

April 4, 2018

The City Council conducted a Work Session on the above date. Mayor Maefsky called the meeting to order at 6:30 p.m. The following were present: Council members Bob Hegland, Steve Kronmiller, Jim Schneider and Mayor Christine Maefsky. Council member Chris Ness arrived at 6:45 p.m. Staff members present: City Administrator Neil Soltis, Fire Chief Mike Hinz, and Deputy Clerk Brenda Eklund.

APPROVAL OF THE AGENDA

Kronmiller, seconded by Schneider, moved to approve the agenda as presented. The motion carried unanimously by those present.

DISCUSSION ON SCANDIA WELCOMING COMMITTEE

Sarah Porubcansky and Phyllis Martinez were present to explain the goals and process of their efforts for outreach to new Scandia residents. They are preparing packets of business information and promotions, along with info on local community groups, for newcomers to make connections in the area. They asked for permission to include a tab on the city’s website with this welcoming information which could be picked up at the city office. They also plan to make personal contact with the new residents. Porubcansky asked if the city could contribute any funds for their expenses to prepare the welcoming packets.

Council members were in favor of their efforts; Mayor Maefsky stated that this is a way of building community spirit to those new to the area.

Hegland, seconded by Kronmiller, moved to support the Welcoming Committee’s efforts and to look at the EDA for a level of funding to be used for their expenses. The motion carried unanimously by those present.

DISCUSSION ON ASSESSOR PROPOSALS

Following a request from Assessor Peloquin to increase his annual rate for services, the Council voted to seek proposals through an RFP process. Administrator Soltis presented the proposals received:

	Base	Additional / New Construction
Peloquin	\$24,970	\$10.00
Poshek	\$20,400	n/a
Keefe	\$24,000	Varies per schedule submitted
Washington County	\$28,319	\$31.19

Council member Schneider said that he has worked with Patrick Poshek, a Chisago County Assessor and also Assessor for May Township and finds him well qualified.

Schneider, seconded by Hegland, moved to accept the proposal for Assessing Services from Patrick Poshek. The motion carried unanimously by those present.

DISCUSSION ON FIRE SERVICES AGREEMENT WITH MAY TOWNSHIP

At the January work session May Township requested a change to the calculation for fire protection services to be used in the agreement that replaced the expired agreement. The Township is seeking to use a formula from a model agreement factors in population, assessed value of property, and number of runs based on a 3-year rolling average was proposed.

May Township's Planner provided the information to calculate a charge using the 3-part formula based on the County property tax records; however, there is continuing discussion on the number population and number of households in May Township that are served under the agreement.

Hegland, seconded by Kronmiller, moved to utilize the 3-part formula in drafting a new agreement for fire protection services with May Township. The motion carried 5-0.

Council member Kronmiller stated that it's important to use the same data set provided by the County. Administrator Soltis agreed that language will be explicit as to the source of the data and will be included in the agreement that will be brought to the Council for approval.

DISCUSSION ON AGREEMENT WITH FOREST LAKE CABLE COMMISSION TO PROVIDE ACCOUNTING SERVICES

Administrator Soltis explained that the Forest Lake Cable Commission has requested that Scandia continue to provide accounting services upon the City's withdrawal from the Commission effective June 30, 2018. Treasurer Firkus provides this work, estimated to be 100 hours each year. The Commission pays \$3,600 a year to Scandia for this service.

Soltis presented a draft agreement for the Council's review, which would remain at \$300/month as it adequately covers the City's expenses.

Hegland, seconded by Kronmiller, moved to approve the agreement between the City of Scandia and the FL Cable Commission for accounting services as presented. The motion carried 5-0.

DISCUSSION ON PROPOSAL FROM LAKES AREA TELEVISION TO PROVIDE PRODUCTION SERVICES

Currently Lakes Area TV provides coverage of city meetings and community events on the public access station under the terms of the joint powers agreement of the FL Cable Commission. Effective June 30, 2018, the City will be withdrawing from the Cable Commission and retaining 100% of the franchise fees and PEG fees paid to the City. Administrator Soltis presented a proposal from LATV for the continued production and airing of city meetings and events. City meetings would be covered at an annual rate of \$5,520, with 6 community events and 4 special interest stories produced at an additional cost of \$9,000. It was noted that the City could choose what it wants to be filmed, described as "a la carte" off the proposal.

Soltis explained that \$13,736 was collected in 2017 from franchise fees, and the 2018 budget established a special revenue fund to account for the franchise and PEG fees. Soltis said there is sufficient funding to cover the cost of producing and airing city meetings. The PEG fees will be

tracked to ensure that the fees are used for equipment associated with filming and broadcasting City meetings and events.

Council member Kronmiller stated that the City should have a long-term communication strategy in mind once the City leaves the Commission, and recommended tabling a decision until he can gather more information on how the meetings and events will be made available to the public. It was agreed to continue the discussion at the May 1st Work Session.

DISCUSSION ON CLOSING WIND IN THE PINES PARKING LOT

At the March 20th Council meeting, staff was directed to provide a report on closing the parking lot at Wind in the Pines Park to address the trespassing and illegal activities that are occurring there. John Haus, adjacent property owner, and Deputy Yetter joined the discussion.

Mr. Haus stated that the trespassing has been occurring for years but has gotten considerably worse. Last November he made contact with 14 trespassers on his property in less than 2 hours during deer hunting. He said they ignore the posted signs and cut down fencing in their trek to the river. Deputy Yetter agreed that numerous trespassing violations have resulted in drug and alcohol citations, bonfires, and criminal damage to property. Both asked that the parking lot be closed as a solution to at least slow down the problems. Yetter explained that citizens can still access the park trails from the adjacent DNR Falls Creek SNA.

Administrator Soltis described the signage and barriers the City has posted within the park to deter trespassers, at a considerable amount of staff time. No response was received from the City Attorney on the liability question raised at the last meeting.

Council member Schneider said that action needs to be done to keep people out, as the violators are not local residents and he does not want drug and alcohol use in the park. He doesn't want to stop the locals from using the park, and they will still have an alternate access.

The Council discussed using a park or parking pass, similar to what is used in the County parks. This would enable the vehicle to be ticketed if the pass was not displayed instead of locating and citing the trespasser. Deputy Yetter said this could be patrolled, but he would prefer to make contact with the users. Council member Kronmiller said it makes sense to ticket the vehicle, but it may not solve the problem of illegal activity from occurring.

Schneider, seconded by Hegland, moved to close the parking lot. The motion failed 2-3, with Kronmiller, Ness and Maefsky opposed.

Council member Ness said he is not ready for that action, as there may be other solutions.

Mayor Maefsky noted the questions that should be asked of legal counsel before a decision is made to close the parking lot:

- Who is liable if someone gets hurt in the park?
- Is it feasible to offer parking permits to residents?
- Is it the responsibility of the City to keep trespassers off the Haus property?

Questions will be directed to the City Attorney with continued discussion at a future meeting.

DISCUSSION ON DRAFT OF RIGHT-OF-WAY ORDINANCE

For the past few months, staff has been preparing an ordinance to manage the City's rights-of-way and incorporate new legislation for the placement of small cell wireless facilities on public property. Administrator Soltis presented the draft ordinance which reflected the City Engineer's comments made last month and consolidates a number of current ordinances and policies, including regulation of parking, seasonal weight limits, snowplowing, engineering standards and road right-of-way maintenance.

Council agreed that the ordinance was streamlined and offered no changes to the draft. Costs for the installation of small cell wireless were part of the fee ordinance adopted on March 20, 2018.

Adoption of the ordinance will be on the April 17, 2018 Council meeting agenda.

DISCUSSION ON FIRE CHIEF POSITION FROM VOLUNTEER TO PART-TIME

The 2018 budget provided for the transition of the Fire Chief from Volunteer to a Part-Time position, funded at approximately \$33,000. Chief Hinz explained his proposal that would provide for him to work at the station 23 hours a week. He listed the goals and tasks that the increased hours would allow for and noted that reporting standards are becoming increasingly more time consuming for the department and that this would be a transition to having a full-time Fire Chief position..

Council member Kronmiller said he supports the proposal, as Scandia needs the things that the Chief's position will do especially going into the future.

Council member Schneider asked what tradeoffs or savings could be accounted for with the increased hours. Hinz explained that there are grant opportunities which are currently being missed – there would be time to research and apply for this type of funding. Many of the duties expected of the department are not getting done at an adequate level due to lack of time.

Mayor Maefsky said that she would like to see a clear job description with measurable performance criteria to give a better understanding of the revised position.

Maefsky, seconded by Kronmiller, moved to direct staff to provide a job description for the Part-Time Fire Chief position to reflect measurable performance criteria and organizational duties. The motion carried 4-1, with Schneider opposed.

Discussion will continue at a future work session.

FUTURE AGENDA ITEMS

The revised Fire Chief position will be discussed at the May 1st Work Session. The Wind in the Pines issue will be on the April 17th regular Council meeting agenda.

ADJOURNMENT

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

The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk