

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

CITY COUNCIL MINUTES

NOVEMBER 19, 2012

1. **Call to Order/Pledge of Allegiance:** The regular City Council Meeting was called to order by Mayor Pro Tem Steve Kane at 6:00 p.m.
2. **Roll Call:** Present were Mayor Pro Tem Steve Kane, Councilmembers Jeff Sandoval, Tim Brown, and Chris McClish. Mayor Jerry Tveit excused. Also present were Council Elect Amy Lazere, City Engineer Jared Voge (Bolton and Menk), City Attorney Scott Lepak (Barna, Guzy and Steffen), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hysten, Administrative Intern Chris Mickelson, and City Clerk Barb Held.
  - a. **City Council Minutes-November 5, 2012:** MOTION BY McCLISH SECOND SANDOVAL TO APPROVE THE NOVEMBER 5, 2012 CITY COUNCIL MINUTES. Motion carried 4-0.
  - b. **Special City Council Minutes-November 14, 2012:** MOTION BY BROWN SECOND McCLISH TO APPROVE THE NOVEMBER 14, 2012 SPECIAL CITY COUNCIL CANVASSING BOARD MINUTES. Motion carried 4-0.

**Kane would like to pause and have Amy Lazere come up and take the Oath of Office.**

**Oath of Office:** City Attorney Scott Lepak administered the Oath of Office to Amy Lazere who is filling the unexpired two year term that Tim Brown was appointed to. Tim Brown stepped down from his seat. Lazere then took a seat at the council bench.

Kane welcomed new council member Amy Lazere at 6:04 pm.

3. **Adopt Agenda:** MOTION BY SANDOVAL SECOND McCLISH TO ADOPT THE NOVEMBER 19, 2012, CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND SANDOVAL TO ADOPT THE NOVEMBER 19, 2012, CITY COUNCIL CONSENT AGENDA A-F AS FOLLOWS:
  - a. Receive and File the URRWMO Minutes of September 4, 2012 and November 7, 2012.
  - b. Accept the letter of resignation from Part Time Liquor Store Clerk Jodi Engren.
  - c. Hire Part Time Liquor Store Clerk Brian Ruud.
  - d. Pay Estimate No. 12 from Amcon Construction Management for \$233,616 to New Look Contracting Inc. \$5,567, Classic Construction \$2,054, Fabcon Inc. \$33,935, Gopher State Contractors \$14,406, M. Reinert Drywall \$4,061, Multiple Concept Interior Inc. \$3,736, Steinbrecher Painting \$31,451, Bartley Sales Company Inc. \$4,494, Greystone Construction Company \$6, Tiffin \$678, Alltech Engineering Corp \$7,291, Midwest Fence \$117,543 and Brothers Fire Protection \$1,837.

e. Approve Payment of Claims for \$407,953.76. (Check numbers 64588-64697) Motion carried 4-0.

6. **Petitions, Requests, Applications:** None.

7. **Ordinances & Resolution:**

a. **Ordinance 178, Second Series: Amending Section 4-1-6 Regarding Temporary Habitation (Second Reading):** MOTION BY SANDOVAL SECOND McCLISH APPROVING THE SECOND READING OF ORDINANCE 178, SECOND SERIES AMENDING SECTION 4-1-6 REGARDING TEMPORARY HABITATION. Roll Call: Ayes: McClish, Sandoval, Lazere, and Kane. Nays: None. Motion carried 4-0.

b. **Ordinance 180, Second Series: Amending Section 2-9-1 Regarding the Fee Schedule (First Reading):** MOTION BY SANDOVAL SECOND McCLISH APPROVING THE FIRST READING OF ORDINANCE 180, SECOND SERIES AMENDING SECTION 2-9-1 REGARDING THE FEE SCHEDULE. Roll Call: Ayes: Lazere, McClish, Sandoval, and Kane. Nays: None. Motion carried 4-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

**Fire Department:**

**Public Works: Membership in the MN Cities Stormwater Coalition:** This summer the City was notified by the Minnesota Pollution Control Agency that we will probably be designated a regulated MS4 city under the MS4 stormwater permitting program. The Minnesota Cities Stormwater Coalition formed in 2006 as a subset of the League of Minnesota Cities. It exists to support cities in meeting the permit requirements. MCSC works closely with the MPCA and other regulators and policymakers to help ensure that adopted regulations are reasonable and effective. The MCSC has almost 100 existing cities and are told the dues pay for themselves in the form of improved regulations, more reasonable state-level policies, and connections with other stormwater managers across state. Lazere asked what, does the City receive for our membership. Hylen stated they would hire the attorneys and personnel to support us. Lazere asked are there meetings. if so how often and who attends. Voge said he does not recall the frequencies of the meetings. The group does have a voice on MPCA regulations. Lazere asked who attends. Hylen stated staff, contract services, and or council. McClish stated the annual fee is \$620.00 and agree to move forward. Sandoval said there are mandates that come out and agree to have someone watch out for us. Kane and Lazere agree with joining the MN Cities Stormwater Coalition.

**Liquor Store:**

**Police Dept.: Joint Law Enforcement Council Update:** The Joint Law Enforcement Council will be holding a Public Safety Academy Saturday, December 8, 2012 from 8:30 to 4:30 pm at the Anoka County Sheriff's Office. This event will be a day of learning about current projects, how public safety operates and hopefully will gain a better understanding of public safety in Anoka County. Discussion will also be on the joint fire protection. This is open to all elected officials. The Joint Law Enforcement Council is comprised of Police/Fire Chiefs and elected officials. We currently are in need of an elected official to be appointed to this council.

You do not need to make an appointment tonight. Lazere stated she would be interested in sitting on the Joint Law Enforcement Council. Hylen stated we will check with the Mayor and this could be an appointment at the first of the year.

**City Administrator Report: 2013 Budget Discussion:** Staff is looking for any further direction on your thoughts on setting the tax levy for 2013. Looking at surrounding communities I am seeing anywhere from a 3% increase to lowering the Levy. The Council initially set the Levy increase at 7%. Hylen stated at the second meeting in December the Council will need to set the final Levy. Kane said I have heard negative comments from the business community in regards to the proposed 7% Levy increase. The reason we came up with 7% is the last three years we held it at 0%. With hearing from the neighborhood communities, we might lose some business because of the Levy increase. McClish said we set it as high as we could go and now we can lower the Levy. Lazere agree to lower the Levy being we are also looking at raising our water and sewer rates. Sandoval said he does not want to go too low and have future councils be burden if there are more mandates of cuts. In regards to the water and sewer, we have a stand-alone system we do not have the availability to the metro system. Consensus of the Council was to come back with a budget that includes a 4% Levy increase.

**Christmas Eve Holiday:** This year Christmas Eve is on a Monday. As per the City Personnel Policy staff receives one-half day off (4 hours). Staff is asking for Council consideration on closing city hall on Monday, December 24, 2012. Staff would use banked accruals on the hours not worked. MOTION BY McCLISH SECOND SANDOVAL TO CLOSE CITY HALL ON CHRISTMAS EVE AND HAVE STAFF USE PERSONAL TIME. Lazere asked if the holiday hours were previously set. McClish said I do not see why we should open for only four hours on Monday, closed Tuesday when they are using their personal time. Holidays are listed in the Personnel Policy. Motion carried 3-1. Lazere voting nay.

**St. Francis Historical Items:** The City has stored the St. Francis Historical Society's items for a number of years. Recommendation is to affirm the plans laid out by staff and allow them to sort through the items. Staff will move the items to their designated site. Kane said this group has done a great promoting the history of St. Francis. MOTION BY KANE SECOND McCLISH TO ALLOW STAFF TO DISCUSS THE ORIGINAL PLAN AND HAVE THE HISTORICAL SOCIETY SORT THROUGH THE ITEMS AND BE MOVED TO A SITE THEY APPROVED. Motion carried 4-0.

9. **Reports from Council Members:** None

10. **Report from Mayor:** None

11. **Old Business:** None

12. **New Business:** None

13. **Adjournment:** Mayor Pro Tem Kane adjourned the regular City Council meeting at 6:35 pm.