

December 17, 2019

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 Jerry Cusick, Steve Kronmiller, Chris Ness, Patti Ray, and Mayor Christine Maefsky. Staff present: City Administrator Ken Cammilleri, City Engineer Ryan Goodman, City Attorney Eric Sherburne, Police Deputy David Peters, Fire Chief Mike Hinz, Public Works Director Adam Hawkinson, and Deputy Clerk Brenda Eklund.

**PUBLIC FORUM**

***Scandia Good Neighbor Proclamation***

Mayor Maefsky presented a Scandia Good Neighbor Proclamation to Ruth Ann Willius for her active volunteerism, including dedicated work with the Marine Community Library, as nominated by Janie O'Connor.

There were no other comments from the public.

**APPROVAL OF AGENDA**

Discussion of the agreement with the City of Hugo for building inspection services was added as Agenda Item #9h.

**Ness, seconded by Ray, moved to approve the agenda as amended. Motion carried 5-0.**

**CONSENT AGENDA**

The following Consent Agenda was presented:

- a) Minutes
  - 1) November 19, 2019 Regular Meeting
  - 2) December 4, 2019 Work Session
- b) Treasurer's Report

|                             |                       |
|-----------------------------|-----------------------|
| Beginning Balance 11/1/2019 | \$4,150,954.02        |
| Receipts                    | \$52,999.21           |
| Expenditures \$344,230.38   |                       |
| Payroll <u>\$27,180.63</u>  | <u>\$(371,411.01)</u> |
| Ending Balance 11/30/2019   | \$3,832,542.22        |
- c) Payment of Vouchers
- d) 2020 City Council meeting schedule
- e) Approve 2020 Liquor License Renewals:
  - 1) Big Marine Lake Liquor Store, Off-Sale
  - 2) The Scandia Creamery, On-Sale/Sunday On-Sale Intoxicating
  - 3) Meister's Bar & Grill, Combination On/Off-Sale and Sunday Intoxicating
  - 4) Brookside Pub, On-Sale/Sunday On-Sale Intoxicating
- f) Approve 2020 Tobacco License Renewals
  - 1) Scandia Tobacco
  - 2) Big Marine Lake Store
  - 3) Big Marine Lake Liquor Store

- g) Resolution No. 12-17-19-01– Establishing Employee pay rates for 2020
- h) Approve Temporary Liquor License for Vinterfest – Meister’s Bar & Grill
- i) Approve a 1-year extension of the Recycling Contract with SRC
- j) Approve Hiring Katy Herman for Winter Ice Skating Program
- k) Annual Review – Adam Hawkinson
- l) Accept Lions Donations and Amend 2019 Budget

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

### **PARK AND RECREATION COMMITTEE**

#### ***Accept Lions Donation for Park Benches, Resolution No. 12-17-19-02***

Parks and Recreation Committee Chair Terry Gorham reported that the Scandia-Marine Lions Club has donated the full cost of four 6’ park benches for installation next spring. A resolution to accept the donation of \$3,236 was prepared. **Ray, seconded by Kronmiller, moved to adopt Resolution No. 12-17-19-02, Accepting a Donation from the Scandia-Marine Lions Club. Motion carried 5-0.**

Gorham displayed a new storyboard insert that students are creating for the Lilleskogen Storywalk, and this year’s winning Vinterfest button design from a Scandia 6<sup>th</sup> grader. The Committee has the Vinterfest schedule set for January 25, 2020, which will include a family movie inside the Community Center.

Engineer Goodman asked if there would be interest in a pop-up display of the County’s Bicycle and Pedestrian Plan project during the Vinterfest day of events. Staff will coordinate this offering for a public display.

### **PLANNING COMMISSION**

#### ***Variance from a Wetland Setback for a Replacement Septic System at 22577 Kirk Avenue. Joe Pribyl, Applicant. Resolution No. 12-17-19-03***

**Administrator Cammilleri presented the recommendation from the Planning Commission to approve a setback of 67’ from a wetland (75’ required) to replace a septic system at 22577 Kirk Avenue. The practical difficulties of the lot limit alternative locations, and County staff found the proposed location to be the best option.**

**Ness, seconded by Cusick, moved to approve Resolution No. 12-17-19-03, Approving a Variance for 22577 Kirk Avenue. Motion carried 5-0.**

Attorney Sherburne noted a necessary correction to the legal description in the resolution.

**Kronmiller, seconded by Ray, moved to amend Resolution No. 12-17-19-03 with a corrected legal description. Motion carried 5-0.**

Mayor Maefsky noted that the Planner suggested an alternative administrative process for the variance applications that are becoming more numerous for septic system setbacks. Maefsky

said she is not in favor of sidestepping the variance procedures. This will be a topic at a future Council work session.

### **BUILDING OFFICIAL**

Building Official Chuck Preisler's report on building activity was received. In November, 15 permits were issued at a valuation of \$508,657.50.

### **POLICE DEPARTMENT**

Police Deputy Peters cautioned the community about package theft.

### **FIRE DEPARTMENT**

Fire Chief Hinz reported that the department responded to 6 fire calls and 8 medical calls last month. The department received a donation of funds from the Lions Club to purchase a carbon monoxide monitoring unit.

### ***Hiring Process for New Recruits***

Due to retirements and resignations, the department is understaffed with a roster of 22 volunteer firefighters. Chief Hinz proposed the hiring of up to 5 new members for the department, and described the timeline of recruitment that would provide for a June 1, 2020 start date. **Ness, seconded by Kronmiller, moved to approve the hiring process for up to 5 new recruits to the fire department. Motion carried 5-0.**

### **CITY ENGINEER**

Engineer Goodman said he anticipates a reply on comments submitted to Washington County's Capital Improvement Plan. A staff level meeting on the Bliss Addition Stormwater Planning will be held next month to discuss prioritization and implementation schedule for the items presented in the final stormwater study.

### **PUBLIC WORKS DIRECTOR**

Public Works Director Hawkinson reported that the ice rinks are being prepared for the season and ready to open this week, snow events have been keeping the department busy, and electrical repairs have been made to a number of streetlight posts.

### **CITY ADMINISTRATOR**

Administrator Cammilleri recently met with the Scandia Heritage Alliance and anticipates a proposal for a lease agreement for the south ballfield site will be reviewed by the Council in the next few months. Staff is gathering the year-end reporting for the Tiller mine in preparation of its Annual Operator's Permit review in February.

### **ADOPTING THE 2020 CITYWIDE BUDGET, RESOLUTION NO. 12-17-19-04**

Administrator Cammilleri presented the final 2020 budget figures as presented at the Truth in Taxation hearing. No changes were identified.

**Kronmiller, seconded by Ness, moved to adopt Resolution No. 12-17-19-04 Adopting the 2020 Budget. Motion carried 5-0.**

**ADOPTING THE 2020 PROPERTY TAX LEVY, RESOLUTION NO. 12-17-19-05**

A total property tax levy of \$2,429,946 was presented for adoption, to be collected in 2020.

**Kronmiller, seconded by Ray, moved to adopt Resolution No. 12-17-19-05, Adopting a Levy for the Year 2019, Collectible in 2020. Motion carried 5-0.**

**DISCUSSION ON WEBSITE CREDIT CARD PROCESSING**

Staff provided a service agreement with Payment Service Network that detailed its processing of credit card payments made to the City and the associated costs. In addition, a statement of the company's compliance with the Payment Card Industry (PCI) Standard for Security was provided. Administrator Cammilleri noted that PSN provided this electronic payment system at two other communities he worked in, with no issues; and it has the benefit of integrating with the City's accounting software.

Council member Kronmiller said his concerns of security compliance have been resolved, but there should be a policy to adopt a number of standards, of which he had documented in a handout given to staff.

**Ray, seconded by Kronmiller, moved to approve the 3-year service agreement with PSN for electronic payments with staff working out the implementation details. The motion carried 5-0.**

**ADOPT 2020 FEE SCHEDULE, ORDINANCE NO. 213**

An ordinance to adopt fees charged by the City in 2020 was presented. Changes from 2019 fees include a 5% increase to the 201 Sewer System and Uptown user fees, addition of a fee and escrow for vacating right-of-ways, and a Preliminary Staff Panel Review for site plan proposals.

Staff explained a potential change in building permit fees based on the Hugo agreement for building permit inspections being discussed later in the meeting. If adopted, the City inspection fee will be raised from \$58 to \$60 an hour, and the demolition fee increased from \$50 to \$60.

**Kronmiller, seconded by Ness, moved to adopt Ordinance No. 213, Adopting the 2020 Fee Schedule, with amendments to the inspection fee and demolition fee to coincide with the updated agreement with the City of Hugo for building inspection services. Motion carried 5-0.**

**Ness, seconded by Cusick, moved to approve Resolution No. 12-17-19-06, Summary Publication of Ordinance No. 213. Motion carried 5-0.**

**DISCUSSION ON APPOINTMENT TO SCANDIA INTERNET ACTION COMMITTEE**

On December 2<sup>nd</sup>, an application was received from Jim Simpson to serve on the Internet Action Committee. Council was in consensus to keep the committee roster at 5 members, but to hold his application for any future openings which may be advertised.

**DISCUSSION ON PURCHASE OF LOADER EQUIPMENT FOR PUBLIC WORKS DEPARTMENT**

PW Director Hawkinson presented quotes through the state bids for the purchase of a loader that is scheduled in the 2020 budget at a projected cost of \$95,000. Hawkinson recommended the John Deere 324L as the best equipment and price.

**Cusick, seconded by Ray, moved to approve the purchase of a John Deere 324L loader at a cost of \$93,498.07. Motion carried 5-0.**

**DISCUSSION ON PLANNING SERVICES**

Administrator Cammilleri informed the Council that Planner Merritt Clapp-Smith will be leaving her position at TKDA. The firm will be hiring a replacement planner in the next few months, with Clapp-Smith staying on as Scandia's Planner through the transition.

**BUILDING INSPECTION SERVICES AGREEMENT WITH THE CITY OF HUGO**

In 2015, Scandia entered into an agreement with the City of Hugo for plan review and inspections for building permits at an hourly rate of \$58 and a mileage rate of \$0.565/mile. Hugo proposed an increase to \$60/hour and \$0.58/mile as the only change in an updated service agreement.

**Ness, seconded by Ray, moved to approve a new agreement for building inspection services with the City of Hugo. Motion carried 5-0.**

**ADJOURNMENT**

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

The meeting adjourned at 7:58 p.m.

Respectfully submitted,

Brenda Eklund  
Deputy Clerk