

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

CITY COUNCIL MINUTES

DECEMBER 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, Steve Kane and Chris McClish. Also present were City Attorney Scott Lepak (Barna, Guzy and Steffen, Ltd.), Police Chief Jeff Harapat, Public Works Director Paul Teicher, Finance Director Darcy Mulvihill, Fire Chief Dean Kapler, City Administrator Matt Hysten, and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY SANDOVAL SECOND BROWN TO ADOPT THE DECEMBER 19, 2011 CITY COUNCIL AGENDA. Motion carried 5-0.
4. **Consent Agenda:** MOTION BY KANE SECOND McCLISH TO APPROVE THE DECEMBER 19, 2011, CITY COUNCIL CONSENT AGENDA-D AS FOLLOWS:
  - a. Approve the City Council Minutes of December 5, 2011.
  - b. Enter into an Agreement for Residential Recycling Program with Anoka County for 2012 Score Reimbursement Funds.
  - c. Approve the St. Francis EDA Budget.
  - d. Approve the Payment of Claims for \$264,690.69.Motion carried 5-0.
5. **Meeting Open to the Public:** William Gardner, 5304-238<sup>th</sup> Avenue NW, I have a couple questions and I would like to have the answers sent to me in the mail. During the last few years have the taxpayers been paying taxes to build a new city hall. Second, is it a common practice to take dedicated funds and put them into the general fund or other funds and then put them towards the new building? Gardner said I read the packet and it took me the whole weekend. I asked the board if they read the whole packet and totally understand it. I think I am a very well education person. I have three degrees one in law enforcement, psychology and a master's in business administration. Some of this seems to be contradictory. The information regarding the bonds is rather confusing so I was wondering how many of you actually understand the whole thing.
6. **Petitions, Requests, Applications:**
  - a. **St. Francis EDA Resolutions and Agreement pertaining to the Sale of Public Project Lease Revenue Bonds, Series 2012A:** Mayor Tveit said it is my understanding that the items presented to the EDA tonight all passed.

7. **Ordinances & Resolution:**

a. **Resolution 2011-42: Certifying Taxes Payable in 2012:** MOTION BY KANE SECOND BROWN TO ADOPT RESOLUTION 2011-42 CERTIFYING TAXES PAYABLE IN 2012. Motion carried 5-0.

b. **Resolution 2011-43: Adopting a Budget 2012:** MOTION BY BROWN SECOND McCLISH TO ADOPT RESOLUTION 2011-43 ADOPTING A BUDGET FOR 2012. Motion carried 5-0.

c. **Resolution 2011-44: Adopting a GASB 54 Fund Balance Policy:** MOTION BY KANE SECOND McCLISH TO ADOPT RESOLUTION 2011-44 A RESOLUTION ADOPTING A GASB 54 FUND BALANCE POLICY. Motion carried 5-0.

d. **Resolution 2011-45: Approving End of Year Transfers for the Year 2011:** MOTION BY McCLISH SECOND SANDOVAL TO ADOPT RESOLUTION 2011-45 A RESOLUTION APPROVING END OF YEAR TRANSFERS FOR THE YEAR 2011. Motion carried 5-0.

e. **Resolution 2011-46: Approving Post-Issuance Compliance Procedure and Policy for Tax-Exempt Governmental Bonds:** MOTION BY McCLISH SECOND KANE TO ADOPT RESOLUTION 2011-46 A RESOLUTION APPROVING POST-ISSUANCE COMPLIANCE PROCEDURE AND POLICY FOR TAX-EXEMPT GOVERNMENTAL BONDS. Motion carried 5-0.

f. **Resolution 2011-47: Authorizing the Execution and Delivery of Ground Lease and Lease-Purchase Agreement, and Approving and Authorizing Issuance of Public Project Lease Revenue Bonds and Execution of Related Documents:** MOTION BY SANDOVAL SECOND BROWN AUTHORIZING THE EXECUTION AND DELIVERY OF GROUND LEASE AND LEASE-PURCHASE AGREEMENT, AND APPROVING AND AUTHORIZING ISSUANCE OF PUBLIC PROJECT LEASE REVENUE BONDS AND EXECUTION OF RELATED DOCUMENTS. Motion carried 5-0.

g. **Resolution 2011-48: Adopting the License Renewals for 2012:** MOTION BY BROWN SECOND KANE ADOPTING RESOLUTION 2011-48 A RESOLUTION ADOPTING THE LICENSE RENEWALS FOR 2012. Motion carried 5-0.

