

August 16, 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, Building Official/Maintenance Supervisor Steve Thorp, Police Deputy Chris Majeski, Fire Chief Jim Finnegan, Treasurer Colleen Firkus and Deputy Clerk Brenda Eklund.

### **PUBLIC FORUM**

There were no public comments.

### **APPROVAL OF THE AGENDA**

Council member Schneider added a discussion of the septic training workshop to the agenda. Ness, seconded by Swanson, moved to approve the agenda as amended. The motion carried 5-0.

### **CONSENT AGENDA**

The following Consent Agenda was presented:

- a) Minutes
  - 1) July 19, 2011 Special Meeting
  - 2) July 19, 2011 Regular Meeting
  - 3) August 9, 2011 Work Session
- b) Treasurer's Report

Beginning Balance 07/01/2011	\$1,755,879.76
Receipts	+ <u>1,060,321.05</u>
Expenditures \$58,867.44	
Payroll <u>25,864.28</u>	- 84,731.72
Adjustments: June adjustments recorded	- <u>81.52</u>
Ending Balance 07/31/2011	\$ 2,731,387.57
- c) Payment of Vouchers
- d) Addendum to Communications Subscriber Agreement with Washington County
- e) Special Event Permit for Taco Daze, Scandia Marine Lions
- f) Special Event Permit, Meister's Bar and Grill (September 9 & 10, 2011)
- g) Special Event Permit, MiCasita Mexican Grill (September 9 & 10, 2011)

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

Mayor Simonson inquired about any criteria in place for monitoring the safety standards of the outdoor stages that will be set up as part of Meister's and Mi Casita's Special Event Permits. Administrator Hurlburt stated that the city does not have an ordinance regulating this, but rather it is up to the owners to monitor their structures. Courtney Taylor, representing Meister's, stated

that they have a system in place to collapse their tents and stages in the case of high winds and threatening weather.

### **PARK AND RECREATION COMMITTEE**

#### ***Accept Resignation of Joan Benner***

Park and Recreation Committee member Joan Benner has given notice of her resignation from the Park and Recreation Committee. **Simonson, seconded by Swanson, moved to accept Joan Benner's resignation from the Park and Recreation Committee. The motion carried 5-0.**

### **POLICE DEPARTMENT**

Police Deputy Chris Majeski presented the police activity report for July. Deputy Majeski is investigating a vandalism incident and a check fraud case. Speeding remains an issue, which the newly purchased laser gun is targeting.

### **FIRE DEPARTMENT**

Fire Chief Jim Finnegan reported that the department responded to thirteen fire calls, fifteen rescue calls and one dive call in July. Members of the department will be attending the August 23 budget workshop and will provide figures for next year's purchase of equipment necessary to install the CAD/RMS system being implemented by Washington County. This will be a new callout system combined with the Sheriff's Department to enhance responses to emergency calls. The primary costs associated with its implementation will be for the purchase of software and computer hardware to be installed in the station, the rescue vehicle and the main engine. The department will be making purchases off of the state contract for the new equipment.

Scandia-Marine Lions member Dan Hames presented the City with proceeds from the Spring Chicken Dinner fundraiser held in April 2011. Fire Chief Finnegan stated that the \$1,500 will go towards the purchase of extrication equipment for the fire department. The donation will be accepted by the City by formal resolution at the September 20 council meeting.

### **CITY ENGINEER**

#### ***Designation of City Engineer***

Paul Hornby, Bonestroo, has been Scandia's City Engineer since 2008. Mr. Hornby recently left Bonestroo Engineering. Lee Mann, Bonestroo Principal Engineer, recommended that Ryan Goodman be appointed as the City Engineer. Mr. Goodman has been involved as an Assistant Engineer with almost all of Scandia's engineering work since 2005. Lee Mann would act as principal-in-charge.

**Simonson, seconded by Swanson, moved to designate Ryan Goodman, PE as the City Engineer. The motion carried 5-0.**

#### ***Mayberry Avenue Drainage Improvement***

A repair project has been designed to correct an erosion and drainage problem on the north side of Mayberry Trail, east of Maxwill Avenue. City Engineer Goodman described the installation of a catch basin, culvert and rip rap to slow the flow of water draining down the roadway and hill. City Engineer Goodman had a construction estimate of \$35,000.

Three bids were received by the August 16 deadline:

1. Dresel Contracting \$29,905.00
2. Peterson Excavating \$24,940.30
3. Scandia Trucking \$19,595.00

Council member Schneider asked about the approximate engineering costs for this project. City Engineer Goodman estimated that ten hours have been spent on the design of the project so far, with additional surveying and associated costs.

**Simonson, seconded by Swanson, moved to accept the bid from Scandia Trucking in the amount of \$19,595.00 for the Mayberry Avenue Drainage Improvement Project. The motion carried 5-0.**

#### *City/ Hilltop Water System Connection*

The City's well currently supplies water to the Community Center, Warming House, Gammelgarden Museum and Elim Church and former parsonage. The Hilltop Water Company is a private community water system serving 26 homes and businesses in the Village area. The Health Department has recommended to owners of both systems that they look for a possible connection to another water source that could be accessed in the case of an emergency. The Hilltop Water Company has approached the City with a proposal to explore a connection between the two water systems. Staff obtained an estimate from Bonestroo for a feasibility study that would not exceed \$2,970. Greg Benson, representing the Hilltop Water Company, indicated that they will be willing to participate and contribute half (up to \$1,500) of the estimated cost of the study.

Council member Schneider suggested that the City contact private well contractors to advise on this, which could be at no or little cost. Administrator Hurlburt advised that the Health Department would require engineered plans for this project, and regulatory aspects need to be explored. City Attorney Hebert stated that to proceed without an engineer could have potential liability costs for the City. Council member Swanson stated that an engineer's written report is the way to approach this. Mayor Simonson agreed that this is an important issue for the City and needs to be professionally studied.

**Simonson, seconded by Swanson, moved to approve a Feasibility Study be done by Bonestroo to explore an interconnection of the City water system and the private Hilltop water system. The motion carried 5-0.**

#### **BUILDING OFFICIAL/MAINTENANCE SUPERVISOR**

Building Official/Maintenance Supervisor Steve Thorp reported that two new house permits were issued in August. A replacement rotary mower was installed on the boom mower for cutting small trees and brush along the roadways. Notices to property owners to remove obstructions in the right of way have been distributed. Slow response complaints by Washington County to pump maintenance issues on the 201 septic system have been forwarded to Thorp. Thorp explained that he recently became aware of a private septic system on City property off of Lofton Court, and is investigating records of this installation. Thorp recommended that an access easement to the Anderson-Dahlgren 201 system on Olinda Trail be looked into.

**CITY ADMINISTRATOR**

***Request for Proposals, Legal Services***

At the June 21 meeting, council directed staff to prepare a Request for Proposals for legal services. Administrator Hurlburt presented a draft RFP covering both civil and prosecutor services. A proposed schedule for interviews and selection was reviewed. The deadline for submission of proposals will be September 30, with interviews in late October, early November. Council could award the contract at the December 20 meeting, with the firm starting in January 2012.

Hurlburt recommended that a separate RFP for Bond Counsel be issued at a later date, prior to the next time the city might issue bonds or other debt.

**Simonson, seconded by Swanson, moved to authorize a Request for Proposals for legal services (City Attorney and prosecutions). The motion carried 5-0.**

**GENERAL BUSINESS: CONSENT FOR ASSIGNMENT OF CABLE FRANCHISE AND SYSTEM TO MIDCONTINENT COMMUNICATIONS (RESOLUTION NO. 08-16-11-01)**

US Cable currently has a franchise agreement with the City of Scandia for operation of cable television. They have requested approvals necessary to sell the system to Midcontinent Communications, a private cable company with most of its operations in North and South Dakota. The Forest Lake Cable Commission, of which Scandia is a joint powers member, has recommended approval of the assignment. City Attorney Hebert had recommended modifications to the resolution, which were accepted by Midcontinent Communications.

**Ness, seconded by Amos, moved to adopt Resolution No. 08-16-11-01, Consenting to and Approving the Assignment of the Cable Franchise and System to Midcontinent Communications. The motion carried 5-0.**

**JOINT POWERS AGREEMENT WITH WASHINGTON COUNTY FOR CODE RED MASS TELEPHONE NOTIFICATION SYSTEM**

The Washington County Sheriff's Office will be implementing a Mass Notification System for use by all communities in the county. The system, known as Code Red, will allow Public Safety and other government agencies the ability to send mass messages to a specific area or jurisdiction that can be selected by the user. Messages sent by the Code Red system can be received by a home phone, cell phone as a message or text, or by an e-mail, Facebook or Twitter account. The cost for Washington County is \$33,750.00 per year. The Sheriff's office and Public Health Department will be paying approximately half the cost, with the remainder covered by cities/townships. Scandia's share, based on its population, would be \$309.36 for 2012. Costs for sending non-emergency messages, if desired, would be an additional cost.

**Simonson, seconded by Amos, moved to approve a joint powers agreement with Washington County for the "Code Red" Mass Telephone Notification System. The motion carried 5-0.**

### **COMMUNITY CENTER LANDSCAPING**

The Council reviewed a landscaping plan, prepared by Abrahamson's Nursery, at their July 19 meeting. Council directed staff to obtain cost estimates for several phases of the plan, with the possibility of volunteers doing some or all of the work.

City Administrator Hurlburt presented the cost estimates, broken down by material cost, preparation and planting costs. The cost estimates, divided into three areas, were furnished by Dan Sandager:

- #1, the area around the flagpole \$2,789.10
- #2, the front of the building \$6,210.00
- #3, area around the bench near the parking lot \$813.00

Administrator Hurlburt recommended that the front of the building be the first phase, with the other two areas considered for the 2012 budget. Preparation of the area constitutes about a third of the cost. Hurlburt suggested that this could most quickly and efficiently be done by Abrahamson's Nursery. Plant installation is about 10% of the total cost. It was advised that the work be scheduled following the Taco Daze community event, to protect the new plantings from the heavy use on the grounds.

Council member Schneider asked about the maintenance of the new landscaping. Administrator Hurlburt stated that the shredded mulch would need to be amended every year or two. The plantings were selected to be of a low maintenance type.

**Simonson, seconded by Swanson, moved to accept the cost estimate of Planting #2, the front of the Community Center building and directed staff to schedule the installation after Taco Daze. The motion carried 5-0.**

### **ATTENDANCE AT ON-SITE SEWAGE TREATMENT WORKSHOP**

At the July 19 meeting, Council approved a staff member to attend a certification class for maintenance of the 201 Community Septic System. Building Official/Public Works Supervisor Steve Thorp was the only staff member with the prerequisites to attend. Reservations for the class were processed.

Council member Schneider recommended that staff not be sent to the On-Site Sewage Treatment Workshop, scheduled for August 23-26 in Brainerd. Schneider reasoned that the savings for taking over maintenance from Washington County would not be as great as anticipated. Schneider stated that on-going budget discussions are a part of this decision. Administrator Hurlburt stated that the training would not be wasted, as it would be beneficial towards implementation of the Uptown Sewer maintenance plan.

Council member Ness disagreed with Schneider, and countered that substantial savings and better service could be results of having staff provide maintenance of the 201 system.

**Schneider, seconded by Swanson, moved to cancel Thorp's registration for attendance at the August 23-26 On-Site Sewage Treatment Workshop.**

Council member Swanson agreed with Schneider and did not see a benefit to certify Thorp at this time.

Mayor Simonson suggested that the advantages of taking over the 201 system be further researched.

**Mayor Simonson called for a roll call vote on the Schneider/Swanson motion. Ness – no; Swanson – yes; Schneider – yes; Amos – yes; Simonson – yes. The motion carried 4-1.**

**ADJOURNMENT**

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

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Brenda Eklund  
*Deputy Clerk*