

June 15, 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, John Lindell, Dolores Peterson and Mayor Dennis Seefeldt. Staff present: City Administrator Anne Hurlburt, City Attorney Dave Hebert, City Engineer Paul Hornby, Building/Code Enforcement Official Steve Thorp, Deputy Clerk Brenda Eklund, Police Deputy Chris Majeski and Fire Chief Jim Finnegan.

### **PUBLIC FORUM**

#### ***James Trudeau Law Enforcement Award to Deputy Chris Majeski***

Deputy Chris Majeski was presented with the James Trudeau Law Enforcement Award for 2009 by representatives of the Lakes Area Youth Service Bureau. This award is given annually by the LAYSB to a law enforcement officer for exemplary service to local youth. Mayor Seefeldt offered his congratulations to Deputy Majeski for his dedication and positive mentoring to the area youth. The council held a short recess to attend a reception in Deputy Majeski's honor.

### **APPROVAL OF AGENDA**

**Peterson, second by Amos, moved to approve the agenda as presented. The motion passed 5-0.**

### **APPROVAL OF CONSENT AGENDA**

The following consent agenda was presented:

- a) Minutes
  - 1) May 18, 2010 Regular Meeting
  - 2) May 25, 2010 Special Meeting
  - 3) June 1, 2010 Meeting with the Planning Commission

- b) Treasurer's Report

Beginning Balance 05/01/10		\$1,373,345.30
Receipts		+ <u>31,208.96</u>
Expenditures	\$105,782.07	
Payroll	<u>24,609.95</u>	- 130,392.02
Adjustments: Bank Charges		- <u>8.00</u>
Ending Balance 05/31/10		\$1,274,154.24

- c) Payment of Vouchers
- d) Utility Permit for Minnesota Energy Resources (12614 182<sup>nd</sup> St. N.)

**Peterson, second by Crum, moved to approve the Consent Agenda as presented. The motion passed 5-0.**

### **PARK AND RECREATION COMMITTEE**

City Administrator Hurlburt reported that the work day at Lilleskogen Park on June 5 was well attended. Progress on buckthorn removal at the park is being made.

### **POLICE DEPARTMENT**

Deputy Majeski reported on two automobile break-ins and a burglary at a seasonal cabin which occurred during the past month.

### **FIRE DEPARTMENT**

Fire Chief Finnegan reported that the department responded to thirteen calls during the month of May, four which were fire related. Delivery of the new fire rescue truck is expected in mid-July.

#### ***Appointment of Probationary Volunteer Firefighters***

Six candidates were offered employment for positions in the Scandia Fire and Rescue Department. **Crum, second by Amos, moved to appoint the following six candidates to the position of Probationary Volunteer Firefighter, effective July 1, 2010, with the condition that they successfully complete the required medical exams and drug testing by that date: Robert Claudon, Scott Kendrick, Ian Skarja, Scott Swenson, Aaron Syring, Jeremy Walker. The motion passed 5-0.**

#### ***Accept Donations and Authorize Purchase of Auto Extrication Equipment (Resolution No. 06-15-10-01)***

The Scandia Marine Lions recently made a cash donation of \$1,874.00 to be used for Fire Department equipment. The Fire Department has identified the need to replace equipment used for automobile extrication. The Fire Relief Association will donate an additional \$3,007.00 (part of the proceeds from the Annual Fire Ball) to purchase this equipment. **Peterson, second by Crum, moved to adopt Resolution No. 06-15-10-01 Accepting Donations from the Scandia Marine Lions Club and the Scandia Fire Relief Association, Approving Purchase of Auto Extrication Equipment and Making Related Amendments to the 2010 City Budget. The motion passed 5-0.**

#### ***Statewide Volunteer Firefighter Retirement Plan***

In March, the City Council agreed to request a cost analysis from PERA (Public Employees Retirement Association) to join the voluntary Statewide Volunteer Firefighter Retirement Plan (SVFRP). Council reviewed the analysis which showed a comparison of various benefit levels and scenarios. The Relief Association has recommended that the City opt to join SVFRP and raise the benefit level per year of service to \$2,500 before entering the plan, as the plan does not offer the current \$2,350 benefit level. SVFRP benefit levels are offered at increments of \$500.

The Council was in consensus that there are many advantages of participating in the state plan, but determining when to increase the benefit level needs additional consideration. Mayor Seefeldt recommended forming a committee to further analyze the costs. Members of the committee include Seefeldt, Peterson, Fire Relief members Jeff Beibl and Ernie Yoch, Hurlburt and Finnegan. The City has until August 23 to finalize a decision.

**Peterson, second by Seefeldt, moved to adopt Resolution No. 06-15-10-02, Opting to Join the Voluntary Statewide Lump-Sum Volunteer Firefighter Retirement Plan. The motion passed 5-0.**

**CITY ENGINEER**

***2010 Road Maintenance Project***

City Engineer Hornby has recommended a seal coating project for 2010, targeting roadways which were crack filled in 2009, have not been previously seal coated, and have a Paser Rating of 7 or higher. It also includes lane patching for Meadowbrook Avenue and 228<sup>th</sup> Street. The Capital Improvements Committee recommended proceeding with the project, and including seal coating of the Community Center and Fire Hall/Public Works parking lots. City Engineer Hornby estimates a cost of approximately \$200,000 for the road maintenance project. **Peterson, second by Amos, moved to authorize preparation of plans and specifications and advertisement of bids for the 2010 Street Maintenance Project, as recommended by the City Engineer and Capital Improvements Committee. The motion passed 5-0.**

***County State Aid Highway Designation Changes (Resolution No. 06-15-10-02)***

Washington County staff requested that the city adopt a resolution supporting designation changes to Manning Trail (County Road 15A to become CSAH 15) and Lofton Avenue (CSAH 1 to become CR 91). The Council received a report from Cory Slagle, Washington County Transportation Department, at their February 16 meeting and by consensus agreed with the proposal at that time. **Crum, second by Amos, moved to adopt Resolution No. 06-15-10-03, Approving Revision of County State Aid Highway Designations. The motion passed 5-0.**

**BUILDING/CODE ENFORCEMENT OFFICIAL**

Building/Code Enforcement Official Thorp reported on building and zoning issues occurring within the past month. The Tii Gavvo subdivision is completing the engineering work.

**CITY ADMINISTRATOR**

***Public Works Staffing***

City Administrator Hurlburt presented a report and recommendations concerning staffing of the Public Works Department. Public Works Supervisor John Morrison has submitted his resignation due to medical reasons. **Peterson, second by Crum, moved to accept the resignation of John Morrison effective June 2, 2010.**

The Human Resources Committee (Peterson, Crum, Hurlburt) recommended that the city move ahead to fill a Full-Time Maintenance Worker position as soon as possible. Before advertising the position, it is necessary to establish a pay range and step increases based on years of service. To reflect the market, 2009 survey data from the League of MN Cities was reviewed. A pay range beginning at \$19.22 with 5 step increases up to \$24.28 (eight years of service and acceptable performance) was identified. Council member Lindell questioned if the city is obligated to apply the rates to this position. Administrator Hurlburt replied that no, the Council may wish to set an alternate rate, but this allows for placement of the new position, as well as the current Full-Time Maintenance Worker. **Crum, second by Peterson, moved to approve the pay range and steps for the Full-Time Maintenance Worker position. Voting yes: Amos, Crum, Peterson, Seefeldt. Voting no: Lindell. The motion passed 4-1.**

Council reviewed an updated position description of the Full-Time Maintenance Worker. It was recommended to add “ability to respond from home to the Public Works facility within 30 minutes” to ensure that employees can respond to emergencies within a reasonable time. **Crum,**

**second by Seefeldt, moved to approve the revised position description for Full-Time Maintenance Worker. The motion passed 5-0.**

**Peterson, second by Amos, moved to authorize advertising for applications for the position of Maintenance Worker. The motion passed 5-0.** The deadline for applications will be July 23, 2010, with interviews scheduled for the first week of August, and council approval at the August 17 meeting.

The Human Resources Committee had discussed the supervisory aspects of Mr. Morrison's former position. With only two staff within the Public Works Department, there is not enough time for one of them to adequately perform supervisory duties. The Committee recommended that the Building Official's position description be revised to incorporate supervision of city maintenance functions. Building Official Thorp has already been taking responsibility for building maintenance, safety, oversight of sewer and water systems, as well as giving direction to both summer and winter staff. Council reviewed the revised position description. **Crum, second by Peterson, moved to approve the new position description of Building Official/Maintenance Supervisor. The motion passed 5-0.**

Administrator Hurlburt recommended that the rate of pay for Mike Egelkraut be adjusted from the current \$19.41 per hour to \$21.74, to be in line with the pay range of a worker with three years experience. Mr. Egelkraut is assuming a larger work load and will be expected to act as lead worker. Administrator Hurlburt described this as a budget neutral expenditure, as the Public Works Supervisor position is no longer held (at a pay rate of \$26.14 per hour). Council member Amos asked about the possibility of appointing Mr. Egelkraut as Public Works Supervisor. Administrator Hurlburt explained that a work direction role did not work out as planned with the small department size. There is not enough time to attend to planning responsibilities in addition to performing the duties of the job. Building Official Thorp is providing oversight to the city's sewer and water systems and facilities already and will be able to provide for planning of equipment needs for the budget and capital improvement plans.

Council member Peterson felt that a \$2.33 increase is too large, but suggested a \$2.00 per hour increase.

Council member Lindell stated it is not a good time to give out raises in a recessionary time, as the city budget is not meeting its fiscal requirements. He stated that many municipalities are reducing staff and pay rates.

Council member Crum sees this as a budget neutral expense, not an increase to spending. Mr. Egelkraut is taking on a greater work load responsibility and should be compensated fairly.

Council member Amos was in favor of the recommended pay rate of \$21.74 per hour.

**Crum, second by Seefeldt, moved to approve a new rate of pay for Full-Time Maintenance Worker Mike Egelkraut of \$21.74 per hour. Voting yes: Amos, Crum, Peterson, Seefeldt. Voting no: Lindell. The motion passed 4-1.**

With Building Official Thorp's additional responsibilities, Administrator Hurlburt recommended a salary increase to \$70,000 (currently \$67,791.51 per year). The League survey does not include any jobs that combine the duties of the new position. However, the current salary is less than the 2009 average of \$71,033 per year for Building Officials in small Metro-area cities.

**Crum, second by Seefeldt, moved to approve the new pay rate for Building Official/Maintenance Supervisor Steve Thorp of \$70,000 per year.** Council discussed this motion.

Council member Crum stated that eliminating the department's supervisor position and realigning the tasks of the Building Official justifies the increase. The salary is still below the average.

Council member Peterson felt the increase is too high relative to the low amount of building that is going on.

Council member Lindell was concerned that the city is spending money that should be going in to building up fund reserves.

Administrator Hurlburt stated that the supervisory position includes a major expansion of duties, including planning for equipment and building maintenance needs which is an important part of the budget process. Mr. Thorp's position is exempt from overtime compensation. The recommended pay range is within the overall salary budget for 2010. A cost of living increase was not granted to employees in 2010.

Mayor Seefeldt offered an amendment to the motion to designate the salary increase as a temporary augmentation. If the Public Works supervisory duties are taken away, the salary will be adjusted downward and pay scales evaluated as necessary.

**A vote was taken on the motion to approve the new pay rate for Building Official/Maintenance Supervisor Steve Thorp of \$70,000 per year. Voting yes: Crum, Peterson, Seefeldt. Voting no: Amos, Lindell. The motion passed 3-2.**

***Equipment Certificates for Fire Rescue Truck Financing***

Administrator Hurlburt reported that Security State Bank submitted a proposal with the best interest rate for the issuance of equipment certificates to finance the purchase of the fire rescue truck. Several banks were contacted to provide quotes. Council discussed the amortization options and was in consensus to minimize the interest expense by issuing a 5-year Certificate of Indebtedness in the amount of \$200,000. The city's bond counsel (Steve Bubul of Kennedy and Graven) will prepare the documents for the council's approval at the July 6 meeting. **Peterson, second by Crum, moved to issue a 5-year Certificate of Indebtedness to finance the purchase of the fire rescue truck. The motion passed 5-0.**

### **REPLACEMENT OF GOOSE LAKE BOUYS**

Ray Burris, member of the Goose Lake Association, has requested that the city be responsible in replacing the broken floats for two buoys on Goose Lake. In 2006, the Township paid for two informational buoys which the Goose Lake homeowners requested to slow boat traffic for the purpose of shoreline preservation. Mr. Burris has offered to install the new buoys. Council member Peterson felt it is the city's responsibility to replace the broken buoys. Mayor Seefeldt stated that precedence was set in the initial purchase. **Lindell, second by Peterson, moved to approve the purchase of two new buoys for Goose Lake, with the cost not to exceed \$500. The motion passed 5-0.**

### **SALE OF FALLS V-PLOW**

Council approved the sale of the V-plow attachment for the road grader at its May 4 meeting. One offer was received by the June 15 deadline. The manufacturer of the plow, Little Falls Machine, made a verbal offer to purchase the plow for \$500. **Peterson, second by Crum, moved to authorize the sale of the 1989 Falls Model V-90 Plow to the highest bidder, Little Falls Machine. The motion passed 5-0.**

### **ORDINANCE NO. 120, REGULATING DOGS**

The City's current ordinance regulating dogs (Ordinance No. 75) no longer conforms to the requirements of state law. City Attorney Hebert prepared an updated ordinance to replace the current ordinance in its entirety. The changes in various sections were reviewed. An increase of the impound fee to \$100 was recommended to cover the cost of the City's animal control officer transporting a dog to the animal shelter. **Seefeldt, second by Peterson, moved to adopt Ordinance No. 120 Providing for Identification, Regulation, Confinement and Disposition of Dogs. The motion passed 5-0.**

### **SALT/SAND STORAGE STRUCTURE PROJECT**

The Capital Improvement Committee has strongly recommended that a salt/sand storage building project begin this year. There is an existing concrete pad with four-foot walls on the northwest corner of the Public Works site for the purpose of storing salt/sand for winter use. The Council previously rejected a Cover-all fabric building, at an estimated cost of \$20,000, for aesthetic reasons.

Council reviewed information compiled by Treasurer Colleen Firkus regarding a survey of thirty municipalities. The information included the type of salt/sand structure (concrete, metal, wood, or fabric), cost to build, miles of roads maintained and number of public works employees. A variety of structures are used for this purpose, with the most common being a fabric cover-all. Costs ranged from \$4,700 to \$200,000.

Administrator Hurlburt explained that new design standards have been adopted since the fabric Cover-all building was rejected in 2008 and 2009. The standards do not apply to industrial buildings, and a fabric structure could be allowed as a use specific to salt storage. Hurlburt stated that the council needs to give staff direction for the type of construction to proceed with so that the project may be completed by the next snow season. The 2010 budget includes \$60,000 for a salt/sand storage building. A designed building needing engineered plans could exceed this cost.

Council member Crum asked if a pre-engineered pole building could be constructed over the existing concrete pad. Building Official Thorp answered that this could be an option. A height of sixteen to eighteen feet would be needed for clearance.

Fire Chief Finnegan, member of the Capital Improvement Committee, stated that the committee recommends a fabric structure as the most economical.

The council directed staff to bring back quotes for both a fabric covered structure and the costs to construct a pre-engineered pole building over the existing slab.

**Crum, second by Amos, moved to adjourn the meeting. The motion passed 5-0.**

The meeting adjourned at 9:22 p.m.

Respectfully submitted,

Brenda Eklund  
*Deputy Clerk*