

September 20, 2011

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 Dave Hebert, City Engineer Ryan Goodman, Building Official/Maintenance Supervisor Steve Thorp, Police Deputy Chris Majeski, Fire Chief Jim Finnegan, Treasurer Colleen Firkus and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

Dolores Peterson, 21396 Olinda Trail, addressed the council with comments about an issue that came forth at the August 16, 2011 council meeting. Building Official/Maintenance Supervisor Steve Thorp had noted that a private septic system had been installed on city property located on Lofton Court, with no supporting documentation of this in city records. As the former Township Clerk, Ms. Peterson stated that 3 or 4 tanks were installed for property owners who did not have room on their property for on-site septic. The owners paid for the installation and to her knowledge, are responsible for maintenance of the system. Ms. Peterson also stated that during her time as Clerk, the Washington County Department of Public Health and C&B Septic provided wonderful service, with C&B occasionally donating their service. Ms. Peterson commented on the condition of the landscaping at the Firehall/Public Works building.

APPROVAL OF THE AGENDA

Mayor Simonson noted two additions to the agenda: Item 8.f)2 Discussion of an amendment to the AECOM Cost Agreement, and Item 8.f)3 Overnight travel for City Administrator Hurlburt. Council member Swanson added Agenda Item 9.e) Landscape discussion. **Simonson, seconded by Ness, moved to approve the agenda as amended. The motion carried 5-0.**

CONSENT AGENDA

The following Consent Agenda was presented:

a) Minutes

- 1) August 16, 2011 Regular Meeting
- 2) August 23, 2011 Special Meeting
- 3) August 30, 2011 Special Meeting
- 4) September 13, 2011 Work Session

b) Treasurer's Report

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|------------------------------|---------------------|
| Beginning Balance 08/01/2011 | \$2,731,387.57 |
| Receipts | + <u>40,172.57</u> |
| Expenditures \$160,881.06 | |
| Payroll <u>31,802.63</u> | - <u>192,683.69</u> |
| Ending Balance 08/31/2011 | \$2,578,876.45 |

c) Payment of Vouchers

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 reported that trees in the parking lot area of Lilleskogen Park are being cleared. The boundary sign installation at Wind in the Pines Park is proceeding during volunteer work days. The Park Committee is monitoring an Eagle Scout project (installation of a walking bridge) on County property at the Hay Lake School site.

2011 Summer Recreation Program

Park and Recreation Coordinator Laurie Monson presented a report on the Summer Recreation Program. The classes were well attended and positive feedback was received from parents. Partnering with Camp Lakamaga went smoothly and there are plans to expand the day camp offerings for next summer.

PLANNING COMMISSION

Subdivision Regulations: Ordinance No. 128

City Planner Sherri Buss provided an overview of Ordinance No. 128, an Amendment to the Scandia Development Code Chapter 3 – Subdivision Regulations. The Planning Commission has been reviewing the major re-write of this portion of the development code since May 2011. A public hearing was held on September 6 at which no public comments were received. The Planning Commission recommended that the ordinance be adopted.

Planner Buss summarized the key changes contained in this ordinance. Platting will be required for the recording of minor subdivisions, rather than by metes and bounds descriptions. This will more accurately record land descriptions and have long-term benefits for the landowners. Section 6 has simplified the requirements of minor subdivisions. Lot line adjustments and consolidations can be handled by a simpler administrative procedure. The park dedication requirements were revised to reflect a fair and appropriate contribution to the development of the city's parks, trails and open space. Based on a Park Dedication Needs Analysis, it was recommended that a 5% land dedication value and a cash-in-lieu of land park dedication fee of \$3,000 per unit be established. The ordinance also makes reference to updated Engineering Design Standards, a document which establishes minimum design standards for public and private improvements in new subdivisions.

Simonson, seconded by Ness, moved to accept the recommendation of the Planning Commission and adopt Ordinance No. 128, an Amendment to the Scandia Development Code Chapter 3 –Subdivision Regulations. The motion carried 5-0.

Simonson, seconded by Swanson, moved to adopt Resolution No. 09-20-11-01, Approving Summary Publication of Ordinance No. 128. Mayor Simonson called for a roll call vote. Ness – aye; Amos – aye; Swanson – aye; Schneider – aye; Simonson – aye. The motion carried 5-0.

Ness, seconded by Swanson, moved to adopt Resolution No. 09-20-11-02, Approving Engineering Standards and Detail Specifications. The motion carried 5-0.

Council member Ness commended the Planning Commission for their time and effort on bringing forth a final ordinance. Ness noted the cooperation of everyone involved with this work.

POLICE DEPARTMENT

Deputy Chris Majeski reported that he is investigating a theft of construction material on Newberry Court, a dog bite incident, theft of a boat motor, the recovery of a stolen vehicle in the Bliss addition, and a burglary in which a suspect was apprehended. There have been no leads in the investigation of the vandalism to the dala horse statue which occurred on the Community Center grounds after the Taco Daze event.

FIRE DEPARTMENT

Fire Chief Jim Finnegan reported that the department responded to 22 calls in August. Staff recently attended training on the County's Code Red notification system. The generator on Engine 5176 has been repaired. Auto extrication equipment has been purchased with donations from the Scandia-Marine Lions and local businesses. The department participated in a youth Mudfest held at a local residence. Volunteer firefighters donated their time and funds. Chief Finnegan stated that the Fire Department will be hosting the annual Open House on October 11 from 5-7 p.m., and the Safe Halloween Event on October 31 from 5-8 p.m.

Accept Donations from Scandia-Marine Lions Club and Scandia Fire Relief Association (Resolution No. 09-20-11-03)

Ness, seconded by Amos, moved to adopt Resolution No. 09-20-11-03, Accepting Donations from the Scandia-Marine Lions Club and the Scandia Fire Relief Association, Approving Purchase of Rescue Equipment and Making Related Amendments to the 2011 City Budget. The motion carried 5-0.

CITY ENGINEER

Contractor's Request for Payment #1, 2011 Seal Coat Project

City Engineer Ryan Goodman recommended approval of Payment #1 in the amount of \$174,551.24 to Allied Blacktop Company for the 2011 Seal Coat project, for the work completed to date. Five percent retainage remains for the completion of road striping and one additional sweeping. **Simonson, seconded by Schneider, moved to approve Pay Request #1 to Allied Blacktop Company in the amount of \$174,551.34 for the 2011 Seal Coat Project. The motion carried 5-0.**

BUILDING OFFICIAL/MAINTENANCE SUPERVISOR

Building Official/Maintenance Supervisor Steve Thorp reported on building and public works activity. A portion of Melanie Trail requires repair. Thorp recommended that the broken asphalt be removed and filled with Class 2 gravel. The source of the deterioration is clay soil and poor drainage. The Maintenance Workers will rent a skid-steer to perform this work.

Simonson, seconded by Ness, moved to accept the recommendation to repair a portion of Melanie Trail by removing the broken asphalt and filling with Class 2 gravel. The motion carried 5-0.

Mayor Simonson asked about sign retroreflectivity requirements. Thorp reported that the federal requirements have been pushed back a few years, and signs will no longer need to be replaced all at once.

CITY ADMINISTRATOR

Draft of Fall City Newsletter

City Administrator Anne Hurlburt presented a draft of the fall city newsletter. The newsletters will be mailed to all city residents on approximately September 30th. Consensus of the council was approval of the draft with no corrections or additions being necessary.

Amendment to the AECOM Cost Agreement

Leslie Knapp, consultant with AECOM on the Zavoral Mining and Reclamation EIS, has requested that the cost agreement be amended to include additional work outside of the original scope of the EIS project. This work will be necessary to remain on schedule for delivering a draft EIS in November. The cost for additional noise impact studies is projected to be near \$7,000. Tiller Corporation is responsible for all costs of the EIS. City Administrator Hurlburt stated that an official amendment to the contract agreement will be forthcoming.

Overnight Travel to Attend Training

City Administrator Hurlburt will be attending a Water and Sewer rate setting workshop in St. Cloud on October 13th. This training will assist with setting a rate schedule for the Uptown Sewer System. Policy requires that overnight travel be pre-approved by the Council. **Simonson, seconded by Amos, moved to approve overnight travel accommodations for City Administrator Hurlburt to attend a Water and Sewer workshop on October 13, 2011.**

Council member Swanson stated that attendance at the workshop will be beneficial, but was opposed to providing overnight accommodations. Council member Schneider also voiced his opposition.

Mayor Simonson called for a voice vote on the above motion. Amos – aye; Swanson – nay; Schneider – nay; Ness – aye; Simonson – aye. The motion carried 3-2.

2012 EMPLOYEE HEALTH INSURANCE PLAN (RESOLUTION NO. 09-20-11-04)

The City received a rate quote for employee health insurance coverage through Blue Cross/Blue Shield for 2012. The Council discussed the 7.5% rate increase at their August 30 budget work session. Council directed staff to accept the quote for the current plan and to continue the city's contributions to premiums and health savings accounts in 2012 the same as in 2011. Hurlburt presented the resolution accepting this health care plan. **Simonson, seconded by Ness, moved to adopt Resolution No. 09-20-11-04, Establishing City Contributions to Employee Health Insurance Benefits for 2012. The motion carried 5-0.**

SEASONAL ICE RINK STAFFING

Staffing for the 2011-12 ice skating season was discussed. John Beattie will return as Skating Manager (pay rate of \$10.88 per hour) and Mike White will return as Ice Rink Maintenance Worker (pay rate of \$12.86 per hour). Matt Rasmussen will be available as a back-up Maintenance Worker (pay rate of \$10.00 per hour). It is anticipated that some of the previous year's attendants will not return. A starting pay rate of \$7.25 per hour, with an additional \$0.25 per hour for each prior year experience, was recommended. Staff will advertise and hire Ice Rink Attendants. **Simonson, seconded by Swanson, moved to authorize hiring part-time seasonal employees for the 2011-12 skating season. The motion carried 5-0.**

OLINDA TRAIL / VILLAGE CENTER PARKING

The issue of on-street parking in the Village Center during the winter season came before the Council once again. This discussion was continued from the April and May council meetings. Building owners Susan Rodsjo and Wayne Schmitt were present to provide their input on the options that they have worked out with their tenants. The council could request that Washington County post Olinda Trail (County Road 3) with "No Overnight Parking" signs, but Ms. Rodsjo stated that this would be a hardship for the tenants of her building. Ms. Rodsjo has included a clause in the rental lease that tenants must find alternate parking during the hours of a snow event so that the County plow trucks can clear the road without having to go around vehicles and leave large snow piles behind. It was the large piles of remaining snow that made parking conditions difficult for business owners last season.

Wayne Schmitt stated that he is sympathetic to Ms. Rodsjo's position, and is satisfied that the problem should be lessened this year as the business van owners are no longer occupants to his adjacent building.

Council agreed to postpone a request to have Washington County post "No Parking" signs at this time. Mayor Simonson stated that this discussion could be revisited if it becomes a problem in the future.

Ms. Rodsjo requested that the City explore long-term parking expansion needs for the Village Center. Council member Ness thought that purchasing land would be too expensive, but encouraged Rodsjo and Schmitt to investigate space behind the uptown buildings.

RESPONSES TO REQUEST FOR PROPOSALS, AUDIT SERVICES

At the July 19 meeting, the Council authorized release of a Request for Proposals (RFP) for audit services for 2011, 2012 and 2013. Ten responses were received by the September 14 deadline.

Staff reviewed the proposals and had concerns that the two lowest cost proposals did not have the appropriate qualifications. LarsonAllen's proposal was \$65,925 over 3 years. This is \$1,075 less than the proposal they submitted in June. Not including the two lowest proposals, the other firms range from \$58,276 to \$70,500.

Staff recommended that LarsonAllen be retained as the city's auditor. They have served as the city's auditing firm since 2007, and have a good working relationship with the city. Changing

firms takes considerable amount of staff time. The potential cost savings is small compared to the cost and risk of transitioning to a new firm.

Council member Schneider stated that firms with lower proposals should be looked at. A savings of up to \$10,000 could be achieved. City Administrator Hurlburt expressed concerns about a small staff and their availability through the year to address finance issues. Treasurer Firkus agreed that it is important to have knowledgeable auditors who can keep pace with changing government accounting practices and have experience with federal accounting rules.

Mayor Simonson stated that a solid working relationship is important and that a lower bid is not always the best thing. Simonson stated that he was in favor of retaining LarsonAllen as the city auditor.

Simonson, seconded by Amos, moved to accept the proposal for audit services from LarsonAllen.

Council member Schneider requested that the city conduct interviews with a few of the lower cost firms. Council member Ness agreed that cost savings are important and other firms should be looked at.

Council member Swanson stated that continuity is an important factor in this decision.

City Administrator Hurlburt explained that the quote proposals are based on assumptions, and could change based on any significant changes in staffing or other circumstances.

Mayor Simonson called for a roll call vote on the above motion of retaining LarsonAllen as city auditor. Swanson – aye; Schneider – nay; Ness – nay; Amos – aye; Simonson – aye. The motion carried 3-2.

LANDSCAPING DISCUSSION

Council member Swanson stated that the city should consider getting assistance with trimming the shrubs around the city buildings. City Administrator Hurlburt stated that the maintenance crew has been taking care of this, but perhaps not to everyone's liking. The overgrown birch tree in front of the Community Center does need extreme trimming yet this fall.

ADJOURNMENT

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

The meeting adjourned at 8:45 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk