

December 17, 2013

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 Dan Lee, Chris Ness, Jim Schneider, Sally Swanson and Mayor Randall Simonson. Staff present: City Administrator Kristina Handt, City Attorney Nick Vivian, City Planner Sherri Buss, City Engineer Ryan Goodman, Police Deputy Chris Majeski, Fire Chief Mike Hinz, and Treasurer Colleen Firkus.

PUBLIC FORUM

There were no comments during the public forum.

APPROVAL OF AGENDA

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

CONSENT AGENDA

The following Consent Agenda was presented:

1. Approval of Consent Agenda
 - a) Minutes
 - 1) November 19, 2013 Regular Meeting
 - 2) December 10, 2013 Special Meeting
 - b) Treasurer's Report
 - c) Payment of Vouchers
 - d) Temporary On-Sale Liquor License, Scandia Fire & Rescue Relief Association (February 22, 2014)
 - e) 2014 Liquor Licenses
 - 1) Meister's Bar & Grill, Combination On/Off-Sale and Sunday Intoxicating
 - 2) Chiko's Enterprises dba Chiko's Bar and Grill, On-Sale/Sunday On-Sale Intoxicating
 - f) Acceptance of Resignation from Todd Roe, Scandia Fire and Rescue
 - g) Approve Forest Lake Cable Commission 2014 Budget (*Resolution No. 12-17-13-01*)
 - h) Approve Resolution 12-17-13-02 Adopting the Memorandum of understanding (MOU) between the City of Scandia and the Carnelian-Marine-Saint Croix Watershed District (CMSCWD)

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

ORDINANCE NO. 150: AMENDING THE OFFICIAL ZONING MAP AS ADOPTED IN CHAPTER 2, SECTION 1.2 OF THE DEVELOPMENT CODE OF THE CITY OF SCANDIA

A public hearing was held for the purpose of amending the Zoning Map of the Development Code. Mayor Simonson opened the public hearing. There were no comments and the hearing was closed.

PLANNING COMMISSION

1) Minor Subdivision to subdivide 3.647 acres from property directly north of 21203 Lofton Avenue. Richard Lund, Applicant (Resolution No.12-17-13-03)

The Planning Commission held a public hearing on December 3, 2013 regarding the Lund application to subdivide a 3.6 acre parcel from an existing 28.3 acre parcel. The owner of the 28.3-acre parcel is a sibling of applicant Lund. The applicant owns the 34.7-acre parcel to the south of the parcel proposed for subdivision, has a driveway easement within the 3.6 acre parcel, and is seeking to own the parcel out-right. The split could have been accomplished with a lot line adjustment except that there is a school district boundary and a watershed boundary between the two lots and a parcel cannot be within two taxing districts. Commission members discussed the intent of the “4 dwelling units per 4 acres” density standard for the General Rural District and how this impacts potential future subdivision of the adjacent parcel. The Commission asked for future discussion on the intent of the density standard of the Comprehensive Plan and the language in the Development Code. The Commission also concurred with the staff recommendation to waive the park dedication fee at this time, and require that it be paid in the future if development is proposed on this parcel. There is no intent by the applicant to build on this lot, but to secure his driveway access with a buffer.

Simonson, seconded by Lee, moved to adopt Resolution No. 12-17-13-03, Approving a Minor Subdivision for PID 17-032-20-42-001. The motion carried 5-0.

2) Lund Development Agreement. Simonson, seconded by Lee, moved to approve a Development Agreement that allows the Lund Minor Subdivision including waiving the park dedication fee. The motion carried 5-0.

3) Rezoning of a 6.56 acre parcel from Rural Commercial to General Rural at 20021 St. Croix Trail North, Scandia, MN. L. Daniel and Susan Sandager, Applicants. (Resolution No. 12-17-13-04/Ordinance No. 150) The applicants proposed to record and rezone a parcel from the Rural Commercial District to the General Rural District. The subdivision of the parcel was approved in 1989 and a single-family home was built on the new parcel. However, the subdivision was never recorded at Washington County and they would like to record it now. The use on the parcel that was created in 1989 is not consistent with the current zoning classification of the parcel and therefore requires a zoning change to permit approval of the deeds and recording the parcel. The parcel also becomes more consistent with the surrounding zoning of General Rural. The parcel meets all other code requirements and the park dedication fee was paid in 1989.

Ness, seconded by Lee, moved to adopt Resolution No. 12-17-13-04, approving the rezoning of a 6.56-acre parcel located at 20021 Scandia Trail North from Rural Commercial to General Rural. The motion carried 5-0.

It was noted that the Comprehensive Plan zoning map will need to be amended with the MET Council using an administrative process.

Simonson, seconded by Lee, moved to adopt Ordinance 150 to amend the official Zoning Map to change the designation of 20021 St. Croix Trail North from Rural Commercial to General Rural. The motion carried 5-0.

PARK AND RECREATION COMMITTEE

1) Administrator Handt reported the findings of a Veterans Memorial committee comprised of members of the Scandia-Marine Lions, local veterans organizations, City of Scandia staff and Park and Recreation Committee members. Two main possibilities had been mainly discussed: City of Scandia parks Hay Lake and Lilleskogen. A poll of people visiting the Village Center on November 26, 2013, conducted by Mayor Simonson resulted in a majority preferring Lilleskogen. The Park & Rec Committee also recommended Lilleskogen as a preferred site at their December 2 meeting, although not specifying an exact location within the park. Once a location is determined, members of the volunteer committee will solicit designs, hold an open house to get public input and bring a plan back to the Park & Rec Committee for final approval before beginning fundraising and construction. Tom Triplett, Co-Chair of the Veterans Memorial Committee and President of the Scandia-Marine Lions asked the City Council to delay action on a site decision to allow further discussion with Lions club members, which is to start taking place at their December 26 meeting. Mr. Triplett expressed his club's intention to be major fund raisers for the project and the need for more time to bring the whole club up to speed on the committee's results. City of Marine Mayor Mills and Lions member also asked the Council to delay a site decision as he wanted to be a part of the process. Mr. Triplett also said a 501(c)(3) foundation was going to be created so donations could be tax deductible and that process wouldn't be completed until mid-summer. **Lee, seconded by Schneider, moved to table the discussion and vote for a Veterans Memorial site. The motion carried 5-0.**

2) **Simonson, seconded by Lee, moved to approve the promotional materials for Vinterfest and the temporary closing of 209th Street. The motion carried 5-0.**

WASTEWATER ADVISORY COMMITTEE

1) ***Ordinance No. 148 Amending Ordinance No. 134: Governing the Uptown System.*** The Wastewater Advisory Committee has recommended changing Uptown Sewer billing from monthly to quarterly to save on time spent on billing. **Ness, seconded by Schneider, moved to adopt Ordinance No. 148 amending Ordinance No. 134 to change Uptown System bills to the fifth day of January, April, July and October. The motion carried 5-0.**

2) ***Ordinance No. 149: 2014 Uptown Rate Proposals.*** At their November 20, 2013 meeting, the Committee discussed the fact that proposed expenses exceed revenue for the 2014 budget. Since the variability in expenses (mainly pumping) is related to usage, staff suggested an increase in the usage charge of 2% to \$15.28/1,000 gallons. The base charge is proposed to be changed by multiplying the monthly charge by three to arrive at a quarterly charge. **Schneider, seconded by Ness, moved to adopt Ordinance No. 149 establishing user charges and connection fees for the Uptown Wastewater Treatment System. The motion carried 5-0.**

BUILDING OFFICIAL

Building Official Tim Okan's reports for October and November on building inspections was received. Twenty-one permits were issued in October and nine permits were issued in November.

POLICE DEPARTMENT

Police Deputy Chris Majeski reported on an attached garage burglary case where a purse and wallet were stolen. He noted that there is increased DWI enforcement until the end of the year.

The State Patrol is making the 97/95 corridor a priority in 2014 as it is deemed high for fatalities and personal injury accidents. Washington County is being invited to be involved as well.

FIRE DEPARTMENT

Fire Chief Mike Hinz reported that the department responded to seven fire and twelve emergency calls last month. There were two house burns that provided important training opportunities. Chief Hinz also noted a change in his report to include firefighters' activities that resulted in 15 non-paid volunteer hours in the month of November. Chief Hinz put out a warning about putting hands in snow blowers that even if turned off can cause significant injuries when tension is released when unclogged. The Chief also reported one resignation bringing the total firefighters to 24. He will be addressing this issue in January with the Council.

CITY ENGINEER

City Engineer Ryan Goodman reported traffic data was collected at the intersection of TH 95/97. Analysis of the data is being reviewed and a memo will be prepared upon completion. Goodman noted he will be attending a meeting in mid-January with Washington County regarding TH 97 and Lofton and requests that city staff give him any information they have on that intersection.

PUBLIC WORKS DIRECTOR

Public Works Director Tim Kieffer reported on public works activities. Repairs on the Zamboni were able to be done using the new lift. Kieffer reported he was able to get a significant discount on the chipper rental for the season. Council noted that had not received any negative calls regarding snow plowing this year.

CITY ADMINISTRATOR

City Administrator Handt reported that Tiller has aggressively addressed complaints about subcontractors hauling from Zavoral to the Scandia mine. Tiller's request for truck entering signs at Lofton and TH 97 was denied by Washington County and MnDOT is reviewing the sign request for TH 97/95. Dust and noise monitoring had to be rescheduled due to the weather.

Handt reported that cars parked on Olinda Trail uptown are causing problems with snow plowing by the County. Council action may be required to rectify the situation.

WASHINGTON COUNTY CONSERVATION DISTRICT CONTRACT

Simonson, seconded by Ness, moved to approve the contract with the Washington County Conservation District to provide General Technical Services in 2014 related to administration of the Wetland Conservation Act and groundwater monitoring at the Zavoral Mine. The motion carried 5-0.

PARKING LOT DONATION AT LILLESKOGEN PARK

Lee, seconded by Swanson, moved to adopt Resolution No. 12-17-13-05 for donated time and materials to the parking lot at Lilleskogen Park. The motion carried 5-0.

WASHINGTON COUNTY HISTORICAL SOCIETY REQUEST FOR FUNDS

A motion by Swanson to donate \$500 failed due to no second on the motion. **Ness, seconded by Lee, moved that no donation be made by the City of Scandia to the Washington County Historical Society. The motion carried 4-1 with Simonson, Schneider, Ness and Lee voting yes and Swanson voting no.**

ADOPTION OF 2014 BUDGET AND FINAL PROPERTY TAX LEVY AND 2014-2018 CAPITAL IMPROVEMENTS PLAN

Handt noted some changes to the budget that have no effect on the levy. There is a \$5,000 donation added from Scandia Fire Relief Assoc. and a \$5,000 expense to Fire Dept. for rescue equipment. The 201 Sewer includes a \$120,000 Capital Improvement to be paid from fund balance. Also, the Fire Chief's vehicle was moved from the Active to the Pending list. The Planning Commission asked for more information prior to making recommendations on the CIP. Handt suggested they get the staff presentation in April/May next year before it goes to the Council which will allow them more time to review and evaluate staff recommendations.

After commending staff for keeping expenses down, **Ness, seconded by Lee, moved to amend the 2014 Budget and adopt Resolution No. 12-17-13-06 for the 2014 Budget and Certify Property Tax Levy Payable in 2014 and Adopt 2014-2018 Capital Improvement Plan. Motion carried 5-0.**

AMEND MAINTENANCE WORKER JOB DESCRIPTION

Handt presented an updated job description for FT Maintenance Worker. The changes were to make things more succinct and reference duties related to the maintenance and operation of community sewage systems along with related knowledge, skills and abilities. Council discussed the requirement for a Class A driver's license. **Ness, seconded by Lee, moved to amend the FT Maintenance Worker job description including a 6 month period to obtain a Class A driver's license. The motion carried 4 – 1 with Simonson, Swanson, Ness and Lee voting yes and Schneider voting no.**

ADVERTISING AND INTERVIEWING FOR FT MAINTENANCE WORKER

Simonson, seconded by Swanson, moved to authorize staff to advertise for applications for FT Maintenance Worker as proposed and complete the interview process. Ness asked if Council could see a list of finalists and their qualifications prior to staff making a final selection to recommend to the Council. Staff will make a list of finalists available for the Council to come in and review. **The motion carried 5 – 0.**

CITY COUNCIL MEETING SCHEDULE

Simonson, seconded by Ness, moved to adopt the 2014 City Council Regular Meeting Schedule. The motion carried 5 – 0.

ADJOURNMENT

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

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Colleen Firkus
Treasurer