

May 19, 2015

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 Bob Hegland, Dan Lee, Chris Ness, Jim Schneider and Mayor Randall Simonson. Staff present: City Administrator Kristina Handt, City Attorney Nick Vivian, City Planner Sherri Buss, City Engineer Ryan Goodman, Police Deputy Brandon Yetter, Fire Chief Mike Hinz and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

There were no public comments.

APPROVAL OF AGENDA

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

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) April 21, 2015 Regular Meeting
 - 2) May 6, 2015 Work Session
- b) Treasurer's Report

Beginning Balance 04/01/2015		\$3,115,224.21
Receipts	+	<u>55,905.38</u>
Expenditures \$105,210.29		
Payroll \$ 27,040.78	-	<u>\$ 132,251.07</u>
Adjustments: Savings Interest	-	<u>0.63</u>
Ending Balance 04/30/2015		\$3,038,877.89
- c) Payment of Vouchers
- d) Hire Parks Grounds Maintenance Worker
- e) Award 2015 Patching Project
- f) Approve Office Hours
- g) Approve Administrator Leave of Absence
- h) Approve Step Increase, Maintenance Worker Egelkraut
- i) Acceptance of Donation from St. Croix Horse and Carriage Society (Resolution 05-19-15-04)
- j) Special Event Permit, Scandia Marine Lions, Fat Cat Triathlon (July 11, 2015)
- k) Authorization for Meisters to sell beer at Fat Cat Triathlon, Hay Lake Park (July 11, 2015)
- l) Kronmiller Easement
- m) Made in Minnesota Solar Incentive Program agreements

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

PARKS AND RECREATION COMMITTEE

Vinterfest Donation Guidelines

Brad Borg, Parks Committee Vice-Chair, presented a recommendation from the Committee on future Vinterfest donations made to support Lilleskogen and the Wojtowicz Skating Park:

- For-profit organizations: 50% of the proceeds
- Scandia non-profits: \$200 donation (option to sell Vinterfest buttons purchased at \$2 apiece for a profit) or in-kind donation valued at \$200
- Other non-profits: Minimum \$500 donation
- PRC: no donation required

Administrator Handt questioned the button sales idea, as various groups could each sell the buttons at a different price that they determine. Borg agreed this could be a concern and said that the Committee should set a standardized sales price for the buttons. Council member Ness suggested that “net proceeds” be stated in the guidelines. Borg said this wasn’t discussed at the meeting, but agreed “net” should be designated.

Mayor Simonson offered a scenario in which the organization spent all their proceeds on the event; it could happen that the city ends up with no donation. It was suggested that a minimum donation amount be written into the guidelines. Simonson recommended that the Committee continue to work on the guidelines at their next meeting.

Schneider, seconded by Hegland, moved to refer the Vinterfest Donation Guidelines back to the Parks and Recreation Committee for further discussion. The motion carried 5-0.

PLANNING COMMISSION

Variance from the OHWL for Construction of a Deck at 12810 182nd Street. Greg and Mary Kramer, Owners (Resolution No. 05-19-15-01)

Planner Buss presented the Planning Commission’s recommendation to approve the reconstruction of a deck no larger than 160 square feet in size and located a minimum of 71 feet from the Ordinary High Water Level of Big Marine Lake and 25 feet from the bluffline at 12810 182nd Street. Buss explained that the applicants had requested that the lower deck portion be enclosed with screening, but the Shoreland Ordinance does not allow decks within the setback to be screened. This is considered an expansion of use. The Planning Commission denied the request to enclose the area below the deck as a screened porch.

Council member Ness asked if the Kramers could add a screened porch on either the east or west side of the house. Buss said that there is potential for a screened porch on the west side which would not require a variance. Ness noted that screening a deck does not add to impervious surface; Council member Lee agreed that the request does not add to the footprint of the house. Buss explained that a decision was made when the ordinance was adopted that screened decks are considered expansion into the setback and not allowed.

Simonson, seconded by Lee, moved to approve Resolution No. 05-19-15-01 as presented.

Council member Schneider asked if the house was built less than 100 feet from the lake. Buss stated that it was built many years ago and expansion is allowed as long as it is no closer to the

lake. Schneider reasoned that there is room on the west side to have a screened porch and they are being allowed to expand within the bluffline setback. Council member Hegland asked if a condition could be added that the screened porch never become living space. Buss stated no, they would be going against the ordinance if allowing a screened area and there would be no findings of unique circumstances to the property to base the variance on. City Attorney Vivian advised the Council that they need to comply with the ordinance and there are other possible configurations for a screened area.

Mayor Simonson called for a roll call vote on the above motion: Lee – yes; Ness – yes; Schneider – yes; Hegland – yes; Simonson – yes. The motion carried 5-0.

Ordinance No. 161: Accessory Dwelling Units

Administrator Handt reported on the addition of language to require the dwelling unit meet building code regulations for a residential structure that was recommended during the ordinance review at the May 6 Work Session. In regards to assigning an address to the secondary dwelling, staff had not yet heard back from the County. Handt stated the address issue can be added as a condition of approval on each application.

Ness, seconded by Lee, moved to adopt Ordinance No. 161, Accessory Dwelling Units. The motion carried 5-0.

Summary Publication of Ordinance No. 161 (Resolution No. 05-19-15-02)

Simonson, seconded by Hegland, moved to approve Resolution No. 05-19-15-02, Providing for the Summary Publication of Ordinance No. 161. The motion carried 5-0.

BUILDING OFFICIAL

The Council received the building activity report from Building Official Chuck Preisler. Eighteen permits were issued in April.

POLICE DEPARTMENT

Deputy Brandon Yetter reported on the past month's police activity. An attempted burglary on Oakhill Court is being investigated, a drowning occurred on the river in early May, and speeding tickets are being issued. Yetter stated that weekends have been busy at the Log House Landing, but there have been no vandalism or illegal fire calls. In response to Mayor Simonson's question on activity at the lake accesses, Yetter said there have been no issues to date.

FIRE DEPARTMENT

Fire Chief Mike Hinz reported on the three members who recently passed the Firefighter I and II tests. The department responded to 20 calls in April, 7 fire related and 13 rescue calls.

CITY ENGINEER

Engineer Ryan Goodman reported that bituminous patching will begin in early June with the sealcoating project scheduled for mid to late June.

PUBLIC WORKS

Administrator Handt reported on public works activity. The SCADA line at the Anderson-Erickson septic field was installed last week, and should be operational soon. The 201 septic alarms went off on Sunday due to a power outage. The floats were reset by Maintenance Worker Anderson.

CITY ADMINISTRATOR

Administrator Handt reported that she has been taking numerous calls on development questions regarding some challenging properties that are for sale in the city. There have been a few complaints on unlicensed vehicles that have been passed on to the deputy.

HIRE FULL TIME MAINTENANCE WORKER

Administrator Handt reported that 12 applications for the Full Time Maintenance Worker position were received by the deadline and five were interviewed. Former Public Works Director Kieffer and Handt recommended the hiring of Rick Regnier on the condition that he passes the drug and physical testing, and relocate within 30 minutes of the City within three months of hire. A June 1 start date is proposed.

Simonson, seconded by Hegland, moved to approve hiring Rick Regnier as a FT Maintenance Worker at the pay rate of \$19.82/hour contingent on passing the drug and physical testing and with the condition that he live within 30 minutes of the City within three months of hire. The motion carried 5-0.

PURCHASE OF NEW FIRE TANKER THROUGH HGAC (RESOLUTION NO. 05-19-15-03)

The Council was presented with a resolution approving the purchase of a fire tanker through HGAC, a cooperative purchasing program. This will replace Tanker 5177, acquired in 1992, as scheduled in the Capital Improvement Plan. The final cost for the single-axle tanker with a 2,000 gallon capacity from Custom Fire is \$214,938.

Administrator Handt provided several financing options such as paying cash from the Equipment Replacement Fund or borrowing funds through an equipment certificate, as interest rates remain relatively low. Council member Hegland said it would make sense to get a quote on financing. Handt explained that the Council could approve the purchase and bring financing options back next month for discussion.

Simonson, seconded by Ness, moved to approve Resolution No. 05-19-15-03, Approving the Purchase of a Fire Tanker through HGAC in the Amount of \$214,938.

Council member Schneider stated that he was not satisfied that all options to replace the tanker were brought to them, only a 34-page ticket to buy a new truck. He was concerned that more options were not followed through on. Fire Chief Hinz reiterated that no one wants to quote a refurbish since the extent of the work isn't known until they start taking the truck apart. Council member Hegland stated that a defined process that's proven in a detailed way should be in place and offered to work with Hinz on this for future equipment replacements. Hinz explained the standard practice of using a life expectancy time frame and replacing worn equipment on a

scheduled basis. In answer to a question on logs, maintenance logs are kept but not run calls for all the trucks.

Mayor Simonson called for a roll call vote on the above motion: Ness –yes; Schneider – yes; Hegland – yes; Lee –yes; Simonson – yes. The motion carried 5-0.

AWARD BID FOR QUINNELL AVENUE

Engineer Goodman provided a summary of bids for the Quinnell Avenue and Lilleskogen Park Improvement Project that were opened on May 13th. Alternate No. 1 included the parking lot improvements at Lilleskogen Park.

<u>Contractor</u>	<u>Base Bid</u>	<u>Alt. No. 1</u>	<u>Base Bid + Alt. No. 1</u>
Dresel Contracting Inc.	\$649,962.46	\$45,124.30	\$695,086.76
North Valley, Inc.	\$682,921.79	\$41,304.38	\$724,226.17
Peterson Companies	\$778,232.20	\$42,456.20	\$820,688.40
T.A. Schifsky & Sons, Inc.	\$805,064.35	\$58,640.00	\$863,704.35

Goodman reported that bids were higher than anticipated due to the late timing of putting the project out for bids. An estimate of \$565,000 to repair Quinnell Avenue was assumed earlier this year. Staff recommended not awarding Alternate No. 1 but to review the Base Bid for rehabilitation and minor drainage improvements to Quinnell. Some items could be removed or reduced to lower the project's cost.

Simonson, seconded by Ness, moved to award the project in the base bid amount of \$649,962.46 to Dresel Contracting contingent on approval of Change Order No. 1.

Goodman explained the Change Order No. 1 removes items to lower the base bid such as reducing shoulder width to one foot, remove 6” PVC draintile and continue with a natural drainage pattern, and reduce subgrade excavation if needed since soil borings were favorable. This reduces the construction costs by \$44,772.80. Council member Ness asked if the Log House Landing funds could be repurposed to Quinnell, but Handt explained that could not be done. Handt stated that there are adequate funds in the Local Road Improvement Fund along with the turnback money from the County to use for this project, but recommended that future bids for road projects go out in December to take advantage of favorable early bidding. Council member Schneider noted that waiting on the Log House Landing recommendation slowed the process.

Simonson called for a vote on the above motion. The motion carried 5-0.

APPROVE CHANGE ORDER FOR QUINNELL AVENUE

Simonson, seconded by Schneider, moved to approve Change Order No. 1 that would revise the project Base Bid to an amount of \$605,189.66. The motion carried 5-0.

LILLESKOGEN PARKING LOT

Staff included the Lilleskogen parking lot as an alternative in the bid package for Quinnell Avenue and estimated the cost to be \$23,000. Bids came in higher than expected, with a low bid for the parking lot at \$45,124.50 as reported earlier in the meeting. PRC Vice Chair Brad Borg addressed the Council with a request to find a way to complete the work this year. He suggested changing the scope and working with local contractors on a lowered cost. Borg stated that the PRC had discussed asking for an advance up to \$30,000 from the Capital Improvement Fund to the Park CIF which would be paid back over time as park dedication fees come in.

Council member Hegland recommended the project be rebid to smaller contractors since the park needs attention. Council member Lee said it would be encouraging to move the project along if a loan could be made to Parks.

Mayor Simonson asked if the plans could be downsized. Engineer Goodman offered a few items that could be removed, reduced or done in phases. Handt recommended that no more engineering fees be spent but to use the plans that have already been created to send to contractors. She advised that this only be done if the Council is open to an interfund loan and willing to award a bid for the parking lot work.

Council member Ness stated that he would not be ready to say \$30,000 should be loaned to Parks. Handt recommended not having a dollar amount, but see where the bids come in. If bids come in favorable, then an amount could be designated that the Council deems appropriate.

Simonson, seconded by Hegland, moved to rebid the Lilleskogen parking lot project to smaller subcontractors with the possibility of an interfund loan.

Schneider stated his agreement with Ness that he is not interested in putting a dollar amount on a loan. Handt explained that if they are not in favor of advancing any amount, they should not proceed with going out for bids.

Mayor Simonson called for a vote on the above motion. The motion carried 4-1, with Ness opposed.

ADJOURNMENT

Ness, seconded by Schneider, moved to adjourn. The motion carried 5-0.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk