

June 21, 2011

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 Dave Hebert, City Engineer Paul Hornby, City Planner Sherri Buss, Building Official/Maintenance Supervisor Steve Thorp, Police Deputy Chris Majeski, Fire Chief Jim Finnegan and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

There were no public comments.

APPROVAL OF THE AGENDA

Council member Swanson added to the agenda 9.d) Performance review of City Administrator Hurlburt and 9.e) Discussion of contract reviews. **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) May 17, 2011 Regular Meeting
 - 2) May 26, 2011 Special Meeting
 - 3) June 12, 2011 Work Session
- b) Treasurer's Report

Beginning Balance 05/01/2011	\$1,741,641.21
Receipts	+ <u>56,773.64</u>
Expenditures \$90,307.56	
Payroll <u>24,932.96</u>	- <u>115,240.52</u>
Ending Balance 05/31/2011	\$1,683,174.33
- c) Payment of Vouchers
- d) Application for Excluded or Exempt Lawful Gambling Permit, Gammelgården Museum "Running of the Meatballs" (September 10, 2011)
- e) Park User Permit, Chilkoot Velo Bicycle Time Trial Race (July 23, 2011)

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

PARK AND RECREATION COMMITTEE

Alex Bildeaux, Park and Recreation Committee Chair, reported that the volunteer work days have been well attended and have allowed for the completion of the stairs at Wind in the Pines Park. Buckthorn removal is planned at Lilleskogen Park for the June 25 volunteer work day.

Comprehensive Trail Plan

City Planner Sherri Buss presented the Scandia Comprehensive Trails Master Plan, as recommended by the Park and Recreation Committee. This project was funded by a grant through the Statewide Health Improvement Program. The trail plan was developed with public input, and further review by the Friends of Scandia Parks and Trails and the Park and Recreation Committee. The plan identified non-motorized routes throughout the city which were developed into a brochure for residents and visitors. Additional elements in the Master Plan were identified for future development, such as proposed roadway crossings, connection to the Gateway Trail, new sidewalks and trailheads, and an off-road trail along portions of TH 97. Buss stated that the City can partner with other agencies to identify potential funding and resources to continue implementation of the Trail Master Plan.

Tom Triplett, president of Friends of Scandia Parks and Trails, stated that one of the organization's goals of park and trail development within the city has been achieved with this project. The non-profit group has secured a \$3,500 grant from the Minnesota Parks and Trails Council to provide signage along the three major trail routes.

Simonson, seconded by Ness, moved to approve the Scandia Comprehensive Trails Master Plan. The motion carried 5-0.

Mayor Simonson expressed his appreciation to all those involved for the great work on this project.

Lilleskogen Park, Parking Lot Plan

Administrator Hurlburt presented the Park and Recreation Committee's recommendation of a parking lot plan for Lilleskogen Park. The "Loop Drive Concept" was selected out of two variations provided by SRF Consulting. The Committee felt this design will be more convenient for drop-off groups and for ease of snowplowing. Hurlburt explained that having engineered plans for the basic parking lot structure will allow the city to pursue grant and donation opportunities for development of Lilleskogen Park. Community groups may have an interest in making contributions of materials and labor towards the construction of the parking lot.

Simonson, seconded by Swanson, moved to approve the "Loop Drive Concept" for the Lilleskogen Park parking lot, and to authorize the Park and Recreation Committee to seek donors or grants for its construction. The motion carried 5-0.

PLANNING COMMISSION: ORDINANCE NO. 126, DEVELOPMENT CODE REQUIREMENTS FOR WIRELESS COMMUNICATION ANTENNAS AND TOWERS

The Planning Commission held a public hearing on June 7, 2011 regarding amendments to the Development Code requirements for wireless communications antennas and towers. Comments in support of the revisions were received from one resident and the National Park Service. The Commission recommended approval of Ordinance No. 126. Planner Buss summarized the changes from the current zoning regulations. Maximum tower height will be reduced from 300 feet to 195 feet. The setback between towers will increase from 1 mile to 2 miles. Towers will be limited to 75 feet in height in sensitive locations such as scenic view sheds, the village

area, and within a quarter mile of Highway 95 and which must be of stealth design. The permitting process will change from a Conditional Use Permit to an Interim Use Permit that would then terminate sometime in the future. Screening requirements will be clarified and strengthened. Buss explained that the ordinance has been modernized and will work better for the city. Buss added that cell tower operator AT&T was consulted during the revision process.

Jill Medland, Environmental Coordinator for the National Park Service, stated approval of the ordinance, and relayed comments from the NPS that strongly supports its adoption. They see it as a proactive ordinance that protects community character and the scenic values of the riverway.

Council member Schneider asked if AT&T had concerns about the revised height and separation distances. Buss stated that AT&T will be able to work within the shorter height and increased separation requirements and understands that setback modifications will allow more opportunities for placement.

Simonson, seconded by Ness, moved to adopt Ordinance No. 126, amending the Development Code requirements for wireless communications antennas and towers. The motion carried 5-0.

POLICE DEPARTMENT

Police Deputy Chris Majeski reported that two businesses have recently been burglarized. The County's speed trailer was deployed on Scandia Trail near Newberry Avenue for three days last month. Majeski has noticed a reduction in local traffic speeds.

FIRE DEPARTMENT

Fire Chief Jim Finnegan reported that there were 5 fire calls, 8 rescue calls and 3 dive related calls in May. Rescue truck 5179 recently underwent repairs that were covered by warranty. Volunteer Firefighter Mike Egelkraut has passed the Firefighter 2 test.

Accept Used SCUBA Equipment from City of Stillwater

The Fire Department received various items of SCUBA equipment from the Stillwater Fire Department. Fire Chief Finnegan reported that the Stillwater Department had received a grant for the purchase of new SCUBA equipment and has donated equipment that is two years old and in good shape to the Scandia Department for use by the dive team.

Simonson, seconded by Amos, moved to accept the SCUBA equipment from the City of Stillwater and authorized the Mayor to sign the Bill of Sale, Indemnity and Hold Harmless Agreement on behalf of the City. The motion carried 5-0.

Approve Purchase of SCBA Cylinders

Fire Chief Finnegan explained a change to the Department's purchasing of SCBA cylinders. Rather than replacing the cylinders all at once (scheduled for 2014, at an approximate cost of \$30,000), a replacement schedule of three each year will be followed. Finnegan described this as a more efficient way for the department to manage budgetary finances.

Simonson, seconded by Swanson, moved to approve the Fire Department's purchase of three new SCBA cylinders in the amount of \$2,100. The motion carried 5-0.

CITY ENGINEER

2011 Seal Coat Project

City Engineer Paul Hornby presented details of the 2011 seal coating project for roadways that have been crack-filled but not seal coated, and having a PASER rating of 6 or higher. The project will also include sweeping of roadways that were seal coated in 2010 to pick up loose aggregate. The Capital Improvements Committee recommended \$200,000 be available for the seal coating project. Depending on the bid results, additional streets may be added for seal coating. A proposed timeline allows for award of the bid at the July 19 council meeting, with construction tentatively scheduled to begin on July 25.

Ness, seconded by Schneider, moved to approve plans and specifications and advertisements for bids for the 2011 Seal Coat Project. The motion carried 5-0.

BUILDING OFFICIAL/MAINTENANCE SUPERVISOR

Building Official/Maintenance Supervisor Steve Thorp reported that two new residential permits were issued in the past month. Extensive patching is being done on Quinnell Avenue. Dust control was applied to gravel roads on June 17. Thorp explained that residents with right-of-way obstructions will receive a letter advising them to remove the obstacles within 30 days. An insurance adjuster from the League will be contacted to look at the Community Center roof damage that resulted from improper installation of flashing. Thorp will have local contractors provide estimates to repair the roof. Thorp assisted with tank investigation for Bolton & Menk's Uptown Sewer report.

CITY ADMINISTRATOR

Amendment to Expense Reimbursement Policy (Resolution No. 06-21-11-01)

The City's auditor recommended a minor change to the city's expense reimbursement policy to ensure legal compliance with state requirements regarding out-of-state travel.

Simonson, seconded by Amos, moved to adopt Resolution No. 06-21-11-01, Amending Policies for Reimbursement of City Expenses Incurred by Employees and City Officials. The motion carried 5-0.

Audit Services

LarsenAllen submitted a proposal to continue to provide audit services for the next three years. They have served as the city's auditor since the 2007 fiscal year. The cost quote for the 2011 audit is \$22,000, which would increase to \$22,500 for years 2012 and 2013. Administrator Hurlburt explained that if the council wanted to obtain proposals from other firms, a Request for Proposals should be issued this summer. Hurlburt stated that there are advantages of continuity in remaining with LarsenAllen.

Mayor Simonson was in favor of issuing an RFP as it is a good opportunity to see what else is available. Council member Swanson agreed that it would be good for the city to compare costs.

Simonson, seconded by Swanson, moved to direct staff to prepare a Request for Proposals for audit services for 2011, 2012 and 2013. The motion carried 5-0.

Council will review the RFP at the July 19 regular meeting for issuance on August 1.

Community Center Flooring

At the May 10 work session, Council discussed the replacement of the Community Center flooring which is included in the 2011 budget. They directed staff to investigate refinishing the flooring and replacement of worn tiles.

Administrator Hurlburt reported that several companies provided estimates for restoration. All three companies recommended that rather than restoring the most worn area in the foyer/hallway, the city should consider replacing that portion of the floor. There are no longer any floor tiles left from the initial installation. All companies also submitted estimates for restoring ceramic tiles in the restrooms and bar area.

For comparison, Hurlburt obtained an estimate from a commercial flooring company for the cost of replacement flooring:

VCT	\$2 / sq. ft., installed
Carpet	\$1 to \$2/ sq. ft., plus installation (\$0.65 sq ft) (depending on whether olefin or nylon is chosen)

CLEAN Construction & Building Services performed a test on the hall floor to determine how much stripping would be required. They also provided two options for refinishing the floor; a gloss finish and a matte finish. The council members viewed the test sample in the large hall. Mayor Simonson stated that he was amazed by the improvement in the appearance and that restoration of the flooring should be pursued. There was consensus among the council members to contract with CLEAN Construction & Building Services based on their quote of \$3,695.81, the lowest of the provided quotes. This cost is approximately \$0.60 per square foot.

Council was in agreement to install olefin carpet in the foyer/hallway rather than replace the tiles. This could be done at an approximate cost of \$600.

Simonson, seconded by Ness, moved to authorize CLEAN Construction & Building Services to restore the Community Center flooring as provided in the estimate of services at a cost of \$3,695.81, using a matte finishing product. The motion carried 5-0.

BONE LAKE FISH BARRIER PROJECT, COMFORT LAKE FOREST LAKE WATERSHED DISTRICT (CLFLWD)

Doug Thomas, CLFLWD Administrator, presented plans for the installation of a rough fish barrier for the north inlet to Bone Lake located on 238th Street and at the outlet on Lofton Avenue. The purpose of the barrier is to control nuisance fish such as carp that lower the water quality of the lake. CLFLWD would be responsible for all construction and restoration of disturbed areas. The CLFLWD proposed an encroachment agreement with the City to allow the CLFLWD build and maintain the project in the right-of-way of 238th Street.

The City Engineer and City Attorney have reviewed the plans and agreement. The CLFLWD addressed the requirements provided by the City Engineer, who will review the final plans.

Council inquired about the costs of the project. CLFLWD will be responsible for all costs of the project other than the plan review by the City Engineer. Council member Swanson commented that it is worth the cost of engineering services for improved water quality of Bone Lake.

Simonson, seconded by Schneider, moved to approve the encroachment agreement with the Comfort Lake Forest Lake Watershed District to allow construction of a fish barrier at the inlet to Bone Lake. The motion carried 5-0.

2012 BUDGET REVIEW CALENDAR

Council set dates to hold work sessions on August 9, 23, 30, and September 7 for the purpose of discussing the 2012 budget. The preliminary 2012 tax levy must be certified by September 15, 2011.

COMMUNITY CENTER JANITORIAL SERVICES

At the May 10 council work session, staff was directed to prepare a Request for Proposals for the Community Center janitorial services. Three proposals were received by the June 15 deadline. Council reviewed the proposals and were in agreement that the proposal from Loiselle's Building Maintenance (St. Croix Falls) was the most favorable. Owner Kraig Loiselle offered a monthly cost of \$545.00 for routine cleaning with other services priced separately.

Simonson, seconded by Schneider, moved to accept the proposal from Loiselle's Building Maintenance for Community Center janitorial services and directed staff to prepare an agreement for approval for the July 19 council meeting. The motion carried 5-0.

CITY ADMINISTRATOR PERFORMANCE REVIEW

Council member Swanson requested that a meeting be conducted for the purpose of a performance review of City Administrator Hurlburt. Mayor Simonson directed the council members to submit written review forms to him by July 12. The council set a special meeting for 6:00 p.m. on Tuesday, July 19 (prior to the 7:00 p.m. council meeting) to conduct the review. The meeting may be closed to the public if requested by Administrator Hurlburt.

CONTRACT REVIEWS

Council member Swanson stated that many of the contracts the city has for services are aged. Swanson requested that all contracts be reviewed beginning with the contract for legal services. Administrator Hurlburt stated that the city has civil, prosecution and bond counsel services through various agencies. Council directed staff to prepare a Request for Proposals for the three areas served by legal counsel. The RFP will be discussed at the August 16 council meeting.

ADJOURNMENT

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

Respectfully submitted,

Brenda Eklund
Deputy Clerk