

December 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 Planner Sherri Buss, City Engineer Ryan Goodman, Police Deputy Chris Majeski, Fire Chief Jim Finnegan, Treasurer Colleen Firkus and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

There were no public comments.

APPROVAL OF THE AGENDA

Ness, seconded by Amos, moved to approve the agenda as presented. The motion carried 5-0.

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) November 15, 2011 Regular Meeting
 - 2) November 29, 2011 Special Meeting
 - 3) December 13, 2011 Work Session
- b) Treasurer's Report

Beginning Balance 11/01/2011	\$2,212,077.48
Receipts	+ <u>21,532.53</u>
Expenditures 336,550.65	
Payroll <u>24,537.47</u>	- <u>361,088.12</u>
Adjustments: Safe Deposit Fee recorded	35.00
Health Ins. Overcharge	- <u>421.00</u>
Ending Balance 11/30/2011	\$1,872,065.89
- c) Payment of Vouchers
- d) 2012 Liquor Licenses
 - 1) Big Marine Lake Liquor, Off-Sale Intoxicating
 - 2) Meister's Bar & Grill, Combination On/Off-Sale and Sunday Intoxicating
 - 3) Mi Casita Mexican Grill, On-Sale/Sunday On-Sale Intoxicating
 - 4) The Scandia Creamery, On-Sale/Sunday On-Sale Intoxicating
 - 5) Temporary On-Sale Liquor License, Scandia Fire & Rescue Relief Association (February 25, 2012)
- e) 2012 Tobacco Products Sales Licenses
 - 1) K & B, LLC dba Scandia Grocery & Deli
 - 2) Todd's Home Center
 - 3) Big Marine Lake Liquor Store Inc.
 - 4) Big Marine Lake Store, Inc.
- f) 2012 Employee Pay Rates (*Resolution No. 12-20-11-01*)

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

PUBLIC HEARING: ADOPTION OF 2012 BUDGET AND FINAL PROPERTY TAX LEVY AND 2012-2016 CAPITAL IMPROVEMENTS PROGRAM

A public meeting was held on December 13 on the 2012 budget and tax levy. There were no public comments or questions about the budget or the Capital Improvements Program.

On the consent list at this meeting, Council set pay rate increases of 1% for the City Administrator and two Full-Time Maintenance Workers, and remained with the 2% pay increase for other positions as presented in the draft budget. Additional changes to the Public Works budget were made to reflect the offer to the new Maintenance Superintendent position.

Mayor Simonson opened the public hearing. There were no comments and the hearing was closed.

Ness, second by Swanson, moved to adopt Resolution 12-20-11-02, Adopting the 2012 Budget and Certifying Property Tax Levy Payable in 2012 and Adopting the 2012 through 2016 Capital Improvement Plan. The motion carried 5-0.

A total levy of \$2,055,174, an increase of 2.06% over last year, will be certified to the County Auditor to be raised by property taxes payable in 2012.

PARK AND RECREATION COMMITTEE

Eagle Scout Project

Boy Scout Zach Boesel, Scandia Troop 173, addressed the Council with his proposal to install an electronic scoreboard at the Wayne Erickson Memorial Ball Park. As part of his Eagle Scout project, Mr. Boesel will raise the needed funds, estimated to be over \$4,000. He has secured a donation of the electrical installation services.

Mr. Boesel had met with the Park Committee at their November and December meetings at which the Committee recommended the purchase of a Spectrum LED model with a wireless remote.

Council member Swanson, council representative to the Park Committee, added that this project has the support of the local teams. The existing scoreboard is outdated and a safety concern that is scheduled to be removed. Swanson stated that this will be a great addition to the ball field.

Mayor Simonson asked about the durability of the scoreboard against impacts. Mr. Boesel replied that the scoreboard is covered by impact resistant glass and comes with a five-year warranty.

The consensus of the Council was to approve Zach Boesel's project and thanked him for his presentation.

Vinterfest

Mike White, Park Committee member, reported on the preparations for the annual Vinterfest event, scheduled for Saturday, February 4, 2012. The event, sponsored by the Park Committee, will include a snow sculpture contest, ice skating, sledding and a bonfire. A chili cook-off competition and vendor sale will be held inside the Community Center.

BUILDING OFFICIAL

Building Official Keith Wille presented a report on building activity for the month of November. Ten permits were issued requiring fourteen inspection trips. The time spent on inspections was seven hours and mileage for the month totaled 155 miles.

Council member Schneider suggested that the report also contain a breakdown of total revenue versus billing cost figures.

POLICE DEPARTMENT

Police Deputy Chris Majeski reported on the past month's police activity. There were four burglary cases, an increase in dumping issues, and a bullet found lodged in the siding of a house on Oakhill Road.

FIRE DEPARTMENT

Fire Chief Jim Finnegan reported that the fire department responded to twelve calls in November, six which were medical calls. The Fire Chiefs recently attended training sponsored by the State Fire Marshall's office on fire code inspection and enforcement. Finnegan announced that there will be a county-wide test of the Code Red system on January 4, 2012 at noon.

Fire Chief Finnegan explained the effects of the Marine Ambulance discontinuing their service effective December 31, 2011. There will be no interruption in ambulance response as coverage will continue with Lakeview Ambulance and North Memorial EMS. Chuck Lindstrom, manager of North Memorial EMS, was present to request that the Council send a letter to the Emergency Service Regulatory Board supporting a North EMS offer to provide an ALS level of service to the entire territory of Scandia. There are advantages in that both units are members of the North Metro equipment exchange program and have a close working relationship established over the years.

Simonson, seconded by Swanson, moved to authorize the Mayor to sign a letter supporting North Memorial Ambulance service coverage for the entire territory of Scandia. The motion carried 5-0.

Fire Chief Finnegan recommended that the city send a letter thanking the Marine Ambulance for their many years of service and dedication to the citizens of Scandia.

A recruitment process will begin in early 2012 for the hiring of new volunteer firefighters.

CITY ENGINEER

Scope of Services, Anderson-Erickson Sewage Treatment System Expansion

City Engineer Ryan Goodman presented a proposal for a study on the Anderson/Erickson Wastewater System for expansion on the existing drainfield site, as requested by the Council at the December 13 meeting. The scope of work includes a review of the existing treatment system, recommendations for expansion, and the costs of any recommended improvements. The cost of this project would not exceed \$4,000. City Administrator Hurlburt recommended that funds within the 201 Sewer Fund be used to pay for the study.

Goodman reported that initial findings have revealed that run-time meters and automatic switches are not functioning properly.

Council discussed the importance of having this information for future maintenance once the city takes over the operation of the system, and this would be a good place to start. Whether or not an expansion is feasible will be determined. The findings can be incorporated into a design if an expansion is recommended.

Ness, seconded by Swanson, moved to authorize the City Engineer to proceed with a study of the possible expansion of the Anderson-Erickson portion of the 201 Wastewater Treatment Study. The motion carried 5-0.

CITY ADMINISTRATOR

Update on Schedule of Zavoral Mining and Reclamation Project Environmental Impact Statement (EIS)

City Administrator Hurlburt presented necessary changes to the schedule of the Zavoral Mining and Reclamation Project EIS which was presented in November. Several comments following a preliminary review of the Draft EIS on November 16 require additional input and information from Tiller before a final draft can be submitted to the city. Tiller has not yet submitted the requested information. The DNR is also completing a new Natural Heritage Information report that will not be ready until sometime in January. Therefore the council meeting date of January 31, 2012 to review the Draft EIS and approve its release for the formal public comment period will be delayed to February 28, 2012.

A letter was received from a representative of TA-COS requesting that the formal comment period be extended from 45 days to 90 days. Leslie Knapp, AECOM consultant, suggested that a 60-day comment period would be reasonable, as 90 days seemed excessive and would not be expected to provide substantially different comments. Council member Ness recommended that the comment period be extended as Tiller has been missing deadlines and additional time for review from others should be granted. Council member Schneider stated that he wants to see this project move ahead and not extend the comment period. Council member Amos agreed that a 45-day comment period is adequate.

Ness, seconded by Swanson, moved to schedule a special meeting of the Council on February 28, 2012 for review of the Draft EIS and to extend the comment period to 60 days. The motion carried 3-2, with Amos and Schneider opposed.

Committee/ Commission Vacancies

City Administrator Hurlburt reported that the city has been advertising for applicants for various city advisory committees since October. The term of office of Planning Commission Chair Christine Maefsky will expire on February 1, 2012. She has applied for reappointment. No other applications were received.

Ness, seconded by Schneider, moved to reappoint Christine Maefsky to the Planning Commission for a term of February 1, 2012 to February 1, 2017. The motion carried 5-0.

The Park and Recreation Committee has two vacancies. One application was received.

Ness, seconded by Swanson, moved to appoint Greg Zauner to the Park and Recreation Committee for a term of February 1, 2012 to February 1, 2017. The motion carried 5-0.

Administrator Hurlburt recommended that the Council direct a recruiting effort to find citizen volunteers to serve on the Capital Improvement Committee.

2012 CITY COUNCIL MEETING SCHEDULE

City Administrator Hurlburt presented the 2012 City Council meeting schedule. Council agreed to the proposed date of April 9, 2012 for the Board of Appeals meeting as selected by the County, with a continuation date of April 17.

Schneider, seconded by Amos, moved to adopt the 2012 City Council Meeting Schedule. The motion carried 5-0.

LEGAL SERVICES AGREEMENT WITH MILLER & STEVENS, P.A.

At its November 8 meeting, the Council selected Miller & Stevens to act as the city's attorney for civil matters. A 3-year agreement was reviewed and found to be consistent with the RFP.

Swanson, seconded by Ness, moved to approve the agreement for legal services with Miller & Stevens. The motion carried 5-0.

ASCAP LICENSE AGREEMENT

City Administrator explained that it is highly recommended by the League of Minnesota Cities that the city enter into an agreement with ASCAP (American Society of Composers, Authors and Publishers) to avoid potential legal issues regarding copyright laws. This would cover performances of live or recorded music performed at city facilities and events. The cost of the 2012 license is \$309.

Mayor Simonson relayed his research on this issue and stated that there is a great risk to the city by not having protection regarding copyright laws, and it is strongly recommended by our insurance provider. It appears that it is in the best interest of the city to enter into this agreement.

Simonson, seconded by Swanson, moved to approve the license agreement with ASCAP for one year. The motion carried 5-0.

**APPOINT REPRESENTATIVES TO THE FOREST LAKE CABLE COMMISSION
(RESOLUTION NO. 12-20-11-03)**

Mayor Simonson's term as Council representative to the Forest Lake Cable Commission and City Administrator Hurlburt's term as citizen member will expire on December 31, 2011. Both were willing to be reappointed if there was no other interest.

Ness, seconded by Swanson, moved to adopt Resolution No. 12-20-11-03, Appointing Directors to the Forest Lake Cable Commission. The motion carried 5-0.

Simonson and Hurlburt will serve as Directors for terms expiring on December 31, 2013.

APPOINTMENT OF MAINTENANCE SUPERINTENDENT

At its December 13 meeting, the Council voted to offer the Maintenance Superintendent position to Bradley LeTourneau at an annual salary of \$65,000 and an accrual of 21 days PTO per the offer letter. Mr. Letourneau accepted the position and successfully completed the required pre-employment physical screening. He has offered a start date of January 23, 2012.

Simonson, seconded by Amos, moved to confirm the appointment of Bradley LeTourneau to the position of Maintenance Supervisor, effective January 23, 2012. The motion carried 5-0.

MAINTENANCE CONTRACT WITH WASHINGTON COUNTY FOR THE 201 COLLECTOR SYSTEM

It is necessary to extend the current contract with Washington County for operation and maintenance of the 201 collector system to allow more time to finalize a new agreement. The language covering indemnity is being revised so that it is acceptable to both parties and insurers. The amendment will extend the contract until February 29, 2012, at which time a new two-year agreement should be finalized.

Ness, seconded by Schneider, moved to approve an amendment to extend the maintenance contract with Washington County for the 201 collector system by two months. The motion carried 5-0.

RECOGNITION OF CITY ATTORNEY HEBERT

On behalf of the Council, Council member Ness thanked City Attorney Dave Hebert for his service and dedication to New Scandia Township/City of Scandia for over thirty years.

ADJOURNMENT

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

The meeting adjourned at 8:20 p.m.

Respectfully submitted,
Brenda Eklund
Deputy Clerk