

January 21, 2014

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 Dan Lee, Chris Ness, Jim Schneider, Sally Swanson and Mayor Randall Simonson. Staff present: City Administrator Kristina Handt, City Attorney Nick Vivian, City Engineer Ryan Goodman, Police Deputy Chris Majeski, Fire Chief Mike Hinz, Public Works Director Tim Kieffer, Treasurer Colleen Firkus and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

There were no public comments.

APPROVAL OF AGENDA

Council member Ness requested that Consent Agenda Item 5.j) Resolution to Create Local Road Improvement Fund, be moved to General Business Agenda Item 9.i). **Ness, seconded by Lee, moved to approve the agenda as amended. The motion carried 5-0.**

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) December 17, 2013 Regular Meeting
 - 2) January 8, 2014 Work Session
- b) Treasurer's Report

Beginning Balance 12/01/2013	\$2,262,909.41
Receipts	+ <u>1,051,001.37</u>
Expenditures \$145,295.13	
Payroll <u>33,942.26</u>	- <u>179,237.39</u>
Ending Balance 12/31/2013	\$3,134,673.39
- c) Payment of Vouchers
- d) Approve Official Depositories (*Resolution 01-21-14-01*)
- e) Ratify Surety and Blanket Bonds (*Resolution 01-21-14-02*)
- f) Appointment to Forest Lake Cable Television Commission (*Resolution 01-21-14-03*)
- g) Appoint Acting Mayor for 2014
- h) Step Increase, Treasurer
- i) Update to Fire Department Operational Policy

Mayor Simonson noted the addition of two checks to 5.c) Payment of Vouchers. **Ness, seconded by Lee, moved to approve the Consent Agenda as amended. The motion carried 5-0.**

PARKS AND RECREATION COMMITTEE

2013 Annual Report

Parks and Recreation Committee Chair Greg Zauner presented an annual report which documented the 2013 accomplishments and set goals for the coming year. Zauner stated that improvements to Lilleskogen Park are the primary goals for 2014. Mayor Simonson noted the many activities taken on by the Committee in the past year. **Lee, seconded by Ness, moved to approve the Park and Recreation Committee's 2013 Annual Report. The motion carried 5-0.**

BUILDING OFFICIAL

The Council received Building Official Tim Okan's report on building activity through the end of 2013. One hundred twenty-one permits were issued, with a net income to Scandia of \$74,738.91. Administrator Handt noted that this was up greatly as compared to 2012 building permits.

POLICE DEPARTMENT

Deputy Chris Majeski reported on recent police activity. Intoxicated parties were discharging firearms near 220th Street and also near Lofton Avenue; two vehicle break-ins occurred with theft of wallets and subsequent use of credit cards which is being investigated.

FIRE DEPARTMENT

Fire Chief Mike Hinz reported that the department responded to 8 calls in December, all EMS related. The department participated in a house burn training exercise in St. Croix Falls on December 14th. The new recruits have all passed their EMT practical exams and are preparing to take the National registry tests. Hinz will present a recap of 2013 calls at the February Council meeting. Hinz is continuing to pursue the status of the Lakeview Ambulance contract.

CITY ENGINEER

City Engineer Ryan Goodman reported that he met with Washington County to discuss planned improvements for Lofton Ave/TH 97 turn lanes and offered a preliminary schedule. Design plans will be finalized this spring, with construction of the turn lanes and roadway improvements to begin this summer. Bolton & Menk staff will participate in Vinterfest activities on February 1st.

CITY ATTORNEY

City Attorney Nick Vivian explained that he has worked with staff on the updated parking ordinance. Attorney Pratt is reviewing the question of density requirements as brought up by the Planning Commission.

DIRECTOR OF PUBLIC WORKS

Public Works Director Tim Kieffer presented the activity report for his department. Tree trimming is ongoing through the winter months.

CITY ADMINISTRATOR

City Administrator Kristina Handt reported that 37 Maintenance Worker applications were received by the January 17 deadline. She and Kieffer will narrow down the list and schedule interviews with the top applicants. Handt explained that the EDA was approved to receive 32 hours of technical assistance through the Blandin Foundation to explore improved broadband connections in Scandia, which would be beneficial to home based businesses.

ACCEPTANCE OF DONATION FROM SCANDIA FIRE RELIEF ASSOCIATION FOR STRUT KIT (RESOLUTION NO. 01-21-14-05)

Fire Chief Hinz explained that the Scandia Relief Association will fund the purchase of a strut kit which will be used by the department to stabilize vehicles in an automobile accident. The donation in the amount of \$5,458.09 has been made to the City for purchase of the equipment to allow for the new sales tax exemption savings. **Ness, seconded by Lee, moved to approve**

Resolution No. 01-21-14-05, Accepting Cash Donation from the Scandia Fire Relief Association for a Strut Kit. The motion carried 5-0.

SETTING A PUBLIC HEARING ON A STREET VACATION (RESOLUTION NO. 01-21-14-06)

City Administrator Handt provided a survey of the proposed street vacation of portions of Birch Lane as requested by Steve Kronmiller, 13450 188th Street, at the November work session. This process had begun in 2001 with the 188th Street realignment but has halted due to federal restrictions on the drainfield property that was purchased with “201” wastewater grant funds. This was not communicated to the affected property owners and Mr. Kronmiller explained that he is hopeful to proceed in order to provide permanent roadway access to affected properties.

Handt explained that the survey shows portions of Birch Lane that could be vacated while maintaining access to Big Marine Lake, and that a 60 foot right of way would be maintained along 188th Street. State statute requires a public hearing for a street vacation which would be scheduled for February 18th. Handt stated that additional information would be gathered for the public hearing.

Simonson, seconded by Lee, moved to approve Resolution No. 01-21-14-06, Setting a Public Hearing on a Vacation. The motion carried 5-0.

ORDINANCE NO. 151: AN ORDINANCE REPEALING ORDINANCE NOS. 16 AND 43 AND REGULATING THE PARKING OF VEHICLES IN THE CITY

As discussed at the January work session, amendments to the existing parking ordinances were prepared. Administrator Handt explained that restrictions will apply to all roads within the City, with language to prohibit parking on any street until snow removal is complete. The restrictions will be in place from November 1 to April 30. Parking of recreational vehicles on streets will be limited to 24 hours, and parking within 15 feet of a mailbox is prohibited Monday through Saturday. Violators will be guilty of a petty misdemeanor, and any necessary towing will be at the owner’s expense.

Simonson, seconded by Lee, moved to adopt Ordinance No. 151, Regulating the Parking of Vehicles in the City and Repealing Ordinance Nos. 16 and 43. The motion carried 5-0.

RESOLUTION FOR SUMMARY PUBLICATION OF ORDINANCE NO. 151 (RESOLUTION NO. 01-21-14-07)

Simonson, seconded by Swanson, moved to approve Resolution No. 01-21-14-07, Providing for the Summary Publication of Ordinance No. 151. The motion carried 5-0.

PURCHASE OF NEW DUMP TRUCK WITH PLOW

Public Works Director Kieffer summarized the proposal to purchase a single axle Mack truck with plow attachments, as presented to the Council at the January 8 work session. An Equipment Certificate was issued in 2013 of which \$200,000 was designated for the purchase of a new dump truck to replace the 1997 Ford truck.

Simonson, seconded by Swanson, moved to approve the purchase of a Mack dump truck with Towmaster attachments for \$189,841.30.

Council member Schneider stated that he continues to be against this purchase as it is a waste of money since there are two capable trucks, the road grader, and two pickup trucks to handle snow removal. Schneider said the money could be used more wisely elsewhere.

Council member Lee stated his agreement that the funds could go towards other needed equipment.

Council member Ness said that the roads are not nearly as good with two plow routes, and a third truck is needed.

Council member Swanson added that the purchase has been carefully planned for and compared the miles of roads per truck to the County, which averages 25 miles/truck. Scandia has over 90 miles of roads to clear.

Mayor Simonson added that there have been many discussions on this issue and called for a roll call vote.

Ness – yes; Swanson – yes; Schneider – no; Lee – no; Simonson – yes. The motion to purchase a new plow truck carried 3-2.

PURCHASE OF ELECTRONIC DATA STORAGE SYSTEM

Electronic data storage was presented to the Council at their April 2013 work session, and funds were dedicated in the 2014 budget in the Capital Improvement Fund for this purpose. Treasurer Colleen Firkus presented a proposal from Crabtree Companies for the purchase of electronic data storage software and equipment at a cost of \$12,709.69. This includes the purchase of a Banyon auto-indexing module to allow for automatic coding and filing of all payments into the document storage system. Firkus explained that Toshiba's Docuware system was also researched, but it did not have the capabilities, customer support and municipal experience offered by Crabtree's Laserfiche system.

Council member Schneider asked what annual charges will occur once the system is installed. Firkus stated that annual maintenance charges will be \$1,193.

Council member Lee stated that this should be a time saver for staff. Firkus agreed that document retrieval and storage will be more efficient.

Simonson, seconded by Swanson, moved to approve the purchase of the Crabtree Laserfiche system and Banyon Module at a cost of \$12,709.69. Simonson called for a roll call vote: Swanson – yes; Schneider – yes; Lee – yes; Ness – yes; Simonson – yes. The motion carried 5-0.

DESIGNATE OFFICIAL NEWSPAPER

Bids were received from the Forest Lake Times and the Country Messenger to be designated as the official newspaper for 2014 for the publication of legal notices. Mayor Simonson noted the larger circulation of the Times versus the Messenger and stated that it delivers information to a wider group of people.

Council member Ness reasoned that even though the Times is delivered at no cost, those that go out of their way to subscribe to the Messenger seem to be more involved and likely to read the notices. Council members Lee and Schneider stated that they like the Messenger and it has been around for a long time. Swanson said the Times has its benefits, but the Messenger is considered the local paper.

Ness, seconded by Lee, moved to designate the Country Messenger as the official newspaper for 2014. The motion carried 5-0.

**RESOLUTION AUTHORIZING MAYOR'S SIGNATURE BY FACSIMILE/STAMP
(RESOLUTION NO. 01-21-14-08)**

Mayor Simonson has requested approval for the use of a stamp to sign checks, as State Statute allows for this. The cost of the stamp is approximately \$40.

Schneider, seconded by Lee, moved to approve Resolution No. 01-21-14-18, Permitting the Mayor to Endorse Checks with a Stamp, with an amendment that the Mayor must cover the cost of the stamp. The motion carried 5-0.

**RESOLUTION TO CREATE LOCAL ROAD IMPROVEMENT FUND (RESOLUTION
NO. 01-21-14-04)**

As discussed during budget meetings in 2013, a new fund will be established to commit funds specifically for local road improvement projects. According to the city's fund balance policy, unassigned fund balance from the General Fund greater than 50% of the General Fund operating expenditures may be transferred to a capital improvement fund. Handt recommended that \$200,000 be moved to the Local Road Improvement Fund as provided in the 2014 budget. Handt clarified the amount upon a question from Council member Ness.

Ness, seconded by Swanson, moved to approve Resolution No. 01-21-14-04, Creation of Local Road Improvement Fund. The motion carried 5-0.

ADJOURNMENT

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

The meeting adjourned at 7:51 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk