

April 21, 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 Planner Sherri Buss, City Engineer Ryan Goodman, Police Deputy Brandon Yetter, Fire Chief Mike Hinz, Public Works Director Tim Kieffer, Treasurer Colleen Firkus and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

Lisa Schlingerman, Quint Avenue, requested the City do something to deter late night activity and disturbances at the Log House Landing river access. She stated that the past few weekends there has been burning, trespassing, trash, and dead carp strewn at the site. She has reported this to the Sheriff's Office but they have stated that the city's park ordinance does not include the Log House Landing as a park and therefore the regulations cannot be enforced. She recommended a stronger police presence especially on the weekends and designating the Landing as a city park so rules may be posted to discourage unlawful activity.

Pam Plowman-Smith expressed her concerns about the grading done today on 205th Street, the access road to the Log House Landing. She described it as unnecessary blade work that loosened the packed surface which could lead to runoff and erosion during spring rains. She reported that the Carnelian-Marine-St. Croix Watershed has agreed to establish a working group to explore improvements to the site, one of which is consulting with a gravel expert to work on a plan for erosion control.

Council member Ness said that he understood there were complaints from fishermen on the road condition. Public Works Director Kieffer stated that the road was graded with a 4% slope to the north; no gravel was added. Kieffer explained that the week's rain made for a great opportunity to do the work today. The grader compacted the surface and the road will cure and be in good condition within a week.

APPROVAL OF AGENDA

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

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) March 17, 2015 Regular Meeting
 - 2) April 1, 2015 Work Session
 - 3) April 6, 2015 Board of Review and Equalization
- b) Treasurer's Report

Beginning Balance 03/01/2015	\$3,140,727.23
Receipts	+ <u>64,646.85</u>

Expenditures	\$ 65,518.98	
Payroll	+ <u>25,631.95</u>	- <u>\$91,150.93</u>
Adjustments:	Select Acct. draw delayed	1,000.00
	Savings Interest	.63
	Adjusting JE	<u>.43</u>
Ending Balance	03/31/2015	\$3,115,224.21

- c) Payment of Vouchers
- d) Washington County Historical Society Temporary On-Sale Liquor License (June 20, 2015)
- e) Authorize Advertising and Interviewing for PT, Seasonal Parks and Grounds Maintenance Worker
- f) Approve Hiring Tennis Instructor
- g) Award Dust Control Bid
- h) Approve Stump Grinding Expenses
- i) Special Event Permit, Meister's Bar and Grill, Car Show (May 16, 2015)

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

PARKS AND RECREATION COMMITTEE

Vinterfest 2016 Dates

Parks and Rec Chair Ryan Jinks reported that the Committee has recommended a change in the dates for Vinterfest 2016 from the traditional first Saturday of February to January 29 and 30 due to the Super Bowl being scheduled for February 7, 2016. Jinks provided a timeline of milestone dates in which the PRC will review and recommend approval of the necessary permits and details related to the event.

Mayor Simonson asked if any of the key participants would have conflicts with the new schedule. Jinks stated there were none, and that Corey Roberts, Scanley Cup sponsor, had initially proposed the new dates.

Lee, seconded by Ness, moved to approve the recommended dates and deadlines for Vinterfest 2016. The motion carried 5-0.

PLANNING COMMISSION

Variance from Road Frontage to Allow a Lot Line Adjustment at 22740 St. Croix Trail. Daniel Froiland, Applicant (Resolution No. 04-21-15-01)

Planner Buss presented the recommendation from the Planning Commission to approve a variance from road frontage to allow a lot line adjustment at 22740 St. Croix Trail. Buss explained the applicant's proposal and stated that practical difficulties of accessing the land locked parcel to the north justify the variance. Findings and conditions were presented in a resolution. A 66' easement along 230th Street will be granted to the City for the driveway, along with an easement for the connection from Perkins Avenue to 230th Street. A turnaround will be constructed at Perkins Avenue and 230th for snow plowing.

Mayor Simonson asked if the design of the turnaround is sufficient for a plow truck. Public Works Director Kieffer stated that it is consistent with existing turnarounds in the City and will

be able to accommodate a school bus. Council member Schneider asked Mr. Froiland if he owns Lot 1. Mr. Froiland answered that he does.

Schneider, seconded by Hegland, moved to adopt Resolution No. 04-21-15-01, Approving a Variance for 22740 St. Croix Trail North. The motion carried 5-0.

Variance Extension, 19107 Layton Avenue. Bryan and Karen Crane, Applicants.

Administrator Handt explained that Bryan and Karen Crane have requested an extension to a variance to build a home at 19107 Layton Avenue which was approved on March 19, 2013. A one-year extension was administratively granted in March 2014, but legal difficulties are postponing their plans to begin construction. An additional extension was approved by the Planning Commission on April 7th, which would allow the Cranes until March 19, 2017 to resolve their court case against the builders and finalize plans with a new builder.

Simonson, seconded by Hegland, moved to approve a two-year extension for the Variance at 19107 Layton Avenue, expiring March 19, 2017. The motion carried 5-0.

BUILDING OFFICIAL

The building activity report was received from Building Official Chuck Preisler. Eleven permits were issued in March.

POLICE DEPARTMENT

Deputy Yetter went through police calls from the past month. Assistance was provided on March 22nd that involved multiple agencies and a SWAT response to a warrant attempt on St. Croix Trail. There have been four local cases of tax filing fraud.

Council member Hegland asked if he can provide more stops and checks at the Log House Landing. Yetter said he is patrolling this site on his rounds and has notified the afternoon and weekend shifts also. Mayor Simonson noted that another successful DARE graduation was recently held for 65 sixth grade students at Scandia Elementary.

FIRE DEPARTMENT

Fire Chief Hinz reported that the department responded to 18 calls in March; 7 fire and 11 EMS related. Mutual aid was provided to a barn fire on May Avenue – an ember from a bonfire was the cause. Hinz reiterated the burning restrictions in place from the DNR and any recreational fires must be in an approved fire ring with 5-foot clearance of all combustible material around it.

Hinz reported that an active shooter training drill involving multiple agencies was held last week at Camp Lakamaga. Hinz will provide fire pumper specs at the next work session.

CITY ENGINEER

City Engineer Goodman reported that the Quinnell Avenue/Lilleskogen Parking Lot project will be going out for bids this week. Bid opening is scheduled for May 13th, with Council approval on May 19th. Patching work will include Oxboro Avenue and Oakhill Road which Public Works Director Kieffer is coordinating.

DIRECTOR OF PUBLIC WORKS

Public Works Director Kieffer announced his resignation last week effective May 15th. Kieffer is preparing the department for his leave. He attended an MPCA event to receive a compliance award for operation of the Bliss System. In answer to Council member Ness’s question about the 201 telemetry project, the easement is being recorded and the antenna installation should be finished in the next 2 weeks.

CITY ADMINISTRATOR

Administrator Handt provided a written report of tasks she is responding to and stated that she requested the DNR remove Scandia from the NE Groundwater Management Area as part of the White Bear Lake Settlement Agreement.

2014 AUDITED FINANCIAL STATEMENTS

Jon Archer with Schlenner, Wenner and Company, provided a summary of the City’s 2014 audited financial statements. General fund expenditures came in \$190,277 under budget and revenue was \$6,200 over budget after correcting for an immaterial misstatement related to a 2013 escrow account. Comparison to surrounding communities rated Scandia on the low end of spending per capita. Mr. Archer stated that no significant issues or transactions occurred and the City is in good financial standing. Mayor Simonson stated it was good news and thanked Mr. Archer for the report.

ASSESSING SERVICES AGREEMENT WITH CHASE PELOQUIN

Following City Assessor Frank Langer’s announcement that he would be retiring effective May 1st, Mayor Simonson, Council member Hegland and Administrator Handt met with Chase Peloquin and Dan Raobin to discuss taking over assessment services, as they had both worked with Mr. Langer in Scandia. The interview team recommended a contract be approved with Chase Peloquin at a base pay of \$20,615 with \$10 additional for each residential building permit application submitted that need value adjustments each year. The proposal was created by the City Attorney for a term of five assessment years.

Hegland, seconded by Ness, moved to approve the agreement with Chase Peloquin for assessment services. The motion carried 5-0.

AWARD 2015 SEAL COAT AND CRACK FILLING BID

Engineer Goodman reported that the following bids were opened on April 15th for the 2015 Seal Coat and Crack Filling Project:

Contractor	Part A	Part B	Part A & B
Allied Blacktop Co.	\$133,024.40	\$8,987.20	\$142,011.60
Fahrner Asphalt Sealers	\$135,064.30	\$10,741.40	\$145,805.70
Asphalt Surface Technologies	\$161,124.00	\$11,334.50	\$172,458.50
Pearson Bros., Inc.	\$193,825.60	\$22,410.00	\$216,235.60

Goodman recommended Allied Blacktop be awarded the project as the lowest responsible bidder for Parts A and B. Funds for Part B, the Community Center parking lot, will come from the Capital Improvement Fund.

Simonson, seconded by Hegland, moved to award the 2015 Seal Coat and Crack Filling Project to Allied Blacktop in the amount of \$142,011.60. The motion carried 5-0.

ACCEPT PUBLIC WORKS DIRECTOR RESIGNATION, JOB DESCRIPTION UPDATE AND HIRING PROCESS

Public Works Director Tim Kieffer submitted his letter of resignation on April 15th and his last day of work will be May 15th. **Lee, seconded by Ness, moved to accept Kieffer's resignation. The motion carried 5-0.**

Administrator Handt recommended an update to the current Public Works Director job description to include new sewer qualifications since the City has taken over operations of the 201 and Uptown systems, and preferred qualifications such as Certified Tree Inspector. Council member Schneider expressed concern that the desired qualifications may leave out a candidate with experience over a degree, or that the certifications obtained within six months to a year are paid for by the City. Once certified, the employee may leave for another city. Handt stated the importance to have cross training among the department; if the City continues to operate the systems in-house, enough staff needs to be available to respond.

Mayor Simonson asked how a commitment could be made to the City once trained. Council member Hegland suggested a staged retention benefit or bonus be explored. Council member Lee said it would be difficult to expect payback to the city once an employee is trained.

Handt explained the Wonderlic on-line assessment that will be used to evaluate the top candidates' cognitive skills, a service which Forest Lake uses.

Simonson, seconded by Hegland, moved to approve the updates to the Public Works Director job description as presented. The motion carried 5-0.

Handt provided a timeline for the hiring process, with applications due by May 22nd, Council interviews with the top three candidates in early June, and a start date of early July.

Simonson, seconded by Hegland, moved to approve the hiring process as presented. The motion carried 5-0.

TAX FORFEITED PARCEL

Administrator Handt reported that the County has given notice of a tax forfeited property, Lot B Scandia Ranchettes. Minutes from the 1972 New Scandia Township Town Board meeting indicated that the lot be dedicated to the Township at the time of the subdivision, but it was not properly recorded. Handt recommended the City ask the County to convey the property to the City free of charge. The lot would remain as open space as it is mostly wetlands and not buildable.

Simonson, seconded by Schneider, moved to direct staff to notify the County that the City would like to obtain the parcel free of charge. The motion carried 5-0.

2016 BUDGET SCHEDULE/SET MEETING DATES

Council reviewed a schedule of meeting dates in preparation of the 2016 budget. Administrator Handt announced that the Capital Improvement Committee will hold their first meeting on Monday, April 27th, which will include a road tour.

It was decided to set August 11th at 6:30 p.m. as a special meeting date in place of August 5th, a scheduled work session.

Simonson, seconded by Hegland, moved to approve the proposed 2016 budget prep calendar with August 11th as a meeting date in place of August 5th. The motion carried 5-0.

REQUEST FROM MIKE WHITE REGARDING WELL ON CITY PROPERTY (OAK LANE)

Staff reported that notice was received on April 10th that well drilling equipment was located on city property near Big Marine Lake.

Mike White, 13310 188th Street, appeared before the Council and explained that he assumed he had received approval in 1991 to install a well on the abutting City property, the unopened Oak Lane roadway. The Township had granted Mr. White an easement to locate a backup drain field here, but records indicated that the well be on Mr. White's property. Mr. White has been without water for 3 months since the shallow well located in his house failed and no longer meets code with the state. Mr. White explained that the he and the well contractor located the desired location on the city property in order to meet setback requirements of 50 feet from a septic drainfield.

Staff recommended Mr. White seek a variance from the State Health Department for well setbacks that would locate the well on his property. Council was in consensus that seeking a variance from the State is a logical first step for Mr. White, and they could discuss the issue further if a variance is not granted. Council member Ness stated that he would be against vacating Oak Lane.

Council member Lee expressed concern that there could be adverse effects of being within 50 feet of a septic field, but it was noted that additional measures are taken to protect the well from contamination and that the Department has approved variances on other properties within shoreland districts.

Simonson, seconded by Schneider, moved to recommend Mr. White seek a variance from the State Health Department to place the well on his property. The motion carried 5-0.

ADJOURNMENT

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

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk