

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

CITY COUNCIL MINUTES

DECEMBER 17, 2012

1. **Call to Order/Pledge of Allegiance:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 p.m.
2. **Roll Call:** Present were Mayor Jerry Tveit, Councilmembers Amy Lazere, Steve Kane and Chris McClish. Jeff Sandoval excused. Also present were 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, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY KANE SECOND LAZERE TO ADOPT THE DECEMBER 17, 2012, CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY LAZERE SECOND McCLISH TO ADOPT THE DECEMBER 17, 2012, CITY COUNCIL CONSENT AGENDA A-G AS FOLLOWS:
 - a. Approve the City Council Minutes of December 3, 2012.
 - b. Approve the hiring of Part Time Liquor Store Applicant Heidi Lefavor.
 - c. Approve Pay Estimate No. 1 for the T.H. 47 Pedestrian Improvements to Concrete Idea, Inc of St. Michael for \$73,671.07.
 - d. Pay Estimate No. 13 from Amcon Construction Management for \$136,981 to New Look Contracting Inc. \$15,000, Northland Paving LLC \$3,462, Classic Construction of Cedar MN \$38,978, Maxx Steel Erectors \$5,385, Shaw Stewart Lumber Company \$1,111, Gopher State Contractors \$6,230, Southern MN Woodcraft Industries \$2,931, Heartland Glass \$2,479, Acoustics Associates \$26,724, Bartley Sales Company \$7,036, Construction Supply Inc. \$1,152, Signarama \$10,287, Electrical Solutions Inc. \$14,009, and Altech Engineering Inc \$2,197.
 - e. Pay Request No. 14 from Amcon Construction Management for \$52,398 to North Metro Asphalt & Contracting \$12,856, Noble Nursery Retail (Northern Escrow) \$2,352, Central MN Fabricating \$17,060, McDowall Company \$20,062, and Custom Expressions \$68.
 - f. Receive and File the EDA's 2013 Budget.
 - g. Approve Payment of Claims for \$505,776.33 (Check numbers 64762-64873)Motion carried 5-0.
5. **Meeting Open to the Public:** None
6. **Petitions, Requests, Applications:**
 - a. **George Eilertson of Northland Securities: Financial Advisory Service Agreement related to the issuance of General Obligation Crossover Refunding Bonds, Series 2013A:** George Eilertson of Northland Securities gave a brief over view on the \$2,745,000 General Obligation Crossover

Refunding Bonds, Series 2013A. This bond will take place of two bonds issued in 2007. The sale for this crossover refund will take place in the morning of January 22, 2013 with council action later that evening at a regular city council meeting. The rates are favorable at this time. We also have a Dissemination Agent Agreement for you tonight. Which is an ongoing continuing disclosure agreement. The third item is the resolution providing for the issuance and sale of the bond.

b. Resolution 2012-38 Providing for the Issuance and Sale of General Obligation Crossover Refunding Bonds, Series 2013A in the Proposed Aggregate Principal amount of \$2,745,000: MOTION BY KANE SECOND McCLISH TO ADOPT RESOLUTION 2012-38 A RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION CROSSOVER REFUNDING BONDS, SERIES 2013A IN THE PROPOSED AGGREGATE PRINCIPAL AMOUNT OF \$2,745,000. Motion carried 4-0.

MOTION BY KANE SECOND McCLISH TO APPROVE THE FINANCIAL ADVISORY SERVICE AGREEMENT BY AND BETWEEN THE CITY OF ST. FRANCIS, MINNESOTA AND NORTHLAND SECURITIES INC. Motion carried 4-0.

MOTION BY McCLISH SECOND KANE TO APPROVE THE DISSEMINATION AGENT AGREEMENT FOR THE ONGOING CONTINUING DISCLOSURE. Motion carried 4-0.

7. **Ordinances & Resolution:**

a. Resolution 2012-40: Adopting 2013 Pay Plan for Non-Organized Employees and Setting the General City Health Insurance Stipend and Benefits: Last Wednesday I met with the non-union employees. We discussed wages, health insurance stipend and health care savings accounts. Discussion was mainly on a cost of living adjustment (COLA). McClish, Kane, Lazere agreed with the 1.5 %. The Pay Plan of this resolution would be Exhibit 2 and reflect a 1.5 % increase and the health insurance amount in Exhibit 1 would stay the same. MOTION BY McCLISH SECOND LAZERE TO ADOPT RESOLUTION 2012-40 ADOPTING THE 2013 PAY PLAN FOR NON-ORGANIZED EMPLOYEES WITH A 1.5% COLA INCREASE AND KEEPING THE GENERAL CITY HEALTH INSURANCE STIPEND AND BENEFITS THE SAME. Motion carried 4-0.

b. Resolution 2012-41: Certifying Taxes Payable in 2013: The following sums of money would be levied for the current year, collectible in 2013 upon passing Resolution 2012-41. The amounts are; General Fund \$2,967,186 and Debt Service \$20,900 for a total Levy of \$2,988 086. MOTION BY KANE SECOND McCLISH TO ADOPT RESOLUTION 2012-41 A RESOLUTION CERTIFYING TAXES PAYABLE IN 2013. Motion carried 4-0.

c. Resolution 2012-42: Adopting a Budget for 2013: MOTION BY LAZERE SECOND McCLISH TO ADOPT RESOLUTION 2012-42 ADOPTING A BUDGET FOR 2013. Motion carried 4-0.

d. Resolution 2012-43: End of Year Transfers: MOTION BY KANE SECOND McCLISH TO APPROVE THE 2012 END OF YEAR TRANSFERS. Motion carried 4-0.

e. **Resolution 2012-44: Ordering condemnation of Certain Lands for Public Right-of Way Purposes:** City attorney Scott Lepak explained the reasoning for this land and the process. The ownership in this transaction is somewhat complex. MOTION BY TVEIT SECOND KANE TO ADOPT RESOLUTION ORDERING CONDEMNATION OF CERTAIN LANDS (06-33-24-13-0006) FOR PUBLIC RIGHT-OF-WAY PURPOSES. Motion carried 4-0.

f. **Resolution 2012- 45: Approving the License Renewals for 2013:** MOTION BY LAZERE SECOND McCLISH TO ADOPT RESOLUTION 2012-45 A RESOLUTION APPROVING THE LICENSE RENEWALS FOR 2013. Motion carried 4-0.

g. **Resolution 2012-46: Declaring Surplus Property and Authorizing the Disposal of said Property:** Fire Chief Dean Kapler reported the fire department has four ladders they have not used in a number of years and would like to donate them to the Anoka County Fire Training Academy. MOTION BY KANE SECOND McCLISH TO ADOPT RESOLUTION 2012-46 A RESOLUTION DECLARING SURPLUS PROPERTY AND AUTHORIZING THE DISPOSAL OF SAID PROPERTY. Motion carried 4-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff:**

Fire Department:

Public Works:

Liquor Store:

Police Dept.:

City Administrator Report: 1) Market Feasibility Study for Active Adult Senior Housing & Affordable General Occupancy Housing in St. Francis: The City received a Market Feasibility Study for Active Adult Senior Housing & Affordable General Occupancy Housing in St. Francis that was prepared for Anoka County HRA completed by Maxfield Research Inc. We were trying to work with a developer who wanted to build a 55 senior complex. This study came back with a need of 40-unit complex. Therefore, the developer does not want to proceed at this time. This topic can always be revisited.

2) Road Structures: As Hysten stated in his memorandum that after consultation with Jared Voge, City Engineer and other staff, here are some options to enhance transportation in and leading to St. Francis.

1. We could help establish a Northern Anoka County Roadway Task force/coalition – could be composed of a variety of communities for which their City Councils would pass resolutions requesting/illustrating the need for improvements to County Roads, and TH 47. Resolutions could be tailored to either Anoka County (County Roads) or MnDOT (TH 47). Anoka County could potentially be a partner when approaching MnDOT. A variety of Highway Corridor Coalitions have been established throughout the state i.e. TH 55, 14, 25, etc. Lobbying has been done in Washington by these Corridor Coalitions, some successfully.

2. Lobby legislature (State) for funding to improve TH 47 – identify the bottleneck it creates for Economic Development in Northern Anoka County. Need to get in front of senators and

representatives. Get in touch with TFAC – transportation finance advisory committee and support funding opportunities, which have not been employed in MN before i.e. wheel age tax, public/private partnerships, etc.

This will be a long process but to get it initiated, partners will have to be identified, Cities, County Board, County Highway, County EDA, Chambers, etc. but once it is initiated it will be more successful than the City of St. Francis “going it alone”.

McClish stated we need to do something because we have been addressing this for several years. Kane said annually we have tried to do this on our own and it is not going anywhere. I think we need a stronger group. Lazere and Tveit also agreed with looking at a group. Lazere said maybe check with the I-94 corridor group. They are going through this now.

9. **Reports from Council Members:** Kane thanked all the council members and the voters for allowing me to be on the city council. Put together a staff second to none. Kane said if his business changes I might be back, who knows.

Lazere thanked Barb Held for working this weekend at the pancake breakfast fundraiser for Pioneer Days.

McClish stated he was one of the presenters at the one day elected Officials Public Safety Academy and reported it went very well. Thanked Amy (Lazere) for attending. The Joint Law Enforcement Council and the Anoka County Fire Protection Council organizations presented this event.

McClish stated he also attended an EDA meeting and both nights of open houses for the new public works/police facility. It was nice to hear positive feedback. Thank the fire department for participating in the food drive. I also want to thank Steve Kane and Jeff Sandoval for serving on the council and working together as a team. Thank all staff and council for making the year successful and hoping for another great 2013.

10. **Report from Mayor:** Tveit stated he was very impressed too with the turn out at the public open house for the new public works facility. Thank you

Mayor Tveit asked Finance Director Darcy Mulvihill to come up to the podium. The Certificate of Achievement for Excellence in Financial Reporting has been awarded to the City of St. Francis by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement for Excellence in Financial Reporting is the highest form of recognition in governmental accounting and financial reporting. An Award of Financial Reporting Achievement has been awarded to Darcy Mulvihill by the government as primarily responsible for preparing the award-winning CAFR. The CAFR has been judged by an impartial panel to meet the high standards of the program including demonstrating a constructive “spirit of full disclosure” to clearly communicate is financial story and motivate potential users and user groups to read the CAFR. Hylen said the last three years we have received the budget awards. This is the first year we

received the CAFR award. Darcy Mulvihill also wants to thank the City's auditing firm of Abdo, Eick and Meyers.

Tveit would like to invite everyone to the reception, December 18 from 2-4 pm at the Government Center to thank Commissioners Andy Westerberg and Dan Erhart for their years of service to Anoka County.

11. **Old Business:** McClish would like to discuss our current video equipment. I would like to have staff to research equipment and cost to have it upgraded. Tveit also agreed for staff to research video equipment.

12. **New Business:** Tveit asked how the new salt shed is working. Public works said it is working great.

13. **Adjournment:** Mayor Tveit adjourned the regular City Council meeting at 6:58pm

Barbara I. Held, City Clerk