

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

CITY COUNCIL MINUTES

DECEMBER 5, 2011

1. **Call to Order/Pledge of Allegiance:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:03 pm.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members, Jeff Sandoval, Tim Brown and Chris McClish. Excused was Council member Steve Kane. Also present were City Attorney Scott Lepak (Barna, Guzy and Steffen, Ltd.), City Engineer Jared Voge (Bolton & Menk, Inc.), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, City Administrator Matt Hylen, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY SANDOVAL SECOND BROWN TO ADOPT THE DECEMBER 5, 2011 CITY COUNCIL AGENDA. City Administrator asked to move Salt Storage to 6b-1. Motion carried 4-0.
4. **Consent Agenda:** Brown asked that item 4 d. be moved from the Consent Agenda to right after the Payment of Claims. MOTION BY McCLISH SECOND SANDOVAL TO APPROVE THE DECEMBER 5, 2011, CITY COUNCIL CONSENT AGENDA-C AND E AS FOLLOWS:
 - a. Approve the City Council Minutes of November 21, 2011.
 - b. Approve the Final Pay Estimate and Change Order No. 2 to Peterson Bros. for the Pederson Path.
 - c. Approve Pay Estimate No. 1 dated 11/30/2011 provided by Amcon Construction Management to the bidders for the Public Works/Police Facility.
 - d. ~~Enter into a Management agreement with the St. Francis Homerun Club for the staffing and maintenance of the Warming House/Rinks this season.~~
 - e. Approve the Payment of Claims for \$239,498.36.Motion carried 4-0.

d. Enter into a Management agreement with the St. Francis Homerun Club for the staffing and maintenance of the Warming House/Rinks this season: Brown stated I don't know if this is the best choice of spending \$12,000. Tveit said I believe this would be an over all cost savings. We would not have to hire warming house attendants. Hylen said this is kind of a hybrid of last year's agreement and what we had done in the past. We would flood the rink; the Homerun Club would clean the rinks, sidewalks and staff the warming house. Tveit feels the rink is a good activity for the kids. Brown just does not want to spend more money than we have to.

MOTION BY BROWN SECOND McCLISH TO ENTER INTO A MANAGEMENT AGREEMENT WITH THE ST. FRANCIS HOMERUN CLUB FOR THE STAFFING AND MAINTENANCE OF THE WARMING HOUSE/RINKS THIS SEASON. Motion carried 3-1. Sandoval voting nay.

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

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

a. **Award the Contract C-03 Asphalt Paving for the Public Works/Police Facility:** Todd Christopherson of Amcon Construction Management gave a brief update on the building progress. Footings should be in by next week. The walls should be starting to be put up in about a week or two. Bid Tabulation for the re-bid of the asphalt-paving contract was provided by Todd Christopherson. Bid openings were held November 30, 2011 and seven bids were received. The bids ranged from \$448,200 to \$647,650. Northland Paving was the low bidder. MOTION BY SANDOVAL SECOND McCLISH TO AWARD THE C-03 CONTRACTS FOR ASPHALT PAVING TO NORTHLAND PAVING IN THE AMOUNT OF \$448,200. Motion carried 4-0.

b. **Award the Contract C-04 Landscaping Bid for the Public Works/Police Facility:** Bid Tabulation for bidding of the Landscaping & Irrigation contract was provided by Todd Christopherson of Amcon Construction Management. Bid openings were held October 20, 2011 and six bids were received. The bids ranged from \$47,365 to \$118,700. Noble Nursery Retail was the low bidder with the bid amount of \$47,365. We held off on awarding the contract because Noble Nursery thought they might withdraw their bid. We did give them a deadline to withdraw and they did not so we are going ahead and recommending awarding the contract. MOTION BY BROWN SECOND McCLISH TO AWARD CONTRACT C-04 LANDSCAPING BID TO NOBLE NURSERY FOR THE PUBLIC WORKS/POLICE FACILITY IN THE AMOUNT OF \$47,365.00. Motion carried 4-0.

b-1. **Salt Storage Discussion:** A Salt Storage Shed was also bid out with a deduct if the City chose not to proceed. If we do not go with the Salt Storage shed we would have a deduct in the amount of \$67,300. Christopherson stated the bids are good for 60 days, which expires December 16, 2011. However, he did contact the contractor and they are willing to extend the period. Hylen stated staff compared the amount that we pay currently to the cost of the building. Based on those numbers staff is recommending to build our own sand and salt shed. Tveit recommended that staff talk to the school district to see if they are interested in purchasing salt from the City. Tveit asked if this contract should be on the agenda for December 19, 2011 Council meeting. After some discussion, the council decided to vote on the contract this evening being it was already brought to them on November 7, 2011. This was tabled until after the budget discussion to get the bid amount that was previously presented to the City Council at the November 7, 2011 City Council meeting.

c. **Discussion on the 2012 Proposed Budget:** Finance Director Darcy Mulvihill gave a power point presentation on the 2012 Proposed Budget along with the new change in the Market Value Homestead Credit Exclusions. After the presentation, Mayor Tveit asked if there was any public that wished to speak on the 2012 Proposed Budget.

Doug Sell 22842 Silverod Street, asked if the EDA has a budget. Tveit said no the budget has not been set. Tveit said they have their next meeting on December 19, 2011 and their agenda has

not been set to my knowledge. There are state statutes and charter guidelines that you need to follow. Sell referenced a couple areas and asked for clarifications. Sell also suggested using \$250,000 of reserve funds to lower the taxes. My City taxes went up 7.5%. Council needs to do a better job of reducing our taxes.

7. **Ordinances & Resolution:**

a. **Ordinance 162, Second Series: 2012 Fee Schedule (Second Reading):** Staff prepared changes to the 2012 Fee Schedule. MOTION BY BROWN SECOND McCLISH TO APPROVE THE SECOND READING OF ORDINANCE 162, SECOND SERIES 2012 FEE SCHEDULE. McClish wanted to make a note the water and sewer rates did not raise in 2012. Role Call: Ayes: McClish, Sandoval, Brown, Tveit. Nays: None Absent: Kane

b. **Resolution 2011-40: Authorizing Summary Publication of Ordinance 162, Second Series Amending Section 6-1-6 Subdivision 2 Entitled “Fee Schedule:** MOTION BY TVEIT SECOND SANDOVAL AUTHORIZING SUMMARY PUBLICATION OF ORDINANCE 162, SECOND SERIES AMENDING SECTION 6-1-6 SUBDIVISION 2 ENTITLED “FEE SCHEDULE”. Motion carried 4-0.

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

a. **Engineer: 1) MnDOT Agreement No. 99993 Allowing MnDOT to Act as the City’s Agent in Accepting Federal Aid (Resolution 2011-41):** MOTION BY McCLISH SECOND BROWN TO ADOPT RESOLUTION 2011-41 A RESOLUTION AUTHORIZING STATE OF MINNESOTA AGENCY AGREEMENT BETWEEN THE DEPARTMENT OF TRANSPORTATION AND THE CITY OF ST. FRANCIS. Motion carried 4-0.

2) **Memorandum on 239th Avenue Improvements:** As stated in the Engineer’s report, in keeping with the City Council’s proactive approach to street maintenance, existing roadway conditions throughout the City are continually monitored. 239th has been identified as a high priority segment within the system. 239th Avenue was originally scheduled for seal coating when the seal coating Capital Improvement Plan was developed. Upon review of the areas to be seal coated during 2011, the condition of 239th Avenue was found to be unacceptable for sealcoating. Recommendation of the City Engineer is to consider improvements to 239th. Council authorized the engineer to prepare a feasibility report be done for 239th Avenue.

Tveit stated at the last meeting we had a person that addressed the council on some grading that was not completed when a development (Rum River Bluffs) went in. Tveit asked if he had talked to the developer and resident. Voge stated I contacted the resident later this afternoon to see if what the developer did was sufficient and he stated yes.

b. **Attorney: Closed Meeting to discuss Labor Negotiation Strategy Pursuant to MN State Statute 13D.03:** City Attorney Scott Lepak stated the City has been in contact with the police union. MOTION BY TVEIT SECOND SANDOVAL TO GO INTO A CLOSED MEETING TO DISCUSS LABOR NEGOTIATION STRATEGY PURSUANT TO MN STATE STATUTE 13D.03 AT 7:06 PM. Motion carried 4-0. This will be a taped closed session. The City Council was back in session at 7:35 pm. Lepak stated we have nothing to report on negotiations.

c. **Staff: Fire Department:**

Public Works:

Liquor Store:

Police Dept: Authorization to Order a 2012 Dodge Police Interceptor: Police Chief said the State bid is \$22,800 for a new 2012 Dodge Charger. MOTION BY TVEIT SECOND McCLISH AUTHORIZING THE POLICE CHIEF TO ORDER A 2012 DODGE POLICE INTERCEPTOR WITH DELIVERY IN 2012 OFF THE STATE BID. Motion carried 4-0.

City Administrator Report: Pioneer Days Discussion: A memorandum from City Clerk Barb Held provided to the City Council outlined the cost of Pioneer Days. Pioneer Days fund even after donations has had a negative balance for the last four years. This amount does not include staffing hours. This year will be the 50-year anniversary of Pioneer Days. Tveit asked for recommendations. Sandoval said he hates to see this go away and would like to see it at least one more year. Sandoval would like to see more volunteers and organizations help. McClish said he would like to continue with the Pioneer Days for 2012. Brown would like to keep it for the 50th year but let people know this is probably the last year due to the cost.

Building Official Update: Three candidates were interviewed this morning. I also have looked at surrounding communities and contracting with them. Pending a few more contacts, staff may recommend hiring our own official and not contract.

Local Government Innovation Redesign Session: This work session was a very good interaction with cities, schools, and counties. This group study should be completed shortly after the first of the year. There were numerous sessions held throughout the State. Discussion was on restructuring government. Hylen stated he was glad we have already started.

Salt Storage: MOTION BY McCLISH SECOND SANDOVAL TO AWARD THE SALT STORAGE SHED (FAB. COVERED STORAGE STRUCTURE) CONTRACT C-23 TO GREYSTONE CONSTRUCTION COMPANY FOR THE AMOUNT OF \$114,950. Motion carried 4-0.

9. **Reports from Council Members:** Sandoval asked Hylen if we checked what the cost would be for contracting building inspections with surrounding communities. Facebook is out there and we have to be careful of what we post. Just a reminder, be careful on what and how we say things.

10. **Report from Mayor:** I just gave our City Attorney the performance reviews I received from the councilmembers on our City Administrator, Matt Hylen. I averaged all the scores on the reviews. With a four, meeting expectations; I believe the average score when all tallied was a 5.1. Therefore, Matt is meeting our expectations as our city administrator.

Fire District Study: Meetings will be held the first Thursday of the month. We still are in the study/research portion.

11. **Old Business:** The Fire Department will be holding their 4th Annual Santa and Fire Truck food drive. The fire department along with the St. Francis Jaycees and St. Francis Ambassadors will be going through various neighborhoods collecting food donations for the North Anoka County Emergency Food Shelf. This will take place December 15th and 16th.

12. **New Business:**

Efficiency Report Card-Public Works: As the Police Chief pointed out at the last meeting there are a number of things going on behind the scene that staff is doing to cut cost. By having the Ford Escape instead of having a regular size truck we have seen a cost savings of about \$1,200 in fuel.

13. **Adjournment:** The City Council adjourned the meeting at 8:09 pm.

Barbara I. Held, City Clerk