

April 15, 2014

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 Engineer Ryan Goodman, Police Deputy Chris Majeski, Fire Chief Mike Hinz, Public Works Director Tim Kieffer and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

There were no public comments.

APPROVAL OF AGENDA

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

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) March 18, 2014 Regular Meeting
 - 2) April 2, 2014 Work Session
 - 3) April 7, 2014 Board of Appeal and Equalization
- b) Treasurer's Report

Beginning Balance 3/01/2014	\$2,849,766.52
Receipts	+ <u>24,858.86</u>
Expenditures \$100,318.05	
Payroll <u>25,581.22</u>	<u>125,899.27</u>
Ending Balance 3/31/2014	\$2,748,726.11
- c) Payment of Vouchers
- d) Special Event Permit, Meister's Bar and Grill, Car Show (May 17, 2014)
- e) Special Event Permit, Scandia PTO Fun Run (May 17, 2014)
- f) Designate Chad Payment Building Official
- g) Update Fire Department Operations Manual: Valid Driver's License
- h) Update Snow and Ice Control Policy: Sidewalks

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

PLANNING COMMISSION

Interim Use Permit for a Temporary Dwelling Unit at 18180 Olinda Trail North. Chuck Mann, Applicant. (Resolution No. 04-15-14-01)

Council member Ness explained that the Planning Commission held a public hearing in December 2013 on an application for an Interim Use Permit to allow an existing residence to remain as a temporary dwelling unit on Chuck Mann's property at 18180 Olinda Trail while a

new residence is under construction. The Planning Commission recommended changes to the ordinance to allow the for a longer time period to construct a dwelling and extend the time to remove the temporary dwelling, as it was determined that the current ordinance was too restrictive. The ordinance amendment was adopted in March, and Mr. Mann extended his application until the ordinance changes were adopted and the recommended conditions would be consistent with the amended ordinance.

Ness listed the conditions as written into a resolution. A financial guarantee must be submitted to the City to ensure that the structure is removed upon termination of the IUP, which expires when construction is completed or within one year of issuance. The existing home must be removed within 60 days of termination of the IUP.

Administrator Handt explained that the financial guarantee of \$28,000 was determined to be 125% of the contractor's quote to demolish and remove the old house.

Simonson, seconded by Schneider, moved to adopt Resolution No. 04-15-14-01, Approving an Interim Use Permit for 18180 Olinda Trail North. The motion carried 5-0.

Variance for Lot Coverage Requirements at 18190 Olinda Trail. Quinn and Lilly Weidall, Applicants. (Resolution No. 04-15-14-02)

Council member Ness reported that the Planning Commission held a public hearing for a variance from lot coverage to construct a new home at 18190 Olinda Trail at their April 1st meeting. The Commission recommended approval to allow lot coverage of 27.3% due to issues with the long narrow lot. Ness described the proposed home to be 180-feet from the OHWL of Big Marine Lake. The length of the driveway is the key factor contributing to the impervious coverage. The existing driveway serves two other properties, one being access to the City's drainfield.

Ness explained that the Commissioners saw this as a reasonable request. Conditions were written into a resolution, including the installation of rain gardens to treat runoff and an easement to the City for access to the 201 drain field. Approval was also given to construct an accessory structure closer to the road right-of-way than the principal dwelling.

Simonson, seconded by Lee, moved to adopt Resolution No. 04-15-14-02, Approving Variances for 18190 Olinda Trail. The motion carried 5-0.

Minor Subdivision to Create Two Lots at 23160 Lofton Avenue. Scott and Lisa O'Donnell, Applicants. (Resolution No. 04-15-14-03)

Council member Ness reported that the Planning Commission approved a Minor Subdivision to create two lots at 23160 Lofton Avenue. A public hearing was held on April 1st and no comments were received. The 30.5-acre parcel will be divided into a 5-acre lot to include the existing home, and a 25.5-acre lot for a potential new home. Ness explained that the subdivision met all the code requirements.

Conditions of approval were written into a resolution, including payment of a park dedication fee due before approval of the Final Plat.

Simonson, seconded by Swanson, moved to adopt Resolution No. 04-15-14-03, Approving a Minor Subdivision for 21360 Lofton Avenue North. The motion carried 5-0.

WASTEWATER ADVISORY COMMITTEE

Public Works Director Kieffer reported that the Wastewater Advisory Committee interviewed two companies to provide recommended upgrades to the 201 Sewer System. New control panels, actuating valves, pumps and a master control station were part of the improvements proposed for the aging system. The Committee recommended Automatic Systems be awarded the project, with one of the reasons being that their SCADA controls can operate without the need for low frequency radios.

Council member and Wastewater Committee member Schneider stated that several meetings were held on this and the bids were looked at closely. Funds are available in the 201 Enterprise Fund to pay for the necessary upgrades.

Ness, seconded by Lee, moved to award the contract for 201 system upgrades to Automatic Systems in the amount of \$94,918. The motion carried 5-0.

BUILDING OFFICIAL

Building Official Chad Payment was present to introduce himself as the new Building Official for Forest Lake and Scandia. Payment stated that he will be doing all plan reviews for building permits and is currently working on several applications.

POLICE DEPARTMENT

Police Deputy Chris Majeski reported that traffic complaints are up now that the weather has warmed up. The DARE program recently graduated 60 sixth-grade students from Scandia Elementary.

FIRE DEPARTMENT

Fire Chief Mike Hinz reported that the department responded to seven fire calls and ten emergency rescue calls in March. Firefighters Boyd and Skarja recently completed state fire instructor certification, and Havener and Yoch completed ISO 300 and 400 certification through FEMA. Four applicants will be interviewed this week for Volunteer Firefighter positions.

CITY ENGINEER

City Engineer Goodman reported that the 14-hour video log of the TH 97 and Lofton Avenue intersection was completed on February 25th. This was a condition of Tiller's AOP for the Zavoral Mine to identify any potential safety issues related to truck hauling and to collect data for the state and county road improvement project at this intersection later this summer. Goodman stated that the video showed that the trucks are able to make the turns safely and efficiently when needed, but recommended that mine officials advise all drivers to slow their vehicles during the turn to avoid crossing into the opposing lane of traffic.

Goodman provided a copy of a letter recently sent to state officials advocating passage of the Street Improvement District legislation as a potential funding tool for cities to pay for street maintenance and reconstruction. Scandia had adopted a resolution in support of establishing street improvement districts last year.

CITY ATTORNEY

City Attorney Vivian reported that Attorney McCain had worked with staff on personnel policies and consulting in the past month. Vivian is addressing real estate and easement matters.

DIRECTOR OF PUBLIC WORKS

Public Works Director Kieffer reported on activities in the department. Tree trimming has been completed along designated roadways and they will follow up with removal of stumps this spring.

CITY ADMINISTRATOR

City Administrator Handt stated that exterior storage complaints are coming in with the spring weather and she will be following up on the complaints as the weather permits. Over 100 responses have been received on the broadband survey that is gathering information on residents' current internet service and interest in expanded services.

SPECIAL EVENT PERMIT, SCANDIA-MARINE LIONS FAT CAT TRIATHLON (JULY 12, 2014)

Ross Brunfelt, organizer of the Lions Club triathlon, was present to request approval of a Special Event Permit for the inaugural St. Croix Fat Cat Triathlon scheduled for July 12, 2014. The race will begin with a canoe/kayak paddle from the Log House Landing to William O'Brien State Park; continue with a run to the Hay Lake picnic shelter, and conclude with a bike ride loop that will finish at the Shelter. Brunfelt requested that the landing be closed to the public from 6am to 10am to accommodate the event. The Club will shuttle the paddlers to the landing site that morning. The Club plans to send out letters to surrounding property owners to notify them of the race and activity in their neighborhoods.

Council member Ness commented that it appears to be a well-planned event.

Ness, seconded by Lee, moved to approve the Special Event Permit for the St. Croix Fat Cat Triathlon with conditions as recommended in the staff report, and with approval to close the Log House Landing from 6am to 10 am on July 12, 2014. The motion carried 5-0.

AWARD 2014 SEAL COAT PROJECT

City Engineer reported that bids were opened on April 9th for the 2014 Seal Coat Project. Three bids were received with Allied Blacktop submitting the low bid. Alternate 1, seal coating and striping the Community Center parking lot, was removed due to the base bid of the seal coat project coming in over \$200,000. Alternate 2, restriping the solid yellow lines, was included in the total bid.

Schneider, seconded by Ness, moved to award the 2014 Seal Coat Project to Allied Blacktop Company in the amount of \$208,125. The motion carried 5-0.

AWARD 2014 ROUTE AND SEAL PROJECT

City Engineer Goodman presented quote results for the 2014 Route and Seal Project. Goodman recommended the award go to the low bidder.

Ness, seconded by Lee, moved to award the 2014 Route and Seal Project to Gopher State Sealcoat, Inc. in the amount of \$6,725. The motion carried 5-0.

2015 BUDGET SCHEDULE/ SET MEETING DATE

Council reviewed a proposed set of meeting dates to work on the 2015 budget and 2015-2019 Capital Improvement Plan.

Simonson, seconded by Lee, moved to approve the 2015 budget prep calendar as presented by Administrator Handt with October 1st scheduled as a budget work session. The motion carried 5-0.

DRAFT TAX EVALUATION LETTER

At the April 7 Board of Appeal meeting, Council recommended that a letter be sent to County Commissioner Fran Miron with a request to attend the May 7th Work Session to discuss the dramatic increase in residential property values. Draft letters as prepared by Administrator Handt and Council member Swanson were discussed. It was decided to take parts of each letter and merge the contents into one letter addressed to Commissioner Miron. Council member Schneider recommended the letter be copied to all County Board members and the County Assessor.

ADJOURNMENT

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

Respectfully submitted,

Brenda Eklund
Deputy Clerk