

January 16, 2018

A regular meeting of the Scandia City Council was held on the above date. Mayor Christine Maefsky called the meeting to order at 7:00 p.m. Following the Pledge of Allegiance, roll call was taken. The following members were present: Council members Bob Hegland, Steve Kronmiller, Chris Ness, Jim Schneider and Mayor Christine Maefsky. Staff present: City Administrator Neil Soltis, City Engineer Ryan Goodman, City Attorney Andy Pratt, Fire Chief Mike Hinz, Public Works Director Adam Hawkinson and Deputy Clerk Brenda Eklund.

**PUBLIC FORUM**

Mary Burke, President of the Marine Library Association, reported on the highlights and activities occurring at the Marine Community Library. A 6-year birthday event is being held this month, with documentary film showings, author talks, and children’s programming as upcoming events. The library is 100% volunteer driven and offers an extensive catalog of books and materials to area residents.

Lon Purden of the Washington County Veterans Service Office, explained their role in providing assistance to veterans, their dependents and survivors in applying for federal, state and local benefits. Disability compensation, VA healthcare, education benefits and assistance with military records are some of the many resources the office can assist with. Staff can meet with veterans at any of the three County Service Centers.

**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) December 19, 2017 Regular Meeting
  - 2) January 3, 2018 Work Session
- b) Treasurer’s Report

Beginning Balance 12/1/2017	\$3,381,700.73
Receipts	\$80,072.55
Expenditures \$160,191.33	
Payroll <u>\$23,992.09</u>	\$(184,183.42)
Adjustments: Tax Settlement	\$1,042,465.60
VISA rewards	\$825.00
delete old checks	<u>\$27.20</u>
Ending Balance 12/31/2017	\$4,320,907.66
- c) Payment of Vouchers
- d) Designate Depositories of City Funds – Resolution No. 01-16-18-01
- e) Ratify Surety and Blanket Bonds – Resolution No. 01-16-18-02
- f) Step increase – Treasurer
- g) Temporary On-Sale Liquor License, Scandia Fire & Rescue Relief Association (February 24, 2018)

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

## **PARKS AND RECREATION COMMITTEE**

### ***Update on 2018 Vinterfest Event***

PRC Chair Terry Gorham reported that promotions are underway for the January 27, 2018 Vinterfest event. A pancake breakfast, snow sculpture contest, hockey tournament, crafts, and evening fireworks are part of the day's activities.

### ***Art in Action Summer Program***

Staff was contacted last year about hosting a week-long summer arts camp for children ages 5-12 conducted by St. Croix Festival Theatre, who would handle all marketing, registrations and materials. The PRC Committee recommended donating space at the Community Center for the half-day camp. Mayor Maefsky said that it is a wonderful program and she was very pleased that it could be offered in Scandia. Administrator Soltis stated that the Community Center policy allows recreational activities for local groups at no cost. **Hegland, seconded by Kronmiller, moved to approve the donation of space at the Community Center to St. Croix Festival Theatre for the Art in Action summer program. The motion carried 5-0.**

### ***Advertising Signage on the Hockey Rink***

PRC Chair Gorham explained that the Committee has been discussing the feasibility of offering area businesses the opportunity to advertise using signage fastened to the inside of the rink boards. Guidelines were presented detailing the cost of \$200 a year/\$500 for 3 years, materials, and size of the signage. All proceeds would go to support the Wojtowicz Skate Park. Council member Schneider questioned the durability and safety of the signs. Mayor Maefsky said she likes the white simplicity and Scandinavian feel of the rink as it is now, and sees problems with splashing ads on the rink. She said it's good to raise money for the rink, but asked about alternative ways to do this like hosting a hockey tournament or by other means.

Gorham said the Committee could work with a designer to keep the ads consistent and simple in appearance, and return with an example along with clarifications to the guidelines.

## **PLANNING COMMISSION**

### ***Ordinance No. 192 – Procedures for the Review of Concept Plans for Conditional Use Permits***

Planner Buss presented the recommendation from the Planning Commission to approve an amendment to the procedures for conditional use permits that allow for an optional pre-application concept plan review by the Planning Commission. Council member Kronmiller asked if the concept plan review is prior to the formal 60-day review of the application. Buss explained that it is not part of the 60-day statutory review period for applications. Kronmiller liked the idea, as did Council members Ness and Schneider who commented that it could save money for applicants.

**Kronmiller, seconded by Hegland, moved to approve Ordinance No. 192, Amending the Development Code, Chapter 1, Section 8, Conditional Use Permits as presented. The motion carried 5-0.**

**Ness, seconded by Hegland, moved to approve Resolution No. 01-16-18-03, Providing for the Summary Publication of Ordinance No. 192. The motion carried 5-0.**

***Ordinance No. 193 – Accessory Solar Energy Systems***

Planner Buss presented the recommendation from the Planning Commission to approve Ordinance No. 193, amending Chapter 1, Section 4.2 (definitions) and Chapter 2, Section 4.33 of the development code that would regulate solar energy systems that are accessory to the primary use of the property. Buss summarized that systems up to 800 square feet in size are permitted with approval of a building permit and should be sufficient in size to meet residential needs. Systems larger than 800 square feet will require a conditional use permit with appropriate screening for ground-mounted systems located within 100' of a roadway.

Council member Schneider asked if there is a limit in size when a CUP is necessary for the solar system. Buss answered that there is not an upper limit, only that the system supplies power primarily to the user on the property. Administrator Soltis added that farms will have more room to screen a larger solar system. Council member Ness asked if only a building permit is needed for accessory systems up to 800 square feet. Soltis replied that review of the site plan for zoning compliance is part of the approval for a building permit.

**Ness, seconded by Hegland, moved to approve Ordinance No. 193, Amending the Development Code, Chapter 1, Section 4.2 -- Definitions, and Chapter 2, Section 4.33 – Passive Solar Energy Systems. The motion carried 5-0.**

**Kronmiller, seconded by Hegland, moved to approve Resolution No. 01-16-18-04, Providing for the Summary Publication of Ordinance No. 193. The motion carried 5-0.**

**BUILDING OFFICIAL**

The December building activity report was received from Building Official Chuck Preisler. 2017 ended with a total of 741 permits issued at a valuation of \$28,842,193. Administrator Soltis noted that 22 new single-family construction permits were issued last year, the highest number since 2005.

**POLICE DEPARTMENT**

Council received the December police activity report.

**FIRE DEPARTMENT**

Fire Chief Mike Hinz reported on year-end statistics – 215 total calls in 2017. Of these, 146 were medical calls, 66 were fire related, and 3 were dive calls. The department responded to 4 snowmobile accidents in the past few weeks.

**CITY ENGINEER**

City Engineer Ryan Goodman reported on the County's response to the comments Goodman provided to the County's five-year Capital Improvement Plan. Pavement replacement is scheduled on Manning Avenue from County 4 to Highway 97 in 2020, with agreement to coordinate intersection improvements with the state. Goodman's firm will be participating in the Vinterfest event by judging and providing awards for the snow sculpture contest.

### **CITY ATTORNEY**

City Attorney Andy Pratt reported that his colleague Dan Burns is working on a small cell wireless ordinance for the city.

### **DIRECTOR OF PUBLIC WORKS**

Public Works Director Adam Hawkinson reported that bright white coloring has been added while flooding the rink to help to retain the ice on the north end, a window repair was done at the warming house after being hit with a hockey puck, and the County Sentence-to-Serve program will continue buckthorn removal at Lilleskogen Park this winter this winter. Council member Hegland suggested a net be installed at the northeast corner of the rink to protect the warming house from errant pucks.

### **CITY ADMINISTRATOR**

City Administrator Neil Soltis reported that Hillcrest Animal Hospital has given a 60-day notice to end the agreement for animal impound services after February 28, 2018. Animal Control Officer Sherrill Reid has indicated her resignation to coincide with a new contract forthcoming from her replacement, Companion Animal Control (Brittany Harmon). Soltis has not received a response from Stillwater finance or fire regarding the source of data to use in the allocation formula to proceed with a new fire contract with May Township. Soltis will meet this week with GreenStep program staff regarding the city's progression to a Step 3 designation. Mayor Maefsky relayed that MPCA staff Philipp Muessig said the city's volunteer policy is the best he has ever seen.

### **AUTHORIZATION TO PREPARE PLANS AND SPECIFICATIONS FOR THE 2018 ROAD IMPROVEMENT PROJECT**

City Engineer Goodman requested formal authorization for preparation of plans and specs for bids for the 2018 road improvement project. Estimated project costs are \$6,425,650. A schedule was presented for bids to go out next month and to award a contract at the April 17, 2018 Council meeting. **Hegland, seconded Schneider, moved to authorize preparation of plans and specifications for the 2018 Street Improvement Project. The motion carried 5-0.**

### **CALL FOR PUBLIC HEARING ON THE SALE OF GENERAL OBLIGATIONS BONDS TO BE ISSUED FOR THE 2018 STREET IMPROVEMENT PROJECT (RESOLUTION NO. 01-16-18-05)**

Attorney Pratt explained that state law requires a public hearing if general obligation bonds are to be issued for a street reconstruction project. The city's Capital Improvement Plan and 2018 budget were approved based on the issuance of \$4,400,000 of debt to finance a portion of the 2018 road project. Administrator Soltis noted the schedule provides for the closing on the 20-year bonds at the June 19, 2018 Council meeting, with proceeds available to pay any contractor invoices that may be approved at that meeting.

**Hegland, seconded by Ness, moved to approve Resolution No. 01-16-18-05, Calling for a Public Hearing on a Street Reconstruction Plan and Preliminarily Authorizing the Issuance and Sale of General Obligation Street Reconstruction Bonds. The motion carried 5-0.**

**AGREEMENT WITH GRAYBAR ELECTRIC FOR LED LIGHTING IMPROVEMENTS IN THE COMMUNITY CENTER BUILDING**

The 2018-2022 CIP and 2018 Capital Improvement budget appropriated funds in the amount of \$33,000 for the conversion of fluorescent lighting in the Community Center to LED lighting fixtures. Administrator Soltis presented a quote from Graybar Electric for purchase and installation that was obtained through a US Communities contract which was publicly bid and consistent with the City's purchasing policy. With incentive savings from Xcel Energy, the cost of the project is reduced to \$28,216.21. Soltis explained that annual energy savings are estimated at \$3,500 and the savings will be used to repay to the Capital Improvement Fund. The estimated 8 year payback is based on energy savings alone and the actual payback will be less based on maintenance savings.

**Hegland, seconded by Kronmiller, moved to approve the agreement with Graybar Electric for LED Lighting Improvements in the Community Center building. The motion carried 5-0.**

**TKDA 2018 RATE SCHEDULE FOR PLANNING SERVICES**

Planning firm TKDA submitted a 2018 rate schedule with a slight increase to the hourly rate for Senior Planner and no increase to the meeting rate. Administrator Soltis explained that many planning costs are billed back to the applicants. The budget for planning services in 2018 is \$30,000.

**Hegland, seconded by Ness, moved to approve the 2018 rate schedule with TKDA. The motion carried 5-0.**

**BIG MARINE LAKE ASSOCIATION LETTER OF SUPPORT**

As in past years, the Big Marine Lake Association has requested a letter of support to accompany their Aquatic Invasive Species grant request to Washington County. Council members Kronmiller and Ness noted the group's successful reduction of milfoil in Big Marine Lake by using new technology such as root ball injection methods.

**Ness, seconded by Kronmiller, moved to approve a letter of support to the BMLA for 2018 AIS County grant funds. The motion carried 5-0.**

**DESIGNATE OFFICIAL NEWSPAPER**

State law requires that cities designate an official newspaper at the annual meeting for the publication of notices and ordinances. Last year the Country Messenger was the official newspaper. Two bids were solicited from staff to serve as the city's legal newspaper for 2018, the Country Messenger and the Forest Lake Times. Council member Ness noted that the Times has ended their free distribution and is now a subscription newspaper. Mayor Maefsky said that both papers do a very good job reporting on city matters.

**Kronmiller, seconded by Ness, moved to designate the Country Messenger as the legal newspaper for 2018. The motion carried 5-0.**

**APPOINT ACTING MAYOR FOR 2018**

State law requires the appointment of an acting mayor to perform the duties of mayor in their absence.

**Schneider, seconded by Ness, moved to appoint Council member Kronmiller as Acting Mayor for 2018. The motion carried 5-0.**

**SUMMARY OF JANUARY 3, 2018 CLOSED SESSION**

The Council went into Closed Session at the end of their January 3<sup>rd</sup> Work Session for the purpose of conducting an evaluation of City Administrator Soltis. Mayor Maefsky stated that the City Council was unanimous in opinion that the Administrator's performance was exemplary.

**ADJOURNMENT**

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

The meeting adjourned at 8:12 p.m.

Respectfully submitted,

Brenda Eklund  
Deputy Clerk