

January 8, 2013

The City Council conducted a Work Session meeting on the above date.

City Administrator Kristina Handt administered the oath of office to Council members Chris Ness, Dan Lee and Mayor Randall Simonson. Ness and Lee were elected to 4-year terms at the November 6, 2012 General Election. Mayor Simonson was re-elected to a two-year term of office.

Mayor Simonson called the meeting to order at 6:36 p.m. The following were present: Council members Dan Lee, Chris Ness, Jim Schneider, Sally Swanson and Mayor Simonson. Staff members: City Administrator Kristina Handt, Assistant City Attorney Andrew Pratt, Maintenance Superintendent Tim Kieffer and Deputy Clerk Brenda Eklund.

APPROVAL OF THE AGENDA

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

REQUEST FROM SYD STEPHAN REGARDING EVENTCENTER ZONING

Mr. Syd Stephan had contacted the City in December 2012 about operating an event center on his property at 22200 Meadowbrook Avenue to host weddings and other community events. He was present at the meeting to further explain his request.

Mr. Stephan explained that his 40-acre farm with a historic red barn had been the site of a few private functions, and he would like to initiate a business venture to offer his farm as a wedding venue to the wider public. The current zoning code does not provide for the type of use that he is requesting.

Council members were in agreement that the City should encourage and support business ventures such as this. It was noted that the property is spacious, picturesque and has potential for success in this type of business.

Lee, seconded by Swanson, moved to refer the issue to the Planning Commission to study if the proposed use is acceptable, and if so, which zoning district would be most appropriate for the use. The motion carried 5-0.

Mr. Stephan was asked to attend the Planning Commission's February 5, 2013 meeting to discuss his zoning request and potential Conditional Use Permit.

Council member Schneider suggested that allowed uses in the zoning ordinance be reviewed for changes, as the current zoning ordinance appears restrictive.

DISCUSS ADOPTION OF WETLAND REVIEW FEE

City Administrator Handt explained that the City does not collect a fee from applicants for wetland review completed by the Washington Conservation District. The WCD does not have the ability to directly invoice the applicant. The City is billed for the work and currently there is

no process in place to recover the costs from the applicant. Handt recommended that a \$100 fee and \$500 escrow for wetland reviews be approved on the City's schedule of fees for permits. Handt stated that other communities have similar fees. Staff at WCD would only begin review of applications if they are accompanied by the City's Planning and Zoning form.

Swanson, seconded by Lee, moved to direct staff to prepare a new fee schedule for Planning and Zoning Requests to include a \$100 application fee and \$500 escrow for wetland review. The motion carried 5-0.

DISCUSS CREATION OF ECONOMIC DEVELOPMENT AUTHORITY

Assistant City Attorney Andrew Pratt led a discussion on the establishment of a potential Economic Development Authority for the City. EDAs are a public body subdivision that specializes in dealing with economic development projects. EDAs have the authority to acquire property, issue bonds, levy taxes and other powers as allowed in Minnesota Statutes.

City Administrator Handt explained that this could be considered another tool for economic development and asked if the Council would like to go in this direction.

Council member Ness asked if the establishment of an EDA is a solution without a problem, as there may be low potential for a hospital or other large businesses coming to Scandia.

Council member Swanson countered that an EDA is not just used to raise money. The City should be proactive and encourage the establishment of new businesses. An EDA could be a way to grow Scandia businesses and establish the necessary infrastructure.

Mayor Simonson stated that an EDA could be a tool to bring economic strength back to Scandia. Council member Lee agreed that growth is coming and the City has talented people who could serve on the EDA Board.

Council member Schneider asked about the City's cost. The EDA would need to carry a liability insurance policy and board members could be paid a per diem rate.

City Administrator Handt will work with Mr. Pratt to draft a format of bylaws, a sample resolution and cost estimates for the Council to review at their March 12 work session.

DISCUSSION OF SALARY ADJUSTMENT FOR MAINTENANCE SUPERINTENDENT

City Administrator Handt reported that Maintenance Superintendent Tim Kieffer had completed his 6-month probationary period on November 14, 2012. His offer letter stated that the Council may consider an increase to the starting salary, subject to a satisfactory performance review, in addition to the cost-of-living adjustments that may be granted to city employees. Handt noted that Kieffer was given a satisfactory performance review on December 20, 2012 and there were no issues of concern. Handt recommended a 5% salary increase retroactive to his 6-month date, with the 2% cost-of-living adjustment for all employees effective January 1, 2013. Handt explained that 5% is a common parameter after six months of employment.

Council members all agreed that Kieffer deserves an increase due to the exceptional work he has done in the Public Works Department, but taking into account the two salary increases totaling 7% is too much.

Council members were in consensus to approve a 5% salary increase effective January 1, 2013, with no retroactive pay increase. Staff will prepare the approval for the Council's January 15 Consent Agenda.

ADVISORY COMMITTEE AND COMMISSION VACANCIES AND OTHER COUNCIL APPOINTMENTS

The Council discussed appointments to various committees and commissions.

The Parks and Recreation Committee's bylaws state that it will consist of seven members. Two vacancies were created due to Dan Lee's election to the City Council and the recent resignation of Tom Vogen. Council discussed reducing the size of the Committee to five members. Council member Swanson stated that the members play an active role in the events which are sponsored by the PRC and the Committee needs at least seven members. Mayor Simonson suggested the PRC recruit volunteers as needed. City Administrator Handt explained that the Committee is there to recommend policies and not to be the "doers". Other local organizations are available for the volunteer work.

Simonson, seconded by Lee, moved to amend the Council bylaws to reduce the number of members from seven to five. Voting yes: Lee, Schneider, Simonson. Voting no: Ness, Swanson. The motion carried 3-2.

Staff will prepare an amendment to the Council bylaws for the Council's January 15 Consent Agenda. Mayor Simonson stated that this issue can be reviewed in one year to evaluate how a five member Committee is working.

Planning Commissioner Tom Krinke's term expires on February 1, 2013. Krinke is not interested in serving another term. Staff was directed to advertise the opening on the website and by a press release. Council will conduct interviews with those who are interested in the position.

Jim (Moose) Malmquist has not attended the last few Wastewater Advisory Committee meetings and has moved to Chisago City. Council member Ness offered to contact Mr. Malmquist. If he no longer wishes to serve on the Committee as the representative of Gammelgarden Museum, staff will ask Gammelgarden to appoint a replacement.

Council member Swanson has served as the liaison to the Park and Recreation Committee for two years. **Ness, seconded by Swanson, moved to appoint Council member Lee as the PRC liaison for 2013. The motion carried 5-0.**

Simonson, seconded by Lee, moved to appoint Council member Ness to continue to serve as the liaison to the Planning Commission. The motion carried 5-0.

Ness, seconded by Schneider, moved to appoint Mayor Simonson to continue to serve on the Forest Lake Cable Commission. The motion carried 5-0.

Swanson suggested that the Community Market Committee, a subcommittee of the PRC, be created as a new City committee, perhaps an arm of the proposed EDA. Swanson stated that she would gauge the interest of local business owners and report back.

CITIZEN COMPLAINT FORM

City Administrator Handt presented a proposed complaint form which residents would be asked to submit in writing when contacting the City with code enforcement concerns. Handt asked for direction on what other type of complaints the form should be required for. Handt noted that there may be a downside to require that all complaints be in writing, as people may be upset with this procedure.

Maintenance Superintendent Kieffer stated that any public works issues should be directed to the department for action, and not require that the notice be in written form.

Simonson, seconded by Ness, moved to adopt a procedure that all non-emergency complaints are in writing using the form provided by staff. The motion carried 5-0.

Staff will place the adoption of a Citizen Complaint Form on the Council's January 15 Consent Agenda.

CONTRACT WITH WASHINGTON CONSERVATION DISTRICT

The Council reviewed a proposed renewal contract with the Washington Conservation District to provide technical services related to the administration of the Wetland Conservation Act and monitoring of the Zavoral Mine if a CUP is approved. City Attorney Stevens reviewed the contract and raised no issues.

Simonson, seconded by Ness, moved to make no changes to the contract with Washington Conservation District and directed staff to place it in the Council's January 15 Consent Agenda. The motion carried 5-0.

FUTURE WORK SESSION

Council member Ness suggested the February 12 Work Session be reserved for a possible continued discussion of the Tiller Conditional Use Permit application.

ADJOURNMENT

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

The meeting adjourned at 8:25 p.m.

Respectfully submitted,
Brenda Eklund
Deputy Clerk