

July 16, 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, Fire Chief Mike Hinz, Maintenance Superintendent Tim Kieffer, and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

No public comments were received.

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) June 18, 2013 Regular Meeting
 - 2) June 18, 2013 Special Meeting
 - 3) July 9, 2013 Work Session
- b) Treasurer's Report

Beginning Balance 06/01/2013	\$2,155,857.86
Receipts	<u>10,142.24</u>
Expenditures \$109,022.79	
Payroll <u>23,105.86</u>	<u>- 132,128.65</u>
Adjustments: Safe Box	<u>-35.00</u>
Ending Balance 06/30/2013	\$2,033,836.45
- c) Payment of Vouchers
- d) Approve Probationary Firefighter Pay Increases
- e) Appoint Ernie Yoch Assistant Fire Chief
- f) Appoint Bill Boyd Fire Captain
- g) Approve Stantec Document Delivery Agreement
- h) Approve New Public Works Director Job Title
- i) Approve Special Event Permit, Scandia Marine Lions, Taco Daze, September 7, 2013
- j) Approve Temporary On-Sale Liquor License, Scandia Marine Lions, Taco Daze, September 7, 2013
- k) Accept Continenza Easement
- l) Authorize Staff to Issue RFP for Audit Services

Lee, seconded by Ness, moved to approve the Consent Agenda as presented.

Council member Schneider questioned if the pay increase for the Probationary Firefighters had been discussed. Administrator Handt explained that the \$2 per hour pay increase is consistent with the department's current policy for recruits who meet certification within the first year.

Council member Ness recommended that the fire department compensation policy be discussed at the next Council Work Session.

Mayor Simonson called for a vote on the above motion. The motion carried 5-0.

PARK AND RECREATION COMMITTEE

Administrator Handt provided a summary of the July 1 Park and Rec Committee meeting. The members discussed ways to develop community support for improvements to Lilleskogen Park, Vinterfest planning, and the annual Taco Daze dodgeball tournament.

PLANNING COMMISSION

Ordinance No. 141, Amending Swimming Pool Ordinance

At the direction of the Council, the Planning Commission held a public hearing on July 1, 2013 to consider amending the swimming pool ordinance to allow the option of using an ASTM-approved safety cover as an alternative to a fence. Planner Buss explained that the Planning Commission recommended the ordinance not be changed due to concerns of careless owners, long-term maintenance issues, and a report that rated fences slightly higher in safety than a pool cover alone.

Buss stated that Building Official Wille and City Attorney Vivian are comfortable with the language of the proposed amendment.

Ness moved to accept the recommendation of the Planning Commission and leave the ordinance as it is written. The motion failed for lack of a second.

Schneider, seconded by Lee, moved to adopt Ordinance No. 141, An Ordinance Amending Ordinance No. 122, City of Scandia Development Code, Chapter Two, Section 4.24, Swimming Pools. Roll call vote: Ness – no; Swanson – yes; Schneider – yes; Lee – yes; Simonson – yes. The motion carried 4-1.

Variance from the Ordinary High Water Level to Construct a Swimming Pool at 12199 205th Street. John Krueger, Applicant (Resolution No. 07-16-13-01)

Planner Buss presented an overview of the application from John Krueger to construct a swimming pool and hot tub at his residence of 12199 205th Street. A variance is needed from the OHWL of Big Marine Lake. The Planning Commission recommended approval with conditions included in a resolution. The structure may be no closer than 60 feet from the OHWL, a grading plan must be approved by the City Engineer, a landscape plan must be completed showing vegetative screening, and all lighting must be directed away from surrounding properties.

Mayor Simonson asked Mr. Krueger if he had any concerns about the conditions. Krueger replied that he did not.

Council member Schneider asked if the depth of the pool will be below the OWHL? Buss answered that it would not be; the yard sits above a steep slope to the lake.

Simonson, seconded by Schneider, moved to accept the recommendation of the Planning Commission and approve Resolution No. 07-16-13-01, Approving a Variance for 12199 205th Street. Ness offered insight that he attended the site visit – the fit is right given the lot constraints and the applicant must make sure that lighting does not affect the neighbors. The motion carried 5-0.

Variance for Construction of an Agricultural Building at 18180 Olinda Trail. Charles Mann, Applicant (Resolution No. 07-16-13-02)

Planner Buss presented an overview of the application from Charles Mann to construct a steel accessory building to replace an existing building that was damaged by a storm this spring on his property at 18180 Olinda Trail. A variance from the number and size of accessory buildings is needed. All setbacks on the property are met. The Planning Commission recommended approval of the request with findings that justify the need for additional storage space. Conditions were included in the resolution to require a Watershed Permit and that the damaged building is removed before issuing a building permit.

Simonson, seconded by Lee, moved to accept the recommendation of the Planning Commission and approve Resolution No. 07-16-13-02, Approving a Variance for 18180 Olinda Trail. Ness added that the new building is far enough away from the roadway and neighbors to not be an issue. The motion carried 5-0.

BUILDING OFFICIAL

The Council received Building Official Keith Wille's report on building activity within the past month. Eleven permits were issued in June, one being for new residential construction.

POLICE DEPARTMENT

Deputy Chris Majeski was attending training and not present. Fire Chief Mike Hinz reported on the National Night Out event scheduled for August 6 on the Community Center grounds. Activities will include fire department demonstrations, the Washington County mounted patrol, the ambulance service, and a hot dog meal.

FIRE DEPARTMENT

Fire Chief Mike Hinz reported that there were 21 calls in June; 5 fire and 16 rescue calls. The contract with Lakeview Ambulance is under review.

CITY ENGINEER

City Engineer Ryan Goodman provided an update on the city's engineering projects. Sealcoating will begin in August.

CITY ATTORNEY

City Attorney Nick Vivian reported that he has been working with staff on various contracts.

MAINTENANCE SUPERINTENDENT

Maintenance Superintendent Tim Keiffer reported on tasks performed by the Public Works Department. Repairs have been made to the Penfield gravel road. The tennis court resurfacing project has been completed.

CITY ADMINISTRATOR

City Administrator Kristina Handt reported that the inaugural meeting of the EDA is planned for mid-August. A new feature, "Question of the Month", has been added to the website. Handt has prepared an RFP for audit services, with plans to also obtain quotes for health insurance, as a means to use the city's funds most efficiently. Handt has been processing site plan reviews, administrative permits, and code enforcement issues.

REPLACEMENT OF COMMUNITY CENTER ROOF

Keiffer presented the proposals from five roofing companies for repairs to the Community Center roof. The roof was replaced in 1999, but the past few years has seen severe leaking and ice dam buildups. A structural engineer from the League of MN Cities determined that there was improper venting and fascia and soffit rotting. Entire roof replacement and improvements to venting were recommended.

Kieffer recommended the roofing contract be awarded to Midwest Exteriors Plus. They submitted the lowest bid and have lifetime warranties on their workmanship and shingles.

Simonson, seconded by Swanson, moved to award the Community Center roofing contract to Midwest Exteriors Plus for the base amount of \$32,344 to be paid out of the Capital Improvement Fund. The motion carried 5-0.

CITY OF SCANDIA COMPENSATION POLICY (RESOLUTION NO. 07-16-13-03)

Administrator Handt explained the proposed compensation plan which the Council has been discussing the past few months at their work sessions. Compensation is based on wage/salary grades and eleven steps within the salary grade. Each step is equal to approximately a 2% increase. Implementation of the pay plan would begin on employee's anniversary dates, with Council approval of any wage increases.

Council member Lee stated that it is a predictable plan with intentions of retaining good employees. Lee said that a 2% increase is not that much.

Council member Swanson questioned how this affects the step plan in place with the Maintenance Worker positions? Handt answered that the step plan will be replaced with the new step and grade plan.

Simonson, seconded by Lee, moved to approve Resolution No. 07-16-13-03, Adoption of City of Scandia Compensation Plan. Schneider stated that although he is in favor of a step and grade plan, a 2% increase is too much.

Roll call vote: Swanson – yes; Schneider – no; Lee – yes; Ness – yes; Simonson – yes. The motion carried 4-1.

CONTRACTOR'S REQUEST FOR PAYMENT, 2013 GRAVEL PROJECT

Engineer Goodman recommended approval of the payment to Dresel Contracting for the 2013 Gravel Project. The request for payment is \$681.44 lower than the original quote due to a change in the road width specifications.

Lee, seconded by Ness, moved to approve the payment to Dresel Contracting in the amount of \$26,211.76 for the 2013 Gravel Project. The motion carried 5-0.

SET DATE FOR SPECIAL MEETING REGARDING GRAVEL ROADS

At the July 9 Work Session, Council requested a special meeting to tour the gravel roads in and around Pilar Road. A date of July 30th at 6:30 p.m. was scheduled for this purpose.

ADJOURNMENT

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

The meeting adjourned at 7:55 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk