

September 16, 2014

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 Dan Lee, Chris Ness, Jim Schneider, Sally Swanson and Mayor Randall Simonson. Staff present: City Administrator Kristina Handt, Public Works Director Tim Kieffer, City Attorney Nick Vivian, City Planner Sherri Buss, City Engineer Ryan Goodman, Fire Chief Mike Hinz and Deputy Clerk Brenda Eklund.

PUBLIC FORUM

Greg Johnson, 18629 Langley Avenue, stated that it isn't right that his costs to go through the variance process to build a deck this summer totaled \$1,600 between the City and the Watershed. Administrator Handt explained that the City billed him approximately \$650.

Pam Smith, 20919 Quint Avenue, asked the Council to consider appointing one or two Council members to join an advisory committee that would evaluate alternative plans for the Log House Landing improvement project. She explained that a smaller group made up of representatives from interested parties could further research and explore a road improvement plan that would protect and preserve this sensitive area, and present a recommendation to the City by mid-November.

Kristin Tuenge, Carnelian-Marine-St. Croix Watershed Board President, stated that they have two Board members that will participate and they see it as a helpful way to work through the process of identifying an alternative plan that meets the goals of reducing run-off into the river.

APPROVAL OF AGENDA

Lee, seconded by Ness, moved to approve the agenda. Council member Swanson requested that a discussion of a Log House Landing Advisory Committee be added to the agenda. Mayor Simonson stated that this would be added as Agenda Item 9.g). **The motion to approve the agenda as amended carried 5-0.**

CONSENT AGENDA

The following Consent Agenda was presented:

- a) Minutes
 - 1) August 19, 2014 Regular Meeting
 - 2) August 20, 2014 Special Meeting
 - 3) September 3, 2014 Work Session

- b) Treasurer's Report

Beginning Balance 08/01/2014	\$3,413,311.82
Receipts	+ 26,648.01
Expenditures \$329,173.10	
Payroll <u>24,534.15</u>	- \$353,707.25
Adjustments: Transfer Charges*	-8.00
Service Charges*	<u>-23.25</u>

*Account fell below minimum daily balance

Ending Balance 8/31/2014 \$3,086,221.33

- c) Payment of Vouchers
- d) Approve Ordinance No 156: An Ordinance Establishing Compensation for the Mayor and City Council of the City of Scandia and Repealing Ordinance No. 132
- e) Summary Publication of Ordinance No. 156 (*Resolution 09-16-14-01*)
- f) Step Increase, Maintenance Worker Anderson
- g) Step Increase, Maintenance Worker Jahnke
- h) Approve Safe Assure Contract Renewal
- i) Approve Youth Services Bureau Service Agreement

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

PUBLIC HEARING: RESOLUTION TO VACATE PARTS OF 2ND STREET
(RESOLUTION NO. 09-16-14-02)

At the August 19, 2014 meeting, the Council received a petition to vacate the portion of 2nd Street between Columbus Street and Bluff Street in the Revision of Vasa and called for a public hearing to be held.

Mayor Simonson opened the hearing at 7:06pm.

Angie Conley, 16963 197th Street: Ms. Conley stated that she initiated the request so that the vacated unopened street would add 30' to their property and allow for placement of their septic system. She explained that the unopened street does not connect to any public roads or access to the river and that precedent was set when roadways to the south were vacated years ago.

Don McGinley: Mr. McGinley stated that he is an adjacent property owner and in favor of vacating 2nd Street to help out Ms. Conley, and recommended that all the unopened streets within the Vasa Plat be vacated to clean up the property lines. He said the streets are not used for any access purposes, and there is one property owner who has built a garage within one of the roads and onto his property.

There were no further comments and Mayor Simonson closed the hearing at 7:12pm.

Administrator Handt explained that it was just recently brought to her attention that a building violation occurred when a structure was built within one of the roadways and encroached onto Mr. McGinley's property, which will be further investigated. Handt noted that some private driveways have easements over Mr. McGinley's property and recommended that these easements be provided to the City to ensure that property owners have access to their lots if the City moved forward with vacating the unopened streets.

Mayor Simonson recommended that the issue be tabled in order to gather more information. Council member Lee stated that the private driveways should be approved for emergency access. Council member Schneider agreed that there are items yet to be cleared up before proceeding.

Lee, seconded by Simonson, moved to table action on the resolution to vacate 2nd Street until easements are identified and more information is gathered. The motion carried 5-0.

PARK AND RECREATION COMMITTEE

Committee Chair Greg Zauner reported that the dodgeball tournament held on Taco Daze was successful. The Committee recommends that official dodgeballs be purchased for next year's event. Fill is being brought in to Lilleskogen Park so that the butterfly garden plants can go in soon.

Vinterfest 2015 Theme

Zauner reported that the Committee is recommending that a "Sami" theme be adopted for the upcoming Vinterfest event and the theme would be incorporated into a button contest, snow sculpture contest and Quiz Promenade. Zauner explained that Sami are native reindeer herders of the northern Scandinavian area.

Simonson, seconded by Swanson, moved to approve "Sami" as the theme for Vinterfest 2015. The motion carried 5-0.

PLANNING COMMISSION

Variances to Construct a Cabin at 16987 197th Street. Mark Holloway, Applicant (Resolution No. 09-16-14-03)

Planner Buss presented the recommendation from the Planning Commission that the variances from the required setbacks for the Ordinary High Water Level of the St. Croix River, from the bluff setback, and from the city's wetland setback requirement to expand and remodel an existing cabin at 16987 197th Street be approved based on findings and conditions included in a resolution. Variances from the required wetland setback and rear lot line setback to install the septic system were also approved by the Commissioners. Buss explained that the Commissioners recognized that the cabin will be placed as far back onto the property and away from the river as much as can be, and allows the septic system to meet the OHWL setback.

Council member Schneider asked if lot coverage is met. Buss stated that the lot coverage with expanded cabin area is well below 20%. Council member Lee asked if the cabin profile can be viewed from the river. Buss answered no, and explained that the National Park Service limits the height to one level and the cabin will be screened by existing vegetation. Council member Ness stated that moving the cabin back from the river is a good plan.

Simonson, seconded by Lee, moved to approve Resolution No. 09-16-14-03, Approving a Variance for 16987 197th Street North. The motion carried 5-0.

Variances to Construct an Accessory Structure at 20789 Quint Avenue. Randall Clary and Lisa Etwiler, Applicants (Resolution No. 09-16-14-04)

Planner Buss presented the recommendation from the Planning Commission that the variances from the required setbacks for the Ordinary High Water Level of the St. Croix River and from the bluff setback to replace a demolished accessory structure at 20789 Quint Avenue be approved based on findings and conditions included in a resolution. Buss explained that the

Commissioners did not approve the applicants' request to add a bathroom to the structure as that would be considered an expansion of use. The size of the structure is not to exceed 12'x16', the footprint of the original structure, and must be designed according to National Park Service standards.

Simonson, seconded by Lee, moved to approve Resolution No. 09-16-14-04.

Council member Ness moved to amend the motion with an added condition to the Resolution that states "No plumbing or bathroom facilities are to be installed". Lee seconded the motion. The motion carried 5-0.

The amended Simonson/Lee motion carried 5-0.

Variance to Construct a Deck at 12166 228th Street. Mark and Dora Lofstrom, Applicants (Resolution No. 09-16-14-05)

Planner Buss presented the recommendation from the Planning Commission that the variance from the required setback for the Ordinary High Water Level of Bone Lake to construct a deck and stairs at 12166 228th Street be approved based on findings and conditions included in a resolution. Buss explained that a variance to build the home and deck 51' from the OHWL was approved in 2000 but the deck was never built. Buss said that the Commissioners noted that the proposed deck is no closer to the lake than those on adjacent properties and would be built on an existing concrete pad.

Simonson, seconded by Swanson, moved to approve Resolution No. 09-16-14-05, Approving a Variance for 12166 228th Street North. The motion carried 5-0.

Variances for a Residence at 19015 Layton Avenue. Laurie Waterman, Applicant (Resolution No. 09-16-14-06)

Planner Buss presented the recommendation from the Planning Commission that the variances from the required setbacks for the Ordinary High Water Level of Big Marine Lake and from the rear lot line to construct a new home and attached garage at 19015 Layton Avenue be approved based on findings and conditions included in a resolution. A variance to relocate a septic tank within the rear lot line setback was also approved by the Commissioners. Buss explained that Ms. Waterman is seeking to rebuild a home that was destroyed by fire earlier this year which will be built in the same footprint as the previous home. The added garage and porch are considered an expansion of the original nonconforming structure and requires the variances.

Simonson, seconded by Swanson, moved to approve Resolution No. 09-16-14-06, Approving a Variance for 19015 Layton Avenue North. The motion carried 5-0.

Variances for a Septic Holding Tank at 21715 Quarry Avenue. Rudy Sundberg, Applicant (Resolution No. 09-16-14-07)

Planner Buss presented the recommendation from the Planning Commission that variances from Washington County's Subsurface Sewage Treatment Ordinance and from the rear lot line setback to place a new septic system holding tank at 21715 Quarry Avenue be approved based on

findings and conditions included in a resolution. Buss explained that the Commissioners agreed that replacing an existing outhouse with a holding tank is the best option for the seasonal cabin and the location meets the river and wetland setbacks. Conditions related to maintenance of the holding tank were recommended.

Council member Schneider asked if the property is prone to spring flooding. Mr. Sundberg stated that it is not, and drain tile was installed to eliminate water flowing from the springs.

Simonson, seconded by Swanson, moved to approve Resolution No. 09-16-14-07, Approving a Variance for 21715 Quarry Avenue North. The motion carried 5-0.

BUILDING OFFICIAL

The monthly building report was received from Building Official Chad Payment. Twenty-two permits were issued in August.

POLICE DEPARTMENT

Deputy Chris Majeski reported that a number of vandalism reports are being investigated.

FIRE DEPARTMENT

Fire Chief Mike Hinz reported that the department responded to 10 calls in August; 4 fire related and 6 EMS related. Fire Fighter I and II training classes will begin in September for the new recruits. The annual Open House will be held on October 7th from 5 to 7pm at the fire station.

CITY ENGINEER

City Engineer Goodman reported that corrective work due to a minor hydraulic oil spill on 181st Street will be completed later in the week.

DIRECTOR OF PUBLIC WORKS

Public Works Director Kieffer provided a report on the department's activities within the past month. As part of the GreenStep Cities initiative, he has met with Xcel Energy to identify energy saving measures. Additional fill is being brought to Lilleskogen Park for installation of the butterfly garden this month.

CITY ADMINISTRATOR

City Administrator Handt reported that she is working with Midcontinent Communications and the Forest Lake Cable Commission to obtain price quotes for service extensions within the City in anticipation of the state broadband grant. The construction bids for storm shelters at the Cottages exceeded the FEMA thresholds, and it is unknown at this time how the County HRA will proceed with this project.

SPECIAL EVENT PERMIT, GAMMELGARDEN APPLE AWAY 5K RUN/WALK

Reece Almendinger presented a Special Event Permit application to conduct a 5K run/walk fundraiser for the Gammelgarden Museum on October 4th. This is the first year for the event. Administrator Handt stated that the application meets the City's permit requirements.

Simonson, seconded by Ness, moved to approve the Special Event Permit for the Gammelgarden's Apple Away 5K Run/Walk event with conditions as recommended by staff. The motion carried 5-0.

DISPOSAL OF SURPLUS EQUIPMENT

Administrator Handt explained staff recommendations to dispose of the Fire Department's rescue trailer on CraigsList and the 1997 Ford dump truck with plow on GovDeals. Handt explained that sale of the rescue trailer on fire classified sites and GovDeals has been unsuccessful to date, primarily due to shipping costs. A reserve bid of \$10,000 would be set for the dump truck.

Ness, seconded by Swanson, moved to approve the disposal of the tow-able rescue trailer through CraigsList and the dump truck with plow through GovDeals. The motion carried 5-0.

AUTHORIZE ADVERTISING AND INTERVIEWING FOR SEASONAL PUBLIC WORKS STAFFING

Public Works Director Kieffer recommended that the City hire three seasonal on-call, part-time snowplow drivers at the same pay rate as last season. These drivers would operate the smaller routes with the pickup trucks and be available as needed for the main routes.

Simonson, seconded by Swanson, moved to authorize staff to advertise for on-call, part-time/seasonal maintenance workers for snowplowing and delegate the interview process to staff. The motion carried 5-0.

SUMMARY OF SEPTEMBER 16, 2014 CLOSED MEETING

Mayor Simonson summarized the content of the special closed meeting held at 6pm for the purpose of conducting a performance evaluation of City Administrator Handt. Simonson stated that they discussed performance, communications, leadership, fiscal management and established future goals and objectives. Simonson reported that Handt received a favorable evaluation for the past year.

STEP INCREASE, CITY ADMINISTRATOR

Simonson made a motion to approve a Step 2 increase for City Administrator Handt as defined by the Personnel Policy. Swanson seconded the motion. Simonson called for a roll call vote. Lee – no; Ness – yes; Swanson – yes; Schneider – no; Simonson – yes. The motion carried 3-2.

DRAFT FALL NEWSLETTER

A draft copy of the fall newsletter was reviewed. Council member Swanson suggested adding the "Sami" theme to the Vinterfest image and to include the City's GreenStep practices with the recycling information. The newsletter will be mailed out to Scandia households in early October.

LOG HOUSE LANDING

Council member Swanson addressed Ms. Smith's request given in the Public Forum to form a committee to research various proposals for the Log House Landing improvement project. Swanson stated that she would be willing to be on the committee.

Administrator Handt advised the Council that they should give more definitive direction on project parameters related to road width, road material, parking, etc. She recommended City Engineer Goodman also participate as decisions should involve experts in designing the roadway. Handt noted that the committee should include a segment of the community that has so far not been represented – long-time users of the landing site that do not want their access limited. Council member Lee agreed that the City should reach out to find interested users.

Engineer Goodman agreed that there needs to be clear goals and direction given and suggested that a goal setting meeting of the Council be undertaken to give a black and white outline of what they want to do.

Kristen Tuenge, Watershed Board President, stated that it would be helpful for the Council to have focused goals for the outcomes of the project.

Mayor Simonson stated that the Council should establish direction as a first step to give the proposed committee something to deliberate and gather collective ideas, such as paving, curbs and parking. Council member Schneider agreed that more narrow goals need to be established.

There was consensus for the Council to set a Special Meeting date of Tuesday, September 23rd at 6:30pm to further discuss the goals and direction for the Log House Landing improvement project.

ADJOURNMENT

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

The meeting adjourned at 8:37 p.m.

Respectfully submitted,

Brenda Eklund
Deputy Clerk