

July 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, Sally Swanson and Mayor Randall Simonson. Absent: Council member Jim Schneider. Staff present: City Administrator Anne Hurlburt, City Attorney Tom Miller, City Planner Sherri Buss, City Engineer Phil Gravel, Fire Chief Jim Finnegan, Police Deputy Chris Majeski, Building Official Keith Wille, Maintenance Supervisor Tim Kieffer, Treasurer Colleen Firkus and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

There were no public comments.

APPROVAL OF AGENDA

Ness, seconded by Swanson, moved to approve the agenda as presented. The motion carried 4-0.

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) June 18, 2012 Special Meeting
 - 2) June 19, 2012 Regular Meeting
- b) Treasurer's Report

Beginning Balance 06/01/2012	\$1,936,494.27
Receipts	+ <u>29,623.62</u>
Expenditures \$93,707.78	
Payroll <u>22,730.82</u>	- 116,438.60
Adjustments: Safe Deposit Box	- <u>35.00</u>
Ending Balance 06/30/2012	\$1,849,644.29
- c) Payment of Vouchers
- d) Appoint Election Judges for August 14, 2012 Primary Election and November 6, 2012 General Election (*Resolution No. 07-17-12-01*)
- e) Approve Special Event Permit for Taco Daze, Scandia Marine Lions (September 8, 2012)
- f) Approve Application for Excluded or Exempt Lawful Gambling Permit, Friends of Scandia Parks and Trails Bingo (September 8, 2012)

Ben Van Zant, 13161 182nd Street, President of the Scandia Marine Lions, spoke about the activities included in the Special Event Permit for Taco Daze (Consent Agenda Item 5.e). New this year will be a car show and bingo tent on the grounds of the Community Center.

Ness, seconded by Amos, moved to approve the Consent Agenda as presented. The motion carried 4-0.

PARK AND RECREATION COMMITTEE

Revised Bike Route Signage Proposal, Friends of Scandia Parks and Trails

Park and Recreation Committee Chair Alex Bildeaux presented a recommendation for bike route signage as proposed by the Friends of Scandia Parks and Trails. The Friends of Scandia Parks and Trails received a grant to be used for trail signage and have been working on a desired route to be posted with signs. They had initially proposed signs on one or more routes as designated in the 2011 Trails Plan. Because of costs, they have scaled back to a shorter route which includes signs only on city streets. Bildeaux explained that Maintenance Superintendent Kieffer will assist with the sign order and installation. **Simonson, seconded by Ness, moved to approve the proposal from Friends of Scandia Parks and Trails to install bike route signs, as recommended by the Park and Recreation Committee; contingent upon 1) approval of signs and installation by Maintenance Superintendent Tim Kieffer, 2) compliance with the MUTCD (Manual on Uniform Traffic Control Devices) and 3) final acceptance of the donation from the Friends of Scandia Parks and Trails by City Council Resolution as required by law. The motion carried 4-0.**

Bildeaux also reported that the Lilleskogen Park subcommittee is working on the parking lot grading and surveying plans. Arrangements are being made to have the tree stumps removed.

PLANNING COMMISSION

Variance from the Requirement for Minimum Frontage on an Improved Public Street and Sketch Plan for a Minor Subdivision to Create Two Lots at 20290 Olinda Trail. Dawn Gillespie, Applicant (Resolution No. 07-17-12-02)

City Planner Sherri Buss presented an overview of Dawn Gillespie's application for a variance from the zoning and subdivision regulations requiring each lot to have frontage on an improved public street, and a review of a sketch plan for a minor subdivision to create two lots at 20290 Olinda Trail. The existing 40-acre parcel accesses Olinda Trail through an easement. The applicant proposes that the existing easement will be used for access to both lots and a homeowners association will manage a shared driveway.

The Planning Commission held a public hearing on July 3, 2012 and made the recommendation to approve the variance, with findings and conditions as incorporated into a draft resolution. Buss explained the Planning Commission's concern of allowing a shared driveway to a new property and felt there may be future problems associated with this. Therefore, a condition of approval was added that would allow the property to be subdivided into no more than two lots. Buss stated that this is the minimum action required to eliminate the practical difficulty of the land-locked parcel. Any future subdivision of the parcel would require a variance. The conditions also addressed roadway improvements for access by fire trucks and rescue vehicles.

Gary Gillespie, 20290 Olinda Trail, came before the Council to answer questions. Mayor Simonson asked if the existing driveway would need major improvements to bring it up to the standards as stated in Condition #5. Mr. Gillespie replied that the driveway is in good condition with at least a 6" base of gravel and he will clear the brush to a 16' wide opening.

Mayor Simonson asked if there were any wetlands or low-lying areas on the property that may cause the roadway to deteriorate. Mr. Gillespie replied that there are no swampy areas. City

Planner Buss confirmed that there are no significant sized wetlands based on the watershed maps.

Simonson, seconded by Ness, moved to approve Resolution No. 07-17-12-02, Approving Variance for 20290 Olinda Trail.

Council member Ness asked for confirmation from the applicant that the property subdivision into no more than two lots is acceptable. Mr. Gillespie stated that it is. City Administrator Hurlburt added that the proposed subdivision meets the zoning requirements of the General Rural District.

The motion carried with a council vote of 4-0.

Comprehensive Plan Amendment, City of Marine on St. Croix

The Planning Commission reviewed an amendment of the City of Marine on St. Croix Comprehensive Plan at their July 3rd, 2012 meeting. The Commissioners recommended that the City of Scandia support the amendment. City Administrator Hurlburt presented a draft letter indicating that Scandia has no comments on the proposed addenda. **Simonson, seconded by Ness, moved to approve the letter to the City of Marine on St. Croix indicating the Scandia has no comments on the Comprehensive Plan amendment. The motion carried 4-0.**

BUILDING OFFICIAL

Building Official Keith Wille presented the building inspections report for the month of June. Eleven permits were issued, including one new home permit.

POLICE DEPARTMENT

Deputy Chris Majeski reported on recent police activities. Majeski is investigating a number of thefts and a vandalism incident at the state park.

Deputy Majeski announced that the 5th annual National Night Out event will be held on August 7, 2012, from 6:00 p.m. to 7:30 p.m. on the Community Center grounds. Local businesses are providing donations.

FIRE DEPARTMENT

Fire Chief Jim Finnegan reported that the department responded to 24 calls in the month of June. They are working on the 2013 budget proposal. Engine 5176 will be out for a few days for repairs to the rear springs.

Jon Muller, EMS Director of Lakeview Hospitals, was present to report on the final approval by the EMSRB for the licensing of Lakeview Ambulance to the Scandia service area. Mr. Muller stated that they are very pleased to have an Advanced Life Support ambulance based at the fire hall and staff has been very accommodating. Mr. Muller described the dynamic deployment system of dispatch that Lakeview uses.

CITY ENGINEER

City Engineer Phil Gravel reported that the sealcoating and patching project is scheduled to begin next week. The Anderson/Erickson drainfield study is in progress.

CITY ATTORNEY

City Attorney Tom Miller presented a written report on legal services he has provided to the City. The Council had no questions on the report.

MAINTENANCE SUPERINTENDENT

Maintenance Superintendent Tim Kieffer reported on Public Works activities during the month of June. Kieffer explained a new coding system being used for categorizing the equipment.

RESULTS OF RESIDENT SURVEY REGARDING POTENTIAL MELANIE TRAIL STREET IMPROVEMENTS

City Administrator Hurlburt presented the survey results which were received from Melanie Trail property owners. At the June 18 Council meeting, several options for improvements to Melanie Trail were presented to the residents. Hurlburt reported that 29 surveys were returned, out of 34 which were sent on June 22. 41.4% of the respondents preferred Option 3, thin overlay and hand patch. 48.3% preferred Option 2, reclaim and replace bituminous.

The Council discussed the results and reasoned that patching the road this year could delay more extensive repairs for 5 to 6 years. At that time, a project to replace the bituminous could be considered along with a larger project to include additional streets. This would give the city time to adopt an assessment policy and prepare an updated Pavement Management Plan. Council member Swanson stated that the city's debt burden would be dropping off by 2016 and the city would then be in a better position to schedule a road improvement project.

Mayor Simonson asked if Option 3 would also include drainage improvements. City Engineer Gravel stated that ditch improvements will be made to improve drainage, especially on the north end of Melanie Trail.

Ness, seconded by Amos, moved to direct staff to proceed with Option 3, thin overlay and hand patch, for improvements to Melanie Trail.

Mayor Simonson read Council member Schneider's written comment that Option 3 would be his first choice and his recommendation to include drainage improvements as part of the repair.

The motion carried with a council vote of 4-0.

The project will be 100% funded by city maintenance funds, at an approximate cost of \$47,000. The project will begin this season.

UPTOWN WASTEWATER SYSTEM IMPROVEMENT PROJECT

Brian Malm, Principal Engineer with Bolton & Menk, presented the plans for the Uptown Wastewater System improvement project. Mr. Malm explained that the data collected daily from the run-time meters was analyzed to determine a design for the equalization tank and aerobic

pretreatment unit. A new uptown pump tank will be installed next to the Elim Church parking lot. The peak flow readings verified the need to install an equalization tank and pretreatment unit. This will help to extend the life of the drainfield and prevent clogging.

Simonson, seconded by Swanson, moved to approve the plans and specifications and to authorize an advertisement for bids for the Uptown Wastewater Treatment System improvement project. The motion carried 4-0.

City Administrator Hurlburt stated that awarding the bid is anticipated at the August 21, 2012 Council meeting. Maintenance Superintendent Kieffer is meeting with Elim Church staff regarding the establishment of a public utility easement for the installation of the replacement pump tank.

FOREST LAKE CABLE COMMISSION JOINT AND COOPERATIVE AGREEMENT
(RESOLUTION NO. 07-17-12-03)

The City of Scandia is a member of the Forest Lake Cable Commission, a joint powers organization along with the cities of Forest Lake and Columbus. The primary activity of the FLCC is to produce government and local access programming for replay on LATV-10 and Ranger-20 cable stations. Scandia has two representatives on the board of directors; Mayor Simonson as the elected official and City Administrator Hurlburt as the citizen member.

On July 3, Mayor Simonson directed staff to prepare a resolution that could be adopted for the dissolution of the Forest Lake Cable Commission. Both Columbus and the City of Forest Lake reviewed the proposal at their city meetings, but have taken no action.

Sarah Chatwin, Access Coordinator for Lakes Area Community Television, spoke before the Council with a request that the City carefully consider any action on the proposed resolution. Ms. Chatwin described a number of reasons that the Commission should not be dissolved, one being that the joint powers are far into the franchise renewal process. Ms. Chatwin explained that working together as a team, the Commission has more bargaining power with cable access provider Midcontinent Communications. Ms. Chatwin went on to explain that a PEG (Public, Education, and Government Access) assessment is underway to determine the capital facilities and equipment needed for continued operation. That report will be presented to Commission members at their July 18 meeting. It is anticipated that the recommendations will greatly improve the equipment and service needs for the station. The upgraded equipment needs will be part of the franchise negotiations with cable operator Midcontinent Communications.

Ms. Chatwin described the community service the station provides in airing government meetings and coverage of community events. The video clips are available for viewing on LATV's website, so that those without cable service also have the opportunity to view the programming.

Council member Swanson questioned why the City of Wyoming was not part of the joint powers agreement. Ms. Chatwin explained they currently have their own franchise agreement with the cable provider, but one of her long-term goals is to have Wyoming join the Commission.

Mayor Simonson stated that he would recommend delaying any action until the PEG assessment report can be further reviewed and discussed. The Council was in consensus with this position.

CITY ADMINISTRATOR RECRUITMENT PROCESS

Sharon Klumpp, consultant with Springsted, has requested that the Council meet to review the applications she has collected as part of the City Administrator recruitment process.

Simonson, seconded by Ness, moved to set a Special Meeting for July 24, 2012 at 7:00 p.m. to meet with the city's consultant. The motion carried 4-0.

ADJOURNMENT

Swanson, seconded by Amos, moved to adjourn the meeting. The motion carried 4-0.

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk