

January 17, 2012

A regular meeting of the Scandia City Council was held on the above date. Mayor Simonson 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, Chris Ness, Jim Schneider, Sally Swanson and Mayor Randall Simonson. Staff present: City Administrator Anne Hurlburt, City Attorney Tom Miller, City Planner Sherri Buss, Police Deputy Chris Majeski, Fire Chief Jim Finnegan, Treasurer Colleen Firkus and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

Wayne Boerner introduced himself to the council as the newly appointed William O'Brien State Park Manager, the fifth state park that he has managed in his career with the Minnesota DNR. Mr. Boerner described the variety of activities occurring at the state park this season. Mayor Simonson welcomed Mr. Boerner to the community.

APPROVAL OF THE AGENDA

Council member Swanson added 9.e) Discussion of the February 14, 2012 council work session agenda. Swanson suggested that goals for 2012 should be addressed at this meeting. **Ness, seconded by Amos, moved to approve the agenda as amended. The motion carried 5-0.**

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) December 20, 2011 Regular Meeting
- b) Treasurer's Report

Beginning Balance 12/01/2011	\$1,872,065.89
Receipts	+ <u>1,077,320.92</u>
Expenditures \$240,398.22	
Payroll <u>19,959.61</u>	- 260,357.83
Adjustments: Health Ins. Overcharge Credited	+ <u>421.00</u>
Ending Balance 12/31/2011	\$2,689,449.98
- c) Payment of Vouchers
- d) Approve Temporary On-Sale Liquor License for the Scandia Fire & Rescue Relief Association (February 25, 2012)
- e) Approve Official Depositories (*Resolution 01-17-12-01*)
- f) Ratify Surety and Blanket Bonds (*Resolution 01-17-12-02*)
- g) Joint Powers Agreement with the State of Minnesota for Cooperative Purchasing

Ness, seconded by Amos, moved to approve the Consent Agenda as presented. The motion carried 5-0.

PARK AND RECREATION COMMITTEE

Council member Sally Swanson, council representative to the Park and Recreation Committee, reported on the actions of the past month. Activities for the upcoming Vinterfest event, being held on February 4, are in place. In the absence of snow, a volunteer may haul in snow from the

Eko Bakken sliding hill to use for the snow sculpture contest. The after-school skating program is going well with registrations filled. The Committee has plans to expand the Scandia Community Market and select a logo to represent the program.

Mayor Simonson recognized Ice Rink Maintenance Worker Mike White for doing a tremendous job in keeping up the condition of the ice rink this winter.

BUILDING OFFICIAL

Building Official Keith Wille presented the building inspection report. Two permits were issued in December. The total permits issued for 2011 numbered 108, at a value of \$2,814,409. Wille suggested that he attend council meetings on a quarterly basis, which the council agreed to.

POLICE DEPARTMENT

Police Deputy Chris Majeski reported on the past month's police activity. A stolen vehicle was recovered at the Big Marine Lake north landing. The vehicle contained a number of stolen tools. Majeski is monitoring twenty properties that residents have left vacant over the winter season while on vacation.

FIRE DEPARTMENT

Fire Chief Jim Finnegan reported that the department responded to fifteen calls in December, five fire related and ten rescue calls. Finnegan also provided a year-end report for 2011. There were a total of 198 calls, a 12% decrease from the prior year.

Finnegan explained the assignment of the Lakeview Ambulance service being headquartered 24 hours a day at the fire station. This is a temporary solution until the Emergency Service Regulatory Board (EMSRB) makes a final decision regarding coverage area since the Marine Ambulance service was discontinued at the end of 2011. Finnegan stated that there are many benefits to the community. The department has made space available for the ambulance within the facility. It is anticipated that a final decision by the EMSRB will be made by the end of January.

The Chief Officers are looking at changes in the recruitment process. City Administrator Hurlburt will meet with Fire Chief Finnegan to prepare a report for discussion at the February 14 council work session.

CITY ATTORNEY

City Attorney Tom Miller reported on his transition as the newly appointed City Attorney. Miller reviewed the TKDA contract and the Community Center kitchen rental agreement this month.

CITY ADMINISTRATOR

City Administrator Anne Hurlburt reported that delivery of the 2012 Mack truck could occur as soon as next week. During the last snowfall event on January 1, the Ford F-350 plowtruck sustained damage to the truck box while backing up in the Public Works/Firehall parking lot. Staff is investigating the replacement of the truck box with a flatbed assembly, as it would be comparable to the repair cost and offer more flexibility for the truck's use.

Brad LeTourneau, appointed as Maintenance Superintendent at the December 20 council meeting, has requested to delay his start date to February 13.

DESIGNATE OFFICIAL NEWSPAPER

The city received two proposals for publication of official notices as required by law. The Forest Lake Times was the legal newspaper from 2007 through 2009, and in 2011. The Country Messenger was designated the legal newspaper in 2010. Both papers submitted proposals.

Randi Smith, publisher of the Country Messenger, was present to answer any questions. There had been an issue with the circulation numbers last year, but Ms. Smith stated that the circulation numbers solidly meet the minimum requirement of 400 copies. Ms. Smith also stated that the paper would provide 25 free weekly copies of the Country Messenger at a newspaper rack at the Community Center.

Council member Ness stated that he prefers the Country Messenger based on their coverage of community events and involvement. Council members Swanson and Amos agreed with this position.

Ness, seconded by Amos, moved to designate the Country Messenger as the official legal newspaper for 2012. The motion carried 5-0.

APPOINT ACTING MAYOR FOR 2012

Council member Swanson nominated Council member Schneider as Acting Mayor for 2012. There were no other nominations. **The council voted 5-0 to appoint Council member Schneider as Acting Mayor for 2012.**

Council member Schneider will serve as the presiding officer at Council meeting in the absence of Mayor Simonson and will have the authority to sign documents and checks.

PROFESSIONAL SERVICES AGREEMENT WITH TOLTZ, KING, DUVALL, ANDERSON AND ASSOCIATES, INC. (TKDA)

The City has been working with TKDA under a contract for services related to planning issues since 1988. The Council requested that professional service agreements be reviewed and updated. City Attorney Tom Miller worked with TKDA on a new agreement. Miller stated that some fine tuning was done and overall it is a fair contract. The fee schedule had a few changes from that which was in effect in 2011.

Schneider, seconded by Ness, moved to approve the Professional Services Agreement with Toltz, King, Duvall, Anderson and Associates, Inc. (TKDA). The motion carried 5-0.

SCANDIA COMMUNITY CENTER KITCHEN RENTAL AGREEMENT WITH SAM'S SALSA AND JAMS, LLC

Samantha Keeney had approached the council last November with a request to rent the Community Center kitchen at an hourly rate to make homemade salsa and jams for retail sale.

Treasurer Colleen Firkus and City Attorney Tom Miller worked on a draft rental agreement which the council reviewed. The storage of finished product was still in question. Ms. Keeney wrote in a memo on January 12 a proposal to rent space for a locked cabinet in the bar area of the hall for a fee of \$5 a month.

Ness, seconded by Amos, moved to approve the contract and authorize the Mayor to sign the contract with Samantha Keeney, with the condition that an addendum be added to allow for storage of the locked container at an additional \$5 per month rental fee. The motion carried 5-0.

FEBRUARY 14, 2012 WORK SESSION AGENDA

The Council discussed having the following items will be on the February 14, 2012 work session agenda:

- Fire Department hiring process
- Goals for 2012
- Scandia Community Market
- Committee assignments
- Introduction to Maintenance Superintendent Brad LeTourneau

ADJOURNMENT

Ness, seconded by Swanson, moved to adjourn the meeting. The motion carried 5-0.

The meeting adjourned at 8:02 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk