

September 15, 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, Chris Ness, Jim Schneider and Mayor Randall Simonson. Absent: Council member Dan Lee. Staff present: Attorney Andrew Pratt, City Engineer Ryan Goodman, Fire Chief Mike Hinz, Treasurer Colleen Firkus and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

Donald Jensen, 23375 Lofton Avenue, explained that he is in the process of selling his home and asked for clarification of a variance that was granted in 2003 for an addition to the home. Mr. Jensen provided supporting documents to Planner Buss and she will research his question about allowing a wider garage to be built by future owners of the property and get back to Mr. Jensen.

APPROVAL OF AGENDA

Mayor Simonson announced an addition to the agenda: 9.g) City Administrator recruitment meeting with Sharon Klumpp. **Ness, seconded by Hegland, moved to approve the agenda as amended. The motion carried 4-0.**

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) August 18, 2015 Regular Meeting
 - 2) August 19, 2015 Special Meeting
 - 3) September 2, 2015 Work Session
- b) Treasurer's Report

Beginning Balance 08/01/2015	\$4,078,533.73
Receipts	+ 55,577.06
Expenditures \$ 386,657.76	
Payroll + <u>25,130.02</u>	- 411,787.78
Adjustments: State Surcharges	+ <u>1,162.61</u>
Ending Balance 08/31/2015	\$3,723,485.62
- c) Payment of Vouchers
- d) Step Increase, Maintenance Worker Anderson
- e) Application for Excluded or Exempt Lawful Gambling Permit, Scandia-Marine Lions Foundation (October 15, 2015)
- f) Approve Safe Assure Contract Renewal
- g) Contractor's Request for Payment No. 2 - Quinnell Avenue Improvements
- h) Contractor's Request for Payment No. 1 - Lilleskogen Parking Lot

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

PLANNING COMMISSION

Ordinance No. 164: Amending the Development Code, Chapter 2 Regarding the Industrial Park District

Planner Buss presented Ordinance No. 164 and explained that the Planning Commission held a public hearing on September 1st for an amendment to the development code regarding uses in the Industrial Park District. The amendment would move some uses that require a CUP to permitted uses and expands the list of permitted uses, along with adding performance standards related to screening mechanical equipment and allowing for compliance inspections or tests. Buss reported that no verbal or written comments were received at the public hearing and the Planning Commission recommended the ordinance be adopted. Buss noted that this amendment brings the IP District more in line with surrounding communities' business districts.

Simonson, seconded by Hegland, moved to adopt Ordinance No. 164, amending Chapter 2, Section 2.10, Regarding the Industrial Park District. Discussion followed.

Council member Schneider stated he is in favor and recommended this be done to other general business districts to help make expansion easier. Council member Ness said he is 100% in agreement, as did Council member Hegland.

Simonson called for a vote on the above motion. The motion carried 4-0.

Summary Publication of Ordinance No. 164 (Resolution No. 09-15-15-01)

Simonson, seconded by Ness, moved to approve Resolution No. 09-15-15-01, Providing for the Summary Publication of Ordinance No. 164. The motion carried 4-0.

BUILDING OFFICIAL

Building Official Chuck Preisler's activity report was received. Twenty-six building permits were issued in August.

POLICE DEPARTMENT

Deputy Yetter was absent due to a callout. The monthly contract report was received.

FIRE DEPARTMENT

Fire Chief Mike Hinz reported that the department responded to 19 calls in August – 10 fire related and 9 medical. New recruit John Bauer began with the department on September 1st. In answer to participation at Taco Daze on September 12th, Hinz stated that volunteers were on site for any medical situations and that no incidences occurred.

Dive Team Leader Erich Kertzsch addressed the Council to discuss the future of the dive team. Kertzsch said he was concerned with the talk of eliminating the dive team and said he would provide information on this specialty team. The Scandia dive team, developed in the early 90's, is affiliated with the Washington County Fire Dive Rescue Team, made up of members from Stillwater, Mahtomedi, White Bear, Lower St. Croix Valley and Woodbury. Any water incidences within the county area will call out the fire department dive team for rescues. Kertzsch and Hinz are certified divers with three other members as tenders, along with other

department members being cross-trained in this area. The department funds the equipment costs and training at a cost of approximately \$2,000 a year.

Kertzsch explained the importance of the dive team responding within the “golden hour” and the Scandia team has the quickest response for calls to Scandia’s lakes and river, and additional support from other agencies within a short time. Kertzsch emphasized the need to retain highly skilled members within the department and asked not to lower their skills due to budget cuts.

The Council thanked Kertzsch and other members of the department for providing further information and this was a good opportunity to ask questions. The Council concluded that it is not the intent to eliminate the dive team through budget cuts.

CITY ENGINEER

City Engineer Ryan Goodman reported that the contractor payments for Quinnell and Lilleskogen are coming in lower than anticipated. The Watershed has put the Sand Lake Iron Filter project out for bids. Goodman explained that MnDOT is removing a number of the bypass lanes on Highway 97 due to high accident rates, and mumble strips will be installed along the highway during the month of October.

PUBLIC WORKS DIRECTOR

Public Works Director Dave Williams was absent and his written report on maintenance activities was received.

2016 BUDGET

Certify Maximum Property Tax Levy Payable in 2016 (Resolution No. 09-15-15-02)

The Council was presented with the 2016 draft budget and preliminary levy that reflected the changes directed at the August and September budget meetings. The total levy amount of \$2,257,871 reflects a 1.82% increase over taxes payable in 2015.

Simonson, seconded by Hegland, moved to approve Resolution No. 09-15-15-02, Certifying the Maximum Property Tax Levy Payable in 2016. The motion carried 4-0.

Set Date for Public Meeting on 2016 Budget and Tax Levy

Simonson, seconded by Schneider, moved to schedule the 2016 Budget and Tax Levy Public Hearing date as December 2, 2015 at 6:30 p.m. The motion carried 4-0.

PREPAYMENT OF 2007 ROAD BONDS (RESOLUTION NO. 09-15-15-03)

Treasurer Firkus explained that there are sufficient funds in the 2007 Debt Service Fund to prepay the 2007 Road Bond before the December 2017 maturity date. The proposed 2016 budget assumes this prepayment and the remaining year-end balance of \$32,975 will be transferred to the Local Road Improvement Fund. In answer to Council member Ness, the interest savings to prepay the bond is approximately \$30,000.

Schneider, seconded by Simonson, moved to approve Resolution No. 09-15-15-03, Providing for the Prepayment and Redemption of Certain Outstanding General Obligation Improvement Bonds of the City. The motion carried 4-0.

2016 STREET IMPROVEMENT PROJECT – AUTHORIZE PREPARATION OF PLANS AND SPECIFICATIONS

City Engineer Goodman presented a request to authorize plans for the 2016 road improvement project which identified 237th Street, Novak Avenue and 236th Street for reconstruction. The 2016 budget includes \$1,150,000 for this project. Goodman explained that if bids come in favorable the project could be expanded to include a portion of Oldfield Avenue. A timeline was discussed which has the plans, specs and ad for bids being approved in December and a possible award of the project in January 2016.

Simonson, seconded by Hegland, moved to authorize the preparation of plans for bids for the 2016 Street Improvement Project. The motion carried 4-0.

DRAFT FALL NEWSLETTER

The Council reviewed a draft of the fall newsletter which will be sent to all residents in early October. A few minor corrections were noted.

ACCEPT DONATIONS FROM THE SCANDIA FIRE RELIEF ASSOCIATION AND THE SCANDIA-MARINE LIONS CLUB (RESOLUTION NO. 09-15-15-04)

Fire Chief Hinz reported that the Scandia-Marine Lions have donated \$6,000 to be used towards the purchase of an automated chest compression device. The Scandia Fire Relief Association has also donated \$6,618.83 towards its purchase.

Ness, seconded by Hegland, moved to approve Resolution No. 09-15-15-04, Accepting Cash Donations from the Scandia Fire Relief Association and the Scandia-Marine Lions Club Towards the Purchase of a LUCAS Chest Compression Device. The motion carried 4-0.

AUTHORIZE PURCHASE OF A LUCAS AUTOMATED CHEST COMPRESSION DEVICE FOR THE FIRE DEPARTMENT

Fire Chief Hinz presented a request to purchase a LUCAS automated chest compression device for the fire department and explained that this equipment was provided by the Lakeview Ambulance prior to their departure from Scandia earlier this year. Hinz stated that the device proved to be a critical piece of lifesaving equipment to efficiently perform chest compressions in rescue situations. The City's Purchasing Policy requires that all purchases costing more than \$5,000 be pre-authorized by the Council.

Donations of \$12,618.83 have been accepted to fund the purchase, with the remaining \$4,000 coming from the department's budget that has sufficient funds to cover this cost. The equipment will be purchased from the state's purchasing contract.

Simonson, seconded by Hegland, moved to authorize the Fire Department's purchase of a LUCAS chest compression device. The motion carried 4-0.

COUNCIL MEETING WITH SHARON KLUMPP

Sharon Klumpp, Waters & Co. Recruitment Firm, has requested a meeting with the Council to review semi-finalists for the City Administrator position. A Special Meeting date of October 1, 2015 at 7:00 p.m. was set for this purpose.

ADJOURNMENT

Ness, seconded by Hegland, moved to adjourn the meeting. The motion carried 4-0.

The meeting adjourned at 8:07 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk