

April 3, 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, Patti Ray and Mayor Christine Maefsky. Absent: Council member Chris Ness. Staff members: City Administrator Neil Soltis, Public Works Director Adam Hawkinson and Deputy Clerk Brenda Eklund.

APPROVAL OF THE AGENDA

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

Janie O'Connor announced that Cycling Scandia is hosting a bike tour on June 1st and distributed flyers to the Council.

REQUEST FOR TEMPORARY ACCESS THROUGH CITY PROPERTY

Jim Gribble, 14855 Oakhill Road, explained that they are in the process of selling their home and are required to replace the existing septic drainfield with a mound system. Due to the narrow lot configuration, access for the construction equipment to the rear area of the lot for this work will be difficult. Gribble requested a temporary access through the City's adjacent property on which the t-ball field is located. He said that the area will be smoothed out and restored upon completion of the work, anticipated for late autumn.

Public Works Director Hawkinson recommended the equipment keep as close to the wood line as possible. If no objections, Administrator Soltis explained that legal counsel will draft a temporary easement for approval at the April 16th meeting.

Council member Kronmiller stated that for this reason, future home construction approvals should identify a clear access to septic areas to avoid situations like this.

Ray, seconded by Cusick, moved to direct staff to prepare a temporary easement agreement on city property with the recommendation of the Public Works Director to stay close to the wood line for access to construct a septic system at 14855 Oakhill Road. The motion carried 4-0.

REQUEST TO ADVERTISE FOR PART-TIME SUMMER MAINTENANCE WORKER

Public Works Director Hawkinson requested approval to advertise for the Part-Time Summer Maintenance Worker position to start after Council approval in May, based on applications received. Seasonal staff has traditionally been hired for approximately 32 hours a week for the summer months to maintain the grounds of public buildings and parks. Pay rate of \$10.20 - \$12.25 per hour was proposed.

Kronmiller, seconded by Ray, moved to approve advertising for the Part-Time Summer Maintenance Worker position as recommended. The motion carried 4-0.

UPDATE ON CLASSIFICATION AND COMPENSATION STUDY

In January, Council approved a classification and compensation study to update job descriptions and pay scales for employees. Julie Urell, consultant with Baker Tilly (formerly Springsted), presented a preliminary report based on position analysis questionnaires completed by each employee and wage comparison data to 26 comparable communities. Several charts were prepared showing assigned pay classes and compensation ranges, concluding with several implementation options to align with market compensation pay. Urell explained that the part-time treasurer position did not return valid market data in a matching position, as it may be more commonly defined as accounting or finance director descriptions. Urell reported that the City's current pay rates are significantly below where the market is at.

A 9-step pay scale was recommended to replace the 12-step scale currently in use since 2013. Job analysis using the company's SAFE systematic factor evaluation and the League's wage information for benchmarking to position matching wages were explained. Pay grades of 1 through 29 were established. Mayor Maefsky questioned the Deputy Clerk as a pay grade 8 and the Maintenance Worker position as a pay grade 9. Currently the two positions are on the same pay grade 6 based on a point system. Point assignments were reviewed, and Urell explained that a 4-point scoring adjustment to the positions could make the two positions equitable on the pay grades. Maefsky noted that the compensation report will be helpful in setting the pay rate for the city administrator search.

Urell stated that she will prepare an executive summary for further discussion, as this is an interim report showing the methodology. Council asked that more information on the point assignment evaluation be provided.

UPDATES TO JOB DESCRIPTIONS

Administrator Soltis explained that updating job description to reflect current responsibilities and duties as well to comply with legal federal requirements was part of the Classification and Compensation Study. Draft job descriptions were presented based on input from the employees and supervisors in a standardized format. Council asked that staff distribute the new job descriptions to each employee for any additional input before final approval by the Council at a future meeting.

UPDATE ON 2019 ASSESSMENTS

Administrator Soltis explained the County's assessment data just released on property valuations and noted the 11.3% increase in assessed values of residential properties in Scandia. Soltis said the key factor was based on the state's requirement to adjust market value of properties to 95% of the selling price, where the assessed values were actually 85.4% of the selling price during the last assessment year. Soltis explained that an increase in assessed value does not necessarily equate to an increase in taxes. The Council will meet as the Board of Appeal and Adjustment on April 8th at 5 pm for property owners who object to their 2020 property valuations.

UPDATE ON TOURISM STUDY

The University of Minnesota Extension Tourism Center has completed work on the tourism study which began last May under recommendation of the EDA. The report outlined short- and

long-term ideas and strategies for tourism development and marketing opportunities in Scandia. Cynthia Messer will be making a presentation on the report at the EDA's Business Breakfast on April 24th. Administrator Soltis recommended thought be given to who will lead the tourism efforts and to focus on the short-term tasks that will show an impact.

UPDATE ON LEGISLATIVE EFFORTS

Administrator Soltis described the legislative bills that are moving through committees that have significance to Scandia initiatives, such as the Metropolitan Ag Preserves expiration and bond appropriation to move forward with the Gateway Trail plan; subordinate service districts for broadband funding; and grant appropriations for broadband expansion.

UPDATE ON BROADBAND REQUEST FOR PROPOSALS

Council member Kronmiller reported that two proposals were received in response to the RFP for installing fiber to the premises of Scandia residents. Neither were entirely desirable as written. The Internet Focus Group is awaiting clarification from one of the providers, and seeking a proposal from one other.

UPDATE ON 2040 COMPREHENSIVE PLAN

Administrator Soltis reported that the Met Council's review of the City's Comp Plan update is very close to being complete. They asked for density clarification on the Rural Center designation, specifically on potential connection to the regional wastewater service.

ADJOURNMENT

Ray, seconded by Cusick, moved to adjourn the meeting. The motion carried 4-0.

The meeting adjourned at 8:05 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk