

June 1, 2016

The City Council held a Work Session on the above date. The following were present: Mayor Randall Simonson, Council members Dan Lee, Chris Ness, and Jim Schneider. Absent: Council member Bob Hegland. Staff present: City Administrator Neil Soltis, Public Works Director Dave Williams and Deputy Clerk Brenda Eklund.

Mayor Simonson called the meeting to order at 6:30 p.m.

APPROVAL OF THE AGENDA

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

DISCUSSION OF LOG HOUSE LANDING RAMP PROJECT WITH CARNELIAN-MARINE-ST. CROIX WATERSHED BOARD

Members of the Carnelian-Marine-St. Croix Watershed Board were in attendance to review revised plans for the Log House Landing Boar Ramp project, based on suggested revisions made to the concept plan at the May 4th joint meeting. Members of the Watershed Board included Dave DeVault, Eric Lindberg, Tom Polasik, Kristin Tuenge and Administrator Jim Shaver.

Administrator Soltis explained that the ramp width was increased at the curve towards the river where it meets the concrete planks to accommodate a wider swing for vehicles with trailers. More detail was provided on the plans to show the size of rock aggregate above and below the outlet and that the concrete ramp surface will be tooled and grooved. The stone stairs will be constructed before the ramp and anchored with gabion baskets filled with stones. The stone stairs will be bid out separately as an alternate to better provide funding details for the National Parks Service grant.

Discussion on installing the stairs concluded that they are a necessary access to the river for the public. Shaver stated that if not there, a foot path would continue to be used, adding to erosion. Soltis noted that the NPS grant could fund the stairs, erosion control matting and revegetation materials.

The Board and Council commented that the revised plans have addressed the issues discussed with the concept plan last month.

The Watershed Board made the following motion:

DeVault, seconded by Polasik, moved to approve the plans for the Log House Landing Boat Ramp Project as presented. The motion carried unanimously by those Board members present.

The City Council made the following motion:

Simonson, seconded by Ness, moved to approve the plans for the Log House Landing Boat Ramp Project as presented. The motion carried 4-0.

Soltis explained that the next steps will be to apply for the Army Corps of Engineers' permit. Bid specifications will be drafted and sent to contractors proficient in concrete work. The Council and Watershed Board will meet again jointly to review bids. It's proposed that the project can be awarded in August with work to begin in late September.

ST. CROIX RIVER ASSOCIATION -- NATALIE WARREN PRESENTATION

Natalie Warren introduced herself as an education outreach employee of the St. Croix River Association. Warren will develop resources and work with landowners, real estate developers and local government officials to increase awareness about riverway regulations. She plans to conduct training workshops and build online resources as part of her education outreach. Warren encouraged the Council to participate in the "Workshop on the Water" scheduled for September 14th.

DISCUSSION ON DRIVEWAY PERMITS AND CULVERT REPLACEMENT POLICY

Upon recommendation from City Engineer Goodman, Administrator Soltis explained several options for revisions to the current driveway and culvert installation policy. Adopted in 1999, the policy states that the homeowner is responsible for culvert installation and establishment of vegetation along the driveway. Once final approval is given, the City will then maintain the culvert. Goodman noted that this could have a significant increase to budget dollars and labor to maintain the culvert after deterioration or with having the culvert plugged with sediment or leaves. Goodman's report stated that some communities are moving away from policies like this because of cost and the thought that the culvert was only put in place to serve the property that needed access. Public Works Director Williams said that they have worked on two culverts in the past year, and many are deteriorating from the bottom up.

The Council discussed a cost share approach for culvert replacement in which the property owner pays for the cost of the culvert, and the City cost shares on labor and maintenance when related to drainage flow. Soltis stated that he will work on a revised policy with this approach for further discussion at a future meeting, and also survey what other communities are doing.

DISCUSSION ON POLICY FOR VOLUNTEER ACTIVITIES

Administrator Soltis explained that at the last Parks and Recreation Committee meeting, there was a discussion of projects that could be undertaken by volunteers and a process for recruiting the volunteers. With no set process to identify projects and inform the public about volunteer opportunities, Soltis recommended a policy be established that would solicit, train and follow the guidelines for the insurance coverage that is provided through the League's liability and workers compensation programs. The Council was in consensus to direct staff to prepare a simple policy for discussion at a future meeting.

DISCUSSION ON STATE PERFORMANCE MEASUREMENT PROGRAM

Administrator Soltis explained a voluntary performance measurement program offered through the Office of the State Auditor that reimburses counties/cities that elect to participate \$0.14 per capita in local government aid (approximately \$700 for Scandia). In order to receive the

reimbursement, the city must officially adopt and implement ten performance measures and then report the results of the measures at least annually to the public.

Soltis noted that from the list of 29 standard measures to select from, the City has or could easily obtain the information on at least 10 of them, such as bond rating, emergency services response times and number of calls. Results could be reported in the fall newsletter, and Soltis said there could be a value in tracking the measurements over time and identifying any trends. Soltis stated that if the program can be put together with minimal staff time, it may be on the next Council agenda, as the deadline to participate is July 1, 2016.

DISCUSSION ON REALLOCATION OF FUNDS BUDGETED FOR CITY COUNCIL AUDIO SYSTEMS

At the April Work Session, the Council elected not to proceed with the installation of an audio system in the Council Chambers. Administrator Soltis asked the Council to consider if the \$8,000 in budgeted funds for the audio system should be reallocated for the relocation of the City Hall router and equipment to a more secure location, as recommended by the League's insurance trust to address data security concerns. Soltis provided a cost estimate from Computer Integration Technologies in the amount of \$5,995 to install a rack and move the voice and data connections from the mechanical room to a storage room adjacent to the Chambers.

The Council discussed taking up the project this year or budgeting for 2017, and concluded that the equipment needs to be secured in a timely manner to avoid increased insurance rates, but other bids should be considered. Soltis will contact additional service providers for estimates.

DISCUSSION ON FILLING THE VACANT POSITION ON THE ECONOMIC DEVELOPMENT AUTHORITY BOARD

No applications were received from qualified persons by the May 27th deadline to fill the vacant position on the EDA. Council directed staff to continue to advertise the vacancy with no deadline. It was suggested that a time commitment to the Board may be limiting applicants, and could quarterly meetings be considered. Soltis said that the EDA could discuss their meeting schedule and make a change in their bylaws if desired.

DISCUSSION OF FOREST LAKE CABLE COMMISSION JOINT POWERS AGREEMENT

Mayor Simonson reported that at the May 18th Forest Lake Cable Commission meeting he resigned as the Chair of the Commission. He stated that there is a possibility for dissolution of the Commission and the meeting on June 9th with representatives from Forest Lake, Columbus and Scandia will discuss the future of the Joint Powers Agreement. Simonson said that a resolution will come before the Council this month to either withdraw from the JPA or dissolve the Commission, depending on the outcome of the meeting.

Council member Lee stated that he is a proponent for public access as it gives people a media outlet for those who want to use it. Simonson countered that technology has changed; with the

station issues going on, he sees withdrawal from the Commission as a step to financially protect the City.

ITEMS FOR DISCUSSION AT FUTURE WORK SESSIONS

Council member Lee asked for further discussion on alternative paving materials for road improvements. Soltis noted further discussion of the Log House Landing project in the scope of the Capital Improvement Program could be part of budget talks. Ness recommended the July 6th Work Session be cancelled in lieu of upcoming budget meetings later in the summer.

PUBLIC WORKS DIRECTOR EVALUATION

The Scandia City Council went into a Closed Session under MN Stat. 13D.05, subd. 3(a) for the purpose of conducting an evaluation of Public Works Director Williams.

ADJOURNMENT

Ness, seconded by Schneider, moved to adjourn the meeting.

The meeting adjourned at 9:00 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk