

March 19, 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, Police Deputy Chris Majeski, Assistant Fire Chief Mike Hinz, Maintenance Superintendent Tim Keiffer and Deputy Clerk Brenda Eklund.

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) February 19, 2013 Regular Meeting
 - 2) March 12, 2013 Work Session
- b) Treasurer's Report

Beginning Balance 02/01/2013	\$2,515,517.15
Receipts	+ <u>23,749.72</u>
Expenditures \$208,609.31	
Payroll <u>24,093.01</u>	- 232,702.32
Adjustments: Re-deposit Direct Deposit	+ <u>1,157.74</u>
Ending Balance 02/28/2013	\$2,307,722.29
- c) Payment of Vouchers
- d) Abatement of Street Assessment for 16315 209th Street North (*Resolution No. 03-19-13-01*)
- e) Washington County Historical Society Temporary On-Sale Liquor License (June 22, 2013)
- f) Resolution Supporting Re-Exemption of City Purchases from State Sales Tax (*Resolution 03-19-13-02*)
- g) Resolution to Transfer Funds from the Capital Improvement Fund to the Uptown Sewer Fund to Finance Improvements and Amend 2012 Budget (*Resolution 03-19-13-03*)
- h) Septic Check Retainage Reduction
- i) Fire Department Compensation (*Resolution 03-19-13-04*)
- j) Guidelines for Paperless Meeting Packets and Electronic Communications Between Council Members
- k) Special Event Permit, Scandia PTO Fun Run, May 18, 2013

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

PARK AND RECREATION COMMITTEE

Committee Chair Greg Zauner reported on the March Park and Recreation Committee meeting. The Committee set priorities such as continuing improvements to Lilleskogen Park and raising the needed funds, working on signage standards, and expanding the annual Vinterfest event.

Korey Olson's Eagle Scout Project

The Park and Recreation Committee had recommended approval of Korey Olson's Eagle Scout project to replace the sign at Wind in the Pines Preserve at their January meeting. Mr. Olson appeared before the Council to present his project. He implemented the recommendations of the Committee to install the posts four feet into the ground with concrete footings, to spread a 12" deep base of wood chips, and to read "All City of Scandia Ordinances Apply" with all lettering in bright yellow. He plans to install the sign this summer. **Simonson, seconded by Ness, moved to approve Korey Olson's Wind in the Pines Sign Project as presented. The motion carried 5-0.**

PLANNING COMMISSION

Variances from Lot Requirements and Setbacks to Construct a New Single-Family Dwelling at 19107 Layton Avenue. Bryan and Karen Crane, Applicants (Resolution No. 03-19-13-05)

City Planner Sherri Buss presented the recommendation from the Planning Commission to approve Bryan and Karen Crane's variance request from lot size, roadway and OHWL setbacks for construction of a new dwelling at 19107 Layton Avenue, located within the shoreland of Big Marine Lake. A draft resolution was prepared for the Council's consideration.

The Planning Commission held the public hearing on January 2, and reviewed revised plans at their February 13 and March 5 meetings. The initial request for a variance from lot coverage was not granted, and the applicants were asked to revise the plans to not exceed 25% lot coverage. The final plan included a track driveway system of four concrete strips with grass in between. The Carnelian-Marine-St. Croix Watershed agreed to this option and requires that 4" of topsoil and 8" of sand be used to resist compaction in the future. The District would inspect the installation of the driveway. Buss concluded with a statement that the request meets the intent of the Comprehensive Plan to allow a single-family home to be built on the lot.

Council member Schneider stated his opposition to allow installation of a track driveway, due to questionable ability to hold up through the winter seasons and future compaction. Schneider also noted that the plans did not show a landing on the road side of the house, a requirement of the building codes. Schneider stated that the tolerances were too close to meet lot coverage. Council member Lee asked if pervious pavers were considered. Buss explained that the Planning Commission determined they were too costly and can become impervious over time.

Bryan and Karen Crane explained that they have made significant changes to the plan to meet the lot coverage requirement and were following the advice of the Watershed in using a track driveway and increasing the size of the rain gardens.

Lee, seconded by Swanson, moved to adopt Resolution No, 03-19-13-05, Approving Variance for 19107 Layton Avenue. Swanson and Ness stated that the applicants have

made changes as recommended by staff and the Watershed. The motion carried 4-1, with Schneider opposed.

Planner Buss stated that staff would verify on the site plan that lot coverage not exceed 25% and that building code standards are met before issuing a building permit.

***Minor Subdivision and Variance from the Required Road Frontage and Lot Width to Allow the Creation of Two Lots at 14925 Oakhill Road. Mary Louise Simonson, Applicant.
(Resolution No. 03-19-13-06)***

Mayor Simonson recused himself from the meeting at this point and passed the gavel to Acting Mayor Swanson.

Planner Buss presented the recommendation from the Planning Commission to approve Mary Louise Simonson's application to subdivide an existing 30.8 acre parcel into two lots of 5.01 and 25.81 acres in size; platted as Lot 1 and Outlot A respectively. A variance is needed from the roadway requirement for Outlot A and from the required minimum lot width in the Shoreland Overlay District. Buss explained that Outlot A would not be developed for residential use at this time. A Development Agreement was drafted to state that, in the event of future City approval to develop the property, a 120-foot right-of-way would be dedicated to Washington County and Park Fees of \$3,000 would be payable to the City. A draft resolution with conditions of approval was prepared for the Council's consideration.

Ness, seconded by Lee, moved to adopt Resolution No. 03-19-13-06, Approving Minor Subdivision and Variance for 14925 Oakhill Road.

Ness, seconded by Lee, moved to amend the motion to include approval of the Development Agreement. The motion carried 4-0.

Mayor Simonson returned to the meeting and assumed the gavel.

Confirm Appointment of Planning Commission Chair and Vice Chair for 2013

Lee, seconded by Ness, moved to accept the recommendation of the Planning Commission to appoint Christine Maefsky as Chair and Jan Hogle as Vice Chair for 2013. The motion carried 5-0.

BUILDING OFFICIAL

The Council received Building Official Keith Wille's monthly report on building activity. Two building permits were issued in February and twenty inspections were conducted.

POLICE DEPARTMENT

Deputy Chris Majeski reported on police activity within the past month. He is investigating theft concerns. Council member Lee asked that Majeski provide input on traffic issues for the Council's discussion on speed study requests, which is on the April 9 work session agenda.

FIRE DEPARTMENT

Assistant Fire Chief Mike Hinz reported that the department responded to three fire and seven rescue calls in February. Hinz provided a 2012 incident report which totaled 215 calls. Hinz offered appreciation to the City and local fire departments for the assistance provided in the funeral of Firefighter John Larson.

Jon Muller, EMS Director of Lakeview Hospital, presented a year-end ambulance activity report. There were 147 calls with an average response time of 7 minutes. The majority of the calls were within a travel distance of under 5 miles. Mr. Muller stated that he is very pleased with the results the service has had during this first year with Scandia. Mayor Simonson said that the service is highly appreciated and many are thankful the Lakeview Ambulance has become part of the community.

CITY ENGINEER

The Council received City Engineer Phil Gravel's monthly report. Ads for bids for the 2013 Seal Coat Project have gone out, and bids will be received on April 3rd. Well sampling at the Anderson/Erickson system is scheduled for March 20th.

CITY ATTORNEY

City Attorney Nick Vivian provided a report on legal services being provided to the City. Vivian stated that the transition has gone very well and their firm is working on city policies with Administrator Handt.

MAINTENANCE SUPERINTENDENT

Maintenance Superintendent Tim Kieffer reported on Public Works activities within the past month. Council member Swanson asked that the Council keep updated on the sewer certification for himself and Maintenance Worker Jeff Anderson. Mayor Simonson stated his concern about ice dams on the Community Center roof. Administrator Handt noted that staff is looking into cost estimates to repair the roof and will report on this at a future meeting.

CITY ADMINISTRATOR

Administrator Handt reported that the Tiller documents for the Zavoral site are being recorded, and the Letter of Credit is due by April 15. Monitoring protocol contracts will be discussed at the April Council meeting. Handt announced that the Board of Appeals is scheduled for April 8 at 5:00 p.m.

SPECIAL EVENT PERMIT FOR MINNESOTA IRONMAN BICYCLE RIDE, APRIL 28, 2013

Hostelling International USA – Minnesota Council has applied for a Special Event Permit to include Scandia on the Minnesota Ironman Bicycle Ride route. They estimate that 2,000 riders will be traveling this portion of the route which begins at the Washington County Fairgrounds on April 28.

Jon Ridge and RJ Watson were present to discuss the event. The Community Center will serve as the rest stop where volunteers will be serving food items that morning. Mr. Ridge recommended

that a good marketing tool for the City would be an information table with literature to share with the riders.

Simonson, seconded by Ness, moved to approve the Special Event Permit for the Minnesota Ironman Bicycle Ride with the conditions as recommended in the staff report. The motion carried 5-0.

SPECIAL EVENT PERMIT, WASHINGTON COUNTY HISTORICAL SOCIETY 5K, MAY 4, 2013

The Washington County Historical Society has applied for a Special Event Permit to conduct a 5K fundraising run on May 4th. The race will begin and end at the Hay Lake School Museum. This is the first year for the event and organizers anticipate close to 100 participants.

Lee, seconded by Swanson, moved to approve the Special Event Permit for the Washington County Historical Society 5K Run with conditions as recommended in the staff report. The motion carried 5-0.

PRESENTATION FROM WAYNE SANDBERG, WASHINGTON COUNTY ENGINEER

County Engineer Wayne Sandberg was present to discuss the County's road conditions, pavement management plan, and plans for capital improvements. County Commissioner Fran Miron noted the increased need for funding repairs and improvements to county roads and introduced a proposal to work with the state legislature to increase the wheelage tax, currently capped at \$5.00 per vehicle. Miron distributed a sample resolution which he asked the Council to discuss at a future meeting for possible adoption. If adopted, the resolution would support the County's platform to request an increase in the wheelage tax cap. The Council indicated that they would add this discussion to a future Council meeting agenda.

EXTENSION OF RECYCLING CONTRACT WITH SRC, INC.

Rick Prah, S.R.C. Inc, reported that 2012 total recycling tonnage was slightly up over the previous year, although newspaper collection has been slowly decreasing over the past six months. S.R.C. has agreed to continue the terms of the existing contract for collecting and disposing of recyclable materials for the remainder of 2013.

Simonson, seconded by Lee, moved to approve the contract extension with S.R.C. through 2013. The motion carried 5-0.

ANNUAL OPERATING PERMIT – BRACHT MINE (RESOLUTION NO. 03-19-13-07)

Bracht Bros. has applied for an Annual Operating Permit for its existing sand and gravel mining operation located at 185th Street. Planner Buss reported that there were no issues with the operation in the past year. Operations similar to 2012 would continue, which included removing stockpiled material and completing reclamation on the site. Applicant Natalie Fitzpatrick stated that this may be the final year for the site, as there remains only 1-1/2 acres to reclaim and seed. Fitzpatrick noted a correction to the condition in the draft resolution regarding dust control. Last year the City agreed to apply the first dust control treatment along 185th Street, and if additional

dust control is necessary, Bracht Mine will be responsible for the costs of subsequent dust control applications.

Ness, seconded by Schneider, moved to adopt Resolution No. 03-19-13-07, Approving Annual Operating Permit Application of Bracht Bros. for Sand and Gravel Mining, with a correction to Condition #2 (dust control). The motion carried 5-0.

ANNUAL OPERATING PERMIT – SCANDIA MINE (RESOLUTION NO. 03-19-13-08)

Tiller Corporation has applied for an Annual Operating Permit for its existing sand and gravel mining operation located on Manning Avenue near 225th Street. Planner Buss reported that no compliance issues occurred last year. Excavation into the water table began in 2009, and excavation depth to date is approximately 15 feet into the groundwater table. Buss reported that Tiller anticipates mining into the groundwater table during the 2013 season. Monitoring wells indicated that the water table elevation has decreased approximately 2 feet since December 2008, due to successive dry years and is unrelated to mining activities at the site. Buss recommended that the Ground Water Monitoring Plan be updated to identify the baseline water level for the site, by incorporating the 2008 levels. Excavation may not exceed 50 feet below the water table, as stated in the CUP.

Mike Caron, Tiller Corporation, requested that the wording of AOP Condition #3 be changed to exempt asphalt loads from being covered. Planner Buss noted that the AOP requires that truck traffic from the Zavoral Site be reported quarterly, along with any crash or traffic violations involving a truck hauling for Tiller.

Swanson, seconded by Schneider, moved to adopt Resolution No. 03-19-13-08, Approving the Annual Operating Permit Application of Tiller Corporation for Sand and Gravel Mining and Processing at the Scandia Mine Site, with a change to Condition #3. The motion carried 5-0.

APPROVE PURCHASE OF NEW FIRE ENGINE THROUGH HGAC (RESOLUTION NO. 03-19-13-09)

At the March 12 work session, Council reviewed the specifications for a new fire engine, as a replacement for Engine 5180. Engine 5180 was purchased in 1988 and is nearing the end of its expected useful life. Council member Lee stated that he reviewed every option with Wade Kirvida of Custom Fire and is satisfied that the engine is being equipped with the necessary equipment to meet the needs of Scandia. HGAC Cooperative Purchasing, working with Custom Fire, has verified the price quote of \$344,952.98. Administrator Handt stated that staff is working with Northland Securities on preparing bond documents for the purchase of the fire truck.

Ness, seconded by Swanson, moved to adopt Resolution No. 03-19-13-09, Approving the Purchase of Freightliner, 2-Door Custom Fire Pumper through the HGAC Cooperative Purchasing Program from Custom Fire Apparatus, Inc in the Amount of \$344,952.98. The motion carried 5-0.

SPECIAL HALL RATE FOR UNEXPECTED COMPANY

Lynette Welsch, Director for Unexpected Company (a community chorus), has requested a special rental rate of \$100 per night, as is allowed in the Community Center Rental Policy for the Duck Soup Players. Administrator Handt explained that the policy was first adopted in March 2007 and allowed for various rates as was the past practice of New Scandia Township. Handt recommended that the policy be amended to remove the special rate for the Duck Soup Players and retain the other rates for non-profit groups (\$150/\$300 depending on size). Mayor Simonson agreed, stating it is wise to treat all groups equally.

Ness, seconded by Lee, moved to remove the special rate for the Duck Soup Players from the rental policy. The motion carried 5-0.

HIRING OF SEASONAL PARKS MAINTENANCE WORKER

Maintenance Superintendent Kieffer has recommended the re-hiring of Forrest Tibbets as the seasonal parks maintenance worker for the 2013 season, for approximately 32 weeks beginning in April/May and ending in October/November.

Lee, seconded by Ness, moved to approve the hiring of Forrest Tibbets at \$11.22/hour as the seasonal parks maintenance worker. The motion carried 5-0.

ADVERTISING FOR SEASONAL MAINTENANCE WORKER, PUBLIC WORKS

Lee, seconded by Ness, moved to approve that staff advertise and interview for the Part-Time Seasonal Maintenance Worker position. The motion carried 5-0.

Ads will be placed in early April, with interviews scheduled the week of April 29. Administrator Handt explained that the budget is sufficient to cover about 14 work weeks at an average of 3 days per week. The 2013 rate for the position was set at \$10.20 to \$12.25 per hour.

PURCHASE OF F-550 FOR PUBLIC WORKS

At the March 12 work session, the Council reviewed specifications for the purchase of an F-550 4X4 with a dump box. Council recommended the diesel engine be replaced with a V-10 gas engine. Kieffer presented a quote from Midway Ford with the gas engine, but noted that the stationary PTO would need to be replaced with an electric hydraulic pump, at a cost of \$1,007. Kieffer also stated his concerns about the lessened towing capacity of the gas engine. Council member Schneider stated that he was satisfied taking the recommendation of Dan Swanson that diesel engines are more problematic and costly to operate.

Ness, seconded by Lee, moved to authorize the purchase of an F-550 with dump box and Triton V-10 gas engine, at a cost of \$46,140.59. The motion carried 5-0.

DRAFT SPRING NEWSLETTER AND SUMMER REC PROGRAM BROCHURE

Council reviewed a draft of the spring newsletter. The semi-annual newsletter will be sent to all Scandia residents in early April and will also contain the summer rec brochure. Council members agreed that the newsletter looked good and no changes were recommended.

DRAFT EDA ESTABLISHMENT RESOLUTION, BYLAWS AND SET DATE FOR PUBLIC HEARING

Council reviewed staff recommendations on the proposal to create an Economic Development Authority, to promote economic and commercial development within the City. Council members agreed that the EDA have five board members, two which must be Council members. Mayor Simonson questioned if a non-resident business owner may be appointed to the EDA board. Attorney Vivian will research state statute on this residency issue. Council agreed with the recommendation to hold a public hearing at the regular Council meeting on May 21, 2013.

SET DATE FOR PLANNING COMMISSION APPLICANT INTERVIEWS

Three applications for the vacancy on the Planning Commission have been received. Council set a Special Meeting date for April 3rd to conduct the interviews, beginning at 6:30 p.m.

SET DATE FOR ADMINISTRATOR PERFORMANCE REVIEW

The Council will conduct a six-month performance review of City Administrator Handt on April 3rd, following the interviews with the Planning Commission applicants.

ADJOURNMENT

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

The meeting adjourned at 10:20 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk