

December 20, 2016

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 Bob Hegland, Chris Ness, Jim Schneider and Mayor Randall Simonson. Absent: Council member Dan Lee. 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

Janie O'Connor recognized Mayor Simonson at his final Council meeting for his role in documenting the installation of the butterfly garden at Lilleskogen Park in October 2014, and stated her appreciation for his role in guiding Scandia during his mayoral terms.

Recognition of Outgoing Mayor Simonson (Resolution No. 12-20-16-01)

Acting Mayor Bob Hegland presented Mayor Simonson with framed Resolution No. 12-20-16-01, recognizing his service to the citizens of Scandia during his terms as Mayor. Simonson was first elected on November 2, 2010 and was re-elected in 2012 and 2014. **Resolution approved by acclamation.**

Recognition of Outgoing Council Member Dan Lee (Resolution No. 12-20-16-02)

In the absence of Council member Lee, Mayor Simonson read Resolution No. 12-20-16-02, recognizing Lee's service on the Council during his four year term. **Resolution approved by acclamation.**

APPROVAL OF AGENDA

Ness, seconded by Hegland, moved to approve the agenda as presented. The motion carried 4-0.

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) November 15, 2016 Regular Meeting
 - 2) December 7, 2016 Work Session
- b) Treasurer's Report
- c) Payment of Vouchers

Beginning Balance 11/01/2016	\$2,512,778.72
Receipts	\$37,028.97
Expenditures \$119,696.05	
Payroll <u>\$29,941.83</u>	\$(149,637.88)
Adjustments: void check 34098	\$58.91
Ending Balance 11/30/2016	\$2,400,228.72
- d) 2017 City Council meeting schedule
- e) Approve 2016 Tobacco License Renewals:
 - 1) Big Marine Lake Liquor Store
 - 2) Big Marine Lake Store
- f) Approve 2016 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) Chiko's Enterprises dba Chiko's Bar and Grill, On-Sale/Sunday On-Sale Intoxicating
- g) Appointment of Fire Department Officers

Schneider, seconded by Hegland, moved to approve the Consent Agenda as presented. The motion carried 4-0.

Regarding Agenda Item 5.g), Council member Ness extended his appreciation to outgoing Assistant Fire Chief Ernie Yoch and congratulated newly appointed Assistant Chief Ian Skarga and Fire Captain Travis Loeffler. It was noted that the action also included the reappointment of Fire Chief Mike Hinz to a 4-year term as Fire Chief.

PARKS AND RECREATION COMMITTEE

Park and Recreation Committee Chair Ryan Jinks reported on the Committee's activities in the past month. Plans for Vinterfest (January 27-28, 2017) are being finalized. The button design contest winner was chosen at the December meeting, and buttons will be available at area businesses with a recommended \$2 donation. Jeni O'Brien has volunteered to design the posters, and the porta-a-potties have been donated as well.

Jinks reported that Corey Roberts, sponsor of the Scanley Cup hockey tournament, has requested that the fireworks permit fee of \$100 be waived. Jinks stated that the Committee recommended approval, as this is the third year Roberts has provided a fireworks show for the community at his cost and there appears to be no benefit for the fee. Jinks also explained that the fee reduces the profits that go toward a donation to the Parks Fund. Administrator Soltis stated the fee is collected for administrative purposes, which is minimal in this case. Fire Chief Hinz agreed that the department's oversight of the event is minor. City Attorney Pratt noted that the non-profit status of the organizer can be considered as a basis for waiving the fee.

Simonson, seconded by Ness, moved to waive the \$100 fireworks permit fee for Corey Roberts Vinterfest event as a show of appreciation for his efforts. The motion carried 4-0.

Jinks also reported that the PRC is looking to focus recreational programming towards the 55+ age group, and plans to move forward with generating ideas at their future meetings.

PLANNING COMMISSION

There was nothing to report on behalf of the Planning Commission this month.

BUILDING OFFICIAL

The building activity report was received from Building Official Chuck Preisler. Twenty-nine permits were issued in November at a valuation of \$636,734.18.

POLICE DEPARTMENT

Police Deputy Brandon Yetter was attending training out of state. Council reviewed the written ICR and citation reports.

FIRE DEPARTMENT

Fire Chief Mike Hinz reported that the department responded to twenty calls in November – 8 fire related and 12 rescue calls. New officer positions will begin the first of the year.

CITY ENGINEER

City Engineer Goodman provided information on the Outdoor Recreation Grant Program for 2017, and stated that his firm could assist with an application for this annual DNR program.

2016 Street Improvement Project – Contractor’s Pay Request #4 and Final

Engineer Goodman recommended final payment to Dresel Contracting for services provided on the 2016 Street Improvement Project.

Simonson, seconded by Ness, moved to approve Payment #4 and Final to Dresel Contracting in the amount of \$45,599.23 for the 2016 Street Improvement Project. The motion carried 4-0.

2016 Crackfilling and Sealcoat Project – Contractor’s Pay Request #2 and Final

Engineer Goodman recommended final payment to Allied Blacktop Company for services provided on the 2016 Crackfilling and Sealcoat Project.

Simonson, seconded by Hegland, moved to approve Payment #2 and Final to Allied Blacktop Company in the amount of \$6,919.41 for the 2016 Crackfilling and Sealcoat Project. The motion carried 4-0.

CITY ATTORNEY

City Attorney Andy Pratt reviewed a recent memo from the State Auditor reminding cities that snow removal cannot be performed on private roadways and that this is referenced in state statutes. Pratt stated that he could hold a legal workshop for the benefit of incoming council members sometime in the first quarter.

DIRECTOR OF PUBLIC WORKS

Public Works Director Adam Hawkinson reported that road clearing for two snow plowing events this month went well. The public works crew is working on right-of-way clearing on roadways in preparation for the 2017 sealcoat project. The ice rink was prepped for opening on December 16th. In discussion of mailbox repairs and replacements, Council member Hegland recommended that residents be instructed to install their mailboxes on the left side of their driveways to help minimize the force of flying snow that could damage their mailbox.

CITY ADMINISTRATOR

Administrator Soltis reported that applications for the Comprehensive Plan Steering Committee are being accepted through December 28th, with review at the January 4th Work Session. The City recently received a dividend payment of \$17,144 from the League Insurance Trust, a significant increase over past years’ payments. A joint work session will be held in February with the Carnelian-Marine-St. Croix Watershed to discuss a conceptual design for the Log House Landing boat ramp which uses concrete planking for much of the project. Soltis stated that he has gotten a request to hold a joint meeting with the Chisago Lakes Township Board to discuss traffic speed issues on 240th Street, the boundary road shared with Scandia.

ADOPTION OF 2017 BUDGET AND FINAL PROPERTY TAX LEVY (RESOLUTION NO. 12-20-16-03)

Administrator Soltis presented the final 2017 budget and tax levy figures, and noted that \$50,000 was incorporated into the Local Road Improvement Fund for engineering costs in preparation of the 2018 street improvement project. The total property tax levy of \$2,257,872 represents a 0% increase from 2016.

Simonson, seconded by Hegland, moved to approve Resolution No. 12-20-16-03, Certifying Property Tax Levy Payable in 2017 and Adopting 2017 Budget. The motion carried 4-0.

ORDINANCE NO. 179 SETTING COMMUNITY SEWAGE SYSTEM USER RATES

Upon recommendation from the Wastewater Advisory Committee, Ordinance No. 179 was presented with a 5% increase in user charges for the 201 Community Sewage Treatment System. Administrator Soltis stated that charges were last raised in 2012, and the increase will go towards saving for future capital improvements. The increase represents an annual charge of \$726.24.

Ness, seconded by Simonson, moved to adopt Ordinance No. 179, Establishing User Charges and Connection Fees for the “201” Community Sewage Treatment System. The motion carried 4-0.

SUMMARY PUBLICATION OF ORDINANCE NO. 179 (RESOLUTION NO. 12-20-16-04)

Simonson, seconded by Hegland, moved to approve Resolution No. 12-20-16-04, Providing Summary Publication of Ordinance No. 179. The motion carried 4-0.

SUMMARY OF THE RESULTS OF THE CLOSED SESSION HELD AT THE DECEMBER 7, 2016 COUNCIL WORK SESSION

Mayor Simonson reported on the results of the closed session held at the end of the December 7, 2016 Work Session. Performance review of City Administrator Neil Soltis merited a salary increase per the employment agreement. Eckberg Lammers law firm was given authority to negotiate with the labor union regarding long term disability benefits.

ADJOURNMENT

Mayor Simonson thanked fellow council members, staff and the public for support during his three terms as mayor, and stated that it was an honor to serve the city and work with the council during this time.

Ness, seconded by Schneider, moved to adjourn the meeting. The motion carried 4-0.
The meeting adjourned at 7:45 p.m.

Respectfully submitted,

Brenda Eklund, Deputy Clerk