

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

CITY COUNCIL MINUTES

AUGUST 15, 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 and 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, and City Administrator Matt Hylan.
3. **Adopt Agenda:** MOTION BY STEVE KANE SECOND CHRIS MCCLISH TO ADOPT THE AUGUST 15, 2011 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY CHRIS MCCLISH SECOND STEVE KANE TO APPROVE THE AUGUST 15, 2011 CITY COUNCIL CONSENT AGENDA A-D AS FOLLOWS:
  - a. Approve the City Council Minutes of August 1, 2011.
  - b. Enter into an Agreement with Amcon CM, LLC as the Construction Manager for Public Facility.
  - c. Approve the Massage Therapy License for St. Francis Physical Therapy Wellness Center.
  - d. Approve the Payment of Claims for \$266,779.39

Motion carried 3-1, Sandoval voted Nay.

5. **Meeting Open to the Public:**

**William Gardner, 5304 238<sup>th</sup> Avenue NW.** Mr. Gardner pointed out that on the Aug 1, 2011 the minutes showed that Councilman Kane was present when he was not. He also mentioned that he could not understand why there is so much paperwork on a build to lease (4058 St. Francis Blvd. property) and felt we were too involved in the process.

**Mike Bourke 83 103<sup>rd</sup> Ave NE, Blaine MN.** Mr. Burke was here representing Highway 47 Auto Parts, the ones that sold the city the property at 4058 Hwy 47. He had a couple of issues to discuss; the first was the removal of the building. No one had contacted him on this and wondered how we were able to do that without going out for a low bid and presented to city council for vote. The other issues are items on this agenda, specifically the South Highway 47 Industrial Park 2<sup>nd</sup> Addition Preliminary /Final Plat Resolution and

the Public Hearing on the Cree Street Easement Vacation. He feels it would be appropriate to table the above two items at this time until issues on the sale of the property have been resolved.

**6. Petitions, Requests, Applications:**

**a. Don Voytilla-Curb Stop Repair:**

**Don Voytilla 3702 232<sup>nd</sup> Ave NW.** Mr. Voytilla is requesting the City Council consider paying a \$12,136 invoice from Classic Construction in the repair of the curb-stop at his property on July 7, 2011. After much discussion, the city council requested a detail invoice from Classic Construction to review before making a final decision and tabled their decision until the next city council meeting.

**b. South Highway 47 Industrial Park 2<sup>nd</sup> Addition:**

As stated in a memorandum by our planner; the City of St. Francis is proposing to amend the preliminary plat for the South Highway 47 Industrial Park to include additional land adjacent to the site and reduce the number of parcels proposed from 6 smaller industrial parcels to 1 larger site. The site is then proposed to be developed as a Public Services Facility for the City. In order to combine these parcels as part of this existing plat and to alter the layout, the Preliminary Plat needs to be revised.

**c. Cree Street Easement Vacation – Public Hearing:**

The City had previously acquired a road easement on part of the new property being incorporated into this plat. Since the property will be all one site, this easement is no longer necessary. If this access is to be shared, a new driveway easement would be appropriate to ensure the City has adequate control over the source of the users.

MOTION BY JEFF SANDAVOL SECOND BY CHRIS MCCLISH to table Resolution 2011-22 and 2011-23 as recommended by City Attorney, Scott Lepak.  
Motion carried 4-0

**7. Ordinances & Resolution:**

**a. Resolution 2011-24: Proclaiming September 17-23, 2011 as Constitution Week.** MOTION BY JEFF SANDOVAL SECOND STEVE KANE TO ADOPT RESOLUTION 2011-24 PROCLAIMING SEPTEMBER 17-23, 2011 AS CONSTITUTION WEEK. Motion carried 4-0.

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

**a. Engineer:**

**b. Attorney:**

**c. Staff: Fire Department:**

**Public Works:**

**Liquor Store:**

**Police Dept: Police/Fire Department Roof Replacement and Painting:** Police Chief Harapat discussed the need to go out for quotes for the replacement of the current

roof on the Fire/Police facility. The roof is leaking causing damage to the walls, requiring the need to repaint. Money has been set aside in the budget for these repairs. The City council unanimously agreed the facility needed repair and gave Chief Harapat approval to obtain estimates.

**City Administrator Report: General Discussion on Budget:** Hylen presented potential cuts in order to fulfill the zero percent levy direction given at the last City Council meeting. Hylen reviewed what the city council had budgeted for in 2011 and where we are currently. Some of these cuts will not go without some sacrifice to services. The city council consensus was to have a workshop to review the budget by line item to determine what cuts can be made. There was also some discussion about selling some city owned land as an option to generate revenue.

9. **Reports from Council Members:** Kane indicated he may not be at the October meetings due to a conflict with his work schedule.

10. **Report from Mayor:** Just wanted residents to know that interviews for the open City Council seat will be Tuesday, August 16 at city hall. There were a total of 11 applicants. Interviews have been scheduled for 10 minutes each, ending around 6:40pm. Mayor Tveit commented on the Pederson Path project and is pleased with the progress.

11. **Old Business:**

a. **Update on the Public Works/Public Safety Building:** Hylen has the plans for the proposed Public Safety building available for citizens to review at the back table as well a copy will be available at city hall for review. Staff and Council are trying to keep architectural plan estimates to a tolerable level and the building has been shrunk significantly to reduce costs but yet still keeping in mind the future needs of the community. Hylen reviewed the plans, emphasizing on the efforts taken to combine shared spaces with the Police Dept. and Public Works; such as combined reception area, break room, training rooms to help reduce costs. Councilman McClish reiterated Hylen's comments that the design team is trying to use space in an efficient cost saving manner.

12. **New Business:**

a. **Efficiency Report Card:** Chief Harapat said an officer observed suspicious activity that resulted in a felony arrest of a meth dealer. His officers and investigator also have been reviewing car thefts, and home invasions in the area. There was a deer that hit one of the new chargers resulting in damage to the side vehicle.

b. **Discussion on Appointment of New Councilmember:** Mayor Tveit has requested there be interviews of the candidates requesting to be considered for the vacant Council seat. These interviews have been scheduled for Tuesday, August 16, 2011, starting at 5:00 pm at City Hall Conference Room. In order to complete this with the Open Meeting Law, we will recess the meeting at 7:12pm and reconvene this meeting at St. Francis City Hall on Tuesday, August 16, 2011 at 5:00 pm. At this continued

meeting, the City Council will interview all available candidates and following deliberation the Council will have the authority to make the immediate appointment.

13. **Adjournment:** The City Council recessed the meeting at 7:12pm.

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Kathy Lind, Recording Secretary

CITY OF ST. FRANCIS  
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RECONVENE CITY COUNCIL MINUTES

AUGUST 16, 2011

1. **Call to Order/Pledge of Allegiance:** The continuation of the meeting opened at 5:00pm on August 16, 2011 by Mayor Jerry Tveit.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council Members Jeff Sandoval, Steve Kane and Chris McClish.

3. **Interview of the following candidates:**

John Hane, Richard Orpen, Tim Brown, Vince Spensley, Roland Willis, Jesse Jones, Rich Skordahl, Paul Hare III, Kenneth Plaisted and Sheri Bona

4. **Appointment of Vacant City Council Seat:** MOTION BY STEVE KANE, SECOND BY JEFF SANDAVOL to appoint Tim Brown to fill the Vacant City Council Seat. Motion carried 4-0
5. **Adjourn.** The City Council adjourned the meeting at 7:00pm

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Kathy Lind, Recording Secretary