

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

CITY COUNCIL MINUTES

MAY 21, 2012

1. **Call to Order/Pledge of Allegiance:** The regular City Council Meeting was called to order by Mayor Jerry Tveit at 6:00 p m.
2. **Roll Call:** Present were Mayor Jerry Tveit, Council members Jeff Sandoval, Tim Brown, and Chris McClish. Steve Kane excused. 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 Hysten and City Clerk Barb Held.
3. **Adopt Agenda:** MOTION BY SANDOVAL SECOND McCLISH TO ADOPT THE MAY 21, 2012 CITY COUNCIL AGENDA. Motion carried 4-0.
4. **Consent Agenda:** MOTION BY BROWN SECOND McCLISH TO APPROVE THE MAY 21, 2012, CITY COUNCIL CONSENT AGENDA-J AS FOLLOWS:
 - a. Approve the City Council Minutes of May 7, 2012.
 - b. Authorization to hire Part Time Liquor Store Applicants Erin Mulcahy and Lisa Bauer
 - c. Authorization to hire Full Time Public Works Applicant David Thelen
 - e. Accept the Resignation of Public Works Employee Dave Tucker
 - f. Acknowledging the Matching DNR Grant Request for the Fire Department
 - g. Ratify the General Laborer's Union Local 563 Contract for 2012-2014
 - h. Approved Pay Estimate No. 5 from Amcon Construction Management (\$876,530) for Gopher State Contractors, Inc. \$1,615; McDowall Company \$24,372; SCR, Inc.-St Cloud \$280,250; Electrical Solutions Inc. \$27,083; North Metro Asphalt and Contracting \$99,245; New Look Contracting, Inc. \$148,9120; Classic Construction, Inc. \$251,336; Central Minnesota Fabricating, Inc. \$38,720 and Greystone Construction Company \$4,997.
 - i. Authorization to hire an a Administrative Intern Christopher Mickelson
 - j Approve the Payment of Claims for \$136,474.03Motion carried 3-1. Sandoval voting nay.
5. **Meeting Open to the Public: None.**
6. **Petitions, Requests, Applications:**
 - a. **Abdo, Eick and Meyers: 2011 Annual Financial Report:** Andy Berg of Abdo, Eick and Meyers was present to give a recap of the 2011 Annual Financial Report. Mr. Berg reported the Audit went well and asked if there were any questions. The City Council had none.
7. **Ordinances & Resolution:**

a. **Resolution 2012-15: Adopting 2012 Pay Plan for Non-Organized Employees and Setting the General City Health Insurance Stipend and Benefits:** MOTION BY SANDOVAL SECOND BROWN ADOPTING RESOLUTION 2012-15 A RESOLUTION ADOPTING 2012 PAY PLAN FOR NON-ORGANIZED EMPLOYEES AND SETTING ATHE GENERAL CITY HEALTH INSURANCE STIPEND AND BENEFITS. Motion carried 4-0.

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

a. **Engineer:**

b. **Attorney:**

c. **Staff: Fire Department:**

Public Works: Regular Part Time Employees: One of the City's current regular full time employee asked if the City would be willing change his position status to regular part time employee status do to family priorities. The City has looked over the request and made sure their Union was supportive of the proposed change. Public Works Director Paul Teicher stated in his agenda report the reasoning in hiring another part time person to make up for the loss of a full time position. The part time average hours per week would be approximately 25-30 hour per employee. Due to the fact we do not have to pay benefits we would have 50-60 hours of work per week instead of 40 hours. MOTION BY TVEIT SECOND SANDOVAL APPROVING THE CHANGE OF EMPLOYMENT STATUS OF THE REQUESTING FULL TIME EMPLOYEE TO A REGULAR PAR TIME EMPLOYEE STATUS AT THE TIME THE CITY ADDS THE ADDITIONAL REGUALR PART TIME EMPLOYEE AND DECLARING A VACANCY FOR A REGULAR PART TIME EMPLOYEE IN ADDITION AUTHORIZE CITY STAFF TO FILL THIS POSITION. McClish's only concern is we don't keep changing full time employees to part time positions. Motion carried 3-1. McClish voting nay.

Authorization to Purchase a Ball Field Groomer: The current ball field groomer is made to only be used on our 2003 Kawasaki Mule, which was to be traded in with the purchase of the Toolcat that was approved at the March 5, 2012 Council meeting. We have taken possession of the Toolcat and accessories; Crawford's Equipment has allowed us to continue to use the Mule until we have purchased a new infield groomer. Staff has been researching infield drags since March and have identified the PR72 Pro Groomer as the attachment that will work the best for the City. This groomer also will be able to be used our zero turn mower and Belo's machine. Tveit stated it is in the budget. Sandoval asked how many fields are we grooming and how often. Teicher stated currently we have two fields and is used weekly. Tveit asked if we could lease or use the schools. Teicher said the school does have a busy schedule and have worked with them but it does not always work out. Sandoval questioned the purchase of the piece of equipment and asked can we get by with a drag with just two fields? I understand the need of one but the cost at this time is what I am questioning. Teicher justified the use of this piece of equipment. Brown asked how long will this piece of equipment last. Teicher stated staff has been researching this type for a while and I am sure it will last for some time. MOTION BY SANDOVAL SECOND McCLISH APPROVING THE PURCHASE OF A PR72-E PRO GROOMER STAND ELECTRIC LIFT MACHINE WITH THE FOLLOWING OPTIONS; DRAG MAT, DUAL REMOTE CONTROL, TONGUE STAND AND 2" BALL COUPLER HITCH, FOR \$5,831.71 (TAX INCLUDED) FROM HEYING COMPANY. Brown said in the future, I want all

accessories purchased at one time. Tveit said I do understand why Teicher would not want to purchase future items all at once, because of the cost. Tveit would like to see the City borrow from someone else. Brown said if we borrow it weekly a lot of staff time would be spent on transporting this equipment. Motion carried 3-1. Tveit voting nay.

Sandoval asked if we used a piece of equipment like this before and if it does not work the way we want it to, do we have the ability to return it.

Liquor Store:

Police Dept.:

City Administrator Report: Phone System Discussion: Currently we have a six-year old phone system. With the current technology and systems changing daily our system is not functioning as good as it should be lately. Our system currently is not being manufactured anymore and does go down quite frequently. This is not a budgeted expense but with a new public work/police facility being built; now would be a good time to change, if we decide to change. Direction from the City Council was to look into a new phone system, citywide.

Building Official Employment Agreement: Currently we have been talking with our current building official Andy Schreder about changing his employment from part time to full time. This does go hand in hand with the possibility of the City of Nowthen requesting our building official for their inspection needs.

Nowthen Building Inspection Contract Update: Nowthen still has some questions on the Contract that was submitted to them. Mr. Lepak and I are working with Nowthen to answer their questions. If for some reason Nowthen does agree with the contract and their building inspection service quits immediately and does not give their 30-day notice we would like to have Mr. Schreder ready.

9. **Reports from Council Members:** Brown asked if someone leases out phone systems. Staff stated they would look into lease options.

10. **Report from Mayor:** The St. Francis Motorcycle Ride will be held June 16, 2012. The ride will start in Elk River at Zylstra's and end in St. Francis. I would like something tangible the proceeds of this ride to be spent on in our community. I am looking to make this a success.

Did have an individual call about a four-wheeler driving in one of our parks and called the non-emergency number at the police department. Tveit stated we just have to educate people to dial 911. The resident was happy to see the police department in the area shortly after his call.

11. **Old Business:** None.

12. **New Business:** Brown said being our first Monday in July is the 2nd can we change it. The meeting dates are set according to our Charter. Brown said I will not be here. The council will still hold the City Council meeting on July 2, 2012.

Sandoval said we have a resident living close to city hall that has fence post right next to the road, can we check into it. Hylen said we will have staff look into that.

13. **Adjournment:** The City Council adjourned the meeting at 6:50 pm.

Barbara I. Held, City Clerk