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

a. **Engineer:**

b. **Attorney: Closed Meeting to discuss Labor Negotiation Strategy Pursuant to MN State Statute 13D.03:** City Attorney Scott Lepak asked the City Council to go into a close meeting for an update on union negotiations and strategy. MOTION BY SANDOVAL SECOND McCLISH TO GO INTO A CLOSED MEETING TO DISCUSS LABOR NEGOTIATION AND STRATEGY PURSUANT TO MN STATE STATUTE 13D.03 AT 6:14 PM. Motion carried 5-0. The City Council was back in session at 6:25 pm. Lepak stated we have nothing to report on negotiations from the closed session.

c. **Staff: Fire Department: Fire Inspections:** Interim Fire Chief Dean Kapler reported that starting January 1, 2012 he would assume the duties of Fire Marshal for a four-month period. It will be a good opportunity for me to visit the businesses. It is estimated, that this activity can be done under the current contract. If the activity should increase to a point that additional assistance is needed, I will contact the City Administrator prior to any additional costs.

MOTION BY TVEIT SECOND BROWN AUTHORIZE THE FIRE CHIEF TO ANALYZE THE FIRE CODE INSPECTIONS OVER THE NEXT FOUR MONTHS. Motion carried 4-1. Sandoval voting nay.

**Public Works:**

**Liquor Store:**

**Police Dept:**

**City Administrator Report: Building Inspector Recommendation:** Hylen reported we found an applicant that will allow the City to allow us to advance with technology in our permits and records division along with pursuing a higher customer service level. Council member Sandoval had some concerns at the last meeting. Hylen meet with him this past week to listen to his concerns. I believe his questions were answered in which Sandoval agreed. Hylen reported a background check was completed and is recommending the City Council hire Andrew Schreder. Mr. Schreder also has experience in code enforcement. Currently we have a combination of our police, city planner, contract building inspector, office and our city attorney handling cases. MOTION BY KANE SECOND McCLISH TO HIRE ANDREW SCHREDER AS A PART TIME BUILDING INSPECTOR AT \$23.19 AND TO SET THE PAY STEPS AT \$23.19, \$24.03, \$24.90, \$25.80, \$26,74 AND \$28.72. McClish asked how many hours would this person be working. Hylen said I made it perfectly clear we would not go over our building inspection revenue. The one item we do need is the software, that is a fixed fee that we would need anyway. As mentioned before we will also utilize Mr. Schreder in code enforcement. He did work in the code compliance department in his previous employment. There will be fixed hours but I do not know how many. Sandoval asked if the new procedure would entail keeping the code enforcement in house and have the city council as the hearing officers. Lepak briefed the council on a couple different options that are currently being used in Coon Rapids and Blaine. Motion carried 5-0.

9. **Reports from Council Members:** Brown wishing everyone Happy Holidays. McClish stated in looking back at his first year in office he states the council has accomplished a lot. Items such as Pederson Path, updated City Website, zero percent levy, and a new public works/police facility. McClish also wanted to thank the St. Francis Fire Department, Jaycees and the Ambassador Program for going around and collecting food donations for the North Anoka Community Emergency Food Shelf.

10. **Report from Mayor:** Like to remind everyone of the January 21, 2012 Mayor's Trail Ride. I have had been in contact with one of our residents about the water and sewer rates and our billing. Kane asked to give staff direction to study the policy on how water and sewer rates are calculated and make their recommendations back to the city council. City Council received an email from a resident regarding our City Administrator. I did contact three City Administrator's from different cities today asking them if our city administrator contacted them regarding building inspections. After contacting the third city and all of them indicating that our city administrator contacted them about inspections, I am convinced he did his due diligent in contacting other communities. Thanked the Fire Department too for going around to the neighborhoods collecting food donations.

11. **Old Business:** None.

12. **New Business: Efficiency Report Card-Police Department:** Police Chief Harapat reported the police department is back to full efficiency because we have our Sargent back from FBI Academy Training. Sgt. Rehling completed the Academy with a 4.0 grade point average. Hysten asked if the council would like Sgt. Rehling to attend a future council meeting to recap his training and the council agreed.

13. **Adjournment:** The City Council adjourned the meeting at 6:37 pm.

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Barbara I. Held, City Clerk