

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

CITY COUNCIL MINUTES

SEPTEMBER 19, 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, Tim Brown, and Steve Kane. Councilmember Chris McClish excused. 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, Fire Chief Dean Kapler, Finance Director Darcy Mulvihill, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY SANDOVAL SECOND KANE TO ADOPT THE SEPTEMBER 19, 2011 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND KANE TO APPROVE THE SEPTEMBER 19, 2011, CITY COUNCIL CONSENT AGENDA-E AS FOLLOWS:
  - a. Approve the City Council Minutes of September 6, 2011.
  - b. Receive and File the St. Francis Fire and Rescue General Meeting Minutes of September 19, 2011.
  - c. Receive and File the URRWMO Minutes of July 5, 2011 and September 13, 2011.
  - d. Approve the Payment of Claims for \$215,547.86. Motion carried 4-0.
5. **Meeting Open to the Public:**

Ray Jones, 23547 Nacre Street NW, reason I am here is regards to 7b. I would like to make sure we know what all the expenditures we are talking about. When are we going to start, from what date will we be getting the funds back.
6. **Petitions, Requests, Applications:**
  - a. **Setting a Date for Council to Accept Bids on the Public Works/Police Safety Facility:** Hylen reported in his memorandum and Tveit explained it further that the City Council should consider holding a special City Council meeting near the end of October to accept and award the bids for the new a Public Works-Police Facility. The bids are due and will be opened October 20, 2011. They will be then reviewed by consulting staff to present a recommendation. By calling a special meeting, it would allow construction to begin about 7-10 days earlier in order to get site work further along before the snow season. MOTION BY TVEIT SECOND KANE TO CALL A SPECIAL CITY COUNCIL MEETING ON OCTOBER 24, 2011 AT 5:00 PM AT CITY HALL TO ACCEPT AND AWARD THE BIDS FOR THE NEW PUBLIC WORKS-POLICE FACILITY. Sandoval asked about the EDA reviewing the plans, we have not even had a meeting yet. Lepak said the EDA was established and will be dealing with the bonds issuance. This bid is in the control of what the City Council wants the building to look like and who will build it. It will then go to the EDA. Voge said there is a good possibility we will be

receiving a good number of bids coming in, so later in the week would be better. Sandoval asked why don't we place this on the next Council meeting if we are receiving bids on a Thursday. It was noted there is an additional week before the next regular city council meeting. The bids are going to be opened October 20, 2011 and the next regular City Council meeting is November 7, 2011. Motion failed 0-4. MOTION BY TVEIT SECOND KANE TO CALL A SPECIAL CITY COUNCIL MEETING ON OCTOBER 27, 2011 AT 5:00 PM AT CITY HALL TO ACCEPT AND AWARD THE BIDS FOR THE NEW PUBLIC WORKS-POLICE FACILITY. Motion carried 4-0.

**7. Ordinances & Resolution:**

**a. Resolution 2011-26: Resolution Approving Plans and Specifications and Ordering Advertisement for Bids-Public Works/Police Facility:** MOTION BY SANDOVAL SECOND BROWN TO ADOPT RESOLUTION 2011-26 A RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND ORDERING ADVERTISEMENT FOR BIDS FOR THE PUBLIC WORKS/POLICE FACILITY. Tveit asked if there was a lot of public interest in reviewing the plans at City Hall. Held said no, there has not been. Currently there is a set of plans at the back of the room, they will then be taken to City Hall for the public to review. Motion carried 4-0.

**b. Resolution 2011-27: Declaring the Official Intent of the City of St. Francis to Reimburse Certain Expenditures from the Proceeds of Bonds to be issued by the City:** MOTION BY SANDOVAL SECOND KANE DECLARING THE OFFICIAL INTENT OF THE CITY OF ST. FRANCIS TO REIMBURSE CERTAIN EXPENDITURES FROM THE PROCEEDS OF BONDS TO BE ISSUED BY THE CITY. Sandoval asked the questions Ray Jones had earlier and said he had the same questions. What fees will be reimburse and when will it start. Lepak said developing plans, bond council, engineering fees, all pay as you go invoices would be reimburse by the bond. Sandoval asked is there a start/finish date and how far are we going back. Voge said this resolution allows the fees incurred to date with that plan preparation process to be reimbursed. Sandoval said does that also cover the attorney fees that occurred during the process with the previous owner. Lepak said he does not know that answer tonight. Motion carried 3-1. Sandoval voting nay.

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

- a. Engineer:**
- b. Attorney:**
- c. Staff: Fire Department:**
- Public Works:**
- Liquor Store:**
- Police Dept:**
- City Administrator Report:**

**9. Reports from Council Members:** Sandoval said we have given staff authorization to dispose of properties up to \$10,000. It is a concern of mine and several people have called and approach him on this. We had a property that was valued at \$10,600 and was torn down and it was over \$10,000. Tveit said so you are referencing surplus property? The City Administrator did call me and kept me informed on the building that was torn down. It was something that

needed to be done on a very timely basis. Lepak said the City does have an ordinance that allows various levels of authority to be exercised and also has an enabling resolution stating the different thresholds. In this instance, the City was acquiring a parcel. The parcel had a building and there were some contaminations issues that needed to be addressed and identified. In order to identify the depth of contamination issues the building was removed in order to determine the level of contamination. That all did occur prior to any council discussion on that specific issue. Tveit said the reason it was being done so quickly there was another payment that was coming due on the contract for deed and we wanted to make sure we withheld any money for the cleanup. It had to be done on a very timely basis. Sandoval said I hope this is a lesson learned, before we move hastily on things. If we have a contract with someone we should contact the contract holder so they know what we are doing. We should have been better prepared but I understand time restraints. It looked like we were going to hide something. Lepak said that was less than ideal timing circumstance but to date, all the information I have is that the fee holder is satisfied with the outcome. Sandoval said I understand that. Sandoval said I was not informed that the structure was coming down.

10. **Report from Mayor:** Attended Oktoberfest, the Lions did a suburb job. I also attended a benefit at the Legion for a resident.

When council member Schaffer was here, he really wanted to have a public hearing on the public works building. I am willing to have a Town Hall meeting. We have not had a Town Hall meeting for a couple years. Brown said I am for it this year being it is not a campaign year. Tveit said maybe we can have a question and answer time at this meeting. Tveit asked the city clerk to schedule a time and location.

11. **Old Business:**

a. **Setting Budget Workshop date-September 26, 2011:** The date for a Budget Workshop has been set for Monday, September 26, 2011 starting at 4:00 pm in the Community Center.

12. **New Business:**

a. **Efficiency Report Card: Fire Department: Fire Chief** Dean Kapler at the last meeting you approved a Duty Officer; I do not have a report for you because we have not had to use the Duty Officer to date.

St. Francis and area fire departments are looking at implementing Regional Training. We all do the same type of training. I believe it is important to train with your own department but when situations come up you can attend area trainings to keep up your certifications.

13. **Adjournment:** The City Council adjourned at 6:30 pm.