

May 15, 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, Engineer Phil Gravel, Police Deputy Chris Majeski, Fire Chief Jim Finnegan, Maintenance Supervisor Tim Kieffer, Treasurer Colleen Firkus and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

There were no public comments.

APPROVAL OF AGENDA

Council member Swanson noted an addition to the agenda regarding an appointment to the Park and Recreation Committee. **Ness, seconded by Amos, moved to approve the agenda as amended. The motion carried 5-0.**

CONSENT AGENDA

The following Consent Agenda was presented:

a) Minutes

- 1) April 17, 2012 Regular Meeting
- 2) May 8, 2012 Work Session

b) Treasurer's Report

Beginning Balance 04/01/2012	\$2,161,494.14
Receipts	+ <u>10,516.97</u>
Expenditures \$ 138,213.62	
Payroll <u>20,284.45</u>	- <u>158,498.07</u>
Adjustments:	
Quarterly Bldg Permit	
Surcharge payment	
did not go through	+ <u>60.00</u>
Ending Balance 04/30/2012	\$2,013,573.04

c) Payment of Vouchers

d) Appointments to Wastewater Advisory Committee (Brad Bergo and Doug Salmela)

e) Utility Permit, MN Energy Resources (12969 182nd St N.)

f) Approve 2012 Contract with Lakes Area Youth Service Bureau

g) Hire Tennis and Skateboarding Instructors for 2012 Summer Recreation Program

h) Resignation from Wastewater Advisory Committee (Sally Swanson)

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

PARK AND RECREATION COMMITTEE

Staff Support for Minutes and Agenda Packets

Park and Recreation Committee Chair Alex Bildeaux presented a request from the Committee for City staff to provide administrative support for their monthly meetings. It has been difficult to consistently have the volunteer members prepare accurate and timely minutes of the meetings. Bildeaux stated that it is hard for the minute-taker to participate in discussions during the meetings. City Administrator Hurlburt explained that this has been an issue for some time, and increasing staff support to attend meetings and prepare agenda packets would help the Committee have accurate and consistent information in their hands. Council member Swanson agreed that being more organized would improve the efficiency of the meetings. **Simonson, seconded by Amos, moved to approve the Park Committee's request for additional staff support for taking minutes and preparing agenda packets. The motion carried 5-0.**

Bildeaux reported that the trees and stumps have been removed from the parking lot area of Lilleskogen Park, and a contractor will haul the brush away. The subcommittee is gathering costs for surveying and grading as the next step of the Park's improvements.

PLANNING COMMITTEE

Guidelines for the Protection of Scandia's Scenic Viewsheds (Resolution No. 05-15-12-01)

Planning Commission Chair Christine Maefsky presented a report on the Scenic Viewshed Guidelines document. The Planning Commission unanimously recommended that the Council adopt the "Guidelines for the Protection of Scandia's Scenic Viewsheds" at their May 1 meeting. Maefsky chaired a subcommittee which began meeting one year ago to work on this issue. Maefsky explained that one of the goals of the Comprehensive Plan is to protect scenic rural roads, viewpoints and vistas from visually intrusive or incompatible development, as a way to preserve the rural heritage of Scandia. The document contains an accompanying map to identify the priority viewshed corridors and sites. The Guidelines will be used by the City to review new Open Space Conservation Subdivisions developments. The existing ordinance language allows for up to a 10% density bonus as an incentive to encourage projects to preserve priority scenic views. The Planning Commission recommended an increase of the maximum density bonus to 25%, as a greater incentive to preserve scenic views. In the case of sites not already identified as having scenic views, the landowner will have the opportunity to request designation according to criteria and procedures within the guidelines. Maefsky also explained the opportunities for individuals to protect existing scenic views on their property.

Council member Schneider questioned if this process could hamper landowners' efforts to divide their property. Maefsky replied that it is not mandatory and is incentive-based only. Maefsky explained that having the guidelines in place will actually make it easier to earn the extra density by providing clear criteria and characteristics of a scenic view.

Mayor Simonson spoke of concerns from property owners that they may be limited in making changes to their property, such as tearing down a barn that is no longer serviceable. He questioned how the plan would impact their choices. Maefsky replied that it would have no impact, unless a cell tower was to be constructed within the scenic viewshed corridor. The performance standards for cell towers limit the height to 75 feet and require that they be of

stealth design. City Administrator Hurlburt explained that this is the only section of the ordinance that would regulate land use based on the Guidelines document.

Council member Swanson described this as a “win-win” for both the landowners and the City. Swanson stated that the guidelines are an advantage to the landowners in allowing them to earn additional lots within a development, and the City gains the preservation of scenic qualities.

Ness, seconded by Swanson, moved to approve Resolution No. 05-15-12-01, Adopting Guidelines for the Protection of Scandia’s Priority Scenic Viewsheds. The motion carried 5-0.

Ordinance No. 130, Amending Ordinance No. 122, the City of Scandia’s Development Code, Chapter 2, Section 6.7 (Density Standards in Open Space Conservation Subdivisions)

The Planning Commission held a public hearing on the ordinance amendment to increase the density bonus for the preservation of priority scenic views in Open Space Conservation Subdivisions, from the current 10 percent to 25 percent. No public comments were received and the Planning Commission unanimously recommended that the Council approve the amendment.

Ness, seconded by Swanson, moved to adopt Ordinance No. 130, Amending Ordinance No. 122, the Scandia Development Code, Chapter 2, Section 6.7 Regarding Density Standards in Open Space Conservation Subdivisions. The motion carried 5-0.

The Council members stated their appreciation to Planning Commission Chair Maefsky for her hard work in preparing the Guidelines document.

WASTEWATER ADVISORY COMMITTEE

The Wastewater Advisory Committee held their first meeting on May 10. The Committee recommended that Council member Ness serve as Chair and Council member Schneider serve as Vice Chair. **Swanson, seconded by Amos, moved to confirm the appointments of Chris Ness as Chair and Jim Schneider as Vice Chair to the Wastewater Advisory Committee. The motion carried 5-0.**

BUILDING OFFICIAL

The Council received Building Official Keith Wille’s building activity report. Eight permits were issued in April.

POLICE REPORT

Deputy Chris Majeski reported that the “No Parking” signs along 205th Street to the Log House Landing were removed and thrown into the woods. Four of the signs were recovered. Deputy Majeski also reported on a recent dog bite, a vehicle break-in at Wind in the Pines Park, mailbox vandals on Oakhill Road, and an identity theft on 202nd Street.

FIRE DEPARTMENT

Fire Chief Jim Finnegan reported that the department responded to nineteen calls in April; eight were fire related and eleven were medical. The state has approved the Lakeview Ambulance Service license which will have a permanent substation located at the Scandia Fire Station.

Finnegan stated that the arrangement with the ambulance crew is working very well. The department will address a plan for the replacement of turnout gear during budget discussions this summer. The possibility of locating an emergency siren in the vicinity of Big Marine Lake will be discussed at the May 29 Capital Improvement Plan meeting.

Appointment of Probationary Firefighters

Six candidates have accepted offers of employment following hiring procedures begun earlier in the year. Staff recommended their appointment as Probationary Firefighters conditioned upon medical examinations, drug and alcohol testing, and Council approval.

Simonson, seconded by Ness, moved to appoint the following individuals to the position of Probationary Volunteer Firefighters: Michael Frank, David Mead, Todd Roe, Eric Rydeen, Aaron Sipola and Peter Weber. The motion carried 5-0.

CITY ENGINEER

Appointment of City Engineer

The resignation of Ryan Goodman from Stantec Engineering was announced at the May 8 Work Session. Phil Gravel, lead engineer with Stantec, was present at that meeting with a proposal to serve as the firm's client representative for Scandia. **Simonson, seconded by Amos, moved to appoint Phil Gravel as City Engineer to replace Ryan Goodman. The motion carried 5-0.**

Approve Plans and Specifications and Authorize Advertisements for Bids, 2012 Seal Coat and Bituminous Patching Project

Recommendations for the 2012 Seal Coat and Patching Project were reviewed at the April 10 Work Session and plans were authorized at the April 17 Council meeting. The project includes seal coating of roadways that have been crack filled in previous projects and minor bituminous patching, at a budget of \$215,000. City Engineer Gravel stated that if the bids are low enough, additional streets will be added for patching work.

Council member Schneider asked if the Public Works staff would be removing broken pavement for the patching jobs. Gravel stated that this work could be negotiated out of the bid once it is determined that staff has the ability to perform this work.

Simonson, seconded by Swanson, moved to approve the plans, specifications and advertisement for bids for the 2012 Seal Coat and Bituminous Patching Project. The motion carried 5-0.

The bid opening is scheduled for June 13 with possible award at the June 19 Council meeting. The construction would begin in July 2012.

CITY ATTORNEY

City Attorney Tom Miller presented a summary of legal services provided to the City within the past month. Miller stated that he reviewed the "Guidelines for the Protection of Priority Scenic Viewsheds" document and noted that it was very well written and it will make enforcement of the ordinance easier to apply.

MAINTENANCE SUPERINTENDENT

Maintenance Superintendent Tim Kieffer began his position with the City on May 14. Council members welcomed Kieffer to the Public Works Department.

RECYCLING SERVICES

2011 Recycling Report

Rick Prah, S.R.C. Inc., presented the City's recycling collection numbers for 2011. Mr. Prah was pleased to report an increase in tonnage collected; a trend since the introduction of single-sort collection carts. Mr. Prah stated that he has located a vendor to purchase broken glass which will add to the collection tonnage numbers. S.R.C. sponsored the Heavy Metal Collection event on May 5, but the turnout was quite small, with only 35-40 residents dropping off materials.

2012 Agreement for Recycling Services with S.R.C., Inc.

New Scandia Township/City of Scandia has had an agreement with S.R.C. for the collection and disposal of recyclable materials since 2001. City Administrator Hurlburt stated that this year the agreement was updated by City Attorney Tom Miller to include more detail about the operation. The contract price of \$2,320.50 per month is the same price that has been in effect since 2001. Grant revenue from Washington County helps offset about 25% of this cost. **Ness, seconded by Amos, moved to approve the 2012 Agreement for Recycling Services with S.R.C., Inc. The motion carried 5-0.**

APPROVE JOB ANNOUNCEMENT AND POSITION DESCRIPTION, CITY ADMINISTRATOR SEARCH

At the April 17 meeting the Council approved an agreement with Springsted, Inc. to assist with the search for a new City Administrator. Current City Administrator Hurlburt is retiring in October. Sharon Klumpp attended the May 8 Work Session to discuss desired qualifications and expectations and to gather information needed to prepare a job announcement. Council reviewed the prepared announcement.

Council member Schneider questioned the wording that the position requires a Bachelor's degree in public administration or related field. Schneider stated that he thought it was decided at the Work Session that experience would be the most important qualification. He thought it may deter applicants.

City Administrator Hurlburt noted that this is customary language and that the next sentence states that equivalent education and experience will be considered. Hurlburt stated that all applications will be thoroughly evaluated by the consultant.

Simonson, seconded by Ness, moved to approve the position description and job announcement for the recruitment of a City Administrator. The motion carried 5-0.

APPOINTMENT TO PARK AND RECREATION COMMITTEE

Pamela Arnold, 16560 220th Street, has submitted an application for appointment to the Park and Recreation Committee. Council member Swanson stated that Ms. Arnold's skills will be a great addition to the Committee. **Ness, seconded by Swanson, moved to approve the appointment of Pamela Arnold to the Park and Recreation Committee. The motion carried 5-0.**

ADJOURNMENT

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

The meeting adjourned at 8:17 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk