

July 21, 2020

A regular meeting of the Scandia City Council was held on the above date with modifications. Due to the health advisory issued by the State regarding the COVID-19 outbreak, to avoid public gatherings and limit social contact, the meeting was conducted over a virtual meeting platform. All council members and staff who joined the meeting remotely could hear each other and contribute to discussions. City Administrator Cammilleri and City Clerk Eklund were present in the Council Chambers. Cammilleri was the presenter and displayed the meeting materials for participants to view on their remote screens.

Mayor Christine Maefsky called the meeting to order at 7:00 p.m. Roll call was taken. The following were participants to the meeting: Council members Jerry Cusick, Steve Kronmiller, Chris Ness, Patti Ray and Mayor Christine Maefsky. Staff participating: City Administrator Ken Cammilleri, City Planner Evan Monson, City Engineer Ryan Goodman, Fire Chief Mike Hinz, Police Deputy David Peters, City Attorney Chris Nelson, Public Works Director Adam Hawkinson, and City Clerk Brenda Eklund.

### **PUBLIC FORUM**

Dean West, 23157 Lofton Avenue, explained that he would like to use the city-owned lake access located between 23255 and 23257 Lofton Court on Bone Lake, and requested the city clearly mark the boundaries and clear the shoreline of brush. Staff was directed to research the cost of surveying, and the potential to clear the shoreline. It was noted that there is a substantial drainage pipe across the lot, and there could be stormwater easements making public access prohibited.

There were no other public comments.

### **APPROVAL OF AGENDA**

**Ness, seconded by Ray, moved to approve the agenda as presented. Motion carried 5-0 by a roll call vote.**

### **CONSENT AGENDA**

The following Consent Agenda was presented:

- a) Minutes
  - 1) June 16, 2020 Regular Meeting
  - 2) July 1, 2020 Joint Meeting with Planning Commission
  - 3) July 1, 2020 Work Session
- b) Treasurer's Report
- c) Acceptance of Donation
- d) Payment of Vouchers

**Ray, seconded by Ness, moved to approve the Consent Agenda as presented. Motion carried 5-0 by a roll call vote.**

### **POLICE REPORT**

Deputy Peters reported that it has been a busy summer, with a number of water emergencies in the lakes and rivers of northern Washington County. He is working with Tiller Corporation to

install additional signage at their mining site to deter trespassing. Mayor Maefsky expressed her appreciation for the fine job Deputy Peters and the Sheriff's Department is doing in the community.

### **PUBLIC HEARING: LIQUOR LICENSE VIOLATION**

On December 30, 2019, Meisters Bar & Grill, 14808 Oakhill Road North, failed an alcohol compliance check conducted by the Washington County Sheriff's Office, when an employee completed a sale of alcohol to a person under the age of 21. Scandia's Code of Ordinances, Chapter 110, Liquor Regulations, provides that the City Council hold a hearing on a violation of the ordinance or applicable statutes, to consider the violation and the proposed penalty. Owner Scot Taylor stated that this is the first violation in the 15 years he has been in operation, and that he does send all his servers to compliance training each year.

Mayor Maefsky opened the public hearing at 7:25 p.m. There were no comments and the hearing was closed.

City Council discussed the penalties as specified in the ordinance. For a first-time violation in a 3-year period, the business must suspend the sale of alcohol for one day and be fined a minimum civil penalty of \$500. A resolution imposing the penalties was presented.

Council determined that Mr. Taylor choose the suspension date, and to communicate this to staff no later than August 21, 2020. The one-day suspension must occur before July 21, 2021. The resolution was amended with this language.

**Kronmiller, seconded by Ness, moved to adopt Resolution No. 2020-24, Imposing License Suspension and Civil Penalties on Meisters Bar & Grill for Liquor License Violation as amended. Motion carried 5-0 by a roll call vote.**

### **PARK AND RECREATION COMMITTEE**

Park and Recreation Committee Chair Terry Gorham reported that the Committee is researching the replacement of playground equipment located at the Wayne Erickson ballfield for next year. A staff designer with the Comfort Lake-Forest Lake Watershed District has offered to assist with trail planning at Bone Lake Park, proposed to be renamed as "Trollskogen Park". Vinterfest 2021 is in the early planning stages.

Council member Ray reported on the promotion of the new story created by local author Debra Smith installed at the Lilleskogen Storywalk.

### **PLANNING COMMISSION**

***Amended Conditional Use Permit for Big Marine Lake Store to construct a convenience store addition at 19261 Manning Trail North. Pat Reicherts, Applicant. Resolution No. 2020-25***  
Planner Monson presented the recommendation from the Planning Commission to approve an amended Conditional Use Permit to construct an addition to the Big Marine Lake Store and parking area at 19261 Manning Trail North. New sidewalks and other outdoor features would also be added around the new addition. Monson explained that the design conforms to the City's Architectural Guidelines and other criteria for approval. A number of conditions were explained

in a resolution, including the requirement for a staff approved landscape and lighting plan, grading permit and Watershed District permit. Monson noted that Condition #14, to require an annual review, was carried over from a prior permit and could be omitted.

Mayor Maefsky noted that at the public hearing in April, the neighbor to the south requested that a fence be required to protect her property from impacts of the business. Staff explained that the current vegetative conditions meet the ordinance requirement for screening and a requirement for a fence is not mandatory. Mr. Reicherts stated that he is considering a fence in the future but would not want this as a requirement. He agreed to install a 6' fence approximately 200' in length between their properties, just past the storage garage.

Council discussed the City Engineer's conditions to address stormwater runoff and determined that there is sufficient oversight from the Watershed District to address this as well.

**Ray, seconded by Kronmiller, moved to adopt Resolution No. 2020-25, Approving an Amended Conditional Use Permit for the Big Marine Lake Store at 19261 Manning Trail, with an amendment to remove Condition #14. Motion carried 5-0 by a roll call vote.**

***Variances at 12140 196<sup>th</sup> Street North for setbacks from the lake and side yard to replace a residential structure. Jeff Holker, Applicant. Resolution No. 2020-26***

Planner Monson presented the Planning Commission's recommendation to approve a variance to replace a nonconforming structure at 12140 196<sup>th</sup> Street located within the 100' OHWL setback of Big Marine Lake, and within the 20' side setback to the north. The survey showed a general area where the new home is proposed to be located, meeting the required 40' setback from the road as well as the 20' setback from the south property line. At the closest point, the structure could be 38' from the OHWL, and 5.8' from the north property line. A resolution with findings and conditions of approval was presented.

The applicant explained that he spent significant time with his builder revising the first submission that was tabled by the Planning Commission in May, to improve the setback from the lake and be more in line with neighboring properties. Due to challenges related to Covid, he explained that a final design was not yet prepared, but asked to be allowed a general site area to build within. Impervious lot coverage would not exceed 25%.

Council member Kronmiller stated that without seeing a final design, he had concerns that the size of the structure could be out of character with the neighborhood and the 2 lots combined could support too large of a house. Administrator Cammilleri noted the lot coverage limit of 25% which would include the driveway and detached garage. Moving the house closer to the south is limited by a prescriptive drainage easement along the property. Mr. Holker explained that he is proposing to build a modest 1500-1600 square foot residence and is challenged to fit in the well and septic system within the limitations of the wet areas of the property. Kronmiller stated that approving the variance may allow for a future property owner to construct a larger home at some point.

Council member Ray asked if a condition to limit the size of the structure could be made. Attorney Nelson advised that conditions must be related to the variance effects and limiting the size of the home would not apply here.

**Ray, seconded by Ness, moved to approve Resolution No. 2020-26, Approving Variances for 12140 196<sup>th</sup> Street as presented. Motion carried 4-1 by a roll call vote, with Kronmiller opposed.**

### **SCANDIA INTERNET ACTION COMMITTEE**

Internet Action Committee member Marschall Smith reported on the July 9<sup>th</sup> meeting. Midco has begun infrastructure work to connect 230 Scandia homes to its expanded broadband service area. An additional 250 homes could be added next year depending on the outcome of the next DEED grant awards. No firm progress has been made on fixed wireless; however, grant funds only cover wired connections and the terrain in Scandia is not very conducive to wireless transmission.

Council member Ray announced plans for a ribbon cutting ceremony involving the community on September 16<sup>th</sup>. A noon ceremony, Farmers Market activities, a story contest with Scandia Elementary students and a free community dinner are planned.

### **TOURISM COMMITTEE**

Mayor Maefsky reported that the Tourism Committee is investigating potential to relocate the Settlers Monument south of town to a more visible location, as recommended in the tourism assessment. The Committee continues to research a cohesive signage design for use throughout the City, and are reviewing the City's website redesign project.

### **BUILDING OFFICIAL**

The June building activity report was received. Last month 31 permits were issued at a valuation of \$ 2,171,713.00.

### **FIRE DEPARTMENT**

Fire Chief Mike Hinz reported that the department responded to 21 calls in June; 6 fire related, 13 EMS related, and 2 dive calls. One resignation has been submitted by a member of the department and one other is forthcoming.

### ***Approval for Ending Probationary Periods and Pay Increases for Nick Vannelli and Steven Greenhow***

Fire Chief Hinz recommended pay increases for Volunteer Firefighters Nick Vannelli and Steven Greenhow on completion of their one-year probationary period effective June 1, 2020. Greenhow also passed his EMT certification for an additional \$1 wage adjustment and stipend.

**Kronmiller, seconded by Ray, moved to approve a pay increase to \$11.33/hour to Volunteer Firefighter Nick Vannelli effective June 1, 2020. Motion carried 5-0 by a roll call vote.**

**Kronmiller, seconded by Ness, moved to approve a pay increase to \$12.33/hour and \$100 stipend to Volunteer Firefighter Steven Greenhow effective June 1, 2020. Motion carried 5-0 by a roll call vote.**

### **CITY ENGINEER**

City Engineer Goodman reported that the parking lot project at the Fire Station/Public Works site has started and final paving is scheduled for next week.

### ***2020 Street Improvements – Contractor’s Request for Payment No. 3 and Final***

**Ness, seconded by Kronmiller, moved to approve Valley Paving’s Request for Payment No. 3 and Final for the 2020 Street Improvement Project in the amount of \$3,529.38. Motion carried 5-0 by roll call vote.**

### **DIRECTOR OF PUBLIC WORKS**

PW Director Adam Hawkinson provided the monthly activity report for the public works department. A sinkhole was repaired on Quinnell Avenue, and trees cleared after high winds.

### ***Discussion and consideration of Bliss SSTS Nitrate Mitigation***

PW Director Hawkinson explained a plan to treat nitrate pollution in the Bliss septic system by installing equipment that will spread the effluent more evenly among the trenches and adding treatment bacteria to help reduce the nitrates. Hawkinson stated that he is working with the Rural Water Association on the plan, proposed at a much-lowered cost than previous plans for nitrate mitigation. The MPCA mandates that nitrate levels be lowered by 2025 in order to continue to operate.

Quotes from contractors were provided for the excavation and upgrades to the drainfield.

- Smilies - \$6,006.00
- Peterson - \$6,350.00

Bacteria - \$1,050 / year (\$525.00 for the 2020 season).

Hawkinson noted that there are sufficient funds available in the 201 Fund for these costs.

**Ness, seconded by Kronmiller, moved to accept the quote from Smilies for the Bliss Nitrate Mitigation. Motion carried 5-0 by roll call vote.**

### **CITY ADMINISTRATOR**

### ***Discussion on agreement with Abdo Eick & Meyers for accounting assistance***

City Treasurer Firkus explained that the increasing complexity of the accounting programs has led to a cash balance discrepancy that she is having difficulty reconciling. City Administrator Cammilleri recommended the firm of Abdo Eick & Meyers be put on a retainer to provide professional accounting assistance over the next few months. The initial deposit of \$3,000 will cover 20 hours of an Accounting Specialist’s support. The additional \$300 per month is a budgetary suggestion to allow 2 hours per month of additional short-term assistance moving forward until balancing issues are resolved and standard operating procedures put in place. There are unused funds in the administration budget for travel and training to cover the expense.

Council member Kronmiller said he supports improvements and programs that give staff the tools to deal with issues in their work.

**Kronmiller, seconded by Ray, moved to approve the Accounting Consultation Contract with Abdo Eick & Meyers and a retainer of \$300/month until the end of the year. Motion carried 5-0 by roll call vote.**

***CARES Act Expenditure Plan and Business Grant Program Discussion***

City Administrator Cammilleri reported on the City's award of \$311,000 for Covid related expenses through the CARES Act. Staff estimates use of \$20,000-\$25,000 be set aside for City costs related to Covid, with the remainder made available to Scandia businesses through the Small Business COVID-19 Relief Fund grant program administered by the Washington County CDA.

Cammilleri proposed that improvements be made to City Hall, such as installing a no-contact service window in the vestibule which would qualify as expenses under this CARES grant, in addition to employee leave and purchase of PPE for all departments.

***Administrator Report***

City Administrator Cammilleri reported that staff is preparing for the August 11 Primary Election. The website describes how voters can vote early for this year's elections.

**ADJOURNMENT**

**Ness, seconded by Ray moved to adjourn the meeting. Motion carried 5-0 by roll call vote.**

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Brenda Eklund  
City Clerk