

October 2, 2007

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 Peter Crum, Michael Harnetty, Dolores Peterson, Donnette Yehle, Mayor Dennis Seefeldt. Staff present: Administrator Anne Hurlburt, City Attorney Dave Hebert, City Engineer Tom Peterson, Deputy Clerk Brenda Eklund.

APPROVAL OF AGENDA

Mayor Seefeldt noted an addition to the agenda regarding a workshop addressing senior citizen transportation issues. **Dolores Peterson, seconded by Pete Crum, moved to approve the agenda as amended. The motion passed unanimously.**

QUOTES FOR DRAINAGE IMPROVEMENT PROJECTS

At the September 18th meeting, the Council authorized City Engineer Peterson to obtain quotes for correcting drainage problems on 182nd Street on the south side of Big Marine Lake, and on Novak Avenue. Engineer Peterson presented the following quotes:

- Dresel Contracting \$34,974.00
- Peterson Excavating \$37,570.35

Engineer Peterson noted a change to the plans for Novak Avenue from the September 18th discussion. Updated plans show the turnaround to be constructed south of Austad's driveway. This will allow for ditch excavation in the former turnaround location at the end of Novak to better handle drainage off of Quigley's field. Engineer Peterson recommended awarding the bid to Dresel Contracting. Administrator Hurlburt stated that there are funds available in the 2007 budget to cover the cost of this project. **Pete Crum, seconded by Michael Harnetty, moved to accept the bid from Dresel Contracting in the amount of \$34,974.00 for drainage improvements on 182nd Street and Novak Avenue. The motion passed unanimously.**

LETTER OF CREDIT REDUCTION – WILD BUSH ACRES

Mark Woolston, developer for the Wild Bush Acres subdivision, has requested a reduction of \$39,240.40 in the letter of credit for public improvements to a new amount of \$60,000.00. The final lift of blacktop and limestone shouldering has been completed. City Engineer Peterson has reviewed the request and recommends approval. A separate landscape letter of credit in the amount of \$7,000.00 is also being held. **Dolores Peterson, seconded by Donnette Yehle, moved to approve the reduction in the letter of credit for public improvements to a new amount of \$60,000.00. The motion passed unanimously.**

CITY OFFICE/COMMUNITY CENTER TELEPHONE SYSTEM

Administrator Hurlburt presented a report addressing the current phone system. The current system is outdated and makes communication within the office area difficult. Modern phone features such as caller ID, transfer of calls, etc. are not available with the phones that are now in use. These phones have been in use for many years, and seem to have come to the end of their useful life. Administrator Hurlburt has been investigating available options and quotes from providers of small business telephone systems. Initial costs range from \$1,260 to \$4,493. A cost savings appear to be realized within a few years by elimination of dedicated phone lines for the warming house and building official. Although purchase of a new phone system was not

proposed in the 2008 budget, council discussed the necessity of phone features that fit operation requirements and that capital improvement funds could cover the cost of phone system upgrades. **Michael Harnetty, seconded by Donnette Yehle, moved to authorize an expenditure up to \$4,500 for purchase of a new phone system, with the Capital Improvements Fund as the fund source. The motion passed unanimously.**

TRANSPORTATION WORKSHOP

Mayor Seefeldt presented notice of an October 9th workshop meeting sponsored by the Community Volunteer Service Senior Center. The purpose of the workshop is to address transportation challenges and solutions for the senior population. Mayor Seefeldt plans to attend and asked other councilmembers to notify staff if they plan to join this discussion.

The Planning Commission meeting was called to order at 7:35 p.m. The following members were present: Chairman Chris Ness, Christine Maefsky, James Malmquist, Kevin Nickelson and Peter Schwarz.

SWANSON MINOR SUBDIVISION/PRELIMINARY PLAT – OLD MARINE ESTATES

John and Sandra Swanson have submitted an application for a subdivision located at 11980 Lakamaga Trail. The proposed subdivision qualifies as a minor subdivision but a preliminary plat has been prepared rather than a metes and bounds survey. The property consists of 13.9 acres with lakeshore frontage on Big Marine Lake. The subdivision would create three lots, one containing the existing house. John and Sandra Swanson were present to discuss the proposal, as was Ned Froberg, Hult Surveying.

Administrator Hurlburt summarized the planner's report, which recommended tabling the application until comments from the DNR, Carnelian-Marine-St. Croix Watershed and Washington County Conservation District can be received and reviewed. It will also be necessary for the applicant to submit a tree inventory as required in the Woodland Preservation Ordinance. As allowed by state law, the applicant has been notified that the City has extended the review period by 60 days to December 19, 2007.

Chairman Ness opened the public hearing. *Doug Pratt*, adjoining land owner, expressed his concern regarding erosion control off the steep bluff on the lake side and also the need for wetland protection. *Tim Pratt* requested that the hearing be continued pending the review of all necessary comments.

Ned Froberg, Hult Surveying, addressed the shared driveway placement to avoid impacting the large wetland on Lot 3. Mr. Froberg understood that the driveway must be built to meet to requirements of the Fire Chief to allow emergency vehicle access. Staff noted that an easement agreement must be recorded, and also that a covenant between landowners be drawn up stating a shared maintenance agreement for the driveway.

A turn-around at the end of Lakamaga Trail was discussed. There is currently a short paved hammerhead turn-around. Mr. Froberg offered to provide a more detailed drawing of the existing conditions at the dead-end. Mayor Seefeldt stated that a 30-foot length is typical to provide adequate turn-around for snowplows and busses.

The Planning Commission approved a motion to table the application of John and Sandra Swanson for a minor subdivision/preliminary plat to November 6, 2007 pending the review of additional materials.

SHORELAND MANAGEMENT REGULATIONS UPDATE

Scandia's Development Code (Chapter 2, Section 11.2) has adopted by reference the Shoreland Regulations of Washington County. When the city amended its shoreland regulations in the spring of 2007 to allow places of worship as a conditional use, the DNR noted that the city needed to adopt its own shoreland regulations as soon as possible. The DNR has submitted a list of public water basins that need to be added to the regulations in addition to those in the county's ordinance. Administrator Hurlburt explained that no other substantive changes are needed at this time. The entire Development Code will be reviewed after the Comprehensive Plan update is complete.

A draft of a new Chapter 5 (Shoreland Management Regulations) of the Development Code was reviewed. The draft contained language clarification and deletions of definitions that were not relevant to Scandia. Section 5 contains the updated listing of water basins as recommended by the DNR. Commissioner Maefsky recommended that the new basins be designated as "unnamed" rather than by a dashed line. Section 6 includes the addition of places of worship as an allowed use, and also open space conservation subdivisions allowed by a planned unit development permit. Planning Commission members noted various editing corrections. Administrator Hurlburt explained that in making no substantive changes that may alter the intent and meaning of the regulations, the review by the DNR can be expedited and the ordinance adopted by the city. Discussion of when to schedule a public hearing for the adoption of the ordinance brought up the fact that the November 6th council meeting will begin after 8:00 p.m., following the close of election polls that evening. Depending on the length of the city council meeting that evening, the planning commission could possibly have an 8:30 p.m. start.

The Planning Commission approved a motion to schedule a public hearing for the Shoreland Management Regulations Ordinance for December 4, 2007.

Pete Crum, seconded by Dolores Peterson, moved to adjourn the meeting.

The meeting adjourned at 8:55 p.m.

Respectfully submitted,

Brenda Eklund, *Deputy Clerk*