

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

CITY COUNCIL MINUTES

MARCH 21, 2011

1. **Call to Order/Pledge of Allegiance:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Jeff Sandoval, LeRoy Schaffer, Steve Kane and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy & Steffen), City Engineer Jared Voge (Bolton & Menk, Inc.) Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hylan, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY KANE SECOND SANDOVAL TO ADOPT THE MARCH 21, 2011 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY McCLISH SECOND KANE TO APPROVE THE MARCH 21, 2011 CITY COUNCIL CONSENT AGENDA A through D AS FOLLOWS:
 - a. Approve the City Council Minutes of March 7, 2011.
 - b. Acknowledge the Donation to the St. Francis Fire Department from Artic Plunge, Inc. for \$1,500.
 - c. Accept Dimitrios “Buddy” Vangelof’s letter of resignation as Fire Chief from the St. Francis Fire Department.
 - d. Approve the Payment of Claims for \$153,661.85.Motion carried 5-0.
5. **Meeting Open to the Public:** No public.
6. **Petitions, Requests, Applications:**
 - a. **Gambling Permit Approval: Chops Inc at the Patriot Lanes:** Chops Inc. is asking for approval to lease space at Patriot Lanes and approval of Resolution 2011-05 a resolution approving MN Lawful Gambling Premises Permit at the Patriot Lanes. MOTION BY SANDOVAL SECOND McCLISH TO ADOPT RESOLUTION 2011-05 APPROVING THE GAMBLING PERMIT FOR CHOPS INC., AT THE PATRIOT LANES. Motion carried 4-1. Schaffer voting nay.
 - b. **Liquor License-The Ponds Golf Course:** MOTION BY KANE SECOND SANDOVAL TO APPROVE THE LIQUOR LICENSE TO THE PONDS GOLF COURSE CONTINGENT UPON THE RECEIPT OF THE REQUIRED DOCUMENTATIONS AND PAYMENTS. Motion carried 5-0.
7. **Ordinances & Resolution:**
 - a. **Ordinance 153, Second Series: Amending Section 10-19 of the Zoning Ordinance regarding Disability Parking, Driveway Standards and Proof of Parking (First Reading):** MOTION BY SANDOVAL SECOND KANE TO APPROVE THE FIRST

READING AMENDING SECTION 10-19 OF THE ZONING ORDINANCE REGARDING DISABILITY PARKING, DRIVEWAY STANDARDS AND PROOF OF PARKING. Roll Call Aye: McClish, Kane, Schaffer, Sandoval and Tveit. Nays: None.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff: Fire Department:** No report.

Public Works: Draft Request for Proposal (RFP) for Contracting out Lawn Care:

The City Council was provided a draft RFP for a Lawn Care Contract for our city parks and property. This would be a pilot program similar to the “testing” of our ice skating maintenance and staffing this past winter. Schaffer asked why not do competitive bidding on this. Hylen explained the reason for not going out for competitive bidding. Hylen said we would recommend the lowest competitive bid. Schaffer said who decides they are competent. Staff will review the proposals first and then bring them forward to the city council if there are competent proposals. We are looking at better utilizing our staff time, so that is why we are looking at this pilot project. We do not know if it will save the City money but we are willing to look at the option. MOTION BY KANE SECOND TVEIT TO AUTHORIZING STAFF TO GO OUT FOR REQUEST FOR PROPOSALS TO CONTRACTING OUT FOR LAWN CARE. Sandoval asked what happens to the equipment that we purchased for mowing. Teicher said we purchase multi purpose equipment; they will still be in use. This RFP does not include all of our property; we will still have to do some mowing. McClish asked if the proposals come back to the City Council for review. Hylen indicated yes they would. Motion carried 5-0.

Liquor Store: No report.

Police Dept: No report.

City Administrator Report: Part-Time Cleaning Employee: Currently the City contracts with a cleaning service that we pay approximately \$6,000 per year. There have been some concerns about the quality of service in the recent months. After much discussion, staff is recommending hiring a part-time employee with a pay range from \$14-\$19 per hour and utilize their services between 10-20 hours per week. This new part-time employee would be primarily cleaning, but on occasion could be utilized for such things as painting and small maintenance projects. Tveit asked would this be a daytime job. Hylen said yes, this person would have to go through a criminal background check. Hylen said if we do not get a good candidate, we would not bring back an applicant. Maybe at that time we go out for RFP’s for a cleaning service. Tveit asked have you contacted the company regarding their service. Hylen said yes we have visited with the owner of the company. McClish asked how long have we had the current business? Hylen said since July of 1996. McClish said what about benefits for the part time position. Hylen stated they would not qualify for insurance benefits but depending on the number of hours work they may be eligible for PERA benefits. Kane said maybe let’s try another company. Kane said if we don’t get a reasonable bid we can look at this option. MOTION BY SANDOVAL SECOND McCLISH AUTHORIZING STAFF TO GO OUT FOR RFP’S FOR CONTRACT CLEANING SERVICE. Motion carried 5-0.

Northern Anoka County River Crossing Study: There is a joint City Council/Planning Commission meeting with members from St. Francis, Oak Grove and Nowthen regarding the

Northern Anoka County River Crossing Study. This Educational Workshop will be held on Thursday, March 24th at the St. Francis Elementary School starting at 7:00 pm.

Local Government Officials Meeting: Next scheduled meeting is March 30, 2011.

2010 Census Numbers: The population for St. Francis as of the 2010 Census is 7,218.

9. **Reports from Council Members:** McClish said he received a number of calls regarding our Water/Sewer Rates.

Kane said he attended the Planning Commission meeting last Wednesday and they would like a joint session with the City Council. In the past, we have had joint meetings. We will check to see what dates work.

10. **Report from Mayor: Mayor's State of the City Presentation:** Tveit gave the City Council the same power point presentation he gave at the Anoka Area Chamber of Commerce State of the Cities.

11. **Old Business:**

a. **Revolving Loan Fund Policy:** A draft Revolving Loan Policy was provided for the Council's review. Hylen gave an example of how this program would be handled with Anoka County HRA money. The City Council would determine the loan amount that could be anywhere from \$2,500 to \$50,000. Sandoval would like to see what we have used our HRA money for in the past and how often and how much do we receive. MOTION BY KANE SECOND TVEIT APPROVING THE REVOLVING LOAN PROGRAM POLICY AS DRAFTED. Motion failed 2-2. Sandoval, Tveit voting nay. Schaffer abstained.

Kane asked about the truck being parked in the warming house parking lot for a number of months. Teicher said the contractor said he would have it out this week. Kane also stated he did receive some calls on the sound quality of the meetings. It was noted; we changed the sound control to high quality and hoping that will help.

12. **New Business:**

a. **Efficiency Report Card-Public Works Department:** Public Works Director Paul Teicher reported on the rebate the City will be receiving from Connexus Energy in the amount of \$2,000 for the high efficiency motors. In addition, Teicher reported the City would be receiving a sales tax rebate from the State of Minnesota. The City does not have to pay sales tax for electricity on the production of drinking water.

Police Department Training: Chief Harapat is asking for authorizing to send two officers to a Tactical Solution class this is being held at Camp Dodge, Iowa from March 28th to March 30th. The class is available in Minnesota at a cost at \$437.45 each; where the class in Iowa is \$167.00 due to a Federal Grant. MOTION BY TVEIT SECOND SANDOVAL TO ALLOW TWO ST. FRANCIS POLICE OFFICERS TO ATTEND TACTICAL TRAINING COURSE AT CAMP DODGE, IOWA. Motion carried 5-0.

Mayor Tveit stated he had one more thing he would like to address. With looking at the consent agenda tonight, our fire chief submitted his resignation; I would like to look at the possibilities of a joint fire chief with a surrounding community. Tveit stated we had talked about joint cooperation in the past and was also brought up during our workshop. Therefore, I think this is the right time to look into the possibility. Kane thought it was a good idea, look at some options. Sandoval said he is not sure now is the right time for a merger. Schaffer disagrees, he thinks tonight is the right time. Tveit said in all honestly I do not even know if any other community would want to partner with us at this time. MOTION BY TVEIT SECOND SCHAFFER AUTHORIZING STAFF TO LOOK AT OPTIONS OF PARTNERING WITH NEIGHBORING CITIES FOR A JOINT FIRE CHIEF/FIRE DEPARTMENT. Motion carried 4-1. Sandoval voting nay.

13. **Adjournment:** The reconvened City Council meeting adjourned at 7:06 pm.

Barbara I. Held, City Clerk