

September 21, 2010

A regular meeting of the Scandia City Council was held on the above date. Mayor Seefeldt called the meeting to order at 7:00 p.m. Following the Pledge of Allegiance, roll call was taken. The following council members were present: Council members Connie Amos, Pete Crum, Dolores Peterson and Mayor Dennis Seefeldt. Staff present: City Administrator Anne Hurlburt, City Attorney Dave Hebert, Building Official/Maintenance Supervisor Official Steve Thorp, Fire Chief Jim Finnegan, Police Deputy Chris Majeski, Treasurer Colleen Firkus and Deputy Clerk Brenda Eklund.

### **PUBLIC FORUM**

There were no public comments.

### **APPROVAL OF AGENDA**

**Peterson, second by Amos, moved to approve the agenda as presented. The motion carried 4-0.**

### **APPROVAL OF CONSENT AGENDA**

The following consent agenda was presented:

- a) Minutes
  - 1) August 17, 2010 Regular Meeting
  - 2) August 23, 2010 Special Meeting
  - 3) August 30, 2010 Special Meeting
  - 4) September 7, 2010 Meeting with the Planning Commission
- b) Treasurer's Report

|                            |                  |                     |
|----------------------------|------------------|---------------------|
| Beginning Balance 08/01/10 |                  | \$2,139,409.97      |
| Receipts                   |                  | + <u>29,815.58</u>  |
| Expenditures               | \$122,768.24     |                     |
| Payroll                    | <u>13,360.96</u> | - <u>136,129.20</u> |
| Ending Balance 08/31/10    |                  | \$2,033,096.35      |
- c) Payment of Vouchers
- d) Accept Donation from Scandia Marine Lions Club (*Resolution 09-21-10-01*)
- e) Accept Memorial Donation from the Family of Glen Shaleen (*Resolution 09-21-10-02*)
- f) Approve Utility Permit for U.S. Cable

**Crum, second by Peterson, moved to approve the Consent Agenda as presented. The motion carried 4-0.**

### **PARK AND RECREATION COMMITTEE**

#### ***Wind in the Pines Park – Site Survey***

Administrator Anne Hurlburt presented the Park and Recreation Committee's request to obtain a survey of the Wind in the Pines park boundaries. The site survey is considered to be an important prerequisite for preparing a management plan for the park. Two quotes were received for the survey work. Landmark Surveying quoted a fee of \$6,300. Cornerstone Land Surveying quoted a

fee of \$4,800 which includes adding topographical information to the survey. **Peterson, second by Crum, moved to authorize acceptance of the proposal from Cornerstone Land Surveying in the amount of \$4,800. The motion carried 4-0.**

### **POLICE DEPARTMENT**

Deputy Chris Majeski reported on police activity within the past month. An attempted burglary occurred at Scandia Liquors, two residential burglaries are being investigated and a stolen vehicle was reported at the state park. Deputy Majeski provided statistics on calls from 2006 through June 2010.

### **FIRE DEPARTMENT**

Fire Chief Jim Finnegan reported that the department responded to twenty calls in August, seven which were fire related. The new cutter for auto extraction is in operation. EMT training for the new firefighters has begun, as well as officer training for four members. The department has an opportunity to conduct training on two house burns. Chief Finnegan requested that a deputy be scheduled to provide traffic control during the Safe Halloween Event being held on October 31, 2010. Chief Finnegan asked that donation memorials be dedicated to a specific purchase for that department. Administrator Hurlburt explained that the department may request an expenditure be made with the donated funds.

### **CITY ENGINEER**

#### ***Pay Request #1 for the 2010 Seal Coat and Bituminous Patching Project***

Allied Blacktop Company has completed the seal coat and patching project for city streets. City Engineer Paul Hornby recommended payment be approved, less 5% retainage. **Peterson, second by Crum, moved to approve Pay Request #1 to Allied Blacktop Company in the amount of \$138,798.82 for the 2010 Seal Coat and Bituminous Patching Project. The motion carried 4-0.**

### **BUILDING OFFICIAL/MAINTENANCE SUPERVISOR**

Building Official/Maintenance Supervisor Steve Thorp reported that thirteen building permits were issued in August. The Public Works Department received the new boom flail mower. Repair of the drainage area on Layton Avenue is being pursued.

### **CITY ADMINISTRATOR**

#### ***Draft of Fall City Newsletter***

Administrator Hurlburt presented a draft of the fall issue of the city newsletter. The newsletter will be mailed to all city residents on October 1. Consensus of the council was to proceed with printing and mailing the newsletter as it was presented.

### **2010 EMPLOYEE HEALTH INSURANCE PLAN (RESOLUTION NO. 09-21-10-03)**

Employee health insurance carrier Blue Cross Blue Shield has increased rates for 2011 by 20%. Due to a poor experience rating resulting from a single case with a large claim, the maximum rate increase for members of the Southwest/West Central Service Cooperative is applied. The pool protected the city from a much larger rate increase. Staff investigated alternatives to the

current plan, but in order to continue insurance coverage to the individual with a serious illness, continuing with the current plan was advised. The deductible increases to \$1,600 for single coverage, and \$3,200 for family coverage. Council was presented with a resolution detailing the total cost of providing health insurance benefits for 2011. **Peterson, second by Amos, moved to adopt Resolution No. 09-21-10-03, Establishing City Contribution to Employee Health Insurance Benefits for 2011. The motion carried 4-0.**

**ORDINANCE NO. 121 AMENDING ORDINANCE NO. 94 ESTABLISHING COMPENSATION FOR THE MAYOR AND CITY COUNCIL**

At the August 30 special meeting on the 2011 budget, the Council directed staff to prepare an ordinance to eliminate the 2011 salary adjustment for council salaries. The current ordinance provides for an adjustment tied to the inflation rate, to occur every other year following a city election. The next inflation adjustment would occur on January 1, 2013. **Amos, second by Seefeldt, moved to adopt Ordinance No. 121, Amending Ordinance No. 94 Establishing Compensation for the Mayor and City Council. The motion carried 4-0.**

**CITY COUNCIL VACANCY (RESOLUTION NO. 09-21-10-04)**

Council member John Lindell submitted his resignation via an e-mail on September 13, 2010. His term runs through 2012. Staff prepared a resolution accepting Lindell's resignation and declaring a vacancy. **Crum, second by Peterson, moved to adopt Resolution No. 09-21-10-04, Accepting the Resignation of John Lindell and Declaring a Vacancy on the City Council. The motion carried 4-0.**

City Attorney Hebert explained Minnesota Statute 4.12.02 Subd. 2a which governs vacancies in a statutory city's Council. The Council must fill the vacancy by appointment until an election is held. Because of the timing of the resignation and the upcoming municipal election, it is not possible to hold a special election in November. If the Council determines that a special election be held, it would first need to adopt an ordinance as required by the statute.

Administrator Hurlburt presented a timeline for the appointment process. An advertisement for applications would go out September 22, with a deadline for submission by October 15. Council members could conduct interviews the week of October 25, and an appointment made in early to mid-November. Council was presented with a draft application form, similar to that used for Planning Commission and other committee memberships.

Administrator Hurlburt explained that the process for holding a special election would be similar to a regular election, with a period for filing and a period for submitting absentee ballots. The earliest possible date for a special election would probably occur in January or February. The City would need to contract with Washington County Elections staff to administer part of the process, including the absentee voting, which the city does not have the equipment to perform. All costs would be paid for by the city.

**Peterson, second by Amos, moved to proceed with a special election to fill the two-year vacancy of Lindell's four-year term so that the residents have a voice in addressing the city's critical issues in the years ahead.**

Mayor Seefeldt voiced his concern regarding the cost to hold a special election.

**Seefeldt, second by Crum, moved to proceed with an appointment process to fill the council vacancy. The vote on this motion was 2-2, with Amos and Peterson opposed.**

Discussion continued on the cost and length of time it would take to hold a special election. It was advised that an appointment must be made until such time that an election could be held.

**The Peterson motion was restated, to direct staff to prepare an ordinance calling for a special election and to gather information on the process and cost. The motion carried 4-0.**

**Crum, second by Seefeldt, moved to reconsider the Seefeldt motion to proceed with an appointment process to fill the council vacancy. The motion to reconsider carried.**

**Seefeldt called for a vote on the motion to proceed with an appointment process to fill the vacant council seat. The motion carried 3-0, with Amos not voting.**

#### **QUOTES FOR SALT/SAND STORAGE STRUCTURE**

Building Official/Maintenance Supervisor Thorp presented quotes on options to construct a salt/sand storage building on the existing slab and walls located on the Public Works site. The shelter would allow the City to have supplies on hand when needed during snow events. This project was first recommended by the Capital Improvements Committee in 2007. The Capital Improvement Fund budgeted \$60,000 for the construction of a salt shed in 2010.

Three basic building designs were evaluated: a post-framed pole-barn type structure that would be built around the existing slab; a wood-framed building to be constructed on the existing slab and knee walls; and a ClearSpan Truss Arch fabric structure. All the options would be sixteen feet in height and include a fourteen-foot high overhead door. Quotes ranged from \$23,000 to \$36,616.

The most economical building proposals did not include a guarantee against corrosion, as they are not designed for the storage of salt. Modifications would be necessary to make them more suitable for this use.

The proposal from Morton building (\$36,616) included construction of a wood-post, fully enclosed building to be built around the existing slab, with a one-foot clearance. Instead of a metal roof and walls, the roof would be asphalt shingles over plywood and the walls constructed of low-maintenance Hardi-panel siding. All connectors would be stainless steel.

Council member Peterson commented that the Morton building is the nicest looking of all the options. Council member Crum felt the Morton building is a good value, as the structure built with steel panels will not be warranted against corrosion and may need future maintenance.

Mayor Seefeldt inquired if the Morton building is designed with soffits. Administrator Hurlburt answered that no, the building does not have soffits. Zoning standards in the updated Development Code will allow for flexibility of design standards for industrial storage buildings.

**Peterson, second by Crum, moved to accept the quote from Morton Buildings for the construction of a salt/sand storage building in the amount of \$36,616. The motion carried 4-0.**

**Peterson, second by Amos, moved to adjourn the meeting. The motion carried 4-0.**

The meeting adjourned at 7:42 p.m.

Respectfully submitted,

Brenda Eklund  
*Deputy Clerk*