

October 16, 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, Jim Schneider, Sally Swanson and Mayor Randall Simonson. Staff present: City Administrator Kristina Handt, City Attorney Tom Miller, City Planner Sherri Buss, City Engineer Phil Gravel, Police Deputy Chris Majeski, Maintenance Superintendent Tim Kieffer, Treasurer Colleen Firkus and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

There were no public comments.

APPROVAL OF AGENDA

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

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) September 18, 2012 Regular Meeting
 - 2) September 25, 2012 Special Meeting
 - 3) October 9, 2012 Work Session Meeting
- b) Treasurer's Report

Beginning Balance 09/01/2012	\$2,467,081.92
Receipts	+ <u>98,930.64</u>
Expenditures \$ 119,166.80	
Payroll <u>22,842.86</u>	- <u>142,009.66</u>
Ending Balance 09/30/2012	\$2,424,002.90
- c) Payment of Vouchers
- d) Renew Contract with SafeAssure Consultants
- e) Acceptance of Easement for Uptown Sewer System from Elim Lutheran Church
- f) Approve Midcontinent Communications Franchise Extension (*Resolution 10-16-12-01*)
- g) Approve City Administrator Membership in Scandia-Marine Lions
- h) Adopt Washington County All Hazard Mitigation Plan Update (*Resolution 10-16-12-02*)
- i) Adopt Tree Trimming Policy
- j) Accept Resignation of Parks and Rec Coordinator
- k) Update Office Assistant Job Description
- l) Change Order No. 1, 2012 Uptown Wastewater System Improvements
- m) Utility Permit, MP Nexlevel on behalf of Frontier Communications (Cable, 13623 205th St. N.)
- n) RFP for Janitorial Services for Community Center

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

PARK AND RECREATION COMMITTEE

2012 Summer Recreation Report

Park and Recreation Coordinator Laurie Monson submitted a written summary of the Summer Recreation Program prior to her resignation. Council Liaison Swanson reported that classes were well attended, with the Outdoor Explorers and Archery classes being the most popular. Camp Lakamaga plans to continue to partner with the City to offer summer recreation programs, and intends to add a water adventure class next summer.

PLANNING COMMISSION

Variance and Conditional Use Permit for 19850 Orwell Avenue North, Lonnie and Joyce Holmgren, Applicant (Resolution No. 10-16-12-03)

The Planning Commission held a public hearing on September 4, 2012 on the application of Lonnie and Joyce Holmgren for a Variance from the required structure setback from the Ordinary High Water Level of Hay Lake, and from the standard that an accessory structure may not be located closer to the road than the principle building. The Applicants also requested a Conditional Use Permit to allow for a two-story accessory structure. The application was tabled until the October 2nd Planning Commission meeting in order to address issues raised about the height and visibility of the proposed building. A second site visit and information provided by Mr. Holmgren indicated that the height of the proposed accessory structure would be approximately 10 feet lower than the existing home. The Planning Commission recommended approval of the Variance and CUP with findings and conditions which were presented in a draft resolution for the Council's consideration.

City Planner Sherri Buss explained that the structure is being placed as far back from the lake as possible, with the second story requested as a means to minimize the building's footprint. The Carnelian-Marine-St. Croix Watershed District did not object to granting the variance request.

Buss explained the findings and conditions as written into the resolution. Condition #2 addressed the neighbor's screening issue by replacing and adding coniferous trees to screen the view from adjacent properties. A grading and erosion control plan will also be required.

Simonson, seconded by Ness, moved to adopt Resolution No. 10-16-12-03, Approving Variances and Conditional Use Permit for 19850 Orwell Avenue North. The motion carried 5-0.

Council member Schneider asked about the elevation of the slab. City Planner Buss stated that she would double check the maps to determine that the structure is out of the floodplain.

Variance for 13440 182nd Street North, Joseph and Kimberly Matt, Applicant (Resolution No. 10-16-12-04)

The Planning Commission recommended denial of the application of Joseph and Kimberly Matt for a variance to allow for construction of a gazebo within the setback of Big Marine Lake at their August 7, 2012 meeting. The Applicants had begun the construction prior to obtaining the required zoning and building permits. The Council tabled the application on August 21st and directed the Applicants to revise the site plan to remove the existing deck, minimize the size of

the storage structure, and obtain a survey of the property to confirm the actual structure distance from the OHWL of Big Marine Lake and the lot coverage with the proposed structure.

City Planner Buss reviewed the survey of the revised structure plan which was submitted to the City on October 3, 2012. Buss explained that the new plan indicated that the 146 square-foot storage structure is located 24 feet from the OHWL, and meets the side and rear setback requirements. Buss recommended approval of the variance from the OHWL setback with findings and conditions as written into a draft resolution. Conditions included removal of the existing deck, that a grading and erosion control plan be submitted with the building permit, and that the Applicants obtain a Watershed District permit.

Simonson, seconded by Ness, moved to adopt Resolution No. 10-16-12-04, Approving a Variance for 13440 182nd Street North. The motion carried 5-0.

WASTEWATER ADVISORY COMMITTEE

Council member Schneider reported on the September 20, 2012 meeting of the Wastewater Advisory Committee. A 5% rate increase for the 201 users will be recommended, as necessary to recover engineering costs and add to the replacement fund for the system upgrades. The Committee accepted the Engineer's recommendation to continue testing the Anderson/Erickson system before allowing any new connections. The Committee will discuss a policy for new connections at their next meeting, scheduled for November 1, 2012.

BUILDING OFFICIAL

Building Official Keith Wille presented the building inspections report. The number of issued permits is down as compared to the same time last year; 58 versus 79 in 2011. Wille explained that the Forest Lake Building Department will be cutting back one staff member effective the first of the year, which may affect inspection requests. Wille stated that the inspection services agreement between the two cities is working well.

POLICE DEPARTMENT

Police Deputy Chris Majeski reported that he has been investigating gravel truck complaints, mailbox vandalisms on 202nd and Orwell, and a theft from a garage at the Cottages. Concerning the quarterly report, Mayor Simonson noted an increased number of disorderly conduct calls.

FIRE DEPARTMENT

The City Council received the Fire Department's monthly report. Council members Schneider and Ness plan to attend the Fire Truck Committee meeting on October 30th at Custom Fire Apparatus in Osceola. The department has scheduled a house burn on November 10th at Keystone Avenue and 192nd Street.

CITY ENGINEER

City Engineer Phil Gravel provided an update on current projects in Scandia. Gravel has been working with Maintenance Superintendent Kieffer on priority modifications to the Pavement Management Plan.

CITY ATTORNEY

City Attorney Tom Miller presented a report on legal services provided to the City in the past month. Conditional use permit processes and legal requirements were presented and discussed with the Planning Commission at its meeting on October 2, 2012, in anticipation of Tiller's application.

MAINTENANCE SUPERINTENDENT

Maintenance Superintendent Tim Kieffer reported on public works activities. Paving on 237th was completed with very good results. Kieffer is scheduled to attend sewer and water training in November.

CITY ADMINISTRATOR

City Administrator Kristina Handt reported that she has added a link on the City's Facebook page to the complete agenda packets, and plans to increase the use of Facebook for city postings.

2013 INSURANCE COVERAGE RENEWAL

JoAnn Buse, Security State Agency, was present to explain the City's liability and property insurance renewal through the League of Minnesota Cities Insurance Trust. Rates for 2013 were not yet available and depend on the coverage selected by the City. City Administrator Handt recommended the City not waive the tort liability limits, which would save the City approximately \$450 on the liability premium. Last year the Council raised the deductible from \$500 to \$1,000. **Schneider, seconded by Ness, moved to renew insurance coverage with LMCIT for 2013, to not waive the tort liability limits, and to have the deductible remain at \$1,000. The motion carried 5-0.**

APPROVE HIRING OF OFFICE ASSISTANT

Council approved staff to begin the hiring process for a new Office Assistant in August, following the resignation of the previous staff member. Twenty-seven applications were received and staff interviewed candidates on October 4th. City Administrator Handt recommended that the duties be combined with the recently vacated Parks and Recreation Coordinator position, as candidate Judith Negus is able to fulfill these responsibilities as well. Handt recommended Ms. Negus be hired at a rate of \$12.75 per hour with part-time hours of approximately 16 hours per week. **Simonson, seconded by Swanson, moved to approve the hiring of Judith Negus as Office Assistant at a pay rate of \$12.75 per hour. The motion carried 5-0.**

SEASONAL ICE RINK STAFFING

Council discussed the Seasonal Ice Rink staffing for the upcoming season. City Administrator Handt recommended advertising for Ice Rink Attendants and approving John Beattie as the Skating Supervisor at the current pay rate of \$11.10 per hour. It was recommended that the Public Works staff take over the rink maintenance duties, and to use the Ice Rink Maintenance position as a backup when staff is unable to attend to the rink maintenance needs. It was estimated that this would result in an annual savings of \$1,500 to \$2,000 in park and rec wages. **Simonson, seconded by Amos, moved to authorize staff to advertise for Ice Rink Attendants; approve the hiring of Skating Supervisor John Beattie at a pay rate of \$11.10 per hour; and approve hiring Mike White as a backup Ice Rink Maintenance Worker at a pay rate of \$13.12 per hour. The motion carried 5-0.**

SEASONAL PUBLIC WORKS STAFFING

Every year the City hires three to four people as part-time on-call employees to assist with snow plowing during the winter months. The City has not advertised this position for a number of years, and staff recommended advertising for applications at the same pay rate as last season (\$17.34/hour for those with a Class A license and \$14.28/hour for those without a Class A).

Simonson, seconded by Amos, moved to authorize staff to advertise for part-time/seasonal maintenance workers, for on-call snowplowing and delegate the interview process to staff. The motion carried 5-0.

CONTRACTOR'S REQUEST FOR FINAL PAYMENT, 2012 SEAL COAT AND BITUMINOUS PATCHING PROJECT

City Engineer Gravel recommended approval of the final payment request from Allied Blacktop Company for the 2012 Seal Coat and Patching Project. Gravel explained that the final amount is \$12,019.64 less than the original bid due to the work completed by the Public Works Department. **Ness, seconded by Swanson, moved to approve the final payment to Allied Blacktop Company in the amount of \$28,843.17. The motion carried 5-0.**

ORDINANCE NO. 133, AN ORDINANCE ESTABLISHING RULES AND REGULATION FOR THE USE OF SCANDIA PARKS, AND REPEALING ORDINANCE NO. 115 AND NO. 116

Council reviewed draft Ordinance No. 133 which incorporated the changes as recommended by the Park and Recreation Committee at the September 18, 2012 Council meeting. Staff recommended a change to park hours which would be consistent with rules for Washington County Parks and address any safety concerns about park hours. Rather than extending park closing to 11:00 p.m., staff recommended that Section 2, Subdivision 1 read: *No person, except authorized city personnel, shall enter or remain in any park beginning one-half hour after sunset and ending at 4:00 a.m., except with a permit issued by the City Clerk.* Council member Ness agreed that there are no reasons to be in city parks up to 11:00 p.m.

Council member Swanson questioned how the closing hours would affect the Ice Rink and Wayne Erickson Memorial Ballfield, also considered parks under Section 1, Definitions. Staff suggested exceptions be made for the recreational facilities. **Simonson, seconded by Amos, moved to table the Parks Rules Ordinance until the language is amended for recreational facilities. The motion carried 5-0.**

INCREASE CREDIT CARD LIMITS

Council discussed the need to increase credit card limits for city purchases at their October 9th work session. Staff presented the new credit card limit and proposed individual credit card limits for each card holder. **Simonson, seconded by Amos, moved to approve the \$14,000 credit card limit and the individual limits as presented in the staff report. The motion carried 5-0.**

UPDATE PURCHASING POLICY (RESOLUTION NO. 10-18-12-05)

At the October 9th work session, staff was directed to amend the Purchasing Policy to reduce the amount of funds employees can spend before coming to the Council for approval from \$10,000 to \$5,000. City Administrator Handt presented a resolution with this change to the policy.

Simonson, seconded by Schneider, moved to adopt Resolution No. 10-18-12-05, Updating Purchasing Policies. The motion carried 5-0.

SET DATE FOR SPECIAL MEETING FOR ADMINISTRATOR REVIEW

Council scheduled a Special Meeting for November 8, 2012 to discuss goals and objectives with City Administrator Handt. Mayor Simonson recommended they begin with an open meeting at 6:30 p.m. to discuss overall goals then move into a closed session for the purpose of discussing particular objectives with Handt.

ADJOURNMENT

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

The meeting adjourned at 8:03 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk