

July 15, 2008

A regular meeting of the Scandia City Council was held on the above date. Mayor Seefeldt called the meeting to order at 7:00 p.m. The following councilmembers were present: Councilmembers Pete Crum, Michael Harnetty, Dolores Peterson, Donnette Yehle, Mayor Dennis Seefeldt. Staff present: Administrator Anne Hurlburt, City Attorney Dave Hebert, City Engineer Paul Hornby, Treasurer Colleen Firkus, Building Official Steve Thorp, Deputy Clerk Brenda Eklund.

**PUBLIC FORUM**

There were no public comments.

**APPROVAL OF AGENDA**

Mayor Seefeldt added a discussion on the status of the erosion control measures on 197<sup>th</sup> Street, which are being examined by the Carnelian-Marine-St. Croix Watershed, to Administrator Hurlburt's report. Councilmember Harnetty added a discussion of foreclosure properties in Scandia. **Councilmember Peterson, seconded by Councilmember Crum, moved to approve the agenda as amended. The motion passed unanimously.**

**APPROVAL OF CONSENT AGENDA**

The following consent agenda was presented:

- a) Minutes
  - 1) June 17, 2008 Regular Meeting
  - 2) July 1, 2008 Meeting with Planning Commission
- b) Treasurer's Report

Beginning Balance 06/01/08		\$898,705.88
Receipts		+ <u>52,084.80</u>
Expenditures	70,710.12	
Payroll	<u>24,053.31</u>	- 94,763.43
Adjustments: Safe Box Rental		- <u>35.00</u>
Ending Balance 06/30/08		\$855,992.25

- c) Payment of Vouchers
- d) Grading Permit for David Houghton, 23580 Melanie Trail (Resolution 07-15-08-01)

**Councilmember Crum, seconded by Councilmember Peterson, moved to approve the Consent Agenda as presented. The motion passed unanimously.**

**ICE RINK COMMITTEE**

Administrator Hurlburt reported that twelve volunteers assisted with the removal of the old boards from the ice rink this past Saturday, July 12<sup>th</sup>. The committee will work with City of Roseville on July 26<sup>th</sup> to load and transport the boards from their rink. This will be followed by the assembly of the replacement boards at the Scandia rink by a volunteer crew in early August.

Administrator Hurlburt noted the City's appreciation to those volunteers who worked on this project.

### **POLICE DEPARTMENT**

Deputy Majeski reported on the past month's police activity. Theft reports at three residences are being investigated. Deputy Majeski presented a proposal to the council regarding a "National Night Out" event on the Community Center grounds on August 5, 2008. The evening event would include demonstrations by the K-9 unit, Sheriff's Office Water Patrol, Scandia Fire Department, and fingerprinting. Consensus of the council agreed that this would be a good community event. **Councilmember Yehle, seconded by Councilmember Peterson, moved to approve Deputy Majeski's request to hold a National Night Out event at the Community Center on August 5, 2008. The motion passed unanimously.**

### **FIRE DEPARTMENT**

Assistant Fire Chief Steve Yehle presented the Fire Department's monthly report. The transition of the fire siren to sound only in a case of pager failure or civil defense/storm warnings is now complete. A lightning strike at the firehall last week has caused the high-capacity well pump to malfunction. An insurance claim for the repairs has been filed. Back-up plans to fill the trucks are in place. Yehle requested that the City Engineer look into the sinking concrete apron in the front of the fire station.

### **CITY ENGINEER**

City Engineer Paul Hornby, Bonestroo, presented July's Engineering Update. The final wear course to The Sanctuary subdivision has yet to be completed. Bonestroo will work with the developer to complete the work this year. A site visit to the fire station will be coordinated with John Morrison, Public Works Supervisor, to evaluate the concerns regarding the concrete apron in the front of the building.

### ***Novak Avenue Drainage Issues***

Following discussion at the June 3<sup>rd</sup> Council meeting of drainage issues on the Pottratz property at 21450 Novak, City Engineer Hornby reported on control measures that could be undertaken to reduce the amount of run-off onto their property. Erosion could be controlled by the planting of a hay buffer along the edge of the field to the north. Ditch improvements and check dams could also control run-off. Cooperation of at least three property owners would be required before any work could be done. The City could consider assessing the property owners for the improvement work. Mr. and Mrs. Pottratz were in attendance to discuss their concerns and disagreement with the recommended control measures. City Engineer Hornby will view contour maps from the County to study if there were any changes to the grade upon the construction of a house and driveway across the street from the Pottratz's. It was agreed to conduct a site visit with City Engineer Hornby, Councilmembers Yehle and Harnetty, and affected property owners to negotiate a resolution to this issue. Administrator Hurlburt will coordinate this meeting.

**CITY ATTORNEY**

City Attorney Dave Hebert presented the Development Agreement with John and Sandra Swanson for the Old Marine Estates subdivision. The agreement includes financial guarantees for the completion of the landscape and tree preservation plan. **Councilmember Peterson, seconded by Councilmember Crum, moved to approve the Development Agreement with John and Sandra Swanson for the Old Marine Estates Subdivision. The motion passed unanimously.**

**BUILDING/CODE ENFORCEMENT OFFICIAL**

Building/Code Enforcement Official Steve Thorp reported on the department's activity for the past month. A site visit will be held this Thursday with Christ's Household of Faith, 19060 Manning Trail, to further review their on-going CUP application for additional horses on their acreage.

**CITY ADMINISTRATOR**

***Letter of Agreement with City of Roseville for Ice Rink Boards***

The City of Roseville has requested a written agreement for the salvage of their ice rink dasher boards that Scandia is purchasing for a nominal amount of \$1.00. Administrator Hurlburt presented a written draft of an agreement letter regarding the acquisition of the boards. **Councilmember Yehle, seconded by Mayor Seefeldt, moved to approve the Letter of Agreement with the City of Roseville for the salvaged ice rink boards. The motion passed unanimously.**

***Comments on City of Hugo Comprehensive Plan***

The City of Hugo has submitted their 2030 Comprehensive Plan for review and comments. Administrator Hurlburt noted that the plan appears to have little impact on Scandia's planning. **Councilmember Peterson, seconded by Councilmember Harnetty, moved to approve the return of the City of Hugo's comment form indicating "no comment" on the 2030 Comprehensive Plan. The motion passed unanimously.**

***Status of Watershed District Rulemaking***

The Carnelian-Marine-St. Croix Watershed continued a public hearing on their latest draft of rules on July 7<sup>th</sup>. As substantive issues remain, the rules were not adopted. Further discussion among their board and possible development of a memo of understanding with the municipalities will continue.

The Comfort Lake-Forest Lake Watershed District has completed an initial draft set of rules. The Watershed plans to meet with representatives of the affected municipalities to resolve technical issues prior to setting a public hearing.

***197<sup>th</sup> Street Erosion Issues***

Erosion along 197<sup>th</sup> Street has created a gully down the bluff towards the St. Croix River which is impacting wetlands and the river. The Washington Conservation District will grant funds towards a survey which will identify potential right-of-way in which run-off controls may be designed. This work will be done at no cost to the City. **Councilmember Peterson, seconded by Mayor Seefeldt, moved to authorize Administrator Hurlburt to sign an agreement to proceed with survey work for purposes of erosion control on 197<sup>th</sup> Street. The motion passed unanimously.**

***Foreclosures Within the City of Scandia***

Councilmember Harnetty asked for an update on foreclosed homes within Scandia. Based on an October 2007 report from the County, thirteen homes were listed as foreclosed upon. Administrator Hurlburt has been monitoring the listings on the County website, and sees no huge upswing in Scandia properties. The foreclosure information is routinely going to the deputies for monitoring of the properties.

**2007 AUDIT AND FINANCIAL STATEMENTS REPORT – LARSONALLEN**

Brock Geyen, LarsonAllen LLP, presented the 2007 financial audit results for the City. Overall, there were no qualifications of concerns. The City has been found to be in compliance with statutes and the internal controls in place are normal for a small city. As the general fund balance comprises 4% of expenses, it was recommended to increase the fund balance to an amount closer to 25% of expenses. This will provide a cushion of reserves and eliminate the negative fund balance that occurs before the property tax disbursement is received in mid-year. Internal control improvements were made following the direction given in the 2006 audit. **Councilmember Harnetty, seconded by Councilmember Peterson, moved to accept the 2007 Financial Audit report and direct publication of the summary financial statement. The motion passed unanimously.**

**PURCHASING POLICY – RESOLUTION NO. 07-05-08-02**

The Fire Department recommended one change to the draft purchasing policy that was distributed following council review at the June 17 meeting. A change was made regarding purchases that fall between \$2,000 and \$10,000 made from a single vendor, i.e. fuel purchases. Language was added giving discretion to cover the concern about fuel purchases. Councilmember Harnetty recommended an addition to Section IX) Responsible Bidder Policy. The addition of question #8 asking if any owners or employees of the bidding firm are an elected official or employee of the City should recognize if there is a conflict of interest in a bid application. **Councilmember Yehle, seconded by Councilmember Peterson, moved to adopt Resolution 07-15-08-02 Establishing Purchasing Policies with the addition of Question #8 to Section IX) Responsible Bidder Policy. The motion passed unanimously.**

**FIXED ASSETS POLICY – RESOLUTION NO. 07-15-08-03**

No changes were made to the draft fixed assets policy following review by the city staff and auditor. Consensus of the council was that the policy appeared thorough. **Councilmember**

**Peterson, seconded by Councilmember Crum moved to adopt Resolution 07-15-08-03 Establishing a Fixed Assets Policy. The motion passed unanimously.**

**Councilmember Yehle, seconded by Councilmember Peterson, moved to adjourn.**

The meeting adjourned at 8:37 p.m.

Respectfully submitted,

Brenda Eklund  
Deputy Clerk