

January 19, 2016

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 and Mayor Randall Simonson. Absent: Council member Bob Hegland. Staff present: City Administrator Neil Soltis, City Engineer Ryan Goodman, City Attorney Andy Pratt, Police Deputy Brandon Yetter arrived later in the meeting, Fire Chief Mike Hinz, Public Works Director Dave Williams and Deputy Clerk Brenda Eklund.

**PUBLIC FORUM**

There were no public comments.

**APPROVAL OF AGENDA**

Mayor Simonson recommended that General Business Item 9.h) Committee Appointments, be moved to the first item under General Business and all other agenda items resorted accordingly.

**Lee, seconded by Ness, moved to approve the agenda as amended. The motion carried 4-0.**

**CONSENT AGENDA**

The following Consent Agenda was presented:

- a) Minutes
  - 1) December 15, 2015 Regular Meeting
  - 2) January 6, 2016 Work Session
- b) Treasurer's Report

Beginning Balance 12/01/2015	\$ 2,285,045.38
Receipts	+ <u>1,135,994.98</u>
Expenditures \$122,177.60	
Payroll \$ <u>39,728.31</u>	\$ 161,905.91
Adjustments: NSF check	- 214.25
NSF bank charge	- 4.00
Duplicate receipt entry	- <u>1,142.10</u>
Ending Balance 12/31/2015	\$ 3,257,774.10
- c) Payment of Vouchers
- d) Approve Official Depositories – Resolution 01-19-16-01
- e) Ratify Surety and Blanket Bonds – Resolution 01-19-16-02
- f) Appoint Acting Mayor for 2016 (Bob Hegland)
- g) Temporary On-Sale Liquor License, Scandia Fire & Rescue Relief Association (February 27, 2016)
- h) Step increase – Treasurer

**Ness, seconded by Lee, moved to approve the Consent Agenda as presented. The motion carried 4-0.**

## **PARKS AND RECREATION COMMITTEE**

### ***Update on 2016 Vinterfest Event***

Parks and Recreation Committee Vice-Chair Brad Borg reported on plans for the Vinterfest event being held on January 29 and 30. Conditions appear adequate to proceed with the scheduled events. Staff will be contacting the event organizers to check on any concerns they may have and if any of the events would be downsized if necessary. The fireworks show Saturday evening will proceed as planned regardless. Borg noted that the event is being promoted well in local newspapers.

## **BUILDING OFFICIAL**

Building Official Chuck Preisler's report on building activity was received. Seven permits were issued in December at a valuation of \$509,000. There were a total of 197 permits issued in 2015 at a valuation of \$8,621,065.82.

## **POLICE DEPARTMENT**

Administrator Soltis provided Deputy Yetter's quarterly report. Three burglaries are being investigated, along with cases of mail theft. Several ordinance violations are being pursued. Vehicle accidents are on the rise with the winter driving conditions.

## **FIRE DEPARTMENT**

Fire Chief Mike Hinz reported that the department responded to 13 calls in December; 5 fire and 8 rescue calls. The new tanker is in service, with the old tanker recently sold by auction at a final sale price of \$28,100 to the City of Boyd, MN. The rescue sled was also recently sold by auction. Volunteer firefighters completed the EMT refresher course in December, conducted by Regions Hospital. The department is making preparations for the annual Fireball fundraising event being held on February 27, 2016.

## **CITY ENGINEER**

City Engineer Ryan Goodman reported that he will be attending a meeting for an update on the NE Metro Groundwater study related to White Bear Lake. A full report is anticipated by mid-2016. The City of Hugo will be hosting a Water Summit meeting on February 18 which Council member Ness also plans to attend. Goodman noted that five representatives from Bolton & Menk will serve as judges for the Vinterfest snow sculpture contest and the firm will supply medals to the participants.

## **DIRECTOR OF PUBLIC WORKS**

Public Works Director Dave Williams reported on the department's activities. The crews have been out a few times clearing the roads. The ice rink opened on December 31, and installation of the hockey markings is almost complete.

## **CITY ADMINISTRATOR**

Administrator Soltis reported that the solar panel installation on the Fire/Public Works building is progressing, and an agreement with Novel Energy Solutions will be presented at the next Council meeting following legal review. Health insurance coverage for the Union members will be increasing 4.7% in March, which was accounted for in the 2016 budget. Soltis explained that

the Cintas contract for supplies and uniforms has been adjusted to the cooperatively bid rate, which will result in significant savings for these items. Occupancy sensors for the Community Center restrooms have been purchased and will be installed for savings on the electric bill. Soltis explained that he is researching a lighting retrofit for the Community Center and will report on the payback analysis at a future meeting.

### **COUNCIL/COMMITTEE APPOINTMENTS AND UPDATE ON ADVISORY COMMITTEES**

Council discussed Committee applications at their January 6 Work Session and recommended the following appointments:

- Planning Commission: Tom Noyes
- Parks and Recreation Committee: Jodi Feldmann and Terry Gorham
- Council Liaisons:
  - EDA: Dan Lee and Bob Hegland
  - Parks and Recreation: Dan Lee
  - Planning Commission: Chris Ness
  - Wastewater Committee: Chris Ness and Jim Schneider
  - Forest Lake Cable Commission: Randall Simonson
- Wastewater Committee: Administrator Soltis reported that Doug Salmela has agreed to continue his term on the Committee; no applications were received for his expiring term.

**Simonson, seconded by Schneider, moved to approve the appointments as recommended. The motion carried 4-0.**

Newly appointed Parks and Recreation Committee member Jodi Feldmann was present and briefly introduced herself.

### **REPEALING ORDINANCE NO. 120 AND REPLACING IT WITH ORDINANCE NO. 166 (DOGS)**

Administrator Soltis introduced Ordinance No. 166, Regulating Dogs, which would amend language for housing an impounded animal in existing Ordinance No. 120, Section 8(A). “A period of not less than 5 working days” would be replaced with “a period of the lesser of 5 working days or until claimed by owner”. The amended language would allow Hillcrest to release a dog to its owners when claimed in less than the 5-day holding period. Council member Lee questioned how this would effect a quarantine period if there was a risk of rabies. Soltis explained that the Animal Control Authority has discretion in requiring quarantine if there is a question of rabies.

**Ness, seconded by Schneider, moved to adopt Ordinance No. 166, Repealing Ordinance No. 120 and Replacing it with a new Ordinance Providing for Regulation of Dogs within the City of Scandia. The motion carried 4-0.**

**RESOLUTION NO 01-19-16-03 PROVIDING FOR THE SUMMARY PUBLICATION OF ORDINANCE NO. 166 (DOGS)**

**Ness, seconded by Schneider, moved to approve Resolution No. 01-19-16-03, Providing for the Summary Publication of Ordinance No. 166. The motion carried 4-0.**

**DISCUSSION ON LETTER OF AGREEMENT WITH FRIENDS OF SCANDIA PARKS AND SOARING EAGLES 4-H CLUB REGARDING INSTALLATION OF A POLLINATOR GARDEN ON OUTLOT A OF SWENSONS GOOSE LAKE FARM ESTATES**

Administrator Soltis summarized the letter of agreement as was discussed at the January 6<sup>th</sup> Work Session. All funds for installation and maintenance of the pollinator plot being planted this spring on parkland dedicated to the City on Swenson's Goose Lake Farm Estates will come from the Friends and the 4-H Club. The City will have no obligations for future replacements, additional improvements or long-term maintenance.

Council member Ness asked if an amendment to the Development Agreement with Swensons has been completed yet. Staff reported that a termination agreement to remove the requirement to install a ballfield and playground equipment on Outlot A has been signed by both the City and Swensons, and will be sent to the County Recorder.

**Simonson, seconded by Lee, moved to approve the Letter of Agreement with the Friends of Scandia Parks and Trails and the Soaring Eagles 4-H Club for a Youth Pollinator Habitat Plot. The motion carried 4-0.**

**DISCUSSION ON LETTER OF AGREEMENT WITH CARNELIAN-MARINE-ST. CROIX WATERSHED DISTRICT FOR THE LOG HOUSE LANDING RAMP PROJECT**

The Council reviewed the Letter of Agreement with the Car-Mar Watershed for the Log House Landing Ramp Project as was discussed at the January 6<sup>th</sup> Work Session. Administrator Soltis explained that the City and Watershed will share the cost 50/50 after all grants and donations are accounted for. Initial project scope, design, costs and any subsequent changes will be decided jointly, and the City will be responsible for bidding, construction and future maintenance of the project.

Council member Schneider questioned if engineering costs could be estimated at this time. Engineer Goodman stated that is unknown and dependent on what the Watershed Engineer has completed.

**Ness, seconded by Lee, moved to approve the Letter of Agreement between the Carnelian-Marine-St. Croix Watershed District and City of Scandia for the Log House Landing Public Access Ramp Project, and authorize the City Engineer to prepare preliminary plans and specifications for discussion at a joint meeting with the Watershed District. The motion carried 4-0.**

**LETTER OF SUPPORT FOR BIG MARINE LAKE ASSOCIATION GRANT**

The Big Marine Lake Association has requested a letter of support from the City to accompany their grant application for funds from Washington County for the control of Eurasian Water Milfoil in Big Marine Lake in 2016. Administrator Soltis presented the City's letter of support which was provided with their 2015 application. Language would be revised to highlight the effectiveness of last year's treatment and to continue the treatment protocol. Council member Ness recommended that "hundreds of visitors" be replaced with "thousands" as the Vets Camp and County Park greatly add to the number of visitors to Big Marine Lake.

**Ness, seconded by Lee, moved to approve a Letter of Support for the BMLA grant application. The motion carried 4-0.**

**MUTUAL AID AGREEMENT BETWEEN THE FIRE DEPARTMENTS OF WASHINGTON COUNTY AND ST. CROIX COUNTY, WI**

Fire Chief Hinz explained that the fire departments of Washington County are seeking to enter into a mutual aid agreement with St. Croix County, WI. This is similar to the existing agreement with the fire departments of Polk County, WI. With a mutual aid agreement in place, departments can respond between the state borders without the need for the State Fire Marshal to declare an emergency. Hinz noted that there is no cost to the City and no requirement to respond if conditions warrant.

**Simonson, seconded by Schneider, moved to approve the Mutual Aid Agreement between Washington County and St. Croix County, WI Fire Departments. The motion carried 4-0.**

**PROFESSIONAL SERVICES AGREEMENT WITH TKDA**

Administrator Soltis introduced an updated rate schedule submitted by the City's Planner TKDA. The rates reflect a 2% hourly rate increase, with the exception of meeting pay which would remain at \$105 per meeting. The rates have been unchanged since 2012. Soltis noted that most planning fees are reimbursable from the applicants, and the net increase to the City's annual budget would be around \$200.

**Lee, seconded by Ness, moved to approve the updated Professional Services Agreement with TKDA with the 2016 schedule of rates. The motion carried 4-0.**

**DESIGNATE OFFICIAL NEWSPAPER**

Council reviewed the proposals from the Country Messenger and the Forest Lake Times for designation as the City's legal newspaper, an annual appointment as required by law. Attorney Pratt interpreted the state statute and stated that both newspapers meet the qualifications of a legal newspaper.

Council member Lee noted that the Messenger has been the legal paper for a few years, and it should be time to give the Forest Lake Times a turn as they fairly cover the City meetings. Council member Schneider stated that he likes the Times for the total circulation numbers. Council member Ness agreed that they should switch papers every so often.

**Lee, seconded by Schneider, moved to designate the Forest Lake Times as the official legal newspaper for 2016. The motion carried 4-0.**

**REQUEST TO ADVERTISE FOR SEASONAL, PART-TIME ON-CALL PUBLIC WORKS EMPLOYEE**

Public Works Director Williams presented his request to hire a third on-call snowplow driver for the season. Williams explained that this would be a backup in the event staff was shorthanded during a snow event.

Mayor Simonson stated that he does not agree with the need to hire a backup, and that Williams would be able to fill in as snowplow driver if necessary. Council was in agreement to not pursue hiring a backup plow driver as being short staffed shouldn't be an ongoing problem.

**APPROVE PLANS AND SPECIFICATIONS AND AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE 2016 STREET IMPROVEMENT PROJECT**

The City authorized preparation of plans for the 2016 Street Improvement Project at their September 15, 2015 meeting.

Engineer Goodman presented a notice for bids for the 2016 street project with a timetable that will have a possible bid award at the March 2016 Council meeting. Goodman explained that improvements to Oldfield Avenue could be extended depending on how bid amounts come in.

**Simonson, seconded by Lee, moved to approve the Plans and Specifications and Authorize the Ad for Bids for the 2016 Street Improvement Project. The motion carried 4-0.**

**ADJOURNMENT**

**Ness, seconded by Schneider, moved to adjourn the meeting. The motion carried 4-0.**

The meeting adjourned at 7:57 p.m.

Respectfully submitted,

Brenda Eklund  
Deputy Clerk