

June 6, 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, Chris Ness, Jim Schneider and Mayor Christine Maefsky. Staff members present: City Administrator Neil Soltis, Fire Chief Mike Hinz, Public Works Director Adam Hawkinson and Deputy Clerk Brenda Eklund.

### **APPROVAL OF THE AGENDA**

The following additions were made to the agenda:

- #9) Planning Commission vacancy
- #10) Window installation in City Administrator's office
- #11) Increased dock space at Tii Gavo subdivision
- #12) Discussion of Watershed District appointment

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

### **UPDATE TO FIRE CHIEF JOB DESCRIPTION**

Administrator Soltis presented a revised job description to reflect the duties and responsibilities of the Fire Chief position as approved last month for increased hours to allow for more administrative duties to be completed. Soltis explained that the description breaks down the key segments that correspond to the two separate rates of pay for administrative duties and EMS and fire response. The position is non-exempt, with administrative allotment of 24 hours/week within a 28-day work period. To eliminate overtime accrual, administrative hours would be adjusted so as not to exceed a combined fire call/ administration total of 160 hours over the work period.

Council discussed the position description and recommended the addition of grant writing, which will be added to a responsibility within capital planning. Fire Chief Hinz said that the document appears to cover everything as having the Chief trained to the highest level within the department, and his priority with the expanded position will be organizing personnel files and preparing for the upcoming ISO audit. Council asked that future reports provide performance measures related to calls and that Hinz focus on long-range planning.

Council directed staff to add the updated job description to the June 19<sup>th</sup> consent agenda.

### **INTERNET FOCUS GROUP FEASIBILITY STUDY**

Council member Kronmiller explained that the internet focus group has been working the past few months to research improvements to Scandia's internet service, described as an unserved area within the metro. The Council reviewed a proposal to conduct a feasibility study from Consolidated Telephone Company (CTC) to provide fiber to the home for all homes and businesses in Scandia. CTC has provided this service to many other communities in other regions of the state. Kronmiller said the first step is to conduct a community-wide survey to assess the level of interest, followed by a feasibility study which would identify the implementation plans, costs and schedule. A rough estimate of \$3.5 million to connect all areas

of town was given by Kronmiller. The feasibility study would address a funding strategy as well, such as build out costs provided by the city and a loan or lease back program. The focus group requested the City authorize \$10,000 to pay for the study or set aside \$5,000 and authorize the preparation and submission of a 1 to 1 matching grant to the Blandin Foundation. Kronmiller said the grant deadline is June 15<sup>th</sup>, but another round of grant funds would be available in September, and that the City would have a good shot at being awarded the funds. Blandin has offered to publish the community survey in an electronic format, or it was suggested that staff distribute a mailed survey to all residents this summer.

The Council directed staff to assist with application of the grant by the June 15<sup>th</sup> deadline, and to study the budget implications with appropriation of up to \$10,000 during budget discussions in August. There was consensus to proceed with the community survey this summer based on a sample which Kronmiller provided in the packet materials. Further discussion will be conducted at the June 19<sup>th</sup> Council meeting.

#### **ADMINISTRATIVE CITATION ORDINANCE**

At the last work session, staff was directed to prepare a draft ordinance to utilize an administrative citation process for parking issues at Wind in the Pines as well as other code enforcement issues related to ordinance compliance such as junked cars, exterior storage, noise, dogs and other nuisances. Administrator Soltis presented a draft ordinance and explained that the current enforcement via the court system can be lengthy process to obtain compliance and this citation procedure could resolve the issues in a more timely, non-criminal manner.

Council asked that language regarding the process that includes providing a compliance deadline before a citation is issued be added as the first step to gain compliance. The draft ordinance will be revised with this addition and reviewed at the next work session.

#### **BLISS ADDITION STORMWATER STUDY**

Administrator Soltis reported that the Carnelian-Marine Watershed was not aware of a past stormwater study for the Bliss development on Big Marine Lake. The City Engineer provided an outline for the basis of such a study at an estimated cost of \$30,000 to \$40,000. Initial discussion with the Watershed indicated that they would be willing to cost share and be involved with the scope of the work for the joint study.

In discussion, it was recommended that short-term repairs to correct the runoff issues could be made by correcting ditch drainage and culverts within the right-of-way, and a long-term solution would be made through the engineer's study.

Brad Bergo, whose home is affected by runoff from a recently developed property next to him, was present to explain that corrections are being made but is unsure if the trenches and swales will be adequate to fix the drainage problems. It was noted that an excessive amount of fill was added to the property which raised the elevation beyond what was approved with the building plan, and the city is working with the property owner on corrections.

Council concluded with authorization to work with the Watershed District to define the scope of

a stormwater study for services to be done, to contract for maintenance of the existing ditches and culverts in 2018, and to continue to address the issues around Bergo's property.

### **GRADING AND LAND ALTERATION PERMITS**

Administrator Soltis explained that language in the current development code exempts the requirement for a grading permit for those projects which have been issued a building permit and there is a minimal amount of land disturbance. Based on examples of past activity which have resulted in adverse impacts by exempting this activity, Soltis recommended that the exemption be amended so that a grading permit fee and escrow cover the cost for the city engineer to review projects that have potential to impact adjacent areas and shoreland.

Council was in consensus to direct the Planning Commission to discuss amending the development code related to grading and land alteration, and in particular the exemption provided when applying for a building permit and possibly the size of the 50 cubic yard exemption.

### **PERSONNEL POLICY UPDATE**

Administrator Soltis explained that legal counsel reviewed the current personnel policy and recommended the addition of whistleblower language along with wage disclosure text as mandated by the state. A draft policy with implementation of this language in appropriate sections was provided. Soltis described this as a minor technical cleanup. Council was in consensus to add the policy to the June 19<sup>th</sup> consent agenda.

### **PLANNING COMMISSION VACANCY**

Administrator Soltis reported that Planning Commissioner Tom Noyes has tendered his resignation effective with the June 5<sup>th</sup> meeting because he is moving out of Scandia. Noyes was appointed in 2016 with a term ending February 1, 2021. Soltis noted that three applicants were interviewed in December for the prior Anderson vacancy. Council agreed to appoint Perry Rynders to this vacant term. If Rynders is unable, Dustin Hegland will be asked to serve.

### **WINDOW FOR ADMINISTRATOR'S OFFICE**

Public Works Director Hawkinson has acquired four quotes from area contractors for the installation of a window in the administrator's office, with a low quote of \$3,850 received from Valley View Builders. Staff noted that a budget amendment can be prepared for the next meeting to fund the project from the Capital Improvement Fund budget.

**Maefsky, seconded by Kronmiller, moved to approve the installation of a window in the administrator's office with Hawkinson accepting the lowest bid. The motion carried 5-0.**

### **NEW DOCKS AT TII GAVO**

Council member Ness reported that a homeowner in the Tii Gavo subdivision called him to explain that they would like to expand the 19 community docks to 35, to allow each homesite one slip. Administrator Soltis explained that the development agreement places a limit of 19 docks based on a utilization study that indicated that 19 lots with lakefront access could have been developed. The 19-slip limit was also incorporated into the MnDNR permit for the

excavation of the channel to the lake and in the Watershed District comments regarding the channel excavation.

The Tii Gavvo HOA cited a recent change in state law that allows cities to regulate use of lakes if wholly in the city or by joint agreement with communities on the lake, in this case May Township.

The development agreement would need to be amended through an application to the city, which Soltis has provided to the proposer.

#### **WATERSHED DISTRICT APPOINTMENT**

Council member Kronmiller explained that a candidate will be applying to the County for a Watershed District appointment and asked him to provide a letter of recommendation. Council was in consensus that Kronmiller be allowed to do this as long as it does not appear that the City Council is making the recommendation.

#### **FUTURE WORK SESSIONS**

The Council will not conduct a work session in July. Budget discussions will begin at the August 1<sup>st</sup> work session.

#### **ADJOURNMENT**

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

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Brenda Eklund  
Deputy Clerk