

March 17, 2015

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 Bob Hegland, Dan Lee, Chris Ness, Jim Schneider and Mayor Randall Simonson. Staff present: City Administrator Kristina Handt, Attorney Andrew Pratt, City Engineer Ryan Goodman, Police Deputy Brandon Yetter, Fire Chief Mike Hinz, Public Works Director Tim Kieffer and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

Jason May, 9910 Julep Trail, addressed the Council with a request to reconsider the response time requirement for serving on the Scandia Fire and Rescue Department. Mr. May stated that he had moved to his present address last year and had applied for a position on the volunteer fire department but was ineligible due to living outside of the eight-minute response time to the fire station. Using Google maps, staff researched the drive time to be 11 minutes. Mr. May stated that there should be fire responders at all corners of the city.

APPROVAL OF AGENDA

Ness, seconded by Lee, moved to approve the agenda as presented. The motion carried 5-0.

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) February 17, 2015 Special Meeting
 - 2) February 17, 2015 Regular Meeting
 - 3) March 4, 2015 Work Session
- b) Treasurer's Report

Beginning Balance 02/01/2015	\$3,243,734.50
Receipts	+ <u>37,592.49</u>
Expenditures \$115,921.00	
Payroll + <u>24,678.76</u>	- <u>140,599.76</u>
Ending Balance 02/28/2015	\$3,140,727.23
- c) Payment of Vouchers
- d) Application for Excluded Raffle Permit, Scandia Elementary PTO (March 28, 2015)
- e) Agreement with Girl Scouts of Minnesota and Wisconsin River Valleys for Summer 2015 Recreation Programs
- f) Structural Firefighting/Hazardous Spill Response/Emergency Medical Service Assistance General Agreement G6590120007
- g) Appointments to Capital Improvement Committee
- h) Step Increase, Maintenance Worker Jahnke
- i) Revised Meeting Schedule
- j) Resolution to Close Debt Service Funds 302 and 310 (*Resolution No.03-17-15-01*)
- k) Scandia-Marine Lions Temporary On-Sale Liquor License (May 2, 2015)

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

PARK AND RECREATION COMMITTEE

Ordinance No. 160 Amending Council Bylaws and Amend Parks and Recreation Committee Bylaws to Change Terms

Parks Committee Chair Ryan Jinks reported that the Committee has recommended an amendment to the bylaws that would change the election of Chair and Vice Chair from the first meeting in February to the first meeting in March, and to have terms expire on February 28th rather than January 31st. This would allow for the Chair to finish reporting on the Vinterfest event and for members to conclude their obligations to Vinterfest, typically held the first Saturday of February.

Lee, seconded by Schneider, moved to approve the amendment to the Parks and Recreation Committee Bylaws and to adopt Ordinance No. 160, Amending Ordinance No. 91, Establishing Rules and Procedures of the City Council. The motion carried 5-0.

Vinterfest and Lilleskogen Park Donations (Resolution No. 03-17-15-02)

Chair Jinks reported that Vinterfest donations of \$3,331 were received from contributors. After Vinterfest expenses, \$2,054 will go into the Lilleskogen Park Restoration Fund. A resolution detailing the cash and in-kind contributions was presented.

Simonson, seconded by Lee, moved to adopt Resolution No. 03-17-15-02, Accepting Donations for Vinterfest/Lilleskogen Park. The motion carried 5-0.

Skating Rink Park Donation

Chair Jinks reported that Corey Roberts provided a donation of \$500 from the proceeds of the Scanley Cup adult hockey tournament held on February 6-7. The funds will be set aside exclusively for the skating park.

Ness, seconded by Lee, moved to adopt Resolution No. 03-17-15-03, Accepting Donations for Leonard Wojtowicz Skating Park. The motion carried 5-0.

BUILDING OFFICIAL

Building Official Chuck Preisler provided the building activity report for the month of February.

POLICE DEPARTMENT

Deputy Brandon Yetter reported on the past month's police activity. Yetter is investigating a case of identity theft, a burglary on Margo Avenue, and a garage break-in on 202nd Street. Domestic calls are becoming more frequent.

FIRE DEPARTMENT

Fire Chief Hinz reported that the department responded to 11 calls in February – 1 fire and 10 rescue. The Fireball held on February 28th was well attended. Council member Lee asked if the concern regarding response time stated by Mr. May in the public forum should be looked into. Hinz explained that they have made adjustments to the requirement over the years and could be examined again in order to draw in more responders. One drawback of a 15-minute response time is that the firefighters do not make it to the fire station in time to catch the trucks; 3 recruits

dropped out when the driving distance was increased. Council member Ness requested that this be discussed at the next work session.

CITY ENGINEER

City Engineer Ryan Goodman reported that a second meeting of the NE Metro Water District is scheduled for April 9th at 7pm at the Hugo City Hall and recommended a Council representative attend for the latest information on the DNR's groundwater management plan.

CITY ATTORNEY

Attorney Andrew Pratt reported on legislative activity during this current session. There has been nothing substantial in the area of municipal financing. An initiative for the creation of street improvement districts failed in committee.

DIRECTOR OF PUBLIC WORKS

Public Works Director Tim Kieffer presented the department's activity report. He is working with Landmark Surveying to draw up the easement for installation of the telemetry equipment at the Anderson/Erickson drainfield. A quote to install the antenna was received which lowered the cost by \$3,000.

CITY ADMINISTRATOR

City Administrator Kristina Handt reported that Carnelian-Marine-St. Croix Watershed District is updating its management plan. Planner Sherri Buss's review has found no significant impacts. Car-Mar is interested in continuing to study a gravel road surface at the Log House Landing road. There are no plans for the Watershed District to proceed with a scientific study of the extent of erosion into the river due to the cost. The Planning Commission will hold a public hearing on April 7th on amendments to the city's accessory dwelling unit ordinance. The "Made in MN" grant application for installation of solar panels on the public buildings has been submitted. The April 1st Council Work Session will be a joint meeting with the Comfort Lake-Forest Lake Watershed and Bone Lake Homeowners Association to discuss future planning objectives.

TH 97/LOFTON AVENUE INTERSECTION IMPROVEMENTS, WASHINGTON COUNTY UPDATE

Cory Slagle, Washington County Engineer, was present to provide an update on the TH 97/Lofton Avenue improvement project. A dedicated turn lane onto Lofton will be constructed for improved safety at this intersection. The project is funded by MnDOT and is expected to be completed by early summer.

Simonson, seconded by Ness, moved to authorize City Engineer Goodman to sign the construction plans on behalf of the City. The motion carried 5-0.

SCANDIA FIRE 5176 PUMP OVERHAUL

Fire Chief Hinz reported that the pump impeller on Engine 5176 is breaking apart and repairs will cost \$8,356. The engine is fifteen years old and the primary pump engine for the department.

Simonson, seconded by Ness, moved to approve the expenditure of \$8,365 for repairs to Engine 5176. The motion carried 5-0.

RESOLUTION IN SUPPORT OF BORDER TO BORDER BROADBAND GRANT FUNDING (RESOLUTION NO. 03-17-15-04)

Administrator Handt presented a resolution to support more funding to the state's border to border broadband grant program. Scandia's application was not awarded funding this past year, but if additional funds are appropriated from the legislature this year, Midcontinent will resubmit the application.

Simonson, seconded by Hegland, moved to approve Resolution No. 03-17-15-04, In Support of Funding for Border to Border Broadband Development Grant Program. The motion carried 5-0.

DRAFT SPRING NEWSLETTER AND SUMMER REC PROGRAM BROCHURE

The Council reviewed the spring newsletter and the summer recreation program brochure that will be mailed to all Scandia households in early April. No changes were requested. Council member Lee recognized Office Assistant Judi Negus for her hard work on the summer programming and Park and Rec Committee meetings.

CODIFICATION SERVICES CONTRACT

Administrator Handt presented two proposals for codification of the city's non-development code ordinances. The 2015 budget includes \$9,000 for codification, which would update and consolidate the ordinances into an easier to search format. Handt explained that the current ordinances are listed in the order they were adopted and are confusing for the public to search through.

Handt recommended an agreement with American Legal Publishing be approved at a base cost of \$7,100, with an option of using a folio search program on the website which would add an additional cost of \$595. American Legal attorneys work with League attorneys to review code language for consistency with state statutes and will remove out of date provisions.

Lee, seconded by Simonson, moved to approve an agreement with American Legal Publishing for codification of the city's ordinances.

Council member Schneider stated that he cannot support this expenditure when there are better ways to spend the money, such as towards roads. Council member Hegland asked if there are funds in the budget already planned for codification. Handt said this was discussed last year as an administrative tool to simplify the search for information and bring the code up to date. Schneider stated that it may be needed, but is not a priority.

Mayor Simonson asked for a roll call vote on the above motion: Lee – yes; Ness - no; Schneider – no; Hegland – no; Simonson – yes. The motion failed 2 - 3.

COPIER LEASE

The current lease with Loffler Companies for the office copier will be ending in April 2015 after a 60-month term. Staff presented leasing information from Loffler and Toshiba for replacement of the copier. Staff recommended entering into a 60-month lease agreement with Loffler for a Cannon C2225 copier under state contract pricing as the lower priced option.

Lee, seconded by Ness, moved to authorize a new 60-month agreement with Loffler Companies for replacement of the office copier. The motion carried 5-0.

ADJOURNMENT

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

The meeting adjourned at 7:55 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk