

May 20, 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 Andrew Pratt, City Engineer Ryan Goodman, Fire Chief Mike Hinz, Public Works Director Tim Kieffer and Treasurer Colleen Firkus.

PUBLIC FORUM

There were no public comments.

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:

- a) Minutes
 - 1) April 15, 2014 Regular Meeting
 - 2) May 7, 2014 Work Session
- b) Treasurer's Report
- c) Payment of Vouchers
- d) Approve a Resolution Authorizing the City of Scandia to Participate in the Green Step Cities Program (*Resolution 05-20-14-01*)
- e) Award Contract for Roof Repairs
- f) Hire Probationary Firefighters
- g) Hire Parks Grounds Maintenance Worker
- h) Washington County Historical Society Temporary On-Sale Liquor License (June 21, 2014)
- i) Award Dust Control Contract
- j) Award 2014 Gravel Project
- k) Award 2014 Patching Project

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

PARKS AND RECREATION COMMITTEE

Public Works Director Kieffer reported for the PRC that Lilleskogen is the PRC's top priority with the parking lot and rain garden the two primary projects. The original plan to slope the parking lot to drain into a rain garden in the middle won't work with the high water table and shallow catch basin. Currently, the water is ponding and backing up into the parking lot. Erosion from the parking lot has begun to fill in the garden. An alternative plan was developed to install concrete curb around the garden to control erosion. Two Rainguardian drainage structures will be installed to treat the effluent from the parking lot. An overflow pipe will be connected to the nearest roadway catch basin which will allow for water over 1-inch to drain. The PRC and staff are also proposing to install two driveway aprons. The projects would be paid from the Park

Capital Improvement Fund, a donation from Vinterfest, a contribution from the Watershed, and a \$750 inter-fund loan from the General Fund. The inter-fund loan would be repaid when subdivision fees are procured which is expected to be about 10 months from now when the final plats are signed on a couple subdivisions. Staff recommends accepting the low bid for the concrete work from Knife River Concrete. Schneider asked what kind of maintenance the rain garden would need. Kieffer stated just scooping out the sediment and distributing it in parking lot.

Simonson, seconded by Swanson, moved to award the Lilleskogen parking lot work to Knife River Concrete for \$7,250 and approve the purchase of two Rainguardians and an inter-fund loan of \$750 from the General Fund. The motion carried 5-0.

BUILDING OFFICIAL

Building Official Tim Okan submitted a written report on building activity. The number of permits issued in April was six.

POLICE DEPARTMENT

The Council received Deputy Chris Majeski's report on police activity for the past month.

FIRE DEPARTMENT

Fire Chief Mike Hinz reported that the department responded to ten fire calls and six emergency rescue calls in April. Erick Rydeen, Mike Frank and Dave Mead passed their National EMT exams. Three new probationary firefighters, from six applicants, will be approved once they have had their physical exams.

CITY ENGINEER

City Engineer Goodman presented the Engineer's Report on activity for the past month.

DIRECTOR OF PUBLIC WORKS

Public Works Director Kieffer reported on activities in the department. Emergency repairs were made to Pilar Road which had washed out at a low point. The rusted out culvert was replaced with a concrete culvert. Ness asked if this and other remedies will help prevent these emergencies. Kieffer said they are still mapping out all the culverts in the city and plan on getting infrastructure on a regular maintenance schedule to keep up on maintenance.

CITY ADMINISTRATOR

Administrator is working on a grant for the Log House Landing. There will be a joint meeting with the Watershed District in the future. There have been some concerns about the high water level on Bone Lake. Handt has been working with the Watershed District to bring forward a possible ordinance to institute a no-wake zone, modeled after Chisago County's.

PRESENTATION OF AUDIT AND FINANCIAL STATEMENTS AS OF 12//31/13

Jon Archer, Schlenner Wenner, presented the 2013 audit report on the City's financial standing. Mr. Archer reported a clean audit opinion and found no concerns. The City's fund balance policy

is to keep a reserve of 35% to 50%. The General Fund balance at the end of 2013 was 84% of expenses. Administrator Handt noted that \$200,000 of that balance was transferred in January 2014 to the new Road Improvement Fund.

Ness, seconded by Lee, moved to approve the 2013 Audited Financial Statements from Schlenner Wenner & Co. The motion carried 5-0.

SOIL BORINGS PROJECT

City Engineer reported that three locations were picked to do soil borings to determine the underlying structure of roads that may need reconstruction. This will give the engineer and staff more information in making road repair decisions. The work was split into three parts to get the best price for each project. The Engineer recommended awarding the bids to Northern Technologies, Inc. which had the lowest overall bid for all three parts, including an All-Parts Cost Reduction.

Simonson, seconded by Lee, moved to award all three parts of the project to Northern Technologies, Inc. in the amount of \$5,150. The motion carried 5-0.

“201” WASTEWATER SYSTEM PUMPS

Public Works Director Kieffer proposed purchasing six Hydromatic pumps from W.W. Goetsch; the same kinds of pumps already installed at the lift stations, which will allow for easier installation.

Ness, seconded by Lee, moved to approve the purchase of six Hydromatic pumps from W.W. Goetsch for \$20,012. The motion carried 5-0.

FINAL PAY REQUEST, CRACK FILLING 2014

Engineer Goodman reported all work has been completed and reviewed by Public Works. Quantity used to complete the work was higher than anticipated because several of the cracks in the parking lot area required double fill. **Ness, seconded by Lee, moved to approve the number one and final payment to Gopher State Sealcoat, Inc. for \$10,509.80 for work performed. The motion carried 5-0.**

STEP INCREASE, MAINTENANCE WORKER EGELKRAUT

The City of Scandia's Compensation Policy allows for a step increase on an employee's anniversary following a satisfactory performance review. The Public Works Director and City Administrator recommended a step increase for Egelkraut following his recent performance review.

Schneider, seconded by Swanson, made a motion to deny the Step Increase for Maintenance Worker Egelkraut. Ness asked if it was possible to give a partial increase. Handt reported the policy was an all or none increase. The motion carried 4-1 with Lee, Simonson, Swanson and Schneider voting yes, and Ness voting no.

STEP INCREASE, PUBLIC WORKS DIRECTOR KIEFFER

Administrator Handt recommended a step increase for Public Works Director Kieffer following his recent performance review.

Swanson, seconded by Ness, moved to approve a step increase for Public Works Director Kieffer effective May 14, 2014. The motion carried 5-0.

PLANNING COMMISSION INTERVIEWS

A Special Meeting was set for June 10, 2014, at 6:30 p.m. to conduct interviews for the Planning Commission and make an appointment.

It was also decided to meet at 6:00 p.m. on June 4, 2014, before the next work session, to review a property on 196th Street.

ADJOURNMENT

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

Respectfully submitted,

Colleen Firkus
Treasurer