonough to Assistant Chief and Lieutenant Jon Faanes to Captain. Brown said it seems you have thought this out very well and have a good plan. MOTION BY ORPEN SECOND SKORDAHL TO APPOINT ON AN INTERIM BASIS BARRY McDONOUGH AS ASSISTANT FIRE CHIEF AND JON FAANES AS CAPTAIN. Motion carried 4-0.

Lepak said with that being said, a contract extension will need to be addressed for an additional 60 days for Fire Chief Dean Kapler. The current contract expires April 23, 2015. MOTION BY BROWN SECOND McCLISH TO EXTEND THE CONTRACT FOR ANOTHER 60 DAYS FOR DEAN KAPLER TO CONTINUE ON AS THE FIRE CHIEF. McClish want to thank Dean Kapler for his help. Brown also thanked Dean.

Public Works:

Liquor Store:

Police Dept:

City Administrator: Teicher said there were a couple of things that didn't make the packet deadline.

Miscellaneous: The transfer switch on the generator at the fire station needs to be replaced. The cost estimate plus labor from Lynch Electric was a not to exceed \$2,500. With the storm season, approaching this is something that needs to be taken care of soon.

Teicher stated he received an email from Building Official Andy Schreder on permit

activity. As of last Friday, April 16, 2015 the City has received 74 permits compared to 35 last year. In addition, 13 new homes to date while last year at this time we only had 2. The code enforcement side has also picked up. Two seasonal employees have been added to help this summer.

The irrigation wells on our Ag lease property need to be addressed. We were looking at changing the lease agreement language to accommodate the sludge application to the property. The current lease was up on April 1 so when we checked out the property we notice the three wells were not up to compliance. We had a well company and a State representative review our status and both agreed with the well company's recommendation on the repair. The cost to the project to bring it in State compliance will be approximately \$14,000. This site does need to comply with the funds coming from our wastewater budget. We do have interested parties that want to rent the property. Hopefully we can get all the work completed in a timely matter. McClish asked are we ever going to use this in the future. Teicher said there are options for the property with those being discussed at a later date. Orpen asked if the renters could pay for the improvements. Teicher said we are the owners of the wells and we are responsible for them. Teicher said they were using only using one pivot and do not believe they even knew there was a problem with the other two. McClish asked when did we purchase the property. Teicher said we purchased the property in 2007. McClish asked what did we pay for the property. Teicher stated a little over two million. Skordahl asked if one well could handle the land could we cap the other two. Teicher said with three working wells on the property for irrigation, the land is more marketable. **MOTION BY SKORDAHL SECOND ORPEN AUTHORIZING THE EXPENDITURES FOR THE REPAIR AND CLEAN UP OF THE WELLS.** Motion carried 4-0.

Staff is preparing a pamphlet on the wastewater treatment facility expansion.

No parking on 235th Avenue West of Rum River Blvd: We contacted the school district regarding posting the no parking signs along 235th. The school representative asked us to hold off on the no posting signs until they were able to make the school board aware of the plan.

9. **Reports from Council Members:** Skordahl will be gone on May 4, 2015 City Council meeting and possibly May 18, 2015. The temporary sign ordinance was at the last planning commission meeting and will be brought forward to the next city council meeting.

McClish said he also might not be here at the next meeting. Also thanked Teicher for answering his questions on the wastewater facility upgrade.

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

11. **Old Business:** Students on Commission: A memorandum was prepared on the recommendations of the city council at a previous council meeting. We have a packet ready that can go out for prospective students. Skordahl said there was some discussion at the planning commission. The planning commission was not sure if a student is a stake holder to be able to

vote on issues. I understand they are a recommending body. Last planning commission there were four members and a student could of made a deciding vote. Brown is not sure how to go forward on this but feel it is worth exploring. Planning Commission was asked what they thought about it and if they should be voting members, and they did not think, the student should be a voting member. Lepak stated the city council did give direction in his memorandum to move forward.

12. **New Business:** None.

13. **Adjournment:** MOTION BY SKORDAHL SECOND ORPEN TO ADJOURN THE REGULAR CITY COUNCIL MEETING AT 7:18 PM. Motion carried 3-1. Skordahl voting nay.

Barbara I. Held, City Clerk