

CITY OF ST. FRANCIS
ST. FRANCIS, MN

CITY COUNCIL MINUTES

March 17, 2008

1. **Call to Order:** The regular City Council Meeting was called to order by Mayor Randy Dressen at 6:00 pm at the ISD #15 District Offices.
2. **Roll Call:** Present were Mayor Randy Dressen, Council members LeRoy Schaffer, Steve Kane, Ray Jones and Tim Brown. Also present was Assistant City Engineer Jared Voge (Bolten & Menk, Inc.), Attorney Scott Lepak (Barna, Guzy & Steffen), Assistant Public Works Director Eric Peterson, Finance Director Gayle Bauman, City Administrator Matt Hysten and City Clerk Barb Held
3. **Adopt Agenda:** MOTION BY KANE SECOND BROWN TO ADOPT THE MARCH 17, 2008 CITY COUNCIL AGENDA. MOTION CARRIED 5-0.
4. **Consent Agenda:** Jones would like to pull d. off the consent agenda and Schaffer wanted e. pulled off the consent agenda. Dressen stated we will address these under Petitions, Requests and Applications. MOTION BY BROWN SECOND KANE TO APPROVE THE MARCH 3, 2008 CITY COUNCIL CONSENT AGENDA A-C AND F-H.:
 - a. Approve the City Council Minutes – March 3, 2008.
 - b. Approve the MinneMan Triathlon Permit for Saturday July 5, 2008.
 - c. Authorize the St. Francis Fire Department to apply for the 2008 SAFER and FEMA Assistance to Firefighter Grants.
 - d. ~~Approve the Agreement between the ISD #15 Bus Garage and the City of St. Francis for D.O.T. Vehicle Inspections.~~
 - e. ~~Approve the One Year Land Agreement between Ryan Carpenter and the City of St. Francis.~~
 - f. Approve the hiring of Public Works Director Paul Teicher at Grade 17, Step 2.
 - g. Approve the hiring of Cindy Knapp, Melinda Seamon and Lisa Klimek as Part time Liquor Clerks pending Background Checks.
 - h. Approve the Payment of Claims for \$185,155.56. Motion carried 5-0.
5. **Petitions, Requests, Applications:**
 - a. **St. Francis Youth Hockey Assn:** Bill Karas, president of the SFYHA along with two players Sam Karas and Nicholas Brettschneider presented two checks to the City Council on behalf of the St. Francis Youth Hockey Association. One check was a \$500.00 donation to the St. Francis Fire Department Relief Association and the other a \$500.00 to the St. Francis Police Department DARE program.

b Leuthard-Petition of Annexation: Troy and Doreen Leuthard are requesting an annexation by ordinance of a 19.79 acre parcel into the city of St. Francis and ask that the parcel not be included in the current moratorium area located adjacent to this property. Lepak gave a brief explanation of the procedure on the annexation process. Lepak said we are looking for general feedback if the council wants to proceed with the annexation request. Jones had some questions on how are they going to access this parcel. Dressen said this would be just raw land that they are asking to be annexed in to St. Francis. The road access would to be addressed before building permits would be issued. Lepak said the driveway versus road issue would be different if one or more building permits are applied for. Jones asked what kind of land is this, is it all wetland?

Troy Leuthard, the property owner said 12 to 13 acres are highland. Currently there are no plans with the property.

Dressen asked legal to address the first step of the process. The City will send out a notice to all abutting property owners along with notifying Stanford Township of a public hearing on this matter.

d. Agreement between the ISD #15 Bus Garage and the City of St. Francis for D.O.T. Vehicle Inspections: Jones said the reason he pulled this agenda item was that it does not address the liability if something goes wrong with a vehicle that was repaired. Another question is why would we pay them \$5,000 upfront.

Lepak said what is being waived is the warranty of any part obtained from a parts supplier and installed. Hylen said ISD #15 are the ones asking for the \$5,000 up front. The tangible parts, we still have to pay for them. This is an hourly labor contract for routine repairs and maintenance.

Schaffer said it says their work would be done first, couldn't you put a push on them to get our work done first. Schaffer also asked what about the cost, are we saving money. Hylen said you take staff time with two guys to take it down to the closest DOT inspection service, which is in Ramsey and then two guys again going to pick it up. There is savings there in gas and staff time alone; we have talked about this for sometime with the staff before we ever brought this forward. Between the larger maintenance trucks and the fire trucks, we do not have a hoist in town that can handle the maintenance of these larger trucks. Hylen said this contract does not prohibit us to take it to another location if the school could not take care of them because of their repair load.

Jones asked are their mechanics certified, qualified, and regarding the \$5000 deposit, I am not for that. Why not have an agreement that we pay the bill within a certain number of days after the repair. Schaffer asked what their reason was for the \$5000 up front. Hylen said they initially asked for more we did lower it. Hylen will go back to ISD #15 and relay the concerns of the council.

e. One Year Land Agreement between Ryan Carpenter and the City of St. Francis: Schaffer asked about going out for bids. Hylen stated last year we discussed this matter a number of times and it was determined we would continue the one year lease with our current tenant and next year look at going out for bids. Jones said we should go out for bids on any property we have.
MOTION BY KANE SECOND BROWN TO ENTER INTO A STANDARD FARM LEASE

WITH RYAN CARPENTER FOR THE PROPERTY LOCATED IN ISANTI COUNTY. Motion carried 5-0.

6. **Ordinances & Resolution:**

a. **Resolution 2008-16: Approving Waiver of Restrictions Regarding Division of Taxes and Recording:** Lepak said this is a disclosure not drafted by himself. They are asking for payment of taxes at the time the regular payments are due to Anoka County and not to have to pay them immediately. Dressen asked are we setting a precedent Lepak said this is a unique situation. MOTION BY BROWN SECOND KANE TO ADOPT RESOLUTION 2008-16 APPROVING WAVIER OF RESTRICTIONS REGARDING DIVISION OF TAXES AND RECORDING FOR THE MEADOWS OF ST. FRANCIS. Motion carried 5-0.

7. **Meeting Open to the Public:** None.

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

a. Engineer: Voge gave an update of the Water Treatment Plan.

City Staff has been approached by local contractors regarding the use of polyethylene pipe for water service either from the main to the house or the curb stops to the house. Our current development standards do not include this pipe therefore if the council approves this we would have to amend the development standards. The factor driving this polyethylene pipe is because of the cost of metal and copper. This pipe would require a tracer wire. Voge stated we are comfortable with this material and would include this as an option for the contractor. This is not a new thing on the street and it has been tested. Schaffer asked what do we have to change, is it our ordinance. Voge said an amendment would need to done to our development standards. Jones asked if the fittings would have to change if you went from copper to poly. Voge said yes the fittings would need to be changed. Voge will bring back for the city council to review the draft language that could be put in our development standards.

Attorney: No report.

Staff: Fire Dept: St. Francis Fire Department Policy and Procedure Manual: Hylen stated please review both manuals. Schaffer asked why we used Fridley as an example. Hylen said you look at different departments and see what works, then using theirs, fit it to our department.

St. Francis Fire Department Standard Operating Guidelines: Review for comments.

Water-Wastewater: No report.

Streets/Parks: Tree Trimming Quotes: Assistant Public Works Director Eric Peterson provided a memo to the City Council addressing concerns with large and/or dead trees within the road easements along Variolite and Tamarack Streets. In the event of a potential storm with high winds, this potentially could cause these trees to fall, creating a safety and maintenance issue. Three quotes were acquired due to the man-hours and the scope of the project. The City engineers, Bolton &

Menk Inc. have staked the easements on both streets. The quotes received were from 1) P&C Tree Service of East Bethel, \$16,507.50; 2) North Metro Tree Service of Princeton, \$16,957.35; 3) S&S Tree Specialists of St. Paul, \$34,100. Peterson is recommending P&C Tree Service of East Bethel with a bid amount of \$16,507.50 with funds coming from the Streets Repair and Maintenance Fund. MOTION BY JONES SECOND BROWN TO ACCEPT THE THREE QUOTES AS PREVIOUSLY STATED. Motion carried 5-0. MOTION BY KANE SECOND JONES TO AWARD THE QUOTE TO P&C TREE SERVICE OF EAST BETHEL FOR THE AMOUNT OF \$16,507.50. Motion carried 5-0.

Liquor Store: None.

Police Dept: No report.

City Administrator Report:

9. **Reports from Council Members:** Schaffer contacted two businesses. Schaffer asked Lepak about data from legal service. Lepak said the City pays a retainer. Kane asked about the black box the City purchased for calculating speed and traffic counts. Hylen said that is a good question. During the winter months, the snowplows can damage them. Therefore, we will use them in the spring, summer and fall.

Kane asked Hylen, how many businesses have contacted you that Mr. Schaffer has contacted. Hylen said one business regarding an indoor hockey rink. In researching this with the school district and the hockey association, it was decided it would not work for our needs. Schaffer said, I am doing more than the rest of the city council and I said I do not have the expertise. Dressen said lets think about an EDA and let them do the work. What you are handing out is draft information that our intern did. Dressen said lets start an EDA and work together. Schaffer said he wanted to do something and if you get an organization or group to do this, make sure you get your moneys worth.

Brown said he took upon himself to view the sexual harassment tape and recommend that everyone review the tape. Schaffer said if I am talked to in a civil manner, I will watch it. Brown said I am not picking on one person.

10. **Report from Mayor:**

11. **Old Business:** Jones asked if anyone attended the Transportation meeting put on by the St. Francis Area Chamber. Hylen said Commission Dennis Berg did talk about bus versus trail. Voge said because of the recent gas tax that went into effect our Municipal State Aid (MSA) should increase. Jones asked about rebuilding Hwy 47. Hylen said if I heard Commissioner Berg correctly he said the higher priority would be an east/west corridor. The potential would be County Road 22 turned into a state highway.

Resident/Business owner Larry Anderson said the one thing that was interesting, now all counties are given the same amount of money. What they are looking at is distributing money per lane.

Voge said Commissioner Berg also gave out a map of the future upgrade of Bridge Street and County Road 9 intersection.

Jones said he would like to go on record that we go out for bids on all property that we own.

Brown said he just received a letter dated March 4th, from Mr. Schaffer and asked did you write the letter addressing the city council and Larry Anderson. Schaffer said if my name is on it, I reviewed it. Brown questioned why did I just get it.

Brown asked about the Habitat for Humanity house.

Brown asked if we are going to have a booth at the Expo, Dressen said yes, city staff would staff it.

12. **New Business:** None

13. **Adjournment:** The Regular City Council meeting adjourned at 7:22 pm.

Barbara I. Held, City Clerk