

April 17, 2012

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 Connie Amos, Chris Ness, Jim Schneider, Sally Swanson and Mayor Randall Simonson. Staff present: City Administrator Anne Hurlburt, City Attorney Tom Miller, City Engineer Ryan Goodman, Police Deputy Chris Majeski, Fire Chief Jim Finnegan, Building Official Keith Wille, Treasurer Colleen Firkus and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

There were no public comments.

APPROVAL OF AGENDA

Mayor Simonson noted two additions to the agenda: Agenda Item 7)a)1) Accepting donation from the Wojtowicz family; and moving Agenda Item 9)f) to Agenda Item 9)g) and inserting Agenda Item 9)f) Citizen request for public compost site. **Ness, seconded by Amos, moved to approve the agenda as amended. The motion carried 5-0.**

APPROVAL OF CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) March 20, 2012 Regular Meeting
 - 2) March 27, 2012 Special Meeting
 - 3) April 9, 2012 Board of Appeals Meeting
 - 4) April 10, 2012 Work Session
 - 5) April 11, 2012 Special Meeting
- b) Treasurer's Report

Beginning Balance 03/01/2012		\$2,181,191.83
Receipts		+ <u>85,077.26</u>
Expenditures	\$85,994.71	
Payroll	<u>18,780.24</u>	- <u>104,774.95</u>
Ending Balance 03/31/2012		\$2,161,494.14
- c) Payment of Vouchers
- d) Approve Agreement with Girl Scouts of Minnesota and Wisconsin River Valleys for Summer 2012 Recreation Programs
- e) Resolution No. 04-17-12-01 Abating Special Assessment Against 18965 Langly Ave. N.
- f) Approve Final Payment for the Mayberry Drainage Improvement Project

Ness, seconded by Amos, moved to approve the Consent Agenda as presented. The motion carried 5-0.

PARK AND RECREATION COMMITTEE

Park and Recreation Committee Chair Alex Bildeaux presented an update on the Committee's recent actions. Three new grills are scheduled for installation at the Wayne Erickson Memorial Ballfield. Tree removal in the parking lot area of Lilleskogen Park should be completed by the end of the month. The Lilleskogen Park Subcommittee has secured volunteer services from Olsen's Septic Service for removal of the stumps, and Helke's Tree Service will haul the stumps away. Volunteer work days for other park projects will be discussed at the next meeting.

Accepting Donation from the Wojtowicz Family for Improvements to the Warming House and Eliminating the Reservation Fee in Partial Exchange for Services (Resolution No. 04-17-12-02)

Council member Swanson presented information from Sarah Wojtowicz Bazey for the family's offer to donate materials and labor for stucco repairs and painting to the outside of the Warming House, valued at approximately \$2,300. Ms. Bazey anticipated the work being completed by June 1, depending on the weather. In exchange for the donation, the family requested that the reservation fee for the family's use of the Warming House for a birthday celebration on June 17 be waived. State law allows for the exchange of donations and fees. **Swanson, seconded by Amos, moved to adopt Resolution No. 04-17-12-02, Accepting Donation from the Wojtowicz Family for Improvements to the Warming House and Eliminating the Reservation Fee in Partial Exchange for Services. The motion carried 5-0.**

BUILDING OFFICIAL

Building Official Keith Wille presented the building activity report. Four permits were issued and eleven inspections were conducted in March. Inquiry calls are up, which Wille stated is typical in the spring months.

POLICE DEPARTMENT

Deputy Chris Majeski presented the past month's police activity report. The DARE program graduated 82 sixth-grade students last week. Majeski stated that it was a busy month with a dumping investigation, a vehicle theft and recent burglaries. Majeski reported on the apprehension of a burglary suspect as he was leaving a home in Scandia. The Wisconsin suspect was also involved with a number of other daytime burglaries in the area.

Washington County Sheriff Bill Hutton commended Deputy Majeski for the arrest, and noted the success of the CODE RED mass notification system which alerted residents to be on the look-out for the suspect's vehicle. An alert Scandia resident called Deputy Majeski on his cell phone with information on a sighting, which led to the eventual arrest. Sheriff Hutton spoke on the valuable benefits of the CODE RED system and urged citizens to sign up for the alerts.

FIRE DEPARTMENT

Fire Chief Jim Finnegan reported that the department responded to seven grass fire calls and eleven rescue calls in March. The license to allow the Lakeview Ambulance Service to be located at the firehall is in the last stages of being finalized with the state. The department will be interviewing volunteer firefighter candidates this week. Chief Finnegan explained that the emergency siren will be activated this Thursday as part of Severe Weather Awareness Week.

CITY ENGINEER

Preparation of Plans and Specifications, 2012 Seal Coat and Bituminous Patching Project

At the April 10 work session, Council reviewed a map showing proposed streets to be included in the sealcoating/patching project for 2012. City Engineer Goodman presented several additional streets that could be added, depending on bid results. The City has budgeted \$215,000 for the project. **Simonson, seconded by Swanson, moved to authorize the City Engineer to prepare plans and specifications for the 2012 Seal Coat and Bituminous Patching Project. The motion carried 5-0.**

Anderson-Erickson Sewer System

City Engineer Goodman reported on the testing results of samples from the groundwater monitoring wells around the Anderson-Erickson drainfield. Based on the elevated levels of chlorides and nitrogen in the sampling results, it appears that the system has impacted groundwater quality. The engineers are recommending that the tests be repeated in July, a time of peak flows. The County Health Department will assist with testing private residential wells down gradient from the drainfield, to be done as soon as possible.

Goodman reported that the County is close to having the pumps repaired and calibrated so that daily meter readings can begin soon. Almost half of the homes have been inspected for clear-water connections, and efforts to finish all inspections will continue in the next few weeks. More information on the system will be available at the May 8 Council work session, with potential quotes from service providers.

CITY ATTORNEY

City Attorney Tom Miller presented a summary of legal services provided in the past month. Mayor Simonson asked for more information on the Dreyer Ski Permit issue. Attorney Miller explained that New Scandia Township had signed off on a surface water use permit issued by the Sheriff's department many years ago. A similar permit came before the City recently, but Miller advised that it is not statutory for the City to approve the permit, as there are no ordinances to regulate actions on public waters within the City's boundaries. The Sheriff's Department was informed of this, and the City has not yet received a final comment on the issue.

CITY ADMINISTRATOR

Hiring of Seasonal Parks Maintenance Worker

City Administrator Hurlburt recommended the hiring of Greg VanDerSchaegen for the position of Seasonal Parks Maintenance Worker. Mr. VanDerSchaegen has filled this position for the past three years, working three to four days a week through the season doing lawn mowing and landscape maintenance. **Simonson, seconded by Ness, moved to approve the hiring of Greg VanDerSchaegen for the Seasonal Parks and Grounds Maintenance Worker, at a rate of \$12.25 per hour. The motion carried 5-0.**

Advertising for Seasonal Maintenance Worker, Public Works

The 2012 budget includes a new part-time, seasonal position within the Public Works Department. City Administrator Hurlburt presented the job description and recommended a pay rate of \$10.00 to \$12.25 per hour. The budget is sufficient to cover about 14 work weeks at an average of three days per week. Mayor Simonson added that the position would make manual

labor and traffic control tasks more safe and efficient. **Ness, seconded by Swanson, moved to approve the job description for a Part-Time Temporary Seasonal Maintenance Worker. The motion carried 5-0.**

Ness, seconded by Amos, moved to authorize staff to advertise, interview and fill the position. The motion carried 5-0.

Applications will be accepted through May 11, with an approximate start date of May 29.

2013 Budget Schedule/ Set Meeting Dates

The Council set the following special meeting schedule:

- Tuesday, May 22: Capital Improvement Program Work Session with Melanie Trail residents
- Tuesday, May 29: Capital Improvement Program Work Session
- Monday, June 18: Capital Improvement Program Work Session
- Tuesday, July 31: 2013 Budget Work Session
- Move the August 14 Work Session to Wednesday, August 15 (due to Primary Election Day)
- Tuesday, August 28: 2013 Budget Work Session

All meetings will begin at 7:00 p.m., except the August 15 Work Session which will begin at 6:30 p.m.

The scheduled June 14, 2012 Work Session was cancelled.

Wastewater Advisory Committee

The first meeting of the Wastewater Advisory Committee will be held on Thursday, May 10 at 7:00 p.m. City Administrator Hurlburt and City Engineer Goodman will prepare an overview of the city's sewer systems and the current issues. A future meeting schedule will be discussed.

PRESENTATION OF 2011 AUDIT AND FINANCIAL STATEMENTS, CLIFTONLARSONALLEN LLP

Dennis Hoogeveen and John Lorenzini, from the city's audit firm CliftonLarsonAllen, presented the Auditors Report and Financial Statements for the year ended December 31, 2011. Mr. Lorenzini reported that the city received a "clean" opinion concerning the financial statements, with no concerns. Financial highlights, such as the more than adequate 65% fund balance level, were explained. The new GASB 54 reporting standard was implemented this year, by which fund balances are reported by classifications that disclose constraints for which amounts in those funds can be spent. Classifications include nonspendable, restricted, committed, assigned and unassigned. **Ness, seconded by Amos, moved to accept the 2011 Audit Report and Financial Statements and direct publication of the summary. The motion carried 5-0.**

RECYCLING SERVICES – S.R.C., INC.

No representatives from S.R.C., Inc. were present. The recycling report and agreement for recycling services will be postponed to the May 15, 2012 Council meeting.

PROFESSIONAL SERVICES AGREEMENT WITH STANTEC

Earlier in the year, Council requested that professional service contracts be reviewed and updated. The City has been working with the engineering firm Stantec, formerly known as Bonestroo, since 1997. Council reviewed the new agreement which City Attorney Miller and Stantec had worked on. Miller stated that there were no substantive changes and the contract is in line with other professional service contracts the City has in place. **Simonson, seconded by Swanson, moved to approve the Professional Services Agreement with Stantec, Inc. The motion carried 5-0.**

LETTER REGARDING CONTINENZA VARIANCE AND SEWER CONNECTION REQUEST

A letter was received by Joseph Christensen, legal representative to Jim and Sandi Continenza, regarding their variance application and costs that have been billed to the applicant. City Administrator Hurlburt presented a draft response letter to Mr. Christensen. The Continenzas requested a date in July or August in which to review their request to connect to the 201 sewer system and the variance for their new home. The response letter stated that it is premature to commit to a date for City Council action before the study of the Anderson-Erickson sewer system is completed. The discussion could tentatively be scheduled for the September 18 Council meeting. In addressing the costs which have been billed to the Continenzas, it was stated that they have been billed for all reasonable out-of-pocket expenses incurred in order to evaluate the variance request. None of the costs for the engineering study of the Anderson-Erickson septic system have been billed to them. Mr. Christensen presented an additional request that the Continenzas be given a credit or reduced charge if a connection to the sewer system is determined. The response letter noted that the connection fee is set by Ordinance No. 122 and does not allow for a reduction of the fee for unrelated expenses paid either to the city or other parties. The response letter also restated what was explained at the March 20 City Council meeting that the city could consider a request for a longer time frame to begin construction at the time that action is taken on the variance application.

Council was in consensus that the response letter was acceptable and no changes were recommended. **Simonson, seconded by Swanson, moved to approve the response letter to Mr. Christensen regarding the Continenza Variance and Sewer Connection Request. The motion carried 5-0.**

AGREEMENT WITH SPRINGSTED, INCORPORATED FOR CITY ADMINISTRATOR SEARCH

Sharon Klumpp, Springsted, was in attendance at the April 10 Council work session and presented a proposal for an executive search service for replacement of retiring City Administrator Hurlburt. Staff was directed to place an agreement with Springsted on the April 17 Council agenda for further discussion. The cost of the proposal is \$7,800, with additional out-of-pocket costs of approximately \$500.

Mayor Simonson stated that timing is crucial in this process to have a new administrator in place by October. Mayor Simonson said that the consultant firm has worked to keep costs of the search

down and added a guarantee clause in the agreement as a sign that they are willing to stand behind their efforts. He offered that it is reasonable to go forward with the agreement.

Simonson, seconded by Swanson, moved to approve the agreement with Springsted, Inc. for executive search services for replacement of the City Administrator.

Council member Ness stated that bringing in a third-party to hire a replacement is a necessary expense. Council member Swanson agreed that the time investment needed to begin an employment search is beyond what City Administrator Hurlburt could take on at this time. Swanson noted the number of meetings on the calendar in the next few months which require preparation.

Council voted on the above motion. Voting yes: Ness, Swanson, and Simonson. Voting no: Amos, Schneider. The motion carried 3-2.

CITIZEN REQUEST FOR PUBLIC COMPOST SITE

Mayor Simonson introduced an e-mail from Beryl Halldorson in which she proposed that the city consider opening a public compost site. Ms. Halldorson wrote that she has no safe place to deposit plant material to keep decaying nutrients from entering the water system near her residence along Bone Lake. Mayor Simonson noted that it is a legitimate concern to protect the waterways and asked the Council to discuss the matter.

Council member Swanson suggested the Park and Recreation Committee address the issue, as they are familiar with city owned park land which could accommodate a compost site. City Administrator Hurlburt advised that the Committee may not be the best equipped to consider all the issues of providing a new service such as this.

Council member Schneider stated that he is for a compost site, but it needs further work to consider all factors. He would be open to more discussion on it.

Mayor Simonson deferred the issue to the Park and Recreation Committee for initial review and recommended it be further discussed at a Council work session.

MAINTENANCE SUPERINTENDENT POSITION

City Administrator Hurlburt reported that she met with the top finalist in the Maintenance Superintendent position last Friday. A background check on Mr. Tim Keiffer is in progress. Hurlburt recommended a salary offer of \$60,500, with PTO accrual to begin at the 5-year accrual rate (24 days per year). Hurlburt relayed Mr. Keiffer's concerns related to advancement in the position. The League salary survey shows the average pay to be \$72,500, and the upper limit which Scandia adopted is \$70,000. City Attorney Miller advised that language in the offer letter can state that performance based pay may be determined through annual performance reviews.

Simonson, seconded by Amos, moved to offer Mr. Tim Keiffer the Maintenance Superintendent Position at a pay rate of \$60,500 per year and a PTO accrual rate beginning at the 5-year level. The motion carried 5-0.

ADJOURNMENT

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

The meeting adjourned at 8:58 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk