

March 6, 2019

The City Council conducted a Work Session on the above date beginning at 6:30 p.m.

The following were present: Council members Jerry Cusick, Steve Kronmiller, Chris Ness, Patti Ray and Mayor Maefsky. Staff members: City Administrator Neil Soltis, Fire Chief Mike Hinz and Deputy Clerk Brenda Eklund.

APPROVAL OF THE AGENDA

Council member Ray requested an addition to the agenda

- 3.h) Discussion of Cycling Scandia SHIP grant application

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

LIGHTING RETROFIT AT FIRE STATION / PUBLIC WORKS BUILDING

Fire Chief Hinz presented two vendor quotes for replacement of the fluorescent lighting in all areas of the Fire Station / Public Works building. The project is included in the Capital Improvement Plan for this year at a cost of \$30,000. Hinz explained that light failure in the building is occurring more regularly, and LED lighting will be more cost effective in the long run.

Norske Electric, contracted by the Center of Energy & Environment, recommended that only the ballast and lamps be replaced, not the entire fixture, greatly reducing the cost to \$15,234 after Xcel's rebate of \$3,186. The estimated payback time is 3.4 years. Hinz explained that the quote did not include replacing any of the high bay fixtures in the truck bays because these are not having failure problems. The quote includes labor, lamps for all areas of the building, fixtures in the training area and exterior, and disposal. Hinz recommended the replacement of exterior lights at the old fire hall/annex to LED be included in this project as the costs are well below the estimate.

Ray, seconded by Cusick, moved to approve the recommended retrofit with CEE/Norske Electric for the Fire Station / Public Works building and to add replacement LED exterior lighting at the Annex to the project. The motion carried 5-0.

DISCUSSION ON CITY COUNCIL COMMITTEE APPOINTMENTS

The City continued to advertise for applications to fill the open term on the Wastewater Committee and to fill two citizen representatives to the Capital Improvement Committee. No applications were received by the February 28th deadline. Administrator Soltis asked council members to recruit citizens for these positions and will continue to advertise the openings on the website through the end of next week.

DISCUSSION ON PROPOSALS FOR ADMINISTRATOR RECRUITMENT

Three executive search firms submitted proposals to assist the City with recruitment for the next city administrator; Administrator Soltis has given a notice of retirement effective May 7, 2019. Mayor Maefsky said that she spoke with mayors of the cities that were referenced in the submittals, and ranked Huelife and DDA as the two firms to consider further. Council members discussed proposal costs and their guarantees for placement. Council member Kronmiller stated

that DDA is \$2,000 less than Huelife, their \$18,000 fee is all inclusive, and offers a longer guarantee up to 2 years.

Ness, seconded by Kronmiller, moved to proceed with hiring DDA for City Administrator recruitment. The motion carried 5-0.

Council will review a contract with DDA at the March 19th meeting.

UPDATE ON GENERAL FUND YEAR-END BALANCE

Administrator Soltis explained the Fund Balance Policy to maintain fund balance of 50% to 65% of the total annual General Operating Fund expenditures, and the policy allows for the amount above 65% to be transferred to a capital improvement fund. Soltis reported that the projected excess fund balance of approximately \$480,000 from 2018 may be allocated to four capital funds in accordance with the policy, based on initial audit figures. The information will be updated based on the final audit, estimated for presentation at the April Council meeting.

DISCUSSION ON TOBACCO ORDINANCE UPDATE

Administrator Soltis explained that the MN League of Cities has provided an updated model tobacco ordinance for the regulation of tobacco and related products and devices that would include the regulation of electronic cigarettes and vape juice, which is missing from the City's tobacco ordinance adopted in 2007. A revised ordinance would be required for the City to regulate e-cigarettes and vaping. Soltis reported that complaints of its use at the ice rink have been made, but an ordinance is not in place to regulate it. As well, inquires for opening this type of business in Scandia have been made.

City Attorney Sherburne provided a draft of an updated ordinance with provisions on proximity to youth-oriented facilities, houses of worship, and separation distances between retailers of tobacco products. Soltis explained that these provisions are where the Council could decide to remove them or reduce the distances.

Mayor Maefsky said there could be future impacts to businesses by these limitations. Council member Ness asked why restrict businesses if there doesn't appear to be a problem. Council took no action on an update to the tobacco ordinance.

UPDATE ON LEGISLATIVE EFFORTS

Council representatives and Administrator Soltis have been attending hearings at the Capital on bills related to the Metropolitan Ag Preserves/Gateway Trail bond issue, and bills related to broadband appropriations. Mayor Maefsky said there is bi-partisan support for the issues that would benefit Scandia, such as establishing a service district for broadband expansion.

UPDATE ON BROADBAND REQUEST FOR PROPOSALS

Council member Kronmiller reported that the deadline for submittals is March 11th, and the Internet Focus Group has a process for evaluating and scoring the proposals. Kronmiller explained the goal to present a recommendation to the EDA, which will in turn make this recommendation for a broadband fiber to the premises project to the City Council. If multiple

RFP's are close in scoring, the firms will be asked to make a presentation to the EDA for their recommendation to the Council.

CYCLING SCANDIA'S PROPOSAL FOR BIKE AMENITIES

Janie O'Connor and Travis Waite, Board members of Cycling Scandia, explained that Washington County is offering Statewide Health Improvement Program (SHIP) grant money up to \$5,000 for projects that fit the grant guidelines to promote community well-being and healthy living. The County requires a city to fund 10% of the project cost and to be the fiscal agent. O'Connor asked if the Council would support the installation of a bike fix-it station and racks near the Warming House, estimated to cost \$2,500. O'Connor said that future signage is proposed to direct bikers to the station.

Mayor Maefsky asked if the equipment could be portable in the event that the Gateway Trail extension is completed to the Annex area. Waite said the equipment could be, but new concrete pads would need to be installed.

O'Connor said that Cycling Scandia would work on preparing the grant application, which has a March 22nd deadline. Administrator Soltis reported that expenses could be taken from the Park Capital Fund, then reimbursed once the County distributes the grant funds at a net 10% of the total cost.

Ness, seconded by Kronmiller, moved to support an application to the County's SHIP grant program for a bike fix-it station and racks for installation near the Warming House. The motion carried 5-0.

ADJOURNMENT

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

The meeting adjourned at 7:30 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